



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

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

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Silent Prayer in Lieu of Invocation**
4. **Reading of the Minutes of the Previous Meeting held on November 14, 2023 (See Attachment #1)**
5. **Common Council appointment of Election Inspectors for the 2024-2025 term:**
 - A. Democratic Party Nominees (See Attachment #2)
 - B. Republican Party Nominees (See Attachment #3)
 - C. Unaffiliated Nominees (See Attachment #4)
6. **Consider for confirmation Mayor Blaser's Appointments to various Committees, Commissions and Boards (See Attachment #5)**
7. **Second Reading of an Ordinance amending portions of Section 8, Sewage Regulations, regarding limitations on mercury discharge (See Attachment #6)**
8. **Consider for Adoption the Actions of the Planning Commission at its meeting held on December 5, 2023:**
 1. Approval of the report from the November 6, 2023, Planning Commission meeting
 2. 23-001108; Badger Land Survey, LLC. – request for a Certified Survey Map to create one lot from two lots addressed at 1212 Snyder Street (Parcel ID 3409102) and 1220 Snyder Street (Parcel ID 3409100)
 3. 23-001067; John Kastner – public hearing and action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to an Industrial land use classification
 4. 23-001067; John Kastner – public hearing and action on a request for a zoning map amendment, specifically to rezone a portion of 1501 24th Street South (Parcel ID 3409200) from a R-2 Mixed Residential District to an M-1 General Industrial District (approx. 9.897 acres)
 5. 23-001092; Howald, LLC. – Tweet Garot Mechanical, Inc. - request for Site Plan Review to perform site improvements at 2810 Jefferson Street (Parcel ID 3400696)
 6. Discussion on Zoning Ordinance changes to simplify the review process for certain requests, developments, and uses – no action
 7. Discussion on Zoning Ordinance change for mobile vendors to operate in residential zoning districts – no action
 8. Discussion on downtown planning initiatives – no action
 9. Adjourn
9. **Consider for Adoption the Actions of the Standing Committees of the Common Council, as follows:**

A. Finance and Property Committee meeting held on December 5, 2023:

1. Call to Order
2. Review and consider for approval a Shared Ride Taxi Operating Contract and Public Transit Lease Agreement between the City of Wisconsin Rapids and Running, Inc.
3. Consider a request from the Community Development Department to utilize \$50,000 in Tax Increment District 7 for the creation of a Downtown Development Master Plan
4. Consider a request to amend the Community Development Department Fee Schedule
5. Consider a request from E-Ways Sales LLC, d/b/a E-Ways Sales, Jonathan Ruder, agent, located at 2660 8th Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer licenses
6. Consider a request from GameStop, Inc. d/b/a GameStop #3254, Mark Haymond Robinson, agent, located at 930 Kuhn Avenue for renewal of a Secondhand Article Dealer license
7. Audit of the bills
8. Set next meeting date
9. 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 will discuss negotiations and strategy regarding an agreement with the Heart of Wisconsin Chamber of Commerce for economic development and other services.
10. The Committee may adjourn in closed session, or may return to open session.
11. If the Committee returns to open session, the Committee may take action regarding an agreement with the Heart of Wisconsin Chamber of Commerce for economic development and other services.
12. Adjournment

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

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review and consider adding a street light at the southeast corner of 16th Street S and Pepper Avenue.
4. Review and consider adding yield signs at the intersection of 10th St S and Peach St (See attached Ordinance).
5. Review Referral List
6. Set Next Meeting Date
7. Adjourn

C. Human Resources Committee meeting held on December 7, 2023:

1. Call to order
2. Discuss and consider for approval the creation of two Assistant Swim Coach positions within the Parks and Recreation Department.
3. HR Update
4. Adjournment

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

- A. McMillan Memorial Library Personnel Committee held August 10 and September 14, 2023; Services Committee held September 12, 2023; Board of Trustees held September 20, 2023; Building & Grounds Committee held October 11, 2023; Finance Committee held October 11, 2023
- B. Wisconsin Rapids Housing Authority held August 30, September 27, and October 25, 2023
- C. Police and Fire Commission held October 11, November 15, and November 30, 2023
- D. Water Works and Lighting Commission held November 8, 2023
- E. Park and Recreation Commission held December 11, 2023
- F. Wastewater Treatment Commission held November 8 and December 13, 2023
- Department Reports for November 2023
- G. Engineering Department
- H. Public Works Department
- I. Wastewater Treatment Plant for October and November 2023

J. Wisconsin Rapids Fire Department

K. Wisconsin Rapids Police Department for October and November 2023

11. Referrals to Committees

12. Adjournment.

Jennifer M. Gossick, City Clerk

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



MINUTES
 MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL
 TUESDAY, NOVEMBER 14, 2023
 6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, November 14, 2023, 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.

1. Call to Order

Mayor Blaser called the meeting to order at 6:00 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present:

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

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

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

4. Reading of the Minutes of the Previous Meetings held on October 17, November 2, and November 9, 2023

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

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

5. Consider for Adoption an Ordinance to allow all-terrain vehicles and utility-terrain vehicles to operate on City streets other than state highways

It was moved by Bemke, seconded by Austin to approve and adopt an Ordinance to allow all-terrain vehicles and utility-terrain vehicles to operate on City streets other than state highways, with an effective date of March 1, 2024, and a sunset date of March 1, 2025. Motion failed, 2 ayes and 6 nays:

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

Dean Veneman	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Consider for Adoption a Resolution Adopting the Tax Levy and 2024 City of Wisconsin Rapids Budget

It was moved by Bemke, seconded by Rayome to approve and adopt the Tax Levy and 2024 City of Wisconsin Rapids Budget as presented. Motion carried, 6 ayes and 2 nays. Resolution No. 21 (2023):

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

7. Consider for Adoption a Resolution Setting the Equivalent Residential Unit (ERU) Charge for the Storm Water Management Utility Improvement Fund

It was moved by Cattanach, seconded by Veneman to approve and adopt a Resolution Setting the Equivalent Residential Unit (ERU) Charge for the Storm Water Management Utility Improvement Fund. Motion carried, 8 ayes and 0 nays. Resolution No. 22 (2023):

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

8. Consider for Adoption a Resolution Setting the Transportation Utility Fee (Base Fee and Trip fee) for the Transportation Utility District (TUD) Fund

It was moved by Cattanach, seconded by Zacher to approve and adopt a Resolution Setting the Transportation Utility Fee (Base Fee and Trip fee) for the Transportation Utility District (TUD) Fund. Motion carried, 8 ayes and 0 nays. Resolution No. 23 (2023):

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

9. Consider for adoption an ordinance amending portions of Section 8, Sewage Regulations, regarding limitations on mercury discharge; the ordinance was recommended for adoption by the Wastewater Treatment Commission at its meeting on October 11, 2023

It was moved by Cattanach, seconded by Veneman to approve and adopt an ordinance amending portions of Section 8, Sewage Regulations, regarding limitations on mercury discharge. Motion carried, 7 ayes and 1 nay. 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 Council meeting:

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

10. Second reading of an ordinance providing that an ordinance may be adopted at its first reading

It was moved by Cattanach, seconded by Delaney to adopt an ordinance providing that an ordinance may be adopted at its first reading. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1354:

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

11. Consider the appointment of two (2) regular members to the Ethics Board for terms expiring November 1, 2026
Delaney nominated Fran Bailey-Gokey and Mike Derrie. As there were no further nominations, Mayor Blaser closed nominations and asked for unanimous consent to approve the appointments of Bailey-Gokey and Derrie. Rayome objected. It was moved by Veneman, seconded by Zacher to make the following appointments to the Ethics Board for terms expiring November 1, 2026:

1. Mike Derrie, 3030 10th Street S
2. Fran Bailey-Gokey, 2321 11th Street S

Motion carried, 7 ayes and 1 nay:

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

12. REPORT OF THE PLANNING COMMISSION MEETING HELD ON NOVEMBER 6, 2023:

Date of Meeting: November 6, 2023
Reported to Council: November 14, 2023

The Planning Commission met at 4:00 p.m. on November 6, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Chairperson Shane Blaser, Ryan Austin, Jeff Marutz, Lee Thao, Ben Goodreau, Thad Kubisiak and Eric Daven. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, and Alderperson Dennis Polach. The meeting was called to order at 4:00 p.m.

1. Approval of the reports from the October 2, 2023, and October 18, 2023 Planning Commission meetings. Motion by Austin to approve the reports from the October 2, 2023, and October 18, 2023 Planning Commission meetings; second by Goodreau. Motion carried (7 – 0)

2. 23-000969; Kwik Trip Inc. - request for a Site Plan and Architectural Review to construct a façade improvement, commercial building addition and associated site improvements at 2520 West Grand Avenue (Parcel ID 3401290).

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

Ben Goodreau asked questions about the truck flow path and signage, to which Scott Zietlow replied.

Motion by Goodreau to approve the request for a Site Plan and Architectural Review to construct a façade improvement, commercial building addition and associated site improvements at 2520 West Grand Avenue (Parcel ID 3401290), subject to the following conditions:

1. The exterior materials of the building addition shall be consistent with the new principal building façade.
2. A revised landscape plan shall be submitted and approved by Community Development Department staff.
3. Applicable permits through the City shall be obtained, including those applicable for fences, asphalt, and work in the public right-of-way.
4. Per Chapter 6 of the City's Municipal Code/Ordinance, Kwik Trip shall be required to install, or at a minimum investigate the feasibility of installing, new five foot concrete sidewalk (with maximum 2% cross-slope) from the existing sidewalk along West Grand Avenue, north approximately 170 feet to existing sidewalk along 25th Avenue.
5. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Blaser. Motion carried (7 – 0)

3. 23-001021; Dennis Eron – request for a Site Plan and Architectural Review to construct a commercial building addition and associated site improvements at 710 Ruby Avenue (Parcel ID 3414178).

Ms. Edmondson provided a review of the request; approval was recommended with the conditions outlined in the staff report.

Motion by Austin to approve the request for a Site Plan and Architectural Review to construct a commercial building addition and associated site improvements at 710 Ruby Avenue (Parcel ID 3414178), subject to the following conditions:

1. The exterior materials of the building addition shall match the design and color of the existing building.
2. Wall mounted lighting must meet the standards as outlined in Chapter – 11 Zoning, Article 18 – Outdoor Lighting.
3. Applicable permits through the City shall be obtained, including those applicable for fences and building construction.
4. The existing gravel drive must be paved, and the applicable Asphalt and Right-of-Way permits must be obtained.
5. A revised landscape plan must be submitted to and approved by the Community Development Department.
6. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Marutz. Motion carried (7 – 0)

4. 23-001023; Metcalf Lumber – request for a Site Plan and Architectural Review to construct an accessory building at 750 West Grand Avenue (Parcel ID 3401910).

Carrie Edmondson provided a synopsis of the request and approval was recommended with the conditions in the staff report.

Motion by Daven to approve the request for a Site Plan and Architectural Review to construct an accessory building at 750 West Grand Avenue (Parcel ID 3401910), subject to the following conditions:

1. The exterior materials of the building shall match the design and color of the principal building.
2. Applicable permits through the City shall be obtained.
3. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Austin. Motion carried (7 – 0)

5. Adjourn

Motion by Kubisiak to adjourn the meeting; second by Thao. Motion carried (7 – 0). Meeting adjourned at 4:14 p.m.

It was moved by Austin, seconded by Veneman to approve and adopt the actions of the Commission.

Motion carried, 8 ayes and 0 nays:

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

13. 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 NOVEMBER 7, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: November 7, 2023

Report to Council: November 14, 2023

The Finance and Property Committee met at 4:01 p.m. on Tuesday, November 7, 2023, in the Council Chambers at City Hall. All members of the Finance and Property Committee were present.

1. Call to Order

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

2. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, November 18, 2023 from 5:30 p.m. to 9:00 p.m.

It was moved by Veneman, seconded by Bemke to approve a Temporary Retail Class “B” Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, November 18, 2023 from 5:30 p.m. to 9:00 p.m. Motion carried, 3-0.

3. Request from the Community Development Department to apply for a 2024 Certified Local Government grant to conduct a citywide Historic property survey update

It was moved by Bemke, seconded by Zacher to approve a request from the Community Development Department to apply for a 2024 Certified Local Government grant to conduct a citywide Historic property survey update. Motion carried, 3-0.

4. Audit of the bills

It was moved by Bemke, seconded by Veneman to approve check no. 18924 to 19375. Motion carried, 3-0.

5. Set next meeting date

The next meeting of the Finance and Property Committee is scheduled for Tuesday, December 5, 2023, at 4:00 p.m. in the Council Chambers.

6. Adjournment

It was moved by Veneman, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:05 p.m.

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

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
---------------------	-----------------	----------------------	------------	------------	----------------

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

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON NOVEMBER 9, 2023:

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

Date of Meeting: November 9, 2023

Reported to Council: November 14, 2023

The Public Works Committee met on Thursday, November 9th, 2023 in the Council Chambers at City Hall. All members were present.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Consider a request to allow residential properties additional garbage bins for an additional fee.

No motion was taken. However, the Committee directed staff to contact the DOA to review their interpretation of fees for additional garbage bins, and to add this item to the referral list.

4. Consider setting degradation fee rates for the 2024 calendar year.

Motion by Austin, second by Rayome to approve the degradation fee schedule for 2024 as presented.

5. Review and consider approving a Relocation Order for real estate as part of the 2024 Lincoln St Project between E Riverview Expressway and just north of Chestnut St.

Motion by Austin, second by Rayome to approve the Relocation Order and Transportation Project Plat 2022-14 for Lincoln Street. Motion carried (3-0).

6. Review and consider changes to Engineering Department's Change Order Policy.

This item was reviewed and no action was taken.

7. Review WI DOT's Local Road Improvement Program applications for the 2024-2025 program cycle.

The projects and applications were reviewed.

8. Review Referral List

Remove item 3 on truck parking and add item on fees for additional garbage bins.

9. Set Next Meeting Date

The next regularly scheduled meeting is set for Thursday, December 7th at 5pm.

10. Adjourn

Motion by Austin, second by Rayome to adjourn at 5:41 PM. Motion carried (3-0).

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

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

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON NOVEMBER 7, 2023:

Jay Bemke, Chairperson Jake Cattanaach, Vice-Chairperson Patrick J. Delaney

Date of Meeting: November 7, 2023

Reported to Council: November 14, 2023

1. Call to order

Chairperson Bemke called the meeting to order at 5:34p.m.

2. Consider for approval adjustments to the City's health insurance with Aspirus Health Plan to address the increased deductibles needed for high deductible health plans pursuant to IRS regulations, along with a corresponding reduction in premiums, all effective January 1, 2024. See attachment which outlines the new deductibles, premiums, and out-of-pocket maximums as proposed.

Motion by Cattanaach, seconded by Delaney to approve the adjustments to the City's health insurance with Aspirus Health Plan to address the increased deductibles needed for high deductible health plans pursuant to IRS regulations, along with a corresponding reduction in premiums, all effective January 1, 2024. Motion carried 3-0.

3. Consider for approval revisions to the Seasonal Coordinator position within the Parks & Recreation Department to add limited hours during the fall and winter; this position shall not exceed 1040 hours in a rolling 12-month period.

Discussion took place. Information was not available regarding the budgeting for the increased hours, so the item will be forwarded to the Council without a recommendation, but additional information will be provided.

4. Adjournment

Motion by Cattanaach, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 5:45 p.m.

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

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

Regarding item #3, it was moved by Cattanaach, seconded by Bemke to approve revisions to the Seasonal Coordinator position within the Park and Recreation Department to add limited hours during the fall and winter; this position shall not exceed 650 hours in a rolling 12-month period. Motion carried, 6 ayes and 2 nays:

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

14. Reports of Other Committees, Commissions, Boards, and Department Reports:

- Wastewater Treatment Commission held August 9, September 13, and October 11, 2023
 - South Wood County Airport Commission held October 5, 2023
 - Water Works and Lighting Commission held October 11, 2023 and special meeting held October 11, 2023
 - Mass Transit Evaluation Committee held October 19, 2023
- Department Reports for October 2023
- Engineering Department

- f. Public Works Department
- g. South Wood County Airport
- h. Wisconsin Rapids Fire Department

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

15. Referrals to Committees

No referrals were received.

16. Adjournment.

It was moved by Bemke, seconded by Rayome to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 7:34 p.m.:

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

Respectfully submitted,

Jennifer M. Gossick, City Clerk

2024-2025 Democratic Party Nominees

BROWN, DOUGLAS
BROWN, TERRIE
MOONEY, ROSEMARY
JACKSON, KATHRYN
JACKSON, JAY
MONJE, JUDY

2024-2025 Republican Party Nominees

ASHENBERG, CHRIS
BACH, JERRY
CAPRILES, BECKY
DERRIE, LYNN
DERRIE, MIKE
EWELL, LAURA
FRISCH, MARK
GRAF, RANEE
GRODE, JAY
PETERSON, DANIELLE
HANE, MARY JO
JACISIN, ANITA
KIMMET, JANICE
KOCNA, PATRICIA
KULAS, PATRICK
MAKOWSKI, LOIS
PEARL, THERESA
PENZKOVER, JEFF
PENZKOVER, MARILYN
PETERSON, NANCY
PIMENTEL, KAREN
SWENDROWSKI, SUE
WALTERS, DAVE
WALTZ, DEANNA
WICKSTROM, DIANE

2024-2025 Unaffiliated Nominees

ADAMS, LANA
ALBRIGHT, CHERI
BARNES, MICHAEL
BARNES, TERRY
BERGIN, JOHN
BLUM, JONATHAN
BOYD, BRIAN
BOYER, JEANNETTE
BREDLAU, KEVIN
BREY, PAMELA
CHURAS, HEIDI
CRUEGER, REBECCA
DAHLM, MARY
DAUENHAUER, KRISTINE
DERRIE, MIKE
DEWITT, PHIL
DEWITT, SUSAN
FERKEY, KAY
FLECK, WILHELM
FLETCHER, SHERRY
FREEBERG, TINA
GOSSICK, LEE
GROSS, ALIDA
HOMANN, NANCY
HORGAN, LOU ANN
HOWARD, JAN
IWANSKI, ELIZABETH
JAGODZINSKI, DUANE
JAGODZINSKI, LIZBETH
JOLING, KATHLEEN
KALPINSKI, RAY
KAMINSKI, DEB
KING, HEATHER
KING, RHODA
KOSEK, DAN
KUBISIAK, GLORIA
LARSON, DESTINY
LAWRENCE, LUCY
LEVY, JUDY
LOOS, RAE-LYNN
LUBECK, RAMONA
LUEDKE, KARL
LYNN, TREVOR
MAHNKE ROSE ANN

MALY FRANK
MCDERMOTT, CHARLOTTE
MCKEE, SANDRA
MEAGHER, JOHN
MORRISON, JOANNE
NIEMAN, SHARON
NEUMAN, ROGER
O'KEEFE, SANDY
PAULOS, DEBRA
PICKENS, JACKIE
PIERCE, MARY
PRIEBE, CAROL
ROSEKRANS, JEAN
RUFFALO, BRANDON
SACHS, ELLEN
SARAMANDICH, CAROL
SCHAEFER, ELIZABETH
SCHMUTZER, CATHY ANN
SKYT LAND, MARY
SLOAT, DIANE
STENSBERG, RICK
STOCKMAN, CLAUDINE
STRAUB, SUE
STREEKSTRA, HELEN
TEED PAGEL, PATRICIA
TEESELINK, ROBERT
THEIBAULT, STEPHANIE
WARNER, GAYLEE
WEINFURTER, SANDY
WINK, MARY
WOLOSEK, MARY
ZIEGLER, RHONDA
ZIMMERMAN, NANCY



OFFICE
OF THE
MAYOR

December 19, 2023

Dear Alderpersons,

The following appointments are submitted for your approval:

Park and Recreation Commission

Rick Wellnitz, 2440 Lincoln St., is appointed as a regular member, to replace Carolynn Martin, for a term expiring 5/1/2027.

Zoning Board of Appeals

Jerry Feith, 550 3rd St., is reappointed as a regular member for a term expiring 11/1/2026.

Respectfully submitted,

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

Shane E. Blaser, Mayor

Shane E. Blaser, Mayor

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

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

ORDINANCE NO. MC____
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING PORTIONS OF CHAPTER 8 OF THE MUNICIPAL CODE, SEWAGE REGULATIONS, REGARDING LIMITS ON MERCURY DISCHARGE

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

SECTION I Section 8.07(2)(b)(xv) of the Municipal Code is hereby created to read as follows:

8.07 LIMITATIONS ON DISCHARGES TO THE SEWERS APPLICABLE TO ALL USERS.

(2) Prohibited Discharges.

(b) Specific Prohibitions. No person shall introduce or cause to be introduced in to the Sewerage System any of the following:

(xv) Wastewater containing more than .0002 mg/l of mercury

SECTION II Section 8.08(1)(a) of the Municipal Code is hereby amended to read as follows:

8.08 ADDITIONAL PROHIBITIONS AND REQUIREMENTS FOR INDUSTRIAL USERS.

(1) Discharge Prohibitions. All Industrial Users shall be subject to the following prohibitions:

(a) Wastewater which contains in excess of the specified concentrations of any of the following constituents in a twenty-four (24) hour flow proportionate sample made up of an aggregate of the total discharge from all of the outfalls of an Industrial User is prohibited.

0.25	mg/l cadmium
0.5	mg/l hexavalent chromium
10.0	mg/l total chromium
1.5	mg/l copper
5.0	mg/l lead
<u>0.0002</u>	mg/l mercury
0.3	mg/l selenium
3.0	mg/l silver
8.0	mg/l zinc
2.0	mg/l nickel
0.1	mg/l cyanide

For the purposes of this subsection, samples shall be collected over the period of discharge if the discharge is less than twenty-four (24) hours in duration and in accordance with the requirements of this Ordinance and applicable state and federal law.

Attachment #6

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:
APPROVED:
PUBLISHED:

Date of Request: 10/4/23 Requestor: Derek Budsberg

Request/Referral: Review Chapter 8 sewer regulations regarding Mercury discharge limits.

Background information: The Wisconsin Rapids WWTP has a Mercury Permit that cannot be consistently achieved (1.3 ng/l). Because of this, the DNR has allotted the WWTP a Mercury variance of 5.6 ng/l and requires the staff to have a pollutant minimization program in place to take steps to try and achieve the lower limit of 1.3 ng/l. Some of the main steps include education, sampling, and enforcement.

In the Chapter 8 sewer regulations, there is not a defined limit specific to Mercury discharge in the sewers for individual users. There is a limit set on industrial users at 0.02 mg/l. This limit is set a lot higher than it should be considering the DNR requires the Wisconsin Rapids WWTP to sample down to the nanogram, which is 100000X smaller than a milligram. The limit is set so high that it would be hard for staff to enforce an illicit discharge of mercury in the collection system. The DNR basin engineer brought this to the Staff's attention, which is that a new limit should be considered.

A realistic and achievable level for a mercury discharge limit would be 0.0002mg/l, which is equivalent to 200 ng/l. This limit falls in-line with other surrounding communities. The new limit would be a step in ensuring that the Wisconsin Rapids WWTP is following its own Mercury pollution Minimization program action plan.

Proposed change to ordinance:

8.07(2)(b)

Specific Prohibitions. No person shall introduce or cause to be introduced into the Sewerage System any of the following:

Add the following:

(XV) Wastewater containing more than 0.0002 mg/l of mercury

8.08 ADDITIONAL PROHIBITIONS AND REQUIREMENTS FOR INDUSTRIAL USERS.

(1) Discharge Prohibitions. All Industrial Users shall be subject to the following prohibitions:

(a) Wastewater which contains in excess of the specified concentrations of any of the following constituents in a twenty-four (24) hour flow proportionate sample made up of an aggregate of the total discharge from all of the outfalls of an Industrial User is prohibited.

0.25 mg/l cadmium

0.5 mg/l hexavalent chromium

10.0 mg/l total chromium

1.5 mg/l copper

5.0 mg/l lead

0.0002 mg/l mercury

REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 4, 2023

Report #1

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

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

1. Approval of the report from the November 6, 2023, Planning Commission meeting

Motion by Marutz to approve the report from the November 6, 2023, Planning Commission meeting; second by Goodreau.

Motion carried (6 – 0)

2. 23-001108; Badger Land Survey, LLC. – request for a Certified Survey Map to create one lot from two lots addressed at 1212 Snyder Street (Parcel ID 3409102) and 1220 Snyder Street (Parcel ID 3409100)

Kyle Kearns provided a brief synopsis of the request, recommending approval for the request, including the street dedications on Snyder Street and Daly Avenue.

Motion by Daven to approve the request for a Certified Survey Map to create one lot from two lots addressed at 1212 Snyder Street (Parcel ID 3409102) and 1220 Snyder Street (Parcel ID 3409100), including the street dedication on Snyder Street and Daly Avenue; second by Austin.

Motion carried (6 – 0)

3. 23-001067; John Kastner – public hearing and action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to an Industrial land use classification.

Mr. Kearns provided background information and a review of agenda item 3 in conjunction with item 4. Denial was recommended, as the proposals are not consistent with the City's Comprehensive Plan or the City's Zoning Ordinance.

Public hearing opened at 4:09 p.m.

Speaking against: none

Speaking in favor: Brandon Locke, Kelly Wendorf and John Kastner

Public hearing closed at 4:15 p.m.

Chairperson Blaser expressed his concerns regarding potential future uses of the identified property and Mr. Daven asked about the zoning classifications for other storage unit locations in the City, to which Kyle Kearns responded. Mr. Kearns also discussed alternatives to the proposal including a use variance through the ZBA, Planned Unit Development or the possibility of an ordinance amendment. Mr. Blaser

stated that it might make more sense if within the Zoning Code storage units were allowed in other districts besides Industrial, to which Carrie Edmondson and Kyle Kearns replied. Ryan Austin, Eric Daven and Ben Goodreau agreed with Shane Blaser's comments. It was suggested that Community Development draft an amendment to the zoning ordinance that would address personal storage based on the feedback received, which would be brought to the January 2024 Planning Commission meeting.

Motion by Blaser to approve the request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to an Industrial land use classification; second by Daven.

Motion failed (0 – 6)

4. **23-001067; John Kastner** – public hearing and action on a request for a zoning map amendment, specifically to rezone a portion of 1501 24th Street South (Parcel ID 3409200) from a R-2 Mixed Residential District to an M-1 General Industrial District (approx. 9.897 acres)

Public hearing opened at 4:36 p.m.

Speaking against: none

Speaking in favor: none

Public hearing at 4:37 p.m.

Motion by Blaser to approve the request for a zoning map amendment, specifically to rezone a portion of 1501 24th Street South (Parcel ID 3409200) from a R-2 Mixed Residential District to an M-1 General Industrial District (approx. 9.897 acres); second by Austin.

Motion failed (0 – 6)

5. **23-001092; Howald, LLC. – Tweet Garot Mechanical, Inc.** - request for Site Plan Review to perform site improvements at 2810 Jefferson Street (Parcel ID 3400696)

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

Motion by Austin to approve the request for Site Plan Review to perform site improvements at 2810 Jefferson Street (Parcel ID 3400696) with the recommended conditions in the staff report:

1. A revised landscape plan must be submitted to Community Development Department staff for review and approval.
2. Light from the parking area shall not exceed 0.2 foot-candles at neighboring property lines.
3. The drainage swale located above the storm sewer within the public right-of-way along Jefferson Street shall be maintained.
4. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
5. All applicable permits through the City shall be obtained.
6. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Daven.

Motion carried (6 – 0)

6. Discussion on Zoning Ordinance changes to simplify the review process for certain requests, developments, and uses – no action.

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

7. Discussion on Zoning Ordinance change for mobile vendors to operate in residential zoning districts – no action.

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

8. Discussion on downtown planning initiatives – no action

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

9. Adjourn

Motion by Austin to adjourn the meeting; second by Thao.

Motion carried (6 – 0)

Meeting adjourned at 4:57 p.m.

Respectfully Submitted by Erika Esser, Secretary



Report of the Finance and Property Committee

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: December 5, 2023

Reported to Council: December 19, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, December 5, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:00 p.m.

2. Review and consider for approval a Shared Ride Taxi Operating Contract and Public Transit Lease Agreement between the City of Wisconsin Rapids and Running, Inc.

It was moved by Veneman, seconded by Zacher to approve a Shared Ride Taxi Operating Contract and Public Transit Lease Agreement between the City of Wisconsin Rapids and Running, Inc. Motion carried, 2-1, with Bemke voting in the negative.

3. Consider a request from the Community Development Department to utilize \$50,000 in Tax Increment District 7 for the creation of a Downtown Development Master Plan

It was moved by Veneman, seconded by Bemke to approve a request from the Community Development Department to utilize \$50,000 in Tax Increment District 7 for the creation of a Downtown Development Master Plan. Motion carried, 3-0.

4. Consider a request to amend the Community Development Department Fee Schedule

It was moved by Bemke, seconded by Veneman to approve a request to amend the Community Development Department Fee Schedule. Motion carried, 3-0.

5. Consider a request from E-Ways Sales LLC, d/b/a E-Ways Sales, Jonathan Ruder, agent, located at 2660 8th Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer licenses

It was moved by Bemke, seconded by Veneman to approve a request from E-Ways Sales LLC, d/b/a E-Ways Sales, Jonathan Ruder, agent, located at 2660 8th Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer Licenses. Motion carried, 3-0.

6. Consider a request from GameStop, Inc. d/b/a GameStop #3254, Mark Haymond Robinson, agent, located at 930 Kuhn Avenue for renewal of a Secondhand Article Dealer license

It was moved by Veneman, seconded by Bemke to approve a request from GameStop, Inc. d/b/a GameStop #3254, Mark Haymond Robinson, agent, located at 930 Kuhn Avenue for renewal of a Secondhand Article Dealer license. Motion carried, 3-0.

7. Audit of the bills

This item will be considered at the January 2024 Finance and Property Committee meeting. No action was taken.

8. Set next meeting date

The next meeting of the Finance and Property Committee is scheduled for Tuesday, January 2, 2024, at 4:00 p.m.

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

It was moved by Bemke, seconded by Veneman to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 3-0, and the Committee went into closed session.

In closed session, the Committee will discuss negotiations and strategy regarding an agreement with the Heart of Wisconsin Chamber of Commerce for economic development and other services.

In closed session, the Committee discussed negotiations and strategy regarding an agreement with the Heart of Wisconsin Chamber of Commerce for economic development and other services.

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

It was moved by Veneman, seconded by Zacher to adjourn in closed session. Motion carried, 3-0, and the meeting adjourned at 6:15 p.m.

**2024 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN
THE CITY OF WISCONSIN RAPIDS AND RUNNING INC**

This Contract is made by and between CITY OF WISCONSIN RAPIDS, hereinafter referred to as "City ", and RUNNING INC., hereinafter referred to as "Contractor."

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service for the period commencing 01/01/2024 and ending on 12/31/2028 and Running Inc.'s proposal was deemed to be most advantageous to the City and was accepted.

This Contract shall include all the necessary performance standards outlined in the RFP, addendums, and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

CONTRACT CONDITIONS

The Contractor shall, throughout the term of this Contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the Contractor shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of seven years ***or one year after the DOT program year audit is completed, whichever is longer***, driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the Contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the Contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days' written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$ 1,458,432.32 based on 39,968 hours of service at the rate of \$ 36.49 per hour. Option year rates will be determined based upon the percent change in the CPI-U from the preceding year applied to the current Contract year price.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor, including the RFP and addendums, shall be included in this Contract by reference.

Dated this _____ day of December, 2023.

CITY OF WISCONSIN RAPIDS

RUNNING INC.

Shane E. Blaser, Mayor

Title:
Authorized Representative

Jennifer M. Gossick, City Clerk

Title:
Authorized Representative

PUBLIC TRANSIT LEASE AGREEMENT

Between
City of Wisconsin Rapids
and
Running Inc.

This Agreement specifies terms under which City of Wisconsin Rapids, hereinafter referred to as Lessor, leases one or more vehicles to Running Inc., hereinafter referred to as Lessee. This Lease Agreement is effected by virtue of Lessor's public transit service operating contract with Lessee.

"Department" herein means the Wisconsin Department of Transportation.

"Leased vehicle" herein means a vehicle covered by this Lease Agreement.

SECTION 1. TERM

Lessor hereby leases the following vehicle(s) to Lessee starting on January 1, 2024, and ending exactly one year later, or on the end date of the Lessor's current public transit service contract with the Lessee, whichever comes first.

SECTION 2. VEHICLE INFORMATION

Address where vehicles are stored	2660 8 th Street S, Wisconsin Rapids, WI 54494				
Vehicle Identification Number (VIN)	Model Year	Vehicle/Chassis Make and Model	Body Make and Model (cutaways and ADA minivans only)	Vehicle Type (e.g., minivan, medium bus)	Primary Funding Source
2C7WDGBG1FR652161	2015	Dodge	Grand Caravan	Minivan	Grant 5311
2C7WDGBG9GR386597	2016	Dodge	Grand Caravan	Minivan	Grant 5311
2C7WDGBG8HR718577	2017	Dodge	Grand Caravan	Minivan	Grant 5311
2C7WDGBG5KR798816	2019	Dodge	Grand Caravan	Minivan	Grant 5311
2C7WDGBG4KR798855	2019	Dodge	Grand Caravan	Minivan	Grant 5311
2FABP7BV9AX100595	2010	Ford	Crown Victoria	Sedan	COWR
2FAFP71V08X155546	2008	Ford	Crown Victoria	Sedan	COWR
2FAFP71V28X146394	2008	Ford	Crown Victoria	Sedan	COWR
2FAHP71V79X120111	2002	Ford	Crown Victoria	Sedan	COWR
2FAFP71W16X100898	2006	Ford	Crown Victoria	Sedan	COWR
2FAFP71W67X145448	2007	Ford	Crown Victoria	Sedan	COWR
2G1WB57N291106513	2009	Chevy	Impala	Sedan	COWR
2G1WB58K389203918	2008	Chevy	Impala	Sedan	COWR

2MEFM75W62X633979	2002	Mercury	Grand Marquis	Sedan	COWR
2MEFM75W8WX668867	1998	Mercury	Grand Marquis	Sedan	COWR
2MEHM75W43X667770	2003	Mercury	Grand Marquis	Sedan	COWR
1D8HN44HX8B151652	2008	Dodge	Grand Caravan	Minivan	COWR

SECTION 3. CONDITIONS

This Lease Agreement is one of leasing only, and the Lessee shall not acquire any right, title or interest to vehicle(s) leased other than that of Lessee. The Lessee acknowledges that the Lessor owns (subject to any Department liens) the vehicle(s) subject to this Lease Agreement. Nothing herein shall affect Lessor's absolute ownership of any title or interest to said vehicle(s).

The Lessee shall lease and operate the vehicle(s) in accordance with the service characteristics described in the Lessor's operating assistance grant agreement with the Department.

Department approval is required for incidental use of the leased vehicle(s), and any such use must be compatible with the original purposes of the grant. The incidental use must not in any way interfere with the Lessor's continuing control over the use of the vehicle(s) or the Lessee's continued ability to carry out the service described in its shared ride taxi operating contract with Lessor.

The Lessee will comply with the terms, conditions and obligations included in the grant agreement executed between the Lessor and the Department so as not to impair the Lessor's relationship with the Department, nor cause Lessor to be in default of any agreement with the Department. Any breach of this Lease Agreement shall be considered a default by the Lessee.

The Lessee agrees that it will not use or permit the use of the leased vehicle(s) in any negligent or improper manner, or in violation of any statute, law or ordinance, or so as to void any insurance or warranty covering the vehicle(s), or permit any vehicle(s) to become subject to any lien, charge or encumbrance which may affect the Lessor's title to the vehicle(s).

The Lessee shall not mortgage, pledge, sell, or otherwise encumber or dispose of the vehicle(s) provided under the terms and conditions of this Agreement.

Both parties agree to abide by the relevant rules and regulations provided by the Federal Transit Administration (FTA), specifically the most current FTA Master Agreement. The most recent version of the FTA Master Agreement is found at the FTA's website (<http://fta.dot.gov>).

Lessee agrees to review and comply with the annual FTA Certification and Assurances signed by the Lessor, the most recent version of which can be found at FTA's website (<http://fta.dot.gov>).

Both parties agree to abide by the relevant rules and regulations provided by the Department, (including those of the Division of Motor Vehicles), and regulating authorities in any State or County in which the vehicle(s) are operated under the terms and conditions of this Lease Agreement.

SECTION 4. REPRESENTATION AND WARRANTIES

In consideration of the Lessor entering into this Lease Agreement, the Lessee represents and warrants:

- A. The Lessee is in good standing under the laws of the State of Wisconsin and has the power and authority to carry on its business as now conducted; to own, lease and operate its property and assets; and to execute this Lease Agreement and any other agreements and instruments referred to in this Lease Agreement.
- B. The Lessee has and will continue to have during the term of this Lease Agreement, all necessary licenses, certifications, or other documents required by any federal, state or local governmental agency, which authorize or empower the services to be performed by the Lessee.

SECTION 5. REGISTRATION

The leased vehicle(s) shall bear the proper license plate(s) in accordance with the governing grant. The title to such vehicle(s) is to be registered in the name of the Lessor, subject to the lien rights of the Department. All annual registration, license fees, and safety inspection costs shall be paid by the Lessee.

The Lessor will maintain ownership of the vehicle(s) obtained through the grant program. The Lessor shall have full authority to exercise its responsibilities as owner of the vehicle(s) provided under the terms and conditions of this Lease Agreement.

SECTION 6. INSURANCE

Insurance levels, categories and premium payments for all leased vehicles shall be the responsibility of the Lessee.

Insurance shall include such coverage as required by the grant agreement between the Lessor and the Department, and shall meet the requirements of applicable local, state and federal laws. The Lessor must be named as the payee for all payments relating to vehicle damage or loss.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicle(s), and shall at minimum afford the following coverage:

- A. Bodily injury liability, each person: \$100,000
- B. Bodily injury liability, each accident: \$1,000,000
- C. Property damage liability, each accident: \$100,000
- D. General liability, bodily injury and property damage: \$1,000,000

The Lessee shall bear all risks of damage or loss of the leased vehicle(s), or any portion of damage or loss not covered by insurance. All replacements, repairs, or substitutions of leased vehicle parts or equipment shall be at the cost and expense of the Lessee and shall be accessions to the vehicle(s).

SECTION 7. VEHICLE MAINTENANCE

The Lessee shall, at all times and at Lessee's expense, maintain the leased vehicle(s) in working order and at a high level of cleanliness, safety, and mechanical soundness. The Lessee shall take all reasonable efforts to insure against theft and vandalism. The Lessee agrees to return each leased vehicle in the condition in which it was received, except for reasonable wear and tear.

The Lessee agrees to adhere to all provisions of the Lessor's vehicle maintenance plan on file with the Department, and to any changes or addendums made to the plan.

The Lessee shall be responsible for scheduling, completing and documenting all preventative maintenance. All such maintenance shall be consistent with manufacturer specifications, the Lessor's vehicle maintenance plan, and Department guidelines. The Lessee shall be responsible for ensuring the completion of, and payment for, all necessary repairs.

SECTION 8. VEHICLE OPERATION

The Lessee shall ensure that only properly trained and licensed drivers operate the leased vehicle(s). The Lessee shall provide the Lessor with the names of all individuals whom it authorizes to operate the vehicle(s), and shall provide the name of each before said individual may operate the vehicle(s).

The leased vehicle(s) shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations. The Lessee shall not use any leased vehicle, nor allow any such vehicle to be used, for any unlawful purpose or for the transportation of any property or material deemed hazardous. Respirators, concentrators, or portable oxygen used by individuals are not considered hazardous materials.

The Lessee shall operate the leased vehicle(s) only on designated roads, and shall not subject the vehicle(s) to use under such road conditions as may result in damage to the vehicle(s).

SECTION 9. CIVIL RIGHTS

The Lessee shall comply with all federal statutes relating to nondiscrimination that apply, including, but not limited to:

- A. The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d;
- B. The prohibitions against discrimination on the basis of sex, as provided in: (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and (b) U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25;
- C. The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107;
- D. The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; and
- E. The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*

The Lessee agrees to comply with all terms of the Lessor's approved Title VI Plan and of any changes or addenda thereupon. The Lessee is responsible for proper posting of a valid Title VI public notice in each leased vehicle at all times.

SECTION 10. ADDITIONAL FEES

The Lessee shall pay any and all storage charges, parking fees, and fines which are levied against Lessee as a result of the improper acts of Lessee or its employees.

The Lessee shall pay any fees (including vehicle registration and inspection fees) and/or taxes which may be imposed with respect to the leased vehicle(s) by any duly constituted governmental authority as the result of Lessee's use or intended use of the vehicle(s).

SECTION 11. AUDITS, INSPECTIONS, AND REPORTING

The Lessee shall be responsible for providing any and all data pertaining to services provided using the leased vehicle(s) as requested upon reasonable notice by the Lessor. The data required may include, but is not limited to, vehicle maintenance records, trip logs, and ridership data.

The Lessee agrees to complete all reports and documents required by the Lessor and/or the Department in a timely fashion. Such reports will be sent to the Lessee on or before specified deadlines.

The Lessor, Department or FTA, or any designee thereof, may at any time audit and/or inspect the leased vehicle(s) and attendant records for compliance with the provisions of this Lease Agreement. The Lessee agrees to comply with all requests to make equipment available as requested by the aforementioned parties for completion of audits.

The Lessee agrees to preserve all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Lease Agreement for a period of seven (7) years after the termination of the Lease Agreement, or one year after the DOT program year audit is completed, whichever is longer.

The Lessee is responsible to arrange for and obtain inspections of motor buses and human service vehicles leased under this Lease Agreement as required by federal and state law. In all such cases, Lessee shall send a copy of the inspection report to the Lessor.

SECTION 12. LIABILITY

The Lessee agrees to indemnify and hold harmless the Lessor (including its elected officials, employees, and agents) and the State of Wisconsin from any and all claims, losses, causes of action, and expense, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operations of the vehicle(s) leased under this Lease Agreement.

SECTION 13. LEASE MANAGEMENT

The overall supervision and monitoring of compliance with lease specifications shall be the responsibility of the Lessee. The Lessee will address and resolve concerns or questions regarding this Lease Agreement or operation of the leased vehicles with the Lessor.

This Lease Agreement or any part thereof may be renegotiated in circumstances where changes are required by federal law or regulations, state law or regulations, court orders or actions, or when the parties agree that a new lease agreement would better meet their needs than existing terms and conditions of this Lease Agreement.

Any revisions to this Lease Agreement must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party and approved by the Department.

SECTION 14. TERMINATION

If so directed by the Department or other state agency, the Lessee must return the leased vehicle(s) within five (5) days of notice to the Lessor, and at such time, lease provisions are terminated. Otherwise, the Lessor may terminate this Agreement by giving thirty (30) days written notice, at which time the Agreement is terminated.

Immediately upon termination, the Lessee agrees to turn over all maintenance records and histories to the Lessor at no additional cost to the Lessor.

Failure to comply with any provisions of this Lease Agreement by any party shall be considered due cause for termination of the lease.

SECTION 15. SUBLEASE/ASSIGNMENT RESTRICTIONS

Subleasing or renting the leased vehicle(s) is prohibited. Assignment of this Lease Agreement is prohibited.

SECTION 16. ADDITIONAL CONDITIONS

No additional conditions apply.

SECTION 17. EXECUTION OF LEASE

IN WITNESS WHEREOF this Agreement shall become effective upon its complete execution by Lessor and Lessee.

For City of Wisconsin Rapids

For Running Inc

Signature

Signature

Shane Blaser
Mayor
[Date]

Justin Running
[Title]
[Date]

Jennifer M. Gossick

City Clerk
[Date]

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



**Department of Community
Development**
Ph: (715) 421-8228
Fax: (715) 421-8291

Referral Submission

- 1.) **Date:** November 28, 2023
- 2.) **Requestor:** Kyle Kearns, Director of Community Development
- 3.) **Origin of request:** Community Development Department
- 4.) **Name of Committee:**
Finance and Property ☒
Public Works ☐
Human Resource ☐
Common Council ☐
- 5.) **Target meeting date:** December 5, 2023
- 6.) **Who will be attending the meeting to represent this request:** Kyle Kearns (Director)
- 7.) **Background information:** Utilize \$50,000 identified in the downtown TIF project plan for neighborhood planning, to create an updated Downtown Development Master Plan. See attached memo.
- 8.) **Staff recommendation:** Approve the TIF project request.
- 9.) **How will this item be financed?** The TIF 7 project plan amendment (2017) identifies \$50,000 for neighborhood planning. The total estimated project cost, which includes a hybrid approach involving staff and a private consultant, is estimated at \$75,000. A \$25,000 grant was awarded from the Wood County CEED Committee for the project. It is anticipated that the project would begin with the public engagement and RFP process this spring (2024). The project would be a total of 15-18 months. See the attached memo and project approach for more details.

Respectfully Submitted,

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

Kyle Kearns, Director of Community Development



**Community Development
Department**

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

Memo

To: Property and Finance Committee

From: Kyle Kearns

Date: 11/28/2023

Subject: Request from the Community Development Department to utilize \$50,000 in Tax Increment District 7 for the creation of a Downtown Development Master Plan.

The City's current downtown waterfront plan is from 2009, nearly 15 years old. Prior to that the City had a 1994 Downtown Revitalization Plan. Great change has occurred in the downtown under this plan over the last decade, including the mall redevelopment, courthouse expansion, riverfront redevelopment, wayfinding, major street reconstruction, city acquisitions and building demolitions. These changes warrant an updated plan that incorporates them and identifies realistic growth objectives and opportunities for redevelopment. Areas of focus include vacant or underutilized parcels, such as the Triangle Site, East Town Plaza, Northern Steel Castings Foundry, and Tribune Property. Additionally, street function, classification, and streetscape improvement are important aspects of the downtown which assist to define our sense of place. Enhancements to streetscape, event space, aesthetics, and connectivity can be identified and noted in the Plan as well.

Recently the City hosted a developer tour that brought nearly a dozen developers through the Community to showcase redevelopment opportunities. Many questioned the City's vision and guiding planning documents, specifically as it relates to development opportunities, but also any ongoing City investment in the downtown. While the 2009 Waterfront Plan can be referenced, it is aged and doesn't accurately reflect many recent improvements. A new master plan can couple the placemaking of the downtown area as a whole with individual development sites to create a visual guide to entice future private capital, but also City reinvestment. Developers can more accurately witness the capabilities of a site and see how it connects with the downtown fabric, as well as, see the future growth opportunities, thereby increasing the potential for private equity investment.

The City's downtown Tax Increment Finance District (TIF) 7 was amended in 2017 and includes new projects within the district. Neighborhood planning was identified and budgeted for \$50,000. A new downtown development master plan is estimated at \$75,000, which includes a hybrid approach with staff assisting with public engagement. This approach should reduce the consultant cost to fit within the \$75,000 budget. Moreover, staff may utilize a small portion of the budget to utilize a public engagement platform. Attached is a framework of the hybrid approach, which identifies roles of staff and the consultant, as well as notes the project timeline.

The expenditure period for TIF 7 ends in 2027 and the TIF closes in 2033. Overall, the TIF is very healthy and is anticipated to close with a few million dollars increment. A gap exists for the project, which has prompted a grant application and award from the Wood County Economic Development Grant in the amount of \$25,000. With Council approval, the project is anticipated to start in early 2024 and would take 15-18 months, given the hybrid approach.

Downtown District Master Plan Rewrite

Timeline Breakdown

Consultant RFQ (January 2024 - March 2024)

Phase 1 (January 2024 – April 2024)

- Stakeholder group meeting #1
 - Review overarching plan goals, layout, timeline
 - Review potential priority development areas, priority street redesign areas, and priority public spaces
 - Review public engagement strategy (including preliminary issues and opportunities survey)
- Early one-on-one stakeholder meetings (staff to coordinate)
- Focus group meeting #1 (one representative from each Aldermanic District)
- Community meeting #1

All results from Phase 1 to be shared with the consultant.

Phase 2 (May 2024 – August 2024)

- Stakeholder group meeting #2
 - Staff will share preliminary outline for the downtown district plan, preliminary sketches, ideas
 - Consultant will assist in development of a format for a community visioning session
- Community meeting #2
 - Visioning workshop to review consultant designs and identify goals
- Meeting with consultant and staff to review consultant designs
- Stakeholder group meeting #3
 - Review design concepts and identify recommendations
- Focus group meeting #2
 - Review design concepts and identify recommendations

Phase 3 (September 2024-February 2025)

- Community meeting #3
 - Finalize recommendations
- Stakeholder group meeting #4

- Review final document
- Plan adoption

Task Breakdown

Staff Responsibilities

- Establish plan goals, process, and timeline
- Establish community engagement, timeline, and process
- Conduct community engagement survey and collect and compile data
- Establish big ideas and prioritize catalytic projects, priority redevelopment areas, street redesigns and public spaces through stakeholder and community engagement
- Document text including
 - Summarize items completed since the last plan
 - Summarize demographic and market data (with assistance from US Census, NCWPRC and EMSI)
 - Compile conditions/building use inventory (GIS staff)
- Compile parking analysis
- Identify and analyze additional opportunities including mobility/active transportation, historic preservation/façade improvement goals, sustainability, and placemaking

Urban Design Consultant Responsibilities

- Design services for building use inventory map
- Design services for mapped breakdown of small downtown areas (possibilities include community confluence, business district, riverfront neighborhood, and Wood County Campus)
- Core cluster concept designs:
 - 4-6 priority redevelopment areas
 - 1 priority street redesign
 - 1 priority public space
- Conducting community meeting #2 which will include a visioning workshop to review core cluster concept designs and identify goals
- Consultant will be responsible for the design of the document and final layout



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

Memo

To: Property and Finance Committee
From: Kyle Kearns
Date: 11/30/2023
Subject: Amend the Community Development Department Fee Schedule

The Community Development Department fee schedule does not include fees for a few service-related items, such as Zoning Letters, Setback Averages, and CSM sale and transfers. Given the volume of these types of requests, staff has submitted a request to amend the fee schedule. These adjustments are noted on the attachment and identified below. Note that stay may also perform a more comprehensive fee schedule review in the near future, as it has not been thoroughly reviewed since 2018.

- Zoning Verification Letter - \$25.00
 - *Historical Building, Zoning & Code Enforcement Search – \$50.00 per hour (one hour minimum)
– included Zoning Letter
- Setback Averages - \$50.00 per property/parcel
- Certified Survey Map: New Lots (1-4) - \$75.00
- Certified Survey Map: Boundary Correction/Lot line adjustment (Sale and Transfer) - \$25.00

City of Wisconsin Rapids Permit & Inspection Fees

Residential Building Permit Fees

New Construction (Building)	\$0.17/ft ² * + \$50 (Zoning Review)
* Includes \$0.02/ft ² for Plan Review	
New Home State Seal	\$40.00
Additions	\$40.00 + \$0.17/ft ² *
* Includes \$0.02/ft ² for Zoning/Plan Review	
Remodel/Repair	\$7.50/\$1,000 valuation **
** Items that require Plan Review include an additional \$0.50/\$1,000 valuation	
Electrical/HVAC/Plumbing	1.5% of valuation (remodel/repair) or \$0.04/ft ² (new constr.)
Deck/Fence/Swimming Pool	\$40.00
Footing/Foundation	\$95.00
Minimum Permit Fee	\$40.00 ***
*** Not including permits for water heater & HVAC electrical connection permits (\$20.00)	

Multiple Family Residential Building Permit Fees

New Construction/Additions (Building)	\$0.24/ft ² *
* Includes \$0.02/ft ² for Plan Review	
Remodel/Repair	\$7.50/\$1,000 valuation **
** Items that require Plan Review include an additional \$0.50/\$1,000 valuation	
Electrical/HVAC/Plumbing	1% of valuation (remodel/repair) or \$0.05/ft ² (new constr.)
Deck/Fence/Swimming Pool	\$40.00
Fire Sprinkler	\$1.00/fixture
Minimum Permit Fee	\$40.00 ***
*** Not including permits for water heater and HVAC electrical connection permits (\$20.00)	

Commercial Building Permit Fees

New Construction/Additions – Commercial	\$0.19/ft ² *
New Construction/Additions – Warehouse	\$0.09/ft ² *
* Includes \$0.02/ft ² for Plan Review	
Remodel/Repair	\$7.50/\$1,000 valuation **
** Items that require Plan Review include an additional \$0.50/\$1,000 valuation	
Electrical/HVAC/Plumbing	1% of valuation (remodel/repair) or \$0.05/ft ² (new constr.)
Deck/Fence	\$40.00
Fire Sprinkler	\$1.00/fixture
Minimum Permit Fee	\$40.00

Sign Permit Fees

Standard	\$50.00/sign
Special Event	\$15.00/year
Electrical Hookup	\$20.00

Other Fees

Mobile Vendor	\$100.00
Temporary Use/Structure	\$40.00 + \$8.00/week
Moving Buildings	\$160.00 + \$0.08/ft ²
Razing Buildings	\$60.00 + \$0.08/ft ²
Manufactured Home	\$100.00

Fees for Plan Commission applications:

Annexation:	\$150
Certified Survey Map (1-4 new lots):	\$50 + \$10 per lot \$75
Correction/Lot Line Adjust	\$25 (sale or transfer)
Code Amendment:	\$300
Conditional Use:	\$250
Temporary:	\$100 for first year \$50 Administrative Review
Amendment:	\$250
Conversion of Nonconforming Use:	\$300
Expansion of Nonconforming Use:	\$100
Manufactured Home Park:	\$400 + \$10 per unit
Nonconforming Registration:	\$75
PDD Amendment:	\$150
PDD FDP:	\$300
PDD GDP:	\$500
Planning Process Appeal:	\$100
Rezoning:	\$300
Setback Averaging	\$50/parcel
Sign Variance:	\$150
Site Plan Review, <i>New</i>	\$175
Plan of Operation	
Architectural Review	
Site Plan Review, <i>Amendment</i>	\$125
Plan of Operation	
Architectural Review	
Special Exception or Appeal	\$75
Subdivision Final Plat	\$50
Subdivision Preliminary Plat	\$200 + \$10 per lot
Wireless Facility – Type 1	\$250
Wireless Facility – Type 2	\$75
Zoning Permit	\$150 Commercial \$50 Residential

\$10 Accessory Structure

Zoning Verification Letter

\$25

*Historical Bldg., Zoning & Code Enf. Search

\$50.00 per hour (one hour min.) –
includes Zoning Letter

Resolution # _____
CITY OF WISCONSIN RAPIDS

COMMUNITY DEVELOPMENT DEPARTMENT – FEE SCHEDULE AMENDMENT

A RESOLUTION authorizing amendment of the Community Development Department Fee Schedule

WHEREAS, Section 11.04.14 of the Municipal Code provides that the Common Council may by resolution establish application fees and other charges it deems necessary in the administration of the Zoning Chapter of the Municipal Code; and

WHEREAS, the Community Development Department has requested amendments to the following items on the Fee Schedule for the Department, related to planning and zoning actions:

Annexation:	\$150
Certified Survey Map (1-4 new lots):	\$50 + \$10 per lot \$75
Correction/Lot Line Adjust	\$25 (sale or transfer)
Code Amendment:	\$300
Conditional Use:	\$250
Temporary:	\$100 for first year \$50 Administrative Review
Amendment:	\$250
Conversion of Nonconforming Use:	\$300
Expansion of Nonconforming Use:	\$100
Manufactured Home Park:	\$400 + \$10 per unit
Nonconforming Registration:	\$75
PDD Amendment:	\$150
PDD FDP:	\$300
PDD GDP:	\$500
Planning Process Appeal:	\$100
Rezoning:	\$300
Setback Averaging	\$50/parcel
Sign Variance:	\$150
Site Plan Review, New	\$175
Plan of Operation	
Architectural Review	

Site Plan Review, <i>Amendment</i>	\$125
Plan of Operation	
Architectural Review	
Special Exception or Appeal	\$75
Subdivision Final Plat	\$50
Subdivision Preliminary Plat	\$200 + \$10 per lot
Wireless Facility – Type 1	\$250
Wireless Facility – Type 2	\$75
Zoning Permit	\$150 Commercial
	\$50 Residential
	\$10 Accessory Structure
Zoning Verification Letter	\$25
*Historical Bldg., Zoning & Code Enf. Search	\$50.00 per hour (one hour min.) includes Zoning Letter

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Wisconsin Rapids that the Community Development Department Fee Schedule shall be amended as provided for above, effective January 1, 2024.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

LICENSE APPLICATION

for

PAWNBROKER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER
SECONDHAND ARTICLE DEALER MALL or FLEA MARKET

CHECK ALL THAT APPLY:

☐ Original application

☒ Renewal

TYPE:

☒ Pawnbroker (\$210)

☒ Secondhand Jewelry Dealer (\$27.50)

☒ Secondhand Article Dealer (\$30)

☐ Mall or Flea Market

INSTRUCTIONS:

NATURAL PERSON (INDIVIDUAL) LICENSE – Complete Sections 1, 2, 3 and 6

PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6

CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

(SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)	Sex	Race	Date of Birth	Place of Birth (City, State, Country)
Ruder, Jonathan, Dale	M	W	07/02/1986	Wis Rapids, WI USA
Street Address	City	State	ZIP	Home Telephone Number
845 Akron Drive	Nekoosa	WI	54457	715-459-6651
List all states applicant previously resided:				
Is applicant a: <input type="checkbox"/> Natural Person (Individual) <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership				

(SECTION 2) CONVICTION RECORD

Has the applicant, been convicted or adjudicated of any of the following within the last 10 years where the circumstances of the offense substantially relate to the circumstances of the licensed activity :

a felony?

☐ YES

☒ NO

a misdemeanor?

☐ YES

☒ NO

a statutory violation punishable by forfeiture?

☐ YES

☒ NO

a county or municipal ordinance violation?

☐ YES

☒ NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction or penalty information:

Attach additional sheets if necessary.

(SECTION 3) BUSINESS INFORMATION

Business Name	Street Address	City	State	ZIP	Telephone Number
E-Ways Sales LLC	2660 8TH Street South #105	Wis Rapids	WI	54494	715-421-3929
Owner's Name	Street Address	City	State	ZIP	Telephone Number
Jonathan Ruder	845 Akron Drive	Nekoosa	WI	54457	715-459-6651
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
Jonathan Ruder	845 Akron Drive	Nekoosa	WI	54457	715-459-6651
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number
I'M Good LLC	2660 8TH Street S #105	Wis Rapids	WI	54494	715-459-6651

(Over)

(SECTION 4) LIMITED LIABILITY COMPANY INFORMATIONLimited Liability Company Name: E-ways Sales LLCList name, address, and date of birth (DOB) of all members. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	ZIP
Ruder, Jonathan Dale	7/2/1986	845 Akron Drive	Waukegan	WI	54457

(SECTION 5) PARTNERSHIP INFORMATION

Partnership Name:

List name, address, and date of birth (DOB) of all partners. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	ZIP

(SECTION 6) CORPORATE INFORMATION

Corporation Name:

State of
Incorporation:List name, address, and date of birth (DOB) of all corporation officers and directors. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	Zip

(SECTION 7) PENALTY NOTICE

I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stat. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant: [Signature]11/15/2023Print Name of Applicant: Jonathan Ruder**FOR ADMINISTRATIVE USE ONLY**

Licensing Authority	License Number Assigned	Date Effective	Clerk

FEES RECEIVED:

Pawnbroker Bond \$ Secondhand Article License \$ 30.00Pawnbroker License \$ 210.00Secondhand Dealer Mall/Flea Market License \$ Secondhand Jewelry License \$ 27.50TOTAL FEE: \$ 267.5011/20/2023
6192**FOR LAW ENFORCEMENT USE ONLY**☒ Recommend Approval☐ Recommend Denial (Attach explanation.)Investigating Office Signature: [Signature]Date: 11/21/2023Print Name of Investigating Officer: Daniel Hostens

LICENSE APPLICATION

for

**PAWNBROKER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER
SECONDHAND ARTICLE DEALER MALL or FLEA MARKET**

CHECK ALL THAT APPLY:

☐ Original application

☒ Renewal

TYPE:

☐ Pawnbroker (\$210)

☐ Secondhand Jewelry Dealer (\$27.50)

☒ Secondhand Article Dealer (\$30)

☐ Mall or Flea Market

INSTRUCTIONS:

NATURAL PERSON (INDIVIDUAL) LICENSE – Complete Sections 1, 2, 3 and 6

PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6

CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

(SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)		Sex	Race	Date of Birth	Place of Birth (City, State, Country)
Robinson, Mark Haymond		M	W	10-05-1977	Dallas
Street Address	City	State	ZIP	Home Telephone Number	
6723 Waggoner Dr.	Dallas	TX	75230	817-424-2000	
List all states applicant previously resided:					
Is applicant a: <input type="checkbox"/> Natural Person (Individual) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership					

(SECTION 2) CONVICTION RECORD

Has the applicant, been convicted or adjudicated of any of the following **within the last 10 years** where the circumstances of the offense substantially relate to the circumstances of the licensed activity :

a felony?

☐ YES

☒ NO

a misdemeanor?

☐ YES

☒ NO

a statutory violation punishable by forfeiture?

☐ YES

☒ NO

a county or municipal ordinance violation?

☐ YES

☒ NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction or penalty information:

Attach additional sheets if necessary.

(SECTION 3) BUSINESS INFORMATION

Business Name	Street Address	City	State	ZIP	Telephone Number
GameStop #3254	930 Kuhn Ave	Wisconsin Rapids	WI	54494	715-421-5001
Owner's Name	Street Address	City	State	ZIP	Telephone Number
GameStop Inc.	625 Westport Pkwy	Grapevine	TX	76051	817-424-2000
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
Alyson Goldenzopf	1191 Weeping Willow Dr.	Wisconsin Rapids	WI	54494	715-323-2045
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number
Triton Center LLC	3412 Millington Drive	St. Charles	MO	63301	314-452-8289

(Over)

(SECTION 4) LIMITED LIABILITY COMPANY INFORMATION

Limited Liability Company Name: _____

List name, address, and date of birth (DOB) of all members. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	ZIP

(SECTION 5) PARTNERSHIP INFORMATION

Partnership Name: _____

List name, address, and date of birth (DOB) of all partners. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	ZIP

(SECTION 6) CORPORATE INFORMATIONCorporation Name: GameStop Inc.State of Incorporation: MNList name, address, and date of birth (DOB) of all corporation officers and directors. *Attach additional sheets if necessary.*

Name (Last, First, MI)	DOB	Street Address	City	State	Zip
<u>See Attached</u>					

(SECTION 7) PENALTY NOTICE

I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stat. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant: Mark RobinsonPrint Name of Applicant: Mark Robinson**FOR ADMINISTRATIVE USE ONLY**

Licensing Authority	License Number Assigned	Date Effective	Clerk
FEES RECEIVED: Pawnbroker Bond \$ _____ Secondhand Article License \$ _____			
Pawnbroker License \$ _____ Secondhand Dealer Mall/Flea Market License \$ _____			
Secondhand Jewelry License \$ _____ TOTAL FEE: \$ _____			

FOR LAW ENFORCEMENT USE ONLY☐ Recommend Approval ☐ Recommend Denial (Attach explanation.)

Investigating Office Signature _____ Date: _____

Print Name of Investigating Officer: _____



625 WESTPORT PKWY. GRAPEVINE, TX. 76051 P: 817 424 2000

OFFICERS LIST

NAME	TITLE	ADDRESS
Mark Robinson	Secretary	625 Westport Parkway, Grapevine, TX 76051
Daniel Moore	Principal Accounting Officer	625 Westport Parkway Grapevine, TX 76051

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 12/7/2023
Reported to Council: 12/19/2023

The Public Works Committee met on Thursday, December 7th, 2023 in the Council Chambers at City Hall. All members were present. Others attending are listed on the sign-in sheet.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider adding a street light at the southeast corner of 16th Street S and Pepper Avenue.

Motion by Austin, second by Rayome to add a street light on 16th St S at Pepper Ave. Motion carried (3-0).

4. Review and consider adding yield signs at the intersection of 10th St S and Peach St.

Motion by Austin, second by Polach to add yield signs on 10th St S at Peach St. Motion carried (3-0).

5. Review Referral List.

The referral list was reviewed.

6. Set Next Meeting Date

The next regularly scheduled meeting is set for Thursday, January 4th at 5pm.

7. Adjourn

Motion by Rayome, second by Polach to adjourn at 5:28 PM. Motion carried (3-0).



PUBLIC WORKS DEPARTMENT

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

November 2023

Refuse and Recycling

- Garbage Collection estimate 461.52 tons, 448.88 tons in 2022
- Recycling Collection estimate 93.89 tons, 108.31 tons in 2022

Construction

Oak Street (East Jackson Street – 16th ST N)

- Project complete except for restoration and removal of two stumps on one property

9th Ave (High Street – Freemont)

- Project complete

Shorewood Terrace (1st Street North – Dead End)

- Project complete except for finish rake topsoil, seed and mulch

Apricot/ Broadway Street Intersection

- Completed retaining wall, subgrade sidewalk and gravel Apricot Street from Broadway – 11th

Items to complete

- Sidewalk, Curb and Gutter on Apricot, Black dirt Apricot, finish rake topsoil, seed and mulch, Finish Grade and Pave Apricot

Streets Maintenance

- Monthly brush pickup
- Rebuilt catch multiple catch basins that had ring failures
- Leaf Collection
- Crushing blacktop at city pit
- Screening Compost at Westside
- Sweep leaves
- Hauled scrap metal to metal recycling
- Hauled junk tires to recycler
- Cut Brush on West river bank
- Checked plow routes for high manholes, low tree branches and other hazards
- Replaced culvert pipe on bike trail
- Worked on one minor snow event
- Assisted Grand Rapids with road shoulders
- Maintained manholes in various locations
- Poured curb and restored green space behind catch basin repairs
- Took Delivery of 900 tons of salt

- Pulverized existing alleys, added material and reshaped and compacted
- Removed failed partial depth repairs on Expressway and replace with asphalt

Paint and Signs

- Replace seasonal banners
- Installed signs on Construction projects
- Assisted with painting of Railroad Crossing pavement marking
- Moved advanced warning signs to proper spacing on Railroad Crossing
- Installed at Grade Banner sleeves at approved locations
- Assisted Grand Rapids in some pavement marking needs

Shop and Repairs

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- DPF Filter replacement on two loaders
- Replace fuel injector's on third loader
- Check over snow equipment after use during snow event
- Replace hydraulic hoses on Sander that failed



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

ENGINEERING DEPARTMENT Monthly Activity Report

November 2023

Permits & Degradation

- 19 Permits/Licenses (32 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (8), Street Privilege (0), storm connection (0), permit parking (8), banner (0), environmental testing well (0), contractor licenses (3)
 - This year – 253 permits & licenses
- 178 Diggers Locates for Storm Sewer & Sanitary Sewer (254 last month)
 - 2 Emergency locate
- Degradation fees - this year = \$64,136.18
 - This month = \$846.78 (\$10,331.84 last month)

Traffic

- Stop Sign / Yield Sign Requests – Revisited Yield Sign at 10th St & Peach based upon another complaint and new information.
- Traffic Study
 - Street Light request for Pepper Ave and 16th St intersection due to high pedestrian usage at Lincoln HS.
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
- Vision Issues – N/A
- ITS Standalone Signal Grant
 - 2023 Project @ Expy and W Grand Ave started on September 25th. Temporary equipment was taken down on 11/29/23 so the new signals are now operational.
 - 2024 Project @ Expy and High St and Expy and Chase St – grant was approved and consultant will be updating plans and rebidding in preparation for 2024 construction.
- Signal complaints
 - Riverview Expressway having to stop at every intersection. Travel time tests were completed the last week of October and results are being analyzed.
 - FYA request for WB left traffic on Expressway at Plover Road
 - Signal adjustments requested at 8th St and Expressway for NB lefts
 - A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205

FAX (715) 421-8291

- STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
 - Spare cabinet is ordered and is expected to arrive in November (?). This was confirmed on 11/29/23 that the arrival month is moved to January.

Project Designs/Construction underway:

Maintenance Projects

2023 Reconstruction Projects

- 2023 Contracts
 - Sewer Lining Contract – Lining activities are currently underway. Cleaning and televising is complete. Contract was awarded to Insituform Technologies.

Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - Extension 10th St N to 12th St N – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 100%
 - McKinley St (8th Ave to 14th Ave) – 100%
 - E Jackson St (Jackson St Bridge to E Grand Ave) – 99% - survey work started 9/18/23
 - Rudolph Forcemain Discharge Manhole – 100%
 - Dixon Parking Lots – 100%
 - Mead Field Pickle Ball Courts – 100%
- Design for future Projects
 - 9th St S (Peach St to Chestnut St) – 99%
 - Lincoln St (Expressway to Peach St) – 55%
 - ROW Plat is 100%
 - Wylie St (8th St N to 10th St N) – 80%; (10th to 12th St) – 50%
 - 14th Ave N (W Grand Ave to Fremont St) – 40%
 - McKinley St (8th Ave N to 14th Ave N) – 40%
 - E Jackson St – 0%
 - Rudolph Forcemain Discharge Manhole – 50%
 - Dixon Parking Lot – 75%



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

- Mead Field Pickle Ball Courts – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Request for Qualifications were sent out on 11/17/23 with a due date of 12/8/23.
 - Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project.
- Rail Notification – Predictive Mobility Project

Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – As of 11/2/23, the DNR staff have forwarded their approval to their supervisor for final review and signature.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.
- Illicit discharge testing is complete for the year.

Other Highlights



Public Works Committee

Date of Request: 11/15/2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Consider adding a street light at the southeast corner of 16th Street S and Pepper Ave.

Background information:

Policy on Street Lights is attached.

Street Lighting Design Standards:

Table 5 - Recommended Values for Medium Pedestrian Conflict Areas			
Maintained Illuminance Values for Walkways			
	E _{avg} (lux/ft)	E _{Vmin} (lux/ft)	E _{avg} /E _{min} *
Pedestrian Areas	5.0/0.5	2.0/0.2	4.0
E _{avg} - minimum maintained average horizontal illuminance at pavement			
E _{min} - minimum horizontal illuminance at pavement			
E _{Vmin} - minimum vertical illuminance at 1.5m above pavement			
*Horizontal only			

Light Meter Tests were conducted on 11/13/2023 at 6:00 am. Lux readings were taken on the crosswalk on 16th St with the following results:

- Horizontal at pavement level averaged 5.20 lux (Standard = 5.0 lux for medium pedestrian and 20 for high pedestrian)
- Vertical readings to the north averaged 10.45 lux (Standard = 2.0 lux for medium pedestrian and 10 for high pedestrian)
- Vertical readings to the south minimum of 0.6 lux. NB traffic doesn't see illuminated pedestrians with this low lux value. (Standard = 2.0 lux for medium pedestrian and 10 for high pedestrian)

An existing light exists on the NW corner of the intersection. A complaint came in about several instances that were witnessed where pedestrians were really hard to see in the early morning hours.

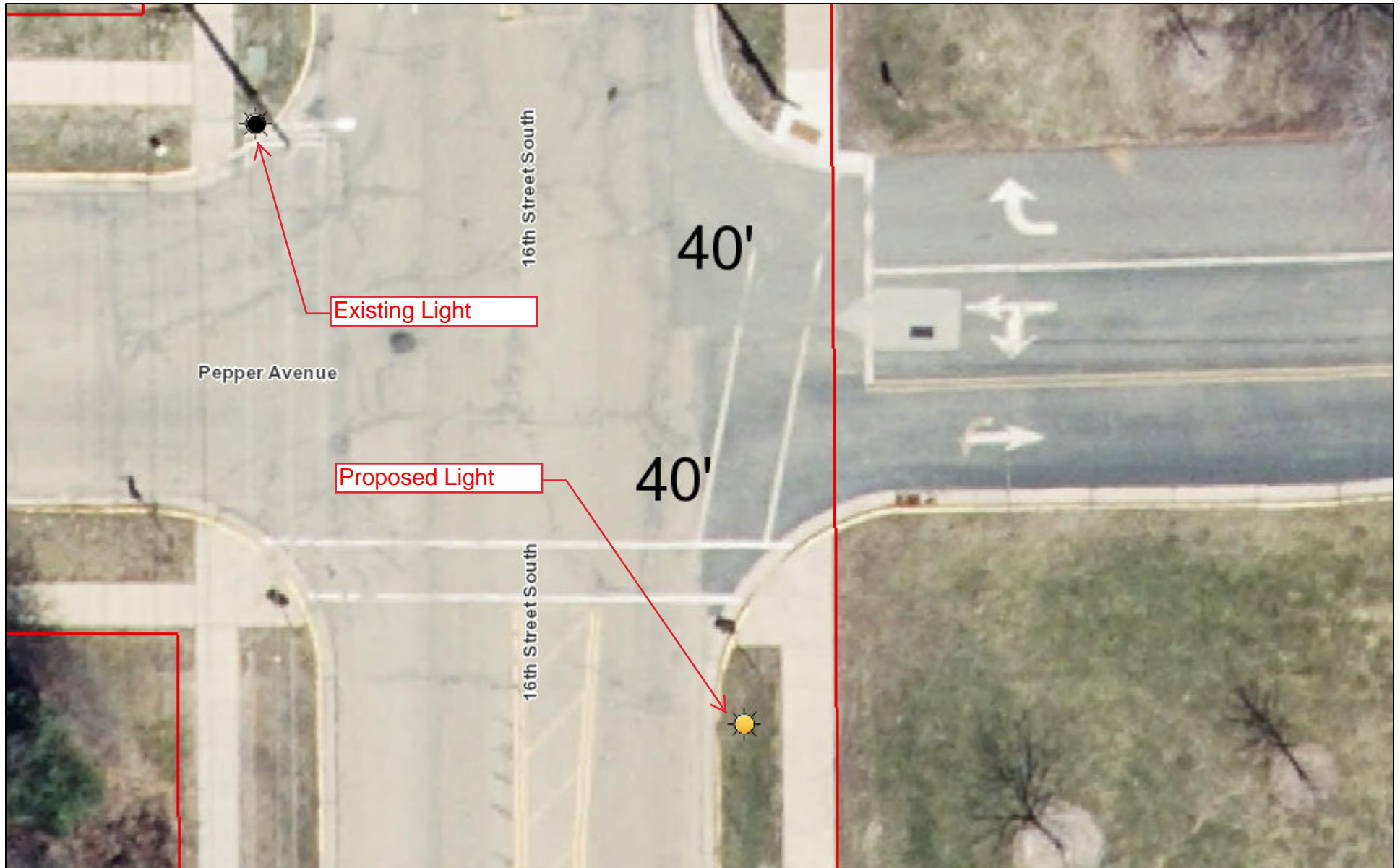
WWLC can add a new pole and light in the SE corner of the intersection for \$1800 plus an additional monthly charge for the light unit.

Options available: The 2023 budget has \$2,500. The 2024 budget has \$2,500.

Action you are requesting the committee take: Based on the design standards and current illuminance it is recommended to install an additional light.

How will the item be financed? Traffic Control Budget

City Of Wisconsin Rapids GIS



11/30/2023, 1:17:55 PM

Points



Override 1



Override 2



Parcels

City Boundary



Biron - SS Manholes



Biron - SS Lift Station

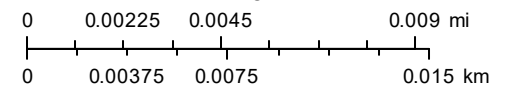


Biron - SS Pressurized Main



Biron - SS Gravity Main

1:282



ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

SUBJECT:

Policy for Street Lights

PURPOSE:

To set policy for adding, modifying, replacing, or installing new lighting facilities.

The purpose of street lighting, and the governance of this policy, pertain strictly to lighting the street right-of-way and in no way is intended to provide security lighting for private property. A request for street lighting, which in the professional opinion of the City Engineer and/or WWLC's Electrical Engineer is for private security purposes, is not provided by the City of Wisconsin Rapids and will be denied.

This policy is effective 4/21/2015.

POLICY:

Light Fixture Standards

- All new lighting fixtures shall be LED

Pole Standards

- Downtown areas to be black decorative poles with banner arms, flower basket arms and festoon outlets.
- Areas with green fiberglass poles will indefinitely remain as such, but will transition to white fiberglass poles in the future.
- Areas with existing wood poles and aerial power lines shall be wood poles.
- Areas with underground electric shall be white fiberglass poles.

Street Lighting Design Standards

These manuals will be consulted when adding, modifying, replacing, or installing new lighting facilities. Design standards provide guidance on recommended practices to facilitate and safeguard vehicular and pedestrian traffic within the street right-of-way.

- RP-8-14 publication from the Illuminating Engineering Society (IES)
- AASHTO Roadway Lighting Design Guide
- City of Wisconsin Rapids Lighting Specifications & Standards (NEW CONSTRUCTION)

Requests for Street Lighting

- Requests that are in accordance with the purpose of this policy shall require Council Approval unless street lighting is budgeted through street reconstruction projects and subsequently approved with the street reconstruction budget.

Requests Above Standards

- Street Lighting requests that are in accordance with the purpose of this policy can be upgraded above the pole standards based upon the following:
 - A requestor for street lights must pay initial installed costs above the standard pole costs. If the standard poles for street lights are already installed, then the requestor(s) would pay the whole cost above standard poles and fixture, plus removal costs of standard poles.

PROCEDURES:

1. A request shall be made to the Engineering Department and/or WWLC.
2. An internal review of the location and existing facilities will be made by the Engineering Department and WWLC staff in accordance with this policy and professional judgement.
3. Review the current budget.
4. Review the Capital Improvement Plan to see if the request can be filled in the near future.
5. Review compliance of the request with the Design Standards.
6. Refer item to the Public Works Committee.

POLICY DATE: _____SIGNATURE: _____

REVIEW DATE: _____SIGNATURE: _____



Public Works Committee

Date of Request: November 29th, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider adding yield control on 10th Street South at Peach Street.

Background information:

This intersection control was last reviewed in September of 2022. At that time, 13th St S and Peach St, a nearby intersection, had a yield sign added.

With the addition of the yield sign at 13th St S and Peach St, this resulted in leaving 10th St S and Peach St an isolated, uncontrolled intersection. Additionally, recent accident history also adds to warranting yield control at 10th St S and Peach St.

Reconsideration of the yield sign was prompted by a resident complaint through SeeClickFix.

"We moved in Feb of 2023 and I have witnessed 6 people not even attempting to slow down at the unmarked intersection of Peach and 10th, I have almost been T-boned on 3 separate occasions and from my understanding, earlier this year someone actually got T-boned while driving their grandchild to an event. I am looking to add either a stop sign or yield sign as every other intersection on Peach St has one" – SeeClickFix User

See attached Sign Warrant Summary.

Options available: approve or deny.

Action you are requesting the committee take: Consider approving the addition of yield control on 10th Street South at Peach Street.

How will the item be financed? Traffic Control Signage budget

Peach Street and 10th Street South Intersection Study

Background

Location

The intersection of Peach St and 10th St S is an uncontrolled intersection of two local roads. The speed limit on both roads is 25mph.

Accidents

There have been 5 right angle collisions at the intersection in the past 10 years.

- 2 in 2013
- 1 in 2015
- 1 in 2019
- 1 in 2023

Study

Method

The traffic data for this study was collected using both an automatic traffic counting device and in-person observation. A traffic counting device was installed at the intersection and collected data over a period of two weeks.

Figure 1 Intersection of Peach St and 10th St S



Observation

The intersection was examined for line-of-sight obstructions within the vision triangle. Vision triangles are areas in the corners of intersections where objects could obstruct a driver's view of cross traffic. These areas should be kept clear of plants or objects between 2 ½ to 10 feet tall. Because Peach St and 10th St S are both local roads the legs of the vision triangle extend 20 feet out from the intersection on both streets.

One minor vision obstruction was found at the intersection. In the southeast corner there is a sapling with branches lower than 10 feet, see Figure 3.

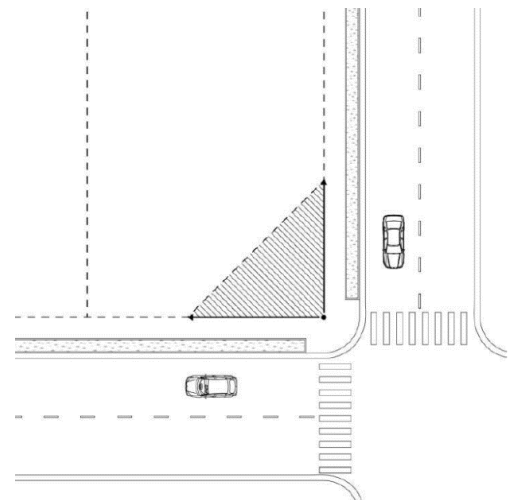


Figure 2 Vision Triangle



Figure 3 10th St Northbound, with sapling obstructing vision on the right



Figure 4 10th St Southbound



Figure 5 Peach St Eastbound



Figure 6 Peach St Westbound

Results

An automatic traffic monitoring device collected data on both vehicle volumes and vehicle speeds. Traffic counts are reported as the number of vehicles per hour averaged over the eight-hour interval with the highest traffic volume for the day. Vehicle speeds are reported as the 85th percentile speed which is the speed the fastest 15% of vehicles exceeded.

Table 1 Traffic Count

Traffic Count (Vehicles Per Day)	
Peach Street	173
10 th Street South	140

Table 2 Traffic Speed

85 th Percentile Speed (mph)	
Peach Street	26
10 th Street South	25

Recommendation

The City of Wisconsin Rapids has adopted a policy to determine when additional traffic signage is necessary (Table 3). This policy is based on the Manual of Uniform Traffic Control Devices (MUTCD), a book of traffic standards created by the Federal Highway Administration, further supplemented by the WisDOT and adopted by the City of Wisconsin Rapids in Chapter 340. Based on these standards and the data collected from the study, **yield signs may be appropriate for this intersection.**

- Traffic volume on the minor road is less than 1000 vehicles per day.
- Visibility issues can be remedied by removing trees.
- Two right angle accidents occurred within 12 months in 2013.
- Both Streets are classified as local.

Table 3 Wisconsin Rapids' Policy on Installation of Regulatory Signs

		NO CONTROL	YIELD SIGN	STOP SIGN, 2-WAY	STOP SIGN, 4-WAY	TRAFFIC SIGNAL
1	Avg Vol/hr for 8 hour period	< 100 veh/hr	> 100 veh/hr	> 250 veh/hr	300/hr - Major	Meets warrants of the MUTCD
					200/hr - minor	
	Volume for 24 hours	< 1000 veh	> 1000 veh	≥ 3000 veh	500/hr - both 5000 balanced volumes	
2	Visibility	No obstructions in the vision triangle	Minor obstructions in the vision triangle	vision triangle obstructed	blind intersection	
3	right angle accident in a 12 month period	no accidents	≥ 2	≥ 3	≥ 5	≥ 5
4	Street classification	local/local	local/local, thru/local, collector/local	thru street collector/local, arterial/local	collector/arterial, arterial/arterial	arterial/arterial
5	Other factors		No nearby uncontrolled intersections	T-intersection		meets pedestrian and school crossing
**Two of five items are required to be considered for increasing the regulatory signage						
** Other considerations that need to be considered are Section 2B.04 of the MUTCD and Intersection Control pg 654 AASHTO 2004						

Yield signs to be considered.

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING SECTION 340.004(3) OF THE MUNICIPAL CODE. SAID ORDINANCE LISTS THE LOCATION OF YIELD SIGNS.

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

SECTION I Section 340.004(3)(a)(9a) of the Wisconsin Rapids Municipal Code shall hereby be created to read as follows:

340.004 THROUGH STREETS AND CONTROLLED INTERSECTIONS

(3) Yield Signs to be Erected. The city traffic engineer is authorized to erect yield right-of-way signs conforming to the Wisconsin Official traffic Control Device Manual at the following intersections on highways in the exclusive jurisdiction of the city. The provisions of Section 349.07(7)(a), Wisconsin State Statutes, shall apply.

(a) Yield Right of Way. In the interest of public safety, and with approval of the Wisconsin Rapids Common Council, yield right-of-way signs shall be erected so that traffic on the first-named streets shall yield right-of-way to traffic approaching on the streets being entered at the following locations.

(9a) 10th Street South at its intersection with Peach Street

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023 (11/28/2023)

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request from Rayome for Quiet Zones for trains on the east side of city.
3. ~~Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.~~
4. Review the Change Order policy and consider updates.
5. Consider a request to allow residential properties additional garbage bins for an additional fee.



Human Resources Committee Meeting Minutes December 7, 2023

Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting on Thursday December 7, 2023, at 4:15 p.m. in the Council Chambers at City Hall, 444 W. Grand Ave. Alderpersons Bemke and Cattanach were present. Also, present were Alderpersons Polach and Rayome, Recreation Supervisor Dawn Desorcy and HR Manager Hartman.

Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 4:17 p.m.

2. Discuss and consider for approval the creation of two Assistant Swim Coach positions within the Parks and Recreation Department.

Motion by Cattanach seconded by Bemke to approve the Swim Team positions as presented, including a Swim Coach and two Assistant Swim Coaches, at the pay rates and job responsibilities as outlined. Motion carried 2-0.

3. HR Update

Discussion took place. No action taken.

4. Adjournment

Motion by Bemke, seconded by Cattanach to adjourn. Motion carried 2-0. The meeting adjourned at 4:29 p.m.

The City of Wisconsin Rapids

Job Description

Position Title: Swimming Coach/Assistant Coach

Department: Parks & Recreation Department

Date: December 7, 2023

Position Summary:

The swimming coach's responsibilities include analyzing swim techniques and determining skill levels, developing individualized swimming programs, educating swimmers on various techniques and styles, and overseeing training. The coach will also recruit new talent and prepare swimmers for meets. Must be reliable and trustworthy.

Primary Essential Duties:

- Developing and implementing training programs that focus on improving technique, stroke placement, speed, and style.
- Teaching new swimming styles or strokes.
- Educating swimmers on water safety.
- Using a range of activities to improve water confidence.
- Setting training goals and objectives for teams as well as individual swimmers.
- Teaching and perfecting skills like starts, flip turns, kicks, body rolls, floating, and breath control.
- Ensuring the pool or training area is clean, well-maintained, and free of hazards.
- Assume role of Swim Coach when Swim Coach is unavailable at meets.

Qualifications:

- High school diploma.
- Must be 18 years of age.
- Completed courses in swimming instruction may be required.
- Relevant license or certification may be required.
- First-aid training recommended.
- Excellent lifesaving skills.
- Ability to determine swimming level and analyze techniques.
- Strong organizational and management skills.
- Strong communication and interpersonal skills.



Personnel Committee

Meeting Minutes for

August 10, 2023

1. Call to Order: Chairperson St. Myers called the meeting of the McMillan Library Personnel Committee to order at 4:00 p.m.

2. Roll Call:

Committee Members:

Andrea Galvan

Elizabeth St. Myers

Scott Kellogg

Craig Broeren (Excused)

Karen Schill

Evan O'Day

Other Board Members:

Emily Kent

Susan Feith

Ryan Austin

William Clendenning

Kim Heniadis

Administration: Katherine Elchert, Library Director

4. Introductions: Since the Library Board recently had two new members added, Evan O'Day and Emily Kent, introductions were done.

5. Year Plan for the Personnel Committee:

Director Review - Put the time in and do a thorough review. So we can give K. Elchert some good direction.

Policies - The first ones will be from the city, so there will be no or little change to them, and then will keep going with K. Elchert's guidance as to what she thinks would be best to do in what order.

Revising job descriptions - Started on Director and Assistant Director already, but may go back, and need to do the rest.

Redoing employee handbook - It's not a policy book, but there are some policies intertwined, and those need to be out. We will have a policy book and an actual employee handbook. No need to combine the two. Through E. St. Myers research, it was found that the handbook was developed after the union was started, so it was from the union handbook, some city policies, and lots of question marks.

K. Schill asked about a set time for the Personnel committee. It will be the second Thursday at 4pm, but will be reevaluated at the September meeting.

6. Director Review Form:

E. St. Myers believes whatever form we use, everyone should fill out. Including the staff, K. Elchert, and the Board. Survey Monkey would be a good way to do it anonymously for the staff. S. Kellogg likes a narrative, one to five grading scale is not really effective, and we want to give K. Elchert good feedback and goal setting so E. St. Myers asked C. Broeren for the school systems evaluation form for their employees. E. St. Myers adapted it a bit to fit the Library Board's needs.

Discussion on the form: E.St. Myers likes that it's broken down into sections and that there is a comment section. Some things are N/A, Newly Introduced, which work very well.

S. Kellogg, likes the categories because it's not as judgmental. It's more whether it has been accomplished or not, and then people can comment on their judgment, per se.

K.Elchert knows there are some things that will always be ongoing, so she can never fully accomplish them. She likes how there is an In Progress section... so this form allows some flexibility. And it's good to have an N/A since this is the first time the staff has been asked to do this. She can see not many or a lot of the staff filling it out, but it would be great if they did. K.Elchert really does want the staff's feedback since they are working with her every day. Nothing will be accomplished if she can't help the team do what they need to do. So if some staff can say on the form, I don't know because it's not really my expertise, that could be very useful in having the staff more comfortable filling out the form.

The goal is for the board to look at the staff who have commented or marked the same things, so we can see if a bunch of people are saying something is good or bad, we will be able to talk about it.

S. Kellogg, asked if the Board should do Survey Monkey too since it will compile it for E. St. Myers?

S. Kellogg liked the six month evaluation where K. Elchert had shared what she had done with the Board.

E. O'Day suggested this be added to the evaluation: What I set out to do and did with examples and what I set out to do and didn't with examples, so K. Elchert can reflect. It is more performance than goal setting, and it could be attached to just K. Elchert's form

The following changes will be done to the Director's Evaluation Form

Library Leadership instead of Education Leadership

All of the his/her will be changed to their

B6. Misnumbered, Switch to #5

C3. Split into two separate numbers.

D. For this section, E. St. Myers will include K. Elchert's six month goals that the Board had for her, so we can have a reminder when going through this section at her one year evaluation.

E5. is reflected in A4, so we can remove it from Business and Finance.

S. Kellogg if we keep it in both places then we can always take it out next year.

E.St. Myers decided that we will keep it for this year and look at it again for next year.

F1. Take out the words personal and.

F3. Maintains poise and conduct, not emotional stability.

F4 and F5. Combine 4 and 5, and put in; communicate in a clear and professional manner.

Begin to renumber the rest because of the above change.

For F6, now F5, change to; Maintains composure when faced with unexpected or challenging

F11. Get rid of completely

7. Scheduling for Conducting Annual Review of the Director: E.St. Myer sis thinking it will be more in October, since we have budget and solar coming up, so don't want to add director evaluation at this time too. A Survey Monkey will be sent to everyone. E.O'Day wants to make sure the staff knows that it isn't going to K. Elchert and that it's anonymous. K. Elchert will send E. St. Myers the staff directory of emails.

8. Personnel Policies: Benefits:

Policies that we aren't going to change and will adopt directly from the city handbook:

Cobra

Deferred Compensation 457(b) Plan

Employee Assistance Program - This is something the library pays for too

Group Insurance

Retirement and Wisconsin Retirement System

Tuition Reimbursement

Workers' Compensation

A. Galvan thought some of the wording/titles would need to be changed, E. St Myers said that library employees are city employees, so even though some of the city's policy language doesn't fit exactly what the library has as some titles, it still works and will not need to be changed.

Motion by A.Galvan, seconded by S. Kellogg to send the above policies to the Board at the August Full Board Meeting for approval. Motion carried by unanimous vote.

W. Clendenning left at 5:27 p.m.

9. Items for Next Agenda:

Evaluation of Director

Go through more personnel policies

10. Adjournment: Motion by A. Galvan, seconded by S. Kellogg to adjourn. Meeting adjourned at 5:37 p.m.

Respectfully Submitted: Kim Heniadis, Secretary



Personnel Committee

Meeting Minutes for

September 14, 2023

1. Call to Order: Chair St.Myers called the meeting of the McMillan Library Personnel Committee to order at 4:01pm

2. Open Meetings Declaration: Chair St.Myers established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan
Craig Broeren

Scott Kellogg
Karen Schill

Elizabeth St.Myers
Evan O'Day

Other Board Members:

~~Emily Kent~~
William Clendenning

Susan Feith
~~Kim Heniadis~~

~~Ryan Austin~~

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance:

4. Approval of Minutes: A motion was made by S.Kellogg, second by K.Schill to approve the minutes of the August 10, 2023 Personnel Committee meeting. Motion carried by unanimous vote.

5. Update on Director Review Process:

St.Myers sent out the form in August to staff and board and it remained open until Sept. 5th. 19 out of 22 staff members completed evaluation; 6 board members completed. Data is compiled and ready for board review. St.Myers reviewed the by-laws under Section 6 Committees to verify the director evaluation falls under the responsibility of the Personnel Committee. Based on this, next month at the October 12th meeting, the Committee will go into closed session to review information from self evaluation, board, and staff to share out with Elchert and the full board.

6. Personnel Policies:

- **Background Checks:** Previously were not being completed. Moving forward, this policy will be applied to all staff, volunteers, including the board. Does not currently cost the library anything, as HR will complete the background check on behalf of the library. Broeren inquired if the application gives the opportunity to discuss any background check issues, Elchert confirmed that the COWR application does.

A motion was made by C.Broeren, seconded by S.Kellogg to send the policy to the full board. Motion carried by unanimous vote.

- **Drug Testing:** Elchert noted that she could not find any library with a stand alone drug test policy and because of this, does not recommend the policy as currently written. It is currently a part of the City's hiring procedure, rather than a stand alone policy. Broeren shared that the District does not drug test any employees except for bus drivers, there's no reason to drug test staff at large as they aren't operating any heavy equipment. Feith asked for clarification if City employees had to complete a drug test, Elchert and Parrish confirmed that they both completed a drug test in order to be hired. Clendenning added that all Wood County employees are drug tested. St. Meyers noted that the committee does not need to pass this policy, and could make the decision to not drug test employees as part of the pre-employment process.

St. Myers polled the committee and consensus was to recommend to the board to not implement this drug testing policy.

- **Tuition Reimbursement:** Elchert outlined changes made to policy in relation to the City's policy and addressed committee member's concerns about parameters and the timeline of requesting reimbursement. Parameters and payment process are noted in the policy as well as the City of Wisconsin Rapids Tuition Reimbursement Request Form to ensure equitable practice. Elchert provided clarification that a stand alone class would be considered training, not tuition reimbursement. O'Day encouraged members to trust Elchert to make the right decisions related to staff receiving this benefit.

Broeren left the meeting at 4:46pm.

Motion made by Kellogg, seconded by O'Day, for the policy and City of Wisconsin Rapids Form to move on to the full board, with the added recommendation that the process stays in-house. Motion carried by unanimous vote.

7. Re-evaluate Personnel meeting dates/time: Date/time still works for all members

8. Items for Next Agenda: Closed Session for Director Evaluation

9. Adjournment: Chair St. Myers adjourned the meeting at 5:12pm



Services Committee

Meeting Minutes for

September 12, 2023

1. Call to Order: Chair Heniadis called the meeting of the McMillan Library Services Committee to order at 4:32pm.

2. Open Meetings Declaration: Chair Heniadis established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan
Evan O'Day

Kim Heniadis
Elizabeth St. Myers

Emily Kent
William Clendenning

Other Board Members:

~~Susan Feith~~
~~Ryan Austin~~

~~Scott Kellogg~~
~~Craig Broeren~~

~~Karen Schill~~

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance:

4. Approval of Minutes: A motion was made by W. Clendenning, second by K. Heniadis to approve the minutes of the August 8, 2023 Services Committee meeting. Motion to approve carried by unanimous vote.

5. Bulletin Board Policy: Clendenning noted that the library is in line with other government agencies in having an up-to-date policy. Procedural specifics will be discussed with staff to ensure they feel empowered to make decisions on their own. Kent asked about political advertisements, and the committee clarified that as long as it's non-partisan, it would be allowed.

E. St. Myer motions to approve and send on to Library Board; E. Kent seconds; Motion carried by unanimous vote

6. Inclusive Services Statement and Guide

- Sections 1-3

Galvan commented that the library has made some good changes ie. new shelving that is lower. Heniadis added that the lower desk added to the service desk is accessible for children and wheelchairs. Clendenning asked about updating/who does it/when on the Inclusive Services Guide and Elchert shared that DPI and South Central are going to review the Guide to update as needed.

- **Section 1:** Heniadis inquired about what support was provided by the state and system in implementing the changes, Elchert explained that there are staff at the system level who can provide support.

- **Sections 2:** Overview of who was involved in the creation of the document

Services Committee

- **Section 3:** Review of each point, many are in progress or need to be addressed. Two areas the library has met are that by-laws are written in gender neutral language and the meeting spaces are adequate. Heniadis would like library staff to add the by-laws to the website as soon as possible to help address several points in section 3.

W. Clendenning left at 5:25p.m.

Kent would like the committee to determine what areas of demographics are lacking in representation on the board, why they are, and how those can be addressed in the future. Elchert will bring demographics to the next services meeting, advertise those needs in the future.

b. Sections for other McMillan Library Committees

Elchert and O'Day compared notes on which committee will review each sections:

Section 4

- Services: collections, programming, services

Section 5

- Building: outdoor spaces, indoor spaces, computers and technology, collection spaces, restrooms, staff areas
- Services: meeting room/event space will be under services; access, library card, online access
- Personnel: staff areas

Section 6

- Services: Community engagement, marketing
- Finance: funding
- Personnel: self care; inclusive culture

Heniadis recommended that the committee meets in November and January to give time for library staff to adequately prepare next policies: Emergency Closures and Display/Exhibit/Programming.

7. Mission Statement

The mission statement has been commented on as vague, thought that it could be a tool to use with council during budget time. Elchert would like to get the policies in place and Inclusive Services assessment completed before turning to the mission statement, as that work will inform the board on what the new mission should be. Kent noted that the mission statement was brought up as a focus area after not being able to tackle the service plan in order to have something that specifically states what the library does. The Board and Services Committee will take the lead on furthering the discussion around the mission statement, revisit as a committee in November, as a whole in January.

8. Adjournment: Chair Heniadis adjourned the meeting at 6:30p.m.

Respectfully Submitted: Claire Parrish, Assistant Director



Board of Trustees

Meeting Minutes for

September 20, 2023

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:02p.m.

2. Roll Call:

Board Members:

Andrea Galvan

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: City Attorney Sue Schill; Scott Prah, Viking Electric; Renee, Library Assistant; Kristen, Library Associate; Kevin Irving

3. Open Meetings Declaration: President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Previous Minutes: Motion by S. Feith with the addition to the approval of bills the determination of board to not pay invoice from Viking Electric, second by W. Clendenning. Motion carried unanimously.

5. TREASURER'S REPORT

5a. Monthly Finance Reports: No questions about August bills. For September: correction to bills, updated invoice submittal. Water and light high because of sprinklers, adjustment was made by the City in early August, so won't see that change until a future bill.

5b. Payment of the Bills: Motion by W. Clendenning, second by S. Feith to pay the bills as presented and place a copy on file. Total of the bills is \$39,245.53. **Motion carried unanimously.**

6. DIRECTOR'S REPORT

6a. Library Use and Events: Summer reading has wrapped up and the library has welcomed the new Assistant Director. The workforce staff member has officially been hired as a regular staff member and part time library associate job is closed, with interviews happening soon. Kerry and Claire are heading to the Tuesday-Friday WLA Conference next month in Middleton, Claire will introduce the YSS Luncheon speaker. The management team is reviewing different calendar software in an attempt to streamline workflows. There is a new library resource called BookPage, a monthly magazine with new book releases and reviews. BookPage drives a lot of holds, physical and digital copies are available. McMillan works with the school district to provide extra

copies of books in partnership with Battle of the Books. Staff are also working with the Family Center on a domestic violence awareness campaign.

Facility updates: the sliding glass door in the Studio was not opening, the city came and replaced screws and KMW Glass did visit and figured out the issue with the door. The bottle filler on the upper floor bubbler is not working, but Elchert is waiting to replace it due to the potential elevator project. Elchert commented that it has been nearly impossible to maintain comfortable temperatures this summer, especially in the first floor workroom, which has been a problem historically. Elchert has ordered fans, but they don't have much impact. Galvan commented that air exchange at front doors might have some impact on it

6b. Statistics: Numbers are outpacing 2022, hopeful that the library will surpass 200k items checked out this year. There have been slightly less programs in August as staff wind down summer, but all programs had higher attendance. WIFI usage continues to be great and the door count is steadily increasing.

6c. Meet the Board: Renee works as a library assistant. What surprises her the most about working in the library is the amount of work it takes to run the library and the diversity in patrons. St. Myers and Broeren both thanked DeWitt for her service.

6d. Miscellaneous: Feith inquired about donor board progress: Elchert has met with a few vendors, one is currently working on a concept design; hoping to have at least one to show the board by the next board meeting.

7. COMMITTEE REPORTS

7a. Personnel Committee: update on Director Review process, evaluation will occur at the October meeting. Two of the three policies reviewed were approved to come to the full board. S. Schill asked if the library currently does not have a drug test policy, Elchert answered the library did not, but would like to have a new hire process similar to the City's. St. Myers followed up with Broeren's question from the committee meeting regarding all city hires getting drug tested: they do, except for hires under 18. Feith asked how the City does their background checks; S. Schill responded that HR hires a third party called Third Check, new hire enters basic information that gets taken to the State level for complete criminal background check.

7b. Building and Grounds: No meeting

7c. Finance Committee: No meeting

7d. Services: approved the Bulletin Board policy to bring to full board, reviewed parts 1-3 of the Inclusive Services Guide and will assign different sections to the appropriate committee.

8. CLOSED SESSION

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the

governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”

In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

5:41p.m. W. Clendenning makes a motion to enter closed session, C. Broeren seconded; roll call vote; motion carried unanimously.

6:26p.m. R. Austin makes a motion to return to open session, K. Schill seconds; motion carried unanimously.

9. OLD BUSINESS

9a. 2024 Budget: Elchert had a meeting with the Mayor, the Director of Finance, and Chair of Finance and was able to update a few budget lines with the most current numbers. Elchert will bring a decreased funding request to the City, as long as Wood County will be reimbursing at 100%. She noted that the library will potentially have another complicated budget season and has made strong efforts to review the budget and find ways to cut without it coming from the City. Elchert will be doing a public presentation again, and encourages the Board to speak to their council person to support the library. The library budget is currently set to be discussed at the October 24th meeting, but Austin thinks he should ask the Mayor to move the library budget meeting date up.

K. Heniadis motioned to approve the 2024 Library Budget, E. St. Myer seconded; motion carried unanimously

9b. Tuition Reimbursement Board Policy: Personnel discussed edited tuition reimbursement policy with the full board. Feith noted that it is an additional benefit and there is no line item for this, the financial aspect should be discussed before the benefit is implemented.

K. Heniadis makes a motion to approve policy with following edits: Form will be renamed to Mcmillan Memorial Library Tuition Reimbursement Form. The form at the bottom will be edited to match the parameters in the policy. Under the Eligibility requirements section, number 2, ‘training’ will be changed to ‘courses’. **R. Austin seconds. Motion carried unanimously**

10. NEW BUSINESS

10a. Credit Card for Assistant Director: Historically the assistant director has a credit card; Elchert recommends a \$10k credit limit for new AD.

St. Myers makes a motion to approve a CC for the Assistant Director in their name at \$10k, K. Henaidis seconds. Discussion: Feith would like it to go to the Finance committee, committee members present for discussion. Feith would like more discretion in spreading out purchasing. Galvan said the Board does not need to get into that minutia of when the money is spent, and entrusted Elchert and library staff to make those decisions. **Clendenning and Feith vote no; ayes carry, motion passed.**

10b. Organizational Credit Limit: \$10k from previous new staff credit cards was not added to the organizational credit limit. Currently the library staff can not purchase anything, as the organizational credit limit has been met, but staff still have an available balance on their credit cards.

St. Myers makes a motion to increase the organization credit limit to match the credit cards at \$40k, K.Henadis seconds. Clendenning and Feith vote no, ayes carry, motion passed.

10c. Bulletin Board Policy: Services would like full board approval.

E. St. Myers makes a motion to pass the Bulletin Board Policy, W. Clendenning seconds; motion carried unanimously.

10d. Background Check Policy: Personnel would like full board approval. Galvan reminded the Board that the City handles the background checks.

K. Heniadis motions to approve the Background Check Policy, E. Kent seconds. On advice from S. Schill, remove the Library Board mention, as it is an appointed position not requiring a background check. If a board member wants to volunteer at a program, they would be considered a volunteer in that role. Kellog asked how board members are appointed and what the parameters are. Kent said City applicants fill out an application form, talk with the Mayor, ensure they are focused on the things that should be focused on. **Motion carried unanimously.**

11. INFORMATION REQUESTS

11a. Endowment funding request: Elchert needs direction on requesting funds from the endowment. Feith stated that requests need to come through the Finance Committee before the event/project. Library minute books are missing, which makes tracking fund lines complicated.

12. ITEMS FOR NEXT AGENDA

- Update on donor boards
- Endowment: 501c3 status and need for additional Library Board member on Endowment Board

E.Kent left meeting at 7:52pm

13. ADJOURNMENT

**W. Clendenning motioned to adjourned, K.Henaidis seconded
Meeting adjourned by President Galvan at 8:05pm.**

Respectfully Submitted: Claire Parrish, Assistant Director



Building and Grounds Committee

Meeting Minutes for

October 11, 2023

1. Call to Order: Chair Austin called the meeting of the McMillan Library Buildings and Grounds Committee to order at 5:00p.m.

2. Open Meetings Declaration: Chair Austin established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan
Kim Heniadis

~~Karen Schill~~
Ryan Austin

Scott Kellogg
Susan Feith

Other Board Members:

~~Evan O'Day~~
~~Elizabeth St. Myers~~

~~Craig Broeren~~
~~William Clendenning~~

~~Emily Kent~~

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Thomas Rayome, City Councilman; Eric, Library Staff

4. Approval of Minutes: A motion was made by Heniadis, with a fix of name misspelling on page 3, second by Kellogg, to approve the minutes of the May 10th and August 9, 2023 Buildings and Grounds Committee meeting. Motion carried by unanimous vote.

5. Discussion of 2024 Facility Update:

- **Elevator Bid Process:** Austin's intent is to submit to the full board that City Engineer Joe Eichsteadt handle any Capital projects moving forward, with the scope of the project determining how much work will be contracted out in addition to the elevator company and if a project manager will also be needed. Feith added the need to figure out a communication plan as payments will need to go through the Endowment.
- **Grand Ave Entrance Public Bid Process:** focusing on elevator at this time

Austin motions to have Joe Eickstad manage the capital improvement project in terms of RFP, bidding, and project design. Kellogg seconds. Discussion: this would include any future projects, including the Grand Ave reopening project. **Motion carried unanimously.**

6. Donor Signage Update: Board reviewed concept design for donor wall provided by Finishing Touch Signs. Elchert will invite the designer to the November 8th meeting to discuss layout, design, and cost. Discussion will include the idea of a separate board for theater donors on the 1st floor.

7. Closed Session:

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." In closed session, the Committee will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Committee will return to open session and may take action regarding the aforementioned solar panel agreement.

No Closed Session.

Feith, Austin, Elchert, and S.Schill met with attorneys from Stafford last week and attorneys drafted a response to Viking representation. When a response is sent, another meeting will be held. Elchert will gather all electric bills from September 2017, Board meeting minutes from 2018 to show approval of \$2800 payment, and January 2019 minutes to see if the Board approved the set \$2400 monthly payment.

8. Items for Next Agenda

- Tom from Finishing Touch Signs
- Update on City Engineer Eichsteadt availability for elevator project
- Committee will walk the whole building to identify future projects, time permitting
 - landscaping outside children's garden, potentially Master Gardeners
 - Fountain: can potentially be fixed for a minimal cost
 - moving dumpsters
 - resealing parking lot
 - ceiling on balcony
 - Outdoor book lockers

9. Adjournment: Galvan moved to adjourn, Kellogg seconds. Motion carried unanimously.

Chair Austin adjourned the meeting at 5:45 p.m.



Finance Committee

Meeting Minutes for

October 11, 2023

1. Call to Order: Chair Feith called the meeting of the McMillan Library Finance Committee to order at 4:00p.m.

2. Open Meetings Declaration: Chair Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Susan Feith

~~Emily Kent~~ – excused

Ryan Austin

Craig Broeren

William Clendenning

Other Board Members:

Elizabeth St. Myers

~~Karen Schill~~

~~Evan O'Day~~

~~Scott Kellogg~~

Kim Heniadis

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Thomas Rayome, City Councilman

4. Approval of Minutes: A motion was made by Clendenning, second by Austin to approve the minutes of the August 9, 2023 Finance Committee meeting. Motion to approve carried by unanimous vote.

5. Discussion of Financial Information Regarding the Solar Array: Feith, Austin, S.Schill, and Elchert met with attorneys from Stafford Law last week to review the issue.

Austin motions that Elchert provide the Committee all electric bills from the start of the contract with Viking to date to Austin, who will then do the needed calculation, seconded by Broeren. Discussion: Contact with Viking started in September 2017. Original contract was followed for 9 months; then 8 months at \$2800, then dropped to \$2400 for 54 payments; Potentially have only made 71 of 72 payments. **All in favor. Motion carries.**

Galvan and another board member will review Austin's numbers before the information is relayed to the attorney.

6. Items for Next Agenda:

- Report on the Endowment from Jon Clark from WoodTrust
- Elchert will provide an overview of the Square software including monthly data from 2023
- Discussion of the elevator project, in conjunction with Buildings and Grounds

7. Adjourn: Motion by Clendenning, second by Austin. All in favor, motion carried by unanimous vote.

Chair Feith adjourned the meeting at 4:35p.m.

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Monday, August 30, 2023 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 1:31 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the July 26, 2023, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the July 26, 2023, meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Social Committee Update: Commissioner Helmer reported that the ice cream socials went well. Commissioner Reith-Kincaid and Commissioner Helmer reported that the Upper Dells Boat trip had a few hiccups due to time and that the trip did not go as smoothly as they hoped it would.
- B. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Staff Training Update: Mary reported that she completed a Housing Choice Voucher Financial Management online webinar training through Nan McKay.
- D. Huntington House dining-site closure: Mary reported that due to budgetary reasons, the ADRC dining site at Huntington House closed as of August 11, 2023. ADRC representatives were on site to discuss alternative meal options for tenants.

4. CONSIDERATION OF BILLS

- A. Approve 2nd Quarter 2023 entity wide financial statements from fee accountant: Commissioners reviewed the 2nd Quarter 2023 entity wide financial statements from the fee accountant. Commissioner Smith moved

to approve the 2nd Quarter 2023 entity wide financial statements, seconded by Commissioner Henke. All aye votes.

- B. Approve July 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the July 2023 bills. Commissioner Helmer inquired about the payment to K & W Glass, Inc. for \$1,976.48. Mary stated that the expense was to replace glass as a result of the criminal damage to the front glass entrance at Parkview apartments. The expenses have been reported for restitution. Commissioner Helmer moved to approve the July 2023 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there was one vacancy for the month of August at Parkview due to the tenant moving out of the area but has been filled as of August 14, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site vacancy due to a change in household composition. This unit has been filled off the waiting list with a tentative move-in date of September 30, 2023. She also reported that during a building wide canine bed bug inspection at Parkview apartments and two units at Tenth Avenue apartments on August 29, 2023. Two units were identified at Parkview apartments with bed bugs and heat treatments scheduled for September 8, 2023. One of the two units at Tenth Avenue apartments were identified and heat treatment of the unit is scheduled for September 11, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported that there is one vacancy at Huntington House due to the tenant moving into assisted living. This vacancy has been filled from the waiting list with a move in date of October 1, 2023. She also reported that one unit was identified with bed bugs during a building wide canine inspection that was conducted on August 29, 2023, heat treatment of the unit is scheduled for September 7, 2023. Mary reported that an incident involving property damage to a tenant's patio glass occurred the evening of August 22, 2023.
- C. Section 8 program status: Mary reported that as of August 24, 2023, there are 186 families under contract with the current waiting list running approximately around 3 months. There are currently 277 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, five new admissions, ten expired vouchers, zero portability move-in, zero portability move-outs, twelve new vouchers issued for a cumulative of fourteen vouchers, and zero ending participation.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for

appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$178,007.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. Mary also reported that the current snowblowers have been a full 15 years of use, and Josh has placed an order for two new snowblowers. These snowblowers will be funded through the 2022 Capital Funds Program (CFP) grant. A drawdown and disbursement from the 2020 CFP grant was made to pay for the security cameras at Tenth Avenue apartments. The boilers at Huntington House will be placed an annual service schedule beginning in October. Due to the exigent condition of the leaking holding tanks at Parkview, these tanks were replaced for \$19,000. The maintenance trailer was rehabbed by maintenance, the costs to replace the trailer bed boards cost around \$350. The tires on the maintenance truck will be replaced with new tires that are better to handle traction in the snow for plowing, since the current tires are original to when the truck was purchased. The wear bar on the plow will also need to be replaced. The work that was completed in the front of Tenth Avenue by Water Works and Lighting to relocate the shut off valve is completed, and the disturbed ground has been reseeded and the section of sidewalk replaced, this was no cost to the Housing Authority. In addition to the repair work on the city storm drain at the north end of the building at Tenth Avenue, at no cost to the Housing Authority.

- E. Tenth Avenue security camera installation status: Mary reported that the interior cameras are installed and up & running as of August 17, 2023. The exterior cameras will be installed once the cameras are shipped and received to complete the scope of work for this project.
- F. Discuss upcoming Section 8 and Public Housing policy changes to include the following:
 - a. Homelessness preference for waiting list applicants: Mary reported that to better align with the Housing Authority's partnership with the Homelessness Coalition and North Central Continuum of Care (NCCoC). A homelessness waiting list preference for the waiting list would be appropriate in meeting the needs of homelessness in the community.
 - b. Compliance with HOTMA Section 102 & 104: Mary reported that with HUD's finalized HOTMA Section 102 & 104 that applies to both the Public Housing and Section 8 programs, policy implementation of these two sections will be required by January 1, 2024. Highlights of Section 102 include the following; fewer interim reexaminations with a 10% adjusted income increase/decrease threshold for conducting interim reexaminations, streamlined verifications, increased standard deduction for elderly/disabled households, increased

medical/disability expenses, income exclusions, and raising the imputed asset income threshold. Section 104 highlights include the following; asset limitations of \$100,000, exclusion of retirement and educational savings accounts, and self-certification of assets under \$50,000.

- c. Compliance with HUD mandated HOTMA Section 103, and the creation of a non-public housing over-income (NPHOI) lease: Mary reported that HOTMA Section 103 only applies to Public Housing, and a new lease will need to be created for over income households, as these tenants can continue to remain in Public Housing units as an over-income NPHOI tenant, but a new lease will be required for continued tenancy.
- d. Implementation of Section 8 Housing Choice Vouchers for Foster Youth to Independence: Mary reported that Wood County Human Services (WCHS) reached out regarding the Foster Youth to Independence (FYI) vouchers. As a housing authority that administers the Section 8 program, the housing authority is eligible to apply for FYI vouchers. The process for requesting these additional vouchers would be entering into an MOU with WCHS. The WCHS would provide case management component of the vouchers and the Housing Authority of Wis. Rapids (HAWR) would administer the vouchers. In consideration of these vouchers, the Section 8 Housing Choice Voucher Administrative policy would need to include the appropriate language that would encompass these FYI vouchers.

G. 2022 post audit summary: Mary reported that the 2022 on-site audit was completed on August 3, 2023. During the exit interview there were no concerns, and the audit went well. The auditor will finish up items and request for any additional items in order to complete the audit for the September 30, 2023 submission deadline.

H. Tree removal quote for Parkview and Tenth Avenue apartments: Commissioners reviewed the quote from Beavers Tree Removal. Mary reported that a total of 12 stumps and 11 trees will need to be removed. There are 2 trees at 10th Avenue that will need to be removed; one tree that is split, the second that will be removed for snow removal purposes, and a total of 4 tree stumps that will be grinded down, filled with dirt, and leveled. There are 11 trees at Parkview that will be removed, several trees have been identified as Ash trees that are dying, and several scrub pines have been partially cut back by Water Works & Lighting and no longer provide curb appeal. Commissioner Smith moved to approve the quote from Beavers Tree Removal, seconded by Commissioner Reith-Kincaid. All aye votes.

6. RESOLUTION

A. 2023-2 Section 8 Utility Allowance: Commissioners reviewed the 2023_2 Section 8 Utility Allowance. Mary reported that appropriate revisions have been made to utility allowance changes of 10% or more per WHEDA's published utility allowance study. Commissioner Smith moved to approve the 2023_2 Section 8 Utility Allowance, seconded by Commissioner Helmer. All aye votes.

7. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the current limit on pets per the pet policy. A Huntington House tenant brought their concerns with a pet noise complaint to Commissioner Reith-Kincaid's attention. Mary stated that the pet policy does allow up to two pets depending on size, type, and breed. Mary advised that the tenant contact the office in confidence regarding their concerns, so that the situation can be addressed appropriately.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 27, 2023, in the community room of Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:14 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date: _____

Approved by:

Jo Ann Grode
Chair

Date: _____

**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, September 27, 2023 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 1:34 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 30, 2023, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the September 30, 2023, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 27 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

- A. Approve August 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed August 2023 bills. Commissioner Grode inquired about the HD Supply purchase card for \$1,305.48. Mary stated that several maintenance supplies were purchased. Commissioner Helmer inquired about the snow removal and salt purchase through the City for \$351.04. Mary stated that the invoice was for this past winter snow removal and salt purchases. Commissioner Henke moved to approve August 2023 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there was one vacancy at Parkview due to the tenant's health. This vacancy will be filled off the waiting list with a tentative move-in date of October 27, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site

vacancy due to a change in household composition. This unit has been filled off the waiting list with a move-in date of September 30, 2023.

- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are two vacancies at Huntington House due to both tenants moving into assisted living. These vacancies will be filled from the waiting list with tentative move-in dates of October 1, 2023, and November 1, 2023.
- C. Section 8 program status: Mary reported that as of September 20, 2023, there are 185 families under contract with the current waiting list running approximately around 3 months. There are currently 255 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, three new admissions, two expired vouchers, zero portability move-ins and move-outs, seventeen new vouchers issued for a cumulative of twenty-eight vouchers, and two ending participation on the program due to program violations.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$175,155.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$22,861.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. Mary also reported that the two new snowblowers have been purchased from the 2022 CFP operations budget. HUD funded an additional \$1,146 to the 2022 CFP grant and a revised annual budget to allocate funds to the operations budget line item 1406.
- E. US Bank Purchase Card Rebate: Mary reported that a rebate amount of \$703.83 was received as part of the US bank purchasing card rebate program.
- F. Kone Elevator maintenance contract increase: Mary reported that Kone will be raising their rates by 3.00% effective for October 1, 2023.
- G. HAI Group dividend for FY 2022: Mary reported that as an HAI member policy holder, and Housing Authority Risk Retention Group (HARRG) outstanding performance for fiscal year 2022. A dividend of \$288.98 will be recapitalized into the housing authority's surplus account.
- H. Review of draft budgets for Public Housing, Housing Choice Voucher, Huntington House LLC, and Business Activity programs: Mary reviewed the public housing, housing choice voucher, Huntington House LLC, and

business activity budgets with commissioners. The budgets are based on the proposed wage increase.

6. RESOLUTION

- A. 2023_3 Public Housing Utility Allowance: Commissioners reviewed Resolution 2023_3 public housing utility allowance study conducted by public housing program manager. Mary reported that the study resulted in utility allowance increases for all scattered site bedroom sizes. Commissioner Reith-Kincaid moved to approve Resolution 2023_3 public housing utility allowance, seconded by Commissioner Helmer. All aye votes.
- B. 2023_4 Public Housing Flat Rent Minimally at 80% of Fair Market Value (FMR): Commissioners reviewed Resolution 2023_4 flat rents conducted by public housing program manager based on HUD's recently published 2024 fair market rents. Commissioner Helmer moved to approve Resolution 2023_4 public housing flat rent minimally at 80% of fair market value, seconded by Commissioner Smith. All aye votes.

7. PUBLIC INPUT: There was no public input.

- 8. CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility." A roll call vote was taken. All aye votes.

Commissioner Grode called the meeting to order at 2:39 p.m. In closed session, commissioners discussed wage and benefit proposals for 2024.

- 9. RETURN TO OPEN SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 2:43 p.m.

RE Agenda Item 9: A motion was made by Commissioner Helmer, seconded by Commissioner Henke, to approve a five percent wage increase for all staff positions and for full-time employees benefit contribution of 15 percent for health insurance and 50 percent dental insurance for 2024. All aye votes.

- 10. NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, October 25, 2023, in the community room of Huntington House Apartments.

- 11. ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:59 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date: _____

Approved by:

Jo Ann Grode
Chair

Date: _____

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, October 25, 2023 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht, Jolina Janus and Tom Mews

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the September 27, 2023, meeting. Commissioner Helmer moved to approve the minutes of the September 27, 2023, meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Approval of October 5, 2023, Resident Advisory Board (RAB) meeting minutes: Commissioners reviewed minutes from the October 5, 2023, Resident Advisory Board meeting. Commissioner Reith-Kincaid moved to approve the minutes of the October 5, 2023, meeting, seconded by Commissioner Smith. All aye votes.
- B. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Diana Schenk Memorial scholarship recipient: Commissioners reviewed the thank you letter from the recipient that received the Diana Schenk Memorial Scholarship.
- D. Staff training update: Mary reported that the Section 8 and Public Housing program managers completed a free webinar hosted by Kanso Software on data cleanup for EIV, PIC, Annual re-exams, HQS, and reporting parameters on September 8, 2023. Mary also attended a financial workshop in La Crosse hosted by Hawkins Ash on October 9, 2023 through October 11, 2023. Office staff will be attending an NSPIRE training by the US Inspection Group, Inc that will be hosted by District 8 in Spooner, WI on October 27, 2023. The NSPIRE training will be beneficial as HUD combines the HQS and UPCS inspections into one streamlined inspection which will change some of the scoring parameters.

4. CONSIDERATION OF BILLS

- A. Approve September 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed September 2023 bills. Commissioner Grode inquired about the following public housing purchase card items: Complete Office purchase of \$103.59, Home Depot purchase of \$357.93, and Metcalf Lumber purchase of \$714.39. Mary reported that the office items for the Complete Office purchase is difficult to follow due to formatting but does include all consecutive listed office supplies listed under the one purchase. Jolina reported that the Metcalf Lumber purchase was for several doors purchased for the unit turnover of 170 21st Avenue. Mary reported that the lumber purchased from Home Depot was to replace the subfloor in the bathroom of the unit turnover of 170 21st Avenue. All items that were purchased to turnover the unit will be billed to the tenant. Commissioner Smith inquired about the Rapids Rental and Supply purchase for \$1,166.71. Mary reported that these repairs are needed on the walk behind snow brush in preparation of the snow season, as it is extensively utilized at all three apartment buildings. Commissioner Helmer moved to approve September 2023 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview, one due to the tenant's health, and the other moving out voluntarily. These vacancies will be filled off the waiting list with tentative move-in dates of October 27, 2023 and November 27, 2023. One tenant of the two vacancies at Parkview will have a debt for back rent, and if not paid back the tenant will be entered into SDC. There is one vacancy at Tenth Avenue apartments, as the tenant will be transferring from the public housing program to the project-based voucher program at Huntington House Apartments. The south and north exterior cameras are installed and operational. Tech Pros was able to troubleshoot the 10th Avenue intercom system, which saved the housing authority about \$5,000 to replace the entire system. This vacancy will be filled off the waiting list with a tentative move-in date of December 29, 2023. There are two scattered site vacancies, one due to a change in household composition and the other moving out of state. One unit has been filled off the waiting list with a move-in date of October 26, 2023 and the other unit will be filled off the waiting list with a tentative move-in date of December 15, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to moving into assisted living. This vacancy will be filled by the program transfer from Tenth Avenue Apartments with a scheduled move-in date of December 1, 2023. A follow-up inspection and chemical treatment was completed in the vacancy. A report of a 2nd floor unit with bedbugs was visually inspected to confirm the presence of bedbugs. The unit is scheduled to be treated on November 8, 2023.

- C. Section 8 program status: Mary reported that as of October 19, 2023, there are 189 families under contract with the current waiting list running approximately 4 months. There are currently 273 families on the waiting list. The Section 8 activity for the month consists of the following: two VASH voucher holders, six new admissions, two expired vouchers, one portability move-in, zero portability move-outs, six new vouchers issued for a cumulative of twenty-five vouchers, and zero ending participation on the program.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$175,155.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$16,861.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. Mary also reported that the CFP grants 2015, 2016, and 2017 have been closed out with the 2022 audit and all documents have been submitted to the HUD field office. In the 2022 CFP grant under the general capital activity budget line item, a drawdown and payment was made to Beaver Tree & Stump Removal for tree and stump removal services at Parkview and 10th Avenue for \$6,000.
- E. 2022 audit communication with those charged with governance: Commissioners reviewed the 2022 audit. Mary reported that the audit 2022 audit went well and there were no material weaknesses or deficiencies identified.
- F. REAC FDS submission of 2022 audited financials: Mary reported that the 2022 audited financials was successfully submitted within HUD's Real Estate Assessment Center, Financial Assessment Subsystem on September 28, 2023.
- G. Auditor RFP bids for FYE audits 2024-2027: Mary reported that as of October 13, 2023, she began the process of sending out audit bids for FYE 2024-2027 financial audits with a respond date of December 15, 2023. Due to the limited pool and difficulty in retaining audit bids in meeting HUD's financial scope of auditing requirements, the proposal period requested is for a four-year contract.
- H. Restitution confirmation for Parkview apartments criminal damage to property: Mary reported that restitution in the amount of \$3,118.09 has been ordered for criminal damages to the front entrance door and windows of the Parkview apartments. Commissioner Henke inquired

about the Housing Authority's ability to enforce immediate restitution payments. Commissioner Grode stated that the letter does state that the Division of Community Corrections enforces payments to be paid within the ordered probationary period that has been established by the court.

6. Commissioner Grode stated that before the budget resolutions under agenda item 7 can be approved, as the budgets are in conjunction with discussing the item under closed session (agenda item 9), agenda item 7 would need follow after agenda item 9 has been discussed and decision is made in accordance with agenda item 10.

7. **CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Reith-Kincaid to adjourn into closed session pursuant to Section 19.85 (1) ©, Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the government body has jurisdiction or exercise responsibility." The purpose of the meeting is to discuss the sunseting of inspector/cleaning position at the FYE of 12/31/2023, and to propose the realignment of the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024. In addition to a job description title change for facilities coordinator position. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang, and Jolina Janus

Commissioner Grode called the meeting to order at 2:25 p.m. In closed session, commissioners discussed the sunseting of inspector/cleaning position, proposal from the Executive Director to realign the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024. In addition to a job description title change for facilities coordinator position.

8. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Henke, seconded by Commissioner Smith, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 2:52 p.m. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang, Jolina Janus, Linda Lucht, Carol Voss, and Tom Mews.

A motion was made by Commissioner Helmer to approve the Executive Director's proposal to realign the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024, and a job description title change for the facilities coordinator position to be effective January 1, 2024, seconded by Commissioner Smith. All aye votes.

9. **RESOLUTION**

- A. 2023_5 Public Housing Budget 2024: Commissioners reviewed Resolution 2023_5 Public Housing budget 2024. Commissioner Reith-

Kincaid moved to approve Resolution 2023_5 Public Housing Budget 2024, seconded by Commissioner Smith. All aye votes.

- B. 2023_6 Housing Choice Voucher Budget 2024: Commissioners reviewed Resolution 2023_6 Housing Choice Voucher budget 2024. Commissioner Smith moved to approve Resolution 2023_6 Housing Choice Voucher budget 2024, seconded by Commissioner Henke. All aye votes.
- C. 2023_7 Huntington House Redevelopment LLC Budget 2024: Commissioners reviewed Resolution 2023_7 Huntington House Redevelopment LLC Budget 2024. Commissioner Smith moved to approve Resolution 2023_7 Huntington House Redevelopment LLC budget 2024, seconded by Commissioner Helmer. All aye votes.
- D. 2023_8 Business Activity Budget 2024: Commissioners reviewed Resolution 2023_8 Business Activity Budget 2024. Commissioner Helmer moved to approve Resolution 2023_8 Business Activity Budget 2024, seconded by Commissioner Reith-Kincaid. All aye votes.

10. **PUBLIC INPUT:** Community member Tom Mews inquired about the current certification requirements of housing inspectors and provided resources for building inspections. Mary stated that these trainings are offered through Nan McKay and NAHRO which provide HUD specific inspection requirements per HUD code. Jolina stated that housing inspectors are required to receive training and certification under HUD's Housing Quality Standards (HQS). Inspection deficiencies for the housing authority are only related to health and safety and are not the same as building inspections. Tom inquired about the housing authority's funding source and if the housing authority could secure additional funding for rehabilitation of properties. Mary stated that the housing authority's funding sources come from federal grants, operating subsidies, rental and non-rental revenues. With federal funds being the housing authority's largest source of revenue. Historically HUD appropriated funds are insufficient in meeting the capital needs of the housing authority's public housing projects. The housing authority's contract with HUD prohibits the housing authority from taking on any debt against its public housing projects, and any public grants would reduce the housing authority's funding received from HUD grants and subsidies. Tom inquired about the city's involvement with the housing authority. Mary stated that the city does not provide any financial resources to the housing authority. Commissioner Grode stated that the housing authority participates in the PILOT program and partners with the City for employees' insurance needs. In addition to the common council approves Commissioners referred by the housing authority to the housing authority board of commissioners. HUD is restrictive as to how the housing authority utilizes HUD funds for the sole purposes of administering its public housing and section 8 programs. Tom inquired about filing an insurance claim with the criminal property damage that was addressed in agenda item 6.H. Commissioner Grode stated it would not be feasible to place a claim that would be within the housing authority's deductible, and in turn have a negative impact on the housing authority's ability to keep insurance rates affordable. Tom inquired about the push behind snowbrush repairs and consideration of a tractor attachment. Mary stated that the current utilization of the push behind snowbrush is the most practical use for maintenance in its snow

removal needs, as it is only used on the apartment sidewalks. Commissioner Grode stated that it is most practical for maintenance in the flexibility of transporting it from building to building. Tom inquired about Security Solutions or Mobile Link for security needs. Commissioner Grode stated that at one point during her tenancy as Director, a quote was obtained from Security Solutions for a security camera system at Parkview, but funds were reallocated to address a change in more pressing capital needs at the time. Tom inquired about how the seventeen percent utility cost increase has impacted the housing authority. Mary stated that the housing authority has not experienced a sudden/dramatic increase in its utilities. Such an increase would have been flagged by HUD during the housing authority's annual operating subsidy submission, which requires the housing authority to track and submit its utility usage and costs, and deviations of more than ten percent from the prior year's operating subsidy submission would have been flagged by HUD, requiring the housing authority to justify the increase.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, November 29, 2023, in the community room of Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:45 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date: _____

Approved by:

Jo Ann Grode
Chair

Date: _____



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
October 11, 2023
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens, Fire Chief Todd Eckes, Alderperson Dennis Polach, Ryan Hartman, Emily Kent and Tom Mews.

3. Approve the September 9, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the September 9, 2023 meeting minutes. Motion carried.

4. Approve the September 13, 2023 meeting minutes.

A motion was made by Commissioner Timm, seconded by Commissioner Yonkovich, to approve the September 13, 2023 meeting minutes. Motion carried.

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

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

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

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

7. The Commission may discuss and consider changes to the minimum qualifications for college level credit hours for Entry-Level Police Officer candidates.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to approve changes to the minimum qualifications for college level credit hours for Entry-Level Police Officer candidates as presented. Motion carried.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
October 11, 2023
7:30 A.M.

8. The Commission may discuss and consider the Police Chief's recommendations for changes to the hiring process for lateral transfer applicants.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to approve the Police Chief's recommendations for changes to the hiring process for lateral transfer applicants as presented. Motion carried.

9. The Commission may discuss and consider the Fire Chief's recommendations for changes to the hiring process for lateral transfer applicants.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to table this item until the next meeting. Motion carried.

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

The next monthly meeting will be held on November 15, 2023, at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,

Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
November 15, 2023
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens, Fire Chief Todd Eckes, Alderperson Dennis Polach and Ryan Hartman.

3. Approve the October 11, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to approve the October 11, 2023 meeting minutes. Motion carried.

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

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

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

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

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

a. Hear introductory comments by Fire Chief Eckes regarding the Entry-Level Firefighter candidates.

b. Interview six (6) Entry-Level Firefighter candidates.

c. Establish Entry-Level Firefighter eligibility list..

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

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



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
November 15, 2023
7:30 A.M.

In closed session, the Commission interviewed seven (7) Entry-Level Firefighter candidates.

7. The Commission will return to OPEN SESSION and take any necessary action regarding the establishment of an Entry-Level Firefighter eligibility list.

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

Re Item 6: A motion was made by Commissioner Grode, seconded by Commissioner Timm, to place seven (7) candidates on the eligibility list for Entry-Level Firefighters. Motion carried.

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

The next monthly meeting will be held on December 13, 2023, at 7:30 a.m.

9. Adjourn.

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

Respectfully Submitted,

Lee Albrecht, Secretary



1. Call the meeting to order.

Commissioner King called the meeting to order at 1:00 p.m.

2. Roll call.

Present in person at City Hall were Commissioners King, Timm and Yonkovich; and Police Chief Daniel Hostens.

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

- a. Hear introductory comments by Police Chief Hostens regarding the Entry-Level Police Officer candidate.
- b. Interview one (1) Entry-Level Police Officer candidate.
- c. Establish Entry-Level Police Officer eligibility list.

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

Present in the closed session were Commissioners King, Timm and Yonkovich; and Police Chief Daniel Hostens.

In closed session, the Commission interviewed one (1) Entry-Level Police Officer candidate.

4. The Commission will return to OPEN SESSION and take any necessary action regarding the establishment of an Entry-Level Police Officer eligibility list.

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

Re Item 3: A motion was made by Commissioner Yonkovich, seconded by Commissioner Timm, to place one (1) candidate on the eligibility list for Entry-Level Police Officers. Motion carried.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
November 30, 2023
1:00 P.M.

5. Adjourn.

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

Respectfully Submitted,

David Yonkovich, Acting Secretary

Regular Meeting of the Water Works and Lighting Commission
Wednesday, November 8, 2023

There were present:

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

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Todd Weiler, Matt Stormoen, Adam Breunig, Shawn Reimer, Lynn Schroer, and Sean Wall.

1. Call to Order

Acting Chairman John Bergin called the meeting to order at 2:00 PM and turned the meeting over to Acting Secretary Rick Merdan to call for the reorganization of officers.

1.1 Reorganization of officers

Acting Secretary Rick Merdan called for nominations for the position of Chairperson.

Jay Bemke nominated John Bergin to serve as Chairperson of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by Jay Bemke, seconded by John Harper, and carried to cast a unanimous vote to elect John Bergin as Chairperson of the Water Works and Lighting Commission. There were no nay votes recorded.

Chairperson John Bergin continued the meeting and called for nominations for the position of Secretary. Jeff Penzkover nominated Rick Merdan to serve as secretary of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to cast a unanimous vote to elect Rick Merdan as Secretary of the Water Works and Lighting Commission. There were no nay votes recorded.

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

2.1 Special Commission Meeting held October 11, 2023

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Special Commission Meeting held on October 11, 2023, and to place them on file. There were no nay votes recorded.

2.2 Regular Commission Meeting held October 11, 2023

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on October 11, 2023, and to place them on file. There were no nay votes recorded.

3. Action items

There were no action items.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed and discussed the Safety Committee meeting minutes and the safety coordinator's monthly report. Sean Wall highlighted the safety trainings that were done this month.

4.2 Line Superintendent's Report

This report was reviewed and October call-ins and projects were discussed.

4.3 Water Department Operations Report

This report was reviewed and October maintenance water projects were discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed and Lynn Schroer answered questions regarding the success and ease of being able to notify customers via text message when they are past due and are subject to disconnection.

4.5 Director of Finance's Report

This report was reviewed and October financial statements were discussed. Jeff Kuhn answered questions regarding positive cash flow.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. Matt Stormoen answered questions regarding the upgrade to our Microsoft license.

4.7 Conservation Manager's Report

This report was reviewed and WW&LC conservation efforts were discussed. Shawn Reimer answered questions regarding Focus on Energy's Community Impact Pilot. This is a program that is 100% funded through Focus on Energy and targets businesses for energy efficient upgrades to their facilities. Because of WW&LC efforts, we were able to offer more businesses a greater amount of money than any other piloted community to date.

4.8 Electrical Engineer's Report

This report was reviewed and was discussed. In Tyler Sneen's absence Todd Weiler answered questions regarding October engineering projects including the preparations that were made for the move of the Kraft Mill transformer.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler stated that the move of the Kraft Mill transformer which was scheduled for November 2nd and 3rd went extremely well.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding various meetings he attended and the GLU/ACES conference calls that were held in October.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Rick Merdan, seconded by John Harper, and carried to adjourn at 2:30 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary

CITY OF WISCONSIN RAPIDS
PARKS / RECREATION / BUILDINGS
220 3rd Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240
Parks & Recreation Commission Minutes
December 11, 2023

The Parks & Recreation Commission met on Monday, December 11, 2023, at 4 p.m. in the first floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

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

All Commissioners were present. Staff present were Dawn Desorcy and Jake Klingforth. Also attending were Alderperson Dennis Polach and Ken Day.

2. Approve October 9, 2023, meeting minutes.

A motion was made by Mayor Blaser, seconded by Commissioner Rayome, to approve the minutes of October 9, 2023. Motion carried.

3. Update on the Mead Park project.

MSTC is helping with the grading and drainage for the pickleball courts. We are hoping to begin work in the next few weeks if weather allows. The school is planning to begin their work on this project in the spring.

4. Discuss possible expansion of current zoo exhibits utilizing remaining Teske fund moneys.

We are waiting to hear back from USDA to see if we are able to own a dwarf alligator; that enclosure is included in the estimates. There are still pens that have concrete floors and we would like a more natural habitat for the animals housed there. A motion was made by Commissioner Veneman, seconded by Commissioner Barteck, to approve the estimate for approximately \$39,000 for expansion of current zoo exhibits utilizing Teske fund moneys. Motion carried.

We recently visited the Baraboo Zoo to see their river otter exhibit, which was constructed in 2018. River otters were noted in our zoo plan as a highly desirable exhibit. We hope to apply for the Legacy Grant as a way to fund this. There was no motion made, but the commission feels we should move forward on gathering information on this potential project.

5. Update on Tree Trec project with Mead/Witter Foundation.

This project has been fully funded and in the works for the past 6 months. It includes an informational plate attached to stake in the ground near a tree with a QR code that may be scanned to allow people to see more information about the type of tree that it is placed by. We plan to include these as part of our Arbor Day celebration in 2024.

6. Bills.

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

7. Staff reports.

Dawn and Jake presented reports.

Ken Day from the Rafters noted that field lights and sound system are issues at Witter Field. These items will be discussed at a future meeting.

8. Adjourn.

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

Dawn Desorcy, Recording Secretary



Wastewater Facility
2540 First Street South
Wisconsin Rapids, WI 54494-5798
Phone (715) 421-8237 Fax (715) 421-8292
Derek Budsberg – Wastewater Superintendent
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:35 p.m. on November 8, 2023** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, Tom Rayome, Tammy Steward, Jim Neitzel, and David Yonkovich; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the October 11, 2023 meeting:** A motion was made by David Yonkovich and seconded by Jim Neitzel to approve the minutes of the October 11, 2023 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month's activities.
 - b. Monthly Plant Report: Derek gave an up-to-date report on plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Discuss Emergency lateral fund policy:** The commission recommended a language revision to the current policy before presenting again.
- 4. Acceptance of bills and revenues:** A motion was made by David Yonkovich and seconded by Jim Neitzel to accept the bills and revenues for October. **Motion Carried.**
- 5. Referrals:** Biron Wastewater Contract
- 6. Adjourn:** A motion was made by David Yonkovich and seconded by Tom Rayome to adjourn at 2:22 pm. **Motion Carried**

Respectfully submitted Jessica Beaton



Wastewater Facility
2540 First Street South
Wisconsin Rapids, WI 54494-5798
Phone (715) 421-8237 Fax (715) 421-8292
Derek Budsberg – Wastewater Superintendent
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:30 p.m. on December 13, 2023** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, Tom Rayome, Tammy Steward ,and David Yonkovich; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the November 8, 2023 meeting:** A motion was made by David Yonkovich and seconded by Tom Rayome to approve the minutes of the November 8, 2023 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month's activities.
 - b. Monthly Plant Report: Derek gave an up-to-date report on plant work. All plant operations were within the WDNR Discharge Permit ranges.
 - c. Motion to accept Supervisory report by Dave Yonkovich and Seconded by Tom Rayome
Motion Carried
- 3. Acceptance of bills and revenues:** A motion was made by Dave Yonkovich and seconded by Tom Rayome to accept the bills and revenues for September. **Motion Carried.**
- 4. Referrals:** Biron Wastewater Contract, Emergency Lateral fund
- 5. Adjourn:** A motion was made by David Yonkovich and seconded by Tom Rayome to adjourn at 2:02 pm. **Motion Carried**

Respectfully submitted Alan Belke



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

ENGINEERING DEPARTMENT Monthly Activity Report

November 2023

Permits & Degradation

- 19 Permits/Licenses (32 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (8), Street Privilege (0), storm connection (0), permit parking (8), banner (0), environmental testing well (0), contractor licenses (3)
 - This year – 253 permits & licenses
- 178 Diggers Locates for Storm Sewer & Sanitary Sewer (254 last month)
 - 2 Emergency locate
- Degradation fees - this year = \$64,136.18
 - This month = \$846.78 (\$10,331.84 last month)

Traffic

- Stop Sign / Yield Sign Requests – N/A
- Traffic Study
 - Street Light request for Pepper Ave and 16th St intersection due to high pedestrian usage at Lincoln HS.
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
- Vision Issues – N/A
- ITS Standalone Signal Grant
 - 2023 Project @ Expy and W Grand Ave started on September 25th. Temporary equipment was taken down on 11/29/23 so the new signals are now operational.
 - 2024 Project @ Expy and High St and Expy and Chase St – grant was approved and consultant will be updating plans and rebidding in preparation for 2024 construction.
- Signal complaints
 - Riverview Expressway having to stop at every intersection. Travel time tests were completed the last week of October and results are being analyzed.
 - FYA request for WB left traffic on Expressway at Plover Road
 - Signal adjustments requested at 8th St and Expressway for NB lefts
 - A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205

FAX (715) 421-8291

- STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
 - Spare cabinet is ordered and is expected to arrive in November (?). This was confirmed on 11/29/23 that the arrival month is moved to January.

Project Designs/Construction underway:

Maintenance Projects

2023 Reconstruction Projects

- 2023 Contracts
 - Sewer Lining Contract – Lining activities are currently underway. Cleaning and televising is complete. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - Extension 10th St N to 12th St N – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 100%
 - McKinley St (8th Ave to 14th Ave) – 100%
 - E Jackson St (Jackson St Bridge to E Grand Ave) – 99% - survey work started 9/18/23
 - Rudolph Forcemain Discharge Manhole – 100%
 - Dixon Parking Lots – 100%
 - Mead Field Pickle Ball Courts – 100%
- Design for future Projects
 - 9th St S (Peach St to Chestnut St) – 99%
 - Lincoln St (Expressway to Peach St) – 55%
 - ROW Plat is 100%
 - Wylie St (8th St N to 10th St N) – 80%; (10th to 12th St) – 50%
 - 14th Ave N (W Grand Ave to Fremont St) – 40%
 - McKinley St (8th Ave N to 14th Ave N) – 40%
 - E Jackson St – 0%
 - Rudolph Forcemain Discharge Manhole – 50%
 - Dixon Parking Lot – 75%



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

- Mead Field Pickle Ball Courts – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Request for Qualifications were sent out on 11/17/23 with a due date of 12/8/23.
 - Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project.
- Rail Notification – Predictive Mobility Project

Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – As of 11/2/23, the DNR staff have forwarded their approval to their supervisor for final review and signature.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.
- Illicit discharge testing is complete for the year.

Other Highlights



PUBLIC WORKS DEPARTMENT

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

November 2023

Refuse and Recycling

- Garbage Collection estimate 461.52 tons, 448.88 tons in 2022
- Recycling Collection estimate 93.89 tons, 108.31 tons in 2022

Construction

Oak Street (East Jackson Street – 16th ST N)

- Project complete except for restoration and removal of two stumps on one property

9th Ave (High Street – Freemont)

- Project complete

Shorewood Terrace (1st Street North – Dead End)

- Project complete except for finish rake topsoil, seed and mulch

Apricot/ Broadway Street Intersection

- Completed retaining wall, subgrade sidewalk and gravel Apricot Street from Broadway – 11th

Items to complete

- Sidewalk, Curb and Gutter on Apricot, Black dirt Apricot, finish rake topsoil, seed and mulch, Finish Grade and Pave Apricot

Streets Maintenance

- Monthly brush pickup
- Rebuilt catch multiple catch basins that had ring failures
- Leaf Collection
- Crushing blacktop at city pit
- Screening Compost at Westside
- Sweep leaves
- Hauled scrap metal to metal recycling
- Hauled junk tires to recycler
- Cut Brush on West river bank
- Checked plow routes for high manholes, low tree branches and other hazards
- Replaced culvert pipe on bike trail
- Worked on one minor snow event
- Assisted Grand Rapids with road shoulders
- Maintained manholes in various locations
- Poured curb and restored green space behind catch basin repairs
- Took Delivery of 900 tons of salt

- Pulverized existing alleys, added material and reshaped and compacted
- Removed failed partial depth repairs on Expressway and replace with asphalt

Paint and Signs

- Replace seasonal banners
- Installed signs on Construction projects
- Assisted with painting of Railroad Crossing pavement marking
- Moved advanced warning signs to proper spacing on Railroad Crossing
- Installed at Grade Banner sleeves at approved locations
- Assisted Grand Rapids in some pavement marking needs

Shop and Repairs

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- DPF Filter replacement on two loaders
- Replace fuel injector's on third loader
- Check over snow equipment after use during snow event
- Replace hydraulic hoses on Sander that failed

TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
Month of: October 2023

Report:

Collections

- Televised-5010 ft.
- Sewer calls-4
- Main line cleaned- 3920ft
- Lift stations cleaned-2
- The collections crew had to spend many hours servicing the TV equipment. They assisted plant staff in cleaning the septage receiving station along with cleaning up the drying bed.

Operations/Maintenance

- Overall, plant treatment was excellent, and all parameters were well under the permitted limits.
- At the end of the month another final clarifier was put on line to help with the high flows from the heavy rains.
- Staff worked with a sludge hauler to clean the septage receiving station.
- UV disinfection season ended. October 1st. Staff removed the lights and cleaned and prepped them for use next year.
- Staff continued replacing exterior lights with new, energy efficient lights
- The new pumps were installed at the Westside lift station.

Plant administration.

- Administration attended the yearly WWOA conference.
- Continued work with Donohue for the Westside interceptor project.
- Samples were sent out for Mercury testing to comply with the mercury variance

TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
Month of: November 2023

Report:

Collections

- Televised-6004 ft. of Sanitary
- Sewer calls-6
- Main line cleaned- 3680ft
- The collections crew had to spend many hours cleaning manholes for rehab. They also assisted contractors lining 17th avenue S.

Operations/Maintenance

- Overall, plant treatment was excellent, and all parameters were well under the permitted limits.
- Hauled in waste is slowing down due to winter, causing some nutrient deficiency at the plant.
- Staff worked with a sludge hauler to clean the septage receiving station once more before winter.
- Staff continued replacing exterior lights with new, energy efficient lights.
- Staff fixed blowers, compressors, and pulled several lift station pumps due to rag build up.

Plant administration.

- The new Mercury ordinance limit was approved by council.
- The budget was approved by council.
- Met with Donohue to finish up the Facility report for the westside interceptor.
- The new permit comes into effect December 1st. Staff spent time reviewing and making changes to operations as needed.
- Staff spent time reviewing and modifying the right-of-way lateral repair policy.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council
From: Todd Eckes, WRFD Fire Chief
Date: December 1, 2023
RE: Monthly Summary for November 2023

WRFD meetings, events, training, and notable calls for the month of November 2023:

- Police and Fire Commission meeting
- Common Council meeting
- PD/FD Meeting
- Mayors Touch base meeting.
- EMS Committee meeting.
- Monthly EMR training
- Wisconsin State Fire Chiefs Board Meeting
- Attended North Central Fire Chiefs meeting.
- Attended Wood County Fire Chiefs meeting.
- Member attended Opioid Task Force meeting.
- DC. Joling attended Trauma committee meeting.
- Held the Health & Safety Meeting.
- Held Special Operations Committee Meeting.
- Held Entry Level Interviews
- Held MABAS Training for all Dispatchers.
- Participated in the Rekindle the Spirit Parade.
- Attended Festival of Trees and picked Chiefs winner at Masonic Lodge
- Attended CAPS Meeting at ERCO (Wrap up of Exercise)
- Attended committee of the whole for Budget
- Attended Internship Fair at MSTC
- Station Tours by the Boys & Girls Club.
- Station II tour by Head Start
- Two members attended the WI EMS Board meeting
- Ambulance standby at football games
- Ambulance Stand By at 8-man WAA State Championship game.
- Car seat Clinic at Station I

November Anniversaries: None

Notable Responses:

Structure Fire: 4531 8th Street South Commercial Fire, 631 East Grand Avenue Commercial Fire, cooking fire contained to container, Motor Vehicle Fire.

Motor vehicle Crashes: 5 MVC with injuries, 1 MVC without injuries.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD Notes:

On November 14th we held a check presentation for the MDA fill the Boot Campaign for 2024 in the amount of \$8,000. This project has been happening in Wisconsin Rapids for 7 decades and is always one of the largest fund raisers held by the Wisconsin Rapids Firefighters Charitable Foundation. In 1954 the International Association of Firefighters (IAFF) signed a proclamation designating MDA as its charity of choice and vowed to continue raising awareness and funds until cures are found. The project has raised over 679 million Dollars nationwide supported by 300,000 Firefighters working for a cure for Muscular Dystrophy. That money has led in part to over a dozen FDA-approved drugs in as many years for those with neuromuscular disease. As Stated by Donald S. Wood PHD, President & CEO of MDA, "With support from our partners at IAFF, MDA is doing the impossible in accelerating research, advancing care, and advocating for people living with neuromuscular disease." As an organization we are proud to support such a worthy cause and will continue to work in our community to raise awareness and funds for this and many other worthwhile projects.

On Tuesday the 14th of November we participated in the Internship Fair at MSTC. DC. Joling and a member from crew 2 represented us at the event. All of these events at the local colleges are very important to our Recruitment and Retention of Firefighter Medics. MSTC though is more important than others. These Students are from the area and generally will stay in the area once employed. Their roots have already been established in most cases and the chance of them leaving after one year is reduced. The other great positive of Students from MSTC is that many of them do their Intern time at our department. This is like a three-month interview where we can monitor their activity and have a great look at their skills as well as their social interaction and how they will get along in our unique work setting. Many of our members are Instructors at MSTC in both the Fire and Ems disciplines, so we have a great influence on these students that we may potentially hire, as well as a greater look at their skills and social skills. We have had great success to date with the many Interns that we have hired that come out of the MSTC Program and look forward to our partnership with the college going forward.

EMS Training in November was on a subject matter that we do not get many calls for, but when we do need the most proficient, and professional response we can give. This month's training was on Pediatric Burn Management. The training was given by Life Link Flight crew and was customized to use our protocols. The training was also scenario based on real calls that the Flight Crew has experienced in their response. This type of training is invaluable from a real-life perspective as well as challenging our Medics to think out of the box when compared to the normal calls that we respond to. We greatly appreciate the opportunity and Thank Life Link for their knowledge and training.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD NOVEMBER 2023 MONTHLY RESPONSE REPORT

Type of Emergency	November 2023 Responses	Total # of 2023 Responses	November 2022 Responses	Total # of 2022 Responses
EMS 911	335	3,837	373	3,769
EMS IFT	1	15	162	162
COMMUNITY PARAMEDICINE	1	4	11	11
FIRE	5	49	3	45
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	7	44	4	43
SERVICE CALLS	2	45	7	79
GOOD INTENT	3	51	0	0
FALSE ALARMS/WEATHER	9	83	9	88
TOTAL CALLS FOR SERVICE	363	4,128	403	4,197

Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 200 Series: Overpressure, Rupture, Explosion, Overheat (*No Fire*)
- Fire 300 Series: Rescue & Emergency Service Incident (*Motor vehicle accident, EMS Calls*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 600 Series: Good Intent (*Dispatched and cancelled, Citizen needs help*)
- Fire 700/800 Series: (700) False Alarms (800) Severe Weather/Natural Disasters

Runs by District	November 2023	2023 Totals	November 2022	2022 Totals
Wisconsin Rapids	246	3,086	318	3,335
Saratoga	15	226	31	261
Village Port Edwards	8	99	20	128
Village Biron	14	189	12	104
Town of Port Edwards	6	90	0	0
Nekoosa	26	253	0	0
Cranmoor	0	9	0	0
Mutual Aid Given	6	56	12	77
Mutual Aid Received	42	120	10	292
TOTALS	363	4,128	403	4,197

Confined Space Stand-by	November 2023	Total # 2023	November 2022	Total # 2022
TOTALS	19	393	11	343



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD TRAINING CENTER FOR NOVEMBER 2023

Category	Topic
Fire	Residential Search & Rescue
Officer	Buddy to Boss Effective Fire Leadership
Motor Pump Operator	Aerial Elevated Attack & Rescue
Technical rescue	Elevator Emergencies
Hazardous Materials	None
EMS	Pediatric Burn Management
EMR	Patient Assessment
Cadet	Squad Review and Vehicle Extrication

Total Training Hours for the Month	518
Inspections for the month	67



Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF

TEL: (715)-423-4444

FAX: (715)-423-4408

Date: November 13, 2023

To: Mayor Shane Blaser

Wisconsin Rapids Police and Fire Commission

Wisconsin Rapids Common Council

From: Daniel Hostens, Chief of Police

RE: Report on the Police Department activity for October 2023

Departmental Activity/Training:

North Central Chiefs Meeting

Wood County Law Enforcement Executive Meeting

Meeting with Fire Executives

Common Council Meeting

Police and Fire Commission Meeting

Command Staff Meeting

Completed mandated training and monthly range training.

Jordan Leher and Barron Taylor began as patrol officers on Monday, November 13, 2023.

Sgt. Burger attended Crisis Negotiator Conference on 10/18/2023.

Sgt. Burger Attended Tactical Leadership Course on 10/26/2023.

For the month, 2023 vs. 2022:

Calls for Service	2023	1577	2022	1488
OWI	2023	5	2022	8
Traffic Crash Inv.	2023	48	2022	52
Traffic/Municipal Citations	2023	202	2022	
Written Warnings	2023	392	2022	255
Restricted Parking Tickets	2023	76	2022	94

Administration Staff

Ofc. Andrys had 55 ordinance complaints in October. Out of those 55 complaints, he issued 1 citation and two warnings. He provided education and guidance to the remaining residents, gaining immediate compliance or allowing violators to correct the issue before taking enforcement action. He also worked 18.75 hours of patrol OT.

Records received 68 records requests, with four returned with redacted juvenile information.

Notable Incidents

Officers were dispatched to a residence for an infant who did not have a pulse and was not breathing. Officers and ambulance staff performed life-saving measures. The infant was transported to the Riverview Aspirus ER, where he was later pronounced deceased. A preliminary investigation was completed, and detectives were called in to investigate further. The parents of the victim admitted to co-sleeping with the infant. The investigation is still ongoing.

Ofc. Plowman was dispatched to a suspicious person complaint. Ofc. Plowman located a male subject matching the description and contacted him. Ofc. Plowman observed the male throw something out of his pocket onto the ground. Ofc. Plowman located a small container containing a white crystalline substance that later tested positive for methamphetamine. Dispatch advised the male subject also had an active warrant. Ofc. Plowman searched the male subject and located more methamphetamine for a total of 4.26 grams. The subject was taken to jail for the warrant and charged with Possession of Methamphetamine.

Disturbance/ gun shots IVO the bars downtown. OFC Drew was responding to the scene and observed subj matching the description of the suspect on the Grand Avenue Bridge. Responding OFCs assisted OFC Drew peacefully detain the subj. After much further investigation which included interviewing several subjects and reviewing some surveillance footage it was determined that the detained subject be released and refereed for a bond violation. The officers work well together and independently. Their collective efforts resulted in a quick and concise decision which built trust in WRPD by both the suspect and his brother as well as the patrons and staff members of the establishments downtown.

Domestic- OFC Krummel and SGT Killian responded to a domestic incident at 251 Plover Street. Upon arrival the situation was volatile with the parties still actively yelling at each other and threatening harm. The complainant's Father is the upstairs neighbor. The Father was extremely intoxicated and blood was covering the walls and floors from the front door into the upstairs apartment. The family was claiming the Father's girlfriend was the instigator of the incident and the cause of their Father's blood to be all over the apartment. The OFCs did not allow the biased statements from the Family lead to an arrest of the girlfriend. The incident was thoroughly investigated. It was determined that the Father was the instigator and was taken into the custody. The evidence was succinctly explained to the family. The thoroughness of the investigation as well as the confidence and experience of the officers did not allow the family to second guess the outcome. They thanked the OFCs for their time and effort.

Welfare check/ Ambulance assist- OFC Contreras was dispatched to the American Shaman. The suspect/ subject is well known to the PD for being extremely 10-56 and unable to control his bowels and passes out regularly at the business. The OFCs showed extreme compassion for the subject regardless of his past. OFC Contreras contacted Wood County Crisis for further clarification on the requirements for a CH 51.45 and briefed the Crew on his findings. This information collecting and sharing has been common amongst the Crew and facilitates a sense of unity and an environment of continued learning. OFC Contreras later facilitated the transport the American Shaman to the VA Clinic in Tomah for treatment.

23-16479- Disturbance/ Domestic- OFC Drew responded to an assisted living home for a physical altercation between two of the residents at the home. The residents were out of control and one had pushed the other down the stairs. Through clear, calm, and concise direction OFC Drew was able to calm the situation. OFC Drew was able to interview both the subjects and the caretakers and effectively communicate the severity of the situation and the resulting consequences. The staff was made aware that the out of county guardians of the subjects would be notified of the situation.

Notable Incidents

WRPD 23-15340: SRO Olivares was assisting LHS staff with a kid who appeared to be under the influence of a drug while at school. The Juvenile eventually became upset and aggressively walked towards a principal causing them to feel threatened. The male subject was quickly decentralized and detained at which time staff located an air pistol in the juvenile's backpack. The juvenile also had THC and drug paraphernalia in his possession. The juvenile was transported to secure detention and a referral was made for **disorderly conduct, resisting, and possession of THC**.

WRPD 23-6777: Sgt. Daven began an investigation in 2023 regarding a cyber tip submitted to our agency from DOJ. Detective Daven was able to draft a search warrant for the home and numerous electronic devices were taken for examination. After examination of the computer that was seized during the search warrant, one male subject was later taken into custody and charged with **15 counts of Possession of Child Pornography**. The court case has not been concluded.

October 1st, Officer Khang was investigating a shoplifting complaint (23-16002). During the investigation, one female was transported to the Wood County Jail and charged with Felony Theft. His investigation also led to the identification of five other individuals who have been involved in a shoplifting ring throughout the State of Wisconsin, resulting in thousands of dollars in stolen merchandise. Officer Khang has received numerous calls from other law enforcement agencies requesting information about the individuals involved as well as from Wal-Mart Corporation requesting information to have all individuals charged through the Wisconsin Attorney General's Office

WRPD 23-15254: WRPD patrol officers took a report of a missing adult male who left the scene of a domestic disturbance and stated he was going to kill himself. The male left all of his personal belongings and vehicles at the home and left on foot with a cell phone. The male was not scene for several days, and his cell phone was shut off. After several days, LT Lubeck and Detective Daven began interviewing family members and those close to him. Sgt Daven obtained all phone records thru US Cellular for recent phone activity. Contact was eventually made with the subject, and he returned home after several days.

WRPD 23-15803: Sgt Daven was assigned to follow-up on the burglary that occurred at Alternative Edge. Sgt Daven was able to check surveillance at numerous locations. SRO Olivares provided Sgt Daven with a potential suspect after reviewing video surveillance and recognizing the hair pattern and unique walk of one of the suspects. Sgt Daven and Detective Bailey made contact with the suspect and obtained a confession, as well as a positive identity on the other two suspects, who were originally unidentified. There will be two juvenile referrals for burglary and an adult request for charges to the district attorney's office for burglary.

WRPD 23-16622: Detective Bailey was called in to investigate the death of a 17 day old baby. Detective Bailey was able to review the scene, schedule an autopsy, conduct a reenactment of events with the mother, and has been working with human services regarding the death. This case is open as we await the autopsy report and toxicology report.

WRPD 23-15129: Detective Bailey was called in to investigate the death of a 44 year old male. Detective Bailey was able to examine the scene and confiscated a cellphone for review of possible evidence. Preliminary toxicology reports indicate the death was likely an overdose. An autopsy was completed and Detective Bailey is awaiting the autopsy report. The phone was submitted to DCI for investigation as Detective Bailey was unable to gain access to the phone. This case will remain open for the time being and an official cause of death has not been determined at this time.

Other Activity

- Members of the Detective Bureau assisted WRPS staff at WRAMS in completing a code red drill at the school.
- I received 13 Child Protective Service reports from Wood County Human Services for review and investigation.
- Detective Daven met with staff from CIS to gain a better understanding of the software and how our department can better utilize the software to track open cases and run reports for our agency.

- Lt. Lubeck met with detectives individually regarding performance reviews, goals, and expectations in anticipation of a formal review process beginning in 2024.
- Sgt. Daven was called in to investigate the death of a 31-year-old male. It was determined the death was medical related due to alcohol abuse.
- Detective Wetterau and Detective Bailey are currently working on two background investigations for two prospective employees.

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made the following arrests for Drug-related offenses for the past month in 2023. These charges include:

Possession of Marijuana	2
Possession of Narcotic Drugs	2
Possession of Methamphetamine	7
Possession of Drug Paraphernalia	9
Total:	20

Drugs Taken In:

Drug	Quantity
Marijuana	67.77g
THC Cartridges	3 units
Methamphetamine	1.76g

	Narcotic Deployments	Times Narcotics Found	Patrol Deployments	Demonstrations	Training Hours	Agency Assist
January	2	0	2	0	11	3
February	1	0	0	2	12.75	0
March	3	1	0	2	0.5	0
April	3	1	0	0	11	1
May	1	2	0	3	34.75	0
June	5	2	1	1	11.5	2
July	2	2	1	0	13.75	1
August	1	1	0	2	11.75	0
September	2	0	1	0	27.5	2
October	0	0	1	2	11	0
November						
December						
Totals	20	9	6	12	145.5	9



Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF
TEL: (715)-423-4444
FAX: (715)-423-4408

Date: December 11, 2023

To: Mayor Shane Blaser

Wisconsin Rapids Police and Fire Commission

Wisconsin Rapids Common Council

From: Daniel Hostens, Chief of Police

RE: Report on the Police Department activity for November 2023

Departmental Activity/Training:

North Central Chiefs Meeting

Wood County Law Enforcement Executive Meeting

Meeting with Fire Executives

Common Council Meeting

Police and Fire Commission Meeting

Command Staff Meeting

Completed mandated training and monthly range training.

Sergeant Fleisner and K9 Lex attended and successfully completed the annual Police Canine Patrol certification course held in the Green Bay area.

On 11/13/23, Officer Jordan Leher started her training with Field Training Officer Khang. Officer Leher is a lateral transfer from Adams County Sherriff's Department.

For the month, 2023 vs. 2022:

Calls for Service	2023	1391	2022	1351
OWI	2023	5	2022	5
Traffic Crash Inv.	2023	33	2022	38
Traffic/Municipal Citations	2023	140	2022	200
Written Warnings	2023	352	2022	224
Restricted Parking Tickets	2023	151	2022	108

Administration Staff

Ordinance	November Days Worked	Calls for Service	Written Warnings	Citations	Complete without Enforcement Action	OWI	Arrests	Crash Reports	Totals
Andrys	17	60	0	1	59	0	0	0	60

Open Records	Request	Completed	Denials	Redactions
November	62	62	0	2

Notable Incidents

Ofc. Zalewski was dispatched to a residence for a 15-year-old juvenile male who had operated his mother's vehicle without her consent. The mother went to use her vehicle in the morning for work and noticed her keys were misplaced and the vehicle had an odor of marijuana. The mother was able to use a Progressive Insurance chip in the vehicle to see the vehicle leave the residence at 10:30 pm the night prior and return at 2:00 am. The juvenile male admitted to taking and operating the vehicle without his mother's consent and using it to smoke marijuana with a friend. Ofc. Zalewski searched the vehicle and the juvenile's bedroom and located marijuana and marijuana vape products. The juvenile was referred to Human Services for charges of Operating a Vehicle Without the Owner's Consent and Possession of THC.

Ofc. Krier was dispatched to How Elementary School for an intoxicated male standing near the front of the school as the children were being released. Ofc. Krier contacted the male, who was the father of a student. The male was highly intoxicated, being belligerent, and using profane language. The male attempted to walk to his vehicle and get in. Ofc. Krier placed the male under arrest for Disorderly Conduct. The male then began making threats of physical harm to law enforcement and jail staff. The male was also charged with Threats to Law Enforcement.

On September 12, 2023, Officer Greening noticed a vehicle with a suspended registration. Officer Greening pulled the vehicle over at the intersection of Highway 13 South and 3rd St South. Sgt. Arendt and his k9 Timo assisted at the traffic stop. Sgt. Arendt notified Officer Greening that Timo indicated on the vehicle. 2.5 grams of green leafy vegetable material in a plastic bag inside the driver's purse was located. The substance later tested positive for THC. One subject was charged for possession of THC.

Detective Wetterau closed a drug investigation that lasted for over one year. Throughout this investigation, numerous undercover controlled purchases of illegal substances were arranged and carried out by Detective Wetterau, the Central WI Drug Taskforce, and criminal informants. As a result of the investigation, Detective Wetterau referred the following charges to the Wood County District Attorney's Office: Two counts of Manufacture/Distribute/Deliver Cocaine, and one count of Manufacture/Distribute/Deliver Psilocin or Psilocybin.

Detective Bailey was assigned a child sexual assault investigation that occurred over a several-year period at a Wisconsin Rapids residence. The allegations were from several years ago. Detective Bailey identified two victims who were interviewed and was able to locate/identify a victim. As a result of Detective Bailey's investigation, the following charges were referred to the Wood County District Attorney's Office for one adult male suspect: Two counts of Engaging in Repeated Acts of Sexual Assault of the Same Child.

Sgt. Daven was assigned a fraud investigation in which an unknown female with a Georgia identity entered four different Wisconsin Rapids banks and fraudulently cashed several checks after opening false/fraudulent accounts. The total amount of money she received fraudulently in Wisconsin Rapids exceeded \$11,000. Sgt Daven worked with numerous other police agencies, the FBI, and utilized numerous investigative tools including flock and online banking databases to identify a

suspect from the state of Georgia. As a result of Sgt Daven's investigation, the following charges were referred to the Wood County District Attorney's Office for one female: four counts of Forgery-uttering.

Sgt. Daven was conducting a follow-up on a missing juvenile complaint our department had taken. Sgt. Daven located the missing juvenile, at which time the juvenile disclosed her parents had drugs at their house and were growing marijuana. After receiving that information, approximately 548 grams of marijuana were located at a Wisconsin Rapids residence. As a result of this investigation and follow-up, the following charges were referred to the Wood County District Attorney's Office for two adults: Manufacture/Deliver THC (one charge for each adult).

Other Activity

Detective Wetterau completed a background investigation for new hire candidate Trenton Woebeking

Detective Bailey completed a background investigation for new hire candidate Eric Jenkin.

Sgt. Daven responded to the initial fire call at John J. Buettgen's funeral home as a part of the Arson investigation task force. The fire was determined not to be suspicious.

WRPD received 16 Child Protective Service Reports from Wood County Human Services for investigation and review.

On 11/9/23, SRO Olivares arranged for a K9 sniff at Lincoln High School. 5 K9 units from throughout Wood Co and the detective bureau assisted in this.

Sgt. Daven attended the Central Wisconsin Crime Investigators Association meeting/presentation on 11/2/23.

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made the following arrests for Drug-related offenses for the past month in 2023. These charges include:

Possession of Marijuana	1
Possession of Narcotic Drugs	5
Possession of Methamphetamine	2
Possession of Drug Paraphernalia	5
Total:	13

Drugs Taken In:

Drug	Quantity
Marijuana	553.35g
THC Cartridges	2 units
Methamphetamine	0.93g
Fentanyl	0.35g

K9 Kubo

	Times					
	Narcotic	Narcotics	Patrol		Training	Agency
	Deployments	Found	Deployments	Demonstrations	Hours	Assist
January	3				13	
February	2	2		1	13.5	1
March					7	
April	1				13.5	1
May	2	1	1		28.75	3
June	4	2	1		1.5	2
July	4	2			1.25	2
August	3	2		1	12.5	1
September	1	1			6	1
October	1			1	12	
November	2			1	0.5	1
December						
Totals	23		2	4	109.5	12

K9 Lex

	Times					
	Narcotic	Narcotics	Patrol		Training	Agency
	Deployments	Found	Deployments	Demonstrations	Hours	Assist
January	2	0	2	0	11	3
February	1	0	0	2	12.75	0
March	3	1	0	2	0.5	0
April	3	1	0	0	11	1
May	1	2	0	3	34.75	0
June	5	2	1	1	11.5	2
July	2	2	1	0	13.75	1
August	1	1	0	2	11.75	0
September	2	0	1	0	27.5	2
October	0	0	1	2	11	0
November	4	0	1	0	32.25	1
December						
Totals	24	9	7	12	177.75	10