



**PUBLIC MEETING NOTICE**  
**WISCONSIN RAPIDS COMMON COUNCIL**  
**TUESDAY, SEPTEMBER 19, 2023**  
**6:00 P.M.**  
**CITY HALL COUNCIL CHAMBERS**

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, September 19, 2023 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

**Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on August 15, 2023 (See Attachment #1)
5. Consider the appointment of a regular member to the Water Works and Lighting Commission for a term expiring October 1, 2028 (See Attachment #2)
6. Consider a Resolution that the City of Wisconsin Rapids be exempted from the payment of any county library tax as provided in Section 43.64(2)(b), Wis. Stats. (See Attachment #3)
7. Second Reading of an Ordinance which requires only one reading of an ordinance before adoption (See Attachment #4)
8. Consider for Adoption the Actions of the Planning Commission at its meeting held on August 31, 2023:
  1. Approval of the report from August 7, 2023, Planning Commission meeting.
  2. 23-000769; Walter and Carol Pahl - request for a Certified Survey Map to create four recorded lots at 540 Daly Avenue and three unaddressed parcels (Parcel ID's 3411706, 3411712, 3411710, & 3411709) and dedicate right-of-way on Daly Avenue.
  3. 23-000775; Scott Domke - request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 1021 Cliff Street (Parcel ID 3408355).
  4. 23-000746; Halron Brothers, LLP. - request for a Site Plan and Architectural Review to construct an industrial building addition at 611 25<sup>th</sup> Avenue North (Parcel ID 3400859).
  5. Adjourn
9. Consider for adoption the Actions of the Standing Committees of the Common Council, as follows:
  - A. Finance and Property Committee meeting held on September 5, 2023:
    1. Call to Order
    2. Consider approval of the usage of Park Outlay money to fund the Mead Park plans to not exceed \$200,000
    3. Consider a request from Pacific Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 3660 8<sup>th</sup> Street South

4. Consider a request from Khalsa Oil LLC, Bikhender S. Salh, agent, for a Retail “Class A” Intoxicating Liquor License and a Retail Class “A” Fermented Malt Beverages License for the premises located at 2411 8<sup>th</sup> Street South
5. Update on a request from the Community Development Department to apply for a 2024 Wood County Economic Development Grant in the amount of \$25,000 to create a Downtown Development Master Plan
6. Budget discussion
7. Audit of the bills
8. Set next meeting date
9. Adjournment

**B. Public Works Committee meeting held on September 7, 2023:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review and consider an ordinance adding parking on the north side of Baker St between 5<sup>th</sup> St N and 8<sup>th</sup> St N.
4. Review and consider ordinance changes for the restricted parking on Prospect St and 11<sup>th</sup> St N at Immanuel Lutheran School.
5. Review and consider approving the State / Municipal Agreement for a Carbon Reduction Program Project for WI Rapids Rail Crossing Optimization (project number 6999-11-86).
6. Discuss compost site operations and expectations.
7. Consider a preliminary resolution for public work and improvements on Wylie Street between 10<sup>th</sup> St N and 12<sup>th</sup> St N proposed for construction in 2024.
8. Review eligible projects for the WI DOT’s STP-U Applications.
9. Review and consider Amendment No. 3 to MSA’s service contract for the Signal Infrastructure Upgrades for intersections along: W Riverview Expressway at Chase St, W Grand Ave and High St.
10. Review Referral List
11. Set Next Meeting Date
12. Adjourn

**C. Human Resources Committee meeting held on September 14, 2023:**

1. Call to order
2. Discuss and consider for approval proposed changes to the Pay Provisions Policy. Attachment forthcoming.
3. Discuss and consider for approval a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Attachments forthcoming.
4. Discuss and consider for approval making permanent the current trial period of City Hall hours of Monday through Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 12:00 p.m.
5. Discuss and consider for approval proposed changes to the CDL policy. Attachment forthcoming.
6. Adjournment

**D. Legislative Committee meeting held on September 5, 2023**

1. Call to Order
2. Consider adoption of an ordinance to allow all-terrain vehicles (ATVs) and utility-terrain vehicles (UTVs) to operate on City streets other than state highways,
3. Consider adoption of an ordinance amending sections of Chapter 18, the Fire Code.
4. Discuss the date and time for Trick or Treat in the City for 2023, and possibly future years.
5. Adjourn

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

- a. McMillan Memorial Library Finance Committee held June 12, 2023; Board of Trustees held July 19 and August 3, 2023; Services Committee held August 8, 2023
- b. Wisconsin Rapids Housing Authority held on June 26, 2023
- c. Historic Preservation Commission held August 2, 2023
- d. South Wood County Airport Commission held August 3, 2023
- e. Water Works and Lighting Commission Special and Regular Meetings held August 9, 2023

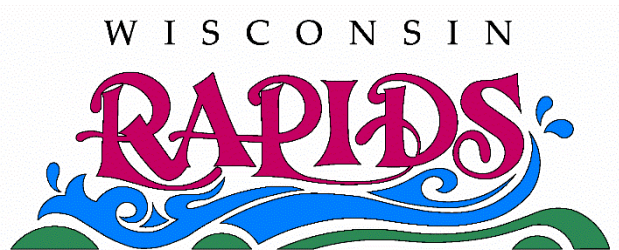
- f. Park and Recreation Commission held August 14 and September 11, 2023
  - g. Police and Fire Commission held August 7 and August 18, 2023
- Department Reports for August 2023
- h. Engineering Department
  - i. Public Works Department
  - j. South Wood County Airport
  - k. Wastewater Treatment Plant
  - l. Wisconsin Rapids Fire Department
  - m. Wisconsin Rapids Police Department for July and August

**11. Referrals to Committees**

**12. Adjournment.**

Jennifer M. Gossick, City Clerk

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



# Attachment #1

## MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, AUGUST 15, 2023

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, August 15, 2023, at 6:03 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

### 1. Call to Order

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

### 2. Roll Call

**Roll call indicated that all alderpersons were present:**

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

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

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

### 4. Administration of Ceremonial Oath of Office and Badge Pinning

**City Clerk Gossick administered the following oaths of office; Badges were pinned by family members:**

- Deputy Police Chief Scott Dewitt
- Lieutenant Ross Radtke
- Sergeant Joseph Foy III
- Sergeant Andrew Borchardt
- Sergeant Eric Daven

### 5. Reading of the Minutes of the Previous Meetings held on July 18, 2023 and July 20, 2023

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

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



## Attachment #1

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

Michael Timm, 410 Grove Ave., is appointed as a regular member to the Police and Fire Commission to replace Steve Tenpas, for a term expiring 7/1/2028.

**It was moved by Delaney, seconded by Zacher to approve Mayor Blaser's appointment to the Police and Fire Commission as presented. Motion carried, 8 ayes and 0 nays.**

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

7. Second Reading of an Ordinance Amending Chapter 11 – Zoning Ordinance, specifically Article 15 - Fencing, including modifications to various sections including general requirements, dimensional requirements, and fence materials

**It was moved by Austin, seconded by Bemke to approve an ordinance Amending Chapter 11 – Zoning Ordinance, specifically Article 15 - Fencing, including modifications to various sections including general requirements, dimensional requirements, and fence materials. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1347:**

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

8. Consider a proposal for the creation of a Mass Transit Evaluation Committee

**It was moved by Bemke, seconded by Austin to create a Mass Transit Evaluation Committee, to appoint Mayor Blaser as chairperson of the Committee, and to allow him to appoint up to four (4) additional members. 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"/>
Jake Cattanach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Consider for approval an amendment to the Industrial Services Agreement with Mariani Packing Co., Inc., as recommended by the Wastewater Treatment Commission at its meeting held on August 7, 2023

It was moved by Rayome, seconded by Polach to approve an amendment to the Industrial Services Agreement with Mariani Packing Co., Inc., as recommended by the Wastewater Treatment Commission as presented. Motion carried, 7 ayes, 0 nays, and 1 abstention:

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

#### 10. REPORT OF THE PLANNING COMMISSION MEETING HELD ON AUGUST 7, 2023:

Date of Meeting: August 7, 2023

Reported to Council: August 15, 2023

The Planning Commission met at 4:00 p.m. on August 7, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Chairperson Shane Blaser, Ryan Austin, Eric Daven, Ben Goodreau and Jeff Marutz; Thad Kubisiak and Lee Thao were absent. Also present were Alderspersons Tom Rayome and Dennis Polach, Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Ron Polum, Diane Polum, Jonathan Ruder, Ralph Hamel, and Gloria Rayles. Tracy Traut, Tim Randall, Alex Mayou, and Jeremy Cynkar attended remotely via Zoom.

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

1. Approval of the report from July 6 & July 20, 2023, Planning Commission meetings.

Motion by Austin to approve the report from July 6 & July 20, 2023, Planning Commission meetings; second by Daven. Motion carried (5 – 0)

2. 23-000524; Badger Land Survey, LLC. – request for a Certified Survey Map to create two lots from three at 1431 Second Street North (Parcel ID 3405492) and dedicate right-of-way on First Street North.

Kyle Kearns provided a brief summary of the request. Approval was recommended.

Motion by Daven to approve the request for a Certified Survey Map to create two lots from three at 1431 Second Street North (Parcel ID 3405492) and dedicate right-of-way on First Street North as presented; second by Goodreau. Motion carried (5 – 0)

3. 23-000535; WISC RAPIDS 4540 8<sup>th</sup> South WI LLC - request for a Certified Survey Map to create three lots from two at 4540 Eighth Street South and 710 Ruby Avenue (Parcel ID 3414195 and 3414178) and dedicate right-of-way on Eighth Street South.

Kyle Kearns provided a brief summary of the request. Approval was recommended.

Motion by Marutz to approve the request for a Certified Survey Map to create three lots from two at 4540 Eighth Street South and 710 Ruby Avenue (Parcel ID 3414195 and 3414178) and dedicate right-of-way on Eighth Street South; second by Blaser. Motion carried (5 – 0)

4. 23-000679; TAM Acquisitions – request for a Certified Survey Map to create two lots from one at 2730 Eighth Street South (Parcel ID 3412599) and dedicate right-of-way on Eighth Street South and Grove Avenue.

Kyle Kearns provided a brief summary of the request. Approval was recommended.

Motion by Austin to approve the request for a Certified Survey Map to create two lots from one at 2730 Eighth Street South (Parcel ID 3412599) and dedicate right-of-way on Eighth Street South and Grove Avenue; second by Marutz. Motion carried (5 – 0)

5. 23-000516; Ron and Diane Polum – request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 4410 Ridgeview Lane (Parcel ID 3414540).

Carrie Edmondson provided background information of the property and a synopsis of the request.

Approval was recommended. Associate Planner Edmondson answered Eric Daven's question about the calculated square footage.

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Motion by Blaser to approve the request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 4410 Ridgeview Lane (Parcel ID 3414540); second by Goodreau. Motion carried (5 – 0)

6. 23-000658; Marshfield Clinic – request for an amendment to a previous Site Plan Review to modify the site configuration at 220 & 440 24<sup>th</sup> Street South (Parcel ID 3410784).

Kyle Kearns provided a summary of the request. Approval was recommended subject to the conditions outlined in the staff report. Mr. Goodreau and Mr. Daven had questions about the helicopter landing pad to which Kyle Kearns and Tracy Traut responded.

Motion by Austin to approve the request for an amendment to a previous Site Plan Review to modify the site configuration at 220 & 440 24<sup>th</sup> Street South (Parcel ID 3410784) subject to the conditions outlined in the staff report:

1. Applicable permits through the City shall be obtained.
2. Community development staff shall have the authority to approve minor modifications to the plans.

Second by Daven. Motion carried (5 – 0)

7. 23-000677; Alternative Edge - request for a Site Plan and Architectural Review to construct an accessory structure at 711 Peach Street (Parcel ID 3407884)

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

Motion by Goodreau to approve the request for a Site Plan and Architectural Review to construct an accessory structure at 711 Peach Street (Parcel ID 3407884) subject to the conditions in the Staff report:

1. The accessory building shall be placed on a stable foundation and anchored appropriately, to be approved by the Community Development Department.
2. Applicable permits through the City shall be obtained.
3. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Marutz. Motion carried (5 – 0)

8. 23-000682; Tim Randall – request for a Site Plan Review to construct a restaurant and drive-up service window and associated site improvements at 2730 8<sup>th</sup> Street South (Parcel ID 3412599).

Carrie Edmondson provided a review of the request. Approval was recommended with the conditions outlined in the staff report. Mrs. Edmondson and Mr. Kearns answered Mr. Daven's question about the north property line, the parking stalls, directional signage, the median and crosswalks.

Motion by Marutz to approve the request for a Site Plan Review to construct a restaurant and drive-up service window and associated site improvements at 2730 8<sup>th</sup> Street South (Parcel ID 3412599) subject to the conditions outlined in the staff report:

1. This approval is contingent upon the final approval of the Certified Survey Map dividing Parcel 3412599 into two parcels.
2. Directional signage to indicate one-way flow shall be installed.
3. Applicable permits for signage, subject to review and approval by the Community Development Department, shall be obtained.
4. Applicable right-of-way permits shall be obtained, to be reviewed and approved by the Department of Public Works.
5. All applicable building and stormwater permits through the City of Wisconsin Rapids shall be obtained.
6. The Community development department shall have the authority to approve minor modifications to the plans

Second by Daven. Motion carried (5 – 0)

9. 23-000621; City of Wisconsin Rapids – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically Article 6 Division 3 Sections numbering and 11.06.65 - Driveways, including modifications to dimensional standards.

Carrie Edmondson explained the request, recommending approval.

Public hearing opened at 4:33 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:33 p.m.

Motion by Goodreau to approve the request to amend Chapter 11 – Zoning Ordinance, specifically Article 6 Division 3 Sections numbering and 11.06.65 - Driveways, including modifications to dimensional standards; second by Blaser. Motion carried (5 – 0). **Ordinance No. MC 1350**

## Attachment #1

10. 23-000657; City of Wisconsin Rapids – action on a request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to clarify language for civic event banner requirements. Carrie Edmondson provided background information on the item, recommending approval. Kyle Kearns answered Mr. Daven's question regarding other banner regulations in the right of way.

Motion by Austin to approve the request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to clarify language for civic event banner requirements; second by Goodreau. Motion carried (5 – 0). **Ordinance No. MC 1351**

11. Conceptual Project Review – 38-acre site north of County Highway Z, between 12<sup>th</sup> Street South and 16<sup>th</sup> Street South (Town Parcel ID 0700910 and 0700910A).

Kyle Kearns provided a synopsis of the item. Mr. Austin and Tom Rayome requested additional history and information regarding the Highway 54 bypass, to which Kyle Kearns responded. Commissioners provided positive feedback regarding the prospect of the outlined future development in the City.

Motion by Goodreau to approve the Concept Plan for a 38-acre site north of County Highway Z, between 12<sup>th</sup> Street South and 16<sup>th</sup> Street South (Town Parcel ID 0700910 and 0700910A); second by Austin. Motion carried (5 – 0)

### 12. Adjourn

Motion by Marutz to adjourn the meeting; second by Goodreau. Motion carried (5 – 0). Meeting adjourned at 4:53 p.m.

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

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

11. 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 AUGUST 8, 2023:

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

Date of Meeting: August 8, 2023

Report to Council: August 15, 2023

The Finance and Property Committee met at 4:01 p.m. on Tuesday, August 8, 2023, in the First Floor Conference Room at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present; Aldersperson Veneman attended via Zoom videoconferencing.

#### 1. Call to Order

Chairperson Zacher called the meeting to order at 4:01 p.m.

2. Consider for approval the appointment of Jessica L. Kramer as successor agent for the Retail Class "A" Fermented Malt Beverages and Retail "Class A" Intoxicating Liquor licenses for Kwik Trip Inc. d/b/a Kwik Trip 347, for the premises located at 4611 8<sup>th</sup> Street South

It was moved by Veneman, seconded by Bemke to approve the appointment of Jessica L. Kramer as successor agent for the Retail Class "A" Fermented Malt Beverages and Retail "Class A" Intoxicating Liquor licenses for Kwik Trip Inc. d/b/a Kwik Trip 347, for the premises located at 4611 8<sup>th</sup> Street South. Motion carried, 3-0.

3. Consider a request from Shree Ashapuri Inc. D/B/A G-R-8 Bar, Mitesh Kumar N. Rana, agent, for a Retail Class "B" Fermented Malt Beverages License for the premises located at 3553 8<sup>th</sup> Street South

It was moved by Bemke, seconded by Zacher to approve a request from Shree Ashapuri Inc. D/B/A G-R-8

Bar, Mitesh Kumar N. Rana, agent, for a Retail Class "B" Fermented Malt Beverages License for the premises located at 3553 8<sup>th</sup> Street South. 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 Assumption Catholic Schools, 445 Chestnut Street, for a Feast of the Assumption event to be held on Friday, August 26, 2023 from 4:00 p.m. to 8:00 p.m.

It was moved by Bemke, seconded by Veneman to a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, 445 Chestnut Street, for a Feast of the Assumption event to be held on Friday, August 26, 2023 from 4:00 p.m. to 8:00 p.m. Motion carried, 3-0.

5. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Our Lady Queen of Heaven, 750 10<sup>th</sup> Avenue South, for a church picnic event to be held on Saturday, August 27, 2023 from 11:00 a.m. to 6:00 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 Our Lady Queen of Heaven, 750 10<sup>th</sup> Avenue South, for a church picnic event to be held on Saturday, August 27, 2023 from 11:00 a.m. to 6:00 p.m. Motion carried, 3-0.

6. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Friends of Rapids Music, Inc., 441 2<sup>nd</sup> 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 9, 2023 from 1:00 p.m. to 9:00 p.m.

It was moved by Zacher, seconded by Bemke to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Friends of Rapids Music, Inc., 441 2<sup>nd</sup> 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 9, 2023 from 1:00 p.m. to 9:00 p.m. Motion carried, 3-0.

7. Request from the Community Development Department to apply for a Wisconsin Department of Natural Resources – Wisconsin Assessment Monies (WAM) Grant to conduct a Phase I Environmental Site Assessment at the property located at 330 9<sup>th</sup> Avenue South (Parcel ID 3402599)

It was moved by Bemke, seconded by Zacher to approve the application for a Wisconsin Department of Natural Resources – Wisconsin Assessment Monies (WAM) Grant to conduct a Phase I Environmental Site Assessment at the property located at 330 9<sup>th</sup> Avenue South (Parcel ID 3402599). Motion carried, 3-0.

**Resolution No. 15 (2023)**

8. Budget discussion

The budget was discussed. No action was taken on this item.

9. Audit of the bills

It was moved by Bemke, seconded by Zacher to approve check numbers 17812 to 18196. Motion carried, 3-0.

10. Set next meeting date

The next regular Committee meeting will be held on Tuesday, September 5, 2023 at 4:00 p.m.

11. 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 Bemke, seconded by Veneman to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 3-0, and the Committee went into closed session. In closed session, the Committee will consider whether to exercise a right of first refusal to purchase property located at 161/163 Third Street South.

In closed session the Committee considered whether to exercise a right of first refusal to purchase property located at 161/163 Third Street South.

12. The Committee may adjourn in closed session, or may return to open session and take action on a right of first refusal to purchase property located at 161/163 Third Street South

It was moved by Bemke, seconded by Zacher to return to open session. Motion carried, 3-0, and the Committee returned to open session.

It was moved by Bemke, seconded by Zacher to exercise a right of first refusal to purchase property located at 161/163 Third Street South. Motion failed, 0-3.

There being no more business to come before the Committee, it was moved by Zacher, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:36 p.m.

## Attachment #1

It was moved by Veneman, seconded by Zacher to approve and adopt the actions of the Committee. Rayome requested that items #11 and #12 be held out for consideration in closed session at the end of the Council meeting. Mayor Blaser asked for unanimous consent to amend the motion to hold out items #11 and #12 for separate vote in closed session at the end of the Council meeting. No objection was made, and the motion was so amended. 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON AUGUST 3, 2023:

Tom Rayome, Chairperson

Ryan Austin, Vice-Chairperson

Dennis Polach

Date of Meeting: August 3, 2023

Reported to Council: August 15, 2023

The Public Works Committee met on Thursday, August 3rd, 2023 in the Council Chambers at City Hall. All members were present.

#### 1. Call to order

The meeting was called to order at 5:00 PM

#### 2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

#### 3. Review and consider revisions to City's Banner Policy.

This item is also being reviewed by the Planning Commission. Motion by Austin, second by Polach to approve policy changes allowing ground mounted banners as presented. Motion carried (3-0).

#### 4. Review and consider a resolution approving the NorthCentral Wisconsin Stormwater Coalition Cooperative Agreement for 2024-2028.

Motion by Austin, second by Rayome to approve the cooperative agreement. Motion carried (3-0).

#### **Resolution No. 16 (2023)**

#### 5. Review and consider approval of the 2024-2028 Capital Improvement Plan.

Motion by Rayome, second by Austin to approve the 2024-2028 Capital Improvement Plan. Motion carried (3-0).

#### 6. Review and reconsider adding parking on the north side of Baker St between 5<sup>th</sup> St N and 8<sup>th</sup> St N.

Motion by Polach, second by Rayome, to repeal the ordinance allowing parking and reinstate ordinance prohibiting parking on Baker St between 5<sup>th</sup> St and 7<sup>th</sup> St. Motion carried 2-1 with Austin voting against.

#### 7. Review and consider allowing parking on the south side of Oak St between 7<sup>th</sup> St S and 8<sup>th</sup> St S.

Motion by Austin, second by Rayome, to repeal the no parking ordinance on the south side of Oak St between 7<sup>th</sup> St S and 8<sup>th</sup> St S to allow parking. Motion carried 2-1 with Polach voting against.

#### 8. Review referral list.

The referral list was reviewed.

#### 9. Set Next Meeting Date.

The next regularly scheduled meeting is set for Thursday, September 7<sup>th</sup> at 5pm. A Capital Improvement Project tour is scheduled for Wednesday, August 9<sup>th</sup> at 4pm.

#### 10. Adjourn

Motion by Austin, second by Polach to adjourn at 5:51 PM. Motion carried (3-0).

It was moved by Rayome, seconded by Polach to approve and adopt the actions of the Committee. Austin requested that item #6 be held out. Delaney requested that item #7 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold out items #6 and #7 for separate vote. No objection was made, and the motion was so amended. 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>
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Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #6, it was moved by Austin, seconded by Delaney to allow parking on both sides of Baker St between 5<sup>th</sup> St N and 8<sup>th</sup> St N. Austin requested the motion be amended to include directing staff to draft an ordinance for Council consideration to allow parking on both sides of Baker St between 5<sup>th</sup> St N to 8<sup>th</sup> St N. Mayor Blaser asked for unanimous consent to amend the motion as stated. No objection was made, and the motion was so amended. Motion carried, 6 ayes and 2 nays:

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

Regarding item #7, it was moved by Delaney, seconded by Veneman to keep the parking ordinance as is with no parking allowed on the south side of Oak St between 7<sup>th</sup> St S and 8<sup>th</sup> St S. 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	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"/>
Jake Cattnach	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"/>

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON AUGUST 9, 2023:

Tom Rayome, Chairperson                      Ryan Austin, Vice-Chairperson                      Dennis Polach

Date of Meeting: August 9, 2023

Reported to Council: August 15, 2023

The Public Works Committee met on Wednesday, August 9th, 2023 at City Hall. Aldersperson Austin was not present.

1. Call to order

The meeting was called to order at 4:00 PM

2. Tour the 5-year Capital Improvement Plan 2024-2028 with the following itinerary:

- a. 4:00 PM – meet at the City Hall parking lot
- b. 4:10 PM – meet at the intersection of McKinley St and 14<sup>th</sup> Ave S to review projects proposed north of W Grand Ave.
- c. 4:25 PM – meet at the intersection of Chestnut St and Lincoln St to review the Lincoln St and E Jackson St projects.

## Attachment #1

- d. 4:45 PM – meet at the intersection of 12<sup>th</sup> St N and Wylie St to review projects proposed north of Baker St.
- e. 5:05 PM – meet at the intersection of 2<sup>nd</sup> St N and Ash Street to review the 2<sup>nd</sup> St N and Riverview Dr projects.

Two city vehicles were utilized for the tour. The tour stopped at each of the locations with discussions about each of the projects along with details about how asset condition data is gathered, prioritization of projects and selection of projects.

3. The meeting adjourned at 5:10pm

**It was moved by Rayome, seconded by Veneman to approve the report of the Committee and place it 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON AUGUST 10, 2023:

Jay Bemke, Chairperson

Jake Cattanaach, Vice-Chairperson

Patrick J. Delaney

Date of Meeting: August 10, 2023

Reported to Council: August 15, 2023

The Human Resources Committee held a meeting in the All-Purpose Room at McMillian Memorial Library on Thursday August 10, 2023 at 3:00p.m. Committee members present were Bemke and Delaney. Also present were Mayor Blaser, HR Manager Ryan Hartman, Police Chief Hostens, Superintendent Paul Vollert and Aldersperson Veneman, and Joe Bachman.

#### 1. Call to order

Chairperson Bemke called the meeting to order at 3:00 p.m.

#### 2. From July 18 Common Council Referral- Discuss and consider for approval the creation of an Administrative Lieutenant position within the WRPD.

Motion by Bemke seconded by Delaney to approve the creation of an Administrative Lieutenant position within the WRPD. Motion carried 2-0.

#### 3. Consider a revision to the Overtime and On-Call Policy to provide that paid holidays shall be considered hours worked.

Motion by Bemke, seconded by Delaney to revise the Overtime and On-Call Policy to provide that paid holidays shall be considered hours worked. Motion failed 1-1.

#### 4. Consider a revision to the Compensatory Time Off policy to provide that compensatory time be capped at 80 hours at any time during the year.

Motion by Delaney seconded by Bemke to revise the Compensatory Time Off policy to provide that compensatory time be capped at 80 hours at any time during the year. Motion carried 2-0.

#### 5. Adjournment

Motion by Delaney, seconded by Bemke to adjourn. Motion carried 2-0. The meeting was adjourned at 3:35 p.m.

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

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



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

Regarding item #3, it was moved by Bemke, seconded by Austin to approve this item as presented. 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanauch	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		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. REPORT OF THE LEGISLATIVE COMMITTEE MEETING HELD ON JULY 27, 2023:

Jay Bemke, Chairperson

Tom Rayome, Vice-Chairperson

Matt Zacher

Date of Meeting: July 27, 2023

Reported to Council: August 15, 2023

The Legislative Committee met at 4:01 p.m. on Thursday, July 27, 2023 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Legislative Committee were present.

1. Call to Order

Chairperson Bemke called the meeting to order at 4:01 p.m.

2. Discussion regarding consideration of an ordinance to allow ATV/UTV routes in the City.

Motion by Zacher, seconded by Bemke to proceed with considering an ordinance to allow ATV/UTV routes in the City. Motion carried, 3-0

3. Consider a request by the Community Development Department to adopt an ordinance amending Chapter 14 – Building Code, adding language regarding delegated agent status, plan examination, and plan submission procedures.

Motion by Bemke, seconded by Zacher to adopt an ordinance amending Chapter 14 – Building Code, adding language regarding delegated agent status, plan examination, and plan submission procedures.

Motion carried, 3-0. **Ordinance No. MC 1352**

4. Consider a request by the Community Development Department to adopt an ordinance amending Chapter 18 – Fire Code, specifically related to fire code construction references.

Motion by Bemke, seconded by Rayome to adopt an ordinance amending Chapter 18 – Fire Code, specifically related to fire code construction references. Motion carried, 3-0. **Ordinance No. MC 1353**

5. Consider increasing the number of alderpersons on the Council.

Motion by Bemke, seconded by Zacher to refer this item to the Committee of the Whole for consideration. Motion carried, 3-0

6. Consider the adoption of an ordinance which requires only one reading of an ordinance before adoption.

Motion by Zacher, seconded by Rayome to adopt an ordinance which requires only one reading of an ordinance before adoption. Motion carried, 3-0.

The next meeting of the Legislative Committee is scheduled for Tuesday, September 5, 2023 at 5:00 p.m.

7. Adjourn

Motion by Rayome, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 5:47 p.m.

Delaney requested that item #2 be held out for separate vote. Rayome requested that item #6 be held out for separate vote. It was moved by Bemke, seconded by Zacher to approve and adopt the balance of the report, holding out items #2 and #6. Motion carried, 8 ayes and 0 nays:

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

Regarding item #2, it was moved by Zacher, seconded by Bemke to direct staff to draft an ordinance to allow ATV/UTV routes in the City to be considered at a future Legislative Committee meeting. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #6, it was moved by Delaney, seconded by Austin to approve this item as written. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1354. Since this was a first reading of the ordinance, and the vote was not unanimous, the ordinance will be presented for a second reading at the September Common Council meeting:

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

## 12. Reports of Other Committees, Commissions, Boards, and Department Reports:

1. Wisconsin Rapids Housing Authority Resident Advisory Board held on February 16, 2023; Housing Authority held on April 26 and May 31, 2023
  2. Historic Preservation Commission held on May 25 and July 27, 2023
  3. McMillan Memorial Library Board of Trustees held June 21, 2023
  4. Police and Fire Commission held July 12 and July 27, 2023
  5. Wastewater Treatment Commission held July 12, 2023
  6. Water Works and Lighting Commission held July 12, 2023
- Department Reports for July 2023
7. Engineering Department
  8. Public Works Department
  9. South Wood County Airport
  10. Wastewater Treatment Plant
  11. Wisconsin Rapids Fire Department

No action was taken on this item. The reports will be placed on file.

### 13. Referrals to Committee

No referrals were received.

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

In closed session, the Council will consider whether to exercise a right of first refusal to purchase property located at 161/163 Third Street South.

It was moved by Veneman, seconded by Bemke to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 8 ayes and 0 nays, and the Council went into closed session:

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

In closed session, the Council considered whether to exercise a right of first refusal to purchase property located at 161/163 Third Street South. Clerk's Note: the correct address is 161/163 Third Street North.

15. The Council will return to open session and may take action on a right of first refusal to purchase property located at 161/163 Third Street South.

It was moved by Bemke, seconded by Veneman to return to open session. Motion carried, 8 ayes and 0 nays, and the Council returned to open session.

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<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 Bemke, seconded by Veneman to decline to exercise a right of first refusal to purchase back property located at 161/163 Third Street North. 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"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	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

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

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

**It was moved by Zacher, seconded by Cattanach to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 8 ayes and 0 nays, and the Council went into closed session:**

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

In closed session, the Council discussed negotiations and litigation strategy regarding litigation involving a new wastewater services agreement with the Village of Biron.

17. The Council will adjourn in closed session.

**It was moved by Cattanach, seconded by Zacher to adjourn in closed session. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 9:52 p.m.:**

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

Respectfully submitted,

Jennifer M. Gossick, City Clerk

Mr. Shane Blaser  
Wisconsin Rapids Mayor  
444 West Grand Ave  
Wisconsin Rapids, WI. 54495

July 20, 2023

Dear Mr. Blaser, Ms. Jennifer Gossick and City Councilors,

Please consider my application to serve on the WW&LC for the next 5 years. Having received the past approval of the City Council, I have served on the Commission since 2013 and feel that my service has been a positive influence on the commission.

My experience and education represent qualifications allowing me to serve responsibly.

Our commission focus has been to promote system reliability and capability that would allow our community to confidently approach economic development and be able to insure current and potential business candidates that our utilities could meet their need's reliability and economically.

Balancing the needs of city management with the requirements of sound utility management would also be a commitment while serving the needs of residents.

During my manufacturing experience oversight of wells, water treatment, effluent treatment, electrical generation, and distribution within the manufacturing scope were direct or indirect responsibilities. Utility facilities and equipment are not foreign.

My manufacturing and financial experience will guide me regarding the expectations for reliability and the components of surveillance and redundancy to achieve that result while managing in a fiscally responsible manner.

My resume is available on a confidential basis if this application is given consideration and I will be available for a discussion or interview as required. Please advise of any meetings that you request my presence.

Respectfully submitted,



John F. Bergin  
4411 Quarry Circle  
Wisconsin Rapids, WI. 54495  
Cell: 414-364-4399  
Home: 715-423-9230  
CC Ms. Jennifer Gossick, Wisconsin Rapids, City Clerk



**CITY OF WISCONSIN RAPIDS**

**Resolution No. XX (2023)**

**2024 Wood County Library Tax Exemption**

---

**WHEREAS,** The Wood County Board levies a county library tax;

**WHEREAS,** Section 43.64(2)(b) of the Wisconsin Statutes provides such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of property in the city for the current year, may apply for exemption from this tax; and

**WHEREAS,** the City of Wisconsin Rapids does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b),

**NOW, THEREFORE, BE IT RESOLVED** that the City of Wisconsin Rapids be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2024 an amount in excess of \$546,259, the amount calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Wisconsin Rapids participation in county library service in all other respects; and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to deliver certified copies of the Resolution to the Chair of the Wood County Library Board and to the Wood County Clerk no later than the end of the business day on September 29, 2023.

Adopted the 19th day of September, 2023

City of Wisconsin Rapids  
Wood County, Wisconsin

---

Shane Blaser, Mayor

---

Jennifer M. Gossick, City Clerk

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

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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 2 OF THE MUNICIPAL CODE PROVIDING THAT AN ORDINANCE MAY BE ADOPTED AT ITS FIRST READING

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

SECTION I      Section 2.04(3)(d) of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

(d) Reading and Passage of Ordinances. All ordinances shall have one reading. ~~No ordinance, except an ordinance relating to parking and traffic regulations, shall be passed at the meeting in which it is introduced, unless by a unanimous vote of all members voting.~~ An ordinance may be passed at the meeting in which it is introduced. A majority vote of all the members of the common council shall be necessary for the passage of an ordinance.

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

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

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

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

ADOPTED:

APPROVED:

PUBLISHED:

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: August 31, 2023

### Report #1

The Planning Commission met at 4:00 p.m. on August 31, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Chairperson Shane Blaser, Eric Daven, Jeff Marutz; Ben Goodreau and Thad Kubisiak; Ryan Austin and Lee Thao were absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Craig Rose, and others as indicated on the meeting sign-in sheet.

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

1. Approval of the report from August 7, 2023, Planning Commission meeting.

Motion by Daven to approve the report from August 7, 2023, Planning Commission meeting; second by Goodreau.

Motion carried (5 – 0)

2. **23-000769; Walter and Carol Prah** – request for a Certified Survey Map to create four recorded lots at 540 Daly Avenue and three unaddressed parcels (Parcel ID's 3411706, 3411712, 3411710, & 3411709) and dedicate right-of-way on Daly Avenue.

Kyle Kearns provided a review of the request and recommended approval.

Motion by Kubisiak to approve the request for a Certified Survey Map to create four recorded lots at 540 Daly Avenue and three unaddressed parcels (Parcel ID's 3411706, 3411712, 3411710, & 3411709) and dedicate right-of-way on Daly Avenue; second by Goodreau.

Motion carried (5 – 0)

3. **23-000775; Scott Domke** - request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 1021 Cliff Street (Parcel ID 3408355).

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

Member Kubisiak asked about limits to the square footage in the future to which Mr. Kearns responded.

Motion by Blaser to approve the request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 1021 Cliff Street (Parcel ID 3408355), subject to the following conditions:

1. A total of 188 square feet shall be deducted from the allowable floor area of any future detached buildings.
2. A driveway permit must be obtained for the driveway that was recently constructed on the property.

Second by Marutz.

Motion carried (5 – 0)



4. **23-000746; Halron Brothers, LLP.** - request for a Site Plan and Architectural Review to construct an industrial building addition at 611 25<sup>th</sup> Avenue North (Parcel ID 3400859).

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

Eric Daven requested clarification for various parts of condition number 5 to which Carrie Edmondson replied.

Craig Rose, representing the construction management company for Halron Brothers, added comments regarding the addition.

Ben Goodreau asked the applicant about alternative building materials and alterations to meet the 50% requirement to which Mr. Rose responded.

Kyle Kearns answered Thad Kubisiak's question about the requirements that applied to the Matalco accessory structure project and Shane Blaser's inquiry about the language in the zoning code related to building frontage.

Eric Daven questioned the building materials and the loading dock, to which Craig Rose replied.

Mr. Goodreau commented that the rendering looked appropriate for an industrial park, and further noted condition 5 unnecessary.

Motion by Daven to approve the request for a Site Plan and Architectural Review to construct an industrial building addition at 611 25<sup>th</sup> Avenue North (Parcel ID 3400859) subject to the following conditions:

1. The exterior materials of the building shall match the design and color of the principal building.
2. The access point off of Industrial Street shall be signed to indicate truck traffic only permitted.
3. Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
4. Any new exterior refuse storage shall be screened with an enclosure made of brick, textured concrete masonry units, wood, and/or chain-link with slats, to be reviewed and approved by the Community Development Department.
5. Community development staff shall have the authority to approve minor modifications to the plans.

Second by Goodreau.

Motion carried (5 – 0)

5. Adjourn

Motion by Marutz to adjourn the meeting; second by Kubisiak.

Motion carried (5 – 0)

Meeting adjourned at 4:28 p.m.

Respectfully Submitted by Erika Esser, Secretary



## Report of the Finance and Property Committee

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

Date of Meeting: September 5, 2023  
Reported to Council: September 19, 2023

The Finance and Property Committee met at 4:01 p.m. on Tuesday, September 5, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present.

### 1. Call to Order

**Chairperson Zacher called the meeting to order at 4:01 p.m.**

2. Consider approval of the usage of Park Outlay money to fund the Mead Park plans to not exceed \$200,000  
**It was moved by Veneman, seconded by Bemke to approve the usage of Park Outlay money to fund the Mead Park plans as presented to not exceed \$200,000. Motion carried, 3-0.**

3. Consider a request from Pacific Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 3660 8<sup>th</sup> Street South

**It was moved by Bemke, seconded by Veneman to approve a request from Pacific Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 3660 8<sup>th</sup> Street South. Motion carried, 3-0.**

4. Consider a request from Khalsa Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 2411 8<sup>th</sup> Street South

**It was moved by Veneman, seconded by Bemke to approve a request from Khalsa Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 2411 8<sup>th</sup> Street South. Motion carried, 3-0.**

5. Update on a request from the Community Development Department to apply for a 2024 Wood County Economic Development Grant in the amount of \$25,000 to create a Downtown Development Master Plan  
**Community Development Director Kyle Kearns gave an update on a request from the Community Development Department to apply for a 2024 Wood County Economic Development Grant in the amount of \$25,000 to create a Downtown Development Master Plan. No action was taken on this item.**

### 6. Budget discussion

**The budget was discussed. No action was taken on this item.**

### 7. Audit of the bills

**It was moved by Bemke, seconded by Zacher to approve check numbers 18197 to 18606. Motion carried, 3-0.**

### 8. Set next meeting date

**The next regular Committee meeting will be held on Tuesday, October 3, 2023 at 4:00 p.m.**

### 9. Adjournment

It was moved by Veneman, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:31 p.m.

Respectfully submitted,

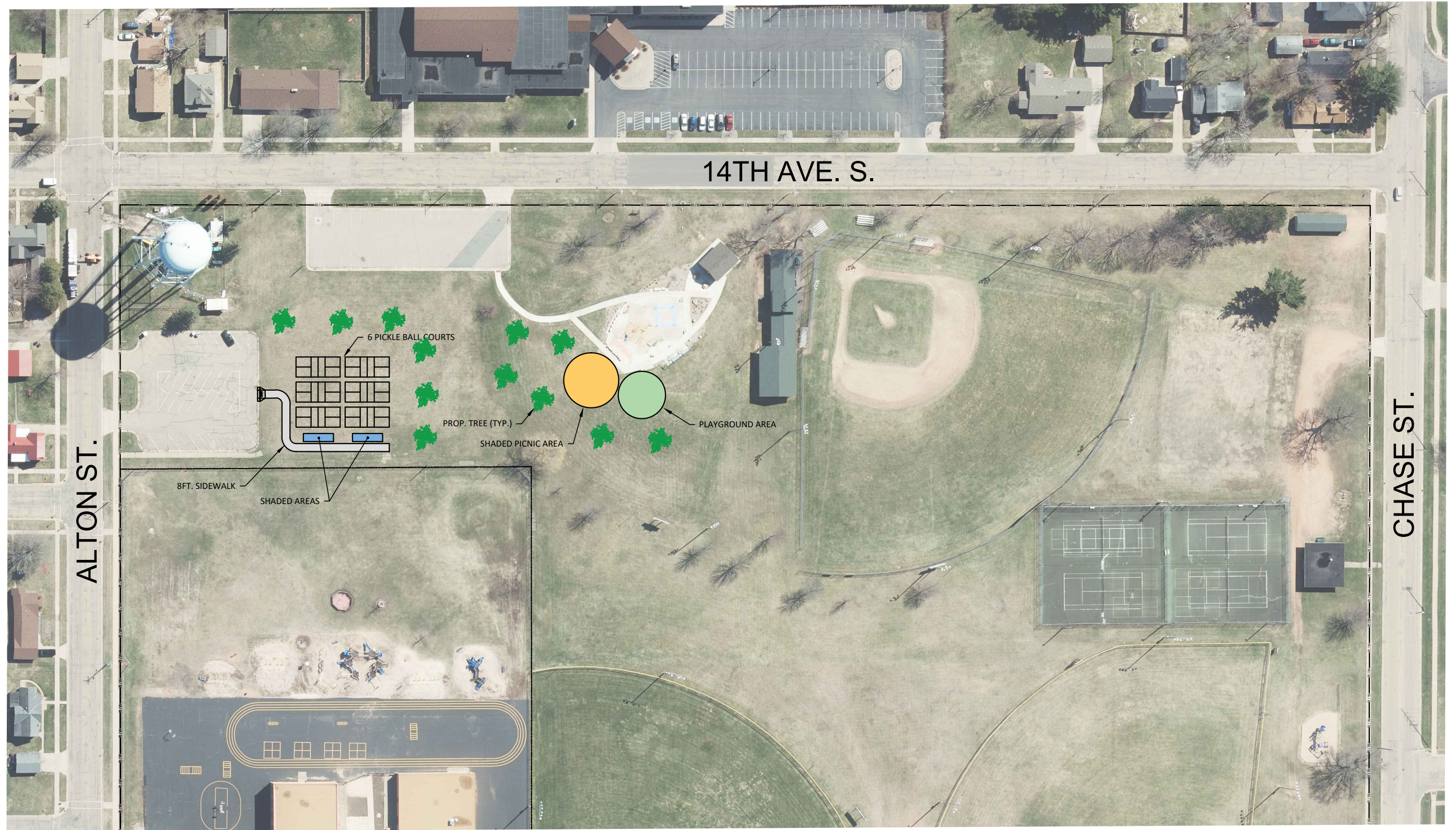
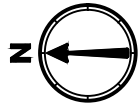
Jennifer M. Gossick, City Clerk

**Wisconsin Rapids Parks & Recreation Department**  
**Mead Park – Pickleball Courts/Shade Sail/Playground**

Company	Phase/Work	Alternate	Price
American Asphalt of Wisconsin PO Box 98, Mosinee, WI 54455-0098	Asphaltic surfacing, paint surfacing, striping, resurfacing, saw cut seal		\$115,000
American Fence Company 3210 Mecca Dr., Plover, WI 54467	All chain link fencing, windscreen, netting systems		\$41,000
American Fence Company 3210 Mecca Dr., Plover, WI 54467	Wind screen		\$7,000
Commercial Recreational Specialist 807 Liberty Drive, Suite 101, Verona, WI 53593	Shade Sail/ with Installation		\$36,633
Commercial Recreational Specialist 807 Liberty Drive, Suite 101, Verona, WI 53593	Playground		\$329,822  (93,132 is being matched by Commercial Recreational Specialist)  \$236.690

-We have an additional grant of \$18,372 that Commercial Recreational Specialist will also match for the playground equipment for a total of \$36,744.





PROJECT:

MEAD FIELD PROPOSED ADDITIONS

LOCATION:

MEAD FIELD

ENGINEERING DEPARTMENT  
444 WEST GRAND AVENUE  
WISCONSIN RAPIDS, WI 54495  
PHONE 715-421-8205 / FAX 715-421-8291



DRAWN BY: M.A.S.

PLOT DATE: 3/22/21

PROJ. NO. ####-##

SCALE: 1" = 100FT.

SHEET. 00 OF 00

DRAWING FILE - C:\Users\design3\Desktop\MeadParkAdditions\_3-1-23.dwg



6/51 \$20.00 8/29/2023

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)

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

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

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

Applicant's Wisconsin Seller's Permit Number <u>456-1031495910-04</u>	
FEIN Number <u>93-3070526</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>20.00</u>
<b>TOTAL FEE</b>	\$

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

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

President / Member Last Name <u>SINGH</u>	(First) <u>GURINDER</u>	(Middle Name) <u>N/A</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3369 Mac amilos way, Sacramento, CA 95835</u>
Vice President / Member Last Name <u>DHALIWAL</u>	(First) <u>SUKHMINDER</u>	(Middle Name) <u>SINGH</u>	Home Address (Street, City or Post Office, & Zip Code) <u>2817 72nd st, Merced Island, WA, 98040</u>
Secretary / Member Last Name <u>\$</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>SALH</u>	(First) <u>BIKHENDER</u>	(Middle Name) <u>SINGH</u>	Home Address (Street, City or Post Office, & Zip Code) <u>12929 N WAUWATOSA RD, MEQUON, WI, 53097</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name PACIFIC OIL LLC Business Phone Number 715-751-7986  
2. Address of Premises 3660 8th st, Wisconsin Rapids, WI Post Office & Zip Code 54494

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

It is a Convenience Store with the Gas station.

ENTIRE 1st FLOOR

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

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

(b) If yes, under what name was license issued? A to Z MINI MART

Stanley Shell, Inc. d/b/a Stanley Rapids

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☒ Yes ☐ No  
Course completed and attached with Application
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No  
 If yes, explain.  
JAI B MART, INC  
KHALSA OIL LLC
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 08/24/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
 If yes, explain.  
JAI B MART, INC  
154 N 4th Avenue, Sturgeon Bay, Wisconsin  
KHALSA OIL LLC
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>SINGH, GURINDER</u>	Title/Member <u>Member</u>	Date <u>29/08/2023</u>
Signature <u>Gurinder Singh</u>	Phone Number <u>559-736-8847</u>	Email Address <u>gurinder885002@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>8/29/2023</u>	Date reported to council/ board <u>9/5/23</u>	Date provisional license issued <u>N/A</u>	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of PACIFIC OIL LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as PACIFIC OIL LLC  
(Trade Name)

located at 3660 8th St, Wisconsin Rapids, WI, 54494

appoints BIKHENDER SINGH SALH  
(Name of Appointed Agent)  
12929 N. WAUWATOSA Rd, MEQUON, WI 53097  
(Home Address of Appointed Agent)

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

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
JAI B MARI INC. / KHALSA OIL LLC

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 8 years

Place of residence last year Same address

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

By: Bikhender Singh  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, BIKHENDER SINGH SALH, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 28/08/23 Agent's age 45 years  
(Signature of Agent) (Date)  
12929 N WAUWATOSA Rd, MEQUON, WI, 53097 Date of birth 07/17/1978  
(Home Address of Agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

TO P.D. ON 8/29/2023



4151 K20.0 8/29/2023

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: June 30, 2023  
(mm dd yyyy) (mm dd yyyy)

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

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

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

Applicant's Wisconsin Seller's Permit Number <u>456-1031476098-09</u>	
FEIN Number <u>93-3071418</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>20.00</u>
<b>TOTAL FEE</b>	\$

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

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

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	
<u>SINGH</u>	<u>GURINDER</u>	<u>N/A</u>	<u>3369 Mac amiles way, Sacramento, CA</u>	<u>95835</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	
<u>DHALIWAL</u>	<u>SUKHMINDER</u>	<u>SINGH</u>	<u>2817 72nd St, Merced Island, WA</u>	<u>98040</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	
<u>SALH</u>	<u>BIKHENDER</u>	<u>SINGH</u>	<u>12929 N WINDUATOSA Rd, MeQUON, WI</u>	<u>53097</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)	

1. Trade Name KHALSA OIL LLC Business Phone Number 715-54494  
2. Address of Premises 2411 8th St S, Wisconsin Rapids Post Office & Zip Code 54494

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

It is a convenience store with the Gas station.

ENTIRE 1st FLOOR

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

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

(b) If yes, under what name was license issued? A to Z MINI MART

2411 Eighth St, Inc. d/b/a

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ..... ☒ Yes ☐ No  
Course Completed and attached with Application
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☒ Yes ☐ No  
 If yes, explain.  
JAI B MART, INC  
PACIFIC OIL, LLC
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ..... ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 8/24/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
 If yes, explain.  
JAI B MART, INC  
154 N 4th Avenue, Sturgeon Bay, Wisconsin  
PACIFIC OIL LLC
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>SINGH GURINDER</u>	Title/Member <u>Member</u>	Date <u>29/08/2023</u>
Signature <u>Gurinder Singh</u>	Phone Number <u>559-736 8847</u>	Email Address <u>GURI885002@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>8/29/2023</u>	Date reported to council / board <u>9/5 &amp; 9/19/23</u>	Date provisional license issued <u>N/A</u>	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of KHALSA OIL LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

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

KHALSA OIL LLC  
(Trade Name)

located at 2411 8<sup>th</sup> St S, Wisconsin Rapids, WI, 54494

appoints BIKHENDER SINGH SALH  
(Name of Appointed Agent)

12929N, WAUWATOSA Rd, MEQUON, WI, 53097  
(Home Address of Appointed Agent)

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

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
JAIR MART INC / PACIFIC OIL LLC

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 8 years

Place of residence last year Same address

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

By: Gurinder Singh  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, BIKHENDER SINGH SALH, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 28/08/23 Agent's age 45 years  
(Signature of Agent) (Date)  
12929N, WAUWATOSA Rd, MEQUON, WI, 53097 Date of birth 07/17/1978  
(Home Address of Agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

To the P.D. on 8/29/2023

## REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 9/7/2023  
Reported to Council: 9/19/2023

The Public Works Committee met on Thursday, September 7<sup>th</sup>, 2023 in the Council Chambers at City Hall. All members were present. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider an ordinance adding parking on both sides of Baker St between 5<sup>th</sup> St N and 8<sup>th</sup> St N.

Motion by Austin, second by Polach to approve changing the ordinance, allowing parking on both sides of Baker Street between 5<sup>th</sup> Street North and 8<sup>th</sup> Street North. Motion carried 2-1 with Polach voting against.

4. Review and consider ordinance changes for the restricted parking on Prospect St and 11<sup>th</sup> St N at Immanuel Lutheran School.

Motion by Rayome, second by Polach to approve the draft ordinance as presented, revising parking restrictions adjacent to Immanuel Lutheran School. Motion carried (3-0).

5. Review and consider approving the State / Municipal Agreement for a Carbon Reduction Program Project for WI Rapids Rail Crossing Optimization (project number 6999-11-86).

Motion by Austin, second by Rayome to approve the State/Municipal Agreement for a Carbon Reduction Program Project for Wisconsin Rapids Rail Crossing Optimization (project number 6999-11-86). Motion carried (3-0).

6. Discuss compost site operations and expectations.

Motion by Rayome, second by Polach, to retain approximately 1000-3000 cubic yards of compost to be screened and made available for compost site users, and send out requests for proposal from local vendors to sell the remaining quantity. Motion carried (3-0).

7. Consider a preliminary resolution for public work and improvements on Wylie Street between 10<sup>th</sup> St N and 12<sup>th</sup> St N proposed for construction in 2024.

Motion by Austin, second by Polach to approve the preliminary resolution for public improvements to Wylie Street from 10<sup>th</sup> Street North to 12<sup>th</sup> Street North. Motion carried (3-0).

8. Review eligible projects for the WI DOT's STP-U Applications.

Proposed WisDOT STP-U projects were reviewed.

9. Review and consider Amendment No. 3 to MSA's service contract for the Signal Infrastructure Upgrades for intersections along: W Riverview Expressway at Chase St, W Grand Ave and High St.

Motion by Austin, second by Rayome to approve Amendment No. 3 to MSA's service contract for the Signal Infrastructure Upgrades for intersections along W. Riverview Expressway at Chase Street, West Grand Avenue and High Street. Motion carried (3-0).

10. Review referral list.

The referral list was reviewed.

11. Set Next Meeting Date.

The next regularly scheduled meeting is set for Thursday, October 5<sup>th</sup> at 5pm.

12. Adjourn

Motion by Austin, second by Rayome to adjourn at 5:54 PM. Motion carried (3-0).

**Others in attendance:**

See sign-in sheet.



## **PUBLIC WORKS DEPARTMENT**

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

### **AUGUST 2023**

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

- Garbage Collection estimate 549 tons, 486 tons in 2022
- Recycling Collection estimate 96.99 tons, 107 tons in 2022

#### ***Construction***

##### **Oak Street (East Jackson Street – 16<sup>th</sup> ST N)**

- 
- Installed 120' of 12" Sanitary
- Installed 40' of 8" Sanitary
- 1 – Sanitary manholes
- 1 Storm manhole
- 4 – catch basins and leads
- Installed 100' of 12" Watermain
- Installed 60' of 8" Watermain
- Backfilled curb from 12<sup>th</sup> – 16<sup>th</sup>
- Shaped 16<sup>th</sup> Street intersection for pavement
- Installed permanent pavement marking from 8<sup>th</sup> – 12<sup>th</sup>, installed traffic control signs from 8<sup>th</sup> – 12<sup>th</sup> and opened to traffic

##### **9<sup>th</sup> Ave (High Street – Freemont)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 2 city blocks
- Installed 550' of 8" Sanitary
- 1 – Sanitary manholes
- 17– 4" or 6" services
- 1 Storm manhole
- Installed 550' of 6" Watermain

##### **Shorewood Terrace (1<sup>st</sup> Street North – Dead End)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 400' of the project
- Installed 368' of 8" Sanitary
- 3 – Sanitary manholes
- 7 – 4" or 6" services
- 1 Storm manhole
- Installed 423' of 6" Watermain

### ***Streets Maintenance***

- Monthly brush pickup
- Mowed road right of way
- Rebuilt catch multiple catch basins that had ring failures or complete failures
- String trimmed weeds around light poles or street signs in Road Right of Way
- Poured curb for WWLC on Hydrant repairs or watermain breaks
- Track Maintenance on East Commerce rail spur
- Concrete panel repairs on East Riverview Expressway
- Sanitary repair at 8<sup>th</sup> and Baker Street
- Sidewalk and Curb repair at 13<sup>th</sup> Street north
- Assisted Parks with Tree removal from Right of Way and Shorewood Terrace Construction project
- Cleaned up blown down trees from windstorm
- Assisted with additional seeding at future Dog Park
- Chip seal East of STH 54 north of Woodlands Business Park 150,000 square yds of roadway, 1900 tons of chips and 57,000 gallons of oil completed approximately 7.4 miles of roadway
- Started restoration of sidewalk maintenance area
- Assisted Kafka Construction in grinding the brush at the Westside Compost site

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

- Replace seasonal banners
- Painted parking stalls in Downtown business areas
- Painted Crosswalks in Downtown business area, around schools and churches
- Painted white edge line throughout the city
- Started painting Centerline throughout the city
- Made signs for Wood County Highway

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

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- Transmission seal replacement on Single Axle Truck
- Repaired and replaced radiator on snow blower for loader
- Hydraulic pump on Garbage Truck
- Replaced Hydraulic lift cylinder on tandem axle truck
- Replacing radiator and after cooler on sidewalk tractor



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

August 2023

### **Permits & Degradation**

- 33 Permits/Licenses (16 last month) for asphalt paving (2), driveway grades/concrete pour inspections (8), storm water (1), excavating (14), Street Privilege (0), storm connection (0), permit parking (5), banner (0), environmental testing well (0), contractor licenses (3)
  - This year – 169 permits & licenses
- 170 Diggers Locates for Storm Sewer & Sanitary Sewer (111 last month)
  - 5 Emergency locates
- Degradation fees - this year = \$42,738.12
  - This month = \$6,375.60 (\$2,550.24 last month)

### **Traffic**

- Stop Sign / Yield Sign Requests
  - 5<sup>th</sup> St and Strodman Ave – Concerns about uncontrolled intersection. Study requested on May 24<sup>th</sup>, 2023. Traffic counters were set out June 15<sup>th</sup> and moved on June 21<sup>st</sup>.
- Traffic Study
  - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
  - Traffic volume counts were collected for Kingston Rd and supplied to the Office of the Commissioner of Railroads for their review.
- Vision Issues
  - 14<sup>th</sup> St N and Avon St – complete
  - Mead and 3<sup>rd</sup> St – complete
  - Sampson St and Taylor Ave – property owners are (or have) addressed.
- ITS Standalone Signal Grant
  - ITS Standalone Signal Grant – Chase St and High St was awarded to the City.
  - 2023 Project
    - Material/equipment supplies are creating some challenges and schedule creation is pending. However, we heard from Tapco that equipment should be in at the end of June. Scheduling for the project should be forthcoming.
- Signal complaints





## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- Riverview Expressway having to stop at every intersection. Travel time tests are being prepared to evaluate the timings.
  - We are also expecting to reinstate flash conditions on certain signals during the overnight hours. This change is planned for mid September.
  - FYA request for WB left traffic on Expressway at Plover Road
  - Signal adjustments requested at 8<sup>th</sup> St and Expressway for NB lefts
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
  - Spare cabinet is ordered and is expected to arrive in September or October.

### Project Designs/Construction underway:

#### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – Potrykus Construction completed sidewalk maintenance on 8/29.

#### 2023 Reconstruction Projects

- 2023 Contracts
  - Sewer Lining Contract – Work is proposed to start mid-September with cleaning and televising. Lining should be complete by end of October. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

#### Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
    - Extension 10<sup>th</sup> St N to 12<sup>th</sup> St N – scheduled for first half of September
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 100%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 100%
  - E Jackson St (Jackson St Bridge to E Grand Ave) – 0% -scheduled for September and October
- Design for future Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 70%



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205

FAX (715) 421-8291

- Lincoln St (Expressway to Peach St) – 30%
  - ROW Plat is in progress
- Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 80%; (10<sup>th</sup> to 12<sup>th</sup> St) – 0%
- 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 20%
- E Jackson St – 0%
- Construction of 2023 Projects
  - Shorewood T.
    - Project Walk-Thru Meeting for Shorewood Terrace was held on August 23<sup>rd</sup> onsite.
    - Work started on Shorewood T on August 24<sup>th</sup>.
  - Oak St
    - 8<sup>th</sup> St to 12<sup>th</sup> St was complete and open before school started on 8/30
    - Final work is occurring from 12<sup>th</sup> to 16<sup>th</sup> St with 16<sup>th</sup> St intersection opening up by 9/1
  - 9<sup>th</sup> Ave
    - Curb and gutter installation occurred the week of 8/28

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - Design will commence in 2024 with construction proposed in 2025
- Grand Ave Bridge Rehabilitation
  - The DOT has completed their review of the deck of the Grand Ave Bridge and concluded the deck is not in need of repair at this time.

### Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
  - Dredging Permit – The DNR expects to issue the low hazard exemption permit in September.
  - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Capital Improvement Planning – Approved CIP can be viewed here.

<https://tinyurl.com/2dvmhdtv>

### Other Highlights

- Rail Feasibility Study –
  - State / Municipal Agreement for grant is ready for signature in September.



## **ENGINEERING DEPARTMENT**

**444 West Grand Avenue**

**Wisconsin Rapids, WI 54495-2780**

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

- Origin / destination study is being coordinated to determine routes of traffic to aid in sign placement and text on the signs.



## Public Works Committee

**Date of Original Request:** 8/28/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:**

Review and consider modifying parking ordinance to allow parking on both sides of Baker Street between 5<sup>th</sup> Street and 7<sup>th</sup> Street.

**Background information:**

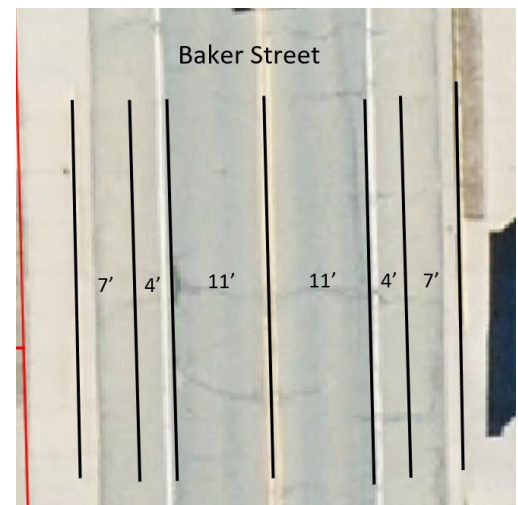
Baker Street is a 44-foot wide standard arterial with two travel lanes and two bike lanes. In July of 2022, the Public Works Committee approved parking on both sides of Baker Street from 5th Street to 7th Street. Unfortunately, the ordinance was not included with the Council packet and was not officially adopted. Attached is the ordinance resolution.

With Council approval on September 19<sup>th</sup>, parking signs and pavement marking will be accomplished within .....

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

Consider approval of the draft ordinance changes.

**How will the item be financed?**



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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING SECTION 27.13(1)(a)(2)(b) OF THE MUNICIPAL CODE. SAID ORDINANCE REVISES PARKING REGULATIONS ON BAKER STREET

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

SECTION I      Section 27.13(1)(a)(2)(b) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

27.13 PARKING REGULATIONS

(1)      No Parking.

(a)      Parking Prohibited at all Times

(2)      Streets beginning with the letter "B":

(b)      Baker Street, both sides, from ~~Market Street to 17th Street North~~  
75' west of 8<sup>th</sup> Street North to 17<sup>th</sup> Street North

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.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

PASSED:  
APPROVED:  
PUBLISHED:



## Public Works Committee

**Date of Request:** 8/28/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Consider an ordinance for parking restrictions on Prospect St and 11<sup>th</sup> St N at Immanuel Lutheran School.

**Background information:** Existing parking restrictions around Immanuel Lutheran School require some slight modifications to the bus zone loading and unloading on both Prospect St and 11<sup>th</sup> St N.

### No Parking Areas for Bus Loading and Unloading



### Existing Signage





(e) Parking Prohibited During Certain Periods Except for Authorized Vehicles. No person shall park or leave standing, any vehicle upon any of the following streets or parts of street at times indicated, except authorized vehicles, or by authorized permit issued by the City of Wisconsin Rapids, or by an official traffic control sign.

(6) 11th Street North, the west side, from ~~185~~ 117 feet north of Oak Street to Prospect Street, between 7:00 a.m. and ~~4:00 p.m.~~ 4:30 p.m., on school days, except school bus loading

20) Prospect Street, the south side, from 11th Street North to ~~160~~ 147 feet west of 11th Street North, from ~~7:00 a.m.~~ to ~~4:00 p.m.~~ 7:30 a.m. to 9:00 a.m. and from ~~3:00 p.m.~~ to 4:30 p.m., on school days, except school bus loading (MC#621)

**Options available:**

**Action you are requesting the committee take:** approve the draft ordinance.

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



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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING PORTIONS OF SECTION 27.13(1)(e) OF THE MUNICIPAL CODE. SAID ORDINANCE REVISES PARKING REGULATIONS ON PROSPECT STREET AND 11<sup>TH</sup> STREET NORTH.

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

SECTION I Sections 27.13(1)(e)(6) and 27.13(1)(e)(20) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

27.13 PARKING REGULATIONS

(1) No Parking.

(e) Parking Prohibited During Certain Periods Except for Authorized Vehicles. No person shall park or leave standing, any vehicle upon any of the following streets or parts of street at times indicated, except authorized vehicles, or by authorized permit issued by the City of Wisconsin Rapids, or by an official traffic control sign.

(6) 11th Street North, the west side, from ~~185~~ 447 feet north of Oak Street to Prospect Street, between 7:00 a.m. and ~~4:00~~ 4:30 p.m., on school days, except school bus loading

(20) Prospect Street, the south side, from 11th Street North to ~~160~~ 447 feet west of 11th Street North, from ~~7:00 a.m. to 4:00 p.m.~~ 7:30 a.m. to 9:00 a.m. and from ~~3:00 p.m. to 4:30 p.m.~~, on school days, except school bus loading

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:





## Public Works Committee

**Date of Request:** 8/31/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review and consider approving the State / Municipal Agreement for a Carbon Reduction Program Project for WI Rapids Rail Crossing Optimization (project number 6999-11-86).

**Background information:** The DOT's grant was approved for the rail crossing signage for vehicle optimization and the attached State / Municipal Agreement (SMA) documents the arrangement and funding for the project. As a reminder the grant is 80 % State (\$438,400) / 20 % City (\$109,600) and is structured as a reimbursement back to the City. The cost is proposed in the 2024 Public Works Construction Fund. Additionally, the SMA is set up as a purchase order only as the equipment and technology is proprietary.

LinqThingz is the solution provider for the signage and technology for this solution. Their proposed timeline to install and have the solution operational is about 3 to 4 months.

**Options available:**

**Action you are requesting the committee take:** approve the State / Municipal Agreement for the Rail Crossing Optimization project.

**How will the item be financed?** 2024 Public Works Construction Fund



Division of Transportation  
System Development  
North Central Region  
510 North Hanson Lake Road  
Rhineland WI 54501

Tony Evers, Governor  
Craig Thompson, Secretary  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (715) 365.3490  
Facsimile (FAX): (715) 365.5780

E-mail: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)

August 29, 2023

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

Mr. Eichsteadt,

Enclosed for signature is the project agreement for the following project that has approved funds in the BIL SFY 2023 Program.

Project ID: 6999-11-86  
WI Rapids Rail Xing Optimization  
Various Street Locations  
Wood County

Please sign and return one (1) copy of the agreement. Electronic signatures are acceptable. Return the copy of the agreement by mail or email to the Department with signatures prior to **Friday, September 18, 2023**, at this address:

North Central Region  
Attn: Jordan Kelbley  
1681 2<sup>nd</sup> Avenue South  
Wisconsin Rapids, WI 54495

or [jordan.kelbley@dot.wi.gov](mailto:jordan.kelbley@dot.wi.gov)

Note the cost ratios for each project phase and any federal/state funding limits which may exist. The Municipality is responsible for the entire cost for non-participating items as well as any costs which exceed the funding limits, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) **MUST NOT** begin work on a federal-state – funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding. Authorization will coincide with the currently scheduled year that is stated in the agreement.

If you have any questions regarding the agreement or need an extension to the submittal date, please call me at (715) 421-8041 or email [jordan.kelbley@dot.wi.gov](mailto:jordan.kelbley@dot.wi.gov).

Sincerely,

*Jordan Kelbley*

Jordan Kelbley, PE  
Planning Supervisor – NC Region



**STATE/MUNICIPAL AGREEMENT  
FOR A CARBON REDUCTION  
PROGRAM PROJECT**

**Program Name: Carbon Reduction  
Program (CRP)  
Sub-program #: 206  
Cycle: FFY23**

**Date: August 29, 2023**

**I.D.: 6999-11-86**

**WisDOT UEI#: CBE4JHP1S8H7**

**Project Sponsor UEI#: TBD**

**Project Title: WI Rapids Rail Xing Optimization**

**Location/Limits: Various Street Locations**

**Project Length: N/A**

**Project Sponsor: City of Wisconsin Rapids**

**County: Wood County**

The signatory, the **City of Wisconsin Rapids**, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the transportation project hereinafter described.

Authority for the State to enter into this agreement is 23 U.S.C. 175(c), 23 USC, Section 503(c)(4)(E), and implementing federal requirements in the Code of Federal Regulations to the extent authorized by the Resolution approved on February 15, 2023 by the Wisconsin Legislature's Joint Finance Committee related to the carbon reduction program portion of the Department of Transportation's plan to appropriate federal aid.

Authority for the Project Sponsor to enter into this State/Municipal Agreement with the State is provided by s. 66.0301(2), Wis. Stats.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project will be submitted for approval in a federally funded program. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

**Existing Roadway/Equipment - Describe and give reason for request:** The City of Wisconsin Rapids has seen frequent delays occur at rail crossings at West Grand Avenue/ State Trunk Highway 13, Chase Street, 17th Avenue South, Gaynor Avenue, and High Street due to slow moving or stopped trains. The total AADT at rail crossings on the west side of the city is 26000 vehicles. The rail blockages at crossings affect an average of 230,000 vehicles per year and cause an average of 21,000 hours of delays per year. Vehicles idling at the rail crossing during stoppages produce an estimated 440 tons of CO2 per year.

**Proposed Improvement - Nature of work:** To address this issue the city is proposing to install a network of rail traffic sensors to detect incoming trains and suggest alternative routes to drivers via changeable message signs. This system will reduce vehicle delays, which will reduce carbon emissions.

**The Project Sponsor agrees to the following project funding conditions:**

All Project Sponsors and processes, including environmental documentation, must comply with A *Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of **\$438,400** for all federally-funded project phases when the Project Sponsor agrees to provide the remaining 20% and any funds in excess of the federal funding maximum, in accordance with CRP guidelines. Non-participating costs are

100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2024**. Sunset Date: **June 30, 2029**

Sunset Date is determined based on the date a project is scheduled to be authorized. All projects must be completed by **06/30/2029**.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

SUMMARY OF COSTS					
	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
<b>ID 6999-11-86 Construction</b>					
Participating Construction	\$548,000	\$438,400	80%	\$109,600	20%
Non-Participating Construction	\$0	\$ 0	0%	\$0	100%
<i>Project Total</i>	<i>\$548,000</i>	<i>\$438,400</i>		<i>\$109,600</i>	
<b>Total Est. Cost Distribution</b>	<b>\$548,000</b>	<b>\$438,400</b>	<b>MAX</b>	<b>\$109,600</b>	<b>BAL.</b>

\*This project has a CRP federal funding maximum of **\$438,400**. This maximum is cumulative for all federally funded project phases. Review costs are administered and paid for by WisDOT. The Project Sponsor will be billed for any required local match and for costs beyond the cumulative federal or state funding.

This request is subject to the terms and conditions that follow (pages 3–9) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of: <b>City of Wisconsin Rapids</b>	
Name (print)	Title
Signature	Date
Signed for and in behalf of the <b>State</b>	
Name (print)	Title
Signature	Date

## GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. Sec. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Federal and state legal requirements that govern the CRP Program, including but not limited to [23 USC, Section 175](#) to the extent authorized by the Resolution approved on February 15, 2023, by the Wisconsin Legislature's Joint Finance Committee related to the carbon reduction program portion of the Department of Transportation's plan to appropriate federal aid.
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
  - a. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. Sec. 16.754.
  - b. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06.

## STATE RESPONSIBILITIES AND REQUIREMENTS:

5. Funding for the project is subject to inclusion in Wisconsin's approved Carbon Reduction Program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind. (ROW projects to improve traffic flow may not allow for the construction of new capacity.
  - b. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, and staking)
  - c. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
  - d. New installations or alteration of street lighting, traffic signals or traffic control devices, and advanced transportation technologies.

- e. State Review Services.
- 6. Project items purchased with federal funding are for the primary use of the CRP project.
- 7. State Disbursements:
  - a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of Reimbursement Requests for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the state.
  - b. A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

**PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:**

- 8. Work necessary to complete the CRP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project.
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities. (ROW projects to improve traffic flow may not allow for the construction of new capacity)
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - f. All work related to underground storage tanks and contaminated soils.
  - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
  - h. Preliminary Engineering.
- 9. The work eligible for Federal participation will be administered by the Project Sponsor. The Project Sponsor is an eligible recipient of these grant funds pursuant to 23 U.S.C. [Section 175](#) to the extent authorized by the Resolution approved on February 15, 2023 by the Wisconsin Legislature's Joint Finance Committee related to the carbon reduction program portion of the Department of Transportation's plan to appropriate federal aid.
- 10. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06. Where applicable, all contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR Part 172 and procedures published in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Consulting Services.
- 11. The improvement will be completed in conformance with the e standards in this agreement unless an exception to standards is granted by the State in writing prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.

12. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
13. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
14. The Project Sponsor will not proceed with any State/Municipal Agreement revisions without first receiving prior approval from the State. A change order must be executed for revisions to the State/Municipal Agreement prior to the Project Sponsor's request for reimbursement for the revisions.
15. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
16. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project upon demand.
17. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all Local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR part 18 and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.
18. Federal Single Audits of the Project Sponsor: The Project Sponsor shall allow the State and its auditors to have access to the Project Sponsor's records and financial statements as necessary for the State, per 2 CFR 200.331(a).
19. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.
20. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), Wis. Stats., sexual orientation as defined in s. 111.32 (13m), Wis. Stats. or national origin.
21. When applicable to the project, the Project Sponsor will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.



- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide relocation orders and real estate plats and easements, as required by the project.
- f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
- g. Provide maintenance and energy for lighting.
- h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism, or other cause.

22. It is further agreed by the Project Sponsor that:

- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement. (ROW Projects must not include construction of new capacity)
- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer, or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.

23. The subject **project must be completed by the project sunset date, listed on page 2** of this State/Municipal Agreement, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the sunset deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

#### **LEGAL RELATIONSHIPS:**

24. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of



patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the contract are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this State/Municipal Agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under Wis. Stat. Sec. 779.14.
- b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.

25. The Project Sponsor, also known as the primary participant, as that term is defined in 49 CFR Part 29, certifies to the best of its knowledge and belief, that it and its principals, as that term is defined in 49 CFR Part 29:

- a. Are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
- b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated above;
- d. Have not within a three-year period preceding this State/Municipal Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
- e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants as that term is used in 49 CFR Part 29 and the Appendix to Part 29 -- Covered

Transactions, have certified in writing that neither they or their principals are currently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, State or Local transaction by any Federal, State or Local department, agency or official.

26. *Contract Modification:* This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
27. *Binding Effects:* All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
28. *Choice of Law and Forum:* This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
29. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

#### **PROJECT FUNDING CONDITIONS**

30. *Non-Appropriation of Fund:* With respect to any payment required to be made by the Department under this State/Municipal Agreement, the parties acknowledge the Department's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the Department may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
31. *Maintenance of Records:* During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq. and shall be preserved by the Project Sponsor.

32. The Project Sponsor agrees to the following Federal Fiscal Year 2023 CRP project funding conditions:

- a. ID 6999-11-86 Construction:

- i. Costs for Purchase of railroad traffic sensors and equipment to notify the public are funded with 80% federal funding up to a **\$438,400** funding limit when the Project Sponsor agrees to provide the remaining 20% and any funds in excess of the **\$438,400** federal funding limit. These costs are subject to the cumulative project federal funding cap.

- ii. Non-participating costs for installation are funded 100% by the Project Sponsor.

- b. The maximum participation of federal funding will be limited to 80% of the actual eligible project cost or the total cost distribution of CRP program funds shown on page 2 of this agreement, whichever is less. The project federal funding maximum of **\$438,400** is cumulative for all federal funded project phases.



**PUBLIC WORKS  
DEPARTMENT**

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

**Requestors Name:**

Paul Vollert, Public Works Superintendent

**Referral Language:**

Review and Consider compost site operations and expectations.

**Background Information:**

The City of Wisconsin Rapids operates compost site's on both the East and Westside. The compost sites receive 10,000cy – 15,000cy of compost annually. The Public Works Dept. annually budgets \$140,000 of labor and equipment rental to maintain these sites and screen and produce compost. Over the past few years there has been an increase demand from vendors looking to purchase unscreened compost. If the committee wishes it could be an opportunity to reduce some costs and free up some labor for other activities. Attached is Section 7.14 for review:

***Section 7.14 Compost site regulations.***

- 1. The City may maintain compost sites for yard waste drop off. No bags or reusable containers may be disposed of at the compost site, other than plastic bags which may be deposited in the containers marked for same. Compost sites are for City residents, and for other persons who live in a municipality who has an agreement with the City to provide compost services to that municipality, for a fee.*
- 2. Persons transporting yard waste shall cover or otherwise contain the waste in such a manner as to prevent scattering or dumping of yard waste in transport.*
- 3. The hours of operation of the compost site shall be published by the Department of Public Works.*
- 4. Composted material may be available for City residents' use.*
- 5. Yard waste from commercial operations is prohibited, except as may be allowed with a permit approved by the Department of Public Works.*
- 6. Home composting is encouraged by the city. Bins, compost piles, etc., shall be located in a rear yard, screened from the view of neighbors' living areas, and maintained in a clean odor-free condition.*

*7. No compost materials shall be deposited at the compost drop-off sites or outside of the facility fence and/or gates except in the areas and/or containers designated for compost. Persons depositing unauthorized material or material in areas not specifically designated for compost material shall be subject to the penalties as provided in this ordinance.*

### **Recommendation:**

1. Continue to operate Compost sites as they have been operated.
2. Send out a request for proposals from local vendors to see if they are willing to guarantee a price and a desired quantity to purchase and get rid of the entire quantity of compost.
3. Retain 1000cy-3,000cy of unscreened compost to be screened and made available for compost site users, and send out request for proposals from local vendors to sell the remaining quantity.

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

No additional financing is needed.



## Public Works Committee

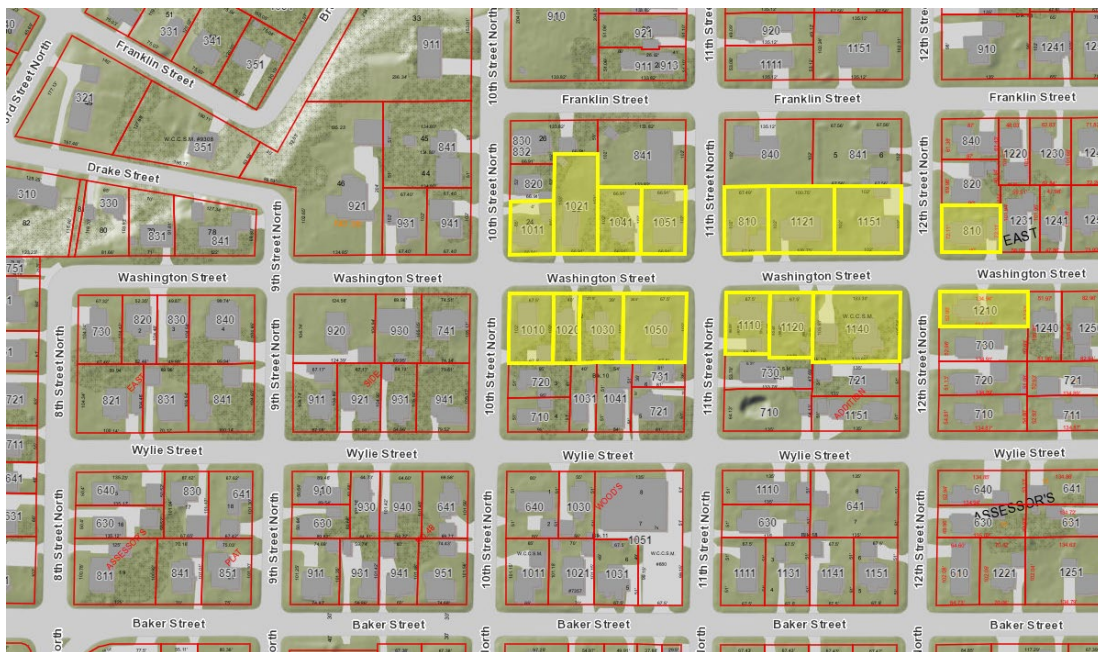
**Date of Request:** 8/25/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Consider a preliminary resolution for public work and improvements on Wylie Street between 10<sup>th</sup> St N and 12<sup>th</sup> St N for construction in 2024.

**Background information:**

This preliminary resolution is a two-block addition to the 2022 resolution for Wylie St (8<sup>th</sup> St to 10<sup>th</sup> St). The two-block extension from 10<sup>th</sup> St to 12<sup>th</sup> St was added into the latest version of the Capital Improvement Plan due largely to improve sanitary sewer grades, but water main and street condition are also in need of replacement and improvement.



Preliminary resolutions are an authorization to notice the public of an upcoming improvement as well as a milestone to begin survey work on upcoming projects.

**Options available:** Consider approving the preliminary resolution for public improvements

**Action you are requesting the committee take:** approve the preliminary resolution for public improvements.

**How will the item be financed?** 2024 Public Works Construction Fund.

Resolution #\_\_\_\_\_(2023)

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

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

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

Reconstruction of Wylie Street, between 10<sup>th</sup> Street North and 12<sup>th</sup> Street North; including permanent street surfacing, sidewalk, concrete driveway approach, curb & gutter, storm sewer, sanitary sewer, water main and associated service lines.

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

Property bordering the following roadways with the following parcel numbers: Wylie Street, between 10<sup>th</sup> Street North and 12<sup>th</sup> Street North; 3407111, 3407106, 3407105, 3407089, 3407088, 3407081, 3407080, 3405870, 3405863, 3405574, 3405573, 3405572, 3405571, 3405552, 3405551, 3405550.

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

Adopted this\_\_\_\_\_day of September, 2023.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk





## Public Works Committee

**Date of Request:** 8/28/23

**Requestor:** Joe Eichsteadt, City Engineer

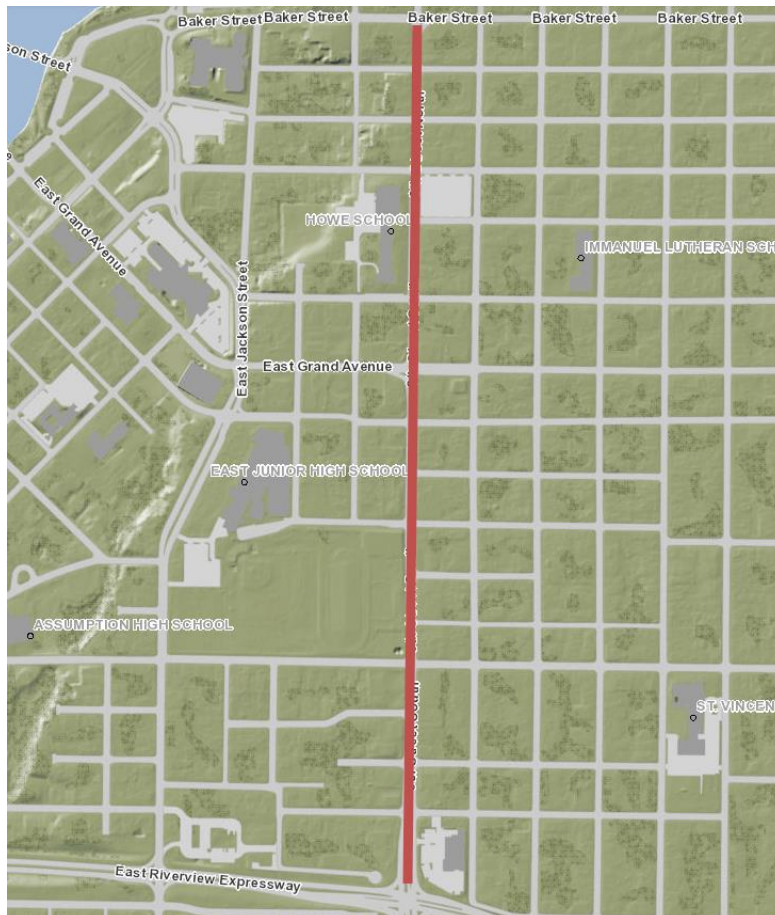
**Request/Referral:** Review eligible projects for the WI DOT's STP-U Applications

**Background information:** STP-U program runs on a 2-year cycle and the next round of applications are due October 27<sup>th</sup>. In the 2021 application period, the City applied for 3 projects, none of which were funded: 8<sup>th</sup> St (Expressway to Baker St), Baker St (8<sup>th</sup> St N to 18<sup>th</sup> St N), E Jackson St (Jackson St Bridge to E Grand Ave).

The proposed projects for this year include:

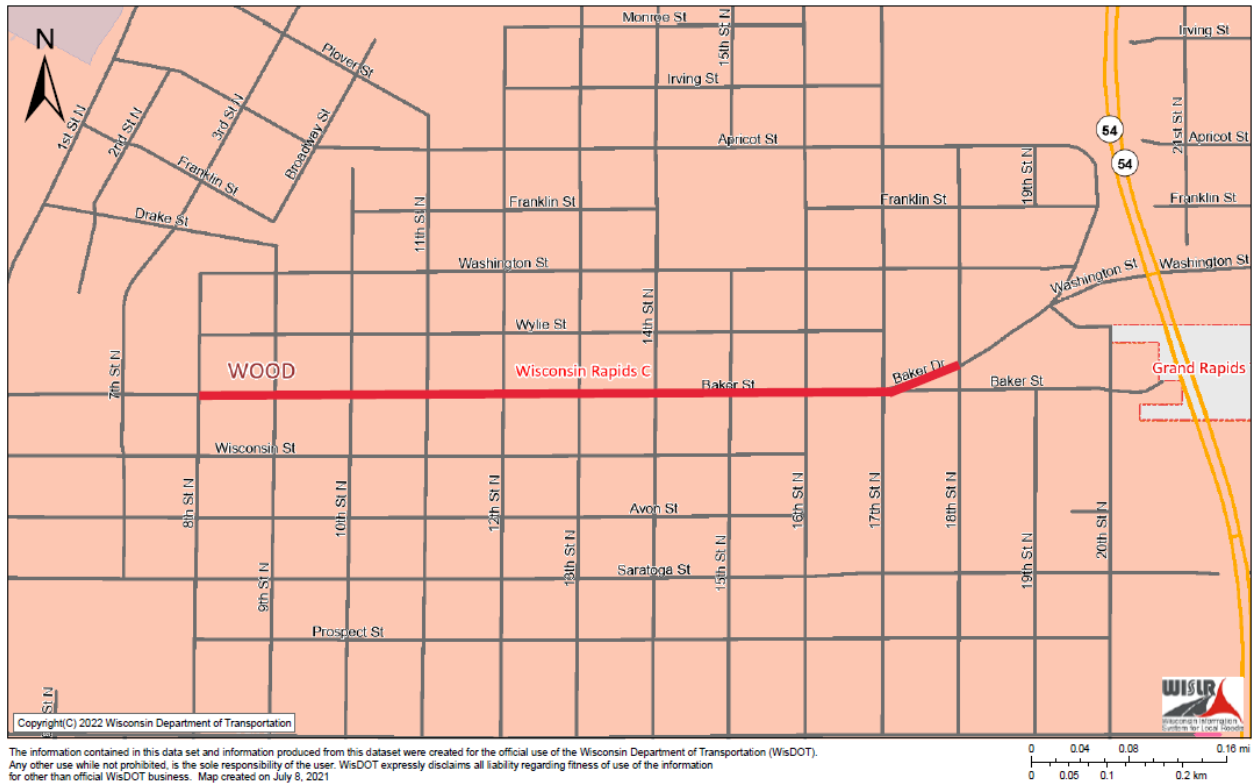
1. 8<sup>th</sup> St (Expressway to Baker St)
2. Baker St (8<sup>th</sup> St N to 18<sup>th</sup> St N)

### 8<sup>th</sup> ST





Baker St



Note: STP-U projects must be classified streets, collector and above, and not be connecting highway.

The applications are submitted with rankings of each project based upon the City's priority. In addition, the urbanized group votes on a prioritization of the projects as well.

**Options available:** Consider rankings of the projects as well as other potential projects.

**Action you are requesting the committee take:** no action is requested.

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





## Public Works Committee

**Date of Request:** 8/28/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review and consider Amendment No. 3 to MSA's service contract for the Signal Infrastructure Upgrades for intersections along: W Riverview Expressway at Chase St, W Grand Ave and High St.

**Background information:**

The City applied for the DOT's grant for signal upgrades (90/10 cost share) and was approved, originally, for improvements at Chase St, Grand Ave, and High St along the Expressway. Original bid efforts didn't produce any bidders. A second round of bidding identified pricing well beyond grant efforts so the DOT allowed the City to modify the scope of the project limiting the work to just Grand Ave. A 3<sup>rd</sup> round of bidding was done with successful results. This project is proposed to start within weeks. The City has since reapplied for funding for the Chase St and High St improvements and was successful in those efforts.

Amendment No. 3 - \$44,511

- Prepare the Chase St and High St designs into a biddable plan set.
- Inclusion of preemption testing and reporting, which is a new requirement from the Office of the Commissioner of Railroads.
- Modifications to construction services since the original construction services were expected to occur while the W Jackson St project was taking place.

Amendments No.1 and No. 2 background

CA#1: Modification of the project plans to account for work done by Jackson Street Project contractor and remaining work that will be done after the Jackson Street STP project is complete.

CA#2: Advertisement and Red-lining of Riverview Expressway and Grand Ave Intersection

**Options available:** Consider approving the preliminary resolution for public improvements

**Action you are requesting the committee take:** approve the preliminary resolution for public improvements.

**How will the item be financed?** 2024 Public Works Construction Fund.



## Amendment No. 03

**To: City of Wisconsin Rapids**  
**Joe Eichsteadt, PE**  
**444 W. Grand Avenue**  
**Wisconsin Rapids, WI 54494**

**Date of Issuance: 7/28/2023**

**MSA Project No.: 06343049**

This is an amendment to the Agreement dated February 28, 2022 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

**Project Name:** SIGNAL INFRASTRUCTURE UPGRADES FOR INTERSECTIONS ALONG:  
W. Riverview Expressway: Chase Street, W. Grand Avenue and High Street

**The project scope has changed due to:** To rebid the project and modify plans and specifications to focus work only at the Grand Avenue Intersection.

**The scope of the work authorized is:** Attachment B

**The schedule to perform the work is:** Approximate Start Date: 7/15/2023  
Approximate Completion Date: 8/30/2024

**The estimated fee for the work:** **\$44,511**

Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a time and materials basis.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF WISCONSIN RAPIDS**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Shane E. Blaser

Mayor

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

\_\_\_\_\_  
Brian G. Huibregtse, P.E., PTOE

Team Leader

Date: 7/28/2023

444 W. Grand Avenue  
Wisconsin Rapids, WI 54494  
Phone: (715) 421-8200

1702 Pankratz Street  
Madison, WI 53704  
Phone: (608) 242-7779

## ATTACHMENT A: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 85 – \$140/hr.
Architects .....	\$ 70 – \$205/hr.
Community Development Specialists .....	\$140 – \$175/hr.
Digital Design .....	\$165 – \$180/hr.
Environmental Scientists/Hydrogeologists .....	\$100 – \$170/hr.
Geographic Information Systems (GIS) .....	\$ 90 – \$175/hr.
Housing Administration .....	\$ 90 – \$160/hr.
Inspectors/Zoning Administrators .....	\$100 – \$120/hr.
IT Support .....	\$165 – \$180/hr.
Land Surveying .....	\$ 90 – \$175/hr.
Landscape Designers & Architects .....	\$ 70 – \$205/hr.
Planners .....	\$ 95 – \$160/hr.
Principals .....	\$200 – \$300/hr.
Professional Engineers/Designers of Engineering Systems .....	\$140 – \$175/hr.
Project Managers .....	\$145 – \$220/hr.
Real Estate Professionals .....	\$130 – \$145/hr.
Staff Engineers .....	\$ 70 – \$130/hr.
Technicians .....	\$ 90 – \$140/hr.
Wastewater Treatment Plant Operator .....	\$ 85 – \$105/hr.

### REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Specs/Reports .....	\$10
Copies .....	\$0.12/page
Plots .....	\$0.006/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$20/hour
Dini Laser Level .....	\$30/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.75 mile standard/ \$0.67 mile for DOT
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment .....	\$20/hour - \$15/hour for DOT
Stakes/Lath/Rods .....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$375/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2023.

**Amendment No. 3**  
**SCOPE OF SERVICES FOR**  
**SIGNAL INFRASTRUCTURE**  
**UPGRADES FOR INTERSECTIONS ALONG: W. Riverview**  
**Expressway: Chase Street, W. Grand Avenue and High Street**

**PROJECT SUMMARY W. GRAND AVE IMPROVEMENT**

The below scope of work summarizes construction observations for the Grand Ave Intersection improvement project now that it is a standalone project. The scope also adds Mead & Hunt to assist with railroad preemption and Annual Railroad Inspections.

**DESIGN SERVICES - W. GRAND AVENUE**

**Plans, Specifications and Cost Estimates**

The following are assumptions included as part of this scope:

- The construction window for completion of the project will extend from the May 1, 2023 to December 31, 2023.

**Railroad Preemption Implementation & Documentation**

Staff from Mead & Hunt and MSA will assist with Railroad PreEmptions Implementation. Replacing CBS2 from original contract. See attached Mead & Hunt Scope for details. Work generally includes:

- Onsite when final implementation cut-over occurs
- Programming recommendation from traffic signal controller and coordination with CN
- Provide City with final documentation regarding final Preemption system programming
- Joint Annual Railroad Inspections (OCR Required) at Chase Street (Crossing ID 392719E) , Grand Avenue (Crossing ID 392720Y), High Street (Crossing ID 392723U)

**Construction Services**

The below section has been modified from the original contract due to Grand Ave being a standalone project and that construction staff will not be onsite as part of the W. Jackson Street Reconstruction Project.

**Construction Observation**

- Furnish a Construction Observer to observe the progress and quality of the contractor's work on the project. Duties and responsibilities of the CO include:
  - Assist in communication between engineer, contractor, and City, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
  - Conduct on-site observations of contractor's work in progress to assist engineer in determining if the work is, in general, proceeding in accordance with the contract documents.
  - Verify that necessary tests, equipment, and systems start-ups are conducted and documented appropriately.
  - Maintain orderly files and prepare a daily report recording contractor's hours and activities at the site.
  - Review applications for payment with regard to work completed, and materials and equipment delivered at the site.
  - Participate in visits to the project to determine punch list items, and readiness for Substantial Completion and Final Completion.
- Construction staking by MSA is not included and assumed to be completed by the contractor.

- The estimated fee for services is based on 10 days of construction observation for four (4) hours per day at the site.

#### **Project Schedule (UPDATED)**

Final Design

October 21, 2022

Construction

Fall/Winter of 2023

## **PROJECT SUMMARY – CHASE ST & HIGH ST IMPROVEMENT**

The below scope of work includes updating the Chase St and High St plans to be a standalone project, combining the plan set and bid package, bidding (one attempt) and construction administration and observation.

#### **Design Services**

- Breaking out already completed Signal Modification plans at Chase Street and High Street into a plan set that includes both intersection.
- Addition of recommended 'blank out' signs to the signals.
- Modification to plans to account for a 2024 construction and W. Jackson Street being open during construction

#### **Meetings**

MSA will also hold a final review meeting to discuss any final comments and/or changes since 2022 design plan and prior to project bidding. A public involvement meeting is not anticipated, nor is included as part of this proposal.

#### **Field Work and Data Collection**

No new field work or data collection is included.

#### **Plans, Specifications and Cost Estimates**

The plans will include a title sheet; general notes; construction details; removal plans for existing signal equipment being replaced; proposed sequence of operations charts implementing the new railroad preemption; cable routing sheets for rewired signals; and traffic control plans.

- Rewiring of signals assume once existing wire is removed, the existing conduit is in adequate condition to reuse.
- The proposal assumes all existing signal equipment, including traffic signal controller cabinets are either within existing right of way or easements, which permits access and any necessary work to be completed. Establishment of existing right of way from title searches or field survey, acquisition, platting, or related work is not anticipated nor included.

It is assumed that temporary signals are not included and that the west approach of both High Street and Chase Street will be closed when signal is 'dark'.

Updated plans will generally follow WisDOT standard bid items and details; however, the specs will also include non-standard items such as the traffic signal controller and the vehicle detection cameras (GRIDSMART cameras). Also included is a final project cost estimate for City planning purposes.

#### **Railroad Preemption Implementation & Documentation**

New preemption calculations completed with the 2022 will be provided. Mead & Hunt staff, along with MSA field staff, will be on site when final implementation cut-over occurs. It is assumed both cut overs will occur on the same day. See attached Mead & Hunt Scope for details for additional scope.

#### **Canadian National Coordination**

Additional coordination with the railroad is not anticipated by the design team. Coordination will be required by the

contractor once selected. Any fee request for review, permits, or coordination with the railroad during design, will be shared with the City for payment.

### DOT Coordination

Since WisDOT already reviewed the signal plans in 2022, MSA does not plan to resubmit them for a second round of review due to limited changes to the actual design.

### Water Works & Lighting Commission Coordination (WWLC)

Additional coordination with WWLC is not assumed or included.

### Bidding Services

The services listed below are assumed to be completed for both intersections at the same time due to efficiencies and cost savings for the City. One attempt is included.

Included in MSA's bidding services are the following:

- Bidding document preparation.
- Assisting the City in advertising and soliciting contractors for bids.
- Sending a Class II Public Notice (the City will be responsible for advertisements costs).
- Administering the Bid Document Distribution Process utilizing QuestCDN. Issuing Addenda as appropriate to clarify, correct, or change the bidding documents.
- Conduct an Electronic Bid Opening located at MSA's Marshfield office.
- Prepare a Tabulation of Bids for the City's reference.
- Assist the City in evaluating bids and in assembling and awarding construction contracts.

### Construction Services

It was assumed that signal modifications at both intersections would be taking place at the same time. Meetings with businesses, council or committees are not anticipated or included.

MSA proposes the following construction services for this project:

#### Construction Administration

- **Project Administration:** Manage and coordinate project team, budget, and schedules. Maintain communication with Owner and stakeholders on project.
- **QA/QC:** Employ documented quality-assurance/quality-control procedures throughout project.
- **Pre-Construction Meeting:** Coordinate and conduct Preconstruction Meeting.
- **Construction Progress Meetings:** Construction Observer (CO) to facilitate and attend progress meetings. Based on experience of past projects of this size, it is assumed that part-time inspection is sufficient for this project. With most of the work visible upon completion, there are activities that can be verified after completion. It is assumed 4 meeting will the CO is onsite.
- **Contractor Communication:** Respond to contractor requests for information and assist in interpretation of contract documents in person, in writing, or by telephone.
- **Submittal Review:** Review contractor shop drawings, submittals, schedules, and samples for compliance with construction documents.
- **Change Orders:** Review Change Order requests from contractor; recommend Change Orders to Owner as appropriate. (assumes 1)
- **Applications for Payment:** Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate. (assumes 3)
- **Project Closeout:** Prepare punch list (items to be completed or corrected), and Substantial Completion Certificate. Review contractor work and completion documents for compliance with construction contract and readiness for final payment (includes warranty documentation and lien waiver review).

**Construction Observation**

- Furnish a Construction Observer to observe the progress and quality of the contractor's work on the project. Duties and responsibilities of the CO include:
  - Assist in communication between engineer, contractor, and City, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
  - Conduct on-site observations of contractor's work in progress to assist engineer in determining if the work is, in general, proceeding in accordance with the contract documents.
  - Verify that necessary tests, equipment, and systems start-ups are conducted and documented appropriately.
  - Maintain orderly files and prepare a daily report recording contractor's hours and activities when onsite.
  - Review applications for payment with regard to work completed, and materials and equipment delivered at the site.
  - Participate in visits to the project to determine punch list items, and readiness for Substantial Completion and Final Completion.
- Construction staking by MSA is not included and assumed to be completed by the contractor.
- The estimated fee for services is based on 15 days of construction observation for four (4) hours per day at the site.

**Post Construction**

- *Record Drawings*: Prepare Record Drawings based on addenda, Field Orders, Change Orders, and contractor's records.
- *Operation and Maintenance Manuals*: Compile Operation and Maintenance Manuals from information provided by contractor.
- *Correction Period*: Visit site with Owner after signals are operational and prior to end of contractor's correction period to ascertain if any work is subject to correction.

**Project Schedule (UPDATED)**

Final Design	Fall 2023
Construction	Spring/Summer of 2024

**FEE SUMMARY**

ADDITIONAL GRAND AVE CONSTRUCTION OBSERVATION	\$5,240
CHASE ST & HIGH ST DESIGN UPDATE	\$5,520
CHASE ST & HIGH ST BIDDING	\$3,760
CHASE ST & HIGH ST CONSTRUCTION ADMINISTRATION	\$11,720
CHASE ST & HIGH ST CONSTRUCTION OBSERVATION & CLOSE OUT	\$14,750
<b>MSA SUBTOTAL</b>	<b>\$40,990</b>
 RAILROAD PREEMPTION & DOCUMENTATION (MEAD & HUNT)	 \$7,208
<b>REMAINING UNUSED FEE FOR WORK</b>	<b><u>\$-3,696</u></b>
<b>RAILROAD PREEMPTION SUBTOTAL</b>	<b>\$3,521</b>
 <b>AMENDMENT #3 TOTAL</b>	 <b>\$44,511</b>

			Chase St and High St Signal Improvement Project MSA Professional Services Cost Breakdown						
Date: July 28, 2023			Project Manager	Engineer	Construction Engineer	Engineering Technician	Administration		
Phase No.	Description	Task No.	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	TOTAL HOURS	TOTAL COST (LABOR)
100	Design		4	24	0	8	0	36	\$5,520.00
200	Bidding		10	4	0	0	12	26	\$3,760.00
300	Construction Administration		14	35	25	0	0	74	\$11,720.00
400	Construction Staking		0	0	0	0	0	0	\$0.00
500	Construction Observation		2	8	75	0	0	85	\$12,910.00
600	Post Construction		4	0	8	0	0	12	\$1,840.00
Construction Cost Subtotal (300,400,500,600)									\$26,470.00
<b>TOTAL -</b>			<b>34</b>	<b>71</b>	<b>108</b>	<b>8</b>	<b>12</b>	<b>233</b>	<b>\$35,750.00</b>

The above fee and expense summary identifies estimated labor hours, reimburseable expenses, and associated design fee for professional services.

			Grand Ave Signal Improvement Project (2023) MSA Professional Services Cost Breakdown						
Date: July 28, 2023			Project Manager	Engineer	Construction Engineer	Engineering Technician	Administration		
Phase No.	Description	Task No.	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	TOTAL HOURS	TOTAL COST (LABOR)
100	Design		0	0	0	0	0	0	\$0.00
200	Bidding		0	0	0	0	0	0	\$0.00
300	Construction Administration		2	4	4	0	0	10	\$1,660.00
400	Construction Staking		0	0	0	0	0	0	\$0.00
500	Construction Observation		0	2	16	0	0	18	\$3,580.00
600	Post Construction		0	0	0	0	0	0	\$0.00
Construction Cost Subtotal (300,400,500,600)									\$5,240.00
<b>TOTAL -</b>			<b>2</b>	<b>6</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$5,240.00</b>

The above fee and expense summary identifies estimated labor hours, reimburseable expenses, and associated design fee for professional services.

<b>MSA PROJECT TOTAL</b>		<b>36</b>	<b>77</b>	<b>128</b>	<b>8</b>	<b>12</b>	<b>261</b>	<b>\$40,990.00</b>
<b>MEAD &amp; HUNT PROJECT TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,521.00</b>
<b>AMMENDMENT #3 TOTAL</b>		<b>36</b>	<b>77</b>	<b>128</b>	<b>8</b>	<b>12</b>	<b>261</b>	<b>\$44,511.00</b>





July 10, 2023

Brian Huibregtse, PE, PTOE  
Project Manager  
MSA Professional Services, Inc.  
1702 Pankratz St  
Madison, WI 53704

Subject: Wisconsin Rapids SISP Railroad Preemption Support

Dear Mr. Huibregtse:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal to provide traffic engineering services for the above-referenced City of Wisconsin Rapids SISP Project.

### **Project Understanding**

The City of Wisconsin Rapids received SISP funding to upgrade three traffic signals on W Riverview Expressway with railroad preemption to improve their safety and operation. Initially the traffic signal upgrades were set to be constructed as part of one project in 2024. The traffic signal cabinets were to be replaced on the same day and the railroad preemption expertise was requested for the day of the cutover to coordinate the interconnect wiring between bungalows and the new traffic signal cabinet as well as perform the necessary testing to ensure the preemption is operating as expected. Now, the project has been broken into two projects, so the traffic signal cabinet replacement for Grand Avenue would happen ahead of the other two locations (High Street & Chase Street). In addition, the Office of the Commissioner of Railroads now requires joint annual inspections at all preempted crossings. The City has asked for this work to also be completed at the time of the Grand Avenue cutover.

### **Mead & Hunt's Scope of Services**

Mead & Hunt shall provide the following services in 2023:

- Provide guidance and answer any questions that come up relative to railroad preemption at any of the three signalized intersections along W Riverview Parkway.
- Coordinate with the City of Wisconsin Rapids and Canadian National to establish the wiring connection between the Grand Avenue traffic signal cabinet's preemption panel and the associated railroad bungalow.
- Provide programming recommendations for the traffic signal controller at Grand Avenue.

Mr. Brian Huibregtse

July 10, 2023

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- Be present for one (1) day on-site for the cutover of the new traffic signal cabinet to lead the decommissioning of the existing preemption and cutover of the new preemption system at the signalized intersection of W Riverview Parkway & Grand Avenue. This includes testing of the system to ensure it is operating as designed.
- Provide the City with final documentation regarding the final preemption system programming, operation and wiring at W Riverview Parkway & Grand Avenue.
- On the same day as the cutover for the new traffic signal cabinet at Grand Avenue, lead the completion of all aspects of the joint annual railroad inspection (as required by OCR) at three preempted intersections along W Riverview Parkway:
  - Chase Street (Crossing ID 392719E)
  - Grand Avenue (Crossing ID 392720Y)
  - High Street (Crossing ID 392723U)

Mead & Hunt shall provide the following services in 2024:

- Provide guidance and answer any questions that come up relative to railroad preemption at any of the three signalized intersections along W Riverview Parkway.
- Coordinate with the City of Wisconsin Rapids and Canadian National to establish the wiring connection between the traffic signal cabinet preemption panel and the associated railroad bungalow at the intersections of W Riverview Parkway & Chase Street and W Riverview Parkway & High Street.
- Provide programming recommendations for the traffic signal controllers at the intersections of W Riverview Parkway & Chase Street and W Riverview Parkway & High Street.
- Be present for one (1) day on-site for the cutover of the new traffic signal cabinet to lead the decommissioning of the existing preemption and cutover of the new preemption system at the signalized intersections of W Riverview Parkway & Chase Street and W Riverview Parkway & High Street. This includes testing of the systems to ensure they are operating as designed.
- Provide the City with final documentation regarding the final preemption system programming, operation and wiring at the intersections of W Riverview Parkway & Chase Street and W Riverview Parkway & High Street.

### **Responsibilities of MSA**

Our Scope of Services and Compensation are based on MSA performing or providing the following:

- Provide a copy of the final proposed traffic signal plans and proposed controller programming at each intersection.
- Provide a minimum of one (1) week advance notification prior to cut-over of any traffic signal cabinet.

### **Project Schedule**

The date of the traffic signal cabinet cut-overs are driven by the associated roadway construction projects.

Mr. Brian Huibregtse

July 10, 2023

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**Compensation**

A breakdown of the estimate of hours to complete the scope of work can be found in Appendix A. The total cost of the work shall not exceed \$7,207.10.

If you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Joanna Bush". The signature is written in a cursive, flowing style.

MEAD & HUNT, Inc.

Joanna Bush, PE  
Senior Traffic Engineer

Attachment

**Appendix A**  
**City of Wisconsin Rapids SISP Railroad Preemption Assistance**  
**Cost Estimate**

	Traffic Engineer VII Subject Matter Expert	Total
	<b>\$230.00</b>	
<b>Original Project Scope:</b>		
1. STH 13 / W Riverview Expy & Chase Street / ID 392719E		
a. Traffic Signal Cutover (onsite support & documentation)	4	4
2. STH 13 / W Riverview Expy & Grand Avenue / ID 392720Y		
a. Traffic Signal Cutover (onsite support & documentation)	4	4
3. W Riverview Expy & High Street / ID 392723U		
a. Traffic Signal Cutover (onsite support & documentation)	4	4
4. Contract Management / Coordination with Railroad	3	3
<b>SUBTOTAL HOURS</b>	15	15
<b>TOTAL LABOR COST</b>		\$ 3,450.00
Mileage (1 trip, 210 miles)	0.655	\$ 137.55
Meals	\$16	\$ 16.00
<b>ORIGINAL PROJECT SCOPE SUBTOTAL</b>		<b>\$ 3,603.55</b>
<b>Add On Scope:</b>		
1. STH 13 / W Riverview Expy & Chase Street / ID 392719E		
a. Joint Annual Preemption Inspection (onsite support & documentation)	3	3
2. STH 13 / W Riverview Expy & Grand Avenue / ID 392720Y		
a. Joint Annual Preemption Inspection (onsite support & documentation)	3	3
3. W Riverview Expy & High Street / ID 392723U		
a. Joint Annual Preemption Inspection (onsite support & documentation)	3	3
4. Contract Management / Coordination with Railroad	2	2
5. Travel time for additional trip for Chase Street & High Street Cutovers	4	4
<b>SUBTOTAL HOURS</b>	15	15
<b>TOTAL LABOR COST</b>		\$ 3,450.00
Mileage (1 trip, 210 miles)	0.655	\$ 137.55
Meals	\$16	\$ 16.00
<b>ORIGINAL PROJECT SCOPE SUBTOTAL</b>		<b>\$ 3,603.55</b>
<b>COST ESTIMATE GRAND TOTAL</b>		<b>\$7,207.10</b>

## PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023 (8/28/2023)

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. Request from Rayome for Quiet Zones for trains on the east side of city.
3. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
4. Review the Change Order policy and consider updates.



## Human Resources Committee Meeting Minutes September 14, 2023

### Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting on Thursday September 14, 2023 at 3:30 p.m. in the First Floor Conference Room at City Hall, 444 W. Grand Ave. All Committee members were present. Also present were Mayor Blaser, City Attorney Sue Schill, Finance Director Tim Desorcy, Alderpersons Polach and Veneman, Superintendent Paul Vollert and HR Manager Hartman.

### Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 3:30 p.m.

2. Discuss and consider for approval proposed changes to the Pay Provisions Policy. Attachments forthcoming.

Motion by Cattanach, seconded by Delaney to approve the proposed changes to the Pay Provisions Policy. Motion carried 3-0.

3. Discuss and consider for approval a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Attachments forthcoming.

Motion by Bemke, seconded by Cattanach to approve a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Motion carried 3-0.

4. Discuss and consider for approval making permanent the current trial period of City Hall hours of Monday through Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 12:00 p.m.

Motion by Delaney, seconded by Bemke to extend the current trial period of City Hall hours of Monday through Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 12:00 p.m. for an additional year, through September 19, 2024. Motion carried 3-0.

5. Discuss and consider for approval proposed changes to the CDL policy. Attachment forthcoming.

Motion by Delaney, seconded by Cattanach to approve proposed changes to the CDL policy. Motion carried 3-0.

6. Adjournment

Motion by Bemke, seconded by Cattanach to adjourn. Motion carried 3-0. The meeting adjourned at 5:00 p.m.

## Pay Provisions/ Administrations for Non-Union Positions

### 1. Scope:

This policy applies to non-union City employees.

### 2. Purpose:

To establish pay guidelines for new hires, promotions, lateral transfers, demotions, reclassifications, additional pay, temporary appointments, and shift differential.

## 3. POSITION STATEMENT

The administration of the pay provisions shall be the responsibility of the Human Resources Manager. ~~The Human Resources Director shall make an annual review of all salary adjustments to be effective on January 1 of each year. All recommendations for adjustments are to be made to the Human Resources Committee, the Finance Committee for adjustments not budgeted, and confirmed by the Common Council.~~ **There shall be a wage schedule established with** the goal of paying employees at the market rate. However, the total compensation program, including other benefits such as, but not limited to, vacation, sick or other paid leave, and ~~retiree and active~~ health benefits, will be taken into consideration when determining pay levels.

## 4. POLICY

A wage schedule shall be established which sets the classification (grade) of all employees. The schedule shall provide for the movement of the employee through the range (steps) in accordance with the time periods as provided for in the schedule.

The Human Resources Manager may resurvey the market rates of benchmark positions periodically (every **2-3** years) to **realign the wage schedule.**

### 1. Recruitment/~~Retention~~ Salary Adjustments

There may be **rare** ~~some~~ instances where the City may experience difficulties in attracting and retaining quality employees because of market conditions. The Human Resources ~~Director~~ **Manager** or designee will "market rate" these positions by conducting a salary survey, ensuring that appropriate position comparisons are being made.

~~b. The grade placement of the position will not change (since job evaluation points reflect internal equity), but the salary may be adjusted to reflect the market rates until such time as "the market" is captured by the new structure.~~



## 2. Salary for New Hires into Existing Classifications

- a. All positions will be advertised using the minimum of the range to the midpoint of the range.
- b. Generally, A new employee shall be hired at the pay range minimum rate of the pay grade for his/her classification. whenever possible.
- c. A new employee may be hired at a rate up to and including step 3 of the pay grade for his/her classification for such reasons as ~~market conditions~~, or the employee's experience and qualifications. ~~exceeds stated requirements~~, if approved by the Department Head.
- d. A new employee may be hired at a rate above step three if approved by the Human Resources Manager , to a step no higher than Step 6. This shall be based upon the employee's experience and qualifications.
- e. A new employee may be hired at a rate above Step 6 (~~midpoint~~) of the pay grade for his/her classification, for such reasons as market conditions, or the employee's experience exceeds stated requirements, ~~only with advance approval of the Human Resources Committee.~~ With recommendation from the Human Resources Manager and Mayor, and approval of the Human Resources Committee.

## 3. Salary for New Positions

- a. In the event that an employee is to be assigned to a newly created classification, or the City creates a new position not falling within an established classification, a job description shall be developed and evaluated, using a standard job evaluation method, so the classification and appropriate pay grade can be determined, and placement can be made on the schedule.
- b. The suggested grade level will be considered by the Human Resources Committee for recommendation to the Common Council.

## 4. Promotional Increases

- a. ~~An employee who is promoted from a classification in one pay grade to a classification in a higher grade shall receive at least the minimum of the range or a minimum of a five percent increase over current pay. The increase may be more than five percent, depending on qualifications and experience.~~
  - a. An employee who is promoted from a classification in one pay grade to a higher pay grade shall receive at least the minimum step of the new grade or the step above where the employee's current salary is in the new grade, whichever is greater.
  - b. ~~The promoted employee will be eligible for a step increase after six months of successful performance.~~

## 5. Transfers

- a. An employee who transfers, or is transferred from one classification to another

classification in the same pay grade, shall receive no salary adjustment.

**6. Pay for demotions shall be as determined by the Human Resources Manager and the Department Head.**

**6. Involuntary Demotion — Non Performance Related**

~~a. An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for non-performance reasons shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving when the demotion occurred.~~

~~b. If the employee's salary at the time of demotion exceeds the new range maximum, the employee shall retain his/her present salary; and such employee shall not be eligible for further base accumulating increases until his/her salary is again with the salary for the new position.~~

**7. Involuntary Demotion Related to Performance**

~~a. An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for performance reasons shall be placed on a step in the new salary grade closest to, but not higher than, the rate the employee was receiving when the demotion occurred.~~

~~b. If the employee's salary at the time of demotion exceeds the new pay range maximum, the employee's salary shall be adjusted to the new pay range maximum.~~

**8. Voluntary Demotion**

~~a. An employee accepting a voluntary demotion from a classification in one salary grade to a classification in a lower salary grade shall be placed in the new salary grade on the step closest to his/her current pay, if the employee's salary at the time of demotion is below the new pay range maximum.~~

~~b. If the employee's salary at the time of demotion exceeds the new range maximum, the employee's salary shall be adjusted to the new maximum.~~

**9. Position Reclassification to a Higher Salary Grade**

a. An employee in a position which has been reclassified from one salary grade to a higher salary grade shall be placed in the new salary grade at the minimum rate.

b. If the employee's salary is above the new range minimum, and is below the new range maximum, the employee shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification.

c. If the employee's salary exceeds the new range maximum, the employee shall retain his/her present salary.

**10. Position Reclassification to a Lower Salary Grade**

a. An employee in a position which has been reclassified from one salary grade to a lower salary grade shall be grandfathered in his/her current salary grade and step.

b. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee shall retain his/her present salary, and such employee shall not be eligible for further base-accumulating increases until his/her salary is again within the new salary range.

#### 11. Salary Increases and ~~Additional Pay~~ Yearly Wage Adjustments

~~a. Non-Union employees below the mid-point of their range (step 6) will receive a step increase on the annual anniversary of employment, provided performance is meeting expectations, as indicated in the performance evaluation, until the midpoint of the range (step 6) is achieved.~~

Non-union employees will receive a step increase consisted with the time periods as provided for on the wage schedule. Employees who are currently on a Performance Improvement Plan (PIP), or on suspension or other disciplinary leave will not be eligible for a step increase.

The Common Council may consider a general wage adjustment to be effective January 1 of each year. This wage adjustment shall then be built in to the wage schedule. Those employees who have reached the maximum step for their classification will continue to receive the general wage adjustment.

~~b. When a Department Head position becomes vacant, the scope, job expectations, and primary added responsibilities must be addressed with the employee who will fill in for the Department Head. The scope and expectations must be approved by the HR Committee and Council. When the temporary assignment ends and a new Department Head is hired, the HR Committee will determine if the performance expectations have been met. If expectations have been successfully met, the employee will be awarded additional pay not to exceed \$50 per week for the number of weeks that he/she filled in during the vacancy (unless another amount was determined at the time of the interim appointment). The award of merit pay shall be at the discretion of the HR Committee and Council~~

#### 12. Temporary Appointments of Department Heads

a. Employees temporarily appointed to positions of a higher classification shall receive at least the minimum of the new salary grade range or be placed in the step of the new pay grade that provides an increase closest to their current pay step, whichever is greater, with a maximum of Step 6. ~~that provides a minimum of a five percent increase over current pay, whichever is greater, for the duration of the appointment, with prior approval of the Human Resources Manager .~~

b. The Human Resources Committee and Common Council must approve all temporary appointments at the Department Head level. Temporary appointments below the Department Head level must be approved by the Department Head, the Mayor, and the Human Resources Manager.

### 13. Shift Differential

a. All full-time Police Lieutenants, whose work schedule regularly requires working after 2:30 p.m., shall be entitled to the same shift premium as those they supervise. DPW and Clerical employees regularly assigned to a night shift schedule shall receive a night shift differential pay of 30 cents per hour for second shift and 40 cents per hour for third shift. Employees responding to call-in or emergency work shall not receive the nights shift differential pay.

### 6. DOCUMENT HISTORY

Version No. Revision Description

1.0 Revised from 5/8/03; 2/13/06;10/15/07; 7/15/08; and 12/18/12;03/8/19

### 7. DOCUMENT PROPERTIES

Primary Author:

Approver(s): HR Committee – 09/14/23

		6 mo.	6 mo.	12 mo.	12 mo.	12 mo.	Control Point	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	18 mo.	18 mo.	18 mo.	18 mo.	24 mo.	24 mo.
GRADE	JOB TITLE	85.00% minimum	88.00% Step 2	91.00% Step 3	94.00% Step 4	97.00% Step 5	100.00% Step 6	101.50% Step 7	103.00% Step 8	104.50% Step 9	106.00% Step 10	107.50% Step 11	109.00% Step 12	110.50% Step 13	112.00% Step 14	113.50% Step 15	115.00% Max	
20		\$45.96	\$47.38	\$48.84	\$50.36	\$51.91	\$53.52	\$54.32	\$55.14	\$55.96	\$56.80	\$57.65	\$58.52	\$59.40	\$60.29	\$61.19	\$62.11	
	FIRE CHIEF																	
	FINANCE DIRECTOR																	
	CHIEF OF POLICE																	
19		\$43.08	\$44.41	\$45.79	\$47.20	\$48.66	\$50.17	\$50.92	\$51.69	\$52.46	\$53.25	\$54.05	\$54.86	\$55.68	\$56.52	\$57.36	\$58.22	
	DIRECTOR OF COMMUNITY DEVELOPMENT																	
	CITY ENGINEER																	
18		\$40.41	\$41.66	\$42.95	\$44.28	\$45.65	\$47.06	\$47.77	\$48.48	\$49.21	\$49.95	\$50.70	\$51.46	\$52.23	\$53.01	\$53.81	\$54.62	
	DEPUTY FIRE CHIEF / DIVISION CHIEF OF FIRE OR EMS OPERATIONS																	
	DEPUTY CHIEF OF POLICE																	
17		\$37.91	\$39.08	\$40.29	\$41.54	\$42.82	\$44.15	\$44.81	\$45.48	\$46.16	\$46.86	\$47.56	\$48.27	\$49.00	\$49.73	\$50.48	\$51.24	
	PUBLIC WORKS SUPERINTENDENT																	
	HUMAN RESOURCES MANAGER																	
	IT MANAGER																	
	WASTEWATER SUPERINTENDENT																	
	DIVISION CHIEF OF FIRE OPERATIONS																	
16		\$35.58	\$36.68	\$37.82	\$38.98	\$40.19	\$41.43	\$42.06	\$42.69	\$43.33	\$43.98	\$44.64	\$45.31	\$45.98	\$46.67	\$47.37	\$48.09	
	BATTALION CHIEF																	
	BATTALION CHIEF																	
	BATTALION CHIEF																	
	ASSISTANT CITY ENGINEER																	
	PARKS/BUILDING SUPERINTENDENT																	
	LIEUTENANT - DETECTIVE																	
	LIEUTENANT - POLICE																	
	LIEUTENANT - POLICE																	
	LIEUTENANT - POLICE																	
	LIEUTENANT - POLICE																	
	ADMIN/LIEUTENANT																	
	ASSISTANT DIRECTOR OF FINANCE																	
15		\$33.41	\$34.44	\$35.51	\$36.61	\$37.74	\$38.91	\$39.49	\$40.08	\$40.68	\$41.29	\$41.91	\$42.54	\$43.18	\$43.83	\$44.49	\$45.15	
	ASSISTANT WASTEWATER SUPERINTENDENT																	
14		\$31.40	\$32.37	\$33.37	\$34.41	\$35.47	\$36.57	\$37.11	\$37.67	\$38.24	\$38.81	\$39.39	\$39.98	\$40.58	\$41.19	\$41.81	\$42.44	
	STREET SUPERVISOR																	
	STREET SUPERVISOR																	
13		\$29.53	\$30.44	\$31.38	\$32.35	\$33.35	\$34.38	\$34.90	\$35.42	\$35.95	\$36.49	\$37.04	\$37.60	\$38.16	\$38.73	\$39.31	\$39.90	
	BUILDING & PLUMBING INSPECTOR I - COMMERCIAL																	
	DESIGN ENGINEER																	
	SENIOR HUMAN RESOURCE GENERALIST																	
	RECREATION SUPERVISOR & AQUATICS																	
	IT SYSTEMS ADMINISTRATOR																	
	COMMUNITY DEVELOPMENT SPECIALIST/ASSOCIATE PLANNER ADMINISTRATIVE																	
12		\$27.77	\$28.63	\$29.52	\$30.43	\$31.37	\$32.34	\$32.83	\$33.32	\$33.82	\$34.33	\$34.84	\$35.37	\$35.90	\$36.44	\$36.98	\$37.54	
	BUILDING INSPECTOR																	
	GIS COORDINATOR																	
	MECHANIC GROUP LEAD																	
	SEWER CONSTRUCTION GROUP LEAD																	
	PAYROLL ACCOUNTING TECHNICIAN																	
11		\$26.15	\$26.96	\$27.79	\$28.65	\$29.54	\$30.45	\$30.91	\$31.37	\$31.84	\$32.32	\$32.80	\$33.30	\$33.80	\$34.30	\$34.82	\$35.34	
	AIRPORT MANAGER																	
	MULTIMEDIA COORDINATOR																	
	WASTEWATER OPERATOR																	
	WASTEWATER OPERATOR																	
	WASTEWATER OPERATOR																	
	ENGINEERING TECH																	
	ADMINISTRATIVE ENGINEERING TECH																	
	ENGINEERING TECH III																	
	ENGINEERING TECH III																	
	ENGINEERING TECH V																	
	AQUATICS/BUILDING MAINTENANCE TECHNICIAN																	
	BUILDING MAINTENANCE TECHNICIAN																	
	WASTEWATER MAINTENANCE TECH II																	

	SEWER CLEANING GROUP LEADER																		
	MECHANIC																		
	MECHANIC																		
	MECHANIC																		
	MECHANIC																		
	STREET MARKING & METER/MAINTENANCE GROUP LEAD																		
	EXCAVATOR OPERATOR																		
10		\$24.64	\$25.40	\$26.19	\$27.00	\$27.83	\$28.69	\$29.12	\$29.56	\$30.00	\$30.45	\$30.91	\$31.37	\$31.85	\$32.32	\$32.81	\$33.30		
	BULLDOZER OPERATOR																		
	END LOADER OPERATOR																		
	END LOADER OPERATOR																		
	END LOADER OPERATOR																		
	END LOADER OPERATOR																		
	END LOADER OPERATOR																		
	END LOADER OPERATOR - UNDER 2.5 YARDS																		
	END LOADER OPERATOR - UNDER 2.5 YARDS																		
	PIPE LAYER																		
	PIPE LAYER																		
	RELIEF WASTEWATER OPERATOR/MAINTENANCE ASSISTANT																		
	SEWER MACHINE OPERATOR																		
	HUMAN RESOURCES COORDINATOR																		
	EXECUTIVE COORDINATOR TO THE MAYOR																		
9		\$23.25	\$23.97	\$24.71	\$25.47	\$26.26	\$27.07	\$27.48	\$27.89	\$28.31	\$28.73	\$29.16	\$29.60	\$30.04	\$30.50	\$30.95	\$31.42		
	BARRICADE AND TRAFFIC CONTROL																		
	GARBAGE TRUCK DRIVER																		
	GARBAGE TRUCK DRIVER																		
	RECYCLING TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	MULTI-AXLE TRUCK DRIVER																		
	SINGLE AXLE TRUCK DRIVER																		
	SINGLE AXLE TRUCK DRIVER																		
	SWEeper OPERATOR																		
	SWEeper OPERATOR																		
	PARKS ZOOKEEPER																		
	PARKS MAINTENANCE/ARBORIST																		
	PARKS MAINTENANCE/ARBORIST																		
	NIGHT MAINTENANCE																		
8		\$21.96	\$22.64	\$23.34	\$24.06	\$24.81	\$25.57	\$25.96	\$26.35	\$26.74	\$27.14	\$27.55	\$27.96	\$28.38	\$28.81	\$29.24	\$29.68		
	CODE ENFORCEMENT OFFICER- N/A																		
	FINANCE SUPPORT SPECIALIST																		
	STREET MARKING & METER/MAINTENANCE																		
	STREET MARKING & METER/MAINTENANCE																		
	SEMI SKILLED OPERATOR - STREETS																		
	SEMI SKILLED OPERATOR - STREETS																		
	SEMI SKILLED OPERATOR - PARKS																		
	SEMI SKILLED OPERATOR - PARKS																		
	COMMON LABORER																		
	COMMON LABORER																		
	COMMON LABORER																		
	MULTIMEDIA ASSISTANT																		
	MUNICIPAL COURT CLERK																		
	LOWELL CENTER PROGRAM COORDINATOR																		
	ADMINISTRATIVE ASSISTANT - LEAD - PD ADMIN-																		
7		\$20.76	\$21.40	\$22.06	\$22.74	\$23.44	\$24.17	\$24.53	\$24.90	\$25.27	\$25.65	\$26.04	\$26.43	\$26.82	\$27.23	\$27.64	\$28.05		
	ADMINISTRATIVE ASSISTANT - CITY CLERK																		
	ADMINISTRATIVE ASSISTANT - PD																		
	ADMINISTRATIVE ASSISTANT - PD																		
	ADMINISTRATIVE ASSISTANT - PD																		
	ADMINISTRATIVE ASSISTANT - STREETS																		

[illegible]



**CITY OF WISCONSIN RAPIDS**  
**2024 PROPOSED WAGE STUDY COST ANALYSIS**

DESCRIPTION	CURRENT 2023	CURRENT 2023	INCREASE (DECREASE)
WAGES	\$ 7,188,011	\$ 7,188,011	\$ -
WRS	315,536	315,536	-
FICA	515,345	515,345	-
W/C	141,017	141,017	-
<b>TOTAL</b>	<b>\$ 8,159,909</b>	<b>\$ 8,159,909</b>	<b>\$ -</b>

DESCRIPTION	PROPOSED 2024	CURRENT 2024	INCREASE (DECREASE)
WAGES	\$ 7,480,986	\$ 7,406,320	\$ 74,666
WRS	344,182	341,462	2,720
FICA	536,449	531,009	5,440
W/C	201,323	199,263	2,060
<b>TOTAL</b>	<b>\$ 8,562,940</b>	<b>\$ 8,478,054</b>	<b>\$ 84,886</b>
STEP INCREASES	153,764	71,221	82,543
GENERAL WAGE INCREASE - 3.0%	249,267	246,924	2,343
<b>INCREASE FROM 2023 TO 2024</b>	<b>\$ 403,031</b>	<b>\$ 318,145</b>	<b>\$ 84,886</b>

DESCRIPTION	PROPOSED 2025	CURRENT 2025	INCREASE (DECREASE)
WAGES	\$ 7,824,185	\$ 7,638,672	\$ 185,513
WRS	369,730	360,715	9,015
FICA	560,870	547,717	13,153
W/C	210,459	205,454	5,005
<b>TOTAL</b>	<b>\$ 8,965,244</b>	<b>\$ 8,752,558</b>	<b>\$ 212,686</b>
STEP INCREASES	141,086	19,578	121,508
GENERAL WAGE INCREASE - 3.0%	261,218	254,926	6,292
<b>INCREASE FROM 2024 TO 2025</b>	<b>\$ 402,304</b>	<b>\$ 274,504</b>	<b>\$ 127,800</b>

DESCRIPTION	PROPOSED 2026	CURRENT 2026	INCREASE (DECREASE)
WAGES	\$ 8,160,142	\$ 7,866,562	\$ 293,580
WRS	395,158	380,425	14,733
FICA	584,859	564,051	20,808
W/C	219,559	211,602	7,957
<b>TOTAL</b>	<b>\$ 9,359,718</b>	<b>\$ 9,022,640</b>	<b>\$ 337,078</b>
STEP INCREASES	125,945	7,296	118,649
GENERAL WAGE INCREASE - 3.0%	268,529	262,786	5,743
<b>INCREASE FROM 2025 TO 2026</b>	<b>\$ 394,474</b>	<b>\$ 270,082</b>	<b>\$ 124,392</b>

DESCRIPTION	PROPOSED 2027	CURRENT 2027	INCREASE (DECREASE)
WAGES	\$ 8,511,473	\$ 8,102,299	\$ 409,174
WRS	421,628	401,040	20,588
FICA	610,089	580,953	29,136
W/C	228,990	217,951	11,039
<b>TOTAL</b>	<b>\$ 9,772,180</b>	<b>\$ 9,302,243</b>	<b>\$ 469,937</b>
STEP INCREASES	127,551	8,653	118,898
GENERAL WAGE INCREASE - 3.0%	284,911	270,950	13,961
<b>INCREASE FROM 2026 TO 2027</b>	<b>\$ 412,462</b>	<b>\$ 279,603</b>	<b>\$ 132,859</b>

DESCRIPTION	PROPOSED 2028	CURRENT 2028	INCREASE (DECREASE)
WAGES	\$ 8,872,600	\$ 8,345,361	\$ 527,239
WRS	449,601	422,570	27,031
FICA	635,998	598,381	37,617
W/C	238,746	224,488	14,258
<b>TOTAL</b>	<b>\$ 10,196,945</b>	<b>\$ 9,590,800</b>	<b>\$ 606,145</b>
STEP INCREASES	127,904	9,221	118,683
GENERAL WAGE INCREASE - 3.0%	296,861	279,336	17,525
<b>INCREASE FROM 2027 TO 2028</b>	<b>\$ 424,765</b>	<b>\$ 288,557</b>	<b>\$ 136,208</b>

DESCRIPTION	PROPOSED WAGE STUDY	CURRENT WAGE	INCREASE (DECREASE)
<b>TOTAL INCREASE FROM 2023 TO 2028</b>	<b>\$ 2,037,036</b>	<b>\$ 1,430,891</b>	<b>\$ 606,145</b>



## COMMERCIAL DRIVER LICENSE

### 1. SCOPE AND PURPOSE

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

### 2. POLICY BODY

Employees who are required to have a Commercial Driver License (CDL) as a condition of their employment shall have 12 months from their date of hire to obtain a CDL. **In addition, employees who have their Class B CDL and are required by the Public Works Superintendent to get a Class A CDL shall also follow this policy.**

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

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

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

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

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

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

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

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

### **3. PROCEDURES**

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

### **4. DOCUMENT HISTORY**

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

### **5. DOCUMENT PROPERTIES**

Primary Author: Ryan Hartman- 05/05/22

Approver(s): HR Committee –

Common Council –

# POLICY



## **Legislative Committee Meeting Minutes September 5, 2023**

### **Legislative Committee**

Jay Bemke, Chair

Tom Rayome, Vice-Chair

Matt Zacher

A meeting of the Legislative Committee was held on Tuesday, September 5, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids. All members were present. Also present were Alderpersons Polach and Veneman.

### **Agenda**

1. Call to Order

The meeting was called to order by Chairperson Bemke at 5:00 p.m.

2. Consider adoption of an ordinance to allow all-utility vehicles and all-terrain vehicles to operate on City streets other than state highways,

Motion by Zacher, seconded by Bemke, to approve the ordinance as presented, with the addition of requiring signal lights on all ATVs and UTVs. Motion carried 2-0, with Rayome voting in the negative.

3. Consider adoption of an ordinance amending sections of Chapter 18, the Fire Code.

Motion by Rayome, seconded by Bemke, to approve the ordinance as presented. Motion carried 3-0.

4. Discuss date and time for Trick or Treat in the City for 2023, and possibly future years.

Motion by Bemke, seconded by Zacher, to have Trick or Treat in the City be on the Saturday before October 31, or on October 31 if it is a Saturday, each year. Motion carried 2-1, with Rayome voting in the negative.

5. Adjourn

Motion by Bemke, seconded by Zacher, to adjourn. Motion carried 3-0. The meeting adjourned at 5:58 p.m.

Susan C. Schill, City Attorney  
Acting Secretary

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

**A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS CREATING SECTION 340.021  
OF THE MUNICIPAL CODE. SAID SECTION ESTABLISHES ATV/UTV ROUTES  
AND REGULATES THE OPERATION OF ATV/UTVs**

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

**SECTION I**      Section 340.021 of the Wisconsin Rapids Municipal Code is hereby created to read  
as follows:

**340.021      All-Terrain and Utility-Terrain Vehicle Routes and Regulations**

**1.      Purpose**

The purpose of this ordinance is to establish all-terrain vehicle and utility-terrain vehicle (ATV/UTV) routes in the City of Wisconsin Rapids and to regulate the operation of ATVs/UTVs in the City.

**2.      Statutory Authority**

The Common Council of the City of Wisconsin Rapids has the specific authority to adopt this ordinance under §§ 23.33(8)(b) and 23.33(11) of the Wisconsin Statutes.

When the word “chapter” is used anywhere in §340.021, it shall mean §340.021.

**3.      State Laws Adopted**

Except as otherwise provided in this chapter, the statutory provisions in Wis. Stats. chs. 23, 340 to 348, and 350 establishing definitions and regulations with respect to ATVs and UTVs, and Wis. Admin. Code ch. NR 64, All-Terrain Vehicles, exclusive of any provisions therein relating to penalties to be imposed and exclusive of any regulations for which the statutory penalty is a fine or term of imprisonment, are hereby adopted and by reference made a part of this chapter as if fully set forth herein. Unless otherwise provided in this chapter, any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this chapter. Any future amendments, revisions or modifications of the statutes or administrative codes incorporated herein are made a part of this chapter in order to secure uniform statewide regulation of ATVs and UTVs, except to the extent that the provisions of this chapter are more restrictive.



#### **4.     ATV/UTV Routes**

##### **A. Designation of ATV/UTV routes.**

1.     No person may operate an ATV or UTV on any street or highway in the City of Wisconsin Rapids, except on those streets that are designated as ATV/UTV routes in this chapter.
2.     Pursuant to § 23.33(8), Wis. Stats., all city streets are designated ATV/UTV routes as defined in NR 64.12 Routes, Wis. Admin. Code, except the following:
  - a.     State Highway 13
  - b.     State Highway 54
  - c.     State Highway 73
  - d.     The operation of ATV/UTVs will not be permitted on State highways except as may be necessary to cross the same and then in strict compliance with the law.
  - e.     ATV/UTVs are not allowed in City-owned parks or on any other public property except for those properties with designated parking areas where motorized vehicles normally park.
3.     No one shall operate an ATV/UTV on any City street between the hours of 10:00 p.m. and 7:00 a.m.

#### **5.     Age Requirement**

All ATV/UTV operators shall be 16 years of age or older to operate an ATV/UTV on road routes in the City.

#### **6.     Speed Limit**

The speed limit for ATV/UTVs shall be not greater than 35 miles per hour, or the speed limit for automobiles, whichever is lower, on all City streets,

#### **7.     Conditions and Restrictions on Operation**

- A.     No person shall operate an ATV/UTV on a street designated as an ATV/UTV route if the street is closed for any reason.
- B.     Operators shall abide by all traffic laws, including the rules of operation and equipment requirements contained in § 23.33, Wis. Stats., and Wis. Admin. Code ch. NR 64, unless further restricted by this chapter.

- C. All ATV or UTV operators shall ride in single file on the extreme right-hand side of the paved portion of the highway. Operation on the bike lane, shoulders, grassy in-slope, ditches, or other street right-of-way is prohibited, unless yielding the right of way. Left turns may be made from any part of the highway when it is safe given prevailing conditions.
- D. No person may ride in or on any part of an ATV or UTV that is not designated or intended to be used by passengers. No ATV or UTV operator shall have a passenger riding in or on any part of an ATV/UTV that is not designated or intended to be used by passengers.
- E. No operator or passenger of an ATV or UTV may consume any alcohol beverages while in or on an ATV or UTV, while on any City street or any trail other established route open to the public. No operator or passenger of any ATV or UTV may possess, in or on an ATV or UTV on any City street or any trail or other established route open to the public, any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened, the seal has been broken or the contents of the bottle or receptacle have been partially removed or released.
- F. No ATV or UTV may be operated on any designated City route without fully functional headlights, taillights, signal lights, and brake lights. Headlights and taillights shall be on at all times during operation.
- G. No ATV/UTV may be operated in any careless way so as to endanger the person or property of another.
- H. ATV/UTV operators shall yield the right-of-way to all other vehicular traffic, including non-motorized vehicles, bicycles, and pedestrians.
- I. An ATV or UTV on a City street may not be modified so that its maximum width exceeds the width allowed for an all-terrain vehicle.
- J. No person shall leave or allow an ATV or UTV owned or operated by him or her to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.
- K. No ATV/UTV may be operated on any designated ATV/UTV route if the ATV/UTV does not meet all applicable federal noise and air pollution standards.
- L. ATV/UTV operators or passengers under 18 years of age shall wear protective headgear of the type required under § 347.485 (1)(a), Wis. Stats.
- M. UTV operators and passengers shall have their seat belts fastened, as defined in Sec. 347.48, Wis. Stats.
- N. ATV/UTV operators shall not operate an ATV/UTV equipped with metal studded tires and/or tire chains on or alongside any City street.

## **8. Licenses, Insurance, and Registration**

- A. *Drivers License.* Every person who operates an ATV or UTV on a City street shall have on his or her immediate possession a valid motor vehicle operator's license, and shall display the license document upon demand from any law enforcement officer or

official described in § 23.33(12), Wis. Stats. No person who is under current operator license suspension, revocation, or cancellation for any reason, may operate an ATV/UTV upon any City street.

- B. *Insurance.* Every person who operates an ATV or UTV on a City street, and every ATV/UTV operated on a City street, shall carry liability and/or other insurances consistent with Wisconsin State law for the operation of a motorized vehicle. Insurance documentation shall be kept with each ATV/UTV that will be operating on City streets.
- C. *Safety Certificate.* ATV/UTV operators born after January 1, 1988, shall hold a valid safety certificate, carry proof of the valid safety certificate and shall display that proof to a law enforcement officer upon request in accordance with § 23.33 (5)(b), Wis. Stats.
- D. All ATVs and UTVs shall be registered for public use in accordance with WDNR regulations, and proof of registration shall be displayed as required during operation.

## **9. Maintenance of Routes**

- A, Designation of segments of the City street system as ATV/UTV routes does not impose upon the City a greater duty of care or responsibility for maintenance of those segments than for any other segment of City street.
- B. Operators of ATV/UTVs on City streets assume all the usual and normal risks of ATV/UTV operation.
- C. The City accepts no liability for the operation of ATVs/UTVs on any City streets under the provisions of this chapter.
- D. The City shall retain the right to close any City street to ATV/UTV operation for special events, street construction/repair, hazards, or other reasons without notice.
- E. The City reserves the right to close or modify ATV/UTV routes at any time.

## **10. Nuisance Activity**

- A. *Cruising is prohibited.* No person shall, while operating an ATV or UTV, engage in the practice of cruising on any City street. Cruising is defined as running all or part of the length of roadway multiple times, per day, back and forth, for any purpose other than departing or arriving at their residence, place of lodging, or destination.
- B. *Exhaust system/muffler modifications prohibited.* No person shall operate on a City route any ATV/UTV unless such ATV/UTV is equipped with an adequate muffler in constant operation and properly maintained to prevent any excessive or unusual noise or annoying smoke.

- C. *Radios or electric sound amplification devices.* No person may operate or park, stop or leave standing an ATV/UTV while using a radio or other electric sound amplification device emitting sound from the vehicle that is audible under normal conditions from 75 feet or more, unless the electric sound amplification device is being used to request assistance or warn against an unsafe condition.

## **11. Signage.**

- A. Signs shall be erected at each highway that crosses the City's territorial boundary alerting motorists that all streets under the jurisdiction of the City have been designated as ATV/UTV routes unless otherwise indicated. Any street which is not designated as an ATV/UTV route shall have signs erected at such locations as appropriate to indicate the street is not designated as an ATV/UTV route. The City or its designee shall maintain all route signs within the City.
- B. The City shall assist all-terrain vehicle clubs in creating and circulating a map or maps illustrating the City's ATV/UTV routes.

## **12. Enforcement**

- A. This chapter may be enforced by any law enforcement officer authorized to enforce the ordinances of the City of Wisconsin Rapids and the laws of the State of Wisconsin.
- B. Adoption of this chapter shall not prohibit any law enforcement officer or DNR warden from proceeding under any other ordinance, regulation, statute, law or order that pertains to the subject matter under this chapter.
- C. As a substitute for or in addition to forfeiture actions, the City Attorney may, on behalf of the City, seek enforcement of any and all parts of this chapter by court actions seeking injunction orders or restraining orders and/or pursuing nuisance actions against the violator.

## **13. Penalties**

Any person who violates any section of this chapter or statutes adopted by reference shall pay a forfeiture of not less than \$50 nor more than \$500 for each offense.

## **14. Severability**

Should any portion of this chapter be declared unconstitutional, or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected.

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

**SECTION III** This ordinance shall take effect January 1, 2024, following its passage and publication as required by law.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

PASSED:  
APPROVED:  
PUBLISHED:

Alternate Ordinance  
- no signal lights required

- C. All ATV or UTV operators shall ride in single file on the extreme right-hand side of the paved portion of the highway. Operation on the bike lane, shoulders, grassy in-slope, ditches, or other street right-of-way is prohibited, unless yielding the right of way. Left turns may be made from any part of the highway when it is safe given prevailing conditions.
- D. No person may ride in or on any part of an ATV or UTV that is not designated or intended to be used by passengers. No ATV or UTV operator shall have a passenger riding in or on any part of an ATV/UTV that is not designated or intended to be used by passengers.
- E. No operator or passenger of an ATV or UTV may consume any alcohol beverages while in or on an ATV or UTV, while on any City street or any trail other established route open to the public. No operator or passenger of any ATV or UTV may possess, in or on an ATV or UTV on any City street or any trail or other established route open to the public, any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened, the seal has been broken or the contents of the bottle or receptacle have been partially removed or released.
- F. No ATV or UTV may be operated on any designated City route without fully functional headlights, taillights, and brake lights. Headlights and taillights shall be on at all times during operation.
- G. No ATV/UTV may be operated in any careless way so as to endanger the person or property of another.
- H. ATV/UTV operators shall yield the right-of-way to all other vehicular traffic, including non-motorized vehicles, bicycles, and pedestrians.
- I. An ATV or UTV on a City street may not be modified so that its maximum width exceeds the width allowed for an all-terrain vehicle.
- J. No person shall leave or allow an ATV or UTV owned or operated by him or her to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.
- K. No ATV/UTV may be operated on any designated ATV/UTV route if the ATV/UTV does not meet all applicable federal noise and air pollution standards.
- L. ATV/UTV operators or passengers under 18 years of age shall wear protective headgear of the type required under § 347.485 (1)(a), Wis. Stats.
- M. UTV operators and passengers shall have their seat belts fastened, as defined in Sec. 347.48, Wis. Stats.
- N. ATV/UTV operators shall not operate an ATV/UTV equipped with metal studded tires and/or tire chains on or alongside any City street.

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8. Licenses, Insurance, and Registration

- A. *Drivers License.* Every person who operates an ATV or UTV on a City street shall have on his or her immediate possession a valid motor vehicle operator's license, and shall display the license document upon demand from any law enforcement officer or

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

### A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CERTAIN SECTIONS OF CHAPTER 18, THE FIRE CODE.

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

#### SECTION I

Chapter 18 of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

In each instance in said Chapter, “~~Deputy Fire Chief~~” shall be replaced with “Fire Marshal.”

#### SECTION II

Section 18.03(8) of the Wisconsin Rapids Municipal Code shall hereby be deleted in its entirety:

18.03 DEFINITIONS.

~~(8) “I.C.C. Container” shall mean any container approved by the Interstate Commerce Commission for shipping any liquids, gaseous, or solid material that is flammable, toxic, or other hazardous nature.~~

#### SECTION III

Section 18.04 of the Municipal Code shall hereby be amended to read as follows:

18.04 AUTHORITY TO ENTER PREMISES.

~~(1) The Fire Chief or Fire Marshal, or any designated officer of the City of Wisconsin Rapids who presents credentials may inspect any property for the purpose of ascertaining compliance with the provisions of this ordinance. If the owner or occupant of the premises denies access to the property for this purpose, a special inspection warrant may be obtained in accordance with Sections 66.0119, Wis. Stats. Wisconsin Rapids Fire Department personnel may, during reasonable hours, enter any building or premises within the jurisdiction of the department for the purpose of making any inspection or auspices of the codes listed in Section 18.02. Private dwellings shall not be entered without the consent or permission of an adult occupant and do not typically fall within the purview of the fire department (also refer to DC 14).~~

#### SECTION IV

Section 18.05 (1) of the Wisconsin Rapids Municipal Code shall hereby be amended to provide as follows:

18.05 INSPECTION OF BUILDINGS AND PREMISES WITHIN THE JURISDICTION OF THE WISCONSIN RAPIDS FIRE DEPARTMENT



(1) The fire ~~chief~~ marshal shall ensure that all buildings and premises that fall under the purview of the fire department (~~DC 14:02(2)(d)~~) are inspected as often as may be necessary to ~~insure~~ ensure compliance of all codes listed in Section 18.02.

As a general guideline. Typically, the timeframe to inspect businesses within the jurisdiction of the Wisconsin Rapids Fire Department shall be:

(a) Inspections within the City of Wisconsin Rapids shall be conducted at least once per calendar year. For businesses with a history of habitual violations, the Fire Marshal Chief may deem it appropriate, for the safety of the public, to inspect certain businesses more frequently.

(b) Penalties for non-compliance. The first fire inspection to any business is considered to fall under the State of Wisconsin's 2% dues program. However, any follow-up or subsequent inspections fall outside of the parameters of the 2% dues program. As such, if any noted fire code violations are not corrected within the timeframe noted on the inspection report, the Deputy Chief shall send a reminder letter to the business at no additional charge. If the business still does not prove compliance by informing the fire department, and a subsequent visit by fire department personnel is necessary, the ~~charges for such visits are as follows:~~ fees for subsequent inspections shall be as provided for in the Wisconsin Rapids Fire Department Fee Schedule, as adopted and as may be amended by the Common Council. If there is not compliance after the third reinspection, the business owner will be issued a citation.

~~(1) 2nd visit after reminder letter: \$50~~

~~(2) 3rd visit, if necessary: \$100~~

~~(3) If still no compliance after the three strike rule (refer to Section 18.32), the business owner will then be issued a citation.~~

## SECTION V

Section 18.08 (2) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.08 FIRE RECORDS AND REPORTS.

(2) Fire reports shall be treated as public records and may be retained and disclosed pursuant to ordinance. ~~may be given to the owner of a structure that has suffered a fire loss, an occupant of said property, an insurance representative of the owner and/or occupant that has suffered the loss, and a law firm representing the owner and/or occupant of said property. An administrative fee of \$10.00 shall be charged for each report copied.~~

## SECTION VI

Section 18.11 of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.11 LIMITED BURNING

(1) Purpose. This ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the City of

Wisconsin Rapids due to the air pollution and fire hazards of open burning, outdoor burning and refuse burning.

(2) Applicability. This ordinance applies to all outdoor burning and refuse burning within the City of Wisconsin Rapids.

- (a) This ordinance does not apply to grilling or cooking using charcoal, wood, pellets, propane or natural gas in cooking or grilling appliances. However, grilling or cooking appliances are not permitted on properties containing multifamily residences with three or more units, unless there is common area approved by the Fire Chief for such grilling or cooking.
- (b) This ordinance does not apply to burning in a stove, furnace, fireplace or other heating device within a building used for human or animal habitation unless the material being burned includes refuse as defined in Section 18.03 of this ordinance.
- (c) This ordinance does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.

(3) General prohibition on outdoor burning and refuse burning. Open burning, outdoor burning and refuse burning are prohibited in the City of Wisconsin Rapids unless the burning is specifically permitted by this ordinance.

(4) Materials that may not be burned. Unless a specific written approval has been obtained from the Department of Natural Resources, the following materials may not be burned in an open fire, incinerator, furnace, stove or any other indoor or outdoor incineration or heating device.

- (a) Rubbish or garbage including, but not limited to, food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris or other household or business wastes.
- (b) Waste oil or other oily wastes except used oil burned in a heating device for energy recovery subject to the restrictions in Chapter NR 590, Wisconsin Administrative Code.
- (c) Asphalt and products containing asphalt.
- (d) Treated or painted wood including but not limited to plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives.
- (e) Any plastic material including, but not limited to, nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, plastic films and plastic containers.
- (f) Rubber, including tires and synthetic rubber-like products.
- (g) Newspaper, corrugated cardboard, container board, office paper and other materials that must be recycled in accordance with Chapter 7, except as provided in section 18.11(8).

(5) Open burning of leaves, grass clippings, pine needles, yard and garden waste, and other vegetable debris.

Open burning of leaves, grass clippings, pine needles, yard and garden waste, and other vegetative debris is prohibited. Residents are encouraged to use city compost sites or other methods of composting.

(6) Limited open burning allowed.

(a) Campfires.

- (1) Outdoor campfires for cooking or recreation are allowed provided that the fire is confined by a control device or structure such as a fire ring or fire pit, with a maximum diameter for said campfire of 5 feet. Only clean wood may be burned in an outdoor campfire.
- (2) Campfires are only allowed on days that such burning is not prohibited by the Fire Department. ~~or the Department of Natural Resources. Each day, residents shall contact the Fire Department to determine if burning is authorized on that day.~~
- (3) Open burning under this section shall only be conducted at a location at least 50 feet from the nearest building which is not on the same property.

~~(4) All campfires shall be constantly attended and supervised by a competent person of at least eighteen (18) years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire extinguishing equipment as may be necessary for the total control of the fire.~~

~~(5) Campfires shall not be permitted from 12:00 a.m. to 7:00 a.m., nor shall a person maintain a fire for more than five continuous hours per day.~~

~~(6) Campfires shall be conducted in a safe, nuisance free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard.~~

(b) Ceremonial fires. Ceremonial Fires are allowed if a permit is granted by the Fire Marshal Chief, under conditions as established by the Fire Chief. ~~A permit is \$5.~~

(7) Land clearing or maintenance of rights of way. The burning of trees, limbs, and brush for land clearing or maintenance of rights-of-way is ~~prohibited~~ allowed only if approved by the Fire Chief by permit. A permit is \$5, for a maximum of ten days. The maximum number of days may be increased upon approval of the Fire Chief. Even after a permit is issued, permission from the Fire Department must be received prior to burning each day.

~~(1) Open burning of these materials shall be conducted only on the property on which the materials were generated.~~

~~(2) Open burning may only occur when there is at least 1" of snow on the ground, or immediately after or during periods of heavy rain.~~

~~(3) No materials larger than 6 inches in diameter or stumps may be burned.~~

~~(4) Because dirt and mud impedes the burning process and results in smoldering, dirt and mud shall not be pushed into the burn pile.~~

~~(5) Burning shall occur no closer than 200 feet to any structure~~

~~(6) Open burning shall only be allowed from 8:00 a.m. to 10:00 p.m., which means the fire should be completely extinguished by 10:00 p.m.~~

~~(7) A burning permit issued under this section shall require compliance with all applicable provisions of this ordinance and any additional special restrictions deemed necessary to protect public health and safety.~~

~~(8) Any violation of the conditions of a burning permit shall be deemed a violation of this ordinance. Any violation of this ordinance or the burning permit shall void the permit.~~

~~(d) All allowed open burning shall be conducted in a safe, nuisance free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard on roadways, railroads or airfields. Open burning shall be conducted in conformance with all local and state fire protection regulations.~~

~~(e) When weather conditions warrant, the Fire Chief or the Department of Natural Resources may declare a burning moratorium on all open burning and temporarily suspend previously issued burning permits for open burning.~~

~~(f) Open burning shall be constantly attended and supervised by a competent person of at least eighteen (18) years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire extinguishing equipment as may be necessary for the total control of the fire.~~

~~(g) No materials may be burned upon any street, curb, gutter or sidewalk or on the ice of a lake, pond, stream, river, or waterbody.~~

~~(h) Except for barbecue, gas and charcoal grills, no burning shall be undertaken within 15 feet from any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief.~~

~~(i) In emergency situations such as natural disasters, burning that would otherwise be prohibited is allowed if specifically approved by the Department of Natural Resources.~~

~~(7a) Burn barrels. No person shall use or maintain a burn barrel in the City of Wisconsin Rapids.~~

~~(7) Burn Barrel. A burn barrel may be used in the City of Wisconsin Rapids only in accordance with the following provisions:~~

~~(a) The burn barrel shall not be used to burn any of the prohibited materials listed in sections 18.11(4) and 18.11(5).~~

~~(b) The burn barrel shall be located at least 50 feet from the nearest building that is not on the same property as the burn barrel.~~

~~(c) The burn barrel shall have vent holes above the ash line for combustion air and shall be covered with a heavy wire screen.~~

~~(d) The burn barrel shall not serve a commercial enterprise.~~

~~(8) Exemption for burning certain papers.~~

(a) Notwithstanding section 18.11(4)(g) of this ordinance, paper and cardboard products may be used as a starter fuel for a fire that is allowed under this ordinance.

(b) Small quantities of confidential papers from a residence may be burned if necessary to prevent the theft of financial records, identification or other confidential information.

(c) Confidential papers from a commercial enterprise shall be shredded or destroyed in a manner other than burning.

(d) A fire set for burning of a small quantity of confidential papers shall be subject to and comply with section 18.11(6)(a) ~~d) through 18.11(6)(h)~~.

(9) Outdoor Wood-fired Furnaces. No person shall install, use, or maintain an outdoor wood-fired furnace in the City of Wisconsin Rapids.

~~An outdoor wood-fired furnace may be installed and used in the City of Wisconsin Rapids only in accordance with the following provisions:~~

~~(a) The outdoor wood-fired furnace shall not be used to burn any of the prohibited materials listed in Section 6 of this ordinance.~~

~~(b) The outdoor wood-fired furnace shall be located at least 100 feet from the nearest building which is not on the same property as the outdoor wood-fired furnace.~~

~~(c) The outdoor wood-fired furnace shall have a chimney that extends at least 15 feet above the ground surface.~~

~~(d) The owner of the outdoor wood-fired furnace shall obtain an annual permit from the Fire Chief.~~

~~(e) The outdoor wood-fired furnace must be used for heating purposes.~~

(10) Fire Department Practice Burns. Notwithstanding Sections 18.11(3) and 18.11(4), the Wisconsin Rapids Fire Department may burn a standing building if necessary for fire fighting practice and if the practice burn complies with the requirements of the Department of Natural Resources.

(11) Liability.

(a) A person utilizing or maintaining an outdoor fire shall be responsible for all fire suppression costs and any other liability resulting from damage caused by the fire, including damage to any personal or real property, and including costs of fire investigation.

(b) In addition to (a) above, a person utilizing or maintaining an outdoor fire in violation of any part of this ordinance may be responsible for the costs of response of the Fire Department to the fire (Engine Company hourly rate, overtime costs of personnel, etc.), as well as being subject to citations for violations of this ordinance.

(12) Right of entry and inspection. The Fire Chief, Deputy Fire Chief or any authorized officer, agent, employee or representative of the City of Wisconsin Rapids who presents credentials may inspect any property for the purpose of ascertaining compliance with the provisions of this ordinance. Note: If the owner or occupant of the premises denies access to the property for this purpose, a special inspection warrant may be obtained in accordance with sections 66.0199 122 and 66.123, Wis. Stats.

(13) Enforcement and penalties.

(a) The fire chief, deputy fire chief, and members of the Wisconsin Rapids Fire Department are authorized to enforce the provisions of this ordinance.

(b) The penalty for violation of any portion of this ordinance shall be as set forth in Section 18.34.

#### **18.12 RESPONSIBILITY FOR FIRE DAMAGES**

##### **~~(1) Responsibility for Fire.~~**

~~(a) Any damage caused to another person's property by burning of any kind, whether authorized or not, shall be the responsibility of the person(s) responsible for igniting the fire. The city will charge the cost of fire investigation and extinguishment to the perpetrator of the fire.~~

### **SECTION VII**

Section 18.16 of the of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

#### **18.16 MODIFICATION OR VARIANCE TO THE CITY OF WISCONSIN RAPIDS FIRE CODE.**

(1) The fire chief and deputy fire chief shall have the authority to modify or issue a variance in regard to any of the provisions of the City of Wisconsin Rapids Fire Prevention Code. Those individuals seeking a variance to the municipal fire code shall apply in writing to the fire chief or deputy fire chief and identify which section of the code they wish to modify. Any modification or variance may only be granted when there are practical difficulties in the way of carrying out the strict letter of the code, and when the spirit of the code shall be observed, public safety secured, and substantial justice done. The specifics of any modification or variance that is granted shall be signed by the fire chief or deputy fire chief and the party requesting the variance. The original form shall be maintained in the official file at the fire department and a copy will be furnished to the applicant.

### **SECTION VIII**

Section 18.18 of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

#### **18.18 PYROTECHNICS/LANTERNS.**

(1) There ~~shall will~~ be no pyrotechnics allowed in any structure within the City of Wisconsin Rapids ~~without a permit from the Wisconsin Rapids Fire Department. These permits may be obtained at Fire Station 1, 1511 12th Street South, during the hours of 0800-1300, Monday through Friday. An officer of the fire department must inspect the pyrotechnics before they are used. An administration fee of \$25.00 will be charged for each permit.~~

Anyone ~~caught~~ using pyrotechnics ~~in any structure without the appropriate permits~~ is subject to the penalties as set forth in Section 18.~~34~~~~29~~ of this fire code.

(2) The use of un-manned, free-floating sky lanterns and similar devices utilizing an open flame shall be prohibited in the City of Wisconsin Rapids. This includes devices which may have originated outside of the City but have entered into the City.

## SECTION IX

Section 18.24 of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.24 FIRE DEPARTMENT CONNECTIONS (FDC) ON SPRINKLERED BUILDINGS

(1) Any new construction within the City of Wisconsin Rapids, where, by code, a sprinkler system is required, ~~this building~~ will also be required to have installed a 5-inch Storz connection as the FDC.

## SECTION X

Section 18.28(1) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.28 LIQUOR LICENSES.

(1) Each applicant for a new or renewal liquor license shall have their licensed premises inspected by the Fire Department before a license may be issued. ~~When specifically requested by the Finance & Property committee, a business owner seeking a liquor license will appear before the committee to explain any code deficiencies. The deputy fire chief and building inspector may also sit in on this meeting.~~

## SECTION XI

Section 18.29(1) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.29 BUILDING ADDRESS IDENTIFICATION

(1) All residences and businesses within the boundaries of Wisconsin Rapids will comply with ~~Section 11.15,~~ Chapter 36, Section 304.3

## SECTION XII

Section 18.30 of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

### 18.30 SNOW REMOVAL FROM FIRE HYDRANTS; OBSTRUCTIONS OF FIRE HYDRANTS

(1) Any residence or business in the City of Wisconsin Rapids that has a fire hydrant located on its property should ensure it is free of snow during the winter months. Snow buried hydrants are more likely to freeze and not work properly in the event of a fire.

(2) It will be unlawful to blow snow onto a city-owned hydrant. People who bury hydrants by blowing snow onto them will be subject to a citation being issued and penalties as set forth in Section 18.~~3429~~ of this fire code.

(3) It is unlawful to obstruct or restrict access to fire hydrants.

(4) It is unlawful to park a vehicle or place any other object on the street within 10 feet of a fire hydrant.

### **SECTION XIII**

Section 18.31(2) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

#### **18.31 FALSE ALARMS**

(2) Each business that has a false alarm due to malfunction or work being done on the system will receive one uncited emergency response from the fire department per calendar year. Any subsequent response during a calendar year will result in ~~a bill being sent to the business as outlined in WRFD SOG 806, fees being charged to the business as provided for in the Wisconsin Rapids Fire Department Fee Schedule.~~

### **SECTION XIV**

Section 18.33(2) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

#### **18.33 CITATION AUTHORITY & ENFORCEMENT**

(2) This code shall empower the fire chief and Fire Marshal, or their designees, ~~deputy fire chief~~ with citation powers. Any citations issued ~~by the fire chief or deputy fire chief~~ for fire code violations shall be in accordance with the procedures and stipulations as set forth by the City of Wisconsin Rapids Municipal Court.

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

**SECTION XVI** This ordinance shall take effect upon passage and publication.

---

Shane E. Blaser, Mayor

---

Jennifer M. Gossick, City Clerk

PASSED:  
APPROVED:  
PUBLISHED:





# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## Wisconsin Rapids Fire Department Fee Schedule

September 19, 2023

### Fire

#### Fire Inspection

1. Initial Inspection..... No Charge
2. 1<sup>st</sup> Re-inspection/Self Certification..... No Charge
3. 2<sup>nd</sup> Re-Inspection..... \$100.00
4. 3<sup>rd</sup> Re-Inspection..... \$200.00
5. 4<sup>th</sup> Re-Inspection..... \$300.00
6. 5<sup>th</sup> Re-inspection & subsequent R-inspections..... add \$100 for each re-inspection.

Example: 6<sup>th</sup> re-inspection, \$400.00, 7<sup>th</sup> re-inspection \$500.00, 8<sup>th</sup> re-inspection \$600.00, etc.

#### False Alarm

1. 1<sup>st</sup> False Alarm..... No Charge
2. 2<sup>nd</sup> False Alarm..... \$250.00
3. 3<sup>rd</sup> False Alarm..... \$500.00
4. 4<sup>th</sup> False Alarm..... \$750.00
5. 5<sup>th</sup> False Alarm and subsequent False Alarms..... \$1,000.00

#### Permits

1. Fireworks Display Permits..... \$75.00
2. Ceremonial Fires..... \$25.00

09/19/23

1511 12th Street South | Wisconsin Rapids | WI | 54494

phone 715.423.1150 | fax 715.421.6292



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## EMS

Service	Rate
Description	
BLS - Resident	\$1,100
BLS - Non-Resident	\$1,300
ALS - Resident	\$1,300
ALS - Non-Resident	\$1,500
ALS2 - Resident	\$1,500
ALS2 - Non-Resident	\$1,700
BLS On Scene Care - Resident	\$300
BLS On Scene Care - Non-Resident	\$350
ALS On Scene Care - Resident	\$800
ALS On Scene Care - Non-Resident	\$900
SCT - Resident	\$1,600
SCT - Non-Resident	\$1,800
Mileage - Resident	\$20
Mileage - Non-Resident	\$21
Lift Assist	\$250
Intercept	\$500

09/19/23

1511 12th Street South | Wisconsin Rapids | WI | 54494

phone 715.423.1150 | fax 715.421.6292



# Finance Committee

Meeting Minutes for

June 12, 2023

**1. Call to Order:** Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 4:00 p.m.

**2. Open Meetings Declaration:** Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

### **3. Roll Call:**

#### **Committee Members:**

Andrea Galvan

Susan Feith

~~Elizabeth St. Myers~~ (Excused)

Kim Heniadis

~~Craig Broeren~~ (Excused)

William Clendenning

#### **Other Board Members:**

~~Ryan Austin~~

~~Karen Schill~~

~~Doug Machon~~

Eric Montag

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Attorney Nick Flanagan

**4. Approval of Minutes: Motion by K. Heniadis, second by S. Feith to approve the Finance Committee minutes of May 9, 2023. Motion carried by unanimous vote.**

**5. Endowment Fund Transfer Agreement Review- Recommendation:** Attorney Flanagan provided an update on the 501(c)(3) Roadmap. The IRS has determined that the effective date of the tax exemption is February 19, 2023. The first meeting of the Endowment Board will occur prior to the June Library Board meeting.

Attorney Flanagan also shared a draft of the Fund Transfer Agreement. This agreement, which is required by law, will be reviewed by both the Library Board and the Endowment Board.

K. Heniadis inquired about the existence of any source documents that provide direction for how endowment money shall be spent. S. Feith has some historical documents that will need to be recognized by both the Library Board and Endowment Board.

Attorney Flanagan also shared the schedule of monetary transfers to the 501(c)(3), so the process adheres to guidance from the IRS.

**Motion by W. Clendenning, second by K. Heniadis to accept the transfer agreement as presented and recommend approval by the full Library Board at its June 21, 2023 meeting. Motion carried by unanimous vote.**

## Finance Committee

**6. Endowment Fund Gifts Report:** S. Feith shared that there were three items to discuss. First, the distribution from the Rick Potter estate has arrived in the endowment's large account, and she thanked Attorney Flanagan for his work. Second, the paperwork for the Dennis Martin estate has been completed and that process continues. A. Galvan has provided the acknowledgement to the estate, and will provide a copy to Finance. Finally, A. Galvan shared that she does not expect to hear news from the Legacy grant until at least June 30.

**7. Monthly Accounts Review Report:** S. Feith recommended that the Board continue with the current format, and make inquiries to the Library Director for explanation as needed. Certain pieces of information are embedded in the city's accounting system, and do not print out in a report.

S. Feith shared that one submitted invoice for legal services will be divided between Operations and the Endowment.

**8. 2024 Budget Process Comments:** N. Flanagan inquired about whether the City has started preliminary budget process for 2024.

**Motion by W. Clendenning, second by K. Heniadis to add "2024 Budget Discussion" to the next full Board agenda. Motion carried by unanimous vote.** K. Elchert requested guidance from the Library Board regarding its budget goals for 2024, as she will use these when creating the budget.

**9. Items for Next Agenda:** Finance will have to cooperate with Buildings and Grounds to determine donor identities for various projects, and provide recognition. S. Feith requested that K. Elchert provide a descriptions of finance accounts, so Board members can better understand where money is spent.

**8. Adjournment:** Chairwoman Feith adjourned the meeting at 5:33 p.m.



# Board of Trustees

Meeting Minutes for

July 19, 2023

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:01 p.m.

## **2. Roll Call:**

### **Board Members:**

Andrea Galvan

Evan O'Day

~~Emily Kent~~

Kim Heniadis

Karen Schill

Elizabeth St. Myers

Ryan Austin

~~Craig Broeren~~

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Staff members Eric Norton and Kristen Kuhn.

**3. Open Meetings Declaration:** President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Approval of Minutes: Motion by R. Austin, second by K. Heniadis to approve minutes of the June 21, 2023 full Board meeting. Motion carried by unanimous vote.**

## **5. TREASURER'S REPORT**

**5a. Monthly Finance Reports:** S. Feith questioned the large number of patron reimbursements. K. Elchert explained that the library had not been reimbursing patrons for materials that they had been charged for and then brought back, due to our transition overlapping with SCLS's at the same time, so now we were catching up from those months. The library is in the process of working out a new procedure so for the next few months it may be a bit higher, but then will level out. The return period for a refund will be extended to six months.

S. Feith mentioned that we were still seeing some bills with late fees, those bills include Water and Light, WE Energies and Visa. K. Elchert said she had requested that the companies adjust our due dates, and while they had and she sends the bills over to the city for payment the day after the board meeting, it is up to the city to send the bills in, and at times they are busy with other things and it does not get done right away.

A discussion was had as to the best way to stop the late fees.

**Motion by E. St. Myers, second by K. Heniadis for the Board to authorize an automatic monthly payment via Fund 102 for payment to Water and Light, WE Energies, and Visa, after asking the city if this will work for them. Motion carried by unanimous vote.**

## Board of Trustees

S. Feith brought up the \$1000 water charge that was from the city for watering the grounds. Discussion followed asking if we should adjust by watering less often or not at all, is there a special meter for the water or a meter connection to the sewer so we don't double the use? It was decided that it will go to B&G for discussion.

**5b. Payment of the Bills: Motion by W. Clendenning, second by R Austin to pay the bills as presented and place a copy on file. Total of the approved bills for June is \$30,743.81. Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

### 6. DIRECTOR'S REPORT

**6a. Library Use and Events:** While the timing of the SCLS cutover was not ideal it went fairly smoothly for the patrons and staff, with a lot of that due to Solarus helping to make sure items were still able to be checked in and out. The only hiccup remaining is the TalkingTech phone notification system since for the unforeseeable future patrons will not get phone notifications about their holds. Measures are being taken to let the public know and any patrons impacted are being called directly about their holds by McMillian staff.

MakerSpace staff members are developing an orientation, drop-in activity binders, and setting expectations for the area. Starting in August, patrons can earn "badges" to use the more specialized equipment. The "drop in" hours will also be starting soon.

In June, and the rest of the summer, there are weekly bus trips to the Mead & Sandhill Wildlife Area on various educational topics. On June 6th there was a Summer Reading kick-off party, teens have a weekly garden club, there was a messy painting party in the Children's Garden, a Banksy Street Art presentation and craft, the weekly Monday afternoon and evening movie, the Cowboy Union Jam had a large crowd (like usual), and many more activities.

**6b. Statistics:** Everything exciting and important is up compared to this time last year; more patrons coming through the doors and signing up for library cards, items checked out, renewed, and returned. Items loaned and borrowed from other libraries are staying flat, which is a good thing since we want to have our patrons find what they need at our library. Over 700 items were added to the system and around 1000 items were removed, including large print books that are being weeded due to their appearance or circulation numbers. Staff at Centralia Center will be asked if they would like any of them first. There were 39 programs in June, which was more than last year. Computer use was down a bit, and SCLS still can't explain the big jump in numbers from the previous month.

**6c. Meet the Board:** The board met our newest board member appointed by the mayor, Evan O'Day, and staff member Kristen Kuhn. K. Kuhn is originally from South Dakota. She has a Bachelor's Degree in Psychology and Sociology and a Masters in Student Affairs and Higher Ed. After coming to the area she was a music teacher at Immanuel Lutheran School. K. Kuhn's main areas of focus at McMillian are the MakerSpace, which she is very excited to get more open to the public, and the Children's area.

**6d. Miscellaneous:** Claire Parrish will be our new Assistant Director starting in early September. She is moving to the area with her husband and son.

## 7. COMMITTEE REPORTS

**7c. Finance Committee:** S. Feith reported on the status of the quarterly report and reported on recent gifts.

## 8. OLD BUSINESS

**8a. The Nominating Committee presented their slate of officers. A. Galvan called for nominations.**

The Nominating Committee nominated A. Galvan for President and K. Schill nominated E. St. Myers.

Votes for A. Galvan: W. Clendenning, S. Feith, R. Austin, and S. Kellogg

Votes for E. St. Myers: K. Schill, K. Heniadis, and E. St. Myers

Abstained: A. Galvan and E. O'Day

**A. Galvan is the President for the next term.**

The Nominating Committee nominated C. Broeren for Vice President and R. Austin nominated E. St. Myers.

Votes for E. St. Myers: R. Austin, K. Heniadis, K. Schill, and E. St. Myers

Votes for C. Broeren: W. Clendenning, S. Feith, and S. Kellogg

Abstained: A. Galvan and E. O'Day

**E. St. Myers is the Vice President for the next term.**

The Nominating Committee nominated K. Heniadis for Secretary.

Vote was unanimous. **K. Heniadis is the Secretary for the next term.**

The Nominating Committee nominated S. Feith for Treasurer.

Vote was unanimous. **S. Feith is the Treasurer for the next term.**

**8b. Solar Panel Array:** R. Austin is the new B&G chairperson and he will be having a meeting on August 9th at 4pm to discuss with the B&G committee the information that has been gathered. We have fulfilled our contractual obligations with S. Prah. At the August Library Board Meeting he will bring forth the committee's conclusion and there should be a final decision as to what will come of the solar panels.

**R. Austin made a motion, second by S. Feith to have Radtke do a fair market value on the solar panels. Motion carried by unanimous vote.**

**8c. 2024 Budget:** The final draft for the 2024 budget is due on August 18th to the city. Any recommendations would be brought back to the library board to discuss in the September meeting. At the September meeting the Library Board will be looking to finalize our 2024 budget to be brought forth before the common council.

A. Galvan shared that we had received a large grant from the Legacy Foundation which we will be using to replace our elevator, and possibly for the reopening of the street entrance.

Discussion was had in regards to the coffee house and if it would continue to operate. K. Elchert mentioned that when you factor in staffing the coffee house we were actually losing money, so it would be more effective to use that space in a different manner.

A conversation with the city in regards to a capital projects budget will be spearheaded by R. Austin and K. Elchert.



## Board of Trustees

### **9. New Business**

**9a. Director's Annual Review Process:** E. St. Myers is the new chairperson for the Personnel Committee and she plans to discuss what system should be used for K. Elchert's evaluation, as well as how to include staff in the process. The library board plans to hold her evaluation in the early fall.

**10. Information Requests:** None

**11. Items for Next Agenda:** None

**12. Adjournment:**

**At 7:54 p.m. W. Clendenning, with a second from S. Kellogg called for a motion to adjourn. Motion passed by unanimous vote.**

**Respectfully Submitted: Kim Heniadis, Secretary**





# Board of Trustees

Meeting Minutes for

August 3, 2023

**1. Call to Order:** Vice President St. Myers called the meeting of the McMillan Library Board of Trustees to order at 4:00 p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

~~Emily Kent~~

Elizabeth St. Myers

Kim Heniadis

Karen Schill

Evan O'Day

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Susan Schill, City Attorney and Eric Norton, staff member.

**3. Open Meetings Declaration:** Vice President St. Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Closed Session:** Section 19.85(1)(e), Wis. Stats was read and a **Motion by W. Clendenning, seconded by C. Broeren**, to go into closed session. Roll call vote taken with all Ayes.

**Motion made by C. Broeren, seconded by S. Kellogg to go into open session. Motion carried by unanimous vote.**

**5. Items for Next Agenda: Motion made by C. Broeren, seconded by S. Kellogg to work with Radtke to establish a fair market value of the solar panels. Motion carried by unanimous vote.**

Review report from Radtke and Discuss the Solar Array.

**6. Adjournment:** W. Clendenning made a motion to adjourn at 4:49 p.m.



# Services Committee

Meeting Minutes for

August 8, 2023

**1. Call to Order:** Chairman Heniadis called the meeting of the McMillan Library Services Committee to order at 4:30 p.m.

**2. Open Meetings Declaration:** Chairman Heniadis established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

### 3. Roll Call:

#### Committee Members:

Andrea Galvan

Elizabeth St. Myers

Evan O'Day

Kim Heniadis

William Clendenning

Emily Kent

#### Other Board Members:

Susan Feith

~~Ryan Austin~~

~~Karen Schill~~

Scott Kellogg

~~Craig Broeren~~

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Tim Elchert

**3. Open Meeting Declaration:** Chairperson Heniadis established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Approval of Minutes: Motion by E. St. Myers, second by K. Heniadis to approve minutes of the June 6, 2023 Services Committee Meeting. Motion carried by unanimous vote.**

**5. Introductions:** Since there were two new board members on the Services Committee everyone went around and introduced themselves.

**6. Diversity Statement:** K. Heniadis wanted to present the idea of writing up a Diversity Statement to include with the Library's Mission Statement and add to the About Page for the Library. S. Feith mentioned that there was a sentence included in our by-laws in regards to diversity. Through discussion it was determined that we want to include more information in how we want to go about including diversity. K. Heniadis asked if this is something we should concentrate on right now, but others thought it would be better to go through the Inclusive Services Guide first so we have a better understanding of what and how we want to have diversity at the library, and then revisit writing up the statement at a later time.

**7. The Inclusive Services Statement and Guide:** This will be an important, but long, and ongoing project. K. Elchert was disappointed that the library had not participated in this already.

The committee discussed the best way to tackle such a large project, and decided that we will be presenting it at the Full Board Meeting in August. If the Full Board decides we should participate in the survey, the following is how the Service Committee suggests we accomplish it.

## Services Committee

K. Elchert will go through the packet and circle all the Yes statements to make the project more manageable to start with. Even though we won't be delving as heavily into the areas we are already doing, we will still take a look at them to get a complete view. E. O'Day will go through the guide before the September Services Meeting to determine which sections the various committees will focus on, since they match up with that committee's area of expertise.

E. Kent thought this would be a good way to give space to the various committees to learn about the services and how we can make them better. The Services Committee will then pass this information on to each of the committees. After the Guide is complete we realize that this will still be ongoing, and will continue to review how the library is doing with our inclusive services.

**8. Circulation Policy:** K. Elchert had a good conversation with Attorney N. Flannagan about the policy, and all the staff had given their thoughts on it.

The circulation policy was discussed in detail with some questions, but no changes were made to the draft. The biggest changes would be no longer charging for replacement cards, going completely fine free, and increasing the monetary amount before a patron's library card will become blocked. The previous changes all came about because we want the library to break down barriers when it comes to our community being able to access the information and entertainment that is available.

S. Feith mentioned that there was no need to go into more detail in regards to why we should become fine free since she thought the full board would be for it, but did want to make sure we keep the appropriate accounting term of revenue, with it.

Although we will, the Services Committee did discuss how they thought this could be confusing to some who look at the Library's budget.

**Motion made by K. Heniadis, seconded by E. St. Myers, to recommend to the Full Board that we pass the Circulation Policy Draft at the meeting in August. Motion carried by unanimous vote.**

**9. Plan of Service:** The Library's Plan of Service is very outdated. And while we realize it is something that needs to be done and is important, at this time we feel that focusing on Policies and Inclusivity is needed first. We will start gathering up ideas and resources from organizations who specialize in this area, but it will not be a main focus. K. Elchert will supply some Plans of Service and reach out to others to see how they have gone about it, and will bring this information to the September Services Meeting.

**10. Items for Next Agenda:**

E. Kent asked to include discussing and possibly changing our Mission Statement. We need to include purpose, values, and more.

Bulletin Board Policy Draft

Go through parts 1, 2, and 3 of the Inclusive Guide and E. O'Day will bring his findings as to which sections should be focused on by which committees.

**11. Adjournment:** K. Heniadis adjourned the meeting at 6:09 p.m.

**Respectfully Submitted: Kim Heniadis, Secretary**

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Monday, June 26, 2023 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:32 p.m.

## **1. ROLL CALL:**

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

Also present: Jolina Janus

## **2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the May 31, 2023, meeting. Commissioner Helmer moved to approve the minutes of the May 31, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

## **3. COMMUNICATIONS**

- A. Social Committee Update and approval of May 4, 2023, meeting minutes: Commissioner Helmer reported that the brat frys at Huntington House and Parkview went well, and they are looking forward to the brat fry at Tenth Avenue tomorrow. Commissioners reviewed the minutes from the May 4, 2023, meeting. Commissioner Helmer moved to approve the minutes of the May 4, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Stock box update: Mary reported that a total of 31 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

## **4. CONSIDERATION OF BILLS**

- A. Approve Quarter 1 Financials from fee accountant: Commissioners reviewed the Quarter 1 Financials. Commissioner Reith-Kincaid moved to approve the Quarter 1 Financials, seconded by Commissioner Henke. All aye votes.
- B. Approve May 2023 bills (Quickbooks register and purchasing card transaction detail: Commissioners reviewed the May 2023 bills. Commissioner Grode inquired about the two separate expenses for the Wood Trust Bank expense on the Huntington House LLC bank register. Mary stated that the Wood Trust Bank expense, is split between principal

and interest amounts of the loan. Commissioner Helmer moved to approve the May 2023 bills, seconded by Commissioner Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview: One moving to another state and one moving out of the area. Both units will be filled off the waiting list with tentative move-in dates for July 2023. There are no vacancies at Tenth Avenue apartments. There are two vacancies for scattered sites. One family is transferring to the Section 8 program. The other unit was due to a program violation. Both vacancies will be filled off the waiting list with tentative move in dates of July 2023 and August 2023. Mary stated that she will be meeting with Tech Pros to complete a security camera quote for Tenth Avenue. The need to have a security camera system is due to the increased theft of items from the community room kitchen and the need to provide additional security to the building.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to moving closer to family. This vacancy has been filled from the waiting list with a move in date of August 1, 2023.
- C. Section 8 program status: Mary reported that as of June 20, 2023, there are 180 families under contract with the current waiting list running approximately around 6 months. There are currently 162 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, eight new admissions, seven expired vouchers, zero portability move-ins and move-outs, fourteen new vouchers issued for a cumulative of thirty-two vouchers, and one voluntarily ending participation.
- D. Section Housing Choice Voucher (HCV) HUD Field Office Streamlined Notices: Mary reported that as part of HUD's efforts at the local level to improve the communication of information, email notifications will now include board chairs.
- E. Section 8 Management Assessment Program (SEMAP) score for fiscal year December 31, 2022: Mary reported that the Section 8 program received a high performer assessment for the fiscal year ending 12/31/2022. Mary acknowledged the efforts of Section 8 Program Manager Ka Bao Vang and Assistant Jolina Janus in their hard work and effort in achieving this highest level of performance in the Section 8 program.
- F. Section 8 HCV Set-Aside Funding-Category 5 Lower-Than-Average Leasing: Mary reported that she applied for the Housing Choice Voucher (HCV) Housing Assistance Payment (HAP) set-aside funding under Category 5 Lower-Than-Average Leasing for FY2023. The housing

authority was identified as being eligible for these funds, which would provide additional support for the Section 8 HCV program.

- G. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$65,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$178,007.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities. A total disbursement of \$67,007 was drawn down from the 2022 capital grant for the annual auto and property insurance renewals.
- H. State Debt Collection (SDC) Program status: One payment of \$38.04 was received from a former public housing tenant for the month of June.
- I. US Bank Purchasing Card program rebate: Mary reported that a rebate of \$559 was received in June as part of the US Bank purchase card program
- J. Health Insurance Renewal Rate for July 1, 2023-June 30, 2024: Mary reported that employee health insurance renewal rates will be increasing by 5% effective for the period of July 1, 2023 through June 30, 2024.

6. **PUBLIC INPUT:** No Public Input

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 26, 2023, in the community room of Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:32 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: \_\_\_\_\_



**Community Development  
Department**

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

**REPORT OF THE HISTORIC PRESERVATION COMMISSION MEETING TOUR**

August 2, 2023

The Historic Preservation Commission was scheduled to hold a meeting at various locations throughout the City as described below, to begin in the parking lot at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Wednesday, August 2, 2023, at 5:00 PM**. Members present were: Chairperson Michael Hittner, William Parker, and 1<sup>st</sup> Alternate Jeff Penzkover. Jackie Bredl Dietrich, Justin Pluess, and Ryan Austin were absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Alderperson Tom Rayome and Phil Brown and Marilyn Penzkover.

A quorum of members was not present and therefore, the meeting was not called to order. However, the tour continued as noticed on the agenda below.

**AGENDA**

1. A physical walking tour of previously identified historic properties and districts with the following itinerary:
  - **5:00 p.m.** – meet at the City Hall parking lot to observe various downtown properties.
  - **5:45 p.m.** – meet at the northeast corner of First Street North and Apricot Street to observe Saints Peter and Paul historic district.
  - **6:30 p.m.** – meet at the northwest corner of Mead Street and Third Street South to observe various residential historic districts.
2. Adjourn

The tour concluded at 7:10 PM.

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jason Warren, Supervisor  
Joseph Zurfluh, Trustee  
Brad Hamilton, President

**MUNICIPALITIES:**

City of Wisconsin Rapids  
Town of Grand Rapids  
Village of Port Edwards  
City of Nekoosa

8/3/23

The South Wood County Airport Commission met on Thursday August 3, 2023 at 9:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, Jason Warren and Joe Zurfluh. Also in attendance were Arne Nystrom, Bill Menzel, Ryan Falch, Mike Esser, Randy Gustafson, Paul Tranal, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 9:00 AM.

**2. Approval of previous month's minutes (6-1-23):**

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the minutes as presented. Motion carried.

**3. Airport Manager's Report:**

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. Ryan Falch from SEH was in attendance for the meeting and updated the Commission on the foreseeable future. Falch had several questions for the Commission regarding the public outreach portion of the project including creation of a Stakeholder Committee, Open House - Public Involvement Meeting, creation of a project website, and SEH meeting attendance. The fuel system project will be closed out upon scheduling of the final inspection and completion of punch list items.

Sickler reported that the fuel sales and activity in June and July were above average compared with historical monthly performances.

Sickler updated the Commission on the repairs being made to the runway lights after the lightning strike.

Motion by Commissioner Blaser, 2nd by Commissioner Warren to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Temporary Rental Agreement and Application: Airport Manager Sickler has been researching agreements at other airports to and will provide a draft for the next meeting. Chairman Blaser mentioned that a notable item in the agreement should be clearly stated protocols for collection of back rent and handling of abandoned property. No action taken.



## **5. New Business**

- a. Fuel Pricing Strategy: Airport Manager Sickler and Chairman Blaser will meet with the Finance Department for guidance regarding preferred fuel pricing. No action taken.
- b. Airport Vehicle Upgrade: Several comments have been made regarding the condition of the courtesy vehicle and the work truck. Airport Manager Sickler will look into options from Municipal Departments to assess the availability of vehicles. No action taken.

## **6. 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.

## **7. Future agenda items:**

Temporary rental agreement, fuel pricing strategy, airport vehicle upgrade, clearing and grubbing Rangeline Rd.

## **8. Public Comment**

EAA Chapter 706 will be hosting their Hamburger Social on Wednesday August 9. Randy Gustason suggested that the Airport Commission consider a 100th year anniversary event for the Airport in 2028. Stephen Brown commented that the Master Plan should include or at least address possible future approach upgrades.

## **9. Correspondence received:** None

## **10. Set next meeting date:**

Thursday September 7 at 8:00 AM.

## **11. Adjourn:**

Motion made by Commissioner Warren, 2<sup>nd</sup> by Chairman Hamilton to adjourn at 9:39 AM Motion carried.

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

Special Meeting of the Water Works and Lighting Commission  
Wednesday, August 9, 2023

**There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Jeff Penzkover

Also in attendance: Todd Weiler, Jeff Kuhn, Adam Breunig and Tyler Sneen

**1. Tour of WW&LC substations and properties**

The commission was given a tour of WW&LC substations and properties.

**2. Discussion and possible action on 2023 Electric Capital Budget**

The Kellner Road/48<sup>th</sup> Street South roundabout project was discussed. This was not a project that was anticipated and therefore not in the 2023 budget.

After a lengthy discussion and all questions answered, there was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the addition of \$350,000 to the 2023 electric capital budget for the capital improvement Kellner Road/48<sup>th</sup> Street South roundabout project. No nay votes were recorded.

**3. Adjourn**

There was a motion made by Rick Merdan, seconded by John Harper, and carried to adjourn at 12:33 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

## Regular Meeting of the Water Works and Lighting Commission Wednesday, August 9, 2023

### **There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Jeff Penzkover

Also in attendance: Roxanne Gronski, Jeff Kuhn, Adam Breunig, Todd Weiler, Lynn Schroer, Tyler Sneen, and Sean Wall.

### **1. Call to Order**

Chairman John Bergin called the meeting to order at 1:00 PM. Jem Brown was absent from today's meeting.

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

#### **2.1 Regular Commission Meeting held July 12, 2023**

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on July 12, 2023, and to place them on file. There were no nay votes recorded.

### **3. Action items**

There were no action items.

### **4.0 Department updates**

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

The commissioners reviewed and discussed the safety coordinator's monthly report. Sean Wall stated that the site inspections are going well. Sean also answered questions regarding the MEUW mutual aid resource guide that he just completed.

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

This report was reviewed and discussed. It was noted that we had higher than

normal call-ins during the month of July. Todd Weiler stated that July is quite often higher due to storms and high temperatures.

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

This report was reviewed and Adam Breunig answered questions regarding July maintenance water projects and calls.

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

This report was reviewed and Lynn Schroer answered questions regarding July collection data.

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

This report was reviewed and the electric rate case and hearing that was held on July 18<sup>th</sup> was discussed. Jeff stated that he is hopeful to receive the final decision in August. The continued rising cost of materials and production/delivery times was discussed.

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

This report was reviewed and discussed. Todd Weiler answered questions regarding cyber security.

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

This report was reviewed and discussed.

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

This report was reviewed and discussed. Tyler Sneen stated that he has recently been working with Marshfield Utilities to help with issues they are having with their GLU revenue meters.

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

This report was reviewed and discussed. Todd Weiler answered questions regarding the recently completed Arc Flash Study and stated that he is currently working on the APPA RP3 application.

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

This report was reviewed and the electric rate case hearing that was held on July 18<sup>th</sup> was discussed.

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

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

#### **6. Adjourn**

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to adjourn at 1:20 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary

CITY OF WISCONSIN RAPIDS  
*PARKS / RECREATION / BUILDINGS*  
220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240

**Parks & Recreation Commission Minutes**

August 14, 2023

The Parks & Recreation Commission met on Monday, August 14, 2023, at 4 p.m. in the first floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioners present in the first floor conference room were Mayor Blaser, Craig Broeren, Tom Ekelin, Tom Rayome, Lee Thao, Dean Veneman, and Elizabeth Whelan. Kris Barteck and Carolynn Martin appeared via videoconference. Staff present were Dawn Desorcy (via videoconference) and Jake Klingforth. Also attending were Ken Day and Alderperson Dennis Polach.

2. Approve July 10, 2023, meeting minutes.

A motion was made by Mayor Blaser, seconded by Commissioner Ekelin, to approve the meeting minutes of July 10, 2023. Motion carried.

3. Consider approval of Mead Park plans and expenditures not to exceed \$200,000.

A motion was made by Commissioner Veneman, seconded by Commissioner Ekelin, to approve the Mead Park plans and expenditures not to exceed \$200,000 from Park Outlay. Motion carried.

4. Consider replacement of lighting at Witter Field.

Current lights were installed more than 30 years ago. The rough estimate for replacement is \$147,000, which does not include removal of the old lights. This item will be on a future agenda.

5. Consider approval of Dog Park Rules.

There were suggestions to make a few changes to the rules. Revised rules will be emailed to the Commission and they will be brought to the next meeting.

6. Discuss ideas for remaining Teske fund.

Photos of the bird exhibit at the NEW Zoo & Adventure Park in Green Bay were included with the agenda. An upcoming meeting will be held at the zoo so commissioners can see the area. It was noted that we do not have reptiles at the zoo.

7. Bills.

A motion was made by Commissioner Thao, seconded by Commissioner Broeren, to approve the bills (with removal of Ron's Refrigeration bill in the amount of \$60,000, as it is for the Centralia Center). Motion carried.

8. Staff reports.

Jake and Dawn presented reports.

9. Adjourn.

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

Dawn Desorcy, Recording Secretary

CITY OF WISCONSIN RAPIDS  
*PARKS / RECREATION / BUILDINGS*  
220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240  
**Parks & Recreation Commission Minutes**  
September 11, 2023

The Parks & Recreation Commission met on Monday, September 11, 2023, at 4:00 p.m., at the Wisconsin Rapids Municipal Zoo, 1911 Gaynor Avenue, Wisconsin Rapids, WI.

1. Call to order.

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

Members in attendance were Kris Barteck, Mayor Blaser, Craig Broeren, Tom Ekelin, Tom Rayome, Lee Thao, Dean Veneman, and Elizabeth Whelan. Carolynn Martin was absent. Staff present were Dawn Desorcy, Taylor Hale, and Jake Klingforth. Alderperson Dennis Polach was also in attendance.

2. Approve August 14, 2023, meeting minutes.

A motion was made by Mayor Blaser, seconded by Commissioner Rayome, to approve the minutes of August 14, 2023. Motion carried.

3. Update on Aquatics Center.

The Aquatics Center attendance was up this summer, and the facility had fewer closures than last year. Season pass sales were down from last year, but more residents appear to be taking advantage of punch passes. Concession sales increased this year also. There are still some invoices coming in, so numbers are not finalized. Day and season pass pricing will remain the same unless staff feels there should be a change. We will also keep early bird specials for season passes.

4. Update on Zoo for 2023.

The zoo had 18,362 patrons visit this year, which is an average of 221 people per day. Attendance is up from previous years. The prairie dog exhibit is nearly complete; there is minor work to be done yet. This exhibit will open in 2024.

5. Discuss 2024 parks and aquatics budgets.

The 2024 budget was presented to the commission.

6. Select three (3) choices of possible dog park names for the public to vote on from list provided by staff, and allow final name to be chosen based on survey results (survey closes September 19).

The Commission selected the following names as their top 3 choices:

- Rapids Park and Bark Dog Park
- Rapids Barks and Rec Dog Park (shorten to "Rec")
- Rapids Room to Zoom Dog Park

7. Discuss ideas for remaining Teske fund.

The commission viewed current exhibits at the zoo and will discuss possible ideas for the remaining donation from the Teske family at the next meeting.

**Parks & Recreation Commission Minutes**

September 11, 2023

Page 2

8. Bills.

A motion was made by Commissioner Barteck, seconded by Commissioner Thao, to accept the bills. Motion carried.

9. Staff reports.

Dawn and Jake presented reports.

10. Adjourn.

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

Dawn Desorcy, Recording Secretary





CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
August 7, 2023  
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode and King; and Police Chief Daniel Hostens, Fire Chief Todd Eckes and Alderperson Dennis Polach.

3. Approve the July 12, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, to approve the July 12, 2023 meeting minutes. Motion carried.

4. Approve the July 27, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, to approve the July 27, 2023 meeting minutes. Motion carried.

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

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to table this item until the next Police and Fire Commission meeting, because the July report has not yet been prepared. Motion carried.

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

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

7. The Commission may consider the Police Chief's recommendations for changes to the hiring process for lateral transfer applicants.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to table this item until the next Police and Fire Commission meeting. Motion carried.

8. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
August 7, 2023  
7:30 A.M.

employee over which the governmental body has jurisdiction or exercises responsibility." In closed session, the Commission will discuss placement of one (1) Firefighter on permanent status.

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

Present in the closed session were Commissioners Albrecht, Grode and King; and Fire Chief Todd Eckes.

In closed session, the Commission discussed placement of one (1) Firefighter on permanent status.

9. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 8 in closed session. Establish date for next meeting and discuss items for inclusion in next agenda.

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

Re Item 8: A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, to place Lexi Huff on permanent status, effective August 22, 2023. Motion carried.

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

The next monthly meeting will be held on September 13<sup>th</sup> at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,

Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
August 18, 2023  
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens.

3. Discuss the testing and interview process for Entry Level Police Officer candidates.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to approve Chief Hostens' recommendation for the Police and Fire Commission to conduct Entry-Level Police Officer candidate interviews on the same day as testing and Police Department interviews are conducted, in an effort to streamline the process. Motion carried.

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

a. Discuss the Police Chief's request to approve one (1) promotion to the rank of Lieutenant.

b. Discuss the Police Chief's request to approve one (1) promotion to the rank of Sergeant.

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 Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens.

In closed session, the Commission discussed the Police Chief's request to approve one (1) promotion to the rank of Lieutenant and one (1) promotion to the rank of Sergeant.

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 4 in closed session.

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



**CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION**  
**MEETING MINUTES**  
**August 18, 2023**  
**7:30 A.M.**

Re Item 4a: A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the Police Chief's promotion of Sergeant Matt Cornette to the rank of Lieutenant. Motion carried.

Re Item 4b: A motion was made by Commissioner Grode, seconded by Commissioner Timm, to approve the Police Chief's promotion of Officer Scott Killian to the rank of Sergeant. Motion carried.

6. Adjourn.

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

Respectfully Submitted,

Lee Albrecht, 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**

August 2023

### **Permits & Degradation**

- 33 Permits/Licenses (16 last month) for asphalt paving (2), driveway grades/concrete pour inspections (8), storm water (1), excavating (14), Street Privilege (0), storm connection (0), permit parking (5), banner (0), environmental testing well (0), contractor licenses (3)
  - This year – 169 permits & licenses
- 170 Diggers Locates for Storm Sewer & Sanitary Sewer (111 last month)
  - 5 Emergency locates
- Degradation fees - this year = \$42,738.12
  - This month = \$6,375.60 (\$2,550.24 last month)

### **Traffic**

- Stop Sign / Yield Sign Requests
  - 5<sup>th</sup> St and Strodman Ave – Concerns about uncontrolled intersection. Study requested on May 24<sup>th</sup>, 2023. Traffic counters were set out June 15<sup>th</sup> and moved on June 21<sup>st</sup>.
- Traffic Study
  - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
  - Traffic volume counts were collected for Kingston Rd and supplied to the Office of the Commissioner of Railroads for their review.
- Vision Issues
  - 14<sup>th</sup> St N and Avon St – complete
  - Mead and 3<sup>rd</sup> St – complete
  - Sampson St and Taylor Ave – property owners are (or have) addressed.
- ITS Standalone Signal Grant
  - ITS Standalone Signal Grant – Chase St and High St was awarded to the City.
  - 2023 Project
    - Material/equipment supplies are creating some challenges and schedule creation is pending. However, we heard from Tapco that equipment should be in at the end of June. Scheduling for the project should be forthcoming.
- Signal complaints



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

- Riverview Expressway having to stop at every intersection. Travel time tests are being prepared to evaluate the timings.
  - We are also expecting to reinstate flash conditions on certain signals during the overnight hours. This change is planned for mid September.
  - FYA request for WB left traffic on Expressway at Plover Road
  - Signal adjustments requested at 8<sup>th</sup> St and Expressway for NB lefts
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
    - Spare cabinet is ordered and is expected to arrive in September or October.

#### Project Designs/Construction underway:

##### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – Potrykus Construction completed sidewalk maintenance on 8/29.

##### 2023 Reconstruction Projects

- 2023 Contracts
  - Sewer Lining Contract – Work is proposed to start mid-September with cleaning and televising. Lining should be complete by end of October. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

##### Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
    - Extension 10<sup>th</sup> St N to 12<sup>th</sup> St N – scheduled for first half of September
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 100%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 100%
  - E Jackson St (Jackson St Bridge to E Grand Ave) – 0% -scheduled for September and October
- Design for future Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 70%



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

- Lincoln St (Expressway to Peach St) – 30%
  - ROW Plat is in progress
- Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 80%; (10<sup>th</sup> to 12<sup>th</sup> St) – 0%
- 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 20%
- E Jackson St – 0%
- Construction of 2023 Projects
  - Shorewood T.
    - Project Walk-Thru Meeting for Shorewood Terrace was held on August 23<sup>rd</sup> onsite.
    - Work started on Shorewood T on August 24<sup>th</sup>.
  - Oak St
    - 8<sup>th</sup> St to 12<sup>th</sup> St was complete and open before school started on 8/30
    - Final work is occurring from 12<sup>th</sup> to 16<sup>th</sup> St with 16<sup>th</sup> St intersection opening up by 9/1
  - 9<sup>th</sup> Ave
    - Curb and gutter installation occurred the week of 8/28

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - Design will commence in 2024 with construction proposed in 2025
- Grand Ave Bridge Rehabilitation
  - The DOT has completed their review of the deck of the Grand Ave Bridge and concluded the deck is not in need of repair at this time.

### Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
  - Dredging Permit – The DNR expects to issue the low hazard exemption permit in September.
  - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Capital Improvement Planning – Approved CIP can be viewed here.

<https://tinyurl.com/2dvmhdtv>

### Other Highlights

- Rail Feasibility Study –
  - State / Municipal Agreement for grant is ready for signature in September.



**ENGINEERING DEPARTMENT**

**444 West Grand Avenue**

**Wisconsin Rapids, WI 54495-2780**

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

- Origin / destination study is being coordinated to determine routes of traffic to aid in sign placement and text on the signs.





## **PUBLIC WORKS DEPARTMENT**

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

### **AUGUST 2023**

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

- Garbage Collection estimate 549 tons, 486 tons in 2022
- Recycling Collection estimate 96.99 tons, 107 tons in 2022

#### ***Construction***

##### **Oak Street (East Jackson Street – 16<sup>th</sup> ST N)**

- 
- Installed 120' of 12" Sanitary
- Installed 40' of 8" Sanitary
- 1 – Sanitary manholes
- 1 Storm manhole
- 4 – catch basins and leads
- Installed 100' of 12" Watermain
- Installed 60' of 8" Watermain
- Backfilled curb from 12<sup>th</sup> – 16<sup>th</sup>
- Shaped 16<sup>th</sup> Street intersection for pavement
- Installed permanent pavement marking from 8<sup>th</sup> – 12<sup>th</sup>, installed traffic control signs from 8<sup>th</sup> – 12<sup>th</sup> and opened to traffic

##### **9<sup>th</sup> Ave (High Street – Freemont)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 2 city blocks
- Installed 550' of 8" Sanitary
- 1 – Sanitary manholes
- 17– 4" or 6" services
- 1 Storm manhole
- Installed 550' of 6" Watermain

##### **Shorewood Terrace (1<sup>st</sup> Street North – Dead End)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 400' of the project
- Installed 368' of 8" Sanitary
- 3 – Sanitary manholes
- 7 – 4" or 6" services
- 1 Storm manhole
- Installed 423' of 6" Watermain

### ***Streets Maintenance***

- Monthly brush pickup
- Mowed road right of way
- Rebuilt catch multiple catch basins that had ring failures or complete failures
- String trimmed weeds around light poles or street signs in Road Right of Way
- Poured curb for WWLC on Hydrant repairs or watermain breaks
- Track Maintenance on East Commerce rail spur
- Concrete panel repairs on East Riverview Expressway
- Sanitary repair at 8<sup>th</sup> and Baker Street
- Sidewalk and Curb repair at 13<sup>th</sup> Street north
- Assisted Parks with Tree removal from Right of Way and Shorewood Terrace Construction project
- Cleaned up blown down trees from windstorm
- Assisted with additional seeding at future Dog Park
- Chip seal East of STH 54 north of Woodlands Business Park 150,000 square yds of roadway, 1900 tons of chips and 57,000 gallons of oil completed approximately 7.4 miles of roadway
- Started restoration of sidewalk maintenance area
- Assisted Kafka Construction in grinding the brush at the Westside Compost site

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

- Replace seasonal banners
- Painted parking stalls in Downtown business areas
- Painted Crosswalks in Downtown business area, around schools and churches
- Painted white edge line throughout the city
- Started painting Centerline throughout the city
- Made signs for Wood County Highway

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

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- Transmission seal replacement on Single Axle Truck
- Repaired and replaced radiator on snow blower for loader
- Hydraulic pump on Garbage Truck
- Replaced Hydraulic lift cylinder on tandem axle truck
- Replacing radiator and after cooler on sidewalk tractor



**SOUTH WOOD COUNTY AIRPORT**  
Jeremy Sickler, Airport Manager

**August 2023**

**Airport Development:**

Future project update: SEH is working with the BOA for scoping the Master Plan and negotiating the contract.

<b>Fuel Type</b>	<b>Previous month</b>	<b>Current month</b>	<b>This month last year</b>	<b>2023 year to date</b>	<b>2022 year to date</b>	<b>Year over Year</b>
<b>100 LL</b>	3916.90	1806.99	2035.24	13322.15	8754.97	152%
<b>Jet A</b>	12193.00	16654.69	11946.00	55919.49	47946.34	117%
<b>TOTAL</b>	16054.73	18461.68	13981.24	69241.64	56701.31	122%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$109143.79
Ramp Fee:	\$4750.27
Lav Fee:	\$447.14
GPU:	\$747.86
Call Out Fee:	\$1175.00
Transient Hangar:	\$650.00
Catering:	\$75.00
Oil:	\$0

Year over year total fuel gallon sales comparison through August:

2021 - 61201.77 gallons  
2020 - 38183.56 gallons

## Airport Projects:

Temporary Rental Agreement: Agreements from other airports are being reviewed

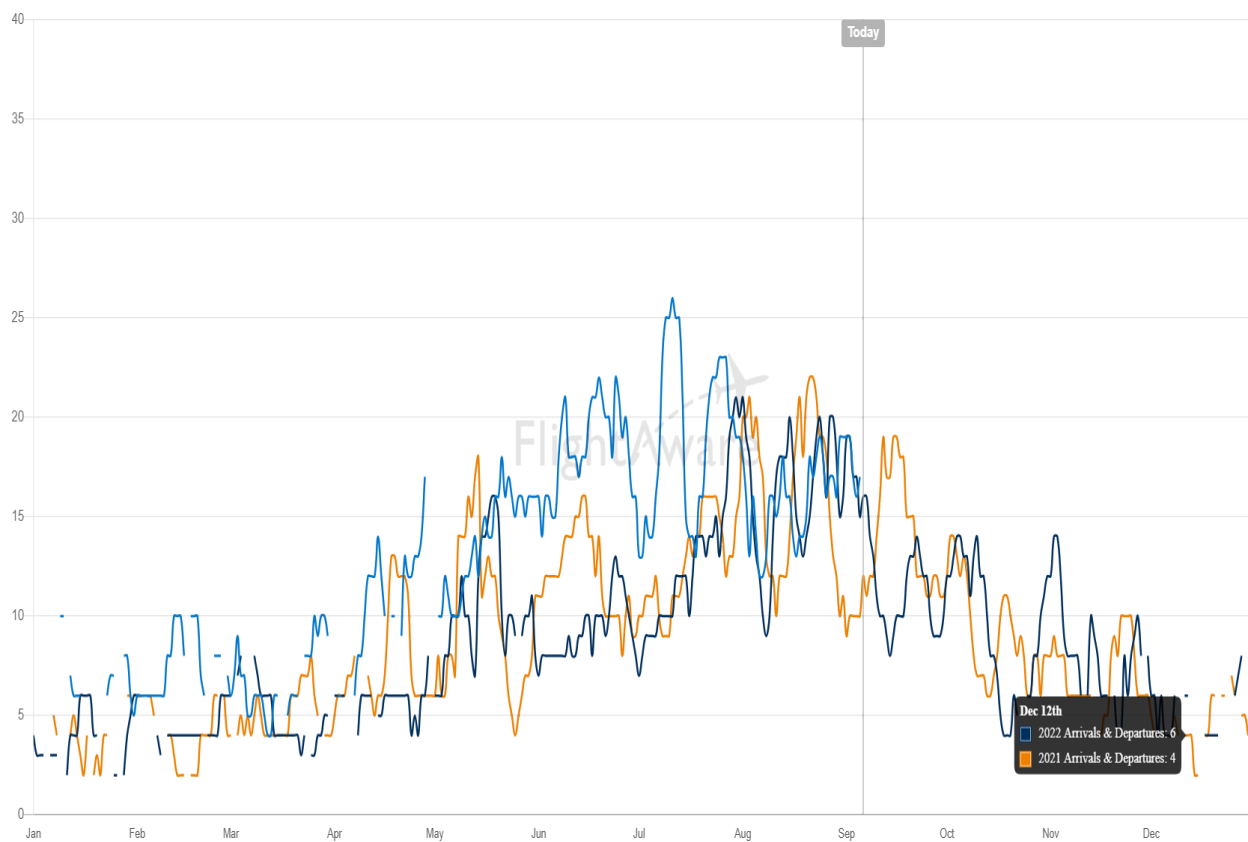
T-Hangar Door Repair: Modern Image was contacted and reported they expect to get to the refurbishment in the fall.

Terminal Soffit and Fascia Replacement: Behrens Construction was contacted and reported that the project would take place in mid to late September.

## Other Airport Topics:

Airport assistant Hunter Geishart has injured his shoulder and is on light duty until late September or early October. Assistance is being sought from other City departments to help with Airport staffing.

## AIRPORT DAILY ARRIVALS AND DEPARTURES



TO: Mayor Shane Blaser  
FROM: Derek Budsberg  
SUBJECT: Monthly Supervisory Report  
Month of: August 2023

Report:

**Collections**

- Televised-4360 ft
- Sewer calls-4
- Main line cleaned- 3265ft
- Lift stations cleaned-11
- The collections crew also spent time assisting in bypassing the Whitrock lift station so manhole rehab could take place. They also assisted HK solutions with manhole repairs and performed maintenance on the televising equipment.

**Operations/Maintenance**

- Overall, plant treatment was excellent, and all parameters were well under the permitted limits. Industry had a very good month with low monthly loadings.
- The biogas engine was shut down for a few days due to a pinhole leak on the gas conditioning chiller. Ron's refrigeration was called to fix this.
- Multiple doors were rotted out at the treatment plant and are being replaced by the maintenance crew.
- Pepper Lift station check valves were leaking and were rebuilt.
- North final clarifier is down due to the plant running optimal. This is allowing for the staff to replace the center manifold gasket.
- Staff replaced a 3 way plug that was leaking in between the digesters.

**Plant administration**

- Submitted televising reports of manholes to Donohue for the Westside interceptor project.
- Pre-construction kickoff meeting to rehabilitate 17<sup>th</sup> avenue south from the Round-a-bout to Russell St.
- Submitted fertilizer application license and tonnage fees.
- Continued to put 2024 budget together.
- Worked with the streets department to coordinate "right of way" lateral repairs for 3 different houses.



# 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: September 1, 2023  
RE: Monthly Summary for August 2023

WRFD meetings, events, training, and notable calls for the month of August 2023:

- Police and Fire Commission meeting
- Common Council meeting
- PD/FD Meeting
- Mayors Monthly Touch Base Meeting
- Department Management meeting
- Department Labor Management meeting
- Fire Vision Committee Meeting
- Fire Investigation Response Team Meeting
- Monthly EMR training
- Active Shooter drill
- Wisconsin State Fire Chiefs Board Meeting
- Regional Trauma Advisory Committee meeting
- Member attended the State Hazmat coordinators meeting.
- North Central Fire Chiefs meeting
- ERCO Disaster drill planning meeting
- Car seat Clinic at Station I
- Attended National Night Out
- Station, I tour 4U adult daycare.
- Held our annual MDA Fill the Boot event.
- Held a Pop-Up Splash Pad event at the Aquatics center
- Hosted a regional ZOOM meeting in the Firefighter Air Replenishment System (FARS)
- Met with local athletic trainers preparing for the upcoming High School Football seasons.
- DC of EMS attended Pediatrics Disaster course.
- Hosted department tour for West Bend Fire Department
- All tanks received Hydrostatic testing.

August Anniversaries: Maximillian Breidel 3 Years, Alexandra Huff 1 year

Notable Responses:

Structure Fire: Structure fire Boles Circle, Mobile Property fire, 3 rubbish fires

Motor vehicle Crashes: 7 MVC with injuries, 5 MVC without injuries. Two involving car VS Bike



# Wisconsin Rapids Fire Department

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## WRFD Notes:

In August the department started the process of replacing Truck 5 our Ladder truck. This vehicle is 30 years old this year and has begun to have significant maintenance issues annually. This year's DOT inspection found many items that need attention. Many of these identified items are Safety concerns that could place members and the public at risk when this unit is called upon for service. NFPA, the standard that we are held to, requires a city of our size with the number of structures we have that are higher than thirty-five feet to the roof edge, to have a Ladder Truck. This will be a significant investment for the department and the city, but a much needed one. NFPA recommends a vehicle reaching 15 years of age be placed in a backup vehicle status and our 30-year-old ladder is still operating front line. We have taken very good care of this vehicle, and that shows with how long it served the city on that front line status, but it is time to retire Truck 5. A committee has been established to develop the specifications needed for our department and choose a vendor to build the vehicle. A requisition request will be presented to Finance committee and the council to move forward with the purchase. This is a time sensitive request due to the time from order to delivery. This process could take 30-48 months depending on the vehicle requirements. This would place that vehicle at 33-35 years old at the time it is taken out of service.

2023 as a department we kept community involvement high on our list of priorities. Below is a list of engagements outside of the daily schedule of activities needed to function as a Fire Department.

## Community Engagement:

Car seat clinics monthly	National Night Out	Station tours almost weekly
Pop Up Splash Pad	Smoke detector installs	Teen Leadership program.
Polar Plunge standby	Open House in June	Community Care Program
Community Risk Reduction (Fall Reduction)		Quarterly Retiree Breakfasts
Project Lifesaver	Ambulance coverage at many communities' events	
Parades		

## Firefighters Charitable Foundation

Ice Golf Fund Raiser	\$6,000 Fund Requests from the community.
Beer Release	\$2,500 Fund Requests from community
Breast Cancer Awareness	\$818 to Aspirus Riverview Foundation
Muscular Dystrophy Association	\$7,739.40 MDA
Duck Derby	Proceeds go to Mental Health Initiatives in the County
Food Basket Drop Off	Drop off Food baskets at Christmas Time

The last page has photos from some of the events.



# Wisconsin Rapids Fire Department

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## WRFD August 2023 MONTHLY RESPONSE REPORT

Type of Emergency	August 2023 Responses	Total # of 2023 Responses	August 2022 Responses	Total # of 2022 Responses
EMS 911	337	2,837	385	2,889
EMS IFT	1	12	8	48
COMMUNITY PARAMEDICINE	2	2	1	11
FIRE	5	38	2	27
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	2	29	2	19
SERVICE CALLS	3	35	3	38
GOOD INTENT	7	43	4	53
FALSE ALARMS/WEATHER	10	50	10	56
TOTAL CALLS FOR SERVICE	371	3,046	415	3,141

### 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	August 2023	2023 Totals	August 2022	2022 Totals
Wisconsin Rapids	281	2,314	297	2,301
Saratoga	17	173	31	210
Village Port Edwards	9	73	16	106
Village Biron	18	147	14	81
Town of Port Edwards	8	65	12	58
Nekoosa	22	174	26	194
Granmoor	1	9	0	6
Mutual Aid Given	10	38	4	65
Mutual Aid Received	1	53	15	120
<b>TOTALS</b>	371	3,046	415	3,141

Confined Space Stand-by	August 2023	Total # 2023	August 2022	Total # 2022
<b>TOTALS</b>	18	261	31	279





# Wisconsin Rapids Fire Department

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## WRFD TRAINING CENTER FOR AUGUST 2023

Category	Topic
Fire	Ladder Placement and Firefighter Ladder bails
Officer	Officer Preplanning Molten materials plants (MATALCO)
Motor Pump Operator	Supplying Stand Pipes/Sprinkler Systems
Technical rescue	No Training in August
Hazardous Materials	No Training for August
EMS	Active Shooter
EMR	CPR Refresher
Cadet	No Training Resumes in September

<b>Total Training Hours for the Month</b>	<b>517</b>
<b>Inspections for the month</b>	<b>8</b>

## Ice Golf 2023



# Wisconsin Rapids Fire Department

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**Duck Derby Prep**

**Breast Cancer T-shirt Sale 2023**

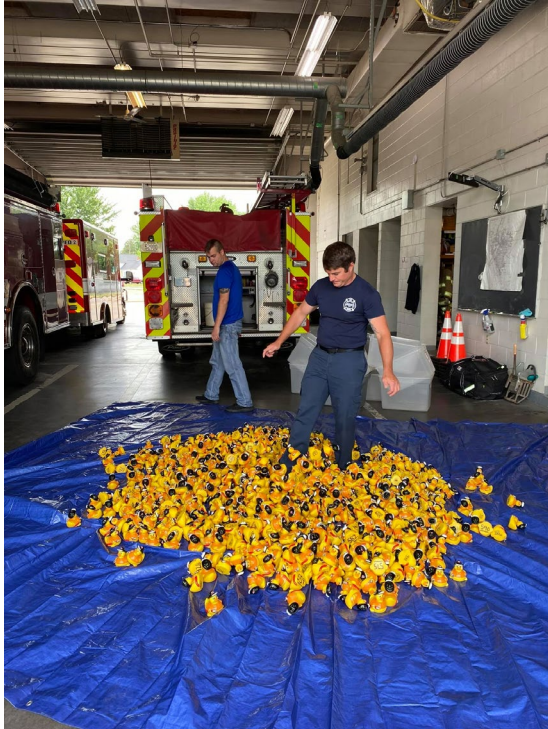




# Wisconsin Rapids Fire Department

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**2023 Beer Release**



**2022 Food Basket Giveaway**



**National Night Out 2023**



**Thank You from Boys & Girls Club**





# Wisconsin Rapids Fire Department

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Thank you WR Fire Department



## Open House 2023





## Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

**DANIEL HOSTENS, CHIEF**

**TEL: (715)-423-4444**

**FAX: (715)-423-4408**

Date: August 10, 2023

To: Mayor Shane Blaser

Wisconsin Rapids Police and Fire Commission

Wisconsin Rapids Common Council

From: Daniel Hostens, Chief of Police

RE: Report on the Police Department activity for July 2023

### **Departmental Activity/Training:**

North Central Chiefs Meeting

Wood County Law Enforcement Executive Meeting

Meeting with Fire Executives

Common Council Meeting

Police and Fire Commission Meeting

Human Resources Meeting

Working on filling the code enforcement officer position. We are only awaiting an agreement on the language between the city and the union.

Completed mandated training and monthly range training.

### **For the month of July 2023 vs. 2022:**

Calls for Service	2023	1,528	2022	1,339
OWI	2023	5	2022	5
Traffic Crash Inv.	2023	37	2022	41
Traffic/Municipal Citations	2023	192	2022	140
Written Warnings	2023	356	2022	174
Restricted Parking Tickets	2023	106	2022	71

### **Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made the following arrests for Drug-related offenses in July 2023. These charges include:

Possession of Marijuana	1
Possession of Narcotic Drugs	1
Possession of Methamphetamine	1
Possession of Drug Paraphernalia	2
Total:	5



## Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

**DANIEL HOSTENS, CHIEF**  
**TEL: (715)-423-4444**  
**FAX: (715)-423-4408**

Date: September 9, 2023  
To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
Wisconsin Rapids Common Council  
From: Daniel Hostens, Chief of Police  
RE: Report on the Police Department activity for August 2023

### **Departmental Activity/Training:**

North Central Chiefs Meeting

Wood County Law Enforcement Executive Meeting

Meeting with Fire Executives

Common Council Meeting

Police and Fire Commission Meeting

Filled the Code Enforcement officer position. Officer Todd Andrys is in the role and training.

Completed mandated training and monthly range training.

Filled the Administrative Lieutenant position with Lt. Brad Burris. He is doing an exceptional job.

As you know, we have promoted/appointed eight people since May:

Deputy Chief Scott Dewitt

Lt. Ross Radtke

Lt. Matt Cornette

Sgt. Joseph Foy III

Sgt. Andrew Borchardt

Sgt. Eric Daven

Sgt. Micheal Burger

Sgt. Scott Killian

**For the month of August 2023 vs. 2022:**

Calls for Service	2023	1480	2022	1394
OWI	2023	3	2022	3
Traffic Crash Inv.	2023	45	2022	35
Traffic/Municipal Citations	2023	152	2022	189
Written Warnings	2023	303	2022	208
Restricted Parking Tickets	2023	115	2022	107

**Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made the following arrests for Drug-related offenses in August 2023. These charges include:

Possession of Marijuana	<b>10</b>
Possession of Narcotic Drugs	<b>4</b>
Possession of Methamphetamine	<b>3</b>
Possession of Drug Paraphernalia	<b>6</b>
Total:	<b>23</b>