



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, SEPTEMBER 21, 2021
6:00 P.M.
CITY HALL COUNCIL CHAMBERS
AND VIA VIDEOCONFERENCE

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, September 21, 2021, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access code: 835 8029 0481#.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Council regarding an agenda item, please contact Mayor Blaser via email or phone at mayor@wirapids.org or 715-421-8216 before the 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 17, 2021 (See Attachment #1)
5. Consider the Appointment of Members to the Ad Hoc Redistricting Committee
6. Consider a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic (See Attachment #2)
7. Consider a Preliminary Resolution to Initiate Discontinuance of a Portion of Avon Street Pursuant to Section 66.1003, Wisconsin Statutes, as requested by Wood County as part of the jail expansion (See Attachment #3)
8. Public Comment and Review of Transportation Utility Ordinance (updated Ordinance will be provided before the Council meeting)
9. Consider for Adoption the Actions of the Planning Commission at its meeting held on September 13, 2021:
 1. Approval of the report from the August 2, 2021 Plan Commission meeting
 2. **Plan-21-0848; Verso Corporation** – request to alter boundary lines of nonconforming lots to lessen the nonconformity at 231 1st Avenue North (Parcel ID 3402440), 300 West Jackson Street (Parcel ID 3402526), 610 4th Avenue North (Parcel ID 3402445), and 950 4th Avenue North (Parcel ID 3402435)
 3. **PLAN-21-0851; Verso Corporation** – request for a Certified Survey Map approval to create three lots at 950 4th Avenue North (Parcel ID 3402435)
 4. **PLAN-21-0907; Mark Johnson, Forward Real Estate Services, LLC.** – request for a Certified Survey Map approval to create two lots at 2820 8th Street South (Parcel ID 3412972)
 5. **PLAN-21-0852; Mark Johnson, Forward Real Estate Services, LLC.** – request for a site plan review to construct a Caribou Coffee at 2820 8th Street South (Parcel ID 3412972)
 6. **PLAN-21-0813; Wisconsin Rapids 3810 8th St S WI, LLC** – request for a site plan review to make site improvements, including to the parking lot, for a restaurant at 3810 8th Street South (Parcel ID 3413805)
 7. **PLAN-21-0880; Dale Davis – SWEPS Food Pantry** - request for a site plan review to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190)
 8. **PLAN-21-0882; Mitch Altman, representing Matalco** – request for a site plan review to construct a building at 4800 Commerce Drive (Parcel ID 3409861)
 9. **PLAN-21-0838; Wisconsin Rapids Public School District** – public hearing and action on a request for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751)

10. **PLAN-21-0816; County of Wood** – public hearing and action on a request for a zoning map amendment to rezone 410 Avon Street (Parcel ID 3407750), zoned B-2 General Commercial and R-2 Mixed Residential district, and 431 Saratoga Street (Parcel ID 3407748), zoned B-2 General Commercial, to I-1 Institutional District

11. Adjourn

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

A. Finance and Property Committee meeting held on September 7, 2021:

1. Call to Order
2. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Heart of Wisconsin Chamber of Commerce, 1120 Lincoln Street, for the premises as outlined on the map provided, for a 21st Annual Downtown Grand Affair to be held on Sunday, September 12, 2021 from 10:00 a.m. to 3:30 p.m.
3. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Gallery Opening to be held on Thursday, September 23, 2021 from 5:30 p.m. to 7:30 p.m.
4. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages and “Class B” Wine License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Art on Tap Event to be held on Saturday, October 2, 2021 from 6:00 p.m. to 9:00 p.m.
5. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages and “Class B” Wine License for Assumption Catholic Schools, Inc., 445 Chestnut Street, for a Royal Event to be held on Sunday, October 3, 2021 from 8:00 a.m. to 3:00 p.m.
6. Consider a quote for a Fortinet Enterprise Firewall with 5 years of replacement and support, with setup up and configuration performed by RMM Solutions.
7. Consider for approval a revised contract with Forward Appraisal, LLC for assessment services for assessment years 2022 and 2023, to include additional services that were previously provided by the Administrative Technician.
8. 2022 Budget timeline
9. Audit of the Bills
10. Consider the land use of a vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 3408157.
11. Adjourn.

B. Public Works Committee meeting held on September 7, 2021:

1. Call to order
2. Review 8th Street State-Municipal Agreement for the repaving of 8th St S from the south City limits to Whitrock Av.
3. Discuss and consider an Ordinance Creating Chapter 51 and Amending Chapter 6 of the Wisconsin Rapids Municipal Code Regarding Creation of a Transportation Utility.
4. Review 2022-2026 public works construction CIP
5. Consider preliminary resolution to reconstruct Oak Street from e Jackson to 16th St S (2023 construction)
6. Consider allowing staff to review and approve bids for construction of railroad extension to serve Matalco
7. Review proposals for soil borings for engineering investigations on Washington St, Apricot St, and One Mile Creek Pond
8. Review DPW report, including an update on the 8th Street Storm Sewer Repair
9. Review referral list
10. Adjourn

C. Human Resources Committee meeting held on September 7, 2021:

1. Call to order
2. Discuss and consider for approval the proposed position of Community Development Administrative Technician. See attached job description.
3. Discuss plan for further COVID-19 policies/protocols in the event they are needed.

4. The Committee will vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"
 - (a) In closed session, the Committee will discuss negotiation and bargaining strategy, as well as initial offers, regarding labor negotiations with IAFF and WRPPA
5. The Committee will adjourn in closed session.

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

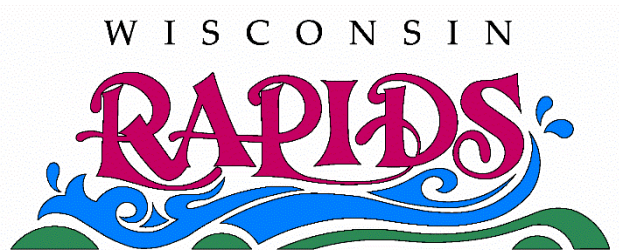
- A. South Wood County Airport Commission held June 10 and August 5
- B. McMillan Memorial Library: Nominating Committee held July 8, Board of Trustees held August 4 and August 18, Services Committee held August 10, Building and Grounds Committee held August 11
- C. Water Works & Lighting Commission held July 14 and August 20
- D. Wisconsin Rapids Housing Authority held July 28
- E. Wisconsin Rapids Fire Department Summary for August
- F. Wastewater Treatment Commission held August 4 and September 8
- G. Park and Recreation Commission held August 9
- H. Police and Fire Commission held August 11

12. Referrals to Committees

13. 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 17, 2021

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, August 17, 2021, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

1. Call to Order

Mayor Blaser called the meeting to order at 6:06 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present:

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

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

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

4. Administration of Police Department Ceremonial Oaths of Office and Badge Pinning for Sergeant Jordan Jazdzewski and Detective Lieutenant Jordan L. Lubeck

City Clerk Gossick administered Ceremonial Oaths of Office, and Badges were Pinned by family members of Sergeant Jordan Jazdzewski and Detective Lieutenant Jordan L. Lubeck

5. Reading of the Minutes of the Previous Meeting held on July 20, 2021

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

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

6. Consider a Resolution Issuing an Emergency Declaration Due to the COVID-19 Pandemic

It was moved by Bemke, seconded by Evanson to approve a Resolution Issuing an Emergency Declaration Due to the COVID-19 Pandemic. Resolution No. 23 (2021)

Motion carried, 7 ayes and 1 nay:

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

7. 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)

It was moved by Cattnach, seconded by Bemke to approve 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). Resolution No. 24 (2021)

Motion carried, 8 ayes and 0 nays:

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

8. Consider for Adoption the Actions of the Planning Commission at its meeting held on August 2, 2021:

Date of Meeting: August 2, 2021

Report #1

Reported to Council: August 17, 2021

The Planning Commission met at 4:00 p.m. on August 2, 2021 in the City Hall Council Chambers and via remote audioconferencing. Members present included: Chairperson Shane Blaser, Lee Thao, Susan Feith, and Aldersperson Ryan Austin. Ben Goodreau attended portions of the meeting; however due to recurrent technical difficulties was unable to vote on the agenda items. Members Shane Burkart and Eric Daven were excused. Also in attendance was Community Development Director Kyle Kearns.

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

1. Approval of the reports from the July 12, 2021 Plan Commission meeting

Motion by Thao to approve the Plan Commission report from the July 12, 2021, second by Feith. Motion carried (4 – 0)

2. PLAN-21-0730; Steven Mauer – request for Certified Survey Map approval to combine two lots, which includes the dedication of right-of-way at 2540 Lincoln Street (Parcel ID's 3412447 and 3412445)

Motion by Blaser to approve the request for a Certified Survey Map to combine two lots, which includes the dedication of right-of-way at 2540 Lincoln Street (Parcel ID's 3412447 and 3412445), second by Austin. Motion carried (4 – 0)

3. PLAN-21-0607; Riverhill Dental Associates – Public hearing and action on a request for a zoning map amendment to rezone 406 Daly Avenue (Parcel ID 3411001) from R-2 Mixed Residential District to B-2 General Commercial District or B-5 Mixed Use Commercial District

Commissioner Goodreau departed from the meeting.

Public hearing opened at 4:19 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:20 p.m.

Attachment #1

Motion by Austin to approve the request for a zoning map amendment to rezone 406 Daly Avenue (Parcel ID 3411001) from R-2 Mixed Residential District to B-5 Mixed Use Commercial District, second by Feith. Motion carried (4 – 0)

4. Adjourn

Motion by Thao to adjourn, second by Austin. Motion carried (4 – 0). Meeting adjourned at 4:21 p.m.

It was moved by Veneman, seconded by Zacher to approve and adopt the actions of the Commission. Ordinance No. MC 1291. Motion carried, 8 ayes and 0 nays:

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

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

A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON AUGUST 3, 2021:

Tom Rayome, Chairperson

Jake Cattanaach, Secretary

Jay Bemke

Date of Meeting: August 3, 2021

Reported to Council: August 17, 2021

The Finance and Property Committee met at 4:30 p.m. on Tuesday, August 3, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Aldersperson Veneman, Mayor Blaser, Kyle Kearns, Jake Klingforth, Jennifer Gossick and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:35 p.m.

2. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Friends of Rapids Music Incorporated, 441 Second Street South, for the premises as outlined on the map provided within Robinson Park for a Friends of Rapids Music 5th Annual Music Festival to be held on September 11, 2021 from noon to 9:00 p.m.

It was moved by Rayome, seconded by Bemke to approve the Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Friends of Rapids Music Incorporated, 441 Second Street South, for the premises as outlined on the map provided within Robinson Park for a Friends of Rapids Music 5th Annual Music Festival to be held on September 11, 2021 from noon to 9:00 p.m. Motion carried.

3. Selection of consultant for the Wisconsin Rapids Recovery and Redevelopment Plan.

It was moved by Bemke, seconded by Cattanaach to approve the selection of Vandewalle & Associates, Inc. as the consultant for the Wisconsin Rapids Recovery and Redevelopment Plan. Motion carried.

4. Aldersperson Cattanaach's request to review the financials to date for the Aquatic Center

Finance Director Desorcy reviewed the aquatic center revenue that has been generated to date with the committee (see Attachment No. 1). A full review of the revenue and expenses will occur at a later date once the aquatics season has concluded and all expenses to operate the facility have been accounted for. No action was taken.

5. Audit of the Bills

It was moved by Rayome, seconded by Cattanaach to approve check no. 9200 to check no. 9625. Motion carried.

6. Adjourn

Motion by Bemke, seconded by Rayome to adjourn. Motion carried. Meeting adjourned at 5:02 p.m.

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

<u>Aldersperson</u>	<u>District</u>	<u>Aye</u>	<u>Nay</u>
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Attachment #1

Ryan Austin	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	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"/>

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON AUGUST 03 2021:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: August 3, 2021

Reported to Council: August 17, 2021

The Public Works Committee met on Tuesday, August 3, 2021 in the Common Council chambers. Ryan Austin, Matt Zacher, and Patrick J. Delaney were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 6:00 pm

2. Review and consider modifying the preliminary resolution for the reconstruction of 9th Ave N from Fremont St to McKinly St and extend the project south to 8th Ave N

Motion by Austin, second by Zacher to modify the preliminary resolution for the reconstruction of 9th Ave N from Fremont St to McKinly St and extend the project south to 8th Ave N. Motion carried (3-0)

3. Consider approving a preliminary resolution for the reconstruction of Apricot St from 11th St to Broadway St and Broadway St from Apricot St to Franklin St

Motion by Zacher, second by Delaney to approve a preliminary resolution for the reconstruction of Apricot St from 11th St to Broadway St and Broadway St from Apricot St to Franklin St. Motion carried (3-0)

4. Review DPW activity report for the month of July

A letter recognizing excellent work was read.

5. Review referral list

The referral list was reviewed

6. Adjourn

Motion by Zacher, second by Austin to adjourn. Motion carried (3-0)

The meeting was adjourned at 6:25 pm

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

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

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON AUGUST 17 2021:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: August 17, 2021

Reported to Council: August 17, 2021

The Public Works Committee met on Tuesday, August 17, 2021 in the Common Council Chambers and via remote videoconference. Ryan Austin, Matt Zacher, and Patrick Delaney were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 5:00 pm

Attachment #1

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

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

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

Motion carried (3-0)

3. Adjourn.

Motion by Delaney second by Zacher to adjourn. Motion carried. The meeting was adjourned at 5:48 p.m.

It was moved by Austin, seconded by Evanson to approve and adopt the actions of the Committee. Motion carried, 7 ayes and 1 nay:

<u>Alderpersion</u>	<u>District</u>	<u>Aye</u>	<u>Nay</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 type="checkbox"/>	<input checked="" type="checkbox"/>
Sheri Evanson	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON AUGUST 9, 2021:

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: August 9, 2021

Reported to Council: August 17, 2021

A meeting of the Human Resources Committee was held on Monday, August 9, 2021, at 5:00 p.m. in the Council Chambers. Members present were Chairperson Bemke and Alderpersion Evanson; Alderpersion Veneman was excused. Also present were Mayor Shane Blaser, City Attorney Sue Schill, Ryan Hartman, Tyler Mickelson, and Alderpersion Tom Rayome.

1. Call to order.

Chairperson Bemke called the meeting to order at 5:03 p.m.

2. Discussion for further COVID-19 policies/protocols in the event they are needed.

Attachment #1

Motion by Bemke, second by Evanson to provide Employee Emergency Paid COVID-19 Leave in the amount of ten days (or 2 work-week equivalent) to City employees, with said leave to be used by December 31, 2021; and to recommend to the Common Council that an Emergency Declaration be considered at its meeting on August 17 to allow necessary actions to be taken by the Mayor and Council regarding the COVID-19 pandemic. Motion carried 2-0. The Emergency Paid Leave Policy will be provided at the Council meeting.

3. Update on Wage Study.

There was discussion and no action taken.

4. Motion by Evanson, second by Bemke to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"

Roll call vote taken. Motion carried 2-0, with Bemke and Evanson voting in the affirmative.

- a. In closed session, the Committee discussed negotiations and bargaining strategy regarding labor negotiations with IAFF and WRPPA

Motion by Bemke, second by Evanson to adjourn in closed session. Motion carried 2-0. The meeting adjourned at 5:55 p.m.

It was moved by Bemke, seconded by Austin to approve and adopt the actions of the Committee. Motion carried, 7 ayes and 1 nay:

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

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

- A. South Wood County Airport Commission 2020 Annual Managers Report
- B. Wisconsin Rapids Housing Authority held December 31, 2020, February 24, March 8, March 31, April 28, May 26 and June 30
- C. McMillan Memorial Library: Building and Grounds Committee held February 10, May 12, July 14, and July 26; Nominating Committee held June 3; Board of Trustees held June 16 and July 21
- D. Wastewater Treatment Commission held April 7 and May 5
- E. Zoning Board of Appeals held April 27
- F. Park and Recreation Commission held June 28
- G. Ad Hoc Committee to Review the Park and Recreation Commission held July 19
- H. Wisconsin Rapids Fire Department Monthly Summary for July
- I. Wisconsin Rapids Police Department Monthly Summary for July
- J. Police and Fire Commission held July 14

It was moved by Evanson, seconded by Zacher to place the reports on file. Motion carried, 8 ayes and 0 nays:

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

11. Referrals to Committee

No referrals were received.

12. Adjournment

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

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

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

CITY OF WISCONSIN RAPIDS

RESOLUTION No. _____ (2021)

**A RESOLUTION ISSUING AN EMERGENCY DECLARATION
DUE TO THE COVID-19 PANDEMIC**

September 21, 2021

WHEREAS, a novel strain of the coronavirus named COVID-19 has spread throughout the world over the past 18 months; and

WHEREAS, the Delta variant of COVID-19 is the dominant strain in the State of Wisconsin and Wood County at this time; and

WHEREAS, the number of COVID –19 cases is rising again in our area: and

WHEREAS, the United States Department of Health and Human Services has continued to declare a Public Health Emergency as a result of the continued consequences of the COVID-19 pandemic; and

WHEREAS, these conditions pose a continuing and substantial threat to public order, life, health and safety of the citizens of the City of Wisconsin Rapids; and

WHEREAS, the City of Wisconsin Rapids in cooperation with local, state and federal governmental entities has taken action to prevent exposure to and spread of COVID-19; and

WHEREAS, the Common Council passed an Emergency Declaration resolution regarding the COVID-19 pandemic on August 17, 2021, after terminating previous declarations in May 2021; and

WHEREAS, the Common Council wishes to extend said Emergency Declaration;

BE IT RESOLVED, by the Common Council, as follows:

A State of Emergency is declared in the City of Wisconsin Rapids due to the COVID-19 pandemic.

The Mayor is hereby authorized and directed, working with Federal, State and other local authorities, and City staff, to take all reasonable and necessary steps to prevent exposure to and/or spread of COVID-19 within the City of Wisconsin Rapids, including but not limited to those duties specified within Chapter 323 of the Wisconsin Statutes.

In order to mitigate the impacts of COVID-19, during the term of this state of emergency, meetings of the Common Council and any subunit of the Council, or any other board, commission, or committee of the City, shall be held electronically and remotely (videoconference, teleconference), allowing members to appear remotely, and using methods which provide for the public to access the meeting remotely, thus making the meeting reasonably accessible to the public under the present emergent circumstances. For standing committee meetings and Common Council meetings, alderpersons shall either appear in person or via videoconferencing (with video of the alderperson enabled), to confirm attendance, quorum, and voting.

Other orders: _____

The period of this declaration shall extend to the next regularly scheduled council meeting and can be renewed at that time.

Adopted by the Common Council of the City of Wisconsin Rapids this 21st day of September, 2021.

APPROVED:

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

Ayes: _____

Nays: _____

CITY OF WISCONSIN RAPIDS

RESOLUTION # ____ (2021)

**PRELIMINARY RESOLUTION TO INITIATE DISCONTINUANCE OF A PORTION OF AVON STREET
PURSUANT TO §66.1003, WIS. STATS.**

WHEREAS, Wood County has approved the construction of a new jail that would be located adjacent to the existing courthouse and would be connected to the courthouse, and

WHEREAS, the proposed location of the new jail would be to the south of the courthouse and would sit on current courthouse property, the parking lot south of the courthouse as well as on a portion of Avon Street between the courthouse and the parking lot, and

WHEREAS, the County has asked the City to consider discontinuing a one block portion of Avon Street east of Market Street and west of 5th Street, depicted on the attached Exhibit A and as described on the attached Exhibit B, such that the new jail can be located as described above, and

WHEREAS, the one block stretch of Avon Street the County is asking to be discontinued is primarily used by County staff and County customers to access the courthouse and jail and all of the property contiguous to the part of Avon Street sought to be discontinued is owned by the County, and

WHEREAS, it is in the best interest of the City to commence the legal process of discontinuing the one block section of Avon Street as identified above;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS, WISCONSIN, that public interest requires the one block section of Avon Street bordered by Market Street on the west and 5th Street on the east, as described and depicted in the attached Exhibits A and B, be discontinued pursuant to §66.1003, Wisconsin Statutes.

BE IT FURTHER RESOLVED that this matter be referred to the Public Works Committee and the Planning Commission for consideration and recommendations and then returned to the City Council for a statutorily mandated public hearing and thereafter formal action shall be taken.

BE IT FURTHER RESOLVED that the City Clerk be and hereby is authorized and directed to cause said public hearing to be held within 40 days, and noticed as a Class Three notice and as otherwise provided by law.

Adopted by the Common Council of the City of Wisconsin Rapids, Wisconsin, this 21st day of September, 2021.

APPROVED:

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

Ayes: _____

Nays: _____

EXHIBIT A



PREPARED BY:
KEVIN C. BOYER
WOOD CO. SURVEYOR



= AREA OF AVON STREET TO BE VACATED

EXHIBIT B

AN AREA OF AVON STREET TO BE VACATED AS LAID OUT ON EAST SIDE ASSESSOR'S PLAT NUMBER 36, LOCATED IN PART OF GOVERNMENT LOT 1 OF SECTION 17, TOWNSHIP 22 NORTH, RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF MARKET STREET AND THE NORTH RIGHT-OF-WAY LINE OF AVON STREET ON THE SOUTH LINE OF LOT 101 OF EAST SIDE ASSESSOR'S PLAT NUMBER 36, BEING THE POINT OF BEGINNING;

THENCE S79°53'00"E ALONG THE NORTH RIGHT-OF-WAY LINE OF AVON STREET AND THE SOUTH LINE OF LOT 101 OF EAST SIDE ASSESSOR'S PLAT NUMBER 36 TO A POINT BEING THE SE CORNER OF LOT 101 OF EAST SIDE ASSESSOR'S PLAT NUMBER 36 AND THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF 5TH STREET NORTH AND THE NORTH RIGHT-OF-WAY LINE OF AVON STREET;

THENCE S03°18'00"W TO A POINT BEING THE NORTHEAST CORNER OF LOT 91 OF EAST SIDE ASSESSOR'S PLAT NUMBER 36 AND THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF 5TH STREET NORTH AND THE SOUTH RIGHT-OF-WAY LINE OF AVON STREET;

THENCE N81°23'00"W ALONG THE NORTH LINE OF LOTS 91 AND 100 OF EAST SIDE ASSESSOR'S PLAT NUMBER 36 AND THE SOUTH RIGHT-OF-WAY LINE OF AVON STREET TO THE INTERSECTION OF THE EAST RIGHT-OF-WAY OF MARKET STREET AND THE SOUTH RIGHT-OF-WAY LINE OF AVON STREET;

THENCE IN A NORTHEASTERLY DIRECTION TO THE POINT OF BEGINNING.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: September 13, 2021

Report #1

The Planning Commission met at 5:30 p.m. on September 13, 2021 in the City Hall Council Chambers and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Susan Feith, Ben Goodreau and Eric Daven. Alderperson Ryan Austin attended remotely. Absent was Shane Burkart. Also at the meeting were Community Development Director Kyle Kearns, Donald Chaput of Chaput Land Surveys, Building Grounds Director Edwin Allison and Principal Ronald Rasmussen of Lincoln High School, Wood County Construction Manager Kurt Berner, and Dale Davis for SWEPS Food Pantry. Kathleen Schultz and other guests attended remotely.

The meeting was called to order at 5:31 p.m.

1. Approval of the report from the August 2, 2021, Plan Commission meeting

Motion by Feith to approve the Plan Commission report from August 2, 2021, second by Goodreau.

Motion carried (6 – 0)

2. PLAN-21-0848; Verso Corporation – request to alter boundary lines of nonconforming lots to lessen the nonconformity at 231 1st Street North (Parcel ID 3402440), 300 Jackson Street (Parcel ID 3402526), 610 4th Avenue North (Parcel ID 3402445), and 950 4th Avenue North (Parcel ID 3402435)

Staff noted the following address corrections: 300 West Jackson Street, 231 1st Avenue North

Commissioner Feith had questions regarding the chain of title to which Staff and Donald Chaput responded.

Motion by Daven to approve the request to alter boundary lines of nonconforming lots to lessen the nonconformity at 231 1st Avenue North (Parcel ID 3402440), 300 West Jackson Street (Parcel ID 3402526), 610 4th Avenue North (Parcel ID 3402445), and 950 4th Avenue North (Parcel ID 3402435), second by Austin, subject to the following conditions:

1. Where land is available, and setbacks can be obtained without interfering with adjacent buildings or infrastructure, applicable setback requirements shall be met for existing buildings.
2. The existing building described in Detail A of the proposed CSM shall be provided an access agreement or easement.

Motion carried (6 – 0)

3. PLAN-21-0851; Verso Corporation – request for a Certified Survey Map approval to create three lots at 950 4th Avenue North (Parcel ID 3402435)

Motion by Blaser to approve the request for a Certified Survey Map approval to create three lots at 950 4th Avenue North (Parcel ID 3402435), second by Thao, subject to the following conditions:

1. Where land is available, and setbacks can be obtained without interfering with adjacent buildings or infrastructure, applicable setback requirements shall be met for existing buildings.

Motion carried (6 – 0)

4. **PLAN-21-0907; Mark Johnson, Forward Real Estate Services, LLC.** – request for a Certified Survey Map approval to create two lots at 2820 8th Street South (Parcel ID 3412972)

Participating remotely was Kathleen Schultz who expressed her concerns about ingress and egress standards for traffic and children walking to school, to which Commissioner Feith and Mr. Kearns responded.

Motion by Austin to accept the request for a Certified Survey Map approval to create two lots at 2820 8th Street South (Parcel ID 3412972), second by Goodreau, subject to the following conditions:

1. City staff shall have the authority to review and approve minor modifications.

Motion carried (6 – 0)

5. **PLAN-21-0852; Mark Johnson, Forward Real Estate Services, LLC.** – request for a site plan review to construct a Caribou Coffee at 2820 8th Street South (Parcel ID 3412972)

Commissioner Daven had questions about signage and Kyle Kearns responded.

Motion by Goodreau to approve the request for a site plan review to construct a Caribou Coffee at 2820 8th Street South (Parcel ID 3412972), second by Thao, subject to the following conditions:

1. A detailed landscaping plan shall be provided meeting all applicable landscape requirements for the development, to be reviewed and approved by the Community Development Department.
2. The refuse enclosure shall match the design and colors of the primary building.
3. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines.
4. Applicable permits through the City shall be obtained.
5. Community development department shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

6. **PLAN-21-0813; Wisconsin Rapids 3810 8th St S WI, LLC** – request for a site plan review to make site improvements, including to the parking lot, for a restaurant at 3810 8th Street South (Parcel ID 3413805)

Motion by Feith to approve the request for a site plan review to make site improvements, including to the parking lot, for a restaurant at 3810 8th Street South (Parcel ID 3413805), second by Daven, subject to the following conditions:

1. A maximum of 50% of the onsite parking shall be permitted to exist within the front of the building.
2. The applicant shall submit an updated site plan for review and approval by the Community Development Department.
3. Light from the business shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line.
4. Applicable permits through the City shall be obtained.
5. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

7. **PLAN-21-0880; Dale Davis – SWEPS Food Pantry** – request for a site plan review to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190)

Motion by Austin to approve a request for a site plan review to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190) subject to the recommendations outlined in the staff report, second by Blaser, subject to the following conditions:

1. Driveways for the garage addition shall be hard surfaced.
2. A landscaping plan shall be submitted for review and approval by the Community Development Department.
3. The addition shall match the colors of the primary building, so as to better blend into the façade.
4. Cut-off lighting fixtures shall be used for all building elevations.
5. Light from the business shall not exceed 0.2 foot-candles at a neighboring commercial property line.
6. Applicable permits through the City shall be obtained.
7. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

8. PLAN-21-0882; Mitch Altman, representing Matalco – request for a site plan review to construct a building at 4800 Commerce Drive (Parcel ID 3409861)

A neighbor to the south of Matalco (Allen) had spoken with Mr. Kearns on the phone about his concerns regarding odors and storm water runoff and expressed that he in general was not in favor of Matalco doing any more construction on the property. Kyle Kearns stated that any building permits would need to be reviewed and approved by the City's Engineering Department. Commissioner Goodreau felt the new building would enhance safety in the facility's processes.

Motion by Goodreau to approve the request for a site plan review to construct a building at 4800 Commerce Drive (Parcel ID 3409861), second by Austin, subject to the following conditions:

1. Cut-off lighting fixtures shall be installed on all façades.
2. Light from the business shall not exceed 0.2 foot-candles at neighboring commercial property lines or 0.1 foot-candles at neighboring residential property lines.
3. The exterior materials of the building shall match the design and color of the principal building.
4. Applicable permits through the City shall be obtained, along with from other jurisdictions, such as the Wisconsin Department of Natural Resources.
5. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

9. PLAN-21-0838; Wisconsin Rapids Public School District – public hearing and action on a request for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751)

Public hearing opened at 6:14 p.m.

Speaking in favor: Edwin Allison and Ronald Rasmussen

Speaking against: none

Public hearing closed at 6:18 p.m.

Commissioners asked about bollards, glass and other safety devices to which Edwin Allison responded. Commissioner Daven wanted to know more about the requirements for sidewalks to which Kyle Kearns replied.

Motion by Goodreau to approve the request for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751), second by Daven, subject to the following conditions:

1. An updated landscaping plan shall be submitted, meeting applicable requirements, to be reviewed and approved by the Community Development Department.
2. A lighting plan shall be submitted, meeting applicable standards, to be reviewed and approved by the Community Development Department.
3. Applicable building and stormwater permits, state and local, shall be obtained.
4. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Motion carried (6 – 0)

- 10. PLAN-21-0816; County of Wood** – public hearing and action on a request for a zoning map amendment to rezone 410 Avon Street (Parcel ID 3407750), zoned B-2 General Commercial and R-2 Mixed Residential district, and 431 Saratoga Street (Parcel ID 3407748), zoned B-2 General Commercial, to I-1 Institutional District.

Lee Thao abstained from the item.

Public hearing opened at 6:31 p.m.

Speaking in favor: None

Speaking against: None

Public hearing closed at 6:32 p.m.

Motion by Blaser, second by Feith to approve the request for a zoning map amendment to rezone 410 Avon Street (Parcel ID 3407750), zoned B-2 General Commercial and R-2 Mixed Residential district, and 431 Saratoga Street (Parcel ID 3407748), zoned B-2 General Commercial, to I-1 Institutional District.

Postponement of the action was recommended by City Staff to ensure adherence to the requirements for consistency with the City's Comprehensive Plan. Blaser and Feith withdrew their motions; no action taken. Further discussions on this agenda item will occur at a future Commission meeting.

11. Adjourn

Motion by Goodreau to adjourn, second by Austin

Motion carried (6 – 0)

Meeting adjourned at 6:34 p.m.

Respectfully Submitted by Erika Esser, Secretary

PUBLISH: August 27th & September 3rd, 2021

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, September 13, 2021 at 5:30 PM** within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Participation at the public hearing can be in-person or via remote audioconferencing. **The public can also participate in the hearing by calling 1-312-626-6799 Access code: 898 1889 5643.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. The following items will be heard and possibly acted on:

1. Public hearing and action on a request from the County of Wood for a zoning map amendment request to rezone 410 Avon Street (Parcel ID 3407750) and 431 Saratoga Street (Parcel ID 3407748) from B-2 General Commercial District to I-1 Institutional District.
2. Public hearing and action on a request from the Wisconsin Rapids Public School District for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751).

Further details regarding the specific requests can be obtained within the Community Development Department at City Hall, or by calling the department at 715-421-8228.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the Clerk at (715) 421-8200 to request accommodations.

Jennifer Gossick,
Wisconsin Rapids City Clerk

REPORT OF THE PLANNING COMMISSION

Date of Meeting: August 2, 2021

Report #1

The Planning Commission met at 4:00 p.m. on August 2, 2021 in the City Hall Council Chambers and via remote audioconferencing. Members present included: Chairperson Shane Blaser, Lee Thao, Susan Feith, and Alderperson Ryan Austin. Ben Goodreau attended portions of the meeting; however due to recurrent technical difficulties was unable to vote on the agenda items. Members Shane Burkart and Eric Daven were excused. Also in attendance was Community Development Director Kyle Kearns.

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

1. Approval of the reports from the July 12, 2021 Plan Commission meeting

Motion by Thao to approve the Plan Commission report from the July 12, 2021, second by Feith.

Motion carried (4 – 0)

2. PLAN-21-0730; Steven Mauer – request for Certified Survey Map approval to combine two lots, which includes the dedication of right-of-way at 2540 Lincoln Street (Parcel ID's 3412447 and 3412445).

Motion by Blaser to approve the request for a Certified Survey Map to combine two lots, which includes the dedication of right-of-way at 2540 Lincoln Street (Parcel ID's 3412447 and 3412445), second by Austin.

Motion carried (4 – 0)

3. PLAN-21-0607; Riverhill Dental Associates – Public hearing and action on a request for a zoning map amendment to rezone 406 Daly Avenue (Parcel ID 3411001) from R-2 Mixed Residential District to B-2 General Commercial District or B-5 Mixed Use Commercial District.

Commissioner Goodreau departed from the meeting.

Public hearing opened at 4:19 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:20 p.m.

Motion by Austin to approve the request for a zoning map amendment to rezone 406 Daly Avenue (Parcel ID 3411001) from R-2 Mixed Residential District to B-5 Mixed Use Commercial District, second by Feith.

Motion carried (4 – 0)

4. Adjourn

Motion by Thao to adjourn, second by Austin

Motion carried (4 – 0)

Meeting adjourned at 4:21 p.m.

Respectfully Submitted by Erika Esser, Secretary

**Report of the Finance and Property Committee**

Tom Rayome, Chairperson
Jake Cattnach, Secretary
Jay Bemke

Date of Meeting: September 7, 2021
Reported to Council: September 21, 2021

The Finance and Property Committee met at 4:30 p.m. on Tuesday, September 7, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

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

1. Call to Order

Chairperson Rayome called the meeting to order at 4:35 p.m.

2. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Heart of Wisconsin Chamber of Commerce, 1120 Lincoln Street, for the premises as outlined on the map provided, for a 21st Annual Downtown Grand Affair to be held on Sunday, September 12, 2021 from 10:00 a.m. to 3:30 p.m.

It was moved by Cattnach, seconded by Bemke to approve the Temporary Retail Class "B" Fermented Malt Beverages License for Heart of Wisconsin Chamber of Commerce, 1120 Lincoln Street, for the premises as outlined on the map provided, for a 21st Annual Downtown Grand Affair to be held on Sunday, September 12, 2021 from 10:00 a.m. to 3:30 p.m. Motion carried.

3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Gallery Opening to be held on Thursday, September 23, 2021 from 5:30 p.m. to 7:30 p.m.

It was moved by Bemke, seconded by Cattnach to approve the Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Gallery Opening to be held on Thursday, September 23, 2021 from 5:30 p.m. to 7:30 p.m. Motion carried.

4. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Art on Tap Event to be held on Saturday, October 2, 2021 from 6:00 p.m. to 9:00 p.m.

It was moved by Cattnach, seconded by Bemke to approve the Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Art on Tap Event to be held on Saturday, October 2, 2021 from 6:00 p.m. to 9:00 p.m. Motion carried.

5. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Assumption Catholic Schools, Inc., 445 Chestnut Street, for a Royal Event to be held on Sunday, October 3, 2021 from 8:00 a.m. to 3:00 p.m.

It was moved by Bemke, seconded by Cattnach to approve the Temporary Retail Class "B" Fermented Malt Beverages and "Class B" Wine License for Assumption Catholic Schools, Inc., 445 Chestnut Street, for a Royal Event to be held on Sunday, October 3, 2021 from 8:00 a.m. to 3:00 p.m. Motion carried.

6. Consider a quote for a Fortinet Enterprise Firewall with 5 years of replacement and support, with setup up and configuration performed by RMM Solutions.

It was moved by Cattanach, seconded by Bemke to approve the purchase of a Fortinet Enterprise Firewall with 5 years of replacement and support, with setup up and configuration performed by RMM Solutions (Attachment No. 1). Motion carried.

7. Consider for approval a revised contract with Forward Appraisal, LLC for assessment services for assessment years 2022 and 2023, to include additional services that were previously provided by the Administrative Technician.

It was moved by Rayome, seconded by Bemke to approve the revised contract with Forward Appraisal, LLC for assessment services for assessment years 2022 and 2023, to include additional services that were previously provided by the Administrative Technician (Attachment No. 2). Motion carried.

8. 2022 Budget timeline

The Committee discussed the timing of budget meetings and the Finance Director will create a tentative schedule for those meetings.

It was moved by Cattanach, seconded by Bemke to set the Public Hearing on the 2022 Budget for Thursday, November 11, 2021 at 6:00 p.m. Motion carried.

9. Audit of the Bills

It was moved by Cattanach, seconded by Bemke to approve check no. 9626 to 9971. Motion carried.

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

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

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

The Committee may adjourn in closed session or may return to open session.

In open session, the Committee may continue to discuss the land use of a vacant City-owned building.

It was moved by Bemke, seconded by Cattanach to go into closed session. Roll call vote resulted in the affirmative.

In closed session, Community Development Director Kyle Kearns gave a presentation on the land use of the City-owned building.

It was moved by Bemke, seconded by Cattanach to return to open session. Roll call vote resulted in the affirmative.

In open session, it was moved by Cattanach, seconded Bemke to direct city staff to list the property for sale at the fair market price of \$87,700 with a local real estate agent for a minimum of three months. Motion carried.

11. Adjourn

It was moved by Bemke, seconded by Cattanach to adjourn. Motion carried and the meeting adjourned at 6:19 p.m.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

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

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

FEE \$ 5.00

Application Date: 08/04/2021

☐ Town ☐ Village ☒ City of Wisconsin Rapids

County of Wood

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/12/2021 and ending 09/12/2021 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Heart of Wisconsin Chamber of Commerce

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

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 01/01/1948

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

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

(f) Names and addresses of all officers:

President Angel Whitehead 1120 Lincoln St. Wisconsin Rapids, WI 54494

Vice President Krista Coon 1120 Lincoln St. Wisconsin Rapids, WI 54494

Secretary

Treasurer

(g) Name and address of manager or person in charge of affair: Hannah Ashbeck 1120 Lincoln St. Wisconsin Rapids, WI 54494

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

(a) Street number East Grand Ave., West Grand Ave., 1st Ave. S., 2nd Ave. S., Johnson St., **Please see map attached for reference

(b) Lot Block E Grand Ave: 100., W Grand Ave: 100, 200, 300, 400., 1st Ave. S: 100., 2nd Ave. S: 100., Johnson St: 200

(c) Do premises occupy all or part of building? No

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

3. Name of Event

(a) List name of the event 21st Annual Downtown Grand Affair 10am - 3:30pm

(b) Dates of event 09/12/2021

DECLARATION

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

Officer

Angel Whitehead
(Signature / Date)

Heart of Wisconsin
(Name of Organization)

Date Filed with Clerk

8/12/2021

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$ 5.00

Application Date: 8/24/21

☐ Town ☐ Village ☒ City of WISCONSIN RAPIDS

County of WOOD

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning SEPT. 23, 2021 and ending SEPT 23, 2021 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted. 5:30 - 7:30

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name CENTRAL WISCONSIN CULTURAL CENTER 501 C3 NON PROFIT

(b) Address 2651 - 8TH ST. SOUTH

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 1995 ^{DEC} 1996

(d) If corporation, give date of incorporation 1995 ^{DEC} 13, 1996

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

(f) Names and addresses of all officers:

President STEPHEN KIPFER 447 GREENWOOD DR.

Vice President JIM LUCAS 1930 1ST ST. N. 54494

Secretary STEPHANIE HARTMAN 3120 - 45TH COURT 54494

Treasurer LOIS ALTMANN 5921 PLOVER DR. 54494

(g) Name and address of manager or person in charge of affair: CAROL DAVIS

280 GRAND FOREST DR 54494

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

(a) Street number 2651 - 8TH ST. S.

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event GALLERY OPENING

(b) Dates of event SEPTEMBER 23, 2021

5:30 - 7:30 pm

DECLARATION

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

Officer STEPHEN KIPFER
(Signature / Date)

CENTRAL WISCONSIN CULTURAL CENTER INC
(Name of Organization)

Date Filed with Clerk 8/24/2021

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

FEE \$ 10

Application Date: Aug 23, 2021

☐ Town ☐ Village ☒ City of Wisconsin Rapids

County of Wood

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

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

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Oct 2, 2021 and ending Oct 2, 2021 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

501(c)(3) Non-Profit

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St South Wisconsin Rapids WI 54494

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 1996

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

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

(f) Names and addresses of all officers:

President Stephen Kipfer, 447 Greenwood Dr, Wisconsin Rapids, WI 54494

Vice President Jim Lucas, 1930 1st St North, Wisconsin Rapids, WI 54494

Secretary Stephany Hartman, 3130 45th Ct, Wisconsin Rapids, WI 54494

Treasurer _____

(g) Name and address of manager or person in charge of affair: Stephen Kipfer (see above)

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

(a) Street number 2651 8th St South Wisconsin Rapids WI

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event "Art on Tap"

(b) Dates of event Oct 2, 2021 6:00pm - 9:00pm

DECLARATION

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

Officer

Stephen Kipfer
(Signature / Date)

CENTRAL WIS CULTURAL CENTER
(Name of Organization)

Date Filed with Clerk 08/24/2021

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

FEE \$ 10.00

Application Date: 07/22/2021

☐ Town ☐ Village ☒ City of Wisconsin Rapids

County of Wood

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

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

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/03/2021 and ending 10/03/2021 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☒ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Assumption Catholic Schools

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

☐ Town

☐ Village

☒ City

(c) Date organized 01/01/1951

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

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

(f) Names and addresses of all officers:

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

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

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

Treasurer N/A

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

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

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

(a) Street number 445 Chestnut Street, Wisconsin Rapids, WI 54494

(b) Lot _____ Block _____

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

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

3. Name of Event

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

(b) Dates of event 10/03/2021

DECLARATION

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

Officer Linda Schill 07/22/2021

(Signature / Date)

Assumption Catholic Schools

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

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

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

Application:

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

Class "B" (Beer):

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

"Class B" (Wine):

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

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

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

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

Restrictions:

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

City of Wisconsin Rapids

Fortinet Firewall Upgrade

Statement of Work

August 20, 2021

Team Details

Executive
Project
Sponsor

☐ Yes

Technical On-
Site Contact

☐ Yes

RMM SOLUTIONS TEAM INFORMATION

	NAME	EMAIL	PHONE
Account Executive	Lonnie Smith	lonnie.smith@rmmsolutions.com	715.298.5639
Project Manager	Betsey Jackson	betsey.jackson@rmmsolutions.com	715.298.5664
Solutions Architect	Erik Thomspson	erik.thompson@rmmsolutions.com	715.298.5641
		▼	

Executive Summary

Overview of Problem/Need

City of Wi Rapids currently is running 2 Cisco ASA 5512 that is end of support in 2022. They do not have any Content Filtering, IPS or IDS on the box. Tyler would like a NGFW that will enhance their Security.

Project Goals

- Base Configuration
- Firewall rule migration
- Setup Intrusion Prevention
- Setup Basic Content Filtering
- Basic Content Filtering Knowledge Transfer
- Setup RMM Fortimanager
- Setup RMM Fortianalyzer
- Client VPN (firewall setup)
- Client VPN (1 Device)
- User Training for SSL VPN (1 Session)
- Rack & Cable Firewalls
- Cutover

Solution Overview

RMM Solutions will install the following solution:

1x FORTINET FORTIGATE 101F - SECURITY APPLIANCE - WITH 5 YEARS FORTICARE 24X7 SUPPORT + 5 YEARS FORTIGUARD ENTERPRISE PROTECTION - GIGE - 1U - RACK-MOUNTABLE

Investment Summary (RMM Quote 039302)

Product** (Hardware & Software)	\$13,497.13
RMM Professional Service (0 after hours are included)	\$4,191.00
Tax (5.5%)	\$
Shipping*	\$
Total Investment	\$17,688.13

*Freight, if incurred, will be billed as actual and will be added as an additional cost

Product cost is time sensitive. **This quoted price expires:

Managed Security Services

These services are applicable to products/solutions delivered as part of this Statement of Work and are defined below.

Managed Security Services	\$
Total Monthly Investment	\$

Description of Services:

Enter information here

Additional Project Details

Project Timeline

Start Date: TBD

Completion Date: TBD

Project Location

Contact:

Product Ship To

(Determined at project kickoff unless specified below)

Product ship to client

- Address – Same as above
- Product list - *The client agrees to check in and verify shipment upon arrival of the product

Product ship to RMM

- Product list –

RMM Responsibilities & Scope of Work

Project Management

- Review outage plan with client
- Project kickoff meetings
- Coordinate status update meetings
- Project close meeting

Documentation & Knowledge Transfer

- Update Documentation
- Knowledge transfer

Project Deliverables

- Updated networking documentation
- Backups of new and modified configurations
- Any related training or reference materials

Project Close

- Test and confirm all systems work properly
- Client signs off that all work has been completed and is working properly

Excluded Items

- Any work not specified in this scope will be considered out of scope

Client Responsibilities

- Provide immediate access to key personnel throughout the duration of the project
- Provide facility(s) access during agreed-upon timeframes
- Provide access to required networks, systems, and applications
- Provide remote access (VPN preferred) when required
- **Provide business schedule listing specific times/dates when business outages cannot happen**
- In a timely manner, resolve problems that adversely affect the completion of this project
- Notify staff/employees of RMM schedule
- Provide/notify RMM Project Manager with a schedule of 3rd party vendors onsite and remote services that will be performed during the project duration
- Participate in knowledge transfer throughout the project
- Ensure that all existing cabling meets CAT5e or better specifications
- Ensure existing patch panels and cabling jacks are properly tested
- Ensure that the necessary power and cable requirements are met at each user location
- Provide specified electrical/power requirements
- Ensure adequate UPS and surge protection outlets are available if not specifically addressed in the new solution overview
- Disposal/recycling of equipment, packing materials, and cardboard
- Ensure that all site preparation (for example, but not limited to, power, space, HVAC, abatement, cables, and racks) will be in place, operational, clear of obstructions, accessible, and the site ready for equipment installation three (3) business days prior to the scheduled onsite installation
- Provide lift if needed. If Client is not able to supply a lift, RMM will schedule a lift rental through a local rental company. Such charges will be added as actual cost to invoice. In addition, if clients lift quits working, the client is responsible to repair. If lift cannot be repaired in a timely fashion, one will be rented to keep the project on schedule.

Project Assumptions & Constraints

Access

- Provide facility(s) access during agreed-upon timeframes

Scheduling

- RMM has included 0 hours of after normal business hours support for migrations
- Project Schedule is based on the work being performed during RMM standard business hours, Monday-Friday, 8:00 AM – 5:00 PM CST
- Changes to the work schedule, including hours other than standard business hours & client required hours interrupting RMM services will result in a revision of both the project schedule & pricing

Project Changes

- Deviations to the scope of the project will be addressed by the engineer, brought to the project management team for review, a change order will then be created. Additional tasks will be performed after client has agreed to and signed the change order

Outages

- All outages will be able to occur during normal business hours – After hours may incur additional fees

Unforeseen Circumstances

- Any additional costs incurred by client as a result of delays due to unforeseen circumstances including third-party vendors, acts of nature and scope changes shall be the sole responsibility of the client

Project & Billing Information

- RMM professional services are based on client environment and scope of project
- RMM will invoice Client the proposed project fee plus travel expenses
- Client agrees that any/all hours which are outside the scope of this project will be billed at RMM's standard time and materials rates
- Line of Business applications to be billed as actual
- Upon acceptance of this document, RMM Solutions will invoice 50% down, 40% upon delivery of hardware and 10% at the time of project completion

Project Acceptance

Client's Printed Name

Title

Client's Signature

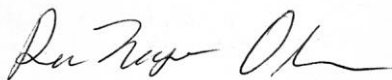
Date

DuWayne Olson

RMM Representative Printed Name

CFO

Title



RMM Representative Signature

8/20/21

Date

Data Retention Agreement

RMM Solutions, a technology solutions provider and managed services provider, designs, implements and securely manages technology solutions. In the process of design, implementation and management, RMM will become acquainted with our customers technical data including technical documentation, configurations, passwords, diagrams, etc.

This documents confirms **City of Wisconsin Rapids's**, "The Client" desire for data retention with RMM Solutions "Technology Provider".

I authorize RMM Solutions to retain the following information:

- | | |
|--|--|
| a. Credentials (names and passwords) used in the execution of projects | <input type="radio"/> Yes <input type="radio"/> No |
| b. Backup configuration files (that may include names and passwords) of any equipment that is deployed by RMM? | <input type="radio"/> Yes <input type="radio"/> No |
| c. Remote access to the environment for ongoing support? | <input type="radio"/> Yes <input type="radio"/> No |
| d. Network map or diagram of the customer environment? | <input type="radio"/> Yes <input type="radio"/> No |

ACCEPTED BY CLIENT:

Client's Printed Name

Title

Client's Signature

Date

Addendum A: RMM Solutions Change Order Form

Customer name:

Project Name:

Date Change Requested:

Engineer:

Original Order:

Change PO (If required):

The following Scope Modification has been requested. After discussion between Client and RMM Solutions, it has been agreed that the following items would be modified to the original scope of work to be performed.

Change Order Form**Reason for Change Request****Change to Scope of Work** (list all work to be added or deleted)**Product List** (list all product to be added or deleted)**Revised Project Cost:**

Additional Professional Service Fee	\$	-
Additional Product Cost	\$	-
Total	\$	-

Acknowledgements

By signing this Change Order document, both parties agree to the above direction and that this document (and all updates) shall become an attachment and Appendix of the above referenced project.

Client (Authorized Representative): _____

RMM Solutions (Authorized Representative): _____

CONTRACT

FOR

202~~21~~-2023 CITY ASSESSOR

IN THE

CITY OF WISCONSIN RAPIDS

WOOD COUNTY, WISCONSIN

ASSESSMENT CONTRACT

THIS AGREEMENT by and between **Forward Appraisal, LLC**, the “Assessor,” and the City of Wisconsin Rapids, Wisconsin, the “Municipality”.

This Agreement shall supersede the Agreement previously entered into by the parties for the 2021-2023 assessment years.

WITNESSETH: The Assessor and Municipality for the consideration stated herein agree as follows:

SCOPE OF WORK: All duties of the statutory assessor and a municipal assessment office (City Assessor, Commercial Appraiser, Residential Appraiser and Assessment Technician) as set forth by Wisconsin State Statutes and the Wisconsin Property Assessment Manual.

Responsibilities including, but not limited to the following:

1. Complete and file all required reports with the Department of Revenue
2. Review and determine tax exemption status of properties
3. Perform all land splits, combinations, and creation of new parcels
4. Value mobile homes subject to the monthly mobile home parking permit fee
- 4.5. Prepare, mail, receive and review all Personal Property
- 5.6. Field review and value all changed properties (Commercial and Residential) as determined by building permits, sale reviews, requested reviews, and independent discovery
- 6.7. Review all sales needing field review and electronically transmit all sales validation data to the Department of Revenue
- 7.8. Perform Assessor’s Sales Ratio Study and review and compare with Department of Revenue Sales Ratio Study
- 8.9. Analyze sales by neighborhood, property type, and property characteristic in order to identify market trends
- 9.10. Mail out requests for income and expense information to applicable commercial properties; Review and analyze information received
- 10.11. Transmit and balance Real Estate Roll with Wood County
- 11.12. Mail notices
- 12.13. Sign the Assessment Roll
- 13.14. Hold Open Book and defend values at Board of Review
- 14.15. Appear and defend values challenged beyond Board of Review (Department of Revenue Review and Circuit Court)
- 15.16. Respond to requests from City departments for estimates of value and information requiring complex custom queries
- 16.17. Attend relevant staff meetings

~~17. Oversee and advise employee(s) regarding job responsibilities, work methods and procedures~~

- ~~• Office staff regularly assists with portions of completing some of the listed Assessor Responsibilities, but is not responsible for their completion or accuracy.~~

COMPENSATION:

The Municipality shall pay to the Assessor for the performance of this contract the following contracted sums: ~~compensation:~~

Assessment Year 2021 (July 1, 2020 – June 30, 2021)	\$54,000
Assessment Year 2022 (July 1, 2021 – June 30, 2022)	\$56,000.00 <u>\$80,000</u>
Assessment Year 2023 (July 1, 2022 – June 30, 2023)	\$58,000.00 <u>\$80,000</u>

Billings will be done on a monthly basis beginning **August 1, 2021** and will conclude on **July 1, 2023** with payment due within 10 days of invoice date.

INSURANCE: Forward Appraisal shall carry no less than \$1,000,000 in liability insurance

SUBMITTED this 1st day of July 2021

Firm Name: Forward Appraisal, LLC
By: Steven J. Shepro
Title: Assessor II
Address: P.O. Box 13434
Green Bay, WI 54307-3434
Phone: 608-206-3002
Email: steve@forwardappraisal.com

The above agreement and terms are hereby accepted:

CITY OF WISCONSIN RAPIDS

Shane E. Blaser, Mayor Date:

Jennifer M. Gossick, City Clerk Date:

[Municipality] on 2021

[Print Name]

FORWARD APPRAISAL, LLC

Steven J. Shepro, Member Date:

[Assessor] on 2021

[Print Name]

REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: September 7, 2021
Reported to Council: September 21, 2021

The Public Works Committee met on Tuesday, September 7, 2021 in the Common Council Chambers and via remote videoconference. Ryan Austin, Matt Zacher, and Patrick Delaney were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 6:26 pm

2. Review 8th Street State-Municipal Agreement for the repaving of 8th St S from the south City limits to Whitrock Av.

Motion by Austin, second by Zacher to approve the State-Municipal Agreement for the repaving of 8th St S from the south City limits to Whitrock Av.

3. Discuss and consider an Ordinance Creating Chapter 51 and Amending Chapter 6 of the Wisconsin Rapids Municipal Code Regarding Creation of a Transportation Utility.

Motion by Delaney, second by Zacher to create Chapter 51 and amend Chapter 6 as presented removing section 51.13 and having the City Engineer administrate the program, to introduce the ordinance at the September Common Council meeting and take action at the October Common Council meeting, notice a specific public comment period at the September and October Common Council meetings, and to eliminate special assessments for any projects where assessment hearings and final resolutions are outstanding at the time the transportation utility is approved. Motion carried (3-0)

4. Review 2022-2026 public works construction CIP

The 2022-2026 public works construction CIP was reviewed.

5. Consider preliminary resolution to reconstruct Oak Street from e Jackson to 16th St S (2023 construction)

Motion by Delaney, second by Austin to approve the preliminary resolution to reconstruct Oak St from East Jackson St to 16th St for 2023 construction. Motion carried (3-0)

6. Consider allowing staff to review and approve bids for construction of railroad extension to serve Matalco

Motion by Austin, second by Zacher to allow staff to review and approve bids for construction of railroad extension to serve Matalco. Motion carried (3-0)

7. Review proposals for soil borings for engineering investigations on Washington St, Apricot St, and One Mile Creek Pond

Motion by Austin, second by Zacher to accept the bid from AET for \$11,865. Motion carried (3-0)

8. Review DPW report, including an update on the 8th Street Storm Sewer Repair

Report reviewed.

9. Review referral list

Referral list reviewed, with items #4 and #7 removed.

10. Adjourn

Motion by Zacher, second by Delaney to adjourn. Motion carried (3-0)

The meeting was adjourned at 8:03 pm.

Respectfully submitted, Joseph M. Terry

Others in attendance:

Mayor Shane Blaser

Aldersperson Jay Bemke

Aldersperson Tom Rayome

Aldersperson Dean Veneman

Tim Desorcy

Joe Eichsteadt

Tyler Mickelson

Sue Schill

Joe Terry



Public Works Committee

Date of Request: 8/18/2021

Requestor: Joe Terry

Request/Referral: Consider approving a State/Municipal Financial agreement for pavement replacement on 8th Street South from Lakewood Ln through Whitrock Av.

Background information: Annually, the State evaluates the surface conditions of Connecting Highways in Wisconsin. 8th Street is part of the Connecting Highway program. Based on the State's evaluation, the pavement on 8th Street from Lakewood Ln to Whitrock Av has deteriorated and is reaching the end of its service life. Additionally, the existing crosswalk curb ramps do not meet ADA standards.

The first step in enumerating the project is formally approving a State/Municipal Financial Agreement. If approved, the City will be responsible for 25% of the project design, 0% for real estate acquisitions (if any), and 0% for roadway construction. The City must perform any real estate work and make the initial purchase and the State will reimburse those expenses at the end of the project. Any special non-participating features (center turn lanes for private entrances, underground sanitary or water utilities, etc.) are 100% local cost.

The project is roughly estimated to cost \$5.7M with the City's portion of design engineering about \$100,000. Through the design process this could change, and the agreement requires the City to accept any changes. The project is tentatively scheduled for 2028, but could be moved up to 2026.

Before the State can enumerate this as a formal project, a State/Municipal Financial Agreement needs to be signed and on file with the State.

Options available: Take action to accept the agreement or take no action.

Action you are requesting the committee take: Make a motion to accept the State/Municipal Financial agreement for project I.D. 6999-03-13, 83 for STH 13/8th Street South from Lakewood Lane to Whitrock Avenue.

How will the item be financed? Public Works Construction Fund



**STATE/MUNICIPAL
FINANCIAL
AGREEMENT**

Date: August 16, 2021
 I.D.: 6999-03-13, 83
 Road Name: STH 13
 Title: C Wisconsin Rapids, 8th Street South
 Limits: Lakewood lane to Whitrock Avenue
 County: Wood
 Roadway Length: 0.68 miles

The signatory **city of Wisconsin Rapids**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: 8th Street south is a four- lane urban roadway located within the connecting street limits in the city of Wisconsin Rapids. The existing concrete pavement has deteriorated and is reaching the end of its service life. The existing crosswalk curb ramps do not meet current Americans with Disabilities Act (ADA) Standards.

Proposed Improvement - Nature of work: The proposed improvement is a pavement replacement. Work consists of removing and replacing the existing pavement. The project will also upgrade cross walk curb ramps, complete curb and gutter replacement in spot locations, and storm sewer repairs.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 3 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
6999-03-13					
² Preliminary Engineering:	\$ 400,000	\$ 300,000	75%	\$ 100,000	25%
² Real Estate Acquisition:		\$ -	100%	\$ -	0%
6999-03-83					
¹ Construction:					
² Roadway (cat 0010)	\$ 5,375,000	\$ 5,375,000	100%	\$ -	0%
Subtotal:	\$ 5,375,000	\$ 5,375,000		\$ -	
Non-Participating	\$ -	\$ -	0%	\$ -	100%
Total Cost Distribution	\$ 5,775,000	\$ 5,675,000		\$ 100,000	

¹Estimates include construction engineering

²See number 8 of Terms and Conditions

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 6); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of Wisconsin Rapids (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Michael B. Wendt	Title WisDOT North Central Region Planning Chief
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the

time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.

- (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (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.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a 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.
8. Basis for local participation:
- a) **Preliminary Engineering – 6999-03-13:** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 75% and the Municipality is responsible for 25% of all design engineering costs necessary for State construction projects on a connecting highway.

- b) **Real Estate Acquisition:** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for all costs associated with the acquisition of necessary real estate. However, it shall be the responsibility of the Municipality to provide all of the real estate work and payments necessary to acquire the rights, interests, and/or releases for this project.

When State or Federal dollars are to be used to reimburse the Municipality for any real estate acquisition related costs, all real estate activities are subject to reviews and approvals by the State. Required State reviews and approvals are identified in the Local Public Agency manual. Examples of some review and approval items are listed in the following table.

Contract services & fee for consultant services	Nominal Value approvals
Capability statement for consultant services	Administrative revisions
Appraisal reviews	Revised offers
Offering price approvals	Acquisition Stage Relocation Plan
Relocation computations	Revised relocation computations
Relocation claims	Sales Studies

The Municipality will be given a direct cash reimbursement for the approved real estate costs of this project. Reimbursement will be limited to one payment request for the total real estate expenditures when all real estate activities have been completed.

In order for the Municipality to receive reimbursement for acquiring the real estate, the State must be given copies of all the related documents for review and approval. The reimbursement will be based on detailed invoices and supporting documents provided by the Municipality to the State, which show actual expenditures.

Approved real estate costs are those actual costs appropriately documented by the Municipality, and further approved by the State for reimbursement.

Real Estate Remnant Parcels: Any remnant properties created by partial acquisitions and acquired as part of this public improvement project, or any additional lands deemed unnecessary for the project, will be acquired by the Municipality. Such remnants or additional lands will not be considered for reimbursement of their acquisition costs and must be purchased with Municipal funds. Post project disposal and/or use of these remnants and additional lands will be at the sole discretion of the Municipality.

All municipal lands, owned by the Municipality being party to this agreement, required for this improvement project shall be dedicated/donated as right of way by specific resolution of the municipal governing body at no cost to the State. Exceptions to this dedication are those lands held by the Municipality under 4F and 6F Park lands.

c) **Participating Construction – 6999-03-83:**

1. **Roadway Items (Category 010):** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% for the costs necessitated by the roadway project (grading, paving, etc.) unless otherwise noted in the sections below.

Driveways: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement driveways necessitated by roadway construction as follows: where there is no sidewalk, replacement in kind beyond the curb; where there is a sidewalk, concrete from curb to sidewalk and replacement in kind beyond the sidewalk. New driveways are not eligible for Federal/State funding.

Replacement Sidewalks: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement sidewalks costs, in kind, necessitated by roadway construction if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

New Sidewalks: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of continuous new sidewalk costs only if they are installed to WisDOT standards at the time of project construction, required through WisDOT design process and if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement.

If the new sidewalk is NOT required through WisDOT design process; the Municipality is responsible for 100% of continuous new sidewalk costs only if they are installed to WisDOT standards at the time of project construction and if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

Bicycle Accommodations: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of the costs for bicycle accommodations, where recommended by the State's Facility's Development Manual.

Replacement Street Lighting: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement lighting costs, in kind, necessitated by roadway construction if the Municipality agrees to accept responsibility for the energy, operation, maintenance and replacement of the lighting system per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

Storm Sewers: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of costs necessary to construct a storm sewer system that accommodates roadway drainage, and surface water naturally flowing to the state trunk highway. The Municipality is responsible for 100% of the cost to over-size the storm sewer system to accommodate all additional local storm water caused by existing or future developments, and the Municipality agrees to pay these costs.

Parking Policy: In accordance with State statute 86.32(4), the Municipality is required to pay the actual construction costs and any associated costs (if applicable) of that part of the state trunk highway on which parking is permitted. The local cost share is the amount of the total project cost that represents the construction cost of the parking lane(s).

Traffic Signals: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of traffic signals necessary and warranted for the safety and efficient flow of traffic within the construction limits.

- d) **Non-Participating Construction Local Utilities** : In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the Municipality is responsible for 100% of all costs associated with Municipal owned utilities or appurtenances, including but not limited to, new installation or alteration of sanitary sewer and water, including service connections. The Municipality is also responsible for 100% of all costs caused by changes to Municipal owned utilities related to other utilities (gas, electric, telephone, fire, or police alarm facilities, parking meters, irrigation systems and similar utilities).

Hazmat: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the Municipality agrees to pay 100% of the costs associated with excavating and transporting hazardous material for which the Municipality has been identified as the responsibly party. The Municipality is responsible for securing a suitable site to store the material.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right of way, or participate in construction of a project that merits local involvement.



Public Works Committee

Date of Request: 8/27/21

Requestor: Joe Terry

Request/Referral: Review proposed Transportation Utility Ordinance and consider possible action

Background information: At the July 6 Public Works Committee meeting, action was taken to direct staff to finalize the draft Transportation Utility Ordinance. Staff met with Mayor Blaser and Attorney Schill over the course of the past two months to create a proposed final draft. A number of small changes were made for consistency with Statutes and clarity.

The goal of the City included three key objectives: 1) Reduce or eliminate special assessments for street/sidewalk reconstruction projects. 2) Reduce or eliminate borrowing for annual reconstruction projects. 3) Advance towards a sustainable transportation system. This ordinance, using the proposed transportation utility model, checks all three boxes.

As compared to the draft ordinance reviewed in July, a scope change is proposed to 51.10(3) for the Assessed Party Fee. Staff had initially recommend people fitting the definition of an Assessed Party would receive a 25% discount from the Transportation Utility Fee to recognize their burden of currently having a special assessment. Since their assessment covers 25% of the cost of the street a 25% reduction in the fee made logical sense and was recommended; however, the actual cost reduction is minimal. For example, if the Utility fee for a single family home as currently proposed is \$101.28/year, or \$8.44/month, a Assessed Party would only receive a \$2.11/month discount, or \$25.32/year. As a result, staff is now recommending an Assessed Party will receive a 100% credit of fees for the duration they are or could have been paying their special assessment. A credit maximizes the benefit to the Assessed Party, nearly eliminates the administration that would otherwise be required to track this for the next 15 years, and after it is initially applied all users are treated the same which is recommended in the Ehlers report.

While the topic of a transportation utility has been discussed regularly for the last 20+ months, staff is recommending a public comment agenda item for September and/or October Common Council meeting to formally request public input.

Chapter 2.3(d) allows an ordinance to be voted on and passed at its first reading if the vote is unanimous. Given the potential impact of this proposed ordinance and to insure at a minimum

it will be read at two Common Council meetings, staff recommends the Committee introduce this ordinance in September but not vote on it, then consider action in October.

Given the amount of coordination with Water Works and Lighting required to implement billing, if the ordinance is passed in October staff believes the utility could start billing in January of 2022. Staff will need at least two months after the ordinance is passed to evaluate some complicated parcels and finalize model. As a result, If the ordinance is not passed in October and is still being considered, staff recommends the utility start billing at the beginning of the quarter at least two months after the ordinance is approved.

If the Utility ordinance is approved, the City will need to bond for one year following the start of the Utility while the Utility grows its reserves sufficient to fund at least one year of Utility projects. For example, if the Utility begins collections Jan 1, 2022, the City would need to bond for routine reconstruction activities in 2022 but not 2023. If the Utility begins collections July 1, 2022, the City would need to bond for 2022 and half of 2023.

If the committee advances the ordinance, staff recommends dropping special assessments for any projects where preliminary resolutions have been made.

Options available: 1) Take action to advance the ordinance to the Common Council. 2) Take action to make changes to the proposed ordinance. 3) Take no action

Action you are requesting the committee take:

Make a motion to accept the proposed Transportation Utility Ordinance chapter 51 as read or amended.

Make a motion to introduce the Transportation Utility Ordinance at the September Common Council meeting and to consider action at the October Common Council meeting.

Make a motion to notice a specific public comment period at the September and/or October Common Council meetings.

Make a motion to eliminate special assessments for any projects where assessment hearings and final resolutions are outstanding at the time the transportation utility is approved.

How will the item be financed? Through the proposed transportation utility



Transportation Utility Creation Feasibility Study

For

The City of Wisconsin Rapids



August, 2021

Prepared by:

Ehlers
raSmith

Transportation Utility Creation Feasibility Study

Table of Contents

Schedule	Page
Introduction	1
Transportation Utility Explanation and History	1
Legal Authority Issues	2
Study Methodology and Results	2
Table 1: Summary of Trip Generation	4
Table 2: Transportation Utility Capital Improvement Plan by Scenario	5
Table 3: Transportation Utility Operating Budget	6
Table 4: Transportation Utility Revenue Requirement by Scenario	8
Table 5: Transportation Utility Rate Calculations by Scenario	9
Table 6: Transportation Utility Summary of User Rates	10
Table 7: Transportation Utility Revenue Check	11
Long Term Debt Analysis	11
Table 8: Borrowing Scenario – No Transportation Utility	12
Table 9: Borrowing Scenario (No Utility) Projected Total Debt Service	13
Table 10: Tax Impact Analysis – Est. Finance Plan & Operations Levy	14
Table 11: GO Debt Capacity Analysis	15
Creation Ordinance and Credit Policy Considerations	16
Next Steps	17
<u>Appendices:</u>	
May 4, 2021 Transportation Utility Creation Analysis Presentation to Common Council	
June 1, 2021 Follow Up Transportation Utility Creation Analysis Presentation to Common Council	

Transportation Utility Creation Feasibility Study

Introduction

The City of Wisconsin Rapids hired the project team of Ehlers and raSmith in 2021 to prepare a Feasibility Analysis for the possible creation of a Transportation Utility. The City of Wisconsin Rapids has 150 miles of streets to maintain and is currently replacing approximately 1 mile of streets per year. The City historically has relied upon General Obligation (GO) debt issuance to fund road reconstruction and resurfacing projects due to State imposed levy limits. The City utilizes special assessments to recover a portion of street reconstruction costs. In addition, the City largely relies upon the operating property tax levy and State transportation aids to fund transportation operations expenses.

This study is a feasibility study in that it is intended to provide the Common Council with enough information to consider if it wants to move forward with the creation of a transportation utility. The study is intended to educate the Council on what a transportation utility is, including their history in the United States and Wisconsin, what preliminary user rates would look like for City users under several possible creation scenarios, the legality of creating a transportation utility in Wisconsin, and next steps the City will need to consider if the Council desires to create a transportation utility in the City of Wisconsin Rapids.

Transportation Utility Explanation and History

A transportation utility is a funding mechanism for a municipality's transportation system that essentially equates the transportation system to a utility similar to the City's water and sewer utilities. User rates are calculated for properties within the municipality based on a property's use of the transportation system. The method to measure system usage can vary by municipality, but the method that appears to be the most legally defensible is Trip Generation as published by the Institute for Transportation Engineers (ITE).

Trip Generation is a method for measuring traffic volume based upon trip ends generated by different land use types. The ITE publishes a Trip Generation Manual that measures traffic generation by land use type for 1,000's of potential land uses. The Trip Generation method and manual is widely accepted by those municipalities that have transportation utilities as a reliable method for determining daily traffic generation by land use type. This method measures a property's use of the transportation system much the same way a water meter measures a utility customer's water consumption.

The concept of a transportation utility is relatively new in the United States and very new to Wisconsin. According to a 2019 Master's Thesis completed by Andrew Eveland (*Clintonville Road Maintenance and Transportation Utility Fee, A Master Thesis. Andrew Robert Eveland. November, 2019. Page, 16*), the first transportation utility in the United States was created in Fort Collins, Colorado in 1984 followed by LaGrange, Oregon. The use of transportation utilities has been more prevalent in the western portion of the United States to date.

In the early 2000's in Wisconsin, the City of Oconomowoc and the Village of North Fond du Lac both attempted to create transportation utilities. Recently we are aware of the City of Neenah and the Town of Buchanan as having created transportation utilities in Wisconsin. In addition, the City of Janesville, the City of Oshkosh, the City of Clintonville, the City of Waupun, the Village of Little Chute, the Village of Elm Grove and Village of Pewaukee either have or are currently studying this option.

Legal Authority Issues

Transportation Utilities do not have direct enabling legislation in Wisconsin. In June, 2020 the League of Wisconsin Municipalities published a legal opinion on the creation of transportation utilities. In that opinion they concluded that municipalities can rely on their broad Home Rule authority under State Statutes or the Wisconsin Constitution to create such utilities.

The use of Home Rule authority is what a number of municipalities relied upon in the 1990's to create stormwater utilities prior to legislation being drafted to allow for their creation. The use of Home Rule authority, while broad in nature, does not mean that a municipality would not face a challenge for the validity of creating a transportation utility. In fact, it is reasonable to suggest that the City may face a legal challenge on the overall validity of creating a transportation utility.

The League of Municipalities' opinion includes a number of items that municipalities need to consider so that the transportation utility is construed as a user fee and not a tax, and furthermore defensible against a possible legal challenge. These include:

1. Transportation utility fees need to be reasonably based on the costs of the services provided. (i.e. fees must be cost based)
2. Fee should be related to a property owner's use of the street system.
3. Avoid using the fee to pay for snow plowing or street sweeping.
4. Place fees collected in a separate enterprise fund, used only for street rehabilitation costs.
5. Collect the fees in the same manner as other utility charges.
6. Any credit policy adopted should avoid exempting tax-exempt properties so as to not be construed as a tax.
7. To the extent possible, have a process for allowing properties that demonstrate reduced use of system to qualify for a lower fee.

Study Methodology and Results

City staff initially wanted to calculate preliminary transportation utility user rates under three different budget scenarios as described in detail below. As the study progressed the Council asked for the project team to focus primarily on Scenario 2 below but with some additional sub-iterations as listed below. For purposes of this study the two Scenario 2 options are shown in greater detail within this document. The other options as initially presented to the Council, are discussed in the PowerPoint presentations as presented to the Council, in May 2021, and enclosed as an appendix to this document, but not discussed further in this study document.

All user rate scenarios were based on the concept of Trip Generation and the number of daily trips that are estimated to be generated within the City. For this exercise, raSmith relied upon City property assessment data and other City parcel data to identify property type and then assign trips based upon the weekday average trip rate for each parcel type as identified in the ITE Trip Generation Manual. All single-family residential parcels have a uniform number of 9.44 trips per day assigned to them per the ITE Trip Generation manual. Non-residential parcels have trips assigned based upon land use classification, related Trip Generation rates and a scale factor (e.g. building size, site size, etc.). For the purpose of this feasibility analysis, raSmith has entered Trip Generation rates and developed a preliminary estimate of all daily Trips for all parcels within the City. The Trip Generation database for the City will continue to be refined if the City moves forward to create a Transportation Utility. The results of the Trip Generation analysis compared to total assessed value within each property class are shown graphically below. Table 1 shows the summary of the number of properties and total estimated number of average daily Trips within the City.

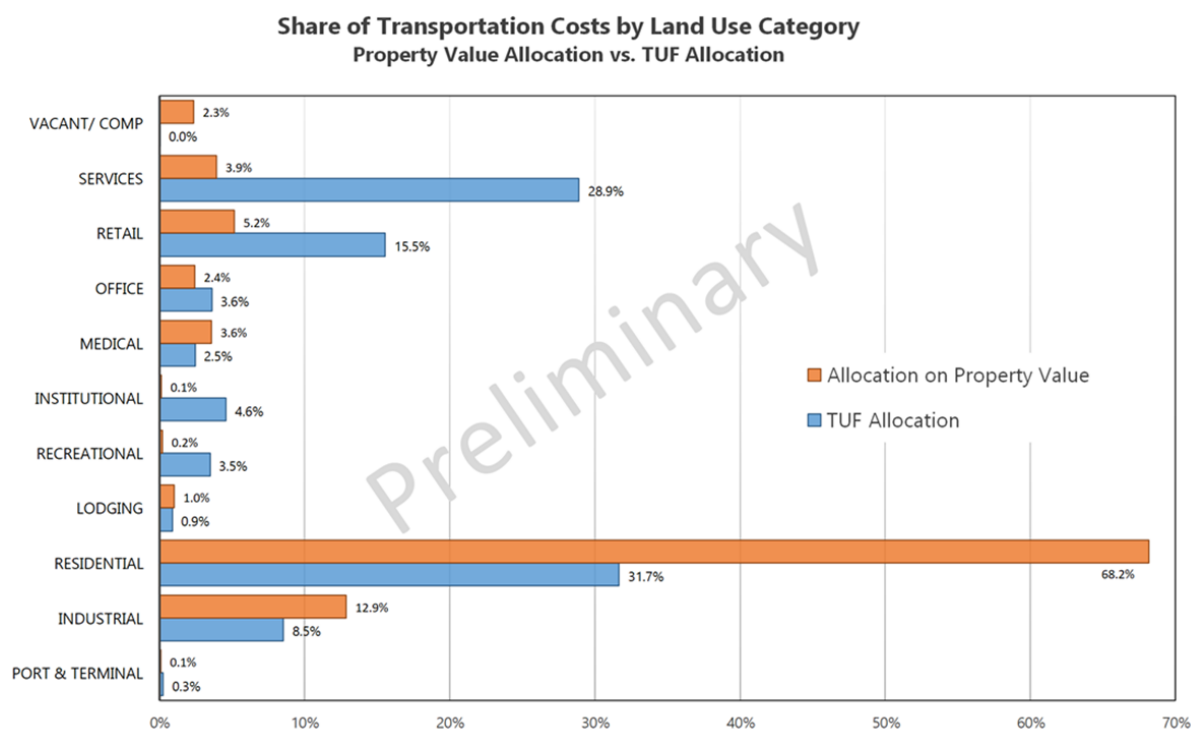


Table 1
Transportation Utility Summary of Total Average Daily TRIPs
City of Wisconsin Rapids, WI

ITE Categories	Trip and Cost Breakdown by ITE Categories	
	No. of Properties	No. of Trips (Daily)
Totals:	7,400	340,000

Notes:

1. Source: Trip generation database developed by RA Smith.
2. Number of Trips per land use category developed through property analysis completed by raSmith using the Institute of Traffic Engineers (ITA) Trip Generation Manual.

The three scenarios that City staff desired to have user rates developed for are summarized below. Both scenarios forecast preliminary estimated capital and operating costs through the year 2026.

Initial Scenario Study Focus:

	Capital Projects Funded	Capital Funding	Operations Funding
Scenario 1	Special Assessments	Transportation Utility	Property Tax Levy
Scenario 2	Special Assessments, Current Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility
Scenario 3	Special Assessments, Desired Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility

As stated above, as the study progressed and initial results were shown to the Common Council, the focus shifted to Scenario 2 as the desired study option. The Council wanted to see two options for Scenario 2 (referred to as Scenario 2- and Scenario 2+), which are shown in this study document and summarized below.

Current Study Focus:

	Capital Projects Funded	Capital Funding	Operations Funding
Scenario 2-	Special Assessments, Current Service Level Street Reconstruction Projects	Transportation Utility	Property Tax Levy
Scenario 2+	Special Assessments, Current Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility

Table 2 shows the total estimated capital improvement budget by year from 2022-2026 for both Scenario 2- and 2+. The capital budget is the same for both scenarios.

Table 2

Transportation Utility Capital Improvement Plan By Scenario

City of Wisconsin Rapids, WI

Scenarios 2- and 2+

Projects	2022	2023	2024	2025	2026	Totals
Street Reconstruction	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135	8,846,868
Actual CIP Costs	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135	8,846,868

Sources of Funding - Scenarios 2- & 2+	2022	2023	2024	2025	2026	
G.O. Debt	0	0	0	0	0	0
Revenue Debt	0	0	0	0	0	0
CDBG Grant	0	0	0	0	0	0
LRIP Grant	0	0	0	0	0	0
Special Assessment	0	0	0	0	0	0
User Fees	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135	8,846,868
Tax Levy	0	0	0	0	0	0
Equipment Replacement Fund	0	0	0	0	0	0
Cash	0	0	0	0	0	0
Total	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135	8,846,868

Notes:

1. All capital costs assumed to inflate by 2.0% annually.

Table 3

Transportation Utility Operating Budget - All Scenarios

City of Wisconsin Rapids, WI

Scenario 2-

Line Item	2022	2023	2024	2025	2026	5-Year Average
Total Operating Budget	0	0	0	0	0	0

Scenario 2+

Line Item	2022	2023	2024	2025	2026	5-Year Average
Operating and Maintenance Expenses	450,000	459,000	468,180	477,544	487,094	468,364

Notes:

1. Operating expenses inflated at 2.0% annually and based on current dollar amounts levied for by the City.

Table 3 shows a summary of the annual operations expenses by scenario for the proposed transportation utility. Scenario 2- assumes the annual operations expenses will continue to be funded via the property tax levy, whereas Scenario 2+ assumes those costs will be funded by the transportation utility. Operations costs can be summarized as crack filling, seal coating, pothole repair as well as the labor costs associated with those activities.

The revenue requirements for the two scenarios are shown on Table 4. The revenue requirement is simply defined as the amount of revenue that is needed to be generated through user rates. The revenue requirements for the two scenarios is allocated between a fixed customer charge component and a Trip Generation component, which is used for the calculation of the preliminary user rates shown on Table 5.

The preliminary user rate calculations for the scenarios shown on Table 5 are broken down into two components: a fixed charge per customer and a Trip Rate that can then be applied to each land use type to calculate the annual utility charge. The costs allocated to the fixed customer charge are divided by the number of estimated customers to arrive at the annual fixed charge per customer. The costs allocated to Trip Generation are divided by estimated number of Trips shown on Table 1 for a rate per Trip. Table 6 shows the summary of the preliminary user rates and charges by scenario (annual and monthly) for different sample property types. Table 7 shows the revenue check for each scenario to ensure that the user rates were calculated properly.

Table 4
Transportation Utility Revenue Requirements by Scenario
City of Wisconsin Rapids

Scenario 2-

Line Item	Test Year Budget 2022	% Allocation to Function		\$ Allocation to Function	
		Fixed	Trip	Fixed	Trip
Subtotal Operating Budget	0	10%	90%	0	0
Cash Funded Capital Improvement Projects (2022-2026 Avg)	1,769,374	10%	90%	176,937	1,592,436
Less:					
Transportation Aids	0	10%	90%	0	0
Miscellaneous Revenues	0	10%	90%	0	0
Total Scenario 2 Revenue Requirements	1,769,374	10%	90%	176,937	1,592,436

Scenario 2+

Line Item	Test Year Budget 2021	% Allocation to Function		\$ Allocation to Function	
		Fixed	Trip	Fixed	Trip
Subtotal Operating Budget	468,364	10%	90%	46,836	421,527
Cash Funded Capital Improvement Projects (2022-2026 Avg)	1,769,374	10%	90%	176,937	1,592,436
Less:					
Transportation Aids	0	0%	100%	0	0
Miscellaneous Revenues	0	0%	100%	0	0
Total Scenario 3 Revenue Requirements	2,237,737	10%	90%	223,774	2,013,964

Table 5

Transportation Utility Rate Calculations by Scenario

City of Wisconsin Rapids, WI

Scenario 2-

Calculation of Fixed Charge

Costs Allocated to Fixed Charge	\$176,937
Customers	7,400
Annual Fixed Charge	\$23.91

Calculation of Trip Charge

Costs Allocated to Trip Charge	\$1,592,436
Trips (Annual)	340,000
Cost per Trip (Annual)	\$4.68

Scenario 2+

Calculation of Fixed Charge

Costs Allocated to Fixed Charge	\$223,774
Customers	7,400
Annual Fixed Charge	\$30.24

Calculation of Trip Charge

Costs Allocated to Trip Charge	\$2,013,964
Trips (Annual)	340,000
Cost per Trip (Annual)	\$5.92

Table 6
Transportation Utility Summary of User Rates by Scenario
City of Wisconsin Rapids, WI

Proposed Charges by Scenario for a Single-Family Home

	Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	9.44	\$68.12	\$5.68
Scenario 2+	\$30.24	\$5.92	9.44	\$86.16	\$7.18

Proposed Charges by Scenario for a Multi-Use Retail Building

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	544	\$2,571.81	\$214.32
Scenario 2+	\$30.24	\$5.92	544	\$3,252.58	\$271.05

*Based on a 11,025 square feet multi-use retail building.

Proposed Charges by Scenario for a Fast Food Restaurant

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	1,412.85	\$6,641.19	\$553.43
Scenario 2+	\$30.24	\$5.92	1,412.85	\$8,399.15	\$699.93

*Based on a 3,000 square foot facility with drive through.

Proposed Charges by Scenario for a Church

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	83.40	\$414.53	\$34.54
Scenario 2+	\$30.24	\$5.92	83.40	\$524.25	\$43.69

*Based on a 12,000 square foot stand alone church facility without a school.

Proposed Charges by Scenario for a Bank Building

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	792.00	\$3,733.35	\$311.11
Scenario 2+	\$30.24	\$5.92	792.00	\$4,721.59	\$393.47

*Based on a 18,000 square foot bank building that has both an office and bank function.

Proposed Charges by Scenario for an Office Building

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 2-	\$23.91	\$4.68	33.00	\$178.47	\$14.87
Scenario 2+	\$30.24	\$5.92	33.00	\$225.71	\$18.81

*Based on a 2,832 square foot office building.

Table 7

Transportation Utility User Rate Revenue Check by Scenario

City of Wisconsin Rapids, WI

Scenario 2-

ITE Categories	Trip and Cost Breakdown by ITE Categories				
	No. of Properties	No. of Trips (Daily)	Annual Charges		Total
			Fixed	Rate	
Totals:	7,400	340,000	\$ 23.91	\$ 4.684	\$ 1,769,374

Total Revenue Requirement 1,769,374

Revenue Check -

Scenario 2+

ITE Categories	Trip and Cost Breakdown by ITE Categories				
	No. of Properties	No. of Trips (Daily)	Annual Charges		Total
			Fixed	Rate	
Totals:	7,400	340,000	269	\$ 5.92	2,237,737

Total Revenue Requirement 2,237,737

Revenue Check -

Long Term Debt Analysis

As part of this study, a future debt issuance scenario was prepared to examine the amount of General Obligation (GO) borrowing for road reconstruction projects estimated from 2022-2026 if a transportation utility is not created. The purpose of the analysis was to 1) examine the future tax rate for new debt associated with road reconstruction projects, and the current roads operations levy without the creation of a transportation utility to be able to compare the tax rate for debt and operations against the proposed user rates for a transportation utility over the same period; and 2) examine the impact of the 2022-2026 road reconstruction projects on overall available GO debt capacity.

Table 8 shows the projected annual total borrowings for street reconstruction only projects from 2022-2026. The borrowing amounts match to estimated capital costs shown on Table 2. Table 9 shows the total estimated annual principal and interest payments for all debt issued in Table 8. Table 10 shows the estimated tax rate for debt and operations expenses for the 2022-2026 period if no transportation utility is created. Table 11 shows the estimated impact on GO debt capacity of only the debt issues for road reconstruction projects. It is very likely the City will have other GO borrowing needs in addition to the road projects shown that in total may increase the City's overall GO debt capacity.

Table 8
Transportation Utility - Borrowing Scenario
No Transportation Utility - Current Service Level Funding
City of Wisconsin Rapids

	2022 Projects	2023 Projects	2024 Projects	2025 Projects	2026 Projects
	2022 G.O. Notes	2023 G.O. Notes	2024 G.O. Notes	2025 G.O. Notes	2026 G.O. Notes
Road Projects	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135
Less:					
Other Funding	0	0	0	0	0
Estimated Issuance Expenses	71,800	72,750	74,200	77,600	79,250
TOTAL TO BE FINANCED	1,771,800	1,806,750	1,842,880	1,881,654	1,919,385
Estimated Interest Earnings	(1,109)	(1,131)	(1,153)	(1,178)	(1,200)
Rounding	4,309	4,381	3,273	4,525	1,815
NET ISSUE SIZE	1,775,000	1,810,000	1,845,000	1,885,000	1,920,000

Table 9

2022-2026 Issuances Projected

Total Debt Service

City of Wisconsin Rapids, WI

Year	2022-2026 Debt Issuances Projected Principal & Interest		
Ending	Principal	Interest	Total
2020	0	0	0
2021	0	0	0
2022	0	0	0
2023	165,000	16,158	181,158
2024	340,000	33,511	373,511
2025	515,000	62,305	577,305
2026	705,000	70,744	775,744
2027	885,000	89,976	974,976
2028	910,000	81,850	991,850
2029	915,000	72,679	987,679
2030	930,000	62,391	992,391
2031	940,000	50,938	990,938
2032	950,000	38,321	988,321
2033	775,000	25,908	800,908
2034	595,000	15,335	610,335
2035	405,000	7,133	412,133
2036	205,000	1,845	206,845
2037	0	0	0
2038	0	0	0
2039	0	0	0
Total	9,235,000	629,093	9,864,093

Table 10**Tax Impact Analysis - Est. Finance Plan and Roads Operations Levy***City of Wisconsin Rapids, WI*

Year Ending		Proposed Debt						Year Ending
	Equalized Value (TID OUT)	9,235,000 2022-2026 Issues Total Principal and Interest		Levy and Tax Rate				
			Operations Levy	Net Tax Levy	Total Tax Rate	Levy Change from Prior Year	Annual Taxes \$150,000 Home	
2022	1,121,294,425	0	450,000	450,000	\$0.40	450,000	\$60	2022
2023	1,132,507,369	181,158	459,000	640,158	\$0.57	190,158	\$85	2023
2024	1,143,832,443	373,511	468,180	841,691	\$0.74	201,534	\$110	2024
2025	1,155,270,767	577,305	477,544	1,054,849	\$0.91	213,157	137	2025
2026	1,166,823,475	775,744	487,094	1,262,838	\$1.08	207,990	\$162	2026
2027	1,178,491,710	974,976	496,836	1,471,813	\$1.25	208,974	\$187	2027
2028	1,190,276,627	991,850	506,773	1,498,623	\$1.26	26,810	\$189	2028
2029	1,202,179,393	987,679	516,909	1,504,587	\$1.25	5,964	\$188	2029
Total								Total

Notes:

1. Equalized value assumed to increase by 1.00% annually. Operating expenses beyond 2026 estimated to increase by 2.0% annually.

Table 11
General Obligation Debt Capacity Analysis

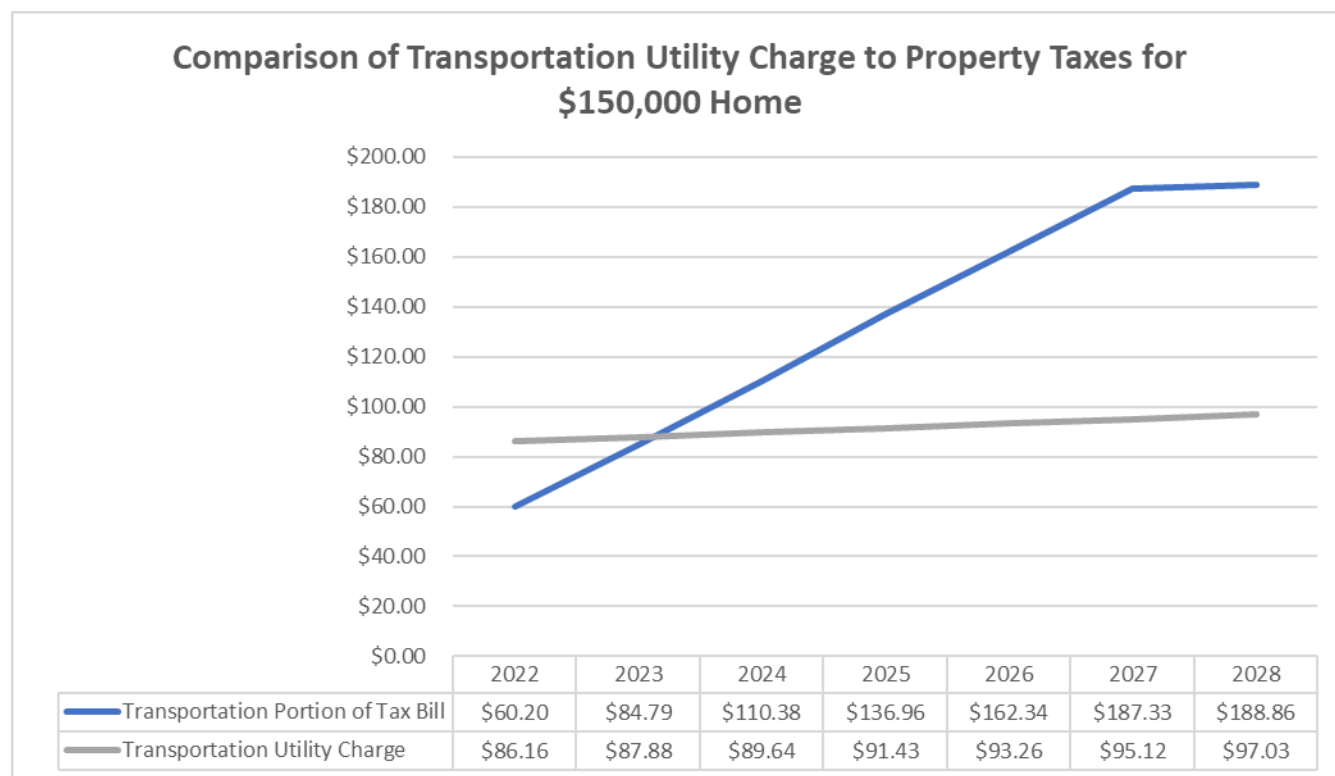
City of Wisconsin Rapids, WI

Existing Debt					Proposed Debt								
Year	Projected Equalized		Existing Principal		Combined Principal Existing							Year	
Ending	Value (TID IN)	Debt Limit	Outstanding	% of Limit	2022 G.O. Notes	2023 G.O. Notes	2024 G.O. Notes	2025 G.O. Notes	2026 G.O. Notes	& Proposed	% of Limit	Residual Capacity	Ending
2020	1,130,337,600	56,516,880	25,775,663	46%						\$25,775,663	46%	\$30,741,217	2020
2021	1,141,640,976	57,082,049	23,414,728	41%						\$23,414,728	41%	\$33,667,321	2021
2022	1,153,057,386	57,652,869	20,946,923	36%	1,775,000					\$22,721,923	39%	\$34,930,946	2022
2023	1,164,587,960	58,229,398	18,494,400	32%	1,610,000	1,810,000				\$21,914,400	38%	\$36,314,998	2023
2024	1,176,233,839	58,811,692	16,235,983	28%	1,435,000	1,645,000	1,845,000			\$21,160,983	36%	\$37,650,709	2024
2025	1,187,996,178	59,399,809	13,856,642	23%	1,260,000	1,470,000	1,680,000	1,885,000		\$20,151,642	34%	\$39,248,167	2025
2026	1,199,876,139	59,993,807	11,726,348	20%	1,085,000	1,290,000	1,500,000	1,715,000	1,920,000	\$19,236,348	32%	\$40,757,459	2026
2027	1,211,874,901	60,593,745	9,795,069	16%	910,000	1,110,000	1,320,000	1,535,000	1,750,000	\$16,420,069	27%	\$44,173,676	2027

Notes:

1. Equalized value assumed to increase by 1.00% annually.

A summary chart is shown below to compare the total estimated transportation utility charge for a single-family home against the estimated portion of property taxes for a single-family home valued at \$150,000 over the study planning period based on the estimated tax rates shown in Table 10.



Creation Ordinance and Credit Policy Considerations

If the Common Council decides to proceed with creating a transportation utility, there are several steps that the City will need to complete prior to the first utility bills being issued which are laid out in the next steps below. Among them, the City will need to create and adopt an ordinance creating the transportation utility. The ordinance will need to specify the purpose of the utility, the governance and oversight structure, definition of user rates, billing structure and timing, definition of any applicable credit policy for reducing the number of Trips to a particular property, and how to handle billing disputes or bill appeals. It will be necessary for City staff to consider how the utility will be overseen, both at a staff level and at a Committee level. It will be important for the City to work with a qualified attorney to assist in preparing the utility ordinance.

The City will also need to consider whether it wants to adopt a credit policy for property owners. There are a number of possible credit policies the City could consider. One possible option for residential parcels is to consider a low-income rate reduction for applicable property owners. The City would need to consider how to administer this program and how property owners may qualify. In his 2019 Master's Thesis, Andrew Eveland suggested "one convenient option available to the City would be to tie the

application of low-income TUF creation to a state-wide, home heating assistance program which serves a similar function in Wisconsin Rapids and elsewhere throughout the State of Wisconsin.” (*Wisconsin Rapids Road Maintenance and Transportation Utility Fee, A Master Thesis. Andrew Robert Eveland. November, 2019. Page, 40*).

Next Steps

This feasibility study attempts to provide the Common Council with enough information to consider if it wants to move forward with the creation of a transportation utility. Assuming the Council wishes to proceed with the creation of a transportation utility we identify the following steps to be taken:

1. The Council to decide on a budget and user rate scenario that it would like to proceed with.
2. Continue working on a public education outreach campaign on the transportation utility and engage in public outreach as needed on the utility.
3. Establish a formalized transportation utility budget to define total revenues and detailed expenses on an annual basis.
4. The Trip Generation database to be incorporated into the City’s utility billing database so that the applicable user rates can be assigned to each parcel based on their individual Trip Generation rates.
5. A Transportation Utility Ordinance will need to be created specifying the governance structure of the utility, the frequency and method for billing and method for settling any disputes on charges and/or any applicable credit policy.



Transportation Utility Creation Analysis

City of Wisconsin Rapids

Jon Cameron, Senior Municipal Advisor - Ehlers

Jeff Mazanec, Senior Consultant - raSmith



Overview

- Transportation Utility Overview and Authority to Create
 - Global Rate Setting Principals & Differentiating Between a Fee and a Tax
 - Why Consider?
 - ✓ Fairness
 - ✓ Levy limits and possible operations referendum
 - ✓ Borrowing and sustainability
 - Study Results to Date
 - ✓ Budget scenarios
 - ✓ User rates and impact on sample customers
 - How Road projects fit into CIP if no utility is created?
 - Next Steps
-



Transportation Utility Overview

Equates the municipality's transportation network to a utility like a water, sewer or stormwater utility

User rates collected to fund the operations of the transportation system including:

- Operations costs
- Capital

Generally based on TRIP Generation (measure of system usage)

Institute of Transportation Engineer's *TRIP Generation Manual*

What is a TRIP = any time a car enters or leaves a driveway

Different land use types have different TRIP generation rates



Authority to Create a Transportation Utility

No direct Statute to establish a Transportation Utility in Wisconsin

Creation of a Transportation Utility linked to Home Rule Authority, whereby municipalities have the authority to act:

- For the good order of the City
- For a municipality's commercial benefit
- For the health, safety and welfare of the municipality
- Have to ability to carry out its power by appropriation, or by other necessary and convenient means

Formally the means by which municipalities relied on to create stormwater utilities... This has not YET been tested in Wisconsin



Issues to Consider with User Charges...Global Rate Setting Principals

Global principals around which rates must (should) be set

- Rate should be cost-based and equitable and set at such a level that they meet the full revenue requirements of the utility
- Rates should be easy to understand and administer
- Rates and the process of allocation costs should follow the principles of cost-causation (those who cause the costs pay the costs)
- Rates should be stable in both their ability to provide adequate revenues to meet the utility's financial, operating and regulatory requirements and in the customer's perception of the rates from year to year



Differentiating Between a Fee & a Tax

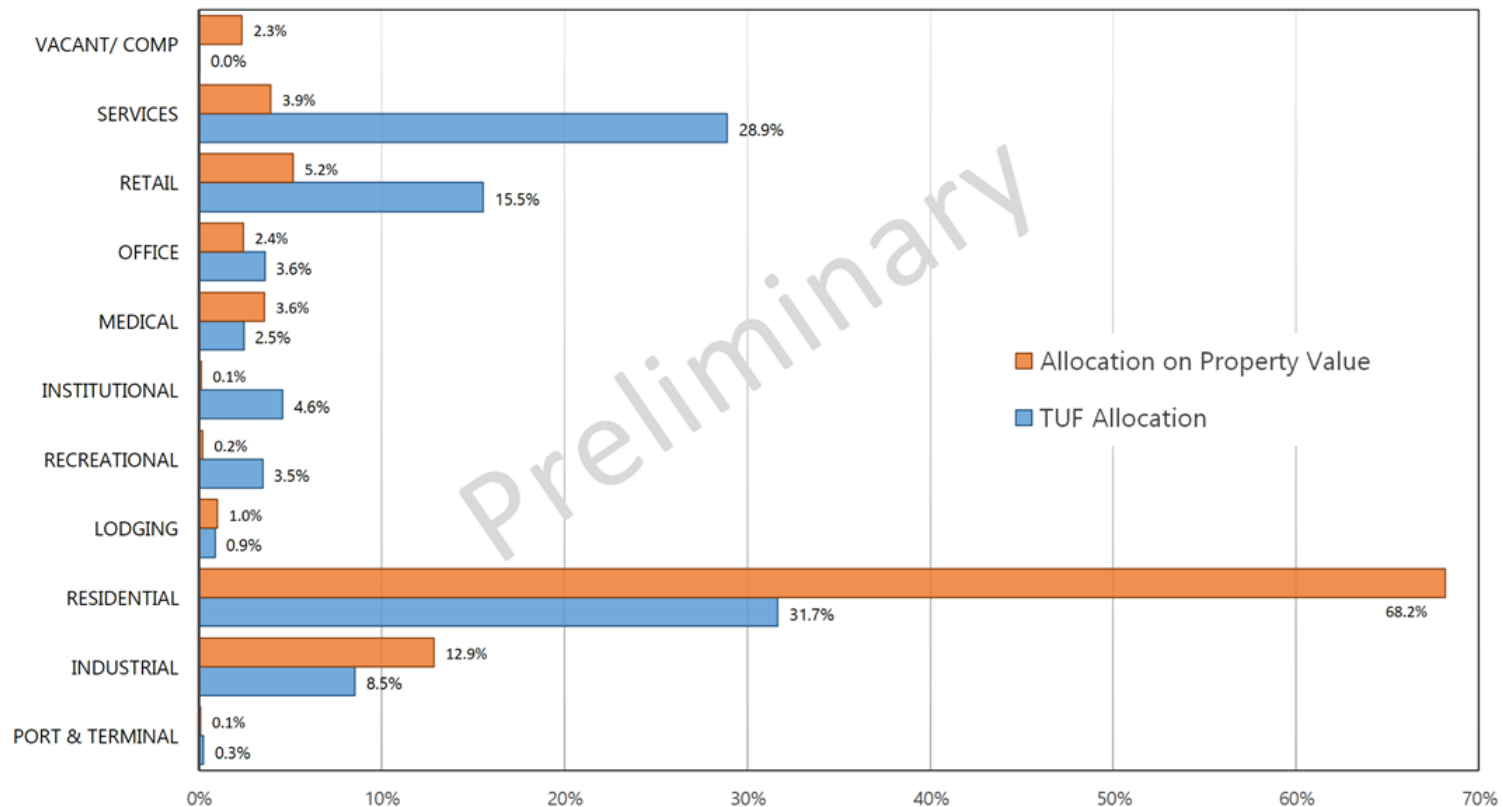
WI League of Municipalities June 2020 Opinion on
Transportation Utility Creation:

1. Place fees collected in a separate fund, used only for street maintenance transportation projects.
 2. Collect fees in same manner as other utility charges.
 3. Ensure formula for calculating fees is as accurate as possible.
 4. Any credit policy should avoid exempting tax-exempt properties. (gives appearance of a tax).
 5. To the extent possible, have a process for allowing properties that demonstrate reduced use of street system to qualify for lower fee.
-



Why Consider a Transportation Utility - Fairness

Share of Transportation Costs by Land Use Category
Property Value Allocation vs. TUF Allocation





Why Consider a Transportation Utility – Levy Limits

Municipalities are only allowed to increase their levy by the increase in net new construction

- City would likely not be able to increase the operations levy for roads without an operating referendum or a reduction in service within the tax levy

Many municipalities rely on the issuance of debt to fund street rehabilitation projects

- Limited to borrowing no more than 5% of total equalized value through General Obligation Debt
- At the end of 2020 City was at 46% of debt limit with \$30.74 million of remaining capacity



Transportation Utility Scenarios

	Capital Projects Funded	Capital Funding	Operations Funding
Scenario 1	Special assments	Transportation Utility	Property Tax Levy
Scenario 2	Current Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility
Scenario 3	Desired Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility
Scenario 4	Current Service Level Street Reconstruction Projects	Property Tax Levy	Property Tax Levy
Scenario 5	Desired Service Level Street Reconstruction Projects	Property Tax Levy	Property Tax Levy

	Revenue Requirement	Capital	Operations
Scenario 1	\$350,000	\$350,000	\$0
Scenario 2	\$2,700,000	\$1,700,000	\$1,000,000
Scenario 3	\$5,300,000	\$3,500,000	\$1,800,000
Scenario 4	\$2,700,000	\$1,700,000	\$1,000,000
Scenario 5	\$5,500,000	\$3,500,000	\$1,800,000



Draft Transportation Utility Charges for a Single-Family Home

	Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
Scenario 1	\$4.24	\$1.07	9.44	\$14.38	\$1.20
Scenario 2	\$32.68	\$8.29	9.44	\$110.96	\$9.25
Scenario 3	\$66.56	\$16.89	9.44	\$226.02	\$18.84



Draft Transportation Utility Charges for a Commercial Office Building

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 1	\$4.24	\$1.07	161.9	\$178.27	\$14.86
Scenario 2	\$32.68	\$8.29	161.9	\$1,375.21	\$114.60
Scenario 3	\$66.56	\$16.89	161.9	\$2,801.35	\$233.45

*Based on a 10,000 square feet office building.



Draft Transportation Utility Charges for a Fast-Food Restaurant with Drive Through

	Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
Scenario 1	\$4.24	\$1.07	1,412.85	\$1,522.95	\$126.91
Scenario 2	\$32.68	\$8.29	1,412.85	\$11,748.51	\$979.04
Scenario 3	\$66.56	\$16.89	1,412.85	\$23,932.15	\$1,994.35

*Based on a 3,000 square foot facility with drive through.



If No Transportation Utility is Created...

The road projects identified in the CIP will be funded via General Obligation Debt

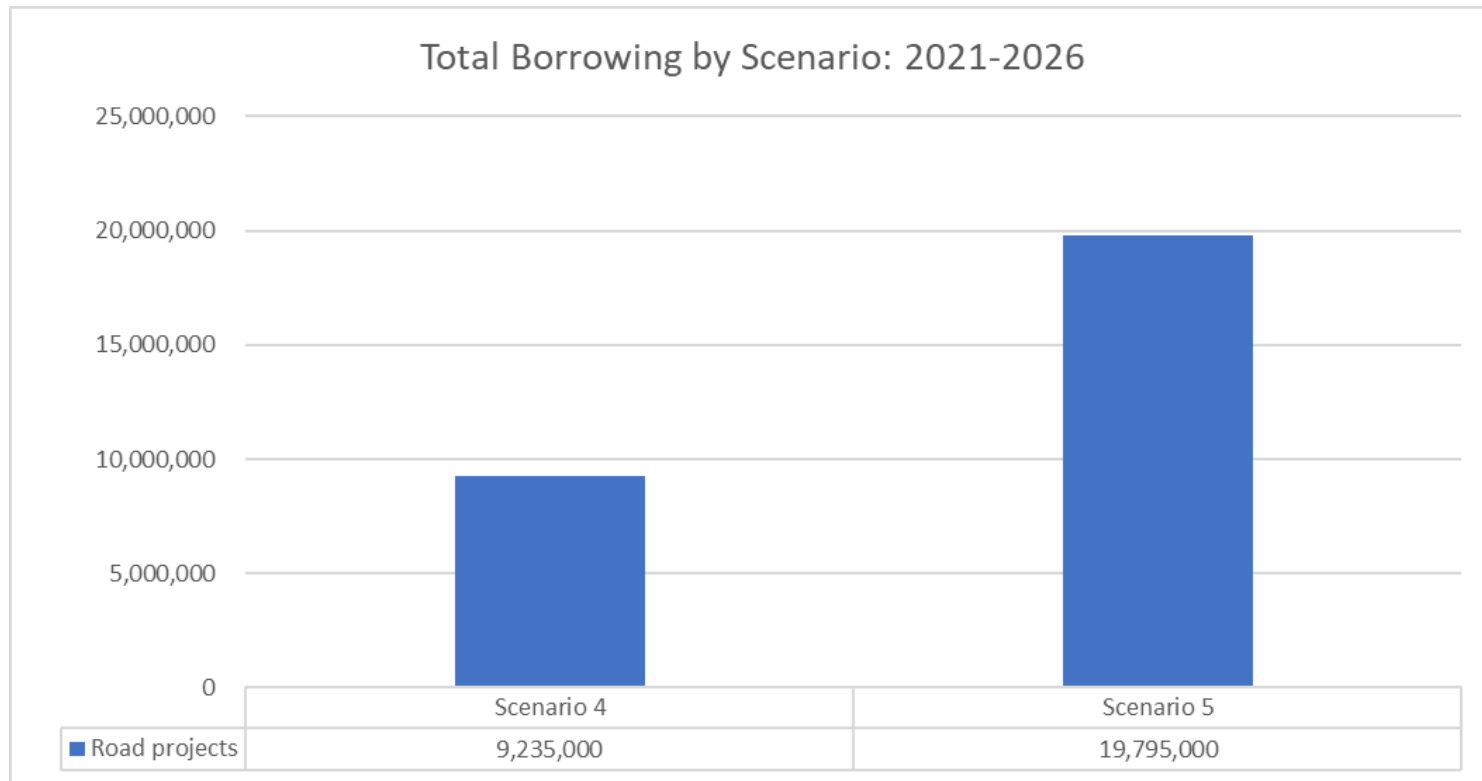
City may not be able to increase operations expenses for roads without an operations referendum or an in-kind reduction of expenses in another area of the City's budget

2 borrowing & street levy scenarios to illustrate this point:

- ✓ Scenario 4: No utility, City continues current service level (expenses)
 - ✓ Scenario 5: No utility, City increases service level (expenses)
-



2022-2026 Borrowing Summarized by Scenario





Scenario 4 Tax Impact Analysis

Year Ending		Proposed Debt						Year Ending
	Equalized Value (TID OUT)	Scenario 4 9,235,000 2022-2026 Issues Total Principal and Interest		Levy and Tax Rate				
			Operations Levy	Scenario 4 Net Debt Service Levy	Scenario 4 Rate for Debt Service	Levy Change from Prior Year	Annual Taxes \$150,000 Home	
2022	1,121,294,425	0	1,000,000	1,000,000	\$0.89	1,000,000	\$89	2022
2023	1,132,507,369	181,158	1,020,000	1,201,158	\$1.06	201,158	\$106	2023
2024	1,143,832,443	373,511	1,040,400	1,413,911	\$1.24	212,754	\$124	2024
2025	1,155,270,767	577,305	1,061,208	1,638,513	\$1.42	224,602	\$142	2025
2026	1,166,823,475	775,744	1,082,432	1,858,176	\$1.59	219,663	\$159	2026
2027	1,178,491,710	974,976	1,104,081	2,079,057	\$1.76	220,881	\$176	2027
2028	1,190,276,627	991,850	1,126,162	2,118,012	\$1.78	38,955	\$178	2028
2029	1,202,179,393	987,679	1,148,686	2,136,364	\$1.78	18,352	\$178	2029
Total								Total

Notes:

1. Equalized value assumed to increase by 1.00% annually. Operating expenses beyond 2026 estimated to increase by 2.0% annually.



Scenario 5 Tax Impact Analysis

Year Ending	Equalized Value (TID OUT)	Proposed Debt						Year Ending
		Scenario 5 19,795,000 2021 & 2024 Issues Total Principal and Interest	Operations Levy	Levy and Tax Rate				
				Scenario 5 Net Debt Service Levy	Scenario 5 Rate for Debt Service	Levy Change from Prior Year	Annual Taxes \$100,000 Home	
2022	1,121,294,425	0	1,800,000	1,800,000	\$1.61	1,800,000	\$161	2022
2023	1,132,507,369	402,413	1,836,000	2,238,413	\$1.98	438,413	\$198	2023
2024	1,143,832,443	816,996	1,872,720	2,689,716	\$2.35	451,304	\$235	2024
2025	1,155,270,767	1,243,641	1,910,174	3,153,816	\$2.73	464,099	\$273	2025
2026	1,166,823,475	1,676,660	1,948,378	3,625,038	\$3.11	471,222	\$311	2026
2027	1,178,491,710	2,125,589	1,987,345	4,112,934	\$3.49	487,896	\$349	2027
2028	1,190,276,627	2,120,559	2,027,092	4,147,651	\$3.48	34,717	\$348	2028
2029	1,202,179,393	2,125,881	2,067,634	4,193,515	\$3.49	45,864	\$349	2029
Total								Total

Notes:

1. Equalized value assumed to increase by 1.00% annually. Operating expenses beyond 2026 estimated to increase by 2.0% annually.



Next Steps

- Council feedback and identification of preferred scenario
 - Completion of written Transportation Utility Creation Study
 - Development of Transportation Utility Ordinance & any applicable policies and procedures
 - Refinement of utility billing database and incorporation of database into utility billing system
 - Further community outreach
-



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Transportation Utility Creation Analysis

City of Wisconsin Rapids

Jon Cameron, Senior Municipal Advisor - Ehlers

Jeff Mazanec, Senior Consultant - raSmith



Overview

- Brief Recap of Transportation Utility Overview
 - Study Results to Date
 - ✓ Budget scenarios
 - ✓ User rates and impact on sample customers
 - ✓ Comparison of Property Taxes to User Rates for sample customers
 - Next Steps
-



Transportation Utility Overview

Equates the municipality's transportation network to a utility like a water, sewer or stormwater utility

User rates collected to fund the operations of the transportation system including:

- Operations costs
- Capital

Generally based on TRIP Generation (measure of system usage)

Institute of Transportation Engineer's *TRIP Generation Manual*

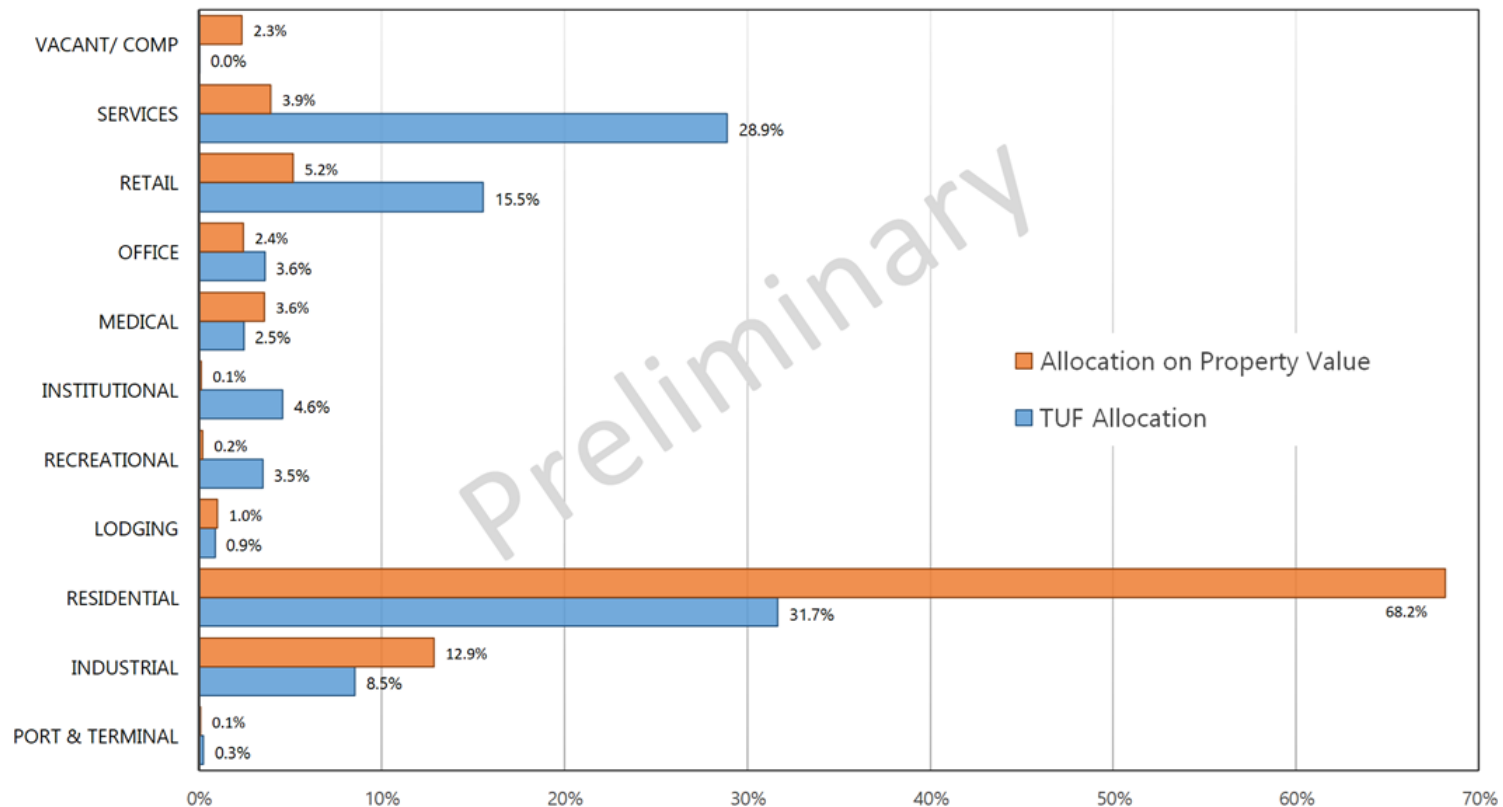
What is a TRIP = any time a car enters or leaves a driveway

Different land use types have different TRIP generation rates



Why Consider a Transportation Utility - Fairness

Share of Transportation Costs by Land Use Category
Property Value Allocation vs. TUF Allocation





Transportation Utility Scenarios

	Capital Projects Funded	Capital Funding	Operations Funding
Scenario 1	Special Assessments	Transportation Utility	Property Tax Levy
Scenario 2	Special Assessments, Current Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility
Scenario 3	Special Assessments, Desired Service Level Street Reconstruction Projects	Transportation Utility	Transportation Utility
Scenario 4	Special Assessments, Current Service Level Street Reconstruction Projects	Property Tax Levy	Property Tax Levy
Scenario 5	Special Assessments, Desired Service Level Street Reconstruction Projects	Property Tax Levy	Property Tax Levy

	Revenue Requirement	Capital	Operations
Scenario 1	\$350,000	\$350,000	\$0
Scenario 2	\$2,700,000	\$1,700,000	\$1,000,000
Scenario 3	\$5,300,000	\$3,500,000	\$1,800,000
Scenario 4	\$2,700,000	\$1,700,000	\$1,000,000
Scenario 5	\$5,500,000	\$3,500,000	\$1,800,000



If No Transportation Utility is Created...

The road projects identified in the CIP will be funded via General Obligation Debt

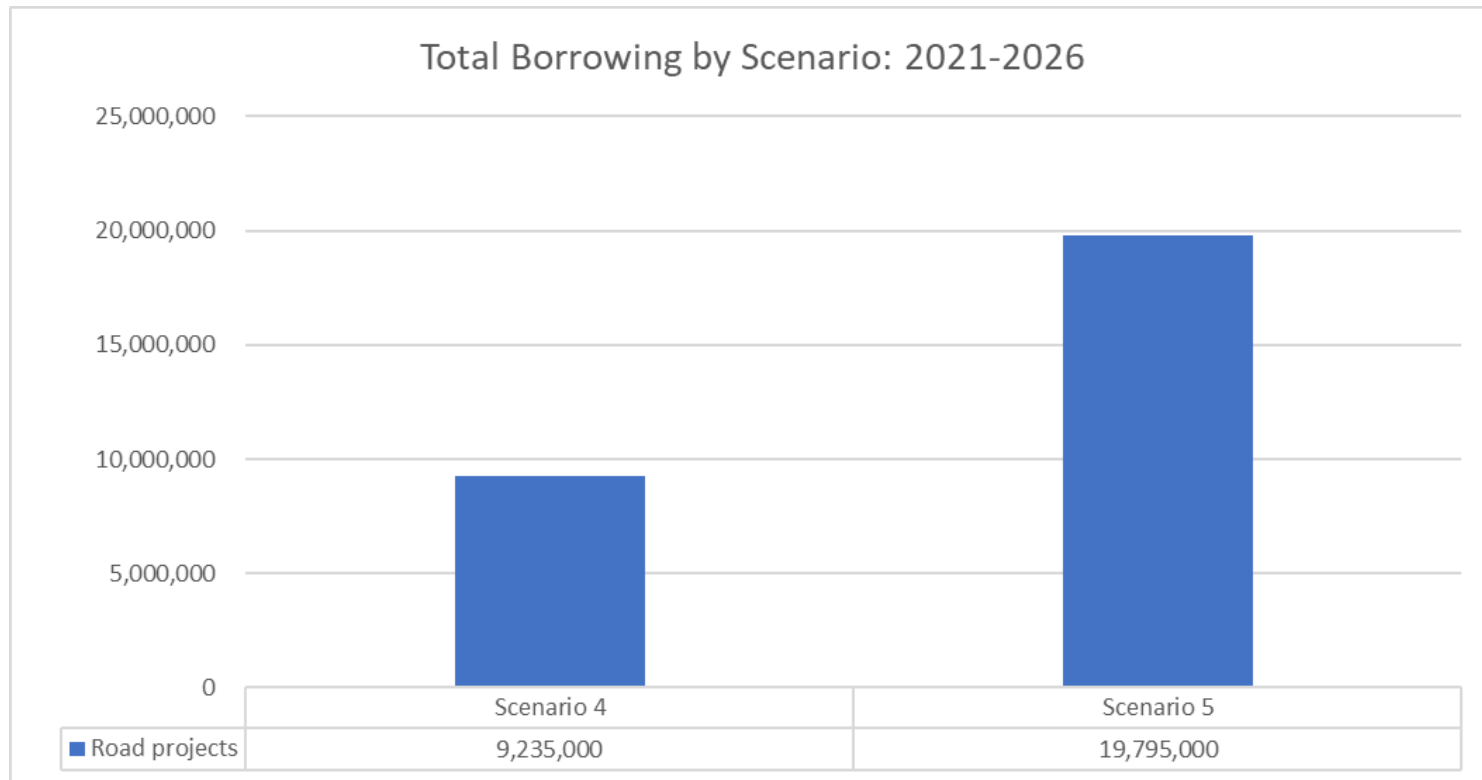
City may not be able to increase operations expenses for roads without an operations referendum or an in-kind reduction of expenses in another area of the City's budget

2 borrowing & street levy scenarios to illustrate this point:

- ✓ Scenario 4: No utility, City continues current service level (expenses)
 - ✓ Scenario 5: No utility, City increases service level (expenses)
-



2022-2026 Transportation Borrowing Summarized by Scenario



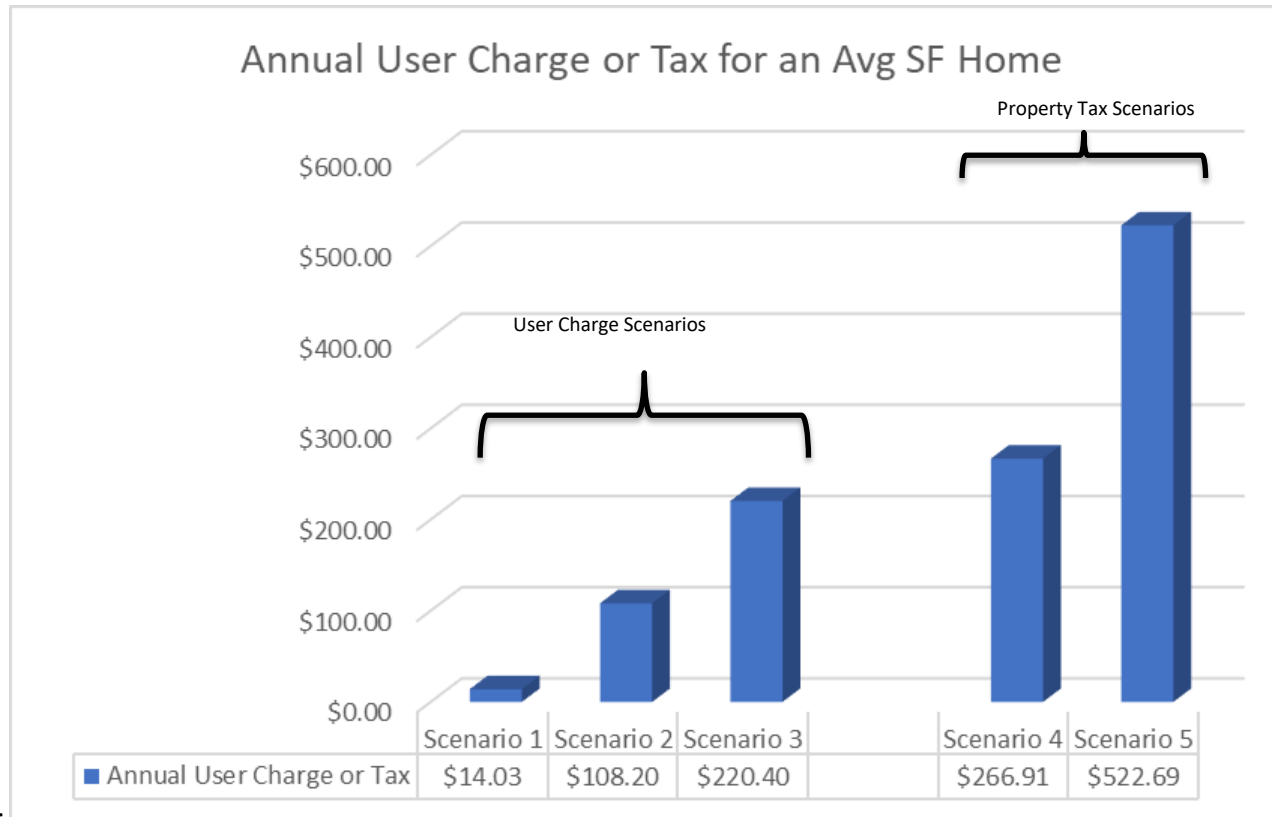


Current User Rate Calculations by Scenario

City of Wisconsin Rapids TUF Charges per Funding Level Scenarios	Scenario 1 Special Assessments	Scenario 2 Special Assessments & Current Service Level Reconstruction	Scenario 3 Special Assessments & Desired Service Level Reconstruction
Calculation of Fixed Charge			
Costs Allocated to Fixed Charge	\$36,428	\$281,018	\$572,444
Customers	7,400	7,400	7,400
Annual Fixed Charge	\$4.92	\$37.98	\$77.36
Calculation of Trip Charge			
Costs Allocated to Trip Charge	\$327,855	\$2,529,164	\$5,152,000
Trips (Daily)	340,000	340,000	340,000
Cost per Trip (Annual)	\$0.96	\$7.44	\$15.15



Draft Utility Charges OR Taxes for a Single-Family Home

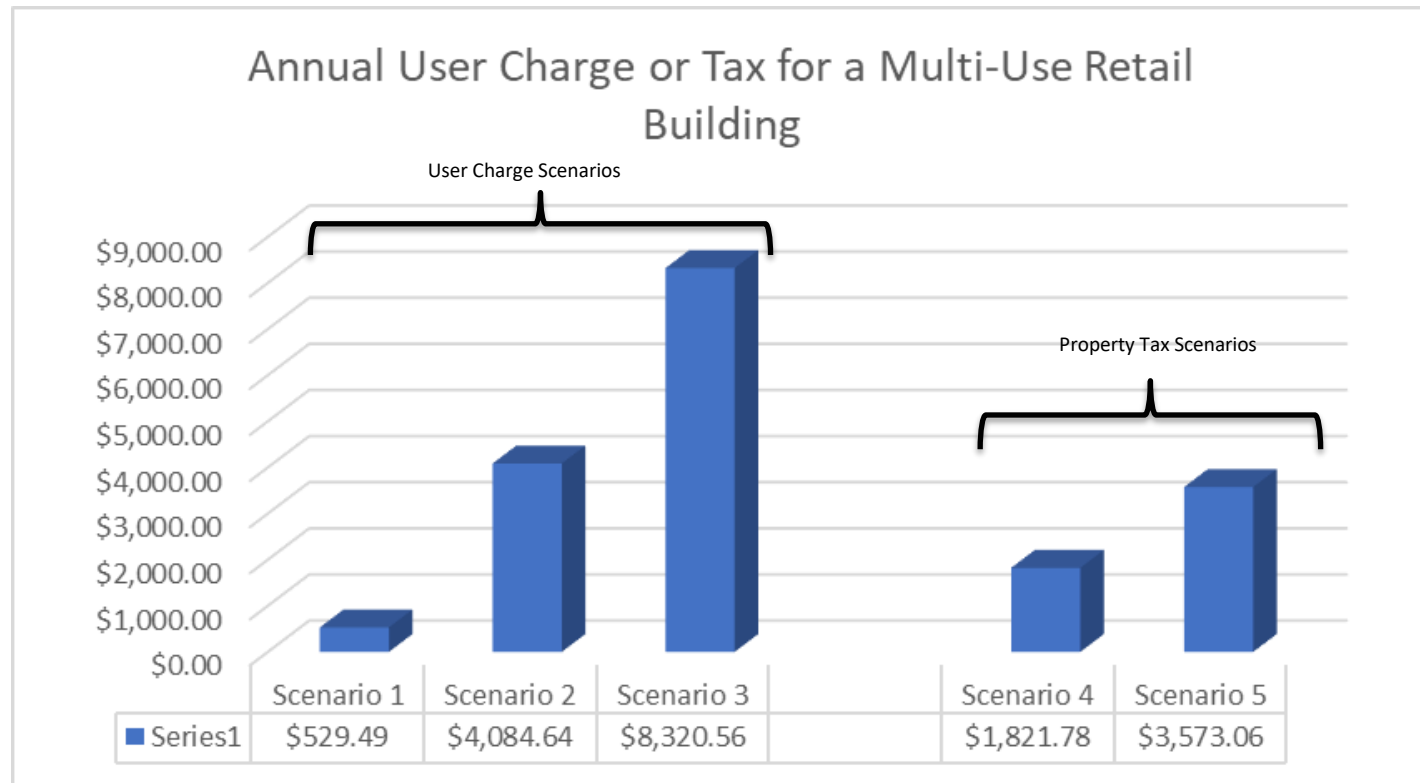


Notes:

1. Average Single-Family Home Value is assumed at \$150,000 of equalized value. The bar chart represents the maximum charge or tax over the 5-year planning period.



Draft Utility Charges OR Taxes for a Multi-Use Retail Building

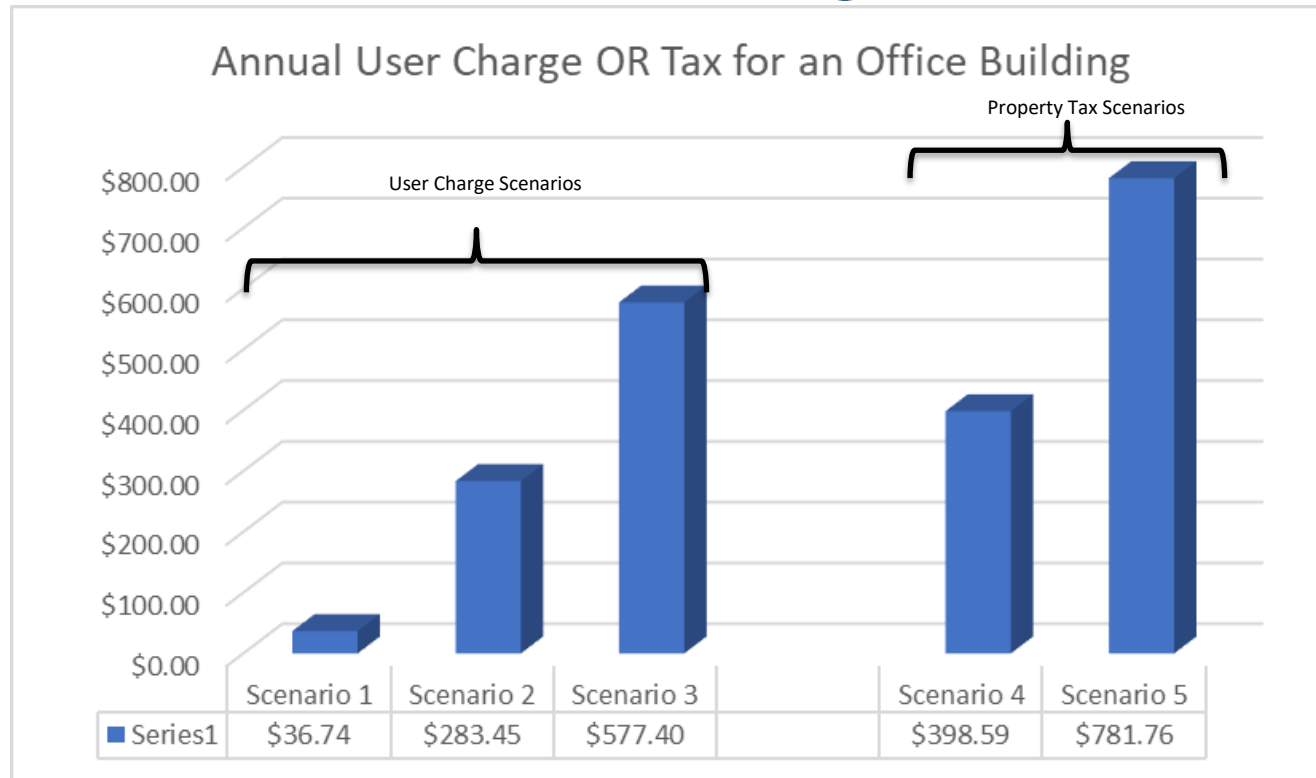


Notes:

- Multi-use retail facility assigned 544 trips with an estimated size of 11,025 sq. feet and an estimated equalized value \$1,023,000.



Draft Utility Charges OR Taxes for Commercial Office Building

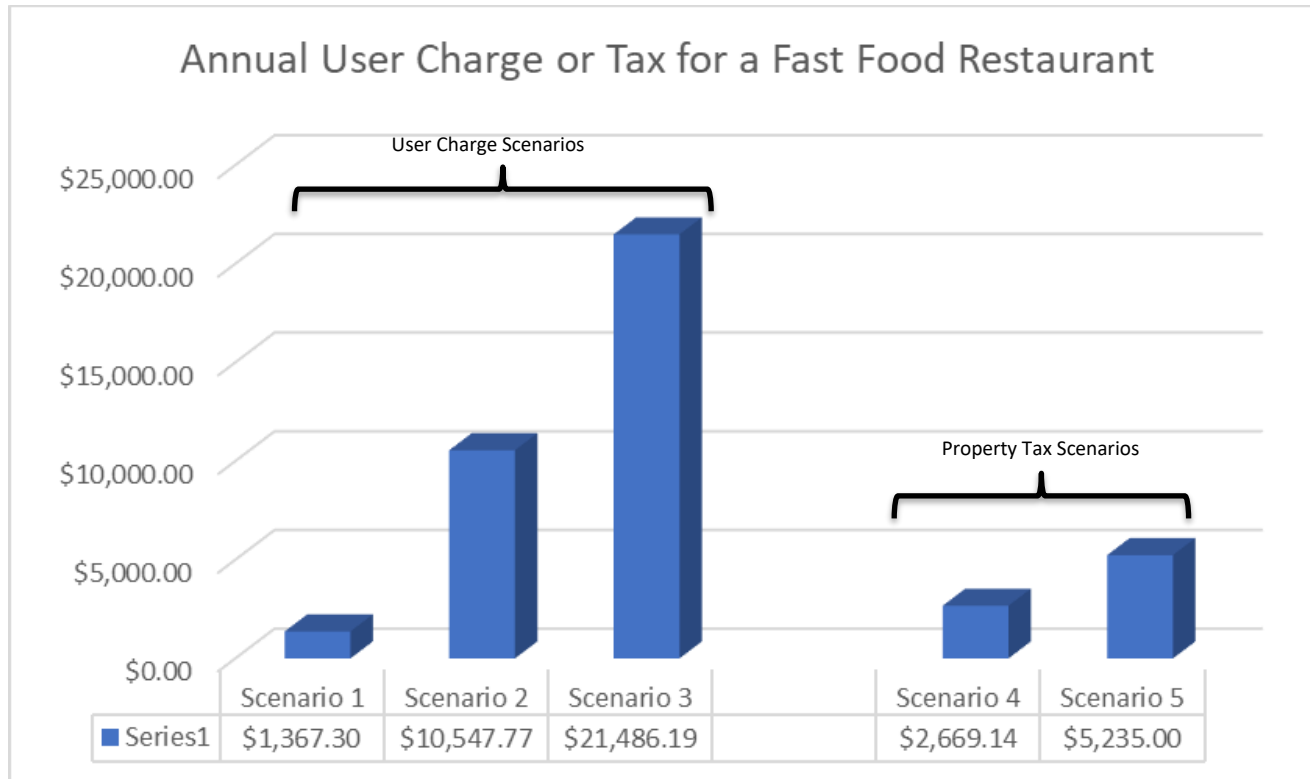


Notes:

1. Commercial office building is assumed to be 2,800 square feet and have an Equalized Value of \$224,000 of equalized value. The bar chart represents the maximum charge or tax over the 5-year planning period.



Draft Utility Charges OR Taxes for a Fast-Food Restaurant with Drive Through

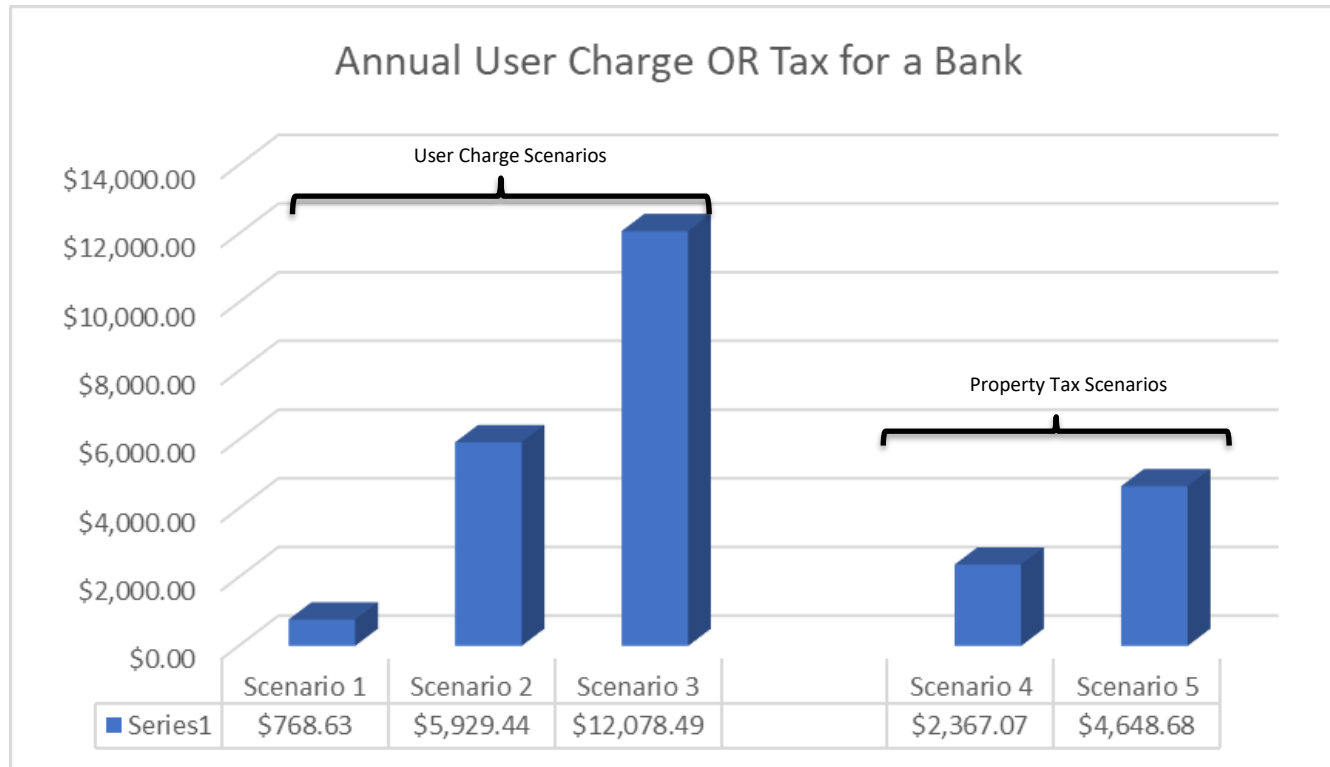


Notes:

1. Fast food restaurant is assumed to be 3,000 square feet with a drive through and have an Equalized Value of \$1,500,000 of equalized value. The bar chart represents the maximum charge or tax over the 5-year planning period.



Draft Utility Charges OR Taxes for a Bank

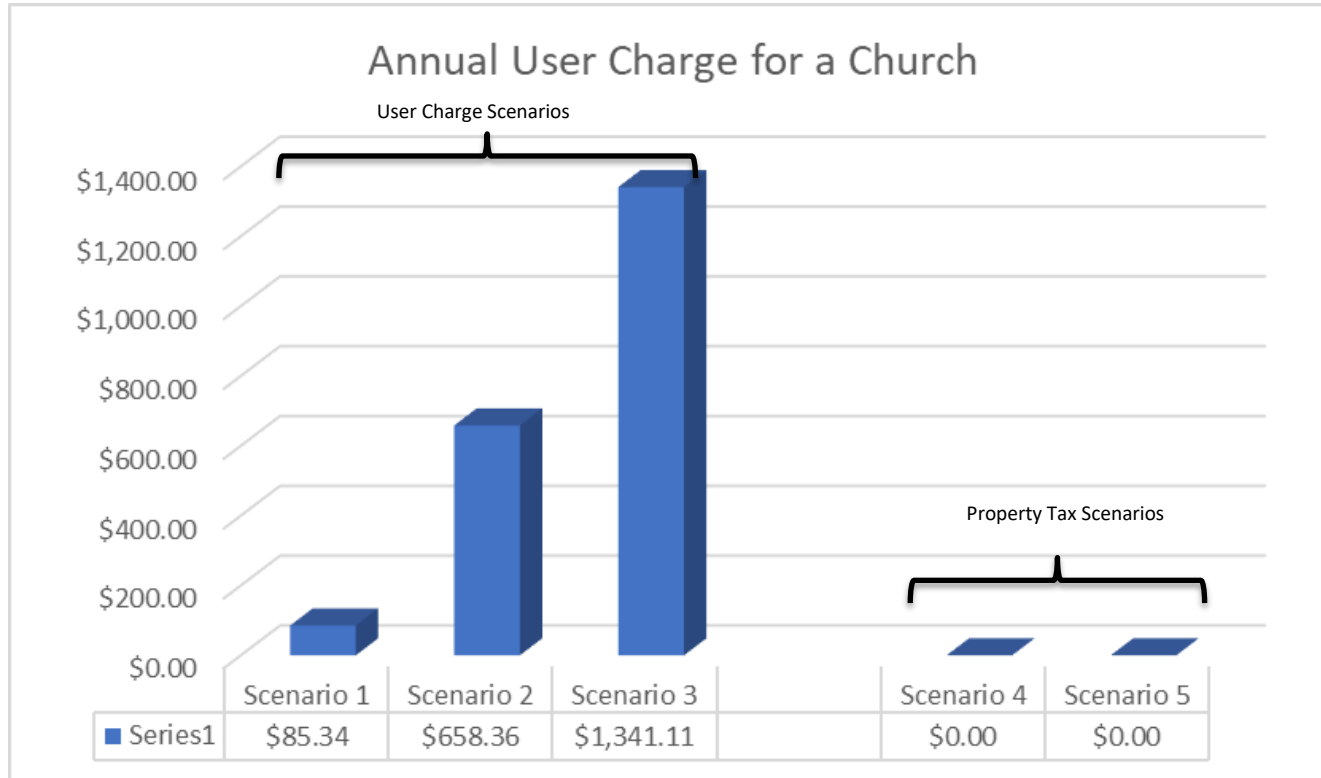


Notes:

- Based on a 18,000 sq. foot bank facility with an estimated equalized value of 1,332,000.



Draft Utility Charges for a Church



Notes:

1. Church is assumed to be 12,000 square feet with no school. The property is tax-exempt.



Next Steps

- Council feedback and identification of preferred scenario
 - Completion of written Transportation Utility Creation Study
 - Development of Transportation Utility Ordinance & any applicable policies and procedures
 - Refinement of utility billing database and incorporation of database into utility billing system
 - Further community outreach
-



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ORDINANCE NO. MC____
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE CREATING CHAPTER 51 AND AMENDING CHAPTER 6 OF THE WISCONSIN RAPIDS MUNICIPAL CODE REGARDING CREATION OF A TRANSPORTATION UTILITY

WHEREAS Wisconsin Rapids has reviewed funding options to develop a sustainable model for its transportation system funding, including a Transportation Utility, during 2020 and 2021 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues; and

WHEREAS, the City Council concluded that a Transportation Utility is the most equitable means to apportion the cost of transportation system improvements as it requires those who make the greatest use of the City's transportation system the most responsible for the cost of said system; and

WHEREAS, the Common Council held a public comment period on the draft ordinance at its meeting on September 21, 2021.

NOW, THEREFORE, the Common Council of the City of Wisconsin Rapids does ordain as follows:

SECTION I Chapter 51 of the Wisconsin Rapids Municipal Code is hereby created to read as follows:

- 51.01 Findings And Declarations Of Policy
- 51.02 Establishment
- 51.03 Authority
- 51.04 Interpretation
- 51.05 Severability Of Ordinance Provisions
- 51.06 Definitions.
- 51.07 Transportation Utility Fund.
- 51.08 Transportation User Fee
- 51.09 Credits And Adjustments
- 51.10 Determination Of Transportation User Fee
- 51.11 Appeal
- 51.12 Billing And Collection Of Fees

51.01 FINDINGS AND DECLARATIONS OF POLICY

The City of Wisconsin Rapids finds that the management of the transportation system within the City of Wisconsin Rapids is a matter that affects the health, safety and welfare of the City, its citizens and businesses, and others in the surrounding area. Timely maintenance, construction and reconstruction of the City's transportation system ensures safe and efficient travel throughout the City. A sound transportation system enhances livability, property values and economic vitality. A transportation utility provides an equitable, sustainable source of funds for the maintenance, construction, and reconstruction of transportation infrastructure under the jurisdiction of the City of Wisconsin Rapids. The Common Council has reviewed funding options to develop a sustainable model for its transportation system funding, including a Transportation Utility, during 2020 and 2021 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues. In order to protect the health, safety and welfare of the public, the City of Wisconsin Rapids is exercising its authority to establish a Transportation Utility for transportation management services. The City is acting under the authority granted by Chapters 62 and 66 of the Wisconsin Statutes, including but not limited to Sections 62.04, 62.11, 66.0101, 66.0621, 66.0627, 66.0628, 66.0809, and 66.0811.

51.02 ESTABLISHMENT

There is hereby established a Transportation Utility in the City of Wisconsin Rapids. The operation of the Transportation Utility shall be under the supervision of the Director of Public Works.

51.03 AUTHORITY

- (1) The City, acting through the Transportation Utility, may acquire, construct, lease, own, operate, maintain, extend, expand, replace, repair, conduct, manage and finance such facilities, operations and activities, as are deemed by the City to be proper and reasonably necessary for a transportation system. These facilities may include, without limitation due to enumeration, roads, streets, sidewalks and such other facilities as will support the management of a transportation system.
- (2) Street sweeping, snow removal, and stormwater management activities are hereby excluded from the financial and operational authority of the Transportation Utility.
- (3) The common council hereby designates the Director of Public Works to administer and enforce the provisions of this ordinance.

51.04 INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be interpreted liberally to secure the ends sought hereby and shall not be deemed a limitation or repeal of any other power granted to the City by Wisconsin Statutes.

51.05 SEVERABILITY OF ORDINANCE PROVISIONS

If any section, provision, paragraph, word, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby and shall continue in full force and effect.

51.06 DEFINITIONS.

As used in this chapter, the following terms, phrases, words and their derivatives shall have the meaning given herein:

- (1) **ASSESSED PARTY:** Person or entity who received a special assessment from the City with a designated period of time wherein payment for assessments could be made and who still owns the same parcel.
- (2) **DIRECTOR OF PUBLIC WORKS:** The person appointed by the City Common Council to oversee the various public works operations, or his or her designee.
- (3) **DEVELOPED PARCEL:** A parcel or legal portion of real property, on which an improvement exists or is in the process of being constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, outside storage, and other uses that impact the transportation system.
- (4) **DEVELOPED USE:** The use of a parcel based on how the owner or occupant(s) uses the improvements on the parcel.
- (5) **GROSS SQUARE FOOTAGE:** The area of all structures located on a site, measured along the exterior walls of such structures, and including but not limited to enclosed courtyards and stairwells, but not including fences and parking areas which are not enclosed within a building.

- (6) ITE MANUAL: International Traffic Engineer's Manual, 10th Edition September 2017, published by the Institute of Transportation Engineers as may be amended from time to time.
- (7) TRIP: A single one-direction person or vehicle movement with either the origin or destination inside a study area. A trip has an origin and a destination at its respective ends.
- (8) TRIP GENERATION RATE: The number of vehicle trips on an average weekday, as determined by reference to the ITE Manual.
- (9) UNOCCUPIED: Completely empty, uninhabited and unused, including no janitorial, maintenance, or other regular activities.
- (10) UTILITY ACCOUNT CUSTOMER: The entity in whose name a water, sanitary sewer and/or stormwater account exists and who is responsible for payment of charges for said account.
- (11) UTILITY ACCOUNT: The entity to which the Transportation User Fee will be charged.
- (12) VACANT: A residential building that is not occupied by any inhabitants, or a commercial building that is completely empty, UNOCCUPIED and/or unused continuously for at least 3 months.
- (13) UNDEVELOPED PROPERTY: An unimproved property, having no assessed improvements or built infrastructure.

51.07 TRANSPORTATION UTILITY FUND.

- (1) Revenue generated by the Transportation Utility shall be used only for the following:
 - (a) Transportation related administration costs
 - (b) Street pavement preservation activities (grind/inlay, slurry seal, crack seal, chip seal, or other generally accepted means of maintenance)
 - (c) Street construction and/or reconstruction activities on City streets
 - (d) Sidewalk construction, or reconstruction of sidewalks identified on the official street map
 - (e) Street lighting and appurtenances
 - (f) Traffic control and signalization maintenance, construction or reconstruction
 - (g) Structures used for the storage, maintenance, and repair of transportation related operational equipment.

All fees collected pursuant to this Chapter shall be deposited in the City's Transportation Utility Fund.. The Director of Public Works shall prepare an annual budget, which is to include costs related to the operation of the Utility. The budget is subject to approval by the Common Council.

51.08 TRANSPORTATION USER FEE

- (1) Every owner of developed property shall pay a Transportation User Fee
- (2) The fee shall be based on the developed property's direct and indirect uses of, or benefits derived from the use of the transportation system.

- (3) The fee imposed under this chapter shall become due and payable from and after the effective date of this chapter, and for property developed after the effective date of this chapter, from and after the date the property becomes developed.
- (4) The Transportation User Fee imposed under subsection (1) of this section may be paid by the owner, occupant, business or anyone designated by the owner; however, if the Transportation User Fee is not paid promptly, when due, the City shall proceed to collect such charges from the utility account customer in any manner provided by law, including a levy on the property as a special charge pursuant to Wis. Stats. Section 66.0627. The mailing of a bill for such charges to the owner will serve as notice to the owner that failure to pay the charges when due may result in them being charged pursuant to authority of Wis. Stats. Section 66.0672, which may result in the unpaid charges to be placed on the tax roll of the benefitted property..
- (5) The fee imposed under this Chapter shall begin with utility bills issued on or after the effective date of the adoption of this ordinance.

51.09 DETERMINATION OF TRANSPORTATION USER FEE

- (1) The Transportation User Fee shall be comprised of a base fee and a trip fee as identified in Table A:
 - (a) Base Fee — a fee that is equal for all utility accounts that recognizes that each utility account is receiving a uniform benefit of access to the transportation system and includes administrative costs and those fixed capital, operating and maintenance costs of the transportation system that are not recoverable by the usage fee or other confirmed revenue source. The base fee is determined by dividing the total amount of fixed base costs by the total number of utility accounts.
 - (b) Trip Fee — a fee on each utility account that is determined by multiplying the number of trips assigned to the utility account by the per-trip rate. The per-trip rate is determined by dividing the total utility budget as identified in Table A (not including the fixed base costs budget) by the total number of trips generated by all utility accounts. The number of trips assigned to each utility account is calculated using land use trip generation rates from the ITE Manual as amended multiplied by a scale factor (i.e. square foot, etc.) and adjusted where appropriate by a deduction factor (i.e. seasonal land uses, K-12 school year, seasonal park properties, direct State or County road access and partial State or County road access).
- (2) The base fee and per-trip rate shall be in an amount set forth from time to time by resolution of the City Common Council and is described in Table A. Staff shall present the City Common Council with a draft resolution proposing an adjustment based on the proposed transportation system improvements budget for the projected improvement

program time frame. Any adjustment of the charge shall be effective on the date determined in the resolution.

- (3) For each utility account, the Director of Public Works shall determine the category of use from the ITE Manual that shall apply to each developed utility account within the City. In the absence of a specific use category from within the ITE Manual for a particular developed use, the Director of Public Works shall determine the appropriate category by interpreting the ITE Manual and assigning the category that most accurately reflects the traffic generated by the particular developed use. After determining the appropriate use category for a developed parcel, the Director of Public Works shall use the trip generation figures for the assigned use category from the ITE Manual to calculate the usage fee using the per-trip rate in the most current resolution. The Director of Public Works may require and consider the results of a traffic study, provided that such study shall be conducted by a registered professional engineer in conformance with the methodology outlined in the WisDOT Bureau of Traffic Operations Traffic Impact Analysis Guidelines, latest edition, Chapter 3, part B titled "Traffic Volumes." The determination of a use category shall not be considered a land use decision for land use planning.
- (4) If the use of a property changes such that its use category either increases or decreases trips, the person responsible for the property must notify the Director of Public Works within 30 days to obtain a new determination regarding the Transportation User Fee for that property. The request shall be made on forms provided by the City that the property owner will need to complete and submit with information pertinent to the request. The new fee will be applied with the next City services billing. If the utility account customer neglects to notify the City, and the change would result in a lower monthly Transportation User Fee, no refund will be made for the time between when the change was made and when the City became aware of the change. If the change would result in a higher monthly Transportation User Fee, the City will calculate the amount owed back to the time the change was made and apply that to the next City services billing.
- (5) The model shall be reviewed periodically as determined by the Common Council and if there is any significant change in the ITE Manual.

51.10 EXCEPTIONS, CREDITS AND WAIVERS.

- (1) Exceptions to Fee. The following shall not be subject to the Transportation User Fee:
 - (a) Parking lots which are not associated with any services or uses other than public parking.
 - (b) Undeveloped publicly owned parkland, open spaces, and greenways, unless public off-street parking designed to accommodate the use of such areas is provided.
 - (c) Undeveloped properties.
- (2) VACANCY FEE CREDIT.

- (a) When any property within the City becomes vacant, a credit in the amount of the trip fee may be granted if the utility account customer notifies the Director of Public Works in writing 30 days prior to the anticipated date of vacancy, and continues said notification every month thereafter of vacancy, and shall sign an affidavit each month affirming said vacancy for that month. All outstanding water, sanitary sewer, stormwater and Transportation User Fee charges must be paid before a credit will be granted. The minimum vacancy to qualify for a trip fee credit shall be three (3) months. No credit will be granted for the base fee.
 - (b) Fees shall be credited in accordance with this section only while the property remains vacant. Providing the City has been notified and the customer has so affirmed, after 3 consecutive months of vacancy, a trip fee credit shall be granted and made retroactive to the first day of vacancy. The customer shall continually notify and affirm continued vacancy to the Director of Public Works each month. The person responsible shall notify the Director of Public Works within 5 days of the premises being re-occupied, partially occupied or used, regardless of whether water service is restored. The person responsible shall reimburse the City for any fees credited during a period of non-vacancy.
- (3) ASSESSED PARTY FEE CREDIT
 - (a) Within 30 days of the commencement of the Transportation Utility, each Assessed Party will be issued a credit towards their Transportation Utility account in a sum equal to:

The Transportation Utility Fee as calculated for said property as of the date the credit is given, as extrapolated and accrued to the date the Assessed Party's assessment payments would have ended had the Assessed Party (or if the Assessed Party) deferred payments and paid installments as allowed in the original notice of assessment
 - (b) Assessed Party Fee Credits shall be limited to no more than the amount of the Assessed Party's total special assessment for the street portion of the project.
 - (c) Notwithstanding the credit above, the Assessed Party will be charged the Transportation Utility Fees as outlined in this Chapter

51.11 APPEAL

- (1) Any utility account customer may appeal their category of use determination by filing a written appeal to the Director of Public Works and submitting the appeal administrative fee as described in Table A. All outstanding water, sanitary sewer, stormwater and Transportation User Fee charges must be paid before an appeal can be made. The written appeal shall specify the grounds for challenge to category of use and shall state the category of use that the appellant considers to be appropriate.
- (2) The appeal shall be made in writing and be filed with the Director of Public Works within 30 days of the date on the utility bill. The appeal submittal must be complete and all fees paid in order for it to be reviewed.

- (3) The appeal must specify the basis for the appeal and may include a traffic study prepared as noted in Section 51.09(3) above, and shall be limited to the facts related to the developed property improvements, trip generation rates, category of use and other factors material to the calculation of the usage fee. An appeal must be based on actual use, and not categorized directly from a land use zoning category of use.
- (4) The Director of Public Works shall review the petition and make a determination if there is an error in any order, decision or determination made pertaining to the category of use of the property or calculation of the usage fee. If the trip generation rate is within 10% of the rate used to generate the usage fee, no adjustments in the usage fee shall be made because this is within the expected margin for day-to-day variations. Once a determination has been made on a category of use, change of category of use and/or fee, no additional request may be filed for the same parcel unless there has been a significant material change from the prior determination. The decision of the Director of Public Works shall be provided in writing to the applicant.
- (5) A utility account customer may appeal the decision of the Director of Public Works to the Public Works Committee. The appeal must be filed in writing to the Director of Public Works within 30 calendar days from the date that the decision of the Director of Public Works was mailed to the utility account customer.
- (6) The Public Works Committee shall hear and decide appeals made on the basis of an alleged error in the determination of the category of use of the property or calculation of the Transportation User Fee. The Public Works Committee shall determine whether the category of use of the property is fair and reasonable in accordance with the terms of this ordinance and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Public Works Committee shall conduct a hearing and provide notice to the appellant at least five business days prior to the hearing. The Public Works Committee shall obtain sufficient facts upon which to make a determination, and the decision shall be based upon the evidence presented. The Public Works Committee shall inform the customer of its decision by certified mail and shall notify the Common Council. The decision of the Public Works Committee shall be final.

51.12 BILLING AND COLLECTION OF FEES

- (1) The Transportation User Fee shall be billed and collected monthly with and as part of the combined City utility billing which includes electric, water, wastewater, and stormwater fees through the city's Water Works and Lighting utility. The property owner shall ultimately be responsible for payment of the Transportation Utility fee.
- (2) In the event payments received from the City's billings, described in subsection (1) of this section, are inadequate to satisfy in full all of the electric, water, sanitary sewer, stormwater, and Transportation User Fees, credit shall be given first to penalty fees and interest, and then divided evenly between the funds.
- (3) Failure to pay the charges within 20 days of the billing date will be subject to a late payment charge of three (3) percent of the most recent past due charge.

- (4) If the Transportation User Fee is not paid when due, the City shall proceed to collect such charges in any manner provided by law, or seek imposition of the charges in the property tax bill for the benefitted property.

51.13 INSPECTION OF PREMISES

Upon presentation of credentials, a representative of the City shall have the right to request entry at any reasonable time to examine any property for the purpose of conducting any studies or collecting information bearing upon the determination of the appropriate category use or Transportation User Fee in accordance with this Chapter. If entry is refused, such representative may obtain a special inspection warrant under Wis. Stats. Section 66.0199; however, if such access is not permitted by the property owner or occupant the existing fee shall be presumed correct unless substantial material evidence is presented to the contrary.

SECTION II Section 6.03 of the Municipal Code is hereby amended to read as follows:

[NEED LANGUAGE FROM CHAPTER 6]

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

SECTION IV The several sections of this ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the ordinance.

SECTION V This ordinance shall take effect on January 1, 2022.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

DRAFT

Table A:

Year: 2022

Utility Budget:

Street Reconstruction: \$1,692,609

Pavement Replacement Program: \$450,000

Total Utility Budget: \$2,142,609 (Study s2+=\$2,237,737)

Costs Allocated to Base Fee (10%)=\$223,738

Number of customers: 7,400

Base Fee (10% of total): \$30.24/year = \$2.52/month

Costs Allocated to Trip Fee (90%)=\$2,013,999

Number of trips: 340,000/day

Trip Rate (90% of total):\$ 5.92/trip annually = \$0.016/trip

Appeal Administrative Fee: \$150

[illegible]



Public Works Committee

Date of Request: 8/30/2021

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Consider a preliminary resolution on Oak St between E Jackson St and 16th St S for public work and improvements to include permanent street surfacing, concrete sidewalk, concrete driveway approach, curb & gutter and sanitary services.

Background information: Oak St is being proposed as a 2023 Public Works Improvement Project to repair underground infrastructure and road structure.

Attachments: Preliminary Resolution, Map

Options available:

Action you are requesting the committee take: Approve the preliminary resolution

How will the item be financed? Public Works Construction Fund in 2023.

Resolution #_____(2021)

Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to §66.0701 and 66.0703, Stats.

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council hereby declares its intention to exercise its police power under §66.0701 and §66.0703, Stats., to levy special assessments upon property within the assessment district hereinafter described for benefits conferred upon such properties by reason of the following public work and improvements:

Reconstruction of Oak Street between East Jackson St to 16th St S; including permanent street surfacing, concrete sidewalk, concrete driveway approach, curb & gutter, and sanitary services.

The property to be assessed lies within the following described assessment district:

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

2. The Common Council determines that the above improvements constitute an exercise of the police power for the health, safety, and general welfare of the City and its citizens, and that the hearing on the assessments for these improvements shall be held subsequent to the completion of the improvements. The Common Council does approve of the plans and specifications of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
3. The amount assessed against the properties shall not exceed the actual cost of improvements.
4. The assessments against any parcel may be paid:
 - (a) in cash before November 1 of the year in which the improvements are made;
 - (b) in full with the first payment of real estate taxes following installation;
 - (c) on the installment payment plan, if eligible, as provided for by Section 5 of the Wisconsin Rapids Municipal Code.

All assessments shall be entered into the tax roll as a special assessment against the property if not paid prior to November 1 of the year in which it was installed.

5. The City Engineer is directed to prepare, at the completion of the improvements and once the final costs have been determined, an Assessment Report consisting of the following:
 - (a) as-built, final plans and specifications for said improvements
 - (b) a schedule of actual assessments, based on actual cost of the proposed improvements, for each affected parcel of property
 - (c) a statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power
6. The City Engineer shall file the Assessment Report with the City Clerk. The Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed assessment district, the time and place at which the report may be inspected, and the time and place of the assessment hearing on the matters contained in the Assessment Report, which will occur after completion of the improvements and within 60 days after the actual costs have been determined. This notice shall be published as a Class One notice and a copy shall be mailed, at least ten (10) days before the hearing, to every interested party.
7. The assessment hearing shall be held at the Wisconsin Rapids City Hall, 444 West Grand Avenue, Wisconsin Rapids, at a time set by the City Clerk, in accordance with Section 66.0703(7) of the Wisconsin State Statutes.
8. This resolution shall take effect immediately upon passage.

Adopted this _____ day of September, 2021.

Shane Blaser, Mayor

Jennifer Gossick, City Clerk



Map Powered by the City of Wisconsin Rapids
Dimensions may be obsolete or inaccurate



Public Works Committee

Date of Request: 8/30/2021

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Consider allowing staff to review and approve bids for the Rapids East Commerce Center Rail Extension to serve Matalco.

Background information: The plan design and approval process has taken considerably longer than originally expected. This is largely caused by the number of regulatory agencies. And since the project was originally anticipated to be built in 2020 we are still hopeful that the DOT will allow approval for bid advertising and construction this fall. The current timeline is as follows:

1. Advertise – September 6th (assuming we get DOT approval within the next week)
2. Bid opening 10/1
3. City and DOT review of bids (10/1-10/5)
4. Public Works / Council approves 10/5 – project awarded
5. Execute Notice of Award, Contract, Bond, Insurance 10/6 – 10/13 and Notice to Proceed
6. Construction begins 10/25
7. Grade Crossing complete by 11/19
8. Construction Substantially complete and rail is train-safe before 12/31/21

In order for construction to happen to this fall, the City will need to expedite that Notice of Award as promptly as possible.

Options available: Expediting award of the bids can be achieved in two ways:

- 1) Public Works allows staff to review and select the low, qualified bidder.
- 2) Council allows Public Works to approve the award at the October 5th Public Works Meeting.
- 3) Public Works and Council schedule a special meeting to award this project.

The DOT will need to review the bids and acknowledge the low, qualified bidder. Matalco is anxious to get this mode of transport up-and-running as over the road trucking is considerably more expensive at this time.

Action you are requesting the committee take: Given this additional oversight by the DOT and public/private nature of this project, the authorization of staff to approve the bids would greatly expedite the approval process.

How will the item be financed? Rail Extension is funded through a TEA Grant. The State and City funds are capped and any excess is paid by the industry.



Public Works Committee

Date of Request: 8/30/2021

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Consider proposals for geotechnical services related to several upcoming City projects.

Background information: A request for geotechnical service proposals was sent out to three firms on August 18th. We have requested that proposals be returned to the Engineering Dpt by 3:00 on Friday, September 3rd.

The work includes geotechnical work (mostly soil borings) for the following projects:

1. Washington St (48th St to 64th St) – preliminary investigation of road structure for trucks traveling to and from Mariani.
2. Apricot St (Broadway St to 11th St) – proposed construction in 2022. Boring work is specific to ground water and sub-surface soil classification for retaining wall support.
3. One Mile Creek Pond – Soil testing is a requirement for the dredging permit through the DNR and Army Corp of Engineers.

Proposals will be reviewed at the Committee Meeting.

See attached request for proposal.

Options available:

Action you are requesting the committee take: Approve the proposal that best satisfies the needs of the City.

How will the item be financed? The cost for the work will be divided up among associated project cost accounts within the Public Works Construction Fund specific to those projects.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
PHONE - 715.421.8205 FAX - 715.421.8291

August 18, 2021

Jeff Manninen
 Intertek - PSI
 12839 30th Avenue
 Chippewa Falls, WI 54729

Re: Request for Geotechnical Services Proposal
 City of Wisconsin Rapids, WI

Dear Mr. Manninen:

The City of Wisconsin Rapids is requesting proposals to conduct geotechnical services at various locations within the City of Wisconsin Rapids. The City is specifically proposing geotechnical services at three (3) different sites in the City as listed below:

- 1) Washington Street (48th Street – 64th Street)**
- 2) Apricot Street (Broadway Street – 11th Street)**
- 3) One Mile Creek Reservoir (Two Mile Avenue – Lincoln Street)**

The City is first requesting proposals for geotechnical services and subsurface exploration of the existing road structure at various locations in/around Washington Street from 48th Street to 64th Street. See attached soil boring location map. Work shall include exploration of subsurface conditions via the completion of six (6) soil borings to a depth of either 5 feet or to the groundwater table, whichever is deeper. The geotechnical firm shall identify, classify, and report the type, depth, and thickness of each layer of the existing road structure (pavement and base/subbase courses) as well as the existing subgrade and any other soils found beneath the existing pavement/road structure. In addition to this, the geotechnical firm shall also determine the AASHTO Soil Classification for the existing subgrade soil and any other soils encountered in each boring. Based on the AASHTO Soil Classification, the geotechnical firm shall also estimate pavement design parameters for the existing subgrade, including the soil support value (SSV), California bearing ratio (CBR), Subgrade Reaction Modulus (k), and Resilient Modulus (M_R).

Geotechnical services and subsurface exploration will also be required at various locations in/around Apricot Street from Broadway Street to 11th Street. See attached soil boring location map. Work shall include exploration of subsurface conditions via the completion of four (4) soil borings. Two (2) soil borings are proposed directly behind an existing retaining wall that is proposed to be replaced along Apricot Street. And two (2) additional soil borings are proposed in the existing terrace area at the intersection of Apricot Street and Broadway Street.

The soil borings proposed adjacent to the existing retaining wall shall be drilled to a depth of 10 feet. The geotechnical firm shall identify, classify, and report the type, depth and thickness of each layer of underlying soil encountered directly behind the existing retaining wall. In addition to this, the geotechnical firm shall also determine all relevant soil characteristics as related to successful replacement of the existing retaining wall, including, but not limited to the soil bearing capacity directly beneath the base of the wall. Related to the bearing capacity of the soil, the geotechnical firm shall also provide recommendations for an appropriate foundation for the proposed retaining wall. In addition to these requirements, the geotechnical firm shall also provide recommendations regarding groundwater and drainage behind the proposed retaining wall, including any recommendations for size/layout of underdrain as well as trench size and stone/fabric to be utilized. Lastly, the

geotechnical firm shall provide any special work provisions as related to construction techniques/installation of the proposed 2'x 2'x 4' concrete block retaining wall.

The soil borings proposed in the terrace area at the intersection of Apricot Street and Broadway Street shall be drilled to a depth of 5 feet. The geotechnical firm shall identify, classify, and report the type, depth, and thickness of each layer of underlying soil encountered in each boring. In addition to this, the geotechnical firm shall also assess and provide recommendations for the utilization of underdrain in the roadbed to amply convey groundwater from the roadbed to existing/proposed storm sewer.

The City is also requesting proposals to conduct sediment sampling services at the One Mile Creek Reservoir from Two Mile Avenue to Lincoln Street. Sediment samples shall be obtained to a depth of 3 feet. Once sampling work is complete, samples shall be sent to a WDNR-Certified Commercial Laboratory (see attachment) for further testing. Attached to this RFP is a list of acceptable commercial laboratories. The contractor may choose from any of the certified laboratories for testing of sediment samples. The contractor shall be responsible for all coordination and correspondence with the laboratory to assure proper sampling techniques are being employed and proper sampling materials are being utilized during sampling process. All costs associated with lab work shall be included in the contractor's proposal. The City is still awaiting DNR confirmation of the list of laboratory tests that will be required; however, the timeline for which a determination will be provided is entirely unknown. In the consideration of time, we are providing a list of parameters from a recent project that was similar. For proposal purposes please utilize the following list.

The contractor shall be responsible for assuring the laboratory tests for the following parameters:

- Metals: Arsenic, Cadmium, Chromium, Copper, Lead, Manganese, and Mercury
- Organics: Total (16) PAH's and % Total Organic Carbon (TOC)
- Nutrients: Nitrogen and Phosphorus
- pH

The proposed work includes sampling 4 cores at One Mile Creek. See attached location map(s). Cores shall be sampled and handled in accordance with NR 347.06. Samples may be collected with stainless steel or polycarbonate coring equipment.

The contractor shall also be responsible for the following:

- Completing soil boring/sampling logs, identifying basic soil types at depths encountered.
- Reporting % solids and particle size (% sand, silt, clay).

The City will assist the contractor in locating areas to be sampled.

The City will also coordinate as necessary with local property owners to ensure the geotechnical firm has proper legal access to complete sampling work through the obtaining of temporary easements.

The geotechnical firm will also be required to coordinate with Digger's Hotline for the identification and marking of existing underground utilities prior to commencing soil boring work.

All fieldwork, laboratory test results, and design recommendations shall be summarized in a Geotechnical Engineering Report prepared by and sealed by a Wisconsin-registered Professional Engineer. This report shall be complete and submitted to the City on or before **Wednesday, November 24, 2021**. In addition to previously mentioned/required items to be included in report, the report shall also include or identify the following topics:

1. The presence or absence of rock and define the type and depth of weathered or solid rock, if encountered, the report shall define the depth of the weathered layer and depth to solid rock, and the report shall state if the rock layers are rippable and the size and type of equipment required to rip the rock;
2. Previous excavation or fill;
3. The presence of groundwater including elevation, whether dewatering will be required and options for dewatering equipment and methods



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
PHONE - 715.421.8205 FAX - 715.421.8291

4. The classification of soil strata after appropriate sampling and testing, including identification of special soils/soil conditions which may be susceptible to disturbance during construction activities;
5. Map of field boring locations with corresponding soil boring logs.

The geotechnical firm shall review the proposed scope of work and include, as necessary, any changes to the location, number and depth of borings that will allow for the collection of sufficient data to complete a successful project with all report requirements listed above.

The soil borings/samples for the work shall be advanced to the depths indicated for each respective location. Soil borings shall be backfilled in accordance with Wisconsin Administrative Code NR 141. The geotechnical firm shall determine and include all additional costs for mobilization and access to the boring/sampling sites in their proposal.

Locations of all proposed soil borings will be staked by the City.

Please prepare your proposal in an itemized cost format and provide a total cost for the requested work to be completed. Additional borings may be requested. Once completed, proposals shall be returned via e-mail to ndums@wirapids.org and jeichsteadt@wirapids.org no later than **3:00pm on Friday, September 3, 2021**. Your consideration and timely response for this work is much appreciated.

Please feel free to contact me by email at ndums@wirapids.org or by phone at (715) 421-8209 if you have any questions or concerns.

Sincerely,

Nick Dums, P.E.
Design Engineer

Encl.



City of Wisconsin Rapids
Joseph M. Terry, P.E.
Director of Public Works
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
 Phone (715) 421-8255 FAX (715) 421-8291

Director of Public Works Report

Activity highlights for the month of August 2021

Engineering:

Misc.

- 27 Permits/Applications for asphalt paving (1), driveway grades/concrete pour inspections (10), storm water (0), excavating (5), Street Privilege (2), storm connection (0), permit parking (8), banner (1)
- 181 Diggers Locates for Storm Sewer & Sanitary Sewer as of 8/30/2021 (1 Emergency)
- Degradation fees –
 - August degradation fees
 - \$0.00
- City/DOA flood mitigation: The DNR is working on their review of the hydrologic and hydraulic model. We anticipate getting approval for the project in early September..

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – review is ongoing
 - 4/20/2021 – 12th St and Chestnut St.
 - 3/11/2021 - Apricot St at 15th St or 16th St.
 - Washington St and 10th St stop sign request July 2021
- ITS Standalone Signal Grant
 - City received a State / Municipal Agreement on 8/30/2021. Following execution, the City will solicit proposals from consultants and bring those before the Public Works Committee.
- Signal complaints
 - Washington St & STH 54 vehicle detection issues
 - 8th St and Expressway EB left turn lane detection issues
 - 8th St and Baker St Signal Timing complaint along with detection issues - resolved
 - 8th St sign bridge at Chestnut St fell and needs replacing – working with vendor on new sign and base.
 - Modified vehicle detection at STH 54/Expressway to better accommodate gaps in vehicles approaching the intersection. Further modifications/tweaks will be made in late January. Monitoring is continuing.

Project Designs/Construction underway:

2021 Design Projects

- RECC Rail Spur – Plan review by the DOT continues. Staff is continuing to work toward bid letting, which we expect will be possible in early September Construction is still planned for Fall 2021.

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – Contractor will be continuing sidewalk work through mid-September.

2021 Reconstruction Projects

- Quadplex project – Staff have reached out to the new property owners along Grove Ave and are waiting to hear back. This right-of-way is needed to build the sewer and water with discussions with property owners ongoing since March 2021.
- 11th St (Washington St to Apricot St) – Paving is anticipated for September 1st.
- 15th St (Apricot to Norton St) – Project is complete.
- 18th Ave (2021 Construction) – Crews are currently working north of Chase St. on underground utilities.
- Jefferson St (2021 Construction) – Project is complete.

2022 Reconstruction Projects

- Preliminary Construction Estimates have been updated for 2022 projects.
- Preliminary survey status for 2022 Projects:
 - Fremont St (13th Ave to 14th Ave) – 100%
 - Fremont St from 7th Ave N to 10th Ave N – 100%
 - Apricot St retaining wall repair and underdrain installation – 100%
 - Broadway St – 0%
 - 9th Ave N (8th Ave N to Fremont) – 100%
 - Smith St & Cherry St – 0%
- Design for 2022 Projects
 - Fremont St – 13th to 14th Ave design - 95% complete
 - W Jackson St – Expressway to Jackson St Bridge – 95% complete
 - Fremont St – 7th to 10th Ave design is 70% complete
 - Apricot St and Broadway St – 30% complete
 - 9th Ave N (8th Ave N to Fremont St) – 15%
 - Smith & Cherry St – 0%

Storm Water Utility

- 8th St Culvert Replacement / Rehabilitation

City crews completed the culvert installation in August and are working to have the restoration complete by or shortly after Labor Day.

Two bids were received with the low qualified bidder at \$352,000 for installation with the City providing the materials, making the total project \$399,000. This was about \$289,000 over the engineering estimate for the total project.

The Common Council gave staff the authority to approve the lowest qualified bid, but considering the high cost staff elected to deny all bids. Given the deterioration was happening faster than expected, plans were revamped to facilitate expeditious construction with City crews.

Instead of slip-lining and using pumped grout into the void space between the old pipe and new pipe, City crews open-cut the trench. This resulted in the necessity to repave the patch area, which was not part of the initial project scope. As the pavement was removed, large voids were discovered outside of the old pipe which would not have been filled using the originally planned slip-line/grout method. As a

result the open cut method was best way to perform the repair with the highest level of structural integrity.

Just days before the patch was ready to be paved, the City's asphalt paving contractor submitted a change order proposal. While the unit price was slightly less than the unit price for patch work for the existing contract, because the asphalt pavement thickness needs to be 7", the total price of asphalt was \$49,350. This change order would result in the asphalt contract increasing by 13.6%. City policy allows staff to approve change orders for up to 8%. Because staff knew the need to pave the patch could not be averted, staff involved the Mayor to collectively approve the change order in spite of the policy limitations, believing the actions were urgent in nature. In a future meeting it may be desirable to readdress this policy.

While there are still some bills that have yet to be submitted, staff estimated the total project will be no more than \$165,000. While this is more than the initial project of \$110,000, it is \$234,000 less than the bid.

As Director of Public Works, congratulations are in order for the engineering and construction staff and supervisors involved in this project. Their quick work to redesign the project, break away from other responsibilities, and perform the repairs and restoration at less than half of contract bid price demonstrates their commitment to service and value to the City.

- Storm Utility Billing Updates are ongoing with WWLC in July and August.
- One Mile Cr. – City is working on completing the application for the dredging component of the project which could occur in winter. MSA is expecting to have final plans for the dam removal and dam rehabilitation complete in September or early October. This work is anticipated for spring of 2022 as long as the DNR has issued permits.

Streets, Buildings, and Grounds:

Refuse and Recycling

- Garbage Collection estimated 453.14 tons (2020 420.37 tons)
- Recycling Collection estimated 103.07 tons (2020 91.57 tons)

Construction

- *LHS Community Quadplex Project*
 - Continue project Fall of 2021
- *15th Street North (Norton Street – Apricot Street)*
 - *Project Complete*
- *Jefferson Street (25th Ave N – East Dead End)*
 - *Existing weeds sprayed with Roundup to kill the weed growth, restoration to take place in future weeks.*
- *11th Street North (Washington St – Apricot)*
 - Curb and gutter was backfilled and black dirt leveled for seeding.
 - Retaining wall built on Apricot and 11th Street
 - Gravel finished graded and manholes brought up to grade
 - American Asphalt scheduled to pave on 9/01
- *Metalco Rail Spur*

- *Finish grade staking has been completed, just need to finish grade and compact and cities portion is completed*
- **18th Ave South (Russel Street – West Grand Ave)**
 - Removed Asphalt, curb and gutter and topsoil from Essex – Chase Street
 - Installed 600' of 8" Sanitary, 15 Sanitary services and a manhole
- **8th Street South Cross Culvert Pipe**
 - Removed Existing Concrete pavement
 - Removed existing 60" round metal pipe and replaced it with 45' of new metal pipe
 - Removed exiting elliptical metal pipe and replaced it with 125' of new elliptical metal pipe
 - Installed 2- 120" manholes and mudded around the new pipes
 - Graded southbound lanes to have paved on 8/27, north bound lanes are being graded to get paved during the week of 8/30

Public works Maintenance

- String trim grass and weeds along highways
- Cut grass in City maintained properties and street Right of Way
- Saw cut asphalt patches south of East Riverview Expressway
- Maintained Zoo operations
- Sprayed weeds in medians and boulevards
- Pull weeds in landscape areas around pool, east river bank and downtown areas
- Cleaned up Graffiti under bridges
- Completed another successful season at the Aquatic Center, after hosting a new dog days event at the Aquatic Center staff began cleaning and winterizing the pools
- Replacement of outlets at Robinson Park along with monthly building checks
- Performed necessary repairs found during fire inspections
- Completed 12 grass complaints
- Performed curb and gutter removals for curb and gutter maintenance contractor
- Completed multiple catch basin rebuilds
- Installed asphalt patches throughout the City
- Removed low hanging branches in chip seal area
- Poured concrete on catch basin repairs and emergency sanitary repair
- Completed site restoration behind curb and gutter repairs and catch basin repairs
- Setup multiple traffic control zones for phasing the 8th Street culvert pipe replacement project
- Chip sealed 180,000 sq yds of city streets
- Cleanup of Township, Cook and Korey Ave. (Sealcoating streets that got rained on)
- Provided monthly Brush pickup
- Screen Westside compost, turn Westside compost

Paint and Signs

- Replaced seasonal banners in downtown area
- Painted center line on 3rd St South, Expressway Bridge, Lincoln Street, Taylor Ave, Pepper Ave, 16th Street South, 4th Ave, High Street, Wilson, 5th Ave North, Reddin Road, and Bonow Ave
- Painted intersections Crosswalks and Lane Dividers on 8th Street South
- Painted crosswalks at Grove, Assumption, and Washington Schools, 54 and Washington, 16th and Baker St
- Painted yellow curb on 25th Ave, Howe, Immanuel Lutheran, and Grove Schools
- Replaced and/or straightened damaged street and traffic signs
- Replaced work zone signs in construction projects
- Installed BMX race banners on STH 13 and STH 54
- Replaced speed limit signs on West Grand Ave

- Cleaned graffiti on STH 54 Underpass
- Painted stairs at Robinson Park band shelter
- Maintained building and sign shop property
- Removed branches from trees that were blocking signs

Shop and Repairs

- Replaced pins and bushings on garbage truck arms
- Serviced several public works fleet vehicles
- Provided or delivered police squads for warranty work
- Worked on AC issues with K9 cars and other squads
- Rebuilt rear end on ambulance
- 500 hour service on Cat skid steer
- Annual steamer inspection performed
- Prepared Thompson Pump for use on storm water bypass on culvert pipe project

Wastewater:

- Staff spent much of August working on summer projects. Things like cleaning out septage receiving tanks, cleaning out and hauling away catch basin material, rebuilding pumps, maintaining ultraviolet disinfection, and televising sewers for capital improvement plans.
- The pilot study on RAS fermentation is showing promise. The fermenter effluent ortho-phosphorus continues to climb, which means more available nutrient for the PAOs (phosphorus accumulating organisms). Further, the effluent total phosphorus levels have remained low, even with no phosphorus removal chemical being added. It is anticipated this positive trend towards full scale biological phosphorus removal continues.
- Biosolids we distributed to two local farmers in early August. These farmers hauled the biosolids on their own, saving the Utility hauling costs.
- In continued efforts to stabilize the biological process, a continued increase in MLSS (mixed liquor suspended solids) which has improved the food to microorganism ratios, and SVIs are staying below 150. These are all excellent observations.
- With the recent wet weather, collection system crews are focusing on identifying I/I sources. With the significant capacity that is used by I/I, any advances made this stand to benefit the Utility substantially.
- The internship program in coordination with the University of Wisconsin – Stevens Point has produced another excellent intern experience. The current intern has done a great job this summer, and her research project involving orthophosphate loading concentrations to our pilot fermenter has helped staff identify proper fermenter volatile solids loadings. We are proud to be partnering with UWSP to better the future of environmental protection.
- Exceptional Quality Class A biosolids are available for local residents and companies to come and take for their use as state certified commercial fertilizer!

Other DPW activities:

- Attended retirement lunch for street department employee, Mike Garski
- Met with Wood County staff and officials relating to the jail project and considerations for the vacation of Avon St right-of-way between Market and 5th St N
- Met with City Attorney, staff, and Mayor to review draft transportation utility ordinance language
- Met with Alderpersons, residents, and staff relating to some chip seal work that was damaged from a rain event
- Met with the City's legal team and Biron to discuss the Biron wastewater agreement
- Worked with staff relating to an unpermitted excavation in Grand Ave and street privilege request
- Met with water utility staff relating to the proposed capital improvement plan
- The primary focus during the month of August has been the proposed 2022-2026 public works capital improvement plan

PUBLIC WORKS COMMITTEE REFERRAL LIST:

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request to review a multi-year capital improvements plan (2019)
3. ~~Request to review areas of public access at and around Norton Pond (2019)~~
4. Request by Alderperson Rayome to develop a policy for developing agendas and the referral process (2020)
5. Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020) – study was done when there were no school related activities. Will continue study when school is in session and will report back to committee.
6. ~~Request by Alderperson Kellogg to consider developing a large item garbage collection program (2020)~~
7. Evaluate and discuss methods of funding street reconstruction (2020)
8. ~~Request by Alderperson Benke for City to donate utilities/services for the proposed WRSD Quad-plex baseball/softball facility~~
9. Request by Alderperson Cattanauch to reconsider the City's overnight parking ordinance (2021)
10. ~~Request by Alderperson Benke to consider allowing ATV/UTV traffic on some City streets (2021)~~
11. Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)



Human Resources Committee Meeting Minutes September 7, 2021

Human Resources Committee

Jay Bemke, Chairperson
Dean Veneman, Secretary
Sheri Evanson

A meeting of the Human Resources Committee was held on Tuesday, September 7, 2021, at 2:30 p.m. via remote videoconferencing, originating from the Council Chambers. Members present were Chairperson Bemke and Alderperson Veneman, Alderperson Evanson was excused. Also present were Mayor Shane Blaser, City Attorney Sue Schill, Ryan Hartman, and Tyler Mickelson.

Agenda

1. Call to order.

Chairperson Bemke called the meeting to order at 2:32 p.m.

2. Discuss and consider for approval the proposed position of Community Development Administrative Technician.

Motion by Veneman, second by Bemke to approve the position of Community Development Administrative Technician as presented. Motion carried 2-0.

3. Discuss plan for further COVID-19 policies/ protocols in the event they are needed.
 - Discussion, no action taken.

4. Motion by Bemke, second by Veneman, to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" Roll call vote taken, with Bemke and Veneman voting in the affirmative. Motion carried, 2-0.

- a. In closed session, the Committee discussed negotiations and bargaining strategy regarding labor negotiations with IAFF and WRPPA.

5. Motion by Veneman, second by Bemke, to adjourn in closed session. Motion carried 2-0. The meeting adjourned at 3:15 p.m.



**Community Development
Department**

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

Memo

To: Human Resources
From: Kyle Kearns
Date: 08/31/2021
Subject: Requisition Request – Administrative Technician, Community Development Department

The community development department and assessor's office previously had an administrative staff member to serve each office. As staff in those positions retired, the department staffing changed slightly with the creation of a community development specialist position. This however did not address the assessor needs, and therefore, a dual Administrative Technician position was created in 2020 to serve both departments. The position was funded by each department (50%). As things progressed, it became apparent that the assessor and community development duties were somewhat conflicting and burdensome, affecting the level of service within each department. As a result, the contracted assessor decided to handle all city assessment duties including administrative assistance and office coverage and will be requesting an additional sum to his contract for the next assessment years for this additional service. Since the arrangements, the current administrative technician has been primarily performing tasks and duties related to the community development department. These changes have improved the level of service in the community development department and have allowed other staff to perform higher priority tasks. Also, the community development specialist position was changed to assist with planning and zoning duties, rather than general office administration. To properly address the changes above, an updated job description has been created (attached) for the administrative technician. Furthermore, a request has been made to fund the position solely from the community development department budget.

The change to the community development specialist position and requested change to the administrative technician position will allow for a focus on economic development initiatives and other department operations to improve efficiency and level of service. Should you have any questions or concerns, don't hesitate to contact me directly.

Respectfully Submitted,

Kyle Kearns

Director of Community Development
(715) 421-8225

City of Wisconsin Rapids Position Description

Position Title: Administrative Technician
Dept/Division: ~~Assessor's Office~~Community Development Department
Reports To: ~~Director of City Assessor~~Community Development
Pay Grade: 5
FLSA: Non-Exempt
Date: ~~6/1/2021~~2021

Purpose of Position

Under general supervision of ~~the the~~ director of Community DevelopmentCity Assessor, the position provides full administrative assistant support for the divisions of the department: building inspections, code enforcement, planning and zoning, and economic development. follows established procedures to accomplish the appraisal and assessment functions and provides support services to the assessment staff. Additionally, this position will assist with the permitting process and support other Community Development Department activities. Additionally, the position performs a variety of clerical and customer service-related duties for the department and occasionally the Assessor's office.

Essential Duties and Responsibilities

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

Performs receptionist work and answers telephone calls; Directs callers and visitors to proper staff and explains established department policies and procedures.; ~~Responds to basic inquiries regarding taxable property.~~

~~Responsible for gathering, entering and maintaining all data necessary to assess personal property; assists in discovering new and out of business personal property accounts.~~

~~Process and research basic sale data in preparation for review by Assessor; Verify parcel number and legal description on real estate transfer return by checking county records.~~

Completes building, planning and zoning permits, accepts permit fees, and maintains records of all permits and fees.

Maintains various filing systems, including departmental reports. Copies all permits and performs scanning and data entry, including, but not limited to, entering permits into department software.

Assists in preparing meeting packets for City Plan Commission, Zoning Board of Appeals and other required meetings; distributes packets to applicants, commissioners, alderpersons, and affected property owners.

Attends meetings of the above to take meeting minutes as needed.

Assists in preparing public notices, press releases, and property owner notifications.

Assists in updating the department's webpage.

Assists in creating and updating applications, marketing materials, fact sheets and other departmental documents.

Schedules appointments and inspections for departmental staff.

Maintains office supplies.

Processes and routes mail.

Processes department purchase orders and performs invoicing.

Other related duties as required.

Regular office attendance in the department is required in order to carry out the essential functions of the position.

Additional tasks and responsibilities

Provides administrative assistance to the assessor's office as needed for specific projects, such as personal property mailings, and receipting.

Qualifications

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Business Administration, Administrative Assistant/Secretarial Science or related field; two years of increasingly responsible secretarial experience, preferably in municipal government, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
Valid driver's license and good driving record.
Valid driver's license
and good driving record.

Knowledge and Skills Required to Perform Essential Job Functions

Ability to take and transcribe meeting minutes.
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to take and transcribe meeting minutes.

Ability to operate a computer using various office programs, including, but not limited to, word processing, spreadsheet, and database applications.

Ability to communicate effectively, both orally and in writing with co-workers, elected officials, and members of the general public.

Ability to work independently with limited supervision.

Ability to operate office equipment, including, but not limited to a personal computer, copy machine, scanner, fax machine, and calculator.

Ability to understand and operate departmental software for permits, inspections, code violations, and licensing.

Ability to type a minimum of 50 words per minute.

Understanding of concept, purpose, and implementation of zoning regulations in general. Working rudimentary knowledge of Wisconsin Rapids Zoning Code and Building and Maintenance and Occupancy Code, including the purpose and content of zoning districts, setback requirements, parking regulations, and other basic code requirements.

Ability to answer questions from the general public relating to codes.

Ability to locate parcels on the zoning map and identify zoning, wetlands, and floodplain districts.

Ability to understand legal property descriptions.

Ability to file applications, permits, orders, correspondence, and other documents both in physical files and electronically.

In-depth knowledge of Microsoft Office programs, including Word, Excel, Outlook, and Access.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

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

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

Ability to utilize a variety of advisory data and information such as permits, deeds, maps, property descriptions, property record cards, survey data, computer software, operating manuals, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing and maintain effective working relationships with taxpayers, real estate brokers, appraisers, department heads, city officials, city employees, and citizens.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

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

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

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, tape measure, computer, telephone, printer and photocopier.

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

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Lifting and carrying up to 10-20 pounds

Frequent standing, walking, sitting and bending

Ability to focus for long periods of time on projects

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

Environmental Adaptability

Tasks are regularly performed without exposure to adverse environmental conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

ALEXANDER FIELD
SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Shane Blaser, Mayor
Arne Nystrom, Chairman
Joe Zurfluh, President
Brad Hamilton, Alderman

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

6/10/21

The South Wood County Airport Commission met on Thursday June 10, 2021 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Arne Nystrom, and Joe Zurfluh. Brad Hamilton attended via phone. Also in attendance were Merry Mackenzie, Bill Clendenning, Dennis Polach, Raymond Bossert, Stephen Brown, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:01 AM.

2. Approval of previous month's minutes (5-6-2021):

Motion by Commissioner Zurfluh, 2nd by Commissioner Nystrom to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the status of the upcoming projects. Both projects are in stages of ongoing contract negotiations. Commissioner Nystrom mentioned the WI DATCP approval of the fuel system project. Sales and activity levels were below this month last year but year to date numbers are still above last year. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss and consider action regarding recruitment of the Village of Biron for membership in the South Wood County Airport Commission. Commissioners discussed the topic and expressed desire to pursue an opportunity to meet with Biron representatives to discuss membership. No action taken.

b. Discuss and consider action regarding a hangar ground lease agreement with Jeff Christensen. Commissioners were presented with bills of sale from the previous owner to Mr. Christensen. Motion by Commissioner Blaser, 2nd by Commissioner Hamilton to offer a lease to Mr. Christensen at the currently established rate of \$.10 (ten cents) per square foot per year pending legal review by Commission attorneys. Motion carried.

c. Discuss and consider action regarding lease rate adjustments for eligible leases. Four leases are eligible for rate adjustments. Lot 3: Wings Air Charter. Per the lease, the adjustment will be made based on CPI increases. Adjustment will be based on the CPI increase since inception of the lease in 2001. Adjustment will be effective based on the CPI calculation after August of 2021. Lot 4: Manternach. No change. Lot 16: V&E Aviation. Adjust rate to currently set rate of \$.10 (ten cents) psf/yr (\$225.00 per year). Lot 35: Wings Air Charter. Adjust rate to currently set rate of \$.10 (ten

cents) psf/yr (\$332.80 per year). Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to accept the proposed rate increases. Motion Carried

d. Discuss and consider action regarding Doug Galuk's proposed hangar wedding. The proposed parking plan and logistics plans were proposed and reviewed by the Commission. No new action taken.

5. New Business:

a. Election of officers. Commissioners Hamilton and Zurfluh proposed keeping officers the same and reviewing annually. No action taken.

6. Future Agenda Items:

Assumption cross country meet use of airport property

7. Public Comment:

Port Edwards Administrator Bossert requested information about expenditures and ongoing benefit to the Village to be presented around budget time. He also suggested a better way to market the Communities which contribute to the Airport.

8. Correspondence Received:

Commissioner Nystrom relayed gratitude for the use of the Airport as a vaccination site.

9. Set next meeting date:

Thursday July 1 at 8:00 AM.

10. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Nystrom to adjourn at 8:45. Motion carried.

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

ALEXANDER FIELD
SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Shane Blaser, Mayor
Arne Nystrom, Chairman
Joe Zurfluh, President
Brad Hamilton, Alderman

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

8/5/21

The South Wood County Airport Commission met on Thursday August 5, 2021 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, and Joe Zurfluh. Brad Hamilton and Arne Nystrom attended via phone. Also in attendance were Merry Mackenzie, Bill Clendenning, Dennis Polach, Ryan Falch, Matt Messina, Randy Gustafson, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:01 AM.

2. Approval of previous month's minutes (6-10-2021):

Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler introduced Matt Messina of WI Bureau of Aeronautics and Ryan Falch of MSA Professional Services for updates on the development projects. The fuel system project is still being pushed back due to material and equipment procurement delays. Possibly some of the electrical work could be done this fall. Falch and Messina provided insight into the process timeline for easement acquisition and obstruction removal and how it relates to potential future approach re-evaluation. Sickler relayed that June and July activity is back on pace with those two months in 2019. Motion by Commissioner Blaser, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss and consider action regarding hangar ground lease modifications. Sickler presented a Lease template document which had some highlighted language which was suggested to be removed. The Commission reviewed and discussed the language. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to remove the highlighted language. Motion carried.

5. New Business:

a. Discuss and consider action regarding the 2022 budget. Commissioners discussed the expectations for preparation of the 2022 budget. No action taken.

b. Discuss and consider action regarding a pre-paid T- Hangar refund. Dick Rodencal requested a refund for seven months of his prepaid T-Hangar rent (\$735) after vacating the hangar at the end of May. Motion by Commissioner Hamilton to deny the request. No second was offered. Motion by Commissioner Zurfluh, 2nd by Commissioner Nystrom to approve the refund of \$735. Motion carried.

6. Future Agenda Items:

2022 Budget, T-Hangar discussion, Financials on agenda, no dumping sign, Airport base radio.

7. Public Comment:

None.

8. Correspondence Received:

Commissioner Nystrom received a comment from a neighbor expressing concern about live trapped critters being released on Airport property. A sign will be installed.

9. Set next meeting date:

Thursday September 2 at 8:00 AM.

10. Adjourn: Motion made by Commissioner Nystrom, 2nd by Commissioner Blaser to adjourn at 8:52. Motion carried.

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



490 East Grand Avenue
Wisconsin Rapids, WI 54494
(715) 422-5136
www.mcmillanlibrary.org

Library Nominating Committee meeting notes for July 8, 2021.

Mr. Clendenning called the meeting to order at 5pm. Ms. Feith, Mr. Clendenning, and Ms. Heniadis were present.

Information was gathered from all three attendees in regards to who said they would be interested in what leadership positions and who said they would take a position if no one was interest were then discussed.

The Committee's final recommendations for President is Ms. Galvan, for V.P. is Ms. Heniadis and for Treasurer is Ms. Feith.

The Committee also looked at everyone's wishes for the various committees and tried to assign each person to the committees they expressed interest in. The various committee lists were then prepared and will be presented to the President for their consideration once in office.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Feith. Motion carried and the meeting adjourned at 5:36p.m.

MINUTES
McMillan Memorial Library
Special Board Meeting
August 4, 2021

DRAFT

Subject to
Approval

Vice President Heniadis called the Special Meeting of the McMillan Memorial Library Board of Trustees to order at 5:27 p.m.

ROLL CALL ATTENDANCE:

Present: Kim Heniadis, Craig Broeren, Doug Machon, Karen Schill, Susan Feith, William Clendenning, Ryan Austin

Absent: Anne Zacher, Andrea Galva, Scott Kellogg, Eric Montag

Administration: Andrew Barnett and JoAnn Ogreenc

Others in attendance: Grant Daigle from Miron Construction and Eric Blowers of Engberg Anderson Architects

Mr. Barnett established that this was an open meeting conducted and appropriate public notice was given.

MINUTES: A motion to approve the Minutes of the July 21, 2021 Library Board meeting minutes with two corrections was made by Mr. Clendenning, second by Ms. Schill. Motion carried.

Reports from Building & Grounds Committee: Mr. Machon reported the Buildings and Grounds Committee met on July 27, 2021 to make final recommendations of furniture selections. The committee recommends to the full board approval of Furniture selections, approval of Change Order 2, approval of Change Order Proposal 19 (display cabinet credit), and approval of theater seating contract. The Committee did not make a recommendation for Change Order Proposal 17 (ceiling tile change).

A motion to approve all recommendations from the Building and Grounds Committee was made by Ms. Feith, second by Mr. Broeren. Motion carried.

A motion to approve Change Proposal 17 in the amount of \$9,651 was made by Ms. Feith, second by Mr. Austin. Motion carried.

A motion to advise acting Chairperson Ms. Heniadis to sign Change Order 2 and theater seating contract with JWC Building Specialties was made by Ms. Feith, second by Mr. Clendenning. Motion carried.

Mr. Clendenning left the meeting at 5:45 p.m. quorum remained.

Chairperson Heniadis declared the meeting adjourned at 5:46 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on August 18, 2021 at 5:00 p.m.

Respectfully submitted,
JoAnn Ogreenc, Assistant Director

MINUTES

McMillan Memorial Library
Board of Trustees
August 18, 2021

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:30 pm. Ms. Galvan established this was an open meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Susan Feith, Eric Montag, Scott Kellogg, William Clendenning, and Karen Schill.

Absent: Craig Broeren, Anne Zacher, Doug Machon and Ryan Austin

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Eric Blowers and Erin O'Keefe from Engberg Anderson Architects, and Grant Daigel from Miron Construction.

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the August 4, 2021 Special Board Library Board meeting was made by Mr. Montag, second by Mr. Clendenning. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for August 2021. Ms. Feith added further discussion. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Ms. Schill. Motion carried**

A joint meeting of the Building & Grounds and Finance Committees will be scheduled to discuss the 2022 Budget.

DIRECTOR'S REPORT:

Library Use and Events – Our second pandemic summer program is complete. We hosted a “hot trivia” contest on July 29 and a historic kayak paddle on August 4. Story walks, the teen garden club, socially distanced teen book club, rock painting and author Leah Brown highlighted the last month. We continue with monthly Write Nights, Farmer's Market and anime club. Story time resumes in September.

Building & Grounds – Issues concerning the skylight are being explored. Window replacement on the south and west side of the Adult Room is planned. New shelf ends of the units in the Adult Room are being produced.

Budget – The City has requested our budget by September 1. We are planning to request a zero increase appropriation, as we have done for a number of years. A joint Finance / Building & Grounds committee should meet to consider a proposed budget.

COMMITTEE REPORTS: Mr. Montag reported on the Services Committee meeting on August 10th. Goals of the committee, the Maker Space and co-working spaces were discussed. Also the possible development of a friends group was discussed.

Mr. Montag reported on the Building and Grounds meetings held on August 11. Mr. Daigel presented Change Order 3 which covers an ACT change and display cabinet credit. Total credit is \$5,549.00.

Ms. O'Keefe shared the furniture presentation, as presented to the Building and Grounds Committee, with the Board and samples were presented. The Building and Grounds committee recommends approval of Ms. O'Keefe's Option 1 selections and a change for the study tables from Hon tables to Ki Pillar tables. Discussion followed.

A motion to approve the Building and Grounds committee recommendations as presented was made by Mr. Montag, second by Mr. Kellogg. Motion carried with Mr. Clendenning opposed.

Ms. O'Keefe presented some additional Fine Arts Center fabric choices which would be readily available. Discussion followed. The Building and Grounds committee recommendation is to stay with the Seaglass fabric originally chosen. **A motion to approve the recommendation of the committee was made by Mr. Montag, second by Mr. Kellogg. Motion carried.**

Mr. Daigel reviewed the change orders presented to the Building & Grounds committee at the meeting held prior to the Board meeting.

Change Order #3 was previously approved and ready for a signature. **A motion to approve signing Change Order #3, for a credit of \$5,549.00, was made by Mr. Montag, second by Ms. Schill. Motion carried.**

Change Order 9 on skylight siding and finishing in the amount \$9,589 was presented. The Building and Grounds Committee recommends approval. **A motion to approve Change Order 9 was made by Mr. Montag, second by Mr. Kellogg. Motion carried.**

Mr. Barnett noted that a structural engineer was contacted to review repairs to the exterior of the skylight. Repairs will be handled by the Operations budget and K & W Glass will schedule the repairs soon.

Mr. Blowers presented the color options for staining the skylight siding. **Mr. Montag moved approval of color option 2, second by Ms. Heniadis. Motion carried.**

Change Order 11, for \$843.00, was approved directly by Mr. Daigel.

Change Order 20 covers changes in ASI – 03 at a cost is \$9,065.00. A revised copy from the one originally sent has been forwarded to Ms. Steiner for the file. The Building and Grounds committee recommends approval. **A motion to approve Change Order #20 was made by Mr. Montag, second by Ms. Schill. Motion carried.**

Mr. Daigel reviewed the contingency account and pending balance. There are some additional changes to present at the next meeting. He will send the changes to Ms. Steiner to share with the Board.

Ms. Galvan asked that we schedule a Capital Campaign meeting. Ms. Steiner will look for possible meeting dates after September 1st.

OLD BUSINESS: There were no items of Old Business

NEW BUSINESS: Mr. Clendenning noted that attendance at Board meetings is very important. Ms. Feith noted that the By-Laws does address Board attendance. Discussion followed. Further discussion will take place at next month's meeting.

A motion to adjourn was made by Mr. Kellogg, second by Ms. Montag. Motion carried and the meeting adjourned at 6:36 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on September 15, 2021 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Services Committee
August 10, 2021

DRAFT

Subject to
Approval

Chairperson Montag called the Services Committee meeting to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Eric Montag, Kim Heniadis, Karen Schill, Doug Machon and Andrea Galvan

Absent: Anne Zacher

Present Via Zoom: William Clendenning, Susan Feith,

Administration: Andrew Barnett, JoAnn Ogreenc

Mr. Montag established that this was an open meeting and appropriate public notice was given.

Gain alignment on the role of the Services Committee: Chairperson Montag read the Library Board by-laws pertaining to the Services Committee.

Determine objectives going forward: Chairperson Montag requested a presentation covering an update and a plan of services for the new Makerspace at the next Services Committee meeting.

Chairperson Montag stated that a review of the Library Plan of Services along with the Makerspace presentation would be on the agenda for the next Services Committee meeting.

A motion to adjourn was made by Mr. Machon, second by Ms. Heniadis. Motion carried. The meeting adjourned at 5:34 p.m.

Respectfully submitted,
JoAnn Ogreenc, Assistant Director

MINUTES
McMillan Memorial Library
Building and Grounds Committee
August 11, 2021

DRAFT

Subject to
Approval

Chairperson Doug Machon called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present: Doug Machon, Eric Montag, William Clendenning, Ryan Austin, Andrea Galvan, and Susan Feith

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Erin O'Keefe of Engberg Anderson and Grant Daigel of Miron Construction

Mr. Machon established that this was a public meeting with Zoom access and appropriate public notice was given.

A motion to approve the Minutes of the May 12, June 9, July 14 and August 4, 2021 Building and Grounds Committee meetings was made by Mr. Clendenning, second by Mr. Montag. Motion carried.

Owners Rep. Grant Daigel presented change order #3 involving change item 19- credit for the display case and change item 17-ACT change along with a review of the contingency. A motion to recommend presenting change order 3 to the full board was made by Mr. Austin, second by Mr. Clendenning. Motion carried.

Mr. Daigel has an additional change item regarding the skylight to bring before the committee. More information and costs are needed before he can make a recommendation. Mr. Daigel requested a Building & Grounds committee meeting prior to the Board meeting at 4:45pm on August 18th to discuss ASI3 architectural changes to skylight. There was discussion on skylight finishing between stain and paint.

Mr. O'Keefe presented some final finish selections for the furniture.

A motion was made by Mr. Montag, second by Mr. Austin to go with the Option 1 recommendations of the designer and bring these recommendation to the full board on August 18th, Motion carried.

It was noted that the cost of the furniture came in lower than expected. Some final numbers are still needed.

Mr. Barnett received information that the Fine Arts Center seating fabric selected has an order time of 110 days. Which would delay installation. Ms. O'Keefe will look at other options to present to the Board.

The meeting was declared adjourned at 5:27 p.m. by Chairman Machon.

Respectfully submitted,
Vicki Steiner, Secretary

Regular Meeting of the Water Works and Lighting Commission Wednesday, July 14, 2021

There were present:

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

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Dale Scheunemann, Josh Elliott, Matt Stormoen, Jeff Kuhn, Shawn Reimer, Sean Wall.

1. Call to Order

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

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

2.1 Regular Commission Meeting held June 9, 2021

There was a motion made by John Bergin, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on June 9, 2021, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Discuss Options for Holding August Commission Meeting

General Manager Jem Brown stated that he, along with Jeff Kuhn and Todd Weiler, will be out of town attending the MEUW Annual Meeting. The commission discussed the option of cancelling the regular commission meeting and, as necessary, scheduling a special commission meeting based upon commissioner's availability. There was a motion made by John Bergin, seconded by John Harper, and carried to cancel the August regular commission meeting. There were no nay votes recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the safety coordinator's monthly report.

4.2 Line Superintendent's Report

This report was reviewed and June after-hour call-ins were discussed. Josh Elliott stated that he feels a lot of June's calls were due to the heat.

4.3 Water Department Operations Report

This report was reviewed and June water projects were discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn Schroer and Sara Oleson attended the Landlord Association Meeting in June. Lynn stated that they reviewed WW&LC's disconnection process and answered questions or concerns from area landlords. Lynn stated that the meeting went very well.

4.5 Director of Finance's Report

This report was reviewed and the financial statements/cash flow/investments reports were discussed at length.

4.6 Information System's Administrator's Report

This report was reviewed and cyber security project was discussed.

4.7 Conservation Manager's Report

This report was reviewed and was discussed. Shawn Reimer stated that the FOCUS on Energy kits that we have available in our lobby has been well received.

4.8 Director of Engineering & Electric Operations

This report was reviewed and the June 10th power outage was discussed. This outage affected 6,493 customers and lasted approximately 45 minutes. This outage was caused by a large bird which made contact with the power lines just behind Aldii's.

4.9 General Manager's Report

This report was reviewed and discussed. Jem stated that in June several WW&LC employees were given a thorough tour of the new Matalco plant. This tour was very interesting and provided a meeting to address questions. Jem also stated that he and Jeff Kuhn have been working with Boardman Law Firm to revise and update the WW&LC pole attachment agreement.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by John Bergin, seconded by John Harper, and carried to adjourn at 1:33 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

Special Meeting of the Water Works and Lighting Commission Friday, August 20, 2021

There were present:

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

Also present: Jem Brown, Todd Weiler, Jeff Kuhn, Josh Elliott, Dale Scheunemann, and Shawn Reimer

1. Call to Order

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

2. Action Item – Cleaning RFP

Jeff Kuhn stated that we had recently sent out requests for proposals for cleaning services. Based upon the results of those RFPs there was a motion made by John Bergin, seconded by John Harper, and carried to award the cleaning services contract to Advanced Janitorial Services. No nay votes were recorded.

3. Key Performance Indicators

Director of Finance Jeff Kuhn presented the 2019 Key Performance Indicators that were published by the American Public Power Association. A lengthy discussion ensued.

4. Consideration of adjournment into closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purposes of 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 – Discuss the potential purchase of assets.

Upon unanimous roll call vote, the committee voted to go into closed session to discuss the potential purchase of assets.

5. Return to open session

There was a motion made by Jay Bemke, seconded by John Bergin, and

carried to return to open session. No nay votes were recorded.

6. Possible action taken on items discussed in closed session

There was not action taken on items discussed in closed session.

7. Adjourn

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to adjourn at 9:55 AM.

Respectfully submitted,

Secretary, Rick Merdan

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, July 28, 2021 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:32 p.m.

1. ROLL CALL:

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

Also Present: Lana Fanning and Jolina Janus

Excused: Evan Smith

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the June 30, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the May 26, 2021, meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS:

- A. Social Committee update on activities: Commissioners reviewed the social committee minutes of the June 29, 2021 meeting. Commissioner Helmer moved to approve the social committee minutes of June 29, 2021, seconded by Commissioner Reith-Kincaid. All aye votes. Mary stated that the brat fry events were well attended. The next social committee meeting will be held on Tuesday, August 3, 2021 at Huntington House apartments.
- B. Wood County memo regarding chlorine usage near housing authority owned properties: Commissioners reviewed the notice from Wood County regarding reportable chlorine usage near housing authority owned properties. Mary reported that in the event of a spill, the units on Oak Street and Washington would be impacted. Commissioner Helmer inquired as to how the housing authority would address a chlorine spill. Commissioner Grode stated that a hazardous chemical emergency shelter in place plan was created to address incidents of this nature. Mary concurred and stated that these plans are also made available to tenants.
- C. Updated apartment building information regarding COVID-19 vaccinations: Mary reported that as of July 19, 2021 the percentage of fully vaccinated tenants at each apartment building per information from the Wood County Health department are as follows; 57% at Huntington House, 37% at Parkview, and 87% at Tenth Avenue apartments. The community rooms are available at this time to tenant only gatherings.
- D. Staff Training Update: Mary provided an update of employees who have completed online trainings through the HAI training platform for email

messaging safety and bloodborne pathogen exposure. She also reminded commissioners that trainings through this platform are available to commissioners.

- E. Faithful Consulting letter regarding Executive Coaching recommendation for Mary Vang: Commissioners reviewed Mary's request to continue working with Faithful Consulting for leadership development and coaching. Mary stated that the tailored specific executive coaching would provide substantial benefits in her current role. Commissioner Reith-Kincaid moved to approve Mary's request to contract with Faithful Consulting, seconded by Commissioner Helmer. All aye votes.

4. **CONSIDERATION OF BILLS**

- A. Approve June 2021 financial statements from fee accountant:
Commissioners reviewed the June 2021 financial statements from the fee accountant. Commissioner Helmer moved to approve the June 2021 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve June 2021 financial statements from fee accountant:
Commissioners reviewed the June 2021 financial statements from the fee accountant. Commissioner Reith-Kincaid moved to approve the June 2021 financial statements from the fee accountant, seconded by Commissioner Henke. All aye votes.

5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview—one moving to another subsidized housing rental, one deceased and one moving to take care of a family member. Vacancies will be filled off the waiting list with tentative move-in dates for August 13 & September 10, 2021. There are no vacancies at Tenth Avenue. There are two scattered site vacancies, one transfer from the scattered site unit to Parkview apartments as the new caretaker, and one purchasing a home. The scattered site vacancies have been filled from the waiting list with move in dates scheduled for July 30 & September 10, 2021.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project- one deceased, and one moving for health related reasons. The two vacancies will be filled off the waiting list with tentative move-in dates for July 30, 2021.
- C. Section 8 program status: Mary reported that as of July 20, 2021, there are 167 families under contract with the current waiting list running approximately 16 months. There are currently 66 families on the waiting list. The Section 8 voucher activity for the month of July consisted of the following: four new admissions, seven VASH voucher holders, three new issued vouchers for a cumulative of eleven vouchers, zero portability

move-outs & move-ins, three vouchers that expired, and three end of participations due to program violation and zero HAP for 180 days.

- D. Capital Funds Program grant status: Mary reported that the 2016 and 2017 grants have been fully expended. HUD headquarters advised the Milwaukee field office that grants should not be closed out any earlier than the end of the grants obligation period, therefore; the 2016 grant can be closed with the 2020 audit and the 2017 grant will have to wait until the 2021 audit to close out. The 2018 grant has a zero balance in operations and RAD activities, and \$36,570.59 in general capital activity for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a balance of \$105,433.02 in operations for special assessment city projects and insurances, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a balance of \$233,816.33 in operations for insurances and a new maintenance van: \$6,000 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. The 2021 grant has a balance of \$196,029 in operations for insurances and miscellaneous expenses, and a balance in general capital activity of \$26,585 for appliances, concrete repairs, Parkview security camera system, in unit floor repairs, automatic door opener repairs, and washers & dryers for Parkview and Tenth Avenue apartments. There were two disbursements from the 2019 grant, one for \$1,100 to paint a scattered site unit for turnover, and one for \$1,427 to pay for the annual auto insurance premium. One disbursement was made from the 2020 grant of \$975 to pay for carpet cleaning at Tenth Avenue apartments, and one disbursement from the 2021 grant to pay for new washers and dryers at Tenth Avenue and Parkview apartments.
- E. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received in July 2021 from four former public housing tenants totaling \$1172.71.
- F. Restitution received from February 2018 Parkview criminal charges: Mary reported that a restitution payment of \$84.30 was received from criminal damages to the game room at Parkview from an incident that occurred in February of 2018.
- G. CARES ACT funds status: Mary reported that the public housing and round one of HCV CARES Act funds are fully expended. A balance of \$6,887.49 remains in the second round of HCV CARES Act to fund administrative related expenses.

6. RESOLUTIONS:

- A. 2021-3 2021 Section 8 Payment Standards: Commissioners reviewed Resolution 2021-3, 2021 Section 8 Payment Standards. Commissioner Reith-Kincaid moved to approve Resolution 2021-3, 2021 Section 8 Payment Standards, seconded by Commissioner Helmer. All aye votes.

B. 2021-2 Section 8 Utility Allowance: Commissioner reviewed Resolution 2021-2, Section 8 Utility Allowance. Commissioner Helmer moved to approve Resolution 2021-2, Section 8 Utility Allowance, seconded by Commissioner Reith-Kincaid. All aye votes.

7. **PUBLIC INPUT:** Lana inquired about tenant Bingo starting back up in the community room. Mary stated that the community room is open to tenant only gatherings at this time, and tenants are reminded to contact the office to make reservations of the space.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 25, 2021, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:17 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



To: Mayor Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council
From: Scott Young, WRFD Fire Chief
Date: September 2, 2021
RE: Monthly Summary for August 2021

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

- Police and Fire Commission meeting
- Common Council meeting
- Hosted monthly emergency first responder training
- Fire Vision committee meeting
- Public Education committee meeting
- Attended the North Central Fire Chiefs Association meeting held in Stratford
- Participated in National Night out with local Law Enforcement agencies
- Presented a recognition plaque to Niemen's Towing in appreciation for their continued support of the WRFD for vehicle extrication training
- Potential contractors completed a pre-bid walk through of fire station #1 as part of the station renovation process
- Haz-Mat discussions with Gardner cold storage in Pittsville focusing on response plans to a potential anhydrous ammonia leak
- Attended annual Local Emergency Planning Committee meeting hosted by Wood County Emergency Management
- Continued work on finalizing the 2022 department budget for submission to the finance director
- Provided EMS stand-by for BMX races held on August 28 & 29
- EMS stand-by provided for Run the Rapids
- Chief Briefs held with all three crews
- Difficult airway class delivered by Foam Frats Inc.
- Stroke education and awareness training delivered by Marshfield Medical Center
- All three crews received gas metering refresher
- Forcible entry training conducted at MSTC
- Motor Pump Operator training focusing on relay pumping and standpipe operations
- Electrical fire at 3551 8th Street South, arcing wires in ceiling of laundry mat. Power was disconnected to the business
- Natural Gas leak at 1420 Saratoga Street. The occupants were evacuated with elevated readings in residence. The gas was shut off and house was ventilated
- Lightning strike at 1741 1st Street North causing electrical issues in the house. No active fire and the home was cleared with the use of a thermal imaging camera



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



- Responded to multiple motor vehicle accidents that required advanced patient care.
 - STH 13 and Townline. Single patient involving motorcycle, patient was flown to local trauma center
 - 1st St and Pepper, requiring extrication of three patients. Two were flown to local trauma centers
 - STH 73 & CTH Z, two patients with one transported directly to a local trauma center
 - STH 73 and Evergreen, two patients resulting in one fatality
 - STH 73 and 80th. Motorcycle - vs- deer. Patient flown to local trauma center

WRFD Notes:

Over the last three months the WRFD has responded to consecutive record calls for service. June (418), July (458), and August (471) of 2021 have been the three busiest months in department history with runs totaling 1,347. Call volume to this extent is pushing the departments resources, however, the members continue to deliver professional, proficient, and compassionate services to the community.

The department received a new Braun Type III ambulance on August 10th as part of the 2021 budget. Unfortunately, the color did not meet the specification standards and it was sent back for a new paint job. Braun has been more than accommodating in correcting the oversight and the department is eager to get it back and place the new ambulance in-service.

In August the management team began Blue Card training in an effort to improve fire ground consistency and accountability. The 50-hour course is designed to bring command safety in a standardized approach to emergency scenes and operations, focusing on incidents with short operational periods. The goal is to send the remainder of the department's officers through the training as part of the 2022 budget. The class has provided valuable information that will enhance our officer's knowledge base.

Anniversaries in August: FF/P Max Breidel (1-year)



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD AUGUST 2021 MONTHLY RESPONSE REPORT

Type of Emergency	August 2021 Responses	Total # of 2021 Responses	August 2020 Responses	Total # of 2020 Responses
EMS/Rescue 911	407	2583	310	2159
EMS IFT	39	188	23	175
COMMUNITY PARAMEDICINE	0	10	6	9
FIRE	2	37	4	32
HAZARDOUS CONDITON	5	38	6	38
SERVICE CALLS	10	83	6	53
FALSE ALARMS	8	67	5	79
TOTALS	471	3006	360	2545

Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 700 Series: False Alarms

Runs by District	August 2021	2021 Totals	August 2020	2020 Totals
Wisconsin Rapids	392	2559	314	2210
Saratoga	30	180	18	155
Village Port Edwards	12	84	15	79
Village Biron	10	75	8	64
Mutual Aid Given	23	91	4	29
Mutual Aid Received	4	17	1	8
TOTALS	471	3006	360	2545

Confined Space Stand-by	August 2021	Total # 2021	August 2020	Total # 2020
TOTALS	64	290	89	560



Wastewater Facility

2540 First Street South

Wisconsin Rapids, WI 54494-5798

Phone (715) 421-8237 Fax (715) 421-8292

Ryan Giefer – Wastewater Superintendent

Email - rgiefer@wirapids.org

The Wastewater Treatment Commission met at 1:33 p.m. on August 4, 2021 at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, David Yonkovich, Joe Terry, Zach Trzebiatowski (sitting in for Tammy Steward), Jim Neitzel (by phone), and Ryan Austin.

1. **Minutes of the July 7, 2021 meeting:** A motion was made by David Yonkovich and seconded by Ryan Austin to approve the minutes of the July 7, 2021 Commission meeting as written. **Motion Carried.**
2. **Supervisory Report:**
 - a. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
3. **Bills and Revenues:** A motion was made by Joe Terry and seconded by David Yonkovich to accept the bills and revenues for July 2021. **Motion Carried.**
4. **Referrals:** Inflow & Infiltration Study Relating to Sump Pumps
5. **September Wastewater Treatment Commission Meeting Date:** a motion was made by David Yonkovich and seconded by Ryan Austin to move the September meeting from September 1 to September 9, 2021. **Motion Carried.**
6. **Adjourn:** A motion was made by Jim Neitzel and seconded by David Yonkovich to adjourn the meeting at 2:04 p.m. **Motion Carried.**



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Ryan Giefer – Wastewater Superintendent

Email - rgiefer@wirapids.org

The Wastewater Treatment Commission met at 1:33 p.m. on September 8, 2021 at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, David Yonkovich, Joe Terry, Tammy Steward, Jim Neitzel (by phone), Peter Jennings (by phone), and Ryan Austin.

1. **Minutes of the August 4, 2021 meeting:** A motion was made by David Yonkovich and seconded by Ryan Austin to approve the minutes of the August 4, 2021 Commission meeting as written. **Motion Carried.**
2. **Discuss and consider moving Wastewater Commission meeting date:** a motion was made by Peter Jennings and seconded by David Yonkovich to move monthly meeting dates to the second Wednesday of each month. **Motion Carried.**
3. **Discuss and consider approving the hiring of additional Wastewater Intern:** a referral was added to develop and present to the Commission a job description for additional intern to assist with Collection System projects.
4. **Review and consider approving 2022 Wastewater Department Budget draft:** a motion was made by Ryan Austin and seconded by Peter Jennings to approve the budget draft. **Motion Carried.**
5. **Supervisory Report:**
 - a. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
6. **Bills and Revenues:** A motion was made by Peter Jennings and seconded by Ryan Austin to accept the bills and revenues for August 2021. **Motion Carried.**
7. **Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
8. **Adjourn:** A motion was made by David Yonkovich and seconded by Ryan Austin to adjourn the meeting at 2:21 p.m. **Motion Carried.**

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

Parks & Recreation Commission Minutes

August 9, 2021

A regular meeting of the Wisconsin Rapids Parks & Recreation Commission was held via remote videoconferencing on Monday, August 9, 2021, at 4 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Broeren called the meeting to order at 4 p.m.

Commissioners present in the City Hall Council Chambers were Mayor Blaser, Craig Broeren, Tom Ekelin, Patrick Gatterman, Tom Rayome, and Lee Thao. Carolynn Martin appeared via videoconference. Dean Veneman and Kris Barteck were excused. Staff present in the Council Chambers were Dawn Desorcy, Jake Klingforth, Tyler Mickelson, and Mary Wolosek. Also attending were Jay Bemke, Nathan Hanson, and Susan Miller.

2. Approve June 28, 2021, meeting minutes.

A motion was made by Commissioner Thao, seconded by Commissioner Gatterman, to approve the June 28, 2021, meeting minutes. Motion carried.

3. Consider location for Rockin' In Rapids give a rock/take a rock location.

Susan Miller shared an example of the give a rock/take a rock drop off stations that she would like to purchase. Park locations would include Mead Rapids View, Lyon Park and Robinson Park. A motion was made by Mayor Blaser, seconded by Commissioner Thao, to approve placement of give a rock/take a rock locations in parks, working in conjunction with Jake Klingforth. Motion carried.

4. Consider installation of additional disc golf pads at Robinson Park.

Nathan Hanson presented the group's idea for the addition of more tee pads to Robinson Park disc golf area, which would allow for tournaments to take place there (an 18-hole course is needed for this). The hope would be that the City would supply concrete and their club would form and install the concrete. A motion was made by Commissioner Ekelin, seconded by Commissioner Thao, to approve the installation of additional disc golf pads at Robinson Park. Motion carried.

5. Consider approval of an Aquatics Center Dog Day on August 30.

The date for Dog Day will be August 23, from 4:30-6:30 p.m. A motion was made by Mayor Blaser, seconded by Commissioner Gatterman, to approve Dog Day at the Aquatics Center. Motion carried.

6. Update on Teske Grant money remaining and plan for use.

Items that were discussed as possible uses for the Teske Grant money were adding a kangaroo exhibit or making Helen's House usable for the entire year, as this request is often received. It was noted that the Teske Grant money must be used for enclosures or facilities (not maintenance); must be completed by 2026 and a plaque erected. This item will be brought back to a future commission meeting.

Parks & Recreation Commission Minutes

August 9, 2021

Page 2

7. Update on Parks & Recreation Commission Ad Hoc Committee.

The ordinance is still being reviewed and updated with the City Attorney; it is a long process.

8. Update on the Aquatics Center (closing for the season on August 22).

The Aquatics Center had a very busy season. Costs will be looked at once the season is complete and all invoices are received. These items will be brought back to the commission.

9. Update on Comprehensive Outdoor Recreation Plan.

The Comprehensive Outdoor Recreation Plan will be distributed to the commission when it is ready.

10. Bills.

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

11. Staff reports.

Mary and Jake presented written and verbal reports.

12. Adjourn.

A motion was made by Commissioner Thao, seconded Commissioner Ekelin, to adjourn. The meeting adjourned at 4:51 p.m.

Dawn Desorcy, Recording Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
August 11, 2021
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Haasl, Albrecht, King and Yonkovich, and Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski, and Fire Chief Scott Young.

3. Approve the July 14, 2021 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to approve the July 14, 2021 meeting minutes. Motion carried.

4. Consider approval of invoice in the amount of \$589.50, from the State of Wisconsin Department of Administration for past due invoices.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to table the item until more information is available. Police Chief Blevins will investigate. Motion carried.

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

A motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve the report of the Police Department. Motion carried.

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

A motion was made by Commissioner Yonkovich, seconded by Commissioner King, to approve the report of the Fire Department. Motion carried.

Fire Chief Young presented the Commission with his retirement notice, with an effective date of October 31, 2021. Motion by Commission King, seconded by Commissioner Yonkovich, to accept Fire Chief Young's retirement notice. Motion carried.

7. The Commission may vote to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. In closed session, the Commission will:

a. Discuss placement of one (1) Firefighter on permanent status.

A motion was made by Commissioner King, 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.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
August 11, 2021
7:30 A.M.

In closed session, the Commission discussed one (1) firefighter probationary report and consider for placement on permanent status.

8. 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 7 a, b, c in closed session.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to go into open session. Motion carried. 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 7 in closed session.

Re Item 7a: In closed session, a motion was made by Commissioner Yonkovich, seconded by Commissioner Albrecht, to approve the recommendation of Fire Chief Young to move firefighter Michael Koehler from probationary to permanent status. Motion carried.

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

The next monthly meeting will be held on September 8, 2021 at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,
Lee Albrecht, Secretary