



**MINUTES**  
MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL  
TUESDAY, NOVEMBER 17, 2020  
6:00 P.M.  
VIA REMOTE VIDEOCONFERENCE

A meeting of the Wisconsin Rapids Common Council was held via remote videoconferencing on Tuesday, November 17, 2020, at 6:00 p.m. Because of the pandemic, the public was unable to attend this meeting in person; however, 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. The Mayor received comments from Dean Ramsden, JR Siewert, Sue and Gary Wiater, Kevin Wright, Patrick Goodness, Greg Bucholc, and Sharon Jacoby.

Present in the Council Chambers at City Hall were Mayor Blaser and Alderpersons Veneman, Kellogg, Koth, Kubisiak, and Bemke. Alderpersons Zurfluh, Cattanach, and Rayome appeared via videoconference. Also present in the Council Chambers were Chief Blevins, Joe Terry, Ryan Geifer, Derek Budsberg, Kelly Warrington, and Jennifer Gossick. Ryan Hartman, Sue Schill, Tim Desorcy, Chief Young, Jem Brown, and Jeff Kuhn appeared via videoconference.

**1. Call to Order**

Mayor Blaser called the meeting to order at 6:05 p.m.

**2. Roll Call**

Roll call indicated that all alderpersons were present:

Joe Zurfluh (via videoconference)

Dean Veneman

Scott Kellogg

Tom Rayome joined the meeting at 6:14 p.m. (via videoconference) due to technical difficulties

Steve Koth

Jake Cattanach (via videoconference)

Thaddeus Kubisiak

Jay Bemke

**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. Wastewater Award Presentation**

President of the Water Environment Federation, Lynn Broaddus, presented the Water Environment Federation Laboratory Excellence Award to Derek Budsberg

**5. Wisconsin Rapids Quad-Plex Presentation and Request**

WRPS Superintendent Craig Broeren, Lee Graf and Dan Guck gave a presentation on the Wisconsin Rapids Quad-Plex. A request was made to the Common Council for the City of Wisconsin Rapids to install sanitary sewer and water along Grove Avenue to the concession building of the Quad-Plex.

It was moved by Cattanach, seconded by Bemke to refer this request to the Public Works Committee. Motion carried, 7 ayes and 1 nay with Rayome voting in the negative.

**6. Reading of the Minutes of the Previous Meetings held on October 20, 2020 and November 12, 2020**

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

**7. Consider a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic**  
It was moved by Zurfluh, seconded by Kubisiak to approve a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic. Motion carried, 8 ayes and 0 nays. Resolution No. 27 (2020)

8. Consider a Resolution Setting the Equivalent Unit (ERU) Charge for the Storm Water Management Utility  
It was moved by Koth, seconded by Veneman to approve a Resolution Setting the Equivalent Unit (ERU) Charge for the Storm Water Management Utility. Motion carried, 8 ayes and 0 nays. Resolution No. 28 (2020)

9. Consider a Resolution Adopting the 2021 City of Wisconsin Rapids Budget  
It was moved by Koth, seconded by Kellogg to approve a Resolution Adopting the 2021 City of Wisconsin Rapids Budget. Motion carried, 8 ayes and 0 nays. Resolution No. 29 (2020)

10. Consider for Adoption the Actions of the Planning Commission at its meetings held on November 2, 2020 and November 16, 2020:

A. REPORT OF THE PLANNING COMMISSION MEETING HELD ON NOVEMBER 2, 2020:

Date of Meeting: November 2, 2020

Report #1

Reported to Council: November 17, 2020

The Planning Commission met at 4:00 p.m. on November 2, 2020 in the first-floor conference room at City Hall and via phone and video conferencing. Members present included Chairperson Shane Blaser, Jay Bemke, Tom Brey, Shane Burkart, and Susan Feith. Absent were Daniel Hansen and Lee Thao. Others in attendance included Alderman Thomas Rayome, Larry Koopman representing Happy Hippo Construction and Brian Linkman of 48<sup>th</sup> and Goal.

The meeting was called to order at 4:07 p.m.

1. Approval of the report from the October 5, 2020 Plan Commission meeting

Motion by Feith, second by Brey to approve the report from the October 5, 2020 Plan Commission meeting. Motion carried (5-0)

2. **Happy Hippo Construction, LLC, CSM;** request for a Certified Survey Map approval for the reconfiguration of three parcels and the dedication of property as public road right-of-way. The subject properties are located at 2751, 2811 and 2821 8<sup>th</sup> Street South (Parcel ID's 34-12636, 34-13000, 34-13000-1 and 34-13001).

Staff found no issues with zoning and recommended approval. Discussion ensued regarding the parameters and ramifications for Lot 1, the flowage of the stream and conceivable plans for future development.

Motion by Feith, second by Burkart to approve the proposed CSM and accept the right-of-way. Motion carried (5-0)

3. **48<sup>th</sup> & Goal, LLC. Extraterritorial CSM;** request for Certified Survey Map approval for the creation of four lots, one of which is under 5 acres, within the Town of Saratoga. The subject property is east of 48<sup>th</sup> Street South and south of Townline Road (Parcel ID 18-00027)

Staff had no concerns regarding the CSM and recommended approval

Motion by Bemke, second by Feith to approve the Extraterritorial CSM. Motion carried (5-0)

4. Staff Update; Staff provided an update regarding a tabled item from the October meeting. Questions and concerns can be directed to Kyle Kearns prior to the December Planning Commission meeting.

5. Adjourn

Motion by Bemke, second by Burkart to adjourn. Motion carried (5-0)

Meeting adjourned at 4:28 p.m.

**This report was considered with the report from November 16, 2020.**

B. REPORT OF THE PLANNING COMMISSION MEETING HELD ON NOVEMBER 16, 2020:

Date of Meeting: November 16, 2020

Report #1

Reported to Council: November 17, 2020

The Planning Commission met at 4:00 p.m. on November 16, 2020 via remote videoconferencing. Members present included Chairperson Shane Blaser, Jay Bemke, Tom Brey, Shane Burkart, Daniel Hansen and Susan Feith. Absent was Lee Thao. Others in attendance were Jay Campbell, Matt Bautch and Randy McMahon of Campbell Construction.

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

1. Approval of the reports from the November 2, 2020 Plan Commission meeting

Motion by Bemke, second by Feith, to approve the report from the November 2, 2020 Plan Commission meeting. Motion carried (6-0)

2. **PLAN-20-0958; Campbell Construction JD Inc.**, request for a site plan review to construct an addition onto Culver's restaurant at 2711 8<sup>th</sup> Street South (Parcel ID 3412632). Staff recommended approval with the conditions outlined on Page 1 of the Staff Report.

Motion by Feith to approve PLAN-20-0958, second by Burkart. Motion carried (6-0)

3. Adjourn

Motion by Bemke, second by Blaser to adjourn. Motion carried (6-0)

Meeting adjourned at 4:11 p.m.

**It was moved by Koth, seconded by Kellogg to approve and adopt the actions of the Commission on November 2 and November 16, 2020. Motion carried, 8 ayes and 0 nays.**

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

**A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 20, 2020:**

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: October 20, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Tuesday, October 20, 2020 at 5:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present except for Alderperson Kubisiak. Also in attendance were Alderperson Bemke, Mayor Blaser, Matt Heideman, Paul Vollert, Joe Terry and Jake Klingforth.

1. Call to order

Alderperson Kellogg called the meeting to order at 5:00 p.m.

2. 2021 Budget Review with emphasis on Street Department and Park and Recreation.

Public Superintendent Paul Vollert and Park and Recreation Supervisor Matt Heideman reviewed their respective budgets with the committee. No action was taken.

3. Adjourn

It was moved by Kellogg, seconded by Koth to adjourn. Meeting adjourned.

**This report was considered with the report from November 10, 2020.**

**B. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 22, 2020:**

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: October 22, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Thursday, October 22, 2020 at 5:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Veneman, Mayor Blaser, Tim Desorcy, Chief Blevins, and Chief Young.

1. Call to order

Alderperson Koth called the meeting to order at 5:00 p.m.

2. 2021 Budget Review with emphasis on Public Safety

Chief Blevins and Chief Young reviewed their respective budgets with the committee. No action was taken.

3. Adjourn

It was moved by Koth, seconded by Kubisiak to adjourn. Meeting adjourned at 5:42 p.m.

**This report was considered with the report from November 10, 2020.**

**C. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 27, 2020:**

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: October 27, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Tuesday, October 27, 2020 at 5:00 p.m. The public was invited to listen to the audio of the meeting. The meeting

was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present except for Alderperson Koth. Alderperson Veneman sat in for Alderperson Koth. Also in attendance were Alderperson Rayome, Mayor Blaser, Tim Desorcy, Ryan Giefer and Joe Terry.

1. Call to order

Alderperson Kellogg called the meeting to order at 5:05 p.m.

2. 2021 Budget Review with emphasis on Wastewater

Wastewater Superintendent Ryan Giefer reviewed the wastewater budget with the committee. No action was taken.

3. Adjourn

It was moved by Kellogg, seconded by Kubisiak to adjourn. Meeting adjourned at 5:48 p.m.

**This report was considered with the report from November 10, 2020.**

D. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 29, 2020:

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: October 29, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Thursday, October 29, 2020 at 5:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present except for Alderperson Koth.

Alderperson Veneman sat in for Alderperson Koth. Also in attendance were Alderperson Bemke, Mayor Blaser, Tim Desorcy, Andy Barnett, Jem Brown and Jeff Kuhn.

1. Call to order

Alderperson Kellogg called the meeting to order at 5:00 p.m.

2. 2021 Budget Review with emphasis on McMillan Library and other budgets

McMillan Library Director Andy Barnett reviewed the McMillan Library budget with the committee. No action was taken.

3. Review and consider for approval the 2021 Water Works and Lighting Commission budget.

Director of Finance for the Water Works and Lighting Commission review the utility's budget with the committee.

It was moved by Kellogg, seconded by Kubisiak to approve the 2021 Water Works and Lighting Commission 2021 budget (see attachment No. 1). Motion carried

4. Adjourn

It was moved by Kellogg, seconded by Kubisiak to adjourn. Meeting adjourned at 5:32 p.m.

**This report was considered with the report from November 10, 2020.**

E. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON NOVEMBER 5, 2020:

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: November 5, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Thursday, November 5, 2020 at 4:30 p.m. The public was invited to listen to the audio of the meeting. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present except for Alderperson Koth and Alderperson Kubisiak. Alderperson Veneman sat in for Alderperson Koth and Alderperson Bemke sat in for Alderperson Kubisiak. Also in attendance were Alderperson Rayome, Mayor Blaser, Tim Desorcy, and Kyle Kearns.

1. Call to order

Alderperson Kellogg called the meeting to order at 4:43 p.m.

2. Consider a Special Event and/or street closure application from Heart of Wisconsin Chamber of Commerce for a Rekindle the Spirit Event on Wednesday, November 25, 2020

No action was taken as approval by the Finance and Property Committee was not needed according to City policy.

3. Consider for approval the application for U.S. Economic Development Administration Cares Act Grant. It was moved by Veneman, seconded by Bemke to approve the application for a U.S. Economic Development Administration Cares Act Grant. Motion carried.

4. Review and consider for approval an ordinance which would authorize the Water Works and Lighting Commission to place delinquent electric billings as special charges on the property tax roll. (See attached ordinance)

It was moved by Kellogg, seconded by Bemke to approve the ordinance which would authorize the Water Works and Lighting Commission to place delinquent electric billings as special charges on the property tax roll. Motion carried with Alderperson Veneman voting in the negative. (See attachment No. 1)

5. Audit of the bills

Motion by Veneman, seconded by Bemke to approve check no. 5827 to 6173. Motion carried.

6. Discuss option for 2021 /2021 tax collections and preliminary discussions of converting to two tax collection installments in future years.

It was moved by Kellogg, seconded by Bemke to approve that in person tax collection would not allowed due to COVID-19 concerns for the 1<sup>st</sup> installment due January 31, 2021. Motion carried.

7. Review the 2021 Budget

No action was taken.

8. Set next meeting date

The next regularly scheduled Finance and Property Committee will be Tuesday, December 1, 2020 at 4:30 p.m.

9. Adjourn

Motion by Bemke, seconded by Veneman to adjourn. Motion carried with the meeting adjourning at 5:48 p.m.

**Koth requested that item #4 be held out. It was moved by Koth, seconded by Veneman to approve and adopt the balance of the report, including item #5 Resolution No. 30 (2020), holding out item #4 for separate vote. Motion carried, 8 ayes and 0 nays.**

**Regarding item #4, it was moved by Zurfluh, seconded by Koth to approve the item as presented. Motion failed, 3 ayes, 4 nays and 1 abstention with Zurfluh, Veneman, Koth and Cattnach voting in the negative and Rayome abstaining. Since this was a first reading of the ordinance, and the vote was not unanimous, the ordinance will be presented for a second reading at the December Common Council meeting.**

**F. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON NOVEMBER 10, 2020:**

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: November 10, 2020

Reported to Council: November 17, 2020

The Finance and Property Committee meeting was held via remote videoconferencing on Tuesday, November 10, 2020 at 4:30 p.m. The public was invited to listen to the audio of the meeting. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Veneman, Alderperson Bemke, Alderperson Rayome, Tim Desorcy, Chief Young, Sue Schill and Joe Terry.

1. Call to order

Alderperson Koth called the meeting to order at 4:36 p.m.

2. 2021 Budget Review

After review and discussion on the options to balance the 2021 budget, it was moved by Koth, seconded by Kellogg to approve an increase in the storm water utility fee of \$5.81. Motion carried.

3. Adjourn

It was moved by Kellogg, seconded by Koth to adjourn. Meeting adjourned at 5:21 p.m.

**It was moved by Koth, seconded by Veneman to approve and adopt the actions of the Committee on October 20, October 22, October 27, October 29, and November 10, 2020. Motion carried, 8 ayes and 0 nays.**

**G. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON NOVEMBER 3, 2020:**

Tom Rayome

Jake Cattnach

Dean Veneman

Date of Meeting: November 3, 2020  
Reported to Council: November 17, 2020

The Public Works Committee was scheduled to meet on Tuesday, November 3, 2020 via videoconference. **The meeting was not held due to lack of a quorum.**

H. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON NOVEMBER 10, 2020:

Tom Rayome    Jake Cattanaach    Dean Veneman

Date of Meeting: November 10, 2020  
Reported to Council: November 17, 2020

The Public Works Committee met on Tuesday, November 10, 2020 via videoconference. Tom Rayome, Jake Cattanaach, and Dean Veneman were present. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 5:30 pm

2. Review DPW Report

The DPW report was reviewed

3. Review mill and overlay maintenance procedure and project selection criteria

The mill and overlay maintenance procedure and project selection criteria was reviewed

4. Review One-Mile Creek impoundment Phase II community meeting and consider options to improve stormwater management.

Motion by Rayome to repair lower dam and dredge lower pond of One-Mile Creek impoundment at Two Mile Ave. There was no second.

Motion by Cattanaach, second by Veneman to place this item on the public works referral list. Motion carried (2-1) with Rayome voting in the negative.

5. Review current snow and ice control policy

The snow and ice control policy was provided for reference. The item will be placed on the referral list to review and update in the near future.

6. Review survey responses for funding options to offset street construction and maintenance costs.

Motion by Veneman, second by Cattanaach to direct staff to prepare an RFP and solicit proposals to aid in the development of a transportation utility plan and financial evaluation with the considerations described in the referral. Motion carried (3-0)

7. Consider purchase of right-of-way to facilitate reconstruction of Jefferson Street east of 25<sup>th</sup> Ave

Motion by Rayome, second by Cattanaach to approve the purchase of right-of-way to facilitate the reconstruction of Jefferson St. Motion carried (3-0)

8. Consider deviation of municipal code to avoid installing sidewalk on 18<sup>th</sup> Ave South between Chase Street to Clark Street

Motion by Veneman, second by Rayome to design 18<sup>th</sup> Ave South without sidewalk between Chase Street to Clark Street. Motion carried (2-1) with Cattanaach voting in the negative.

9. Adjourn

Motion by Veneman, second by Rayome to adjourn. Motion carried (3-0) The meeting was adjourned at 7:05 pm

**It was moved by Cattanaach, seconded by Kubisiak to approve and adopt the actions of the Committee. Motion carried, 7 ayes, 0 nays and 1 abstention with Rayome abstaining.**

I. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON NOVEMBER 3, 2020:

Thad Kubisiak, Chairperson                          Joseph Zurfluh, Secretary                          Jay Bemke

Date of Meeting: November 3, 2020  
Reported to Council: November 17, 2020

A meeting of the Human Resources Committee was held on Tuesday, November 3rd, 2020, at 4:30 p.m via remote videoconferencing, originating from the City Hall Council Chambers. Members present were Kubisiak and Bemke. Also present were Mayor Blaser, Ryan Hartman, City Attorney Sue Schill (all remote), Joe Terry, and Paul Vollert. A list of attendees is on file at the clerk's office.

1. Call to order

Meeting was called to order by Chairperson Kubisiak at 4:37 p.m.

2. Discuss and consider for approval wage adjustments for internal equity purposes for 4 Administrative positions within the Police Department.

Motion by Kubisiak second by Bemke to approve as presented wage adjustments for 4 Administrative positions within the Police Department. Motion carried 2-0.

3. Discuss and consider for approval a new position of Parks & Recreation Coordinator, to replace the Parks and Recreation Administrative Assistant position; along with compensation and job description approval.

Motion by Kubisiak, second by Bemke to approve a new position of Parks & Recreation Coordinator, to replace the Parks & Recreation Administrative Assistant position, and approve as presented the job description and compensation. Motion carried 2-0.

4. Discuss and consider for approval the addition of a 2nd Street Supervisor position within DPW; along with compensation and job description.

Motion by Kubisiak, second by Bemke to approve an additional Street Supervisor position within DPW, and approve as presented the job description and compensation. Motion carried 2-0.

5. Discuss and consider for approval a non-union general employee wage increase for 2021.

Motion by Kubisiak, second by Bemke to approve a 2.5% wage increase for 2021 for non-union general employees. Motion carried 2-0.

6. Adjournment.

Motion by Kubisiak, second by Bemke to adjourn. Motion carried 2-0. Meeting adjourned at 4:50 p.m.

**It was moved by Kubisiak, seconded by Veneman to approve and adopt the actions of the Committee. Motion carried, 7 ayes, 0 nays and 1 abstention with Rayome abstaining.**

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

- A. Wisconsin Rapids Fire Department Monthly Summary for October
- B. Wisconsin Rapids Police Department Monthly Summary for October
- C. Water Works and Lighting Commission Regular and Special held October 14 and October 19
- D. McMillan Memorial Library held October 21

**It was moved by Kubisiak, seconded by Veneman to place the reports on file. Motion carried, 7 ayes, 0 nays and 1 abstention with Rayome abstaining.**

## **13. Referrals to Committees**

- A. Kubisiak made a request to consider a Resolution at the December Common Council meeting to recognize the Town of Saratoga for allocating their Routes to Recovery Grant funds of \$51,000 to the City of Wisconsin Rapids, which was used to purchase a power cot lifter for ambulances dedicated to COVID-19 patients, and toward funding radios for the Wisconsin Rapids Fire Department
- B. Koth made a referral to the Committee of the Whole for a discussion on COVID-19
- C. Zurfluh made a referral to the Legislative Committee to review standards of conduct and general rules of the Common Council

## **14. Adjournment**

**It was moved by Kubisiak, seconded by Koth to adjourn. Motion carried, 7 ayes, 0 nays and 1 abstention with Rayome abstaining. The meeting adjourned at 8:44 p.m.**

Respectfully submitted,

Jennifer M. Gossick, City Clerk