

W I S C O N S I N



**PUBLIC MEETING NOTICE**  
**WISCONSIN RAPIDS COMMON COUNCIL**  
**TUESDAY, DECEMBER 20, 2022**  
**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 20, 2022 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentation of the Colors by the Wisconsin Rapids Police Department Honor Guard**
- 4. Pledge of Allegiance and Silent Prayer in Lieu of Invocation**
- 5. Administration of Police Department Ceremonial Oaths of Office and Badge Pinning for new Police Officers:**
  - a. Allister B. Greening
  - b. Justin F. Mortel
- 6. Reading of the Minutes of the Previous Meeting held on November 15, 2022 (See Attachment #1)**
- 7. Consider for Adoption the Actions of the Planning Commission at its meeting held on December 5, 2022:**
  1. Approval of the report from the November 7, 2022, Plan Commission meeting
  2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update and progress report.
  3. City of Wisconsin Rapids – 22-001275: public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.
  4. Adjourn
- 8. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:**
  - A. Finance and Property Committee meeting held on December 6, 2022:**
    1. Call to Order
    2. Consider a request from Square Bar LLC d/b/a Square Bar, Amy Friday, agent, for a Class “B” Beer and “Class B” liquor license for the premises located at 210 Johnson Street
    3. Consider a request from the Fire Department to release the ARPA funds to complete the Station II project that was removed from the renovation Scope due to the rise in costs from COVID
    4. Consider a request from the Park and Recreation Commission to approve the funding of up to \$130,000 from the Park Outlay for the creation of a dog park on City property. Parcel numbers: 34-10669, 34-10668, 07-00279, 07-00279B, 07-00279A, 07-00278
    5. Consider a request from E-Ways Sales LLC, d/b/a E-Ways Sales, Jonathan Ruder, agent, located at 2660 8<sup>th</sup> Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer Licenses
    6. Consider a request from ecoATM, LLC, Sean Flaherty, agent, located at 4331 8<sup>th</sup> Street South for renewal of a Secondhand Article Dealer License

7. Consider for approval the Shared Ride Taxi Operating Contract between the City of Wisconsin Rapids and Wheels of Independence, Inc.
8. Audit of the bills
9. Set next meeting date
10. Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program
11. Consider a request from the Community Development Department to apply for a Community Development Investment Grant through the Wisconsin Economic Development Corporation in an amount not to exceed \$250,000 for the construction of loading dock improvements at 1100 East Riverview Expressway (Parcel ID 3411796). No community match is required.
12. 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".
  - a. In closed session, the Committee may discuss a request from Wood County to enter into an agreement to allow Wood County temporary exclusive use of the City parcels known as the "Triangle Development" for jail construction parking and possible staging, and to install temporary fencing around the property. The Parcels IDs are 3408170, 3408171, 3408172, 3408174, 3408176, and 3408177.
13. The Committee will return to open session.
14. The Committee may take action on the agreement with Wood County as discussed in Item 12.
15. 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"; 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."
  - a. In closed session, the Committee may discuss litigation strategy regarding tax assessment litigation the City is involved in; may consider retaining outside litigation counsel for the tax assessment litigation; and may consider retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation.
16. The Committee will return to open session.
17. The Committee may take action on retaining outside counsel for the tax assessment litigation.
18. The Committee may take action on retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation.
19. Adjournment

**B. Public Works Committee meeting held on December 8, 2022:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.
4. Request from Alderperson Zacher to consider removing pavers in west boulevard of 2<sup>nd</sup> Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.
5. Request to remove no parking ordinance on the south side of Clyde Ave from 250 ft to 350 ft west of Lincoln St.
6. Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.
7. Review the traffic signal outage at 2<sup>nd</sup> Ave S and Riverview Expressway and consider spare equipment options in the event of future outages.
8. Request to solicit proposals for a Bridge Rehabilitation Report for the Grand Ave Bridge in preparation of applying for the 2024-2026 BIL Local Bridge program.

9. Request to apply for a Highway Safety Improvement Program grant for pedestrian safety improvements at Wood Ave and 8<sup>th</sup> St S.
10. Review the Pavement Replacement Plan
11. Review referral list
12. Set Next Meeting Date
13. Adjourn

**C. Human Resources Committee meeting held on December 13, 2022:**

1. Call to order
2. HR Update
  - a. Recruitment
  - b. End of year reporting
3. Discuss and consider for approval proposed changes to the Clothing/ Shoe Allowance policy
4. Adjournment

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

- A. McMillan Memorial Library Board of Trustees held July 20, August 24, September 8, September 14, September 21, October 19, November 3, and November 16, 2022
- B. Zoning Board of Appeals held October 20 and November 16, 2022
- C. South Wood County Airport Commission held November 3, 2022 and Monthly Summary for November 2022
- D. Water Works and Lighting Commission held November 9, 2022
- E. Engineering Department Monthly Summary for November 2022
- F. Public Works Department Monthly Summary for November 2022
- G. Wastewater Treatment Commission Monthly Summary for November 2022
- H. Wisconsin Rapids Fire Department Monthly Summary for November 2022
- I. Wisconsin Rapids Police Department Monthly Summary for November 2022

**10. Referrals to Committees**

**11. Beverage Operator's License Appeal**

- a. In open session, the Council may vote to go into closed session, under Section 19.85(1)(b) of the Wisconsin Statutes, which reads, in part, "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission, and the taking of formal action on any such matter; provided that person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held."  
If the Council goes into closed session, the Council may hold a requested hearing by an applicant for a beverage operator license whose license has been denied by the Clerk.
- b. If the applicant requests that the hearing take place in open session, the hearing will be held in open session, and the council will take action on the license.
- c. If the hearing is held in closed session, the council will return to open session for possible actions on the license.

**12. Adjournment.**

Jennifer M. Gossick, City Clerk

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



# Attachment #1

## MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, NOVEMBER 15, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, November 15, 2022, at 6:21 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 6:21 p.m., after the conclusion of the Finance and Property Committee meeting.

### 2. Roll Call

Roll call indicated that all alderpersons were present:

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

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

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

### 4. Reading of the Minutes of the Previous Meetings held on October 18, November 1, and November 10, 2022

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

### 5. Second Reading of an Ordinance to Amend Chapter 11 – Zoning Ordinance, specifically regarding architectural standards related to screening trash enclosures in commercial zoning districts

It was moved by Bemke, seconded by Delaney to approve an Ordinance amending Chapter 11 – Zoning Ordinance, specifically regarding architectural standards related to screening trash enclosures in commercial zoning districts. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1327

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

6. Second Reading of an Ordinance to Repeal and Recreate Chapter 31 of the Municipal Code, entitled Historic Preservation, to amend provisions so that the City may become a Certified Local Government to access historic preservation resources

It was moved by Austin, seconded by Bemke to approve an Ordinance to Repeal and Recreate Chapter 31 of the Municipal Code, entitled Historic Preservation, to amend provisions so that the City may become a Certified Local Government to access historic preservation resources. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1328:

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

7. Second Reading of an Ordinance to Discuss Rules of the Common Council, specifically relating to the use of videoconferencing for standing committee, common council, and other committee meetings

It was moved by Evanson, seconded by Austin to approve an Ordinance to Discuss Rules of the Common Council, specifically relating to the use of videoconferencing for standing committee, common council, and other committee meetings. Motion carried, 7 ayes and 1 nay. Ordinance No. MC 1329:

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

8. Consider for Adoption a Resolution Adopting the Tax Levy and 2023 City of Wisconsin Rapids Budget

It was moved by Bemke, seconded by Evanson to approve a Resolution Adopting the Tax Levy and 2023 City of Wisconsin Rapids Budget. Motion carried, 7 ayes and 1 nay. Resolution No. 32 (2022):

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

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

Date of Meeting: November 7, 2022

Reported to Council: November 15, 2022

The Planning Commission met at 4:00 p.m. on November 7, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Ryan Austin, Susan Feith, Ben Goodreau and Thaddeus Kubisiak. Eric Daven was absent with excuse. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Dennis Polach and Thomas Rayome, Reuben Van Tassel and Theresa Relken.

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

1. Approval of the report from the October 3<sup>rd</sup>, 2022 Plan Commission meeting

Motion by Goodreau to approve the report from the October 3<sup>rd</sup>, 2022 Plan Commission meeting; second by Thao. Motion carried (6 – 0)

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update including September/October Progress Report and Online Public Survey Summary.

Kyle Kearns provided a brief summary of the survey results. A preliminary draft of the plan will be submitted for staff review in the near future.

3. Wood County CSM – 22-001173: request for Certified Survey Map approval to combine 3 lots for the Courthouse and Jail (Parcel ID's 3407751, 3407750, and 3407748) and dedicate right-of-way on Saratoga Street and Baker Street.

Mr. Kearns explained the reasoning for the request and provided details regarding the combination of the three parcels. Staff recommended approval of the request.

Ben Goodreau asked about the re-zoning of the 3 parcels to which Kyle Kearns responded.

Motion by Austin to approve the request for Certified Survey Map approval to combine 3 lots for the Courthouse and Jail (Parcel ID's 3407751, 3407750, and 3407748) and dedicate right-of-way on Saratoga Street and Baker Street; second by Kubisiak. Motion carried (6 – 0)

4. City of Wisconsin Rapids – 22-001187: Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 12 – Subdivision and Platting of Land of the revised Municipal Code, specifically related to other land division and adjustments other than subdivisions, to clarify and permit an administrative review process.

Community Development Director Kearns provided a review of the request, recommending approval.

Public hearing opened at 4:10 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:11 p.m.

Member Kubisiak asked staff about the ramifications an applicant could potentially face if they had to wait for approval at a future Planning Commission meeting, to which Mr. Kearns responded. Mr. Kearns also clarified the removal of language pertaining to minor subdivisions in the request, as indicated in the staff report.

Motion by Blaser to approve the request from the City of Wisconsin Rapids to amend Chapter 12 – Subdivision and Platting of Land of the revised Municipal Code, specifically related to other land division and adjustments other than subdivisions, to clarify and permit an administrative review process, including the removal of the language pertaining to minor subdivision; second by Kubisiak. Motion carried (6 – 0)

#### **Ordinance No. MC 1330**

5. City of Wisconsin Rapids – 22-001179: Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically to allow residential accessory buildings within the Manufactured Home Park (R-8) district and to establish dimensional requirements for the structures under the manufactured home park supplemental standards.

Carrie Edmondson provided a summary of the request, recommending approval, along with the supplemental standards for mobile home parks as indicated in the staff report.

Public hearing opened at 4:18 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:19 p.m.

Tom Rayome asked if carports were permitted in a residential district to which Mr. Kearns confirmed. Ms. Edmondson addressed Ben Goodreau's questions about the criteria and standards for accessory structures, and Theresa Relken added her comments about the Maples Mobile Home Park accessory structure criteria. Ms. Relken also commented that there are several carports at the Maples Mobile Home Park which are already

enclosed. Susan Feith asked for clarification on size requirements for accessory structures in the R-2 zoning district versus R-8 zoning district.

Motion by Austin to approve the request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically to allow residential accessory buildings within the Manufactured Home Park (R-8) district and to establish dimensional requirements for the structures under the manufactured home park supplemental standards, and including language to allow the enclosure of carports for vehicle storage only; second by Goodreau. Motion carried (6 – 0) **Ordinance No. MC 1331**

6. Adjourn

Motion by Kubisiak to adjourn; second by Thao. Motion carried (6 – 0). Meeting adjourned at 4:31 p.m.

**It was moved by Veneman, seconded by Austin 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	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"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. 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 1, 2022:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: November 1, 2022

Reported to Council: November 15, 2022

The Finance and Property Committee met at 4:00 p.m. on Tuesday, November 1, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderspersons Polach, Delaney, and Rayome, Mayor Blaser, Sue Schill, Tim Desorcy, Tyler Mickelson, Katherine Elchert, Kyle Kearns, Carrie Edmondson, Jake Klingforth, Gordy Ashbeck, Jim Stack, Jason Gruneberg, Reuben Van Tassel, and Laura Valenstein. Aldersperson Veneman attended via videoconferencing.

1. Call to Order

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

2. Review bids received for the procurement and installation of 6 rooftop units for air conditioning/boilers and 5 controllers for the Centralia Center, and consider recommending the acceptance of a bid and awarding a contract for the project, and directing that a resolution accepting a bid and awarding a contract be presented to the Common Council.

It was moved by Bemke, seconded by Zacher, to approve the acceptance of the bid and award the contract for the project to Ron's Refrigeration for \$308,436.00, and direct that a resolution accepting the bid and awarding the contract be presented to the Common Council. Motion carried 3 ayes and 0 nays.

**Resolution No. 33 (2022)**

3. Request from the Community Development Department to utilize funds from the Department Training/Education account for Wisconsin Bike Federation Friendly Community Membership.

It was moved by Bemke, seconded by Zacher, to approve the utilization of \$1000.00 from the Training/Education Account towards the membership in the Wisconsin Bike Federation Friendly Community Membership. Motion carried 3 ayes and 0 nays.

4. Initial discussion regarding a City residential subdivision development in the City of Wisconsin Rapids. No action was taken.

5. Audit of the Bills

No action was taken.

6. 2023 Budget discussion

No action was taken.

## Attachment #1

### 7. Set next meeting date

The next regular Committee meeting is set for Tuesday, December 6, 2022, at 4:00 p.m.

8. In open session, it was moved by Bemke, seconded by Zacher, to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried 3 ayes and 0 nays.

9. The Committee will return to open session and may consider the agreement with Wood County as discussed in closed session.

It was moved by Zacher, seconded by Bemke to return to open session.

In closed session, the committee discussed a request from Wood County to enter into an agreement allow Wood County temporary exclusive use of the City parcels known as the "Triangle Development" for jail construction parking and possible staging, and to install temporary fencing around the property. The Parcels ID's are 3408170, 3408171, 3408172, 3408174, 3408176, and 3408177.

No action was taken.

10. In open session, it was moved Zacher, seconded by Bemke, to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried 3 ayes, and 0 nays.

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

### 11. Adjourn.

It was moved by Zacher, seconded by Bemke to adjourn in closed session. Motion carried, 3-0. The meeting adjourned at 6:05 p.m.

**It was moved Zacher, 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON NOVEMBER 15, 2022:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: November 15, 2022

Reported to Council: November 15, 2022

The Finance and Property Committee met at 5:00 p.m. on Tuesday, November 15, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderspersons Austin, Rayome, Polach, and Delaney, Mayor Blaser, Kyle Kearns, Sue Schill, Tim Desorcy, Joe Eichsteadt, Tyler Mickelson, and Jennifer Gossick.

#### 1. Call to Order

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

2. 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 Veneman, seconded by Bemke to go into closed session. Roll call vote taken. All members voted in the affirmative. Motion carried, and the Committee went into closed session.

In closed session, the committee may have initial negotiation and strategy discussions regarding the sale and possible development of City-owned vacant real estate known as the Triangle Property, totaling 1.14 acres, and bounded by Jackson Street, 1<sup>st</sup> Street North, and 2<sup>nd</sup> Street North (Parcel IDs: 3408170, 3408171, 3408172, 3408174, 3408176, 3408177, & 3408178).

In closed session, the Committee discussed initial negotiation and strategy regarding the sale and possible development of City-owned vacant real estate known as the Triangle Property, totaling 1.14 acres, and bounded by Jackson Street, 1<sup>st</sup> Street North, and 2<sup>nd</sup> Street North.

3. The Committee will adjourn in closed session.

It was moved by Zacher, seconded by Bemke to adjourn. Motion carried, 3-0. The meeting adjourned in closed session at 6:07 p.m.

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

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

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON NOVEMBER 3, 2022:

Ryan Austin, Chairperson

Sheri Evanson, Vice-Chairperson

Dennis Polach

Date of Meeting: November 3, 2022

Reported to Council: November 15, 2022

The Public Works Committee met on Thursday, November 3rd, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson and Dennis Polach were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review the no parking ordinance on Brianwood Ave, the north side, from Lincoln St to the west city limits and consider removal.

Motion by Evanson, second by Polach to remove the no parking ordinance on Brianwood Ave. Motion carried (3-0). **Ordinance No. MC 1332**

4. Review a preliminary resolution for public work and improvements for 14<sup>th</sup> Avenue North between West Grand Ave and Fremont St proposed for construction in 2024.

Motion by Evanson, second by Polach to approve the preliminary resolution for public work and improvements for 14<sup>th</sup> Ave North. Motion carried (3-0). **Resolution No. 34 (2022)**

5. Review a preliminary resolution for public work and improvements for 15<sup>th</sup> Avenue North between West Grand Ave and High St proposed for construction in 2024.

Motion by Polach, second by Austin to approve the preliminary resolution for public work and improvements for 15<sup>th</sup> Avenue North. Motion carried (3-0). **Resolution No. 35 (2022)**

6. Review referral list.

The referral list was reviewed and updated.

7. Set next meeting date.

Motion by Evanson, second by Austin to set the next meeting date for Thursday, December 8th, 2022 at 5pm.

8. Adjourn

Motion by Evanson, second by Polach to adjourn at 5:20 pm. Motion carried (3-0).

**It was moved by Austin, seconded by Zacher 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tom Rayome	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON NOVEMBER 8, 2022:

Jay Bemke, Chairperson

Patrick J. Delaney, Vice-Chairperson

Tom Rayome

Date of Meeting: November 8, 2022

Reported to Council: November 15, 2022

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Tuesday, November 8, 2022, at 2:00 p.m. All Committee members were present. Also present were Alderperson Polach, Ryan Hartman, Jake Klingforth, and Tim Desorcy (remotely).

## 1. Call to order

The meeting was called to order by Chairperson Bemke at 2:03 p.m.

## 2. HR Update

a. Recruitment

b. Open Enrollment

Updates were given, no action was taken.

## 3. Discuss and consider for approval a 2023 general wage increase for non-represented employees of the City

Motion by Delaney, seconded by Bemke to approve a general wage increase of 3% for non-represented employees of the City. Motion carried 3-0.

## 4. Discuss and consider for approval a pay increase for Parks and Recreation Department basketball scorers from \$9.00-\$10.50 per hour to \$12.00-\$13.50 per hour.

Motion by Rayome, seconded by Bemke to approve a pay increase for Parks and Recreation Department basketball scorers from \$9.00-\$10.50 per hour to \$12.00-\$13.50 per hour. Motion carried 3-0.

## 5. Consider revising City Hall hours to provide for closure of City Hall at noon on Fridays.

Motion by Bemke, seconded by Delaney to revise City Hall hours to provide closure of City Hall at noon on Fridays, with specific hours of opening and closing to be determined at a later meeting; the closure at noon on Fridays will be for a six-month trial period beginning on the first Monday of May, 2023. Motion carried 3-0.

## 6. Adjournment

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 2:42 p.m.

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

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

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

- A. Wisconsin Rapids Housing Authority held June 29, July 27, and August 24, 2022
- B. Wisconsin Rapids Fire Department Monthly Summaries for September and October 2022
- C. South Wood County Airport Commission held October 6, 2022
- D. Police and Fire Commission held October 12, 2022
- E. Water Works and Lighting Commission held October 12, 2022

- F. Engineering Department Monthly Summary for October 2022
- G. Public Works Department Monthly Summary for October 2022
- H. Wastewater Treatment Commission Monthly Summary for October 2022
- I. Wisconsin Rapids Police Department Monthly Summary for October 2022
- J. Park and Recreation Commission held November 14, 2022

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

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

#### 12. Referrals to Committee

Aldersperson Delaney submitted 3 referrals:

1. Human Resources Committee to change Aldersperson pay to \$0
2. Legislative Committee to create an ordinance limiting Alderspersons to 3 or 4 consecutive terms
3. Legislative Committee to have 2 Common Council meetings and no committee meetings per month

Aldersperson Evanson submitted a referral to the Human Resources Committee for an update on the wage study

#### 13. Adjournment

It was moved by Rayome, seconded by Zacher to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 6:54 p.m.:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respectfully submitted,

Jennifer M. Gossick, City Clerk



## REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 5, 2022

### Report #1

The Planning Commission met at 4:00 p.m. on December 5, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Ryan Austin, and Eric Daven; Susan Feith and Ben Goodreau attended via Zoom. Thaddeus Kubisiak was absent. 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 report from the November 7, 2022 Plan Commission meeting

Motion by Daven to approve the report from the November 7, 2022 Plan Commission meeting; second by Austin.

Motion carried (6 – 0)

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

Kyle Kearns indicated that the economic recovery portion of the Plan was in its draft form. A joint meeting between Plan Commission, Council and the public may occur in early 2023.

3. **City of Wisconsin Rapids – 22-001275:** public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.

Mr. Kearns provided a summary of the proposed code amendment, recommending approval with the standards set forth in the staff report.

Public hearing opened at 4:06 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:07 p.m.

Chairperson Blaser asked about current non-conforming properties to which Kyle Kearns responded. Chairperson Blaser also stated that he was hopeful that discussions take place in the future regarding gravel surfacing on residential and industrial properties. Ryan Austin expressed his concerns regarding potential added costs that may be incurred for gravel containment barriers should standard (b) be included as a requirement in the code amendment, to which Chairperson Blaser concurred.

Motion by Austin to approve the request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses, as proposed except for standard b.

- a. Gravel/Granite shall be permitted on a lot and not within the setbacks as described below. Areas within the right-of-way and required setback shall be surfaced with asphalt bituminous, concrete, or dustless material approved by the Zoning Administrator.
  - 1. Front yard: 10 feet
  - 2. Side yard: 5 feet
  - 3. Rear yard: 5 feet
- ~~b. A containment barrier or edging made of masonry, wood, or synthetic material shall be installed along the edges of the gravel surface.~~
- d. A minimum gravel layer 4 inches thick shall exist.

Second by Blaser.

Motion carried (6 – 0)

4. Adjourn

Motion by Thao; second by Daven.

Motion carried (6 – 0)

Meeting adjourned at 4:23 p.m.

Respectfully Submitted by Erika Esser, Secretary

CITY OF WISCONSIN RAPIDS

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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 11 OF THE ZONING CODE, SPECIFICALLY ARTICLE 17 – PARKING AND LOADING FACILITIES, PERTAINING TO OFF-STREET PARKING SURFACE REQUIREMENTS

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

SECTION I      Section 11.17.03(h) of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

11.17.03 Off-street parking

(h) Surfacing.

An off-street parking area (i.e., spaces and aisles) shall be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers, or similar product), except for those land uses listed as agriculture or resource-based in Appendix A which may be surfaced with crushed gravel.

The Plan Commission may authorize as a special exception alterations to parking lot and driveway surfacing for the following or similar type of uses and accessory uses: campground, group recreation camp, commercial stable, outdoor entertainment, community garden, park, recreation trail, and composting facility.

The special exception surface alterations shall follow the following standards, where applicable:

a. Gravel/Granite shall be permitted on a lot and not within the setbacks as described below. Areas within the right-of-way and required setback shall be surfaced with asphalt bituminous, concrete, or dustless material approved by the Zoning Administrator.

1. Front yard: 10 feet

2. Side yard: 5 feet

3. Rear yard: 5 feet

b. A minimum gravel layer 4 inches thick shall exist.

If it is not possible to hard surface the parking area between November 1 and April 1, the city building inspector may issue an occupancy permit provided the property owner and zoning administrator enter into a written agreement that requires completion no later than June 1.

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

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

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

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

ADOPTED:

APPROVED:

PUBLISHED:



## Report of the Finance and Property Committee

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

Date of Meeting: December 6, 2022  
Reported to Council: December 20, 2022

The Finance and Property Committee met at 4:02 p.m. on Tuesday, December 6, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present; Alderperson Veneman attended via videoconference.

### 1. Call to Order

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

2. Consider a request from Square Bar LLC d/b/a Square Bar, Amy Friday, agent, for a Class "B" Beer and "Class B" liquor license for the premises located at 210 Johnson Street

**It was moved by Bemke, seconded by Zacher to approve a request from Square Bar LLC d/b/a Square Bar, Amy Friday, agent, for a Class "B" Beer and "Class B" liquor license for the premises located at 210 Johnson Street. Motion carried, 3-0.**

3. Consider a request from the Fire Department to release the ARPA funds to complete the Station II project that was removed from the renovation Scope due to the rise in costs from COVID

**The Committee discussed that the appropriation of ARPA funds will be discussed at a later time and this project will be considered at that time. No action was taken.**

4. Consider a request from the Park and Recreation Commission to approve the funding of up to \$130,000 from the Park Outlay for the creation of a dog park on City property. Parcel numbers: 34-10669, 34-10668, 07-00279, 07-00279B, 07-00279A, 07-00278

**It was moved by Veneman, seconded by Bemke to approve a request from the Park and Recreation Commission to approve the funding of up to \$130,000 from the Park Outlay for the creation of a dog park on City property. Parcel numbers: 34-10669, 34-10668, 07-00279, 07-00279B, 07-00279A, 07-00278. 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 8<sup>th</sup> Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer Licenses

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

6. Consider a request from ecoATM, LLC, Sean Flaherty, agent, located at 4331 8<sup>th</sup> Street South for renewal of a Secondhand Article Dealer License

**It was moved by Zacher, seconded by Bemke to approve a request from ecoATM, LLC, Sean Flaherty, agent, located at 4331 8<sup>th</sup> Street South for renewal of a Secondhand Article Dealer License. Motion carried, 3-0.**

7. Consider for approval the Shared Ride Taxi Operating Contract between the City of Wisconsin Rapids and Wheels of Independence, Inc.

**It was moved by Bemke, seconded by Zacher to approve the Shared Ride Taxi Operating Contract between the City of Wisconsin Rapids and Wheels of Independence, Inc. for \$1,084,731, with the City's share being \$106,196. Motion carried, 3-0.**

8. Audit of the bills

**It was moved by Bemke, seconded by Zacher to approve check numbers 14516 to 15254. Motion carried, 3-0.**

9. Set next meeting date

**The next regular Committee meeting is set for Tuesday, January 3, 2023 at 4:00 p.m.**

10. Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program  
**A discussion was held. No action was taken on this item.**

11. Consider a request from the Community Development Department to apply for a Community Development Investment Grant through the Wisconsin Economic Development Corporation in an amount not to exceed \$250,000 for the construction of loading dock improvements at 1100 East Riverview Expressway (Parcel ID 3411796). No community match is required.

**It was moved by Veneman, seconded by Zacher to approve a request from the Community Development Department to apply for a Community Development Investment Grant through the Wisconsin Economic Development Corporation in an amount not to exceed \$250,000 for the construction of loading dock improvements at 1100 East Riverview Expressway (Parcel ID 3411796), and direct that a resolution to apply for the Grant be presented to the Common Council. Motion carried, 3-0.**

12. 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.**

- a. In closed session, the Committee may discuss a request from Wood County to enter into an agreement to allow Wood County temporary exclusive use of the City parcels known as the "Triangle Development" for jail construction parking and possible staging, and to install temporary fencing around the property. The Parcels IDs are 3408170, 3408171, 3408172, 3408174, 3408176, and 3408177.

**In closed session, it was moved by Zacher, seconded by Bemke to direct staff to negotiate an agreement with Wood County based upon parameters given, to be presented for consideration to the Common Council, to allow Wood County temporary exclusive use of the City parcels known as the "Triangle Development" for jail construction parking and possible staging, and to install temporary fencing around the property. Motion carried, 3-0.**

13. The Committee will return to open session.

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

14. The Committee may take action on the agreement with Wood County as discussed in Item 12.

**No action was taken on this item.**

15. 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"; 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."

**It was moved by Zacher, seconded by Bemke 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.**

- a. In closed session, the Committee may discuss litigation strategy regarding tax assessment litigation the City is involved in; may consider retaining outside litigation counsel for the tax assessment litigation; and may consider retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation.

**In closed session, the Committee discussed litigation strategy regarding tax assessment litigation the City is involved in; considered retaining outside litigation counsel for the tax assessment litigation; and considered retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation. No action taken.**

**It was moved by Zacher, seconded by Bemke to adjourn in closed session. Motion carried, 3-0. The meeting adjourned at 6:35 p.m.**

**As the Committee adjourned in closed session, items 16-18 were not taken up by the Committee.**

Respectfully submitted,

Jennifer M. Gossick, City Clerk

**Original Alcohol Beverage Retail License Application**

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of  
☐ Village of } Wisconsin Rapids  
☒ City ofCounty of Wood Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030793827-04</u>	
FEIN Number <u>35-2701868</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
<input checked="" type="checkbox"/> Publication fee	\$ <u>20.00</u>
<b>TOTAL FEE</b>	\$

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

Square Bar LLC

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

President / Member Last Name <u>Friday</u>	(First) <u>Amy</u>	(Middle Name) <u>Jo</u>	Home Address (Street, City or Post Office, & Zip Code) <u>951 7th St Port Edwards WI 54469</u>
Vice President / Member Last Name <u>Jinsky</u>	(First) <u>Robert</u>	(Middle Name) <u>Alan</u>	Home Address (Street, City or Post Office, & Zip Code) <u>951 7th St Port Edwards WI 54469</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>Friday</u>	(First) <u>Amy</u>	(Middle Name) <u>Jo</u>	Home Address (Street, City or Post Office, & Zip Code) <u>951 7th St Port Edwards WI 54469</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Square Bar Business Phone Number 715-421-0110
2. Address of Premises 210 Johnson Street Post Office & Zip Code Wisconsin Rapids 54495

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

Entire first floor

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

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

(b) If yes, under what name was license issued? Amy Friday Square Bar



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

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

Contact Person's Name (Last, First, M.I.) <u>Friday, Amy J</u>	Title/Member <u>Member</u>	Date <u>10/20/22</u>
Signature <u>Amy J Friday</u>	Phone Number <u>715-459-2886</u>	Email Address <u>squarebar1@outlook.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☐ Village of Wisconsin Rapids County of Wood  
☒ City

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

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

Square Bar  
(Trade Name)

located at 210 Johnson Street Wisconsin Rapids WI 54495

appoints Amy Friday  
(Name of Appointed Agent)

951 7th Street Port Edwards WI 54469  
(Home Address of Appointed Agent)

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

☒ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Square Bar Wisconsin Rapids

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 57 years

Place of residence last year 951 7th St Port Edwards WI 54469

For: Square Bar LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: Amy J Friday  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, Amy J. Friday, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

Amy J Friday 10/20/22 Agent's age 57  
(Signature of Agent) (Date)

951 7th St Port Edwards WI 54469 Date of birth 09/21/1965  
(Home Address of Agent)

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

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

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

Requestor: Jake Klingforth

Request/Referral: Request from the Park and Recreation Commission to approve the funding up to \$130,000.00 from Park Outlay for the creation of a dog park on City property Parcel numbers: 34-10669, 34-10668, 07-00279, 07-00279B, 07-00279A, 07-00278

Background information: Please see attachments with price quotes

Options available: The options would be to approve of the project or to deny the request.

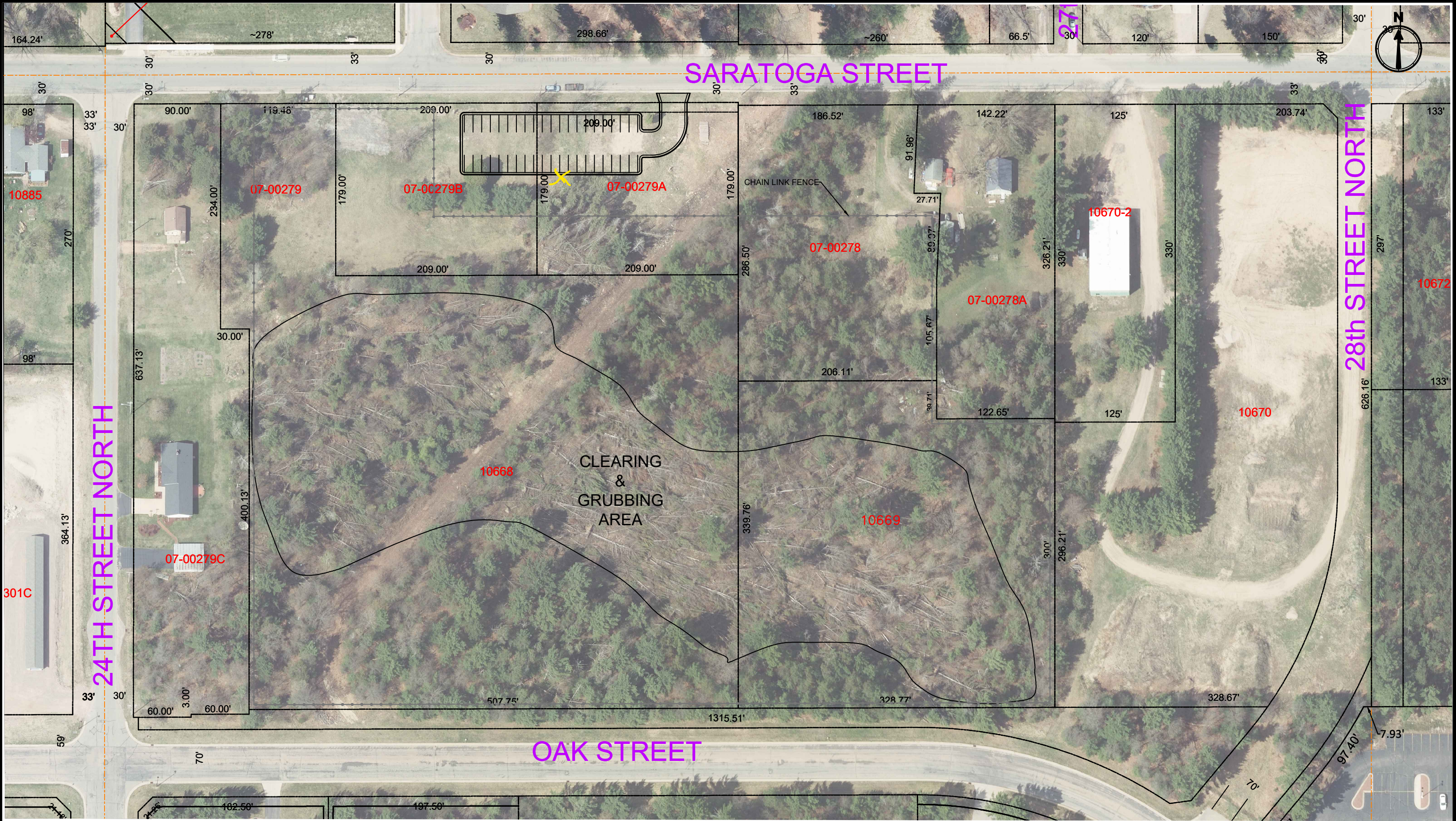
Staff recommendation: Approve the funds

Action you are requesting the committee take: Finance and property to approve this referral

How will the item be financed: Park and Rec Outlay

**Please attach all supporting documentation and budget resolutions if necessary.**

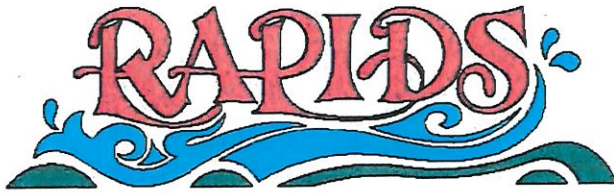




PROJECT: DOG PARK DRAFT PLANS		ENGINEERING DEPARTMENT 444 WEST GRAND AVENUE WISCONSIN RAPIDS, WI 54495 PHONE 715-421-8205 / FAX 715-421-8291				
LOCATION:						
DRAWING FILE - S:\Engineering\PROJECTS\2022-09 Dog Park\CAD\Drawings\Dog Park Design.dwg		DRAWN BY: X.X.X.	PLOT DATE: 3/22/21	PROJ. NO. ####-##	NOT TO SCALE	SHEET 00 OF 00



W I S C O N S I N



**PUBLIC WORKS  
DEPARTMENT**

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

10/20/2022

Clearing and Grubbing Dog Park Woodlands Business Park

Below is a price for the City Construction crew to clear and grub +/- five acres. Size is based off of GIS mapping that is attached, based on previous conversations.

Construction crew would use required equipment to pile trees that have blown over due to wind storm. Trees would be removed from stumps. Stumps would have dirt removed from the roots, and then split to an appropriate size to fit Kafka Construction's grinder. Once site is cleared, Kafka Construction would mobilize to the site to grind the trees, stumps and brush. Kafka Construction would load out wood chips and haul away for boiler fuel.

**\$34,558.78 City Labor and Equipment**  
**\$ 1500.00 Kafka Mobilization**

If the site is not large enough for Kafka Construction to get semi-trucks into the site, the City may need to haul the wood chips to the east side compost site to allow Kafka to then load the chips out.

**\$9,823.09 City Labor and Equipment**

If the desire is to have Kafka leave the wood chips on site to make trails in the woods add \$600.00 per hour.

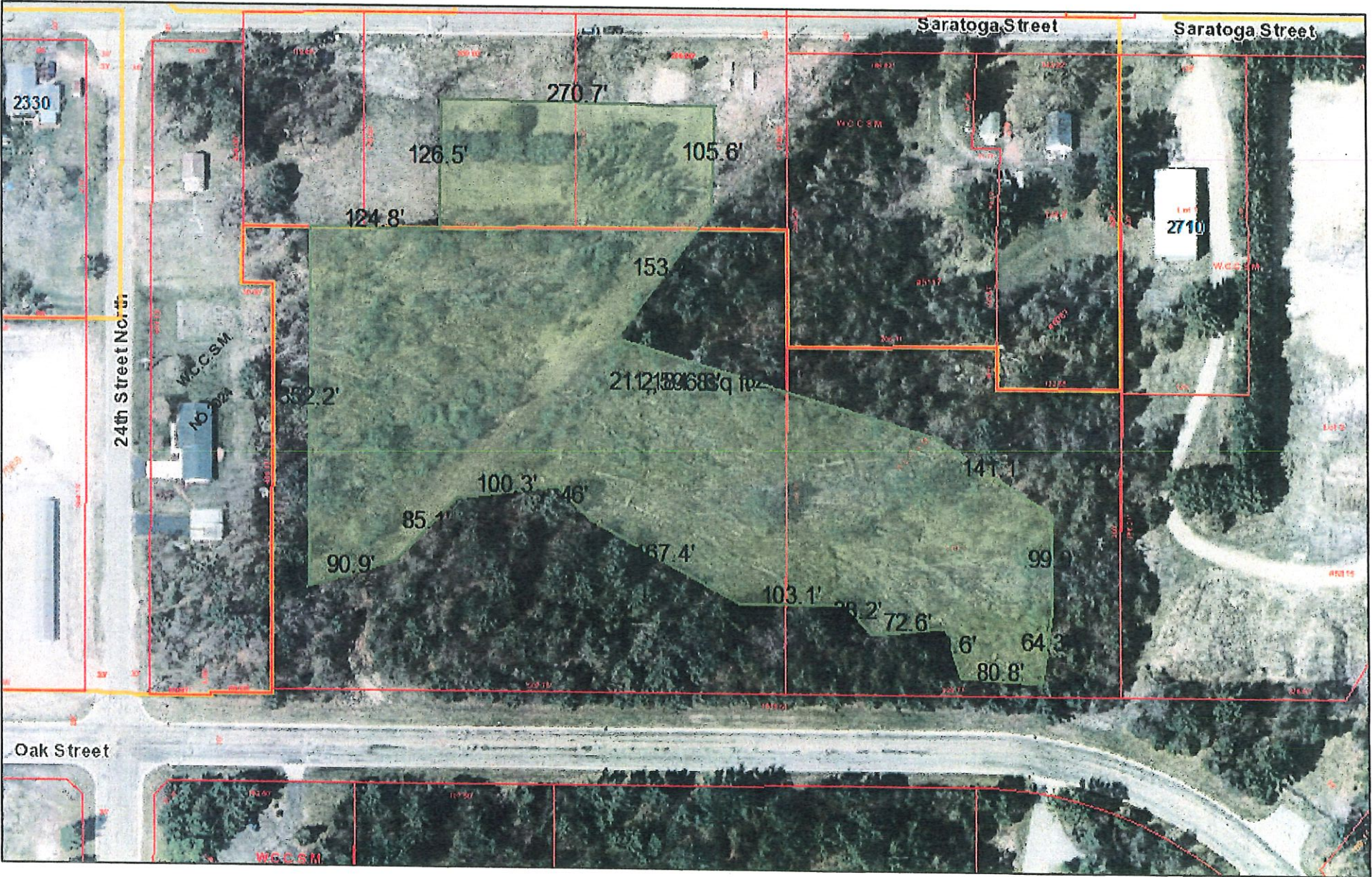
**\$24,000.00 Estimate to grind**

Fill the existing ditch from Saratoga to Oak Street the runs Northeast to Southwest on the property. Clean packing dirt would be hauled from the pit, leveled and compacted. Black dirt that was in the ditch would then be leveled over the packing dirt.

**\$15,917.28 City Labor and Equipment**



# City Of Wisconsin Rapids GIS





CLEARING

EMPLOYEE	PAY RATE	ILC	HOURLY TOTAL	LABOR TOTAL	EQUIPMENT EQUIPMENT	RATE	EQUIPMENT TOTAL	DAY TOTAL
BACKHOE OPERATOR	\$28.228	\$21.453	\$49.681	\$397.44	6321	\$63.04	\$409.76	\$807.20
DOZER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	197	\$53.04	\$344.76	\$734.98
LOADER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	35	\$70.38	\$457.47	\$847.69
GROUP LEADER	\$31.830	\$24.191	\$56.021	\$448.17	140	\$30.08	\$195.52	\$643.69
PIPE LAYER	\$27.544	\$20.933	\$48.477	\$387.81	15	\$17.25	\$34.50	\$422.31

\$3,455.88 DAY TOTAL

Assuming 5 acres based on conversation and drawing. .5 acres per day

NUMBER OF DAYS

10

RATE PER DAY

\$3,455.878

\$34,558.78

\$1,500.00

\$9,823.09

REMOVE TREES INTO PILES

KAFKA CONSTRUCTION GRINDING BRUSH AND REMOVAL

TRUCKING CHIPS TO EASTSIDE IF NOT ABLE TO GET IN WITH SEMI'S 120 TRUCK LOADS

EMPLOYEE	PAY RATE	ILC	HOURLY TOTAL	LABOR TOTAL	EQUIPMENT EQUIPMENT	RATE	EQUIPMENT TOTAL	DAY TOTAL
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	17	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	7	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	4	\$51.66	\$361.62	\$744.62
LOADER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	39	\$70.38	\$457.47	\$847.69
LOADER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	35	\$70.38	\$457.47	\$847.69

\$9,823.09

\$25,500.00

OPTION: \$1500.00 MOBILIZATION, \$600 PER HOUR TO GRIND AND LEAVE CHIPS FOR TRAILS

FILL IN DITCH

EMPLOYEE	PAY RATE	ILC	HOURLY TOTAL	LABOR TOTAL	EQUIPMENT EQUIPMENT	RATE	EQUIPMENT TOTAL	DAY TOTAL
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	17	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	7	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	4	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	17	\$51.66	\$361.62	\$744.62
TRUCK DRIVER	\$27.202	\$20.673	\$47.875	\$383.00	7	\$51.66	\$361.62	\$744.62
LOADER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	39	\$70.38	\$457.47	\$847.69
DOZER OPERATOR	\$27.715	\$21.063	\$48.778	\$390.22	197	\$53.04	\$344.76	\$734.98

2608 Cubic yards needed to fill ditch

\$15,917.28





3210 Mecca Drive  
Plover, WI 54467  
1-800-472-0505 or 715-341-4411  
FAX: 715-341-4415

910 W Plummer Ct  
Neenah, WI 54956  
1-800-310-0600 or 920-886-6676  
FAX: 920-886-1448

[www.americanfencewi.com](http://www.americanfencewi.com)

**Quote** 00066435

Date: 9/12/2022

Contact: \_\_\_\_\_

Business Telephone: 715-421-8240

Fax: 421-8291

2nd Telephone: 715-213-6073

Proposal To:

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

Job Site:

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

Description	Price
Furnish materials, equipment and labor to install 2,589' of 6' high chain link fence, including (1) 10' double swing gate and (2) 4' walk gates. The chain link fabric will be an industrial 9 GA galvanized steel. The framework will be all heavy industrial "SS40", consisting of 3" gate, corner and end posts, 2" line posts and a 1 5/8" top rail. The posts will all be driven. The fence will include a bottom tension wire. The gates will be all welded 2" frame construction. Also, we will furnish and install the 10' X 10' double gated entry way, including (2) 4' walk gates and (1) 10' double swing gate in the 4' high fence into the small dog enclosure. The terminal posts will be 2 1/2". All other materials and installation will be the same as described above for the 6' high fence.	\$59,550.00
NOTE: This quote include all of the posts, top rail, chain link fabric, gates, gate hardware and fittings necessary for the double gated entry way and the 10' double drive gate into the small dog park, along with labor for those area. This does not include materials or labor for the remaining 516' of 4' high fence.	

**Terms:**  
**Net 10 days.**

**THANK YOU!**  
**Please sign 2 copies**  
**and return one.**

Subtotal: \$59,550.00  
Freight: \$0.00  
Sales Tax: \$0.00  
Total Amount: \$59,550.00

Project Manager *Bob Keen*

Proposal Accepted By: \_\_\_\_\_

Prices are valid through: \_\_\_\_\_

Customer PO#: \_\_\_\_\_

- 1) Customer hereby assumes full responsibility for the location of the line upon which said fence materials are to be installed and locate any and all underground cables or pipes.
- 2) Private lines not marked by Diggers Hotline such as electric, LP gas and sprinklers are the customers responsibility to locate. Customer agrees to remove existing old fences and shrubs and dispose of spoils unless otherwise specified. Customer is responsible for building permits if necessary.
- 3) More or less material other than the amount contracted for will be debited or credited at current rates.
- 4) American Fence Co. reserves the right to make additional charges to the customer in the event unusual ground conditions, such as rock formation, impede the installation.
- 5) Such additional charges shall be based on actual additional labor required to complete installation under the circumstances.
- 6) All accounts are payable in full within ten (10) days of the date of the invoice. 1.5% per month (18% per year) late fee will be assessed on past due accounts.
- 7) Customer agrees to pay all costs of collection incurred by American Fence Company before and after judgment, including reasonable attorney fees. All parties agree that if collection action becomes necessary, all collections will be filed in and court action will be venued in Winnebago County, Wisconsin.
- 8) As required by the Wisconsin construction lien law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid.
- 9) Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction.
- 10) Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any.
- 11) Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.
- 12) Quotes are valid for 30 days unless otherwise specified.

13) Credit card payments exceeding \$2,500.00 will be subjected to a 2% convenience fee per sale. Credit card fees are non-refundable.

# 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) <b>Ruder Jonathan Dale</b>		Sex <b>m</b>	Race <b>w</b>	Date of Birth <b>07/22/1986</b>	Place of Birth (City, State, Country) <b>Wis Rapids WI USA</b>
Street Address <b>845 Akron Drive</b>	City <b>NeKosau</b>	State <b>WI</b>	ZIP <b>54457</b>	Home Telephone Number <b>715-459-6651</b>	
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?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a misdemeanor?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a statutory violation punishable by forfeiture?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a county or municipal ordinance violation?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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 <b>Eways Sales LLC</b>	Street Address <b>2660 8th St S #105</b>	City <b>Wis Rapids</b>	State <b>WI</b>	ZIP <b>54457</b>	Telephone Number <b>221-3929</b>
Owner's Name <b>Jonathan D. Ruder</b>	Street Address <b>845 Akron Drive</b>	City <b>NeKosau</b>	State <b>WI</b>	ZIP <b>54457</b>	Telephone Number <b>715-459-6651</b>
Business Manager's Name <b>Jonathan D. Ruder</b>	Street Address <b>845 Akron Drive</b>	City <b>NeKosau</b>	State <b>WI</b>	ZIP <b>54457</b>	Telephone Number <b>715-459-6651</b>
Building Owner's Name <b>I'm Good LLC</b>	Street Address <b>2660 8th St S #105</b>	City <b>Wis Rapids</b>	State <b>WI</b>	ZIP <b>54457</b>	Telephone Number <b>715-459-6651</b>

(Over)

**(SECTION 4) LIMITED LIABILITY COMPANY INFORMATION**Limited 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	07/27/1986	415 Akron Drive	McKeesport	WV	26107

**(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] 11/25/2022Print Name of Applicant: Jonathan D. Ruder**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: \_\_\_\_\_

# LICENSE APPLICATION

for

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

pd 10/21/2022 #38-  
#5844 dk# 347666

## CHECK ALL THAT APPLY:

☐ Original application ☒ Renewal

**TYPE:** ☐ Pawnbroker ☐ Secondhand Jewelry Dealer  
☒ Secondhand Article Dealer ☐ Mall or Flea Market

## INSTRUCTIONS:

NATURAL PERSON (INDIVIDUAL) LICENSE – Complete Sections 1, 2, 3 and 7  
PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 5 and 7  
CORPORATE LICENSE – Complete Sections 1, 2, 3, 6 and 7  
LIMITED LIABILITY COMPANY LICENSE – Complete Sections 1, 2, 3, 4 and 7

## (SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)		Sex	Race	Date of Birth	Place of Birth (City, State, Country)
Sean Flaherty		M	CAU	06/11/1982	Middletown, CT
Street Address	City	State	ZIP	Home Telephone Number	
10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250	
List all states applicant previously resided: CT, NY, CA					
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?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a misdemeanor?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a statutory violation punishable by forfeiture?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a county or municipal ordinance violation?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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
ecoATM, LLC	4331 8th St S. (WM1202)	Wisconsin Rapids	WI	54494	(858) 766-7250
Owner's Name	Street Address	City	State	ZIP	Telephone Number
ecoATM, LLC	10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
Sean Flaherty	10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number
Walmart Corporation	702 SW 8th Street	Bentonville	AR	72716	(479) 273-4000

(Over)



**(SECTION 4) LIMITED LIABILITY COMPANY INFORMATION**Limited Liability Company Name: ecoATM, 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
Harris, Kevin, C - Chief Legal Officer	04/19/1971	942 Begonia Court	Carlsbad	CA	92011

**(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: Print Name of Applicant: Sean Flaherty**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: \_\_\_\_\_



**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 /30/2022  
Subject: Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program.

In 2018, the City created the Rapids Rediscovered program from developer fees obtained from the Senior Housing Project adjacent to the YMCA. In summary, the program was created to revitalize existing neighborhoods, specifically targeting dilapidated buildings and vacant lots. The program has approximately \$39,000 of funds and is detailed further below.

### Program Objectives:

- To encourage investment and the construction of new homes in transitional neighborhoods in order to strengthen them.
- To support the creation of new quality housing stock within the City designed to accommodate families.
- To remove blighted homes and vacant lots to reduce their negative impact on the surrounding neighborhood.
- To facilitate the construction of new housing on previously tax-deeded parcels currently held by the County to move them back onto the tax roll.
- To reduce barriers created by the need to remove functionally obsolete housing from properties located throughout the City.

### Program Basics:

- The Community Development Department publishes and maintains a list of available vacant lots or redevelopment lots eligible for the program.
- The Builder/Buyer completes an application meeting the minimum program requirements and submits the application along with an offer to purchase.
- The Planning Commission and City Council review the application and for compliance with the program.
- The lot is purchased by the builder or buyer either from the City or another third party.
- Builder constructs the new home meeting the requirements of the program; projects must be completed within one (1) year of approval.
- Typical grant support of \$5,000 for a vacant lot or \$10,000 for a redevelopment lot is provided to the applicant.

### House Standards:

- Dwelling must be owner occupied.
- Include a minimum of 3 bedrooms.
- Include a minimum of 2 bathrooms.
- Include a minimum 2 car garage.

Unfortunately, while the program has been marketed and promoted, no applications have been received. A great deal of feedback has been provided from potential applicants, however. Developers or contractors interested in the program were deterred primarily due to the owner occupancy requirement, house standards, and procedures. For example, there is interest in the construction of renter-occupied single family or multi-family homes and in the construction of smaller homes. These home styles would also fit well into the existing housing stock and attract a wider range of buyers and occupants. Furthermore, a great interest exists in the community to renovate existing dilapidated or vacant homes.

A gap exists for developers to profit from this however, given the workforce shortage, supply chain issues and inflation, but interest remains. To meet this gap and need, staff would suggest changes to the program guidelines to remove the owner occupancy and house standards, as the zoning ordinance has minimum requirements for construction. Furthermore, staff would suggest simplifying the process to allow for the grant to be obtained after lot purchase and potentially with a portion provided upfront. Lastly, staff would suggest creating a renovation grant of a smaller amount, such as \$2,500, to be used for existing homes. Proper protections would still exist and be outlined in an agreement between the City and Developer.

Ultimately, the goal is to create growth and vibrancy in existing neighborhoods, and the changes proposed will still serve to meet that goal, and moreover will spark more interest from developers and contractors. Until the program is utilized, there is no measurable benefit from the program. Therefore, the hope is that once guidelines are adjusted participation rates will increase and growth and vibrancy will result.

Full program details can be found here: <https://www.wirapids.org/economic-development.html>



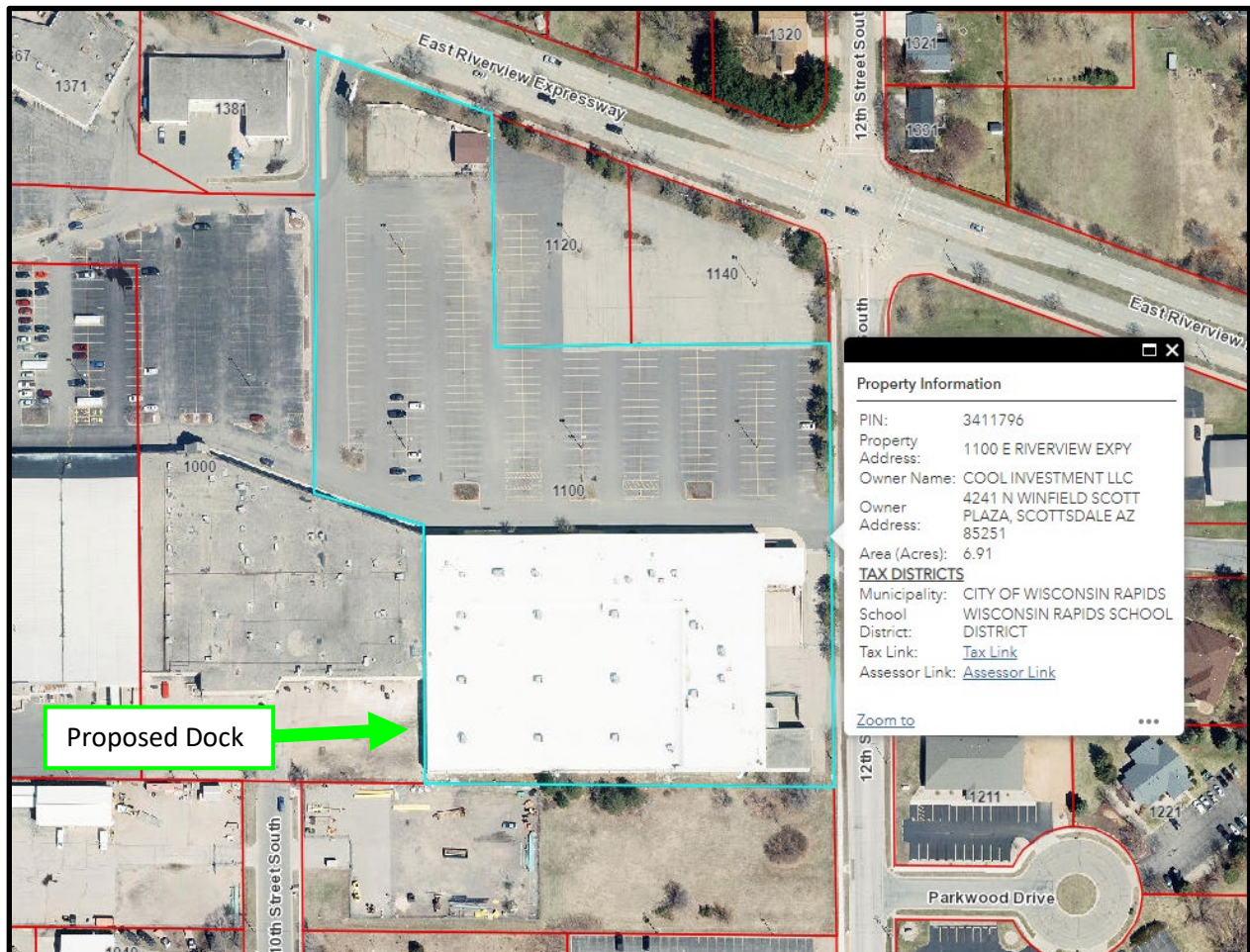


**Community Development  
Department**  
City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
Ph: (715) 421-8228

## Memo

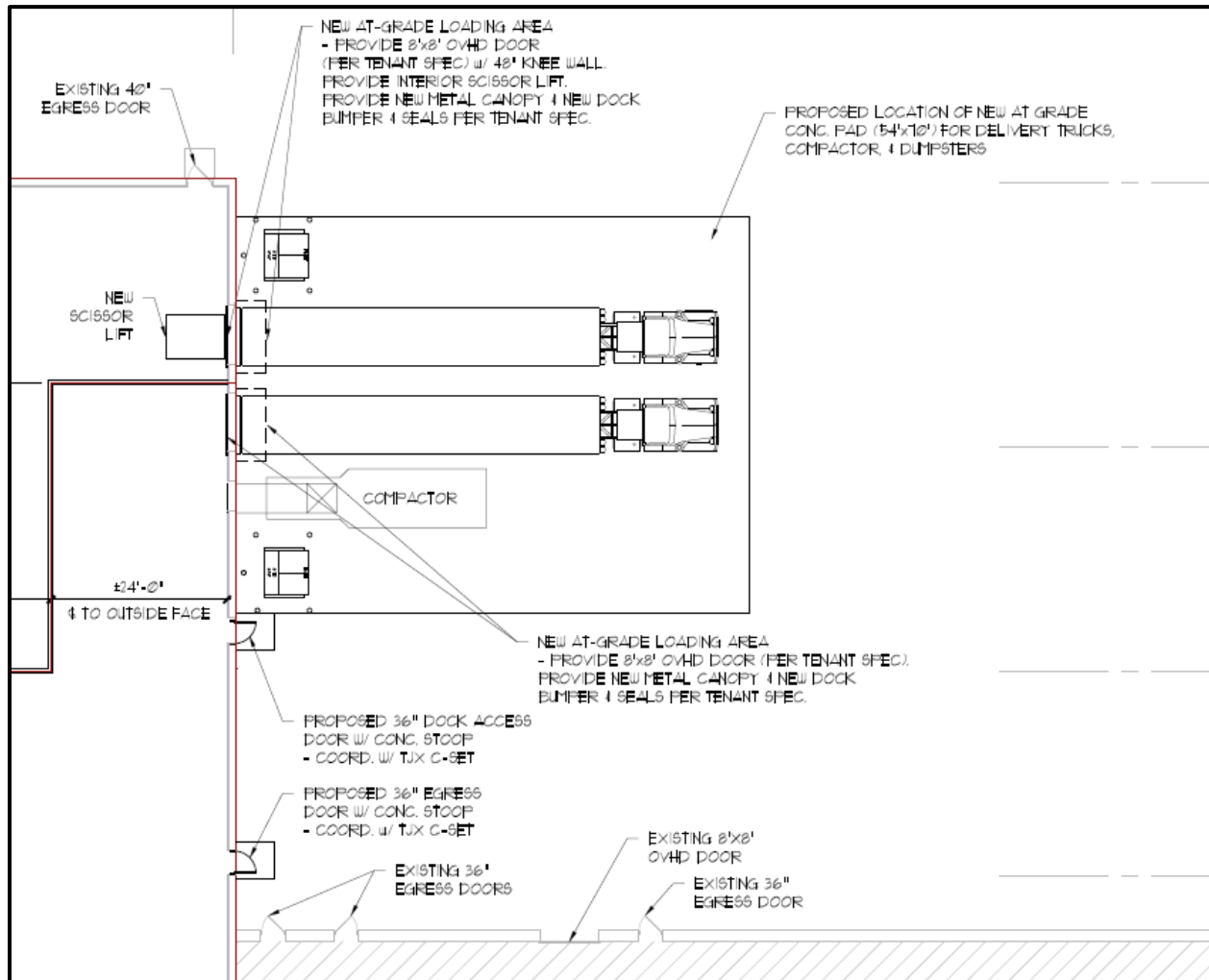
To: Property and Finance Committee  
From: Kyle Kearns  
Date: 11/30/2022  
Subject: Request from the Community Development Department to apply for a Community Development Investment Grant through the Wisconsin Economic Development Corporation in an amount not to exceed \$250,000 for the construction of loading dock improvements at 1100 East Riverview Expressway (Parcel ID 3411796). No community match is required.

The former Shopko building was purchased in early 2022 by TWR Company out of Arizona, which created Cool Investment LLC for the ownership of the property. They have intent to renovate the space to accommodate multiple tenants and have already cleaned up the exterior and started interior demolition, specifically of a mezzanine. As part of any multi-tenant redevelopment, a second loading dock area is needed on the southwest side of the building.



In recognition of the importance a second loading dock plays into the success of any redevelopment, City Staff have suggested applying for a Wisconsin Economic Development Corporation (WEDC) Community Development Investment (CDI) Grant, not to exceed the maximum amount of \$250,000. Ironically, the developer's contractor estimates the loading docks costs to be approximately \$250,000-\$300,000 dollars. Attached is fact sheet on the program, which requires leveraged investment by the developer, but not necessarily a community match. It is also important to note that each community can apply for a single grant per fiscal year (ending June 2023), and staff supports this project for our annual allocation.

The developer has created preliminary plans to identify the loading dock improvements, indicated below.



Staff have submitted a preliminary review of the project to WEDC regional representatives, who will provide further feedback on or before December 6<sup>th</sup>, 2022. Thereafter, a formal application for the CDI grant can be made. A resolution by Council is also a requirement of formal application. Lastly, if awarded the grant, a developer's agreement is required to outline the process of disbursement of CDI funds and the developer's obligations as part of the project. Staff is seeking a recommendation to apply for the WEDC CDI Grant. In fiscal year 2022. Should you have any questions regarding the above don't hesitate to contact me directly.



# COMMUNITY DEVELOPMENT INVESTMENT GRANT

## BUILDING VIBRANT COMMUNITIES IN WISCONSIN®

The livelihood of our communities is directly linked to quality services and infrastructure that support economic competitiveness. Wisconsin communities that mobilize people and resources inspire positive and substantive local development. The Wisconsin Economic Development Corporation's (WEDC's) **Community Development Investment (CDI) Grant Program** helps transform communities by supporting local development that is as unique as the communities in Wisconsin.

### HOW IT WORKS

The CDI Grant Program will support urban, small city and rural community re/development efforts by providing financial incentives for shovel-ready projects with emphasis on, but not limited to, downtown community-driven efforts.

### ELIGIBILITY REQUIREMENTS

Grant recipients must demonstrate significant, measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners.

### LEARN MORE

For more information about becoming eligible for the Community Development Investment Grant Program, contact a Wisconsin Economic Development Corporation (WEDC) regional economic development director or call 855-INWIBIZ toll free.

You can find the list of regional directors and territories covered at [wedc.org/regional](http://wedc.org/regional).

**CITY OF WISCONSIN RAPIDS**  
**RESOLUTION NO. \_\_\_\_\_ (2022)**

**Authorization to Apply for WEDC CDI Grant for the Former Shopko Development  
(1100 East Riverview Expressway - Parcel ID 3411796)**

**WHEREAS**, the Wisconsin Economic Development Corporation (WEDC) has grant funds available through its Community Development Investment (CDI) grant program for shovel-ready projects with an emphasis on, but not limited to, downtown community-driven efforts; and

**WHEREAS**, the City of Wisconsin Rapids is a municipality located in Wisconsin and is an eligible recipient of CDI funds; and

**WHEREAS**, the City of Wisconsin Rapids will be applying for said CDI funds for purposes of a project to renovate and redevelop the former Shopko building to accommodate multiple tenants.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wisconsin Rapids that the proper City officials are hereby authorized to submit a CDI grant application to the WEDC to obtain funds for said purpose.

**BE IT FURTHER RESOLVED** that if said grant funds are awarded, the proper City officials are hereby authorized and directed to accept said funds, pursuant to the terms of the grant application, and to execute any and all documents and assurances which may be required for purposes of the same.

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

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

Adopted: December 20, 2022

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 12/8/2022  
Reported to Council: 12/20/2022

The Public Works Committee met on Thursday, December 8<sup>th</sup>, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson, Dennis Polach, Tom Rayome, and Mayor Blaser were in attendance. Others attending are listed below.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.

Pember Companies, Inc. was the sole bidder with a bid of \$417,889.70. Motion by Austin, second by Evanson to award the West Riverview Expressway Traffic Signal Improvement Project to Pember in the amount of \$417,889.70 . Motion carried (3-0).

4. Request from Alderperson Zacher to consider removing pavers in west boulevard of 2<sup>nd</sup> Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.

Four alternatives and their associated costs for replacing the existing brick pavers were discussed. Motion by Austin, second by Evanson to approve replacing the existing brick pavers with colored concrete for an estimated cost of \$27,774.56. Motion carried (3-0).

5. Request to remove no parking ordinance on the south side of Clyde Ave from 250 ft to 350 ft west of Lincoln St.

Motion by Evanson, second by Polach to remove no parking signs and ordinance from the south side of Clyde Avenue from 250 feet to 350 feet west of Lincoln Street. Motion carried (3-0).

6. Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.

The amount of light in this general area was discussed along with the presence of a church and assisted living facility and potential for pedestrians in the area. The City's lighting policy and potential cost for new street lights was also discussed. Motion by Polach, second by Austin to install street lights at intersections of Whitrock/14<sup>th</sup> Place as well as intersection of Whitrock/16<sup>th</sup> Street. Motion carried (3-0).

7. Review the traffic signal outage at 2<sup>nd</sup> Ave S and Riverview Expressway and consider spare equipment options in the event of future outages.

Typical lead times for new traffic signal equipment were discussed along with approaches other communities have taken to prepare for possible future signal outages. Approximate costs for a spare signal cabinet as well as for a red flasher unit were also discussed. Motion by Austin, second by Polach to approve the purchase of a spare cabinet and red flasher unit for a cost of approximately \$22,700. Motion carried (3-0).

8. Request to solicit proposals for a Bridge Rehabilitation Report for the Grand Avenue Bridge in preparation of applying for the 2024-2026 BIL Local Bridge program.

Motion by Evanson, second by Polach to solicit proposals for a Bridge Rehabilitation Report for the Grand Avenue Bridge. Motion carried (3-0).

9. Request to apply for a Highway Safety Improvement Program grant for pedestrian safety improvements at Wood Avenue and 8<sup>th</sup> Street South.

Potential pedestrian safety concerns at the intersection were discussed as identified by WisDOT as well as proposed pedestrian crossing improvements and the Engineering Department's recommendation to apply for HSIP funding to finance 90% of the project costs. Motion by Evanson, second by Austin to approve applying for HSIP funding for pedestrian improvements at the intersection of Wood Avenue and 8<sup>th</sup> Street South. Motion carried (3-0).

10. Review the Pavement Replacement Plan.

An informational summary of City's Pavement Replacement Plan was reviewed.

11. Review referral list.

The referral list was reviewed and updated.

12. Set next meeting date.

Next meeting was set for Thursday, January 5th, 2023 at 5pm.

13. Adjourn

Motion by Evanson, second by Polach to adjourn at 6:03 pm. Motion carried (3-0).

**Others in attendance:**

See sign-in sheet.



## **PUBLIC WORKS DEPARTMENT**

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

### **November 2022**

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

- Garbage Collection estimate 438.71 tons (2021 368.29 tons)
- Recycling Collection estimate 108.31 tons (2021 100.91 tons)

#### ***Construction***

##### **Cherry Street (Riverview Drive – 1<sup>st</sup> St North, Smith St (Railroad St – Riverview Drive)**

- Project completed

##### **Rosecrans Street (9<sup>th</sup> Ave – Dead End)**

- Project completed

##### **Lyons Park Flood Levee (1681 2<sup>nd</sup> Ave to Lyon Park)**

- Installed 382' of bottom retaining wall block
- Installed 346' of top retaining wall block
- Poured 3,684 sq feet of Concrete pavement and thickened slab footing along retaining wall
- Built earth berm from retaining wall south to trail crossing at Woodbine, riverside is seeded and erosion matted to protect in spring
- Installed 24 block with cap at Woodbine and 2<sup>nd</sup> Ave

#### ***Items to complete in spring:***

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2<sup>nd</sup> Ave
- Install metal railing along river wall
- Asphalt patch between wall and back of curb

##### **18<sup>th</sup> Ave South (Russel Street – West Grand Ave)**

- Project completed

##### **West Jackson Street (West Riverview Expressway – Wisconsin River)**

- City portion of project completed

##### **Freemont Street (14<sup>th</sup> Street – 13<sup>th</sup> Street)**

- Project completed

##### **9<sup>th</sup> Ave North (West Grand Ave – Freemont Street)**

- Backfilled curb and gutter



***Items to complete in spring:***

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Freemont Street
- Some Concrete Carriage Walks

**Freemont Street (7<sup>th</sup> Ave N – 10<sup>th</sup> Ave N)**

- Finish Graded Freemont Street to get ready for Asphalt pavement
- Backfill curb for driveways
- Backfill curb and gutter in green spaces that don't have sidewalk section

***Items to complete:***

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

**17<sup>th</sup> Ave North (Rosecrans Ave – Jefferson Street)**

- Project completed

***Streets Maintenance***

- Cut grass in ROW city maintains
- Assisted WWLC with Raw water main site restoration
- Site restoration for Curb and Gutter maintenance contractor
- Provided monthly Brush pickup and Fall yard waste collection
- Dig out and Install Asphalt Patches on 8<sup>th</sup> Street and various sanitary repairs
- Haul chip seal chips back from wash plant to be reused next season
- Shoulder restoration on new paved alleys and bike trails, 14<sup>th</sup> Ave North, and 2<sup>nd</sup> and Drake Street, West River bank by Fire Fighters memorial
- Remove river dock and garbage containers along West Grand Ave
- Street Sweeping
- Placed Salt sand bins at locations within the City
- Poured Curb and Gutter repair for WWLC raw water line construction
- Split Stumps at West compost site to prepare for grinding
- Worked six small snow events with salting mains and brushing sidewalks
- Loaded out Sludge for Waste Water Contractor
- Checked over plow routes for high manholes and low tree branches
- Hauled sweepings to Waste Management
- Participated in the Rekindle the Spirit Parade
- Fixed Culvert pipes that failed in ditch ends
- Final sweeping of chip seal streets

***Paint and Signs***

- Change out fall banners downtown to winter banners
- Install flags for Veterans day and remove
- Installed new signs on 9<sup>th</sup> Ave North Construction project
- Removed WIAA banners over State highways for State football
- Removed banners from Veterans memorial walk
- Installed Christmas decorations along Grand Ave and Expressway Bridge
- Delivered Happy Holidays sign for highway entrances



- Installed LED School Crossing signs on 32<sup>nd</sup> Street and Baker Street

***Shop and Repairs***

- Routine service work fleet trucks
- Annual Vehicle Inspections
- Service Police and Fire's fleet
- Finished preparation for snow fighting equipment
- Prepared Unit 26, Old office trailer and Drill Rig for pickup. Units were sold at auction



**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 2022

### **Permits & Degradation**

- 16 Permits/Applications (34 last month) for asphalt paving (1), driveway grades/concrete pour inspections (1), storm water (0), excavating (10), Street Privilege (1), storm connection (0), permit parking (2), banner (0), environmental testing well (0), contractor licenses (1)
  - This year – 313 permits & licenses
- 125 Diggers Locates for Storm Sewer & Sanitary Sewer (205 last month)
  - 4 Emergency locates
- Degradation fees - this year = \$93,403.57
  - This month = \$3,178.13 (\$8,136.00 last month)

### **Traffic**

- Vision Triangle Complaints
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4<sup>th</sup> Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22 – counter placed 11/22/22.
  - 13<sup>th</sup> St N & Prospect St – 10/6/22 – counter placed 11/29/22.
    - 13<sup>th</sup> St N at Saratoga St, Avon and Wisconsin
    - 14<sup>th</sup> St N at Prospect St, Avon St and Wisconsin
    - 15<sup>th</sup> St N at Prospect St, Avon St and Wisconsin
- ITS Standalone Signal Grant
  - Bid opening is scheduled for Dec. 8<sup>th</sup> at 10am. Results will be presented at the Public Works meeting that evening.
- Signal complaints
  - 2<sup>nd</sup> Ave and Expressway accident. Cabinet arrived and installed on Thursday, 11/3/22. Intersection is back to normal operation.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - Chase St & Expressway – red light running, pedestrian safety, queueing. – verified equipment and performed visual observations in October.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
  - Chestnut & 8<sup>th</sup> St – too few cars can get through (9/20/2022)



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

- W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

Project Designs/Construction underway:

#### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance

#### 2022 Reconstruction Projects

- Construction for 2022 Projects
  - DOA/Lyon Park Levee – Lyon Park work began October 24<sup>th</sup> and is primarily complete on 11/23/22.
  - 2022 Concrete contract will remain open to complete spring of 2023 to complete 9<sup>th</sup> Ave. and Fremont St projects.

#### 2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects are complete.
- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 85%
  - Shorewood Terrace (1<sup>st</sup> St N to Termini) – 85%
  - Apricot St and Broadway St – 90%
- 2023 Contracts
  - Sewer Lining Contract – 0%
  - Crushing Contract – 0%
  - Asphalt Contract – 0%
  - Concrete Contract – 0%

#### 2024 Reconstruction Projects

- Preliminary Survey for 2024 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%
- Design for 2024 Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 40%
  - Lincoln St (Expressway to Peach St) – 5%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 15%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
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### Storm Water Utility

- Storm Utility Billing Update/Audit – Proposed scope of work consists of reviewing and updating the utility database to make sure billing is accurate. Work is expected to be complete by Dec. 31<sup>st</sup>, 2022.
- Illicit Discharge and Detection Outfall Testing is complete.
- One Mile Cr. – We are waiting for DNR to provide comments on the permit application for the dams. A letter will be sent to property owners in December with general updates on the project.

### Transportation Utility

- Began review of 28 new accounts added.

### Capital Improvement Planning

- No new updates at this time.

### Other Highlights

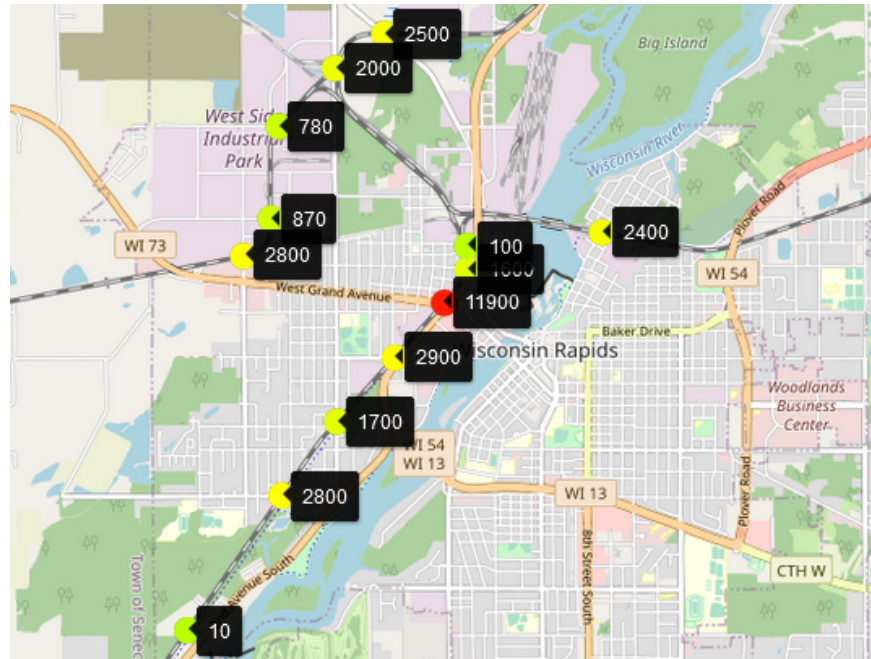
- Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12<sup>th</sup>.
  - Preliminary rail data is attached
  - Public Survey – 700+ responses as 11/28/22. Survey will run until Dec. 30<sup>th</sup>.
  - Completing data collection and starting work on the final report the week of Dec. 5<sup>th</sup>
  - LinqThingz moved data collection equipment to 17<sup>th</sup> Ave N and Bonow Ave on 11/28/22.
- Baker St ped crossing. Preparation and coordination is complete. Bases are installed. Waiting for the remaining equipment to ship 12/9/22.
- W Jackson St Update
  - Street lights are scheduled to arrive 12/9/22.
- Downtown Riverwall project scoping
  - Diver inspection was complete this summer
  - Working with contractors on repair options and repair costs
- Dog Park
  - Preliminary survey was complete 11/29/22. Survey data is being sent to MSTC for the Highway Tech students to design.
  - A WI DNR Construction Permit was applied for 11/30/22

# Rail Crossing Data Collection

## Wisconsin Rapids. 2022/11/07

### PRELIMINARY

Increasing freight rail traffic has plagued communities for decades with increased congestion, delays, noise and safety consequences. Wisconsin Rapids experiences 1500' backups multiple times a day, frequent complains about noise and a plethora of rail congestion related issues. There is a history of searching for solutions including a rail relocation initiative back in 2000. The data collection will focus on the grade crossings at Gaynor Ave, W Grand Ave.



We have installed temporary sensors on municipal property along CN line to measure rail traffic. These sensors collect blocked crossings data at 0.1 second intervals along with measurement of speed, direction and length of train traffic. This is being performed using LinQThingz's TrainLinq product at W Grand Ave and Gaynor Ave. The data includes actual measurement of rail blockages and frequency of road vehicles. The analysis includes calculated count of blocked vehicles, estimated fuel usage, estimated carbon pollution, estimated excess fuel usage, estimated citizen productivity costs, estimated logistics impacts, and estimated emergency response impacts at all crossings along that stretch of CN line.

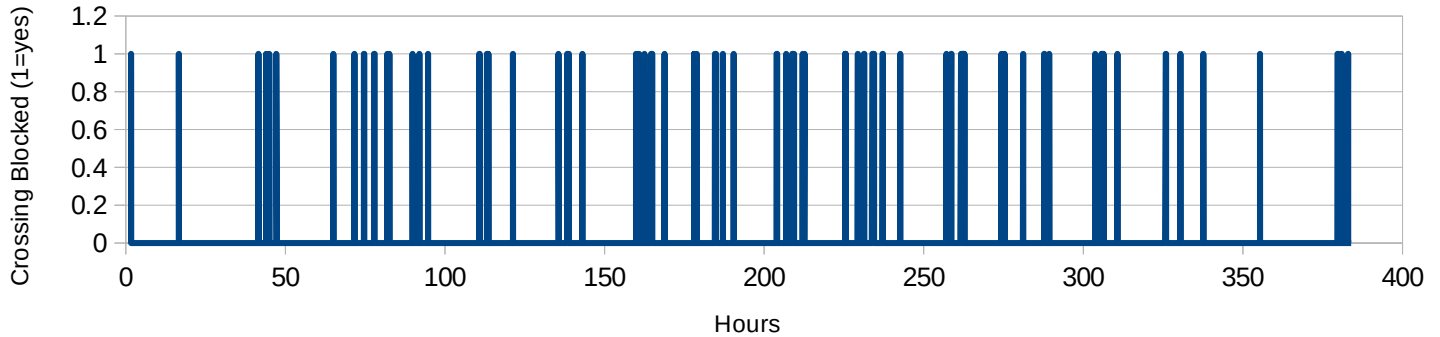


# Rail Crossing Data Collection

## Wisconsin Rapids, Grand Av. 2022/11/07

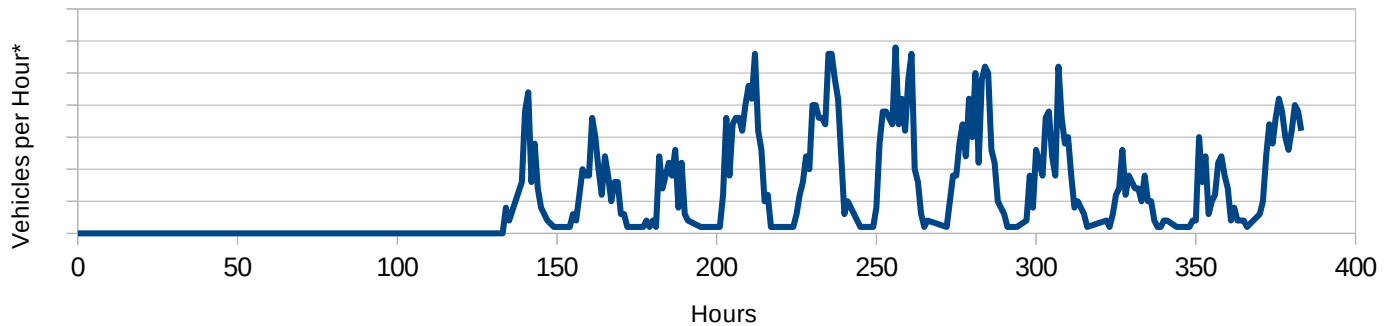
### Rail Traffic

Grand Av., Wis Rapids, 20221023 to 20221107



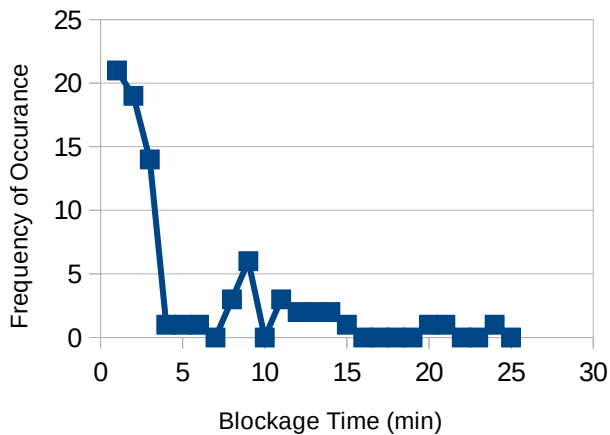
### Vehicle Frequency

Grand Ave, Wisconsin Rapids, 20221023-20221107



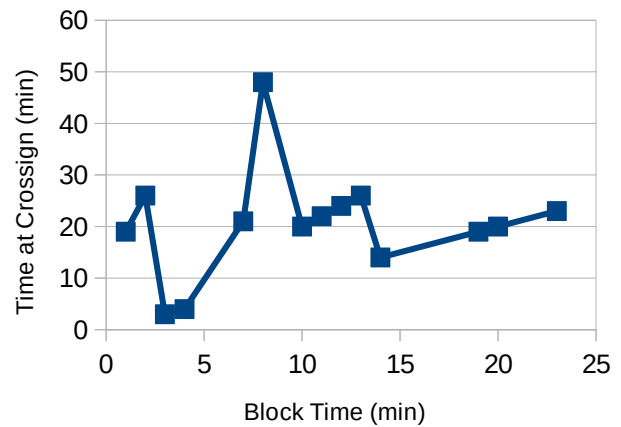
### Rail Blockage Histogram

Wis Rapids, Grand Avenue, 2022-10-23 to 2022-11-06



### Time At Crossing Histogram

Wis Rapids, Grand Av 20221023 to 20221107



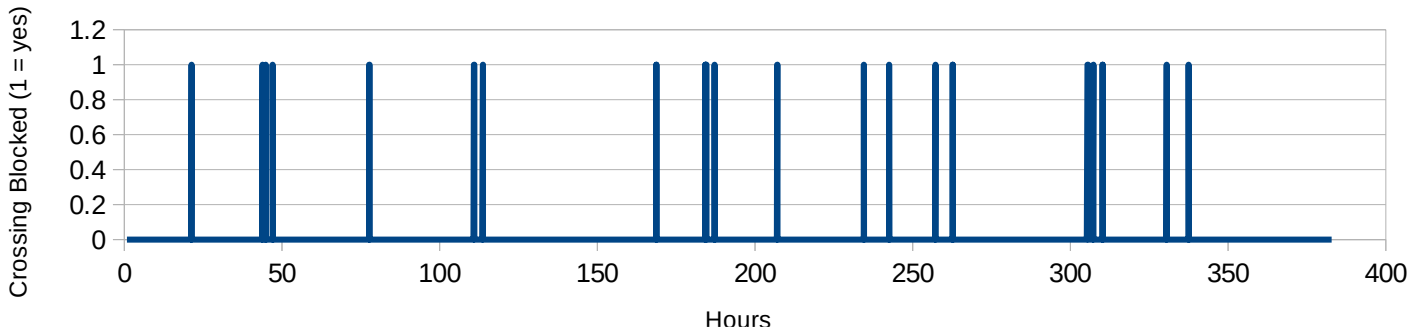
8 minutes are spent by most vehicles waiting at crossings  
 21 minutes is the average time the crossing blocked each day  
 8870 minutes is the average time the crossing blocked each year  
 657 ton of pollution from waiting  
 2444 Dollars of excess fuel usage  
 31766 Dollars of citizens productivity  
 153943 Dollars of logistics productivity

# Rail Crossing Data Collection

## Wisconsin Rapids, Gaynor Av.. 2022/11/07

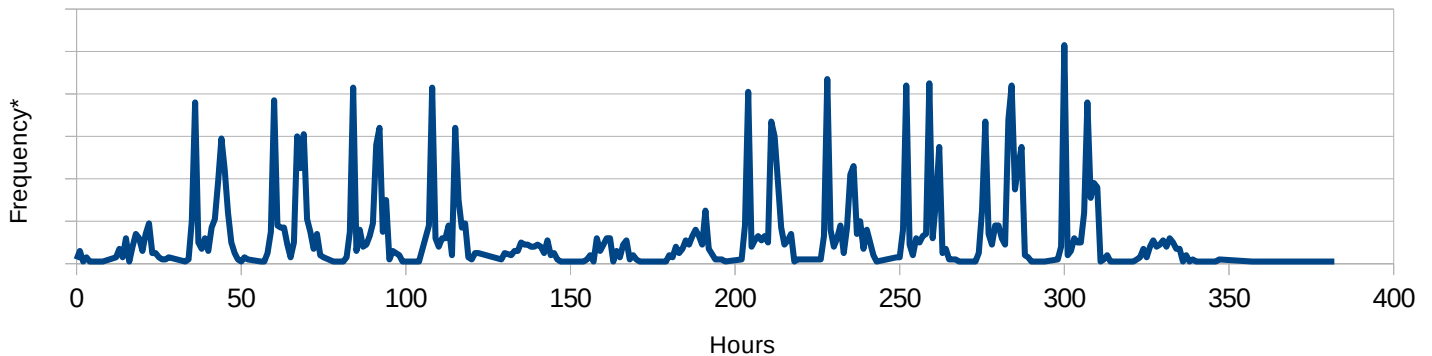
### Rail Traffic

Gaynor St, Wis Rapids, 20221023 to 20221107



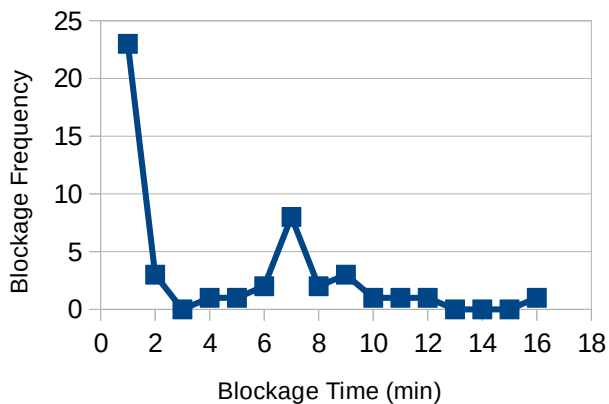
### Vehicle Frequency

Gaynor Av, Wis Rapids, 20221023 to 20221107



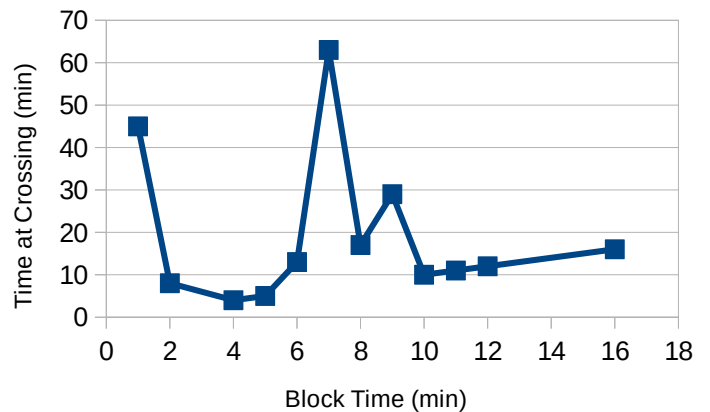
### Rail Blockage Histogram

Wis Rapids, Gaynor St. 20221023 to 20221107



### Time At Crossing Histogram

Gaynor Av. Wis Rapids, 20221023 to 20221107



7 minutes are spent by most vehicles waiting at crossings  
 17 minutes is the average time the crossing blocked each day  
 1700 minutes is the average time the crossing blocked each year  
 124 ton of pollution from waiting  
 108 Dollars of excess fuel usage  
 1414 Dollars of citizens productivity  
 6855 Dollars of logistics productivity





## Public Works Committee

**Date of Request: 11/30/2022**

**Requestor: Joe Eichsteadt, City Engineer**

**Request/Referral:** Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.

### Background information:

Bid opening is scheduled for December 8<sup>th</sup>. Results will be provided at Public Works Meeting that evening.

### From September Public Works Meeting

*The project was rebid mid-August with one bid from Pember Companies at \$793,617.05. The Engineering Estimate was \$465,285.65. Here is a summary of major cost discrepancies.*

					Engineer Estimate		Pember Companies, Inc.		
Line Item No.	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	
	Base Bid								
59	SPV.0060.09	NEMA TS-2 Type 2 Traffic Signal Control Cabinet and Controller	EA	3	\$23,000.00	\$69,000.00	\$44,000.00	\$132,000.00	(\$63,000.00)
48	661.02	Temporary Traffic Signals	LS	1	\$50,000.00	\$50,000.00	\$110,000.00	\$110,000.00	(\$60,000.00)
2	N/A	Traffic Control	LS	1	\$10,000.00	\$10,000.00	\$52,000.00	\$52,000.00	(\$42,000.00)
1	N/A	Mobilization, Bonds, and Insurance	LS	1	\$25,000.00	\$25,000.00	\$63,825.00	\$63,825.00	(\$38,825.00)
60	SPV.0060.10	Railroad Preemption System Interface	EA	3	\$3,000.00	\$9,000.00	\$13,200.00	\$39,600.00	(\$30,600.00)
52	SPV.0060.02	Remove, Salvage and Reinstall Traffic Signal Equipment (W Riverview Expy & W Grand Ave)	EA	1	\$4,000.00	\$4,000.00	\$20,550.00	\$20,550.00	(\$16,550.00)
51	SPV.0060.01	Remove, Salvage and Reinstall Traffic Signal Equipment (W Riverview Expy & High St)	EA	1	\$500.00	\$500.00	\$15,600.00	\$15,600.00	(\$15,100.00)
62	SPV.0060.12	Video Vehicle Tracking and Detection System (W Riverview Expy & High St)	EA	1	\$31,000.00	\$31,000.00	\$45,000.00	\$45,000.00	(\$14,000.00)
64	SPV.0060.14	Video Vehicle Tracking and Detection System (W Riverview Expy & Chase St)	EA	1	\$31,000.00	\$31,000.00	\$45,000.00	\$45,000.00	(\$14,000.00)

### From the June Public Works Meeting

*January 2022 – MSA & CBS Squared firms were selected to design the signal improvements along the Expressway at Chase St, Grand Ave and High St.*

*The DOT Grant is funding ~\$535,000 at a 90/10 split for the upgrade of the traffic signals along the Expressway at Chase St, W Grand Ave and High St.*

*The engineering fees are \$71,355.*





*The project design is complete and has been out for bid for several weeks. Bid results are due June 17<sup>th</sup>.*

*Results will be reviewed ahead of the meeting and a staff recommendation will be provided at the meeting along with a summary of the bid results.*

**Options available:**

Award to the low, qualified bidder or consider denying bids.

**Action you are requesting the committee take:** Award the project to the low, qualified bidder.

**How will the item be financed?** The project is financed through the 2022/2023 Traffic Control Budget and 90% of the original grant amount will be reimbursed by the DOT.



**PUBLIC WORKS  
DEPARTMENT**

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

A request was made by Alderperson Zacher to look at the boulevard on the west side of 2<sup>nd</sup> Ave South from the roundabout north to the north property line of 1320 2<sup>nd</sup> Ave. The boulevard was redone with brick pavers as part of a DOT Construction project in 2004. The pavers have settled in many spots more than 2" along the curb and 1" or more along the sidewalk. The area that is within question is approximately 3,380 sq ft. I have put together multiple solutions to fixing this problem.

In all cases the existing brick pavers will be removed and existing road base leveled. In some locations additional road base will be added to prepare for proper depth of proposed material.

Option 1	Asphalt Pavement	\$15,326.05
Option 2	Concrete Pavement	\$23,807.89
Option 3	Colored Concrete Pavement	\$27,774.56
Option 4	Colored and Stamped Concrete Pavement	\$29,663.45

In option 3 and option 4 cost estimate is calculated using the Berry wine (DOT Red) colorant for the concrete mix.

Sincerely

Paul Vollert  
Public Works Superintendent



## Public Works Committee

**Date of Request:** 11/11/2022

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Remove no parking signs and ordinance on the south side of Clyde Street from 250 ft to 350 ft west of Lincoln St.

### Background information:

The south side of Clyde St from 250 ft to 350 ft west of Lincoln driveway is signed “NO PARKING 7:30 AM TO 4:30 PM SCHOOL DAYS”. The signs correspond with ordinance 27.13 (1)(c)(13) “[No Parking] Clyde Avenue, the south side, from a point 250 feet west of Lincoln Street to a point 350 feet west of Lincoln Street”. The area is used as student pick up and drop for Grove Elementary. The area also includes the driveway entrance to the Grove Elementary parking lot.

There have been concerns that the no parking signs lead drivers to believe that no parking is allowed for the entire south side of Clyde Street from 16<sup>th</sup> to Sampson. This may be causing more drivers to park on Lincoln St during student pick up and drop off, causing congestion.

This was noticed to the Engineering Dpt by Officer Pelot (school liaison officer). The school has been contacted and is in favor of removing the signs.



### Options available:

- Remove no parking signs and repeal ordinance
- Leave signs in place and modify parking ordinance to match the text on the signs AND to add text ‘Between Signs’.



**Action you are requesting the committee take:** Remove no parking signs and repeal ordinance

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



## Public Works Committee

**Date of Request:** 11/11/22

**Requestor:** Alderperson Bemke

**Request/Referral:** Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl S and Whitrock Ave.

**Background information:**

The intersection of Whitrock Ave and 14<sup>th</sup> Pl S is a 3-way intersection of a local street and minor collector, respectively. Traffic on 14<sup>th</sup> Pl S is controlled by stop signs and traffic on Whitrock Ave is uncontrolled. North of the intersection is a driveway entrance to Aborwood Lodge, a 48 unit assisted living facility.

The WisDOT Facilities Development Manual recommends a conservative approach to the use of lighting, primarily because of the high cost of installation, coupled with the long-term maintenance and energy expenditures involved.

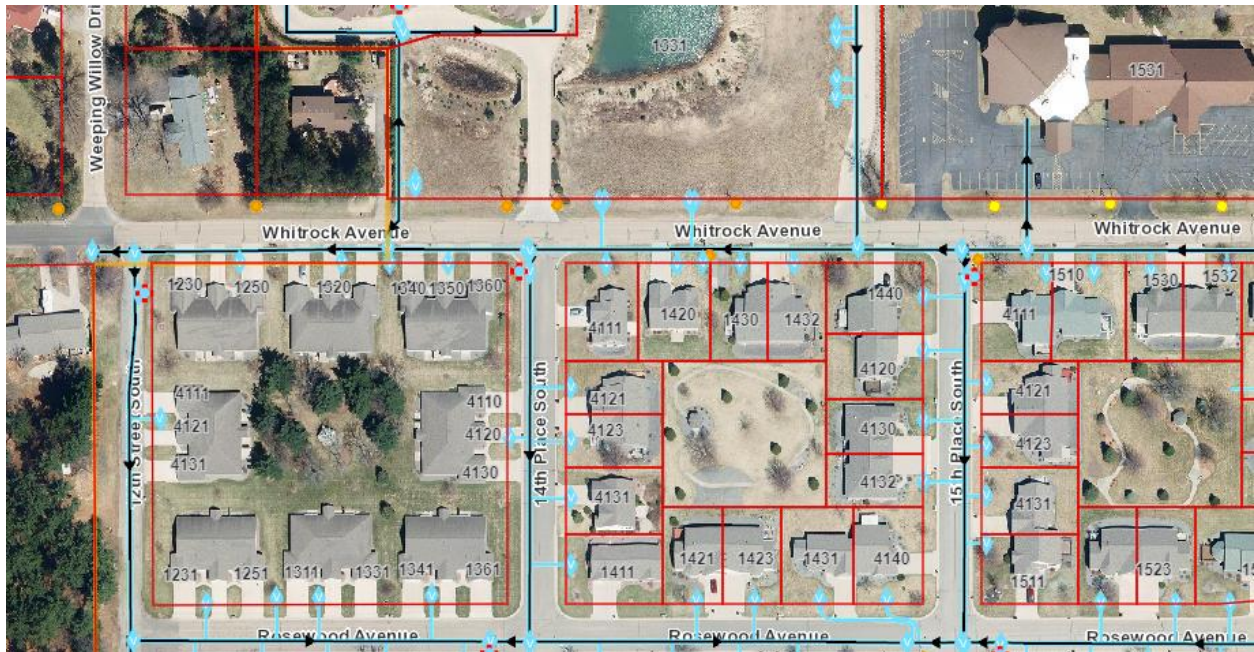
There has been one accident at this intersection in the last 10 years. The incident occurred in the daytime.

WWLC fee for street light installation is \$722 plus additional ongoing fees for the light unit operation.

There is a two-block gap without street lighting on Whitrock Ave. Placing a light at 14<sup>th</sup> Pl S would reduce that unlit area.

Street Light Policy is attached.





**Options available:** There is not a strong case for a light at 14<sup>th</sup> Pl S., but it certainly would not be detrimental. In fact, there is a more of a case for a light at 16<sup>th</sup> St S and Whitrock Ave.

1. Approve the installation
2. Forego the installation

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

**How will the item be financed?** 2022 Traffic Control Budget

# WATER WORKS LIGHTING COMMISSION

## Estimate Sheet

**THIS IS AN ESTIMATE ONLY.**

PSC 113.96: Upon completion of an installation which differs from the Utility's original cost estimate, a recalculation of the customer contribution shall be made using the same method as was used to determine the original contribution. If said recalculation differs by more than \$20 from original estimate, a refund or additional billing shall be rendered to the customer.

CITY OF WISCONSIN RAPIDS  
1331 WHITROCK AVE

DATED:

11/10/22

INSTALL 190' OF #6AT STREET LIGHT WIRE AND INSTALL  
80 WATT LED LIGHT W/ 8' ARM

ITEM (DESCRIPTION)	NUMBER	PRICE	COST
#6AT STREET LIGHT WIRE	190	\$3.80	722.00
#4/0 ATU 600 VOLT URD - TOTAL SERVICE			
1ST 75 FEET	0	12.00	FREE
OVER 75 FEET	0	21.00	0.00
		650.00	0.00
#4/0 ATU 600 VOLT URD - TOTAL SERVICE			
1ST 75 FEET	0	12.00	FREE
OVER 75 FEET	0	21.00	0.00
		650.00	0.00
#4/0 AQU 600 VOLT URD - TOTAL SERVICE			
1ST 75 FEET	0	13.00	FREE
OVER 75 FEET	0	21.00	0.00
		650.00	0.00
SUBTOTAL			722.00
LABOR \$400/HR		400.00	
FROST CHARGES PER FOOT		4.00	0.00
CREDIT			
TOTAL			<u>\$722.00</u>



# **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: 11/11/22**

**Requestor: Joe Eichsteadt, PE City Engineer**

**Request/Referral:** Review the traffic signal outage at 2<sup>nd</sup> Ave S and Riverview Expressway and consider spare equipment options in the event of future outages.

**Background information:**

2<sup>nd</sup> Ave S at W Riverview Expressway

Events starting 10/27/22 a vehicle accident impacted the traffic signal cabinet at the NW corner of the intersection at 2<sup>nd</sup> Ave and the Expressway. That afternoon a call was in to the equipment supplier to see if they had spares and an order placed. That evening there were discussions with DOT electricians on possible spares or other equipment options that could be utilized in the meantime. A red flasher unit was installed on Monday, 10/31/22, to illuminate the signal heads. By Thursday, November 3<sup>rd</sup>, a new cabinet was installed and the signals operational.

Supply Chain

Given the current supply chain issues, the supplier had just enough components to get a cabinet assembled for us in this short of time. The current delivery time, if ordered today, would be April.

Risk

Besides the original accident on the 27<sup>th</sup>, there was only one other accident recorded at 2<sup>nd</sup> Ave during the signal outage, which occurred on the 29<sup>th</sup>. However, for anyone that drove through that intersection during the outage it was chaotic and dangerous for vehicles and certainly not safe for pedestrians.

Accident History

Since 2008 there have been two cabinet impacts (8<sup>th</sup> St & Griffith and 2<sup>nd</sup> Ave S and Expressway). In checking with the former City Engineer, who was employed by the City for ~34 years, there was at least 1 or maybe 2 similar instances. Thankfully, this issues doesn't occur that often.



#### Comparison

Some communities (usually larger communities) choose to have a spare, some do not.

#### Financing

With accident damage such as this, the City is reimbursed (made whole) through insurance.

#### **Options available:**

1. Purchase a spare cabinet at a cost of approximately \$22,000 along with a red flasher unit for \$700.
2. Purchase a red flasher unit
3. Do nothing

**Action you are requesting the committee take:** approve the purchase of a spare cabinet and red flasher unit.

**How will the item be financed?** Utilize any remaining Traffic Control Budget dollars from 2022. Final numbers won't be available for a couple months. Also, some of the proposed 2023 dollars can be utilized for this purchase (\$10k to \$14k).



## Public Works Committee

**Date of Request:** 11/11/22

**Requestor:** Joe Eichsteadt, PE City Engineer

**Request/Referral:** Request to solicit proposals for a Bridge Rehabilitation Report for the Grand Ave Bridge in preparation of applying for the 2024-2026 BIL Local Bridge program.

**Background information:**

The 2024-2026 BIL Local Bridge Program application is due March 24<sup>th</sup>, 2023 and requires that a Bridge Rehabilitation Report be completed, approved by the Bureau of Structures and submitted with the application. A Bridge Rehab Report is expected to be around \$15,000 to \$20,000.

The local bridge program is 80% state funded and 20% locally funded including design costs.

The Grand Ave Bridge rehabilitation work is included in the Public Works CIP for 2025.

The latest bridge inspection report is attached as is an example Bridge Rehabilitation Report.

**Options available:**

1. Approve solicitation of proposals and consider those proposals at a future meeting with the intent to pursue an application.
2. Do nothing at this time, but reconsider next budget cycle.

**Action you are requesting the committee take:** 1. Approve solicitation of proposals and consider those proposals at a future meeting with the intent to pursue an application.

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





Inspection Report for  
**B-71-057 ( GRAND AVE. )**  
**E GRAND AVE over WISCONSIN RIVER 21**  
Oct 25,2022



Type	Prior	Team Leader	Frequency (mos)	Performed
Routine	06-30-22	Green, Justin (4524)	24	
Interim				X
Uw-Dive	07-23-21	Bigelow, Michael J (9628)	60	
Reach All	06-30-22	Green, Justin (4524)	24	X
SIA Review	06-15-20	Ortman, Joel (4526)	48	
Uw-Profile	07-23-21	Bigelow, Michael J (9628)	60	

Start Coordinates		End Coordinates (optional)	
Latitude	44°23'31.94"N	Latitude	
Longitude	89°49'36.98"W	Longitude	
Owner	CITY	Maintainer	CITY

Team members			
Time Log	Hours 2	Minutes 0	
Weather	Temperature (f) 44	Condition Overcast	

Inspector	Name	Number	Signature	Signature Date
	Green, Justin	4524	<i>Justin Green</i> E-signed by Justin Green(greenju17)	10-25-22

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**Identification & Location**

Feature On: E GRAND AVE	Section Town Range: S17 T22N R06E	Structure Number:  <b>B-71-057</b>
Feature Under: WISCONSIN RIVER 21	County: WOOD	
Location 0.5M N JCT STH 54 TO E	Municipality: WISCONSIN RAPIDS	Structure Name: GRAND AVE.

**Geometry**

measurements in feet, except where noted

Approach Roadway Width: 36	Bridge Roadway Width: 36.0	Total Length: 532.3
Approach Pavement Width: 36	Deck Width: 52.0	Deck Area (sq ft): 27680

**Traffic**

Lanes	ADT	ADT year	Traffic Pattern
On 3	4800	2017	TWO WAY TRAFFIC

**Capacity**

**Load Rating**

Inventory rating: HS17	Overburden depth (in): 0.0	Last rating date: 12-21-09	Controlling:
Operating rating: HS30	Deck surface material: CONCRETE		Control location:
Posting:	Emergency Vehicle Weight Limit (tons):		
Re-rate for capacity (Y/N):	Re-rate notes:		

**Hydraulic**

**Classification**

Scour Critical Code(113): (8) STABLE-ABOVE TOP FOOTING	Q100 (ft3/sec): 78000	
High water elevation (ft): 992.8	Velocity (ft/sec): 9.1	Sufficiency #: 68.8

**Span(s)**

Span #	Material	Configuration	Depth (in)	Length (ft)	Main
1	CONT PREST CONC	DECK GIRDER	45	70.3	
2	CONT PREST CONC	DECK GIRDER	45	74.0	
3	CONT PREST CONC	DECK GIRDER	45	78.0	
4	CONT PREST CONC	DECK GIRDER	45	84.0	Y
5	CONT PREST CONC	DECK GIRDER	45	78.0	
6	CONT PREST CONC	DECK GIRDER	45	74.0	
7	CONT PREST CONC	DECK GIRDER	45	70.3	

**Expansion joint(s)**

**Temperature:**

File:70	New:44
Last measure (in)	New measure (in)

**Clearance**

Item	File Measurement (ft)	File Date	New Measurement (ft)
Highway Min Vertical On Cardinal			
Horizontal On Cardinal			

**Construction History**

Year	Work Performed	FOS id
1986	NEW STRUCTURE	6999-05-16

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Structure No.: **B-71-057**

**Maintenance Items**

Item	Priority	Recommended by	Status	Status change
<b>Expansion Joints - Clean</b>	HIGH	Green, Justin (4524)	IDENTIFIED	07/26/22
Comment: Remove debris from joints		Status Comment:		

**Elements**

Chk	Element	Defect	Description	UOM	Total	Quantity in Condition State			
						1	2	3	4
X	12		<b>Reinforced Concrete Deck-Coated Reinforcing</b>	SF	27,680	<b>26,713</b>	<b>937</b>	<b>30</b>	0
			Delamination - Spall - Patched Area	SF		0	11	0	0
			Span 1 1-Transverse Crack near pier w/light efflorescence (1'X 52') CS2						
			Span 2 Scattered Transverse Cracks w/light efflorescence (Approx 10'X50') CS2						
			Span 3						
			Bay 1 Crack (4'x8.5') near Pier 2 w/light efflorescence CS2						
			Crack (4'X8.5') near Pier 3 CS2						
			Bay 2 Crack (4'x8.5') near Pier 3 w/light efflorescence CS2						
			Bay 3 Transverse Crack near Pier 2 CS1						
			Transverse Crack near Pier 3 CS1						
			Repaired Delam 1' X 8' in bay 3 10' West of Pier 3 CS2 (Sound patched area)						
			Span 4 Crack (12'X8.5') near Pier 3 @ diaphragm CS1						
			Span 5 Several transverse cracks near Pier 4 w/light efflorescence (150 SF) CS2						
			Span 6 Minor cracking 36 SF CS1						
			Span 7 Good Condition no cracking - repairs made to spalls in Bay 3 & Bay 5.(Sound patched areas) (3SF)						
			Cracking (RC)	SF		88	<b>926</b>	<b>30</b>	0
			See Notes in Delam - Spall - Patched Area Above						
			<b>Cracking by each Pier w/Efflo. West side: Pier 1, Pier 2, Pier 3, Pier 4, Pier 5, Pier 6: 20 CS2/30 CS3</b>						
			Span 1 52 SF CS2,						
			Span 2 500 SF CS2						
			Span 3 102 SF CS2 52SF CS1						
			Span 4 102 SF CS2						
			Span 5 150 SF CS2						
			Span 6 0 CS2 36SF CS1						
			Span 7 0 CS2						
			Wearing Surface (Bare)	SF	27,680	23,123	4,557	0	0
			SEE ATTACHMENT						
			Debonding/Spall/Patched Area/Pothole	SF		0	405	0	0
			Several areas were repaired that had previously had been spalled or debonded.						
			Patch at mid. bridge. - 27'x5' CS2 - 405 SF CS3						
			Crack (Wearing Surface)	SF		2,997	4,152	0	0
			Several areas were repaired that previously had been CS2 or CS3 cracking						
			All cracks were filled and deck sealed since last inspection						
			A few cracks need to be re-sealed						
X	109		<b>Prestressed Concrete Open Girder</b>	LF	3,166	<b>3,162</b>	0	<b>4</b>	0
			Span 1 All Good CS1						
			Span 2 Good <b>Except by East Abut. See Comment Below</b>						
			Span 3 All Good CS1						
			Span 4 All Good CS1						
			Span 5						
			G1, G2, G5, G6 short cracks in West & East Ends - grouted & epoxy inj, All CS1						
			Delamination - Spall - Patched Area	LF		0	0	<b>4</b>	0
			<b>Span 2: Exposed Strands where girder meets bearing at East Abutment. CS3 4LF</b>						

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X	210		<b>Reinforced Concrete Pier Wall</b>	LF	101	61	0	40	0
			All of the piers exhibited a band of scaling at the waterline from 6 in. above to 6 in. below the waterline with 1/4 in. typical to 1/2 in. maximum penetration. Voids in Pier 3, 4, and 6 footings up to 1 ft. deep with no exposed steel.						
		1080	Delamination - Spall - Patched Area	LF		0	0	40	0
			CS3 Spalls on piers 2, 3 and 5 footing. UWD 2016						
		6000	Scour	LF		0	101	0	0
			All the piers have CS2 scour.						
X	215		<b>Reinforced Concrete Abutment</b>	LF	104	99	3	2	0
			SEE ATTACHMENT						
		1080	Delamination - Spall - Patched Area	LF		0	0	0	0
			Delam, 2SF, 2LF bay 2						
		1130	Cracking (RC)	LF		0	3	2	0
			WEST ABUTMENT-2 VERT CRACKS. East Abutment Bay 2 - 1' TVC CS2, Bays 3 & 4 - each 1' TVC CS3 with lite rust stain in bay 4 2 LF bay 4 - CS2						
X	220		<b>Reinforced Concrete Pile Cap/Footing</b>	LF	6	3	3	0	0
			Voids in Pier 3, 4, and 6 footings up to 1 ft. deep with no exposed steel.						
		1080	Delamination - Spall - Patched Area	LF		0	0	0	0
		1130	Cracking (RC)	LF		0	0	0	0
		1190	Abrasion-Wear (PSC-RC)	LF		0	3	0	0
			Minor abrasion on pile cap						
X	234		<b>Reinforced Concrete Cap</b>	LF	276	221	55	0	0
		1080	Delamination - Spall - Patched Area	LF		0	0	0	0
		1130	Cracking (RC)	LF		18	55	0	0
			Pier Cap 1 - 4' CS1 & 10' CS2 (8 Trvs Crk east side, 13 Trvs Crk west side - mostly center of pier) Pier Cap 2 - 2' CS1 & 10' CS2 (14 Trvs Crk east side, 15 Trvs Crk west side - mostly center of pier) Pier Cap 3 - 2' CS1 5' CS2 (3 crks east side, 5 on west, 2' spall south end east side, exposed rebar) Pier Cap 4 - 4' CS1 & 2' CS2 (4 tvc east side, 5 tvc west side) Spall on both ends Pier Cap 5 - 6' CS1 & 8' CS2 - mainly center 1/3 of cap Pier Cap 6 20' CS2 (10 vert crks east side 8 west side. (4 cracks at N pier end east side)						
X	300		<b>Strip Seal Expansion Joint</b>	LF	98	26	66	6	0
		2310	Leakage, Seal Adhesion, Damage, Cracking	LF		0	0	0	0
		2350	Debris Impaction	LF		26	66	6	0
			West Abutment 36' CS2 debri Impaction. Steel plate covers outside 8' on all four corners of structure East Abutment - South 6' CS3; 30' - CS2 - leaking and debris Impaction.						

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X	311		<b>Moveable Bearing</b>	EA	60	17	40	3	0
			Corrosion	EA		17	40	3	0
		1000	West Abutment (6 Expansion Bronze Plates) bearing 4 in CS3 - Remaining 5 CS2 Pier 1 - 12 Bearing Plates, lite to mod corrosion on all, exterior bearing show more corr. 12 in CS2 Pier 2 - 12 Bearing Plates, bearings on exterior girders (4 each) in CS2, remaining (8) in CS1 Pier 3, 4 - Fixed CIP Pier 5 - 12 Bearing Plates, all freckled rust CS2, Pier 6 - 12 Bronze Plates, all freckled rust CS2, East Abutment 6 Bronze Plates, B5 & B6 in CS3 moderate pack rust, B1-B4 in CS1(4)						
		2210	Movement	EA		0	0	0	0
X	331		<b>Reinforced Concrete Bridge Rail</b>	LF	1,091	1,041	50	0	0
			TYPE H W/ GALV. RAIL; SCAT TVCS THRUOUT. GALV. RUBBING OFF THRUOUT TOP RAIL.						
		1080	Delamination - Spall - Patched Area North Rail - Popout/Delam under light pole west end 4' CS2 South Rail - Popout/Spall 5' CS2 North Rail 1' Bay 5, 1' Bay 4 North Rail under center light pole 2' CS2	LF		0	13	0	0
		1130	Cracking (RC) Scattered Traverse Cracks Throughout North rail 35' CS1 22' CS2 South rail 29' CS1 22' CS2	LF		64	37	0	0
X	8400		<b>Integral Wingwall</b>	EA	4	4	0	0	0
			SEE ATTACHMENT						
		8902	Wall Movement	EA		0	0	0	0
		8903	Wall Deterioration NORTHWEST CORNER- 2'X2' SPALL WITH CRACKING ON OUTSIDE UPPER CORNER. SOUTHWEST CORNER- SMALL VERT AND HORIZ. CRACKING BY INSIDE EDGE AND CENTER.	EA		0	0	0	0



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Structure No.: **B-71-057**

**Assessments**

Chk	Element	Defect	Description	UOM	Total	Quantity in Condition State			
						1	2	3	4
X	9001		<b>Drainage - Ends of Structure</b>	EA	4	4	0	0	0
X	9009		<b>Sidewalk</b> Scattered Transverse Cracks Throughout, lite spalling along edge (curb), scattered cracks on bottom side of SW Pier 1, north side, minor efflorescence under SW on south side span 2 & 3, crack under SW north side @ Pier 3 & Pier 4, Minor spall on North side, East edge, and West edge N. side approx. 130' cracking Has been crack filled - North: 10' new CS2, South: 15' new CS2 SEE ATTACHMENT. AREAS OF SPALLING WITH EXPOSED REBAR ON BOTH NORHT AND SOUTH CURB FACES. OTHER SPALLING AND CRACKING AS WELL.	EA	2	0	2	0	0
X	9011		<b>Utilities</b> 4 - electric (lights), telephone 8 conduits, gas, water	EA	4	4	0	0	0
X	9045		<b>Slope Protection- Riprap</b>	EA	2	2	0	0	0
X	9168		<b>Concrete Diaphragm</b> CIP; PIERS AND MIDSPAN; SCAT CRKS, DELAMS AND MINOR SPALLS. Pier <b>Cap 1- North: 3-1'x1' Spalls CS2; South: 2-1'x1' Spalls CS2</b> Pier <b>Cap 2- North: 3-1'x1' Spalls CS2, 1-2'x1' Spall CS2, 1-3'x2' Spall w/ exposed rebar CS3; South: None</b> Pier <b>Cap 3- North: 1-2'x2' Spall CS2, 1-1'x1' Spall w/Delam CS2, 3' Delam CS2; South: 1-1'x1' Spall w/exposed rebar CS3, 1-1'x1' Spall CS2</b> Pier <b>Cap 4- North: 1-2'x1' Spall CS2, 1-2'x1' Spall w/exposed rebar CS3; South: 1-2'x2' Spall CS2</b> Pier <b>Cap 5- North: 1-1'x1' Spall CS2, 1-2'x1' Spall w/exposed rebar CS3; South: 1-2'x1' Spall w/exposed rebar CS3, 1-2'x1' Spall w/Delam CS2, 1-1'x1' Spall CS2</b> Pier <b>Cap 6- North: 1-1'x1' Spall CS2; South: 2-2'x1' Spall CS2, 3-1'x1' Spall CS2, 1-2'x1' Spall CS2, 1-3'x1' Spall CS2</b>	EA	75	50	10	15	0
X	9322		<b>Approach Roadway - Concrete (non-structural)</b> CRACKS AND LITE SPALL EAST., Trans cracks on west side @ bridge West Approach spall repaired. MASTIC	EA	2	1	1	0	0
X	9335		<b>Decorative Rail</b> Galvanized starting to wear	EA	2	0	2	0	0

**NBI Ratings**

	File	New
Deck	7	7
Superstructure	7	7
Substructure	6	6
Culvert	N	N
Channel	8	8
Waterway	8	8

**Structure Specific Notes**

Nameplate in SW wingwall
Inspection was initiated on 6-9-16 with WDOT Snooper truck. J. Green & R Hawk inspected the underside of the deck, piers, girders, and abutments, also partially inspected the deck.
On 7-11-16 B Dammann & R Hawk completed the inspection of the deck, SW, railing and approaches.

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Structure No.: **B-71-057**

**Inspection Specific Notes**

Swallow nests throughout  
Maintain brush and vegetation near west abut  
Clean expansion joints  
Seal cracks & repair spalls on sidewalk and concrete railing  
Monitor delam and spalls on deck  
Monitor corrosion on bearings  
The 2016 UWD was done on 7/11/16, HSI would not allow, so it went in as 7/12/16.

**Inspector Site-Specific Safety Considerations**

Traffic Control provided by City of Wisconsin Rapids  
Steps to abutment in SW corner

**Structure Inspection Procedures**

Schedule inspection same day as Jackson St Bridge B-71-11  
  
Inspect with minimum 2 WCH inspectors and DOT Reachall Truck to reduce amount of time City of WR has to maintain traffic control. Utilize closure or detour for reachall truck to inspect surface at the same time.  
  
UW Profile performed by DOT staff - side imaging and sonar devices  
  
UW Dive inspection completed by KBIS

**Routine Specific Procedures (prior)**

The City of WR has a project on Jackson St Bridge and so the traffic was moved to W Grand Bridge and therefore the Reachall was not able to do the bottom side of the bridge inspection. The Reachall will be back in September to redo the inspection and the full bottom side. See attachments from previous inspection for June completion.

**Interim Specific Procedures**

**Special Requirements**

	Chk	Hours	Cost	Comments
Traffic Control	X			Traffic Control provided by City of Wisconsin Rapids
A52 Reach-All Unit	X			
Other Access Equipment	X			Bottomside of deck and substructure units inspected by DOT's Reachall Truck. Topside inspected by foot.

### Underwater Probe Form B-71-057

**General Site Conditions - Scour**

Minor local at each pier.

**General Site Conditions - Embankment Erosion/Conditions**

Both embankments are stable and protected with heavy rip rap.

**Substructure Notes**

Chk	Unit	Max Water Depth(ft)	Mode	Notes
X	Cardinal		Dry	
X	Pier 1	5.5	Scuba	Scaling at the waterline up to 1/4 in deep from 6 in above to 6 in below the waterline typical. Top footing completely exposed (2 ft vertically). Bottom footing exposed on the north and east faces up to 1 ft vertically. Probe did not penetrate the streambed. Void NW corner.
X	Pier 2	6.7	Scuba	Scaling at the waterline up to 1/4 in deep from 6 in above to 6 in below the waterline typical. Top footing completely exposed with several small voids in the top face. Bottom footing exposed around entire perimeter, vertical exposure up to 4 ft maximum. Probe did not penetrate the streambed. Has gap in concrete at bottom, East face.
X	Pier 3	6.5	Scuba	Scaling at the waterline up to 1/2 in deep from 6 in above to 6 in below the waterline typical. Top footing completely exposed. Bottom footing exposed around entire perimeter with vertical exposure of 4 ft. Void in top of bottom footing and into top footing 2 ft L x 2 ft W x 3 in D with no exposed steel. Void in NE corner of bottom footing 2 ft L x 1 ft H x 4 in D. Probe did not penetrate the streambed. Has gap in concrete at bottom, East face.
X	Pier 4	6.8	Scuba	Scaling at the waterline up to 1/2 in deep from 6 in above to 6 in below the waterline typical. Top footing completely exposed. Void in east side of top footing 8 ft L x 4 in H x 1 ft D. Bottom footing exposed around entire perimeter, vertical exposure up to 4 ft maximum at the upstream nose. Probe did not penetrate the streambed.
X	Pier 5	6.7	Scuba	Scaling at the waterline up to 1/2 in deep from 6 in above to 6 in below the waterline typical. Top footing completely exposed. Bottom footing exposed around entire perimeter, vertical exposure up to 3 ft maximum at the north face. Probe did not penetrate the streambed. CS3 Spall, 10 ft long, 3 inch high, 1 inch deep, at pier wall and footing. No cracks.
X	Pier 6	5.2	Scuba	Scaling at the waterline up to 1/4 in deep from 6 in above to 6 in below the waterline typical. Minor spall in NW and NE corners of the footing. Void in NE corner of shaft and top of footing 2 ft L x 3 in H x 4 in D. Top footing completely exposed. Bottom footing exposed around entire perimeter up to 2 ft vertically. Probe did not penetrate the streambed.
X	Non Cardinal		Dry	


**Interim Item 1**

PIER CAP DRAWING	b71-057_22_xtd1.pdf (included)
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**Interim Item 2**

PIER 2, BAY 3- NORTH	 <p>10.25.2022</p> <p>b71-057_22_xtd2.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 3**

PIER 3 WEST EDGE	 <p>10.25.2022</p> <p>b71-057_22_xtd3.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 4**

PIER 4 BAY 5-NORTH	 <p>10.25.2022</p> <p>b71-057_22_xtd4.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 5**

PIER 5, BAY 5-NORTH	 <p data-bbox="1066 600 1246 622">b71-057_22_xtd5.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 6**

PIER 5 BAY 1-SOUTH	 <p data-bbox="1066 1122 1246 1144">b71-057_22_xtd6.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 7**


PIER 5 BAY 1 - SOUTH	 <p data-bbox="1066 1644 1246 1666">b71-057_22_xtd7.jpg</p>
Linked Element(s): Concrete Diaphragm	



Interim Item 8

EAST ABUT EXPOSED STRANDS	 <p>b71-057_22_xtd8.jpg</p>
Linked Element(s): Prestressed Concrete Open Girder Reinforced Concrete Abutment Strip Seal Expansion Joint	

Interim Item 9

HEAVY SPALL PIER 1 DIAPHRAGM WEST EDGE	 <p>b71-057_22_xtd9.jpg</p>
Linked Element(s): Concrete Diaphragm	

Interim Item 10

PIER 4 WEST EDGE DIAPHRAGM	 <p>b71-057__xtd10.jpg</p>
Linked Element(s): Concrete Diaphragm	

**Interim Item 11**

DECK CRACKING



b71-057\_\_xtd11.jpg

Linked Element(s):  
Reinforced Concrete Deck-Coated Reinforcing

**Interim Item 12**

DECK CRACKING WITH EFFLO.



b71-057\_\_xtd12.jpg

Linked Element(s):  
Reinforced Concrete Deck-Coated Reinforcing

**Interim Item 13**

DECK CRACKING WITH EFFLO



b71-057\_\_xtd13.jpg

Linked Element(s):  
Reinforced Concrete Deck-Coated Reinforcing

**Interim Item 14**

WEST ABUT BEARING	 <p data-bbox="1075 600 1241 622">b71-057__xt14.jpg</p>
Linked Element(s): Reinforced Concrete Abutment Strip Seal Expansion Joint Moveable Bearing	

**Interim Item 15**

UWD	b71-057__xt15.pdf (included)
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**Interim Item 16**

CS3 scaling, Pier 3	 <p data-bbox="1075 1281 1241 1303">b71-057__xt16.jpg</p>
Linked Element(s): Reinforced Concrete Pier Wall	

**Interim Item 17**

Diagram of deck deficiencies	b71-057__xt17.pdf (included)
Linked Element(s): Reinforced Concrete Deck-Coated Reinforcing	

**Interim Item 18**

SPALLING WITH EXPOSED REBAR ON SIDEWALK CURB FACE, SOUTH SIDE, NORTH EDGE.	 <p data-bbox="1075 1973 1241 1995">b71-057__xt18.jpg</p>
Linked Element(s): Sidewalk Reinforced Concrete Deck-Coated Reinforcing -> Wearing Surface (Bare)	

Interim Item 19

	 <p>b71-057__xtd19.jpg</p>
Linked Element(s): Reinforced Concrete Bridge Rail Sidewalk Reinforced Concrete Deck-Coated Reinforcing -> Wearing Surface (Bare)	

Interim Item 20

ABUTMENT DRAWING	b71-057__xtd20.pdf (included)
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Interim Item 21

SIDEWALK DRAWING	b71-057__xtd21.pdf (included)
Linked Element(s): Sidewalk	

Interim Item 22

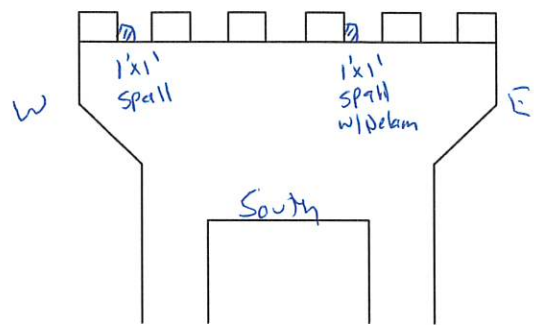
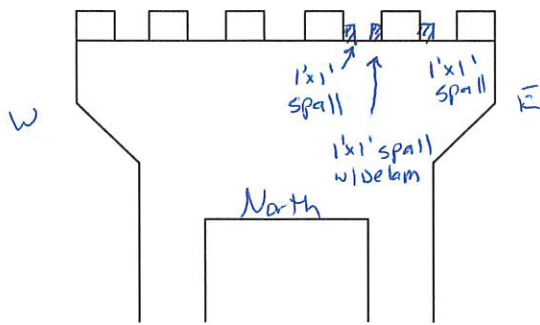
	 <p>b71-057__xtd22.jpg</p>
Linked Element(s): Concrete Diaphragm	



span #1

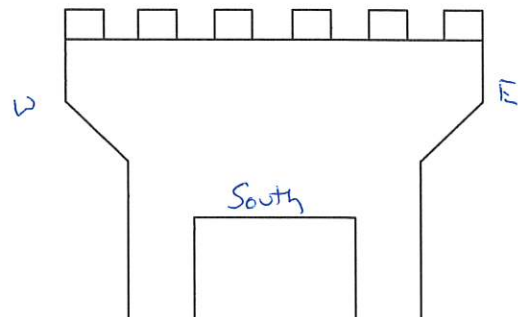
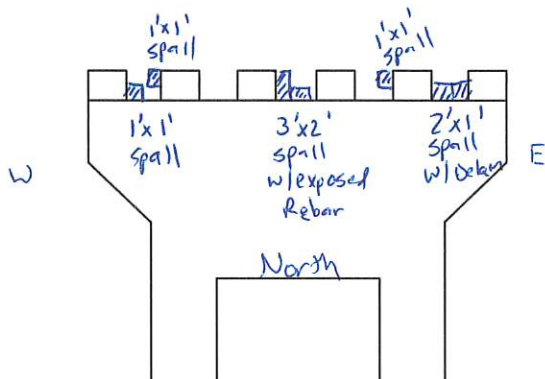
Pier Cap

#1



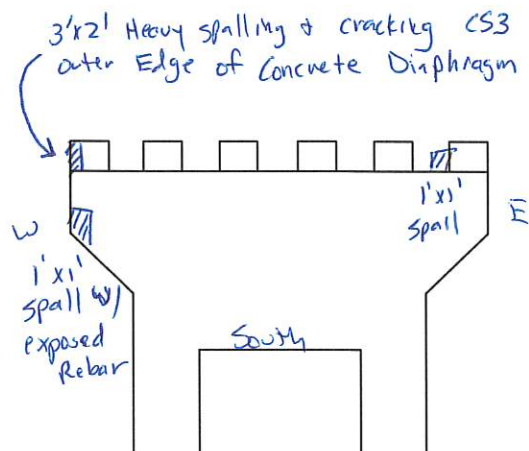
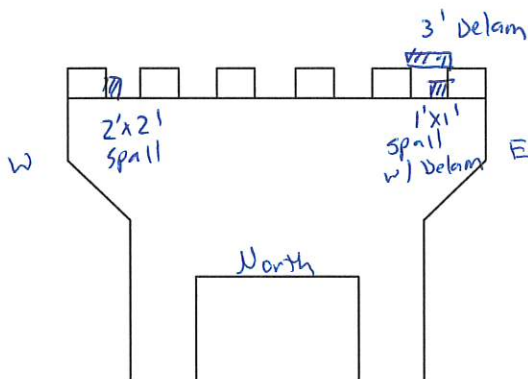
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#2



span #3

#3

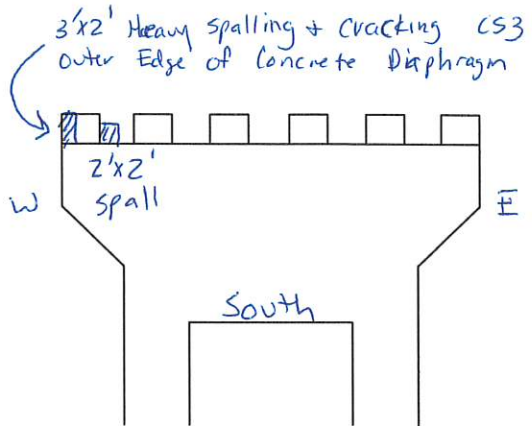
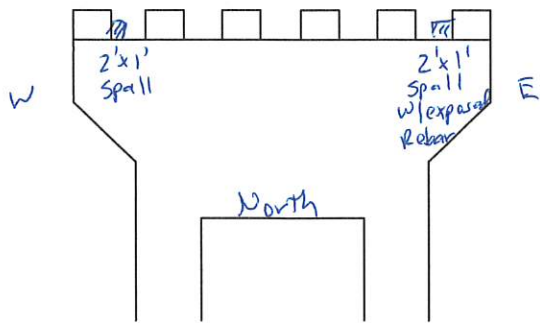


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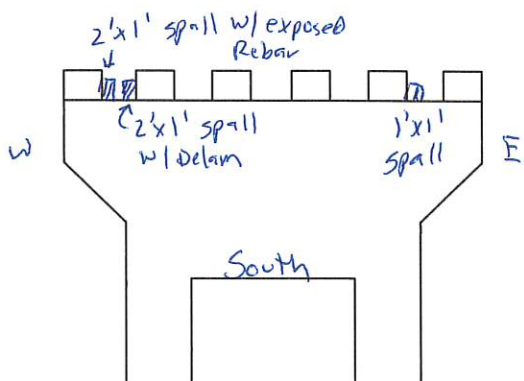
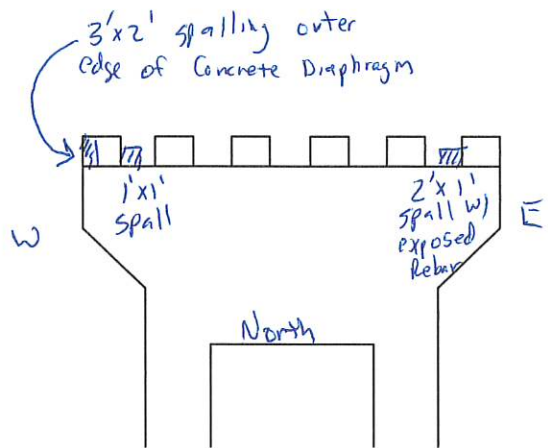
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(#4)



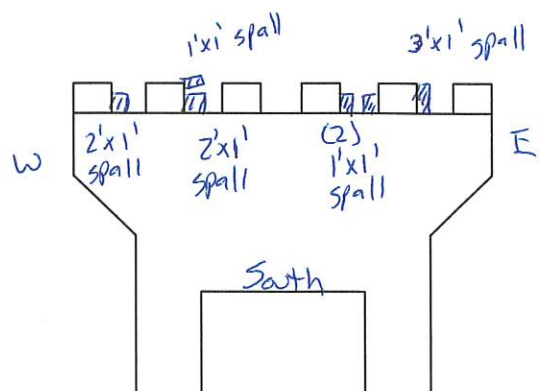
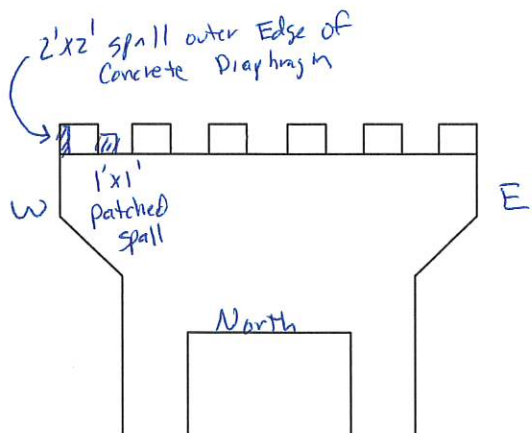
Span # 5

(#5)



Span #6

(#6)



Span #7

Dive Inspection Procedure for: B-71-057

Procedure:

Enter water from the shore. The two divers will swim to the first pier. The divers will descend down the wall. The divers will look for scour around the bottom. If footing/seal is exposed the divers will determine if it exposed. The divers will then progress up the wall in a spiral pattern to ensure 100% coverage of the pier. If any major deficiencies the divers will either document the notes or will communicate them to the surface. The divers will exit the water at the same entry point.

Metric Items for diving of the abutments.

No Scour Countermeasures present/needed.

No Special Access needed, shore is adequate, boat landing also adjacent for use.

The units to be dove are all 6 piers. It will need to have a UW Dive and UW profile Inspection every 60 months.

Inspection equipment for 2021 dive was dive gear, light, probe, hammer.

The high risk factor are not present on this structure. Boat traffic needs to be considered.

No debris piles, hard bottom, etc. High water events would present a risk factor that may terminate dive plans until the water returns to normal. Moderate level of risk would be current, boat traffic, minor debris, and visibility. All factors that can be mitigated.

All divers will need to be certified divers, and the team leader will need the FHWA Underwater Inspection course. Each diver will need to be a WisDOT qualified bridge inspector at a minimum. The Underwater Course is highly suggested of each member.

The waterway has no special contacts or requirements.

Scheduling concerns would only be high water.



SPAN 1 = 70.3'

SPAN 2 = 74.0

SPAN 3 = 78.0

SPAN 4 = 84.6

SPAN 5 = 78.0

SPAN 6 = 74.0

SPAN 7 = 70.3'

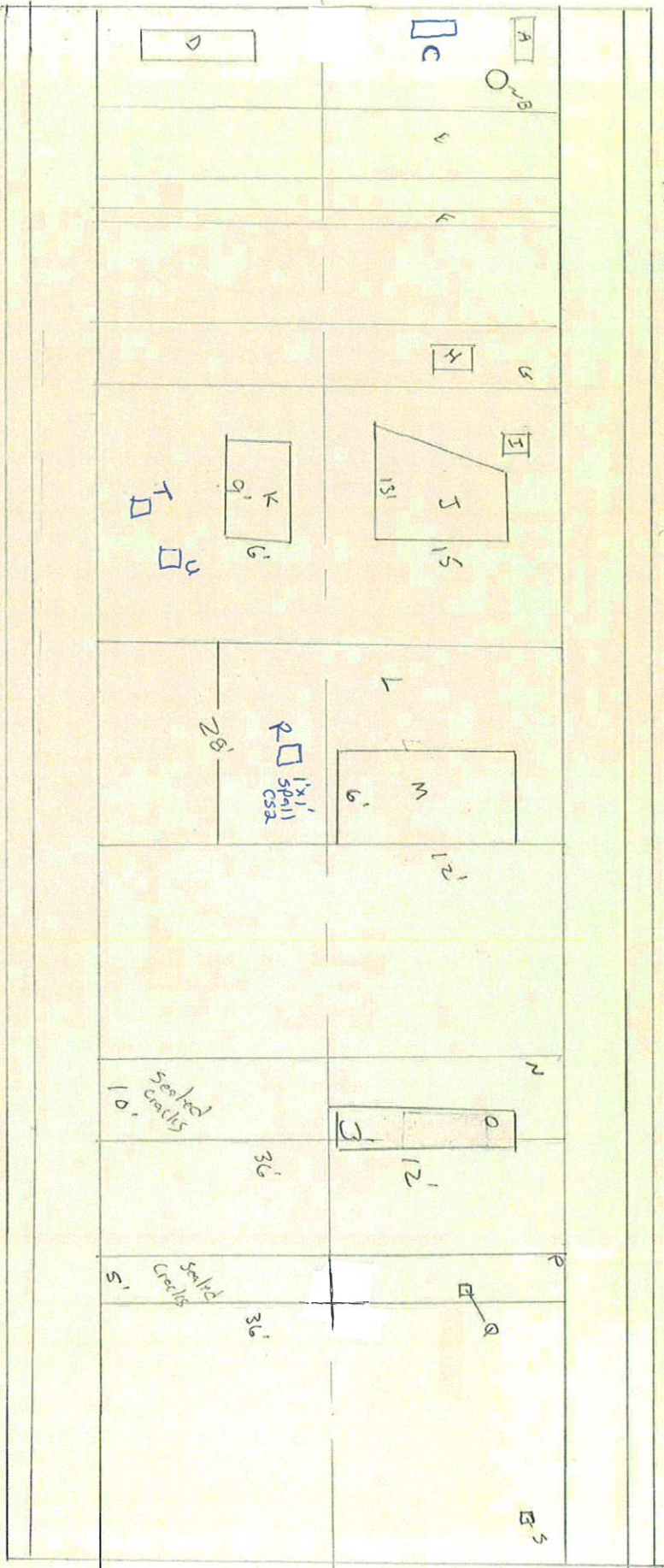
PIER 1 →

PIER 6

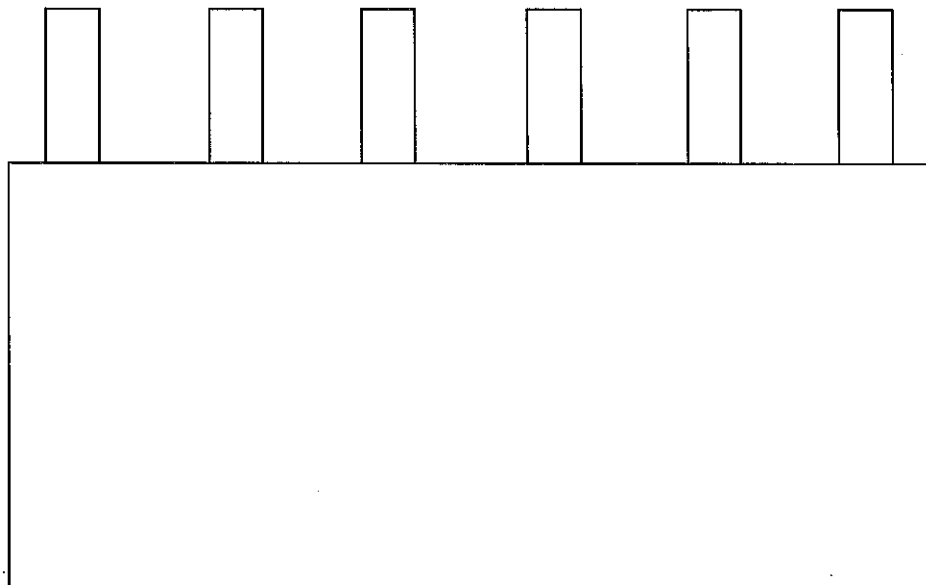
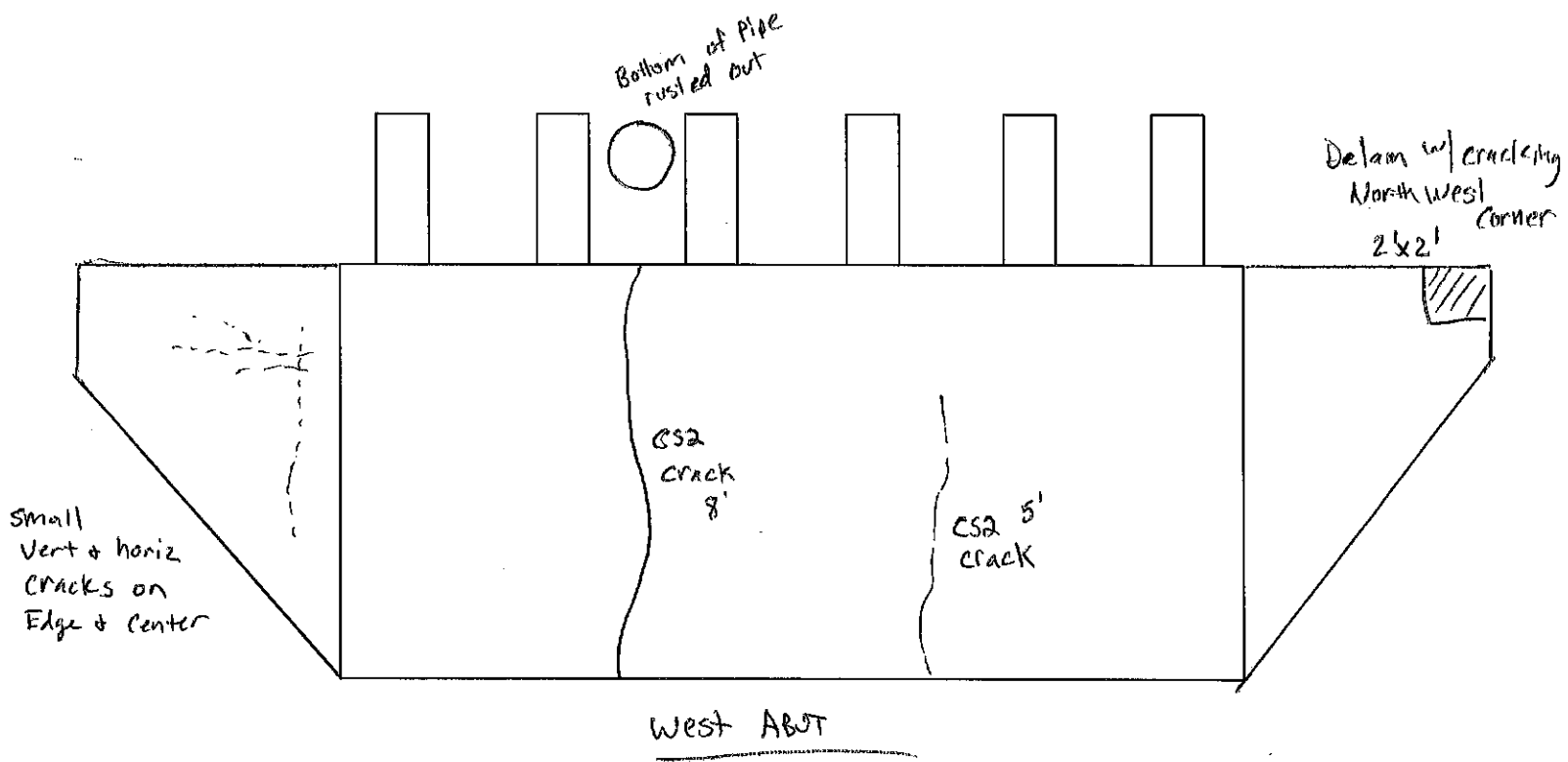
Girder 6

WEST

Girder 1

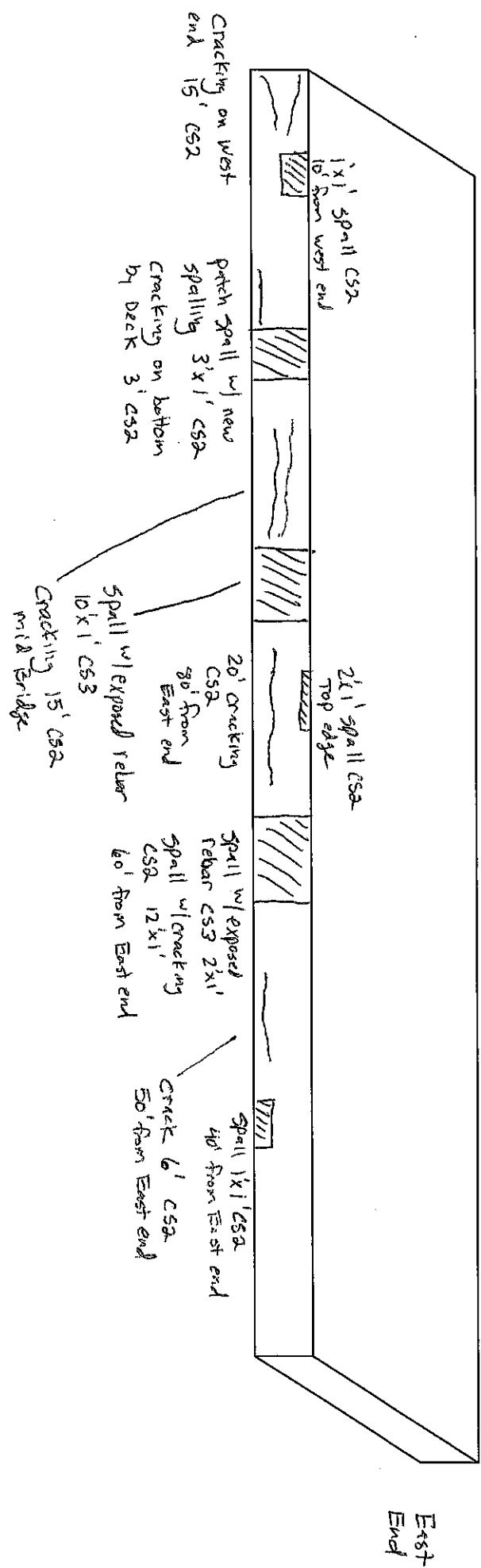


- A - 4'x1' CS2 Cracking "Sealed" (4 SF)
- B - Utility MH 3'x3' CS1 Cracking "Sealed" (15 SF)
- C - 1'x1' Spall CS2 (1 SF)
- D - 2'x10' CS1 Cracking "Sealed" (20 SF)
- E - 22'x36' CS1 Cracking "Sealed" (792 SF)
- F - 1'x36' CS1 Cracking "Sealed" (36 SF)
- G - 18'x36' CS1 Cracking "Sealed" (648 SF)
- H - 1'x1' Delam "Sealed" (2 SF)
- I - 2'x1 Patch CS2 (2 SF)
- J - 13'x15' Patch w/Sealed CS2 (195 SF)
- K - 9'x6' Patch w/Sealed CS2 Unsealed Cracks (54 SF)
- L - 28'x36' Patched Cracks CS1 (936 SF)
- M - 6'x12' Cracking CS2 (72 SF)
- N - 10'x36' Patched Cracks CS1 (360 SF)
- O - 3'x12' Cracking CS2 (36 SF)
- P - 5'x36' Patched Cracks CS1 (180 SF)
- Q - 1'x1' Spall Center of U.B. Lane CS2 (1 SF)
- R - 1'x1' Spall CS2 (1 SF)
- S - 1'x1' Spall CS2 (1 SF)
- T - 1'x1' Spall CS2 (1 SF)
- U - 1'x1' Spall CS2 (1 SF)
- V - 32'x36' CS1 Cracking CS2 (1152 SF)
- W - 32'x36' CS1 Cracking CS2 (1152 SF)
- X - 32'x36' CS1 Cracking CS2 (1152 SF)
- Y - 32'x36' CS1 Cracking CS2 (1152 SF)
- Z - 32'x36' CS1 Cracking CS2 (1152 SF)



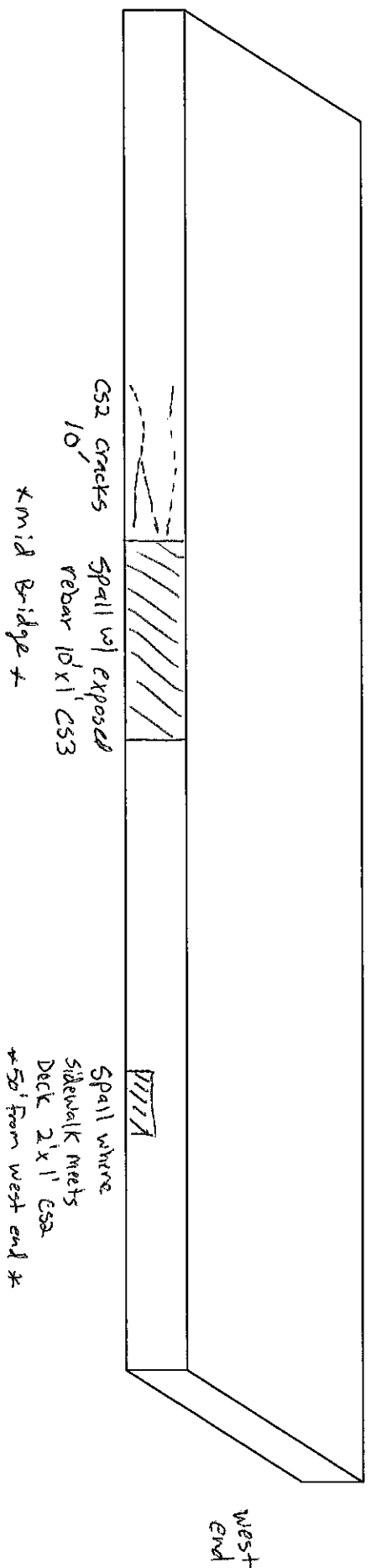
1  
2

West  
End



East  
End

East  
end



West  
end

1  
2

6/30/22



**B-43-0046  
TOWN ROAD X  
ONEIDA COUNTY  
BRIDGE REHABILITATION REPORT**



PREPARED BY



**JEWELL**  
**associates engineers, inc.**

Engineers - Architects - Surveyors  
[www.jewellassoc.com](http://www.jewellassoc.com)

560 SUNRISE DRIVE  
SPRING GREEN, WI 53588  
608-588-7484

Concur with recommendations  
subject to comments on page  
2/62  
RAC  
WisDOT Bureau of Structures  
3-22-2022

Comments 3-22-2022

B-43-46

By RAC

We concur with recommended **Alternative 2: Rehabilitation of the Existing Structure** subject to the following comments:

BOS recommends that a 3D acoustic image of each pier be obtained to provide the most accurate estimates of removals and placement quantities.

## INTRODUCTION

Structure B-43-0046 is located on Town Road X over the Eagle River, 4 miles North of the Town Road X and STH 32 junction, near the Town of Three Lakes, Oneida County, Wisconsin (See Exhibit A, Project Location Map). The Town of Three Lakes initiated this report to determine the feasibility and cost effectiveness of the rehabilitation of this structure versus replacement.

The existing structure B-43-0046 was built in 1996. It is a 202.5 feet long four span reinforced concrete haunched slab structure (See Exhibit B, Existing Plans B-43-0046). The superstructure has a 20 inch slab thickness and 34 inch haunch thickness. The abutments are reinforced concrete Type A1 abutments with fixed seats, supported on 10.75-inch cast-in-place concrete piling. The wings are 45 degrees with respect to the abutment centerline. The existing structure has three piers. Each pier is a reinforced concrete pile encased pier supported on 10.75-inch cast-in-place concrete piling. The existing structure has a clear roadway width of 26 feet and Type F tubular steel railings.

The Highway Structures Inventory, produced by the Wisconsin Department of Transportation, indicates that average daily traffic on this section of Town Road X is approximately 365 vehicles per day (See Exhibit C, Average Annual Daily Traffic). Assuming an annual traffic increase of 2%, the Average Daily Traffic in the design year 2043 is estimated to be 670 vehicles per day. Town Road X is functionally classified as a minor collector.

## INSPECTION

The existing structure was visually inspected with an underwater dive inspection in July of 2021. All units of the structure were accessible to the inspector with the aid of a boat. (See Exhibit D, Inspection Report and Photos). The following is a summary of the inspections.

**Piers** – Reinforced concrete pier walls show segregation of the concrete near the waterline and streambed. Concrete spalling is noted on each pier wall, with exposed reinforcing steel. Exposed piling is noted on Piers 1 and 2, where moderate mature MIC (Microbiologically Influenced Corrosion) is present on both the rebar and the piling. Piers 2 and 3 have voids through the width of the piers. See Exhibit D for detailed description and pictures of deficiencies.

**Abutments** – Each abutment has one vertical medium width crack.

**Deck/Slab** – cracking is noted on the top and bottom of slab. Some of the cracks exhibit the presence of efflorescence. No delamination was noted.

**Metal Bridge Rail** – minor rusting and scraping throughout.

**Bituminous Approach** – Slight settlement at both asphaltic approaches.

## **SUFFICIENCY RATING**

The method of reporting the structure's sufficiency to remain in service is by evaluating a number of factors and calculating a sufficiency rating. The method used for this calculation follows the Federal Highway criteria. A totally sufficient bridge has a rating a 100 while a totally insufficient bridge would have a rating of 0. Existing bridge B-43-0046 currently has a sufficiency rating of 65.1 (see Exhibit E, Existing Bridge Sufficiency Rating). The bridge is classified as structurally deficient because the condition of the substructure is rated 4.

## **ALTERNATIVES**

Three alternatives were evaluated as a part of this study:

### **Alternative 1. Do Nothing**

This alternative would allow the bridge to remain in service but it will continue to deteriorate to a point where the piers would need to be replaced. The bridge piers are showing areas of corrosion and concrete deterioration. Exposed reinforcing bars near the water surface will continue to corrode. MIC (Microbiologically Influenced Corrosion) will continue to corrode the piling at an advanced rate, decreasing the life expectancy of the bridge.

This alternative would not result in correction of the deficiencies. The eventual result is a bridge substructure with compromised structural integrity. This would lead to eventual road closure.

### **Alternative 2. Rehabilitation of the Existing Structure**

This alternative consists of repairing the bridge piers to correct the deficiencies. Spalled concrete surfaces will be cleaned with all loose concrete removed. Corroded reinforcing steel will be replaced with new reinforcing steel. All exposed steel would be cleaned to remove MIC. The whole pier would be encased with structural grout. (See Exhibit I – Rehabilitation Plan).

The inventory rating of the existing structure is HS25 and operating rating is HS42. These values were calculated by the Department of Transportation.

Hydraulic impacts of the added pier width will need to be determined during design, as well as coordinating with dam owners/licensee for the potential impact from the rehabilitation project. An underwater inspection is due July, 2022 and the owner will request that a more detailed report of both quantity and location of needed repair areas is completed.

It is estimated that the cost of this structure rehabilitation project to be \$1,128,035 (see Exhibit G, Structure Rehabilitation and Structure Replacement Costs). It is anticipated that this work will provide up to 57 years of additional use before replacement would be required.

The sufficiency rating of this structure, once rehabilitation has taken place, would be approximately 92.4 (see Exhibit F, Proposed Bridge Sufficiency Rating After Rehabilitation).

### **Alternative 3. Replace the Existing Structure**

This alternative involves removing the entire existing structure and replacing it with a four span reinforced concrete haunched slab bridge. The proposed bridge would have a clear roadway width of 30 feet and new tubular railing Type M will be installed on both sides.

The abutments will consist of Type A1 with fixed seats supported on steel pilings, with wings parallel to the roadway. The piers will be pile encased piers supported on steel pilings.

At this time the existing bridge is not eligible for Federal Bridge Replacement Funding because the current sufficiency rating is 65.1. To be eligible for replacement the sufficiency rating would need to be 50 or under. The Town of Three Lakes would have to fund the entire replacement project at this time.

It is estimated that the cost of replacing this structure to be \$2,028,313 (see Exhibit G, Structure Rehabilitation and Structure Replacement Costs). It is anticipated that this work will provide up to 87 years of additional use before replacement would be required. The sufficiency rating of this structure, once replaced, would be approximately 100 as it would be totally sufficient.

## **RECOMMENDATION**

A Life-Cycle Cost Analysis, per FHWA publication Life-Cycle Cost Analysis Primer, was performed to compare the Structure Rehabilitation Alternative with the Structure Replacement Alternative (see Exhibit H, Life Cycle Cost Analysis). The analysis assumed a 5% discount rate and an analysis period of 87 years. A summary of the Life-Cycle Cost Analysis follows:

### Alternative 1. Do Nothing

Not recommended because this alternative does not remove the structural deficiency of the existing bridge.

### Alternative 2. Rehabilitation of the Existing Structure

Assume 57 year service life with structure replacement at year 57.

Federal Cost (in present dollars) = \$1,334,574



Municipality Cost (in present dollars) = \$337,765

Alternative 3. Replace the Existing Structure

Assume 87 year service life.

Federal Cost (in present dollars) = \$98,451

Municipality Cost (in present dollars) = \$2,119,430

Jewell Associates Engineers Inc. recommends **Alternative 2 – Rehabilitation of the Existing Structure** due to the lower Total Life Cycle Cost of \$1,672,339 and Municipality Life Cycle Cost of \$337,765 compared to the other alternative. This alternative provides the best value for the Town of Three Lakes. Advantages of this alternative include increasing the sufficiency rating to 92.4 and maintaining a load rating higher than HS20.

The purpose of the recommended alternative is to correct existing structural deficiencies, which will remove all structural defects in a cost effective manner.

This proposed alternative will extend the life of Structure B-43-0046 beyond the 10 year minimum requirement of Trans 213.03, is the most cost effective alternative, and will remove all structural deficiencies. It is the Town of Three Lake's desire to extend the life of this bridge with the proposed rehabilitation.



## Public Works Committee

**Date of Request:** 11/28/22

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Request to apply for a Highway Safety Improvement Program grant for pedestrian safety improvements at Wood Ave and 8th St S.

**Background information:**

Highway Safety Improvement Program (HSIP) is a 90% State/Federal and 10% local cost.

8<sup>th</sup> St & E Grand and 8<sup>th</sup> St and Chestnut St intersection projects were HSIP projects.

Tony Kemnitz, Traffic Safety Engineer at the DOT contacted us regarding WIS 13 and Wood Avenue. This intersection was identified as a potential crash location of concern. As part of the DOT's annual safety screening, they evaluate all intersections on the State highway network, including those intersections on Connecting highways. The intersection at WIS 13 and Wood Avenue ranked 14<sup>th</sup> in the NC region so they pulled crash reports and developed the attached crash plot. It appears that there is a need to better enhance motorist's awareness of the pedestrian cross walk at this location similar to the ped crossing at 8<sup>th</sup> St and Grove Ave.

We have developed an exhibit and are completing a cost estimate in preparation of the DOT's initial ranking. If it meets the DOT's ranking we would need to have applications in by February 1<sup>st</sup>, 2023.

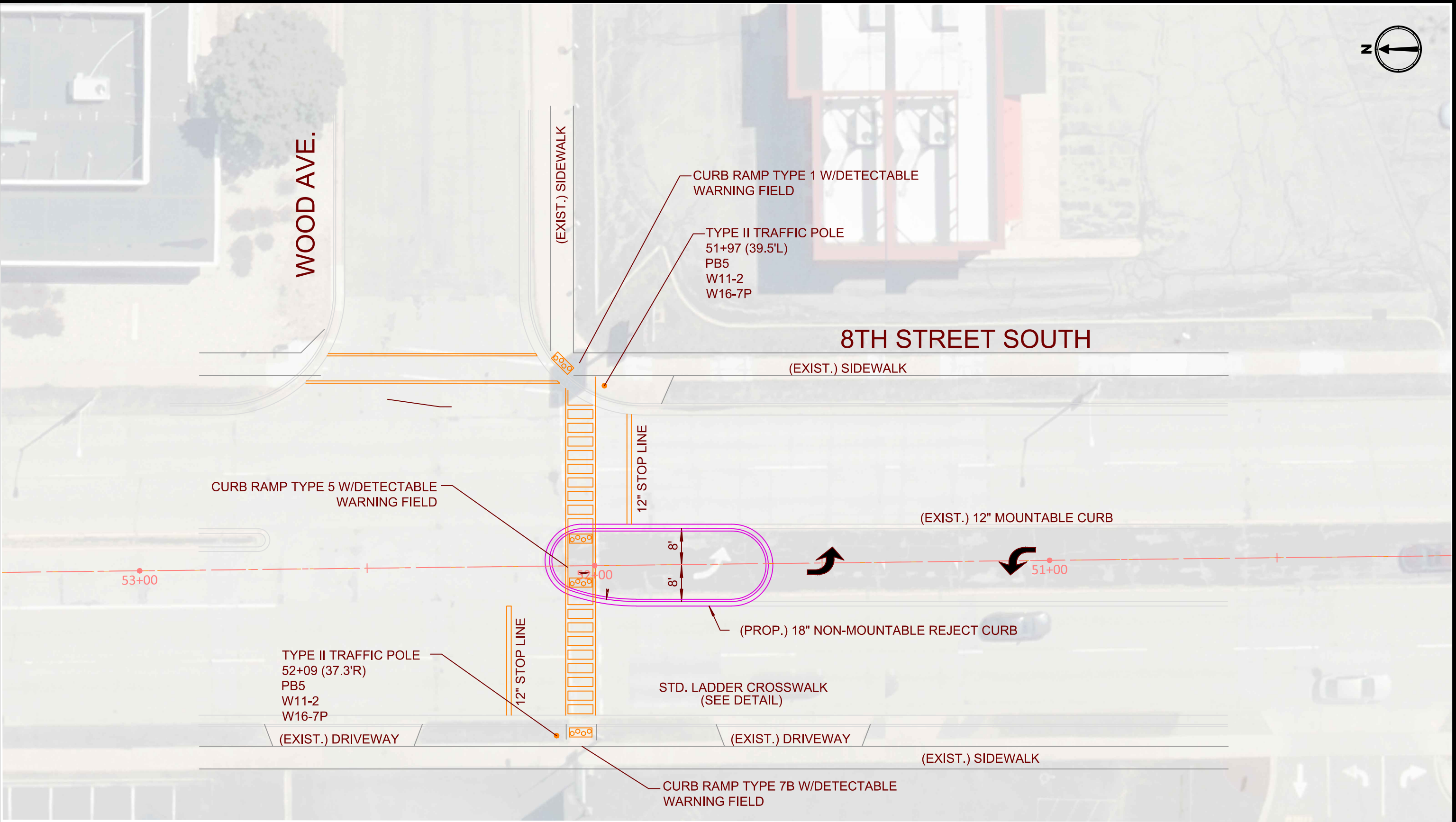
PW Committee & Council approval is in preparation if the project meets ranking as well if it is something the City would like to pursue.

**Options available:**

1. Approve applying for the HSIP funding for pedestrian improvements at 8<sup>th</sup> St S and Wood Ave, if eligible.
2. Do nothing

**Action you are requesting the committee take:** 1. Approve applying for the HSIP funding for pedestrian improvements at 8th St S and Wood Ave, if eligible.

**How will the item be financed?** 2024 or 2025 Public Works Construction Fund at 10% of the project cost.



PROJECT:HSIP Pedestrian Crossing Application 2022

LOCATION: 8th St S (CTH 13) and Wood Ave

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

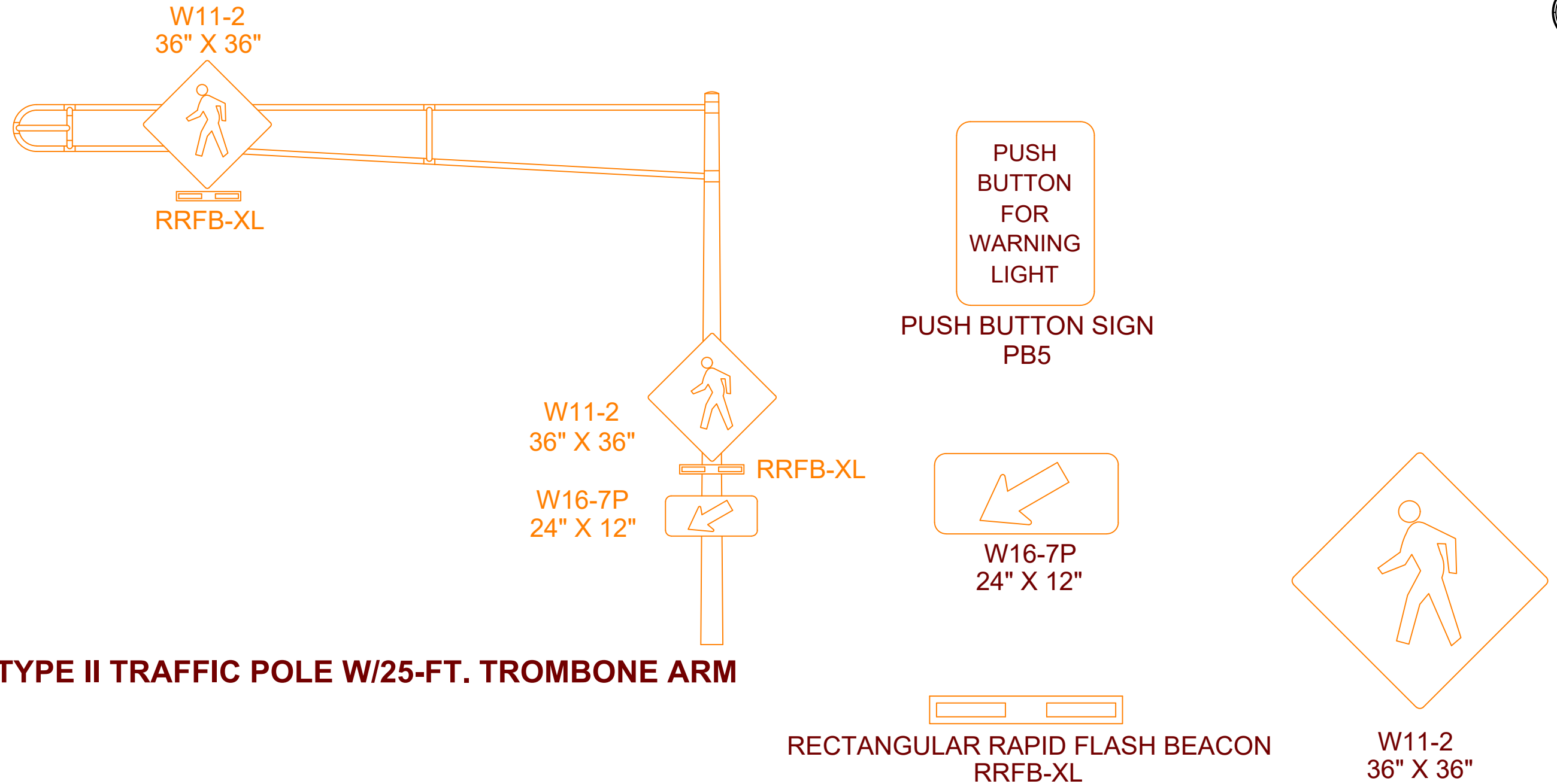


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PLOT DATE: 11/28/22

SCALE: 1" = 20FT.

SHEET 01 OF 02



PROJECT: HSIP Pedestrian Crossing Application 2022

LOCATION: 8th St S (CTH 13) and Wood Ave

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



DRAWN BY: APK

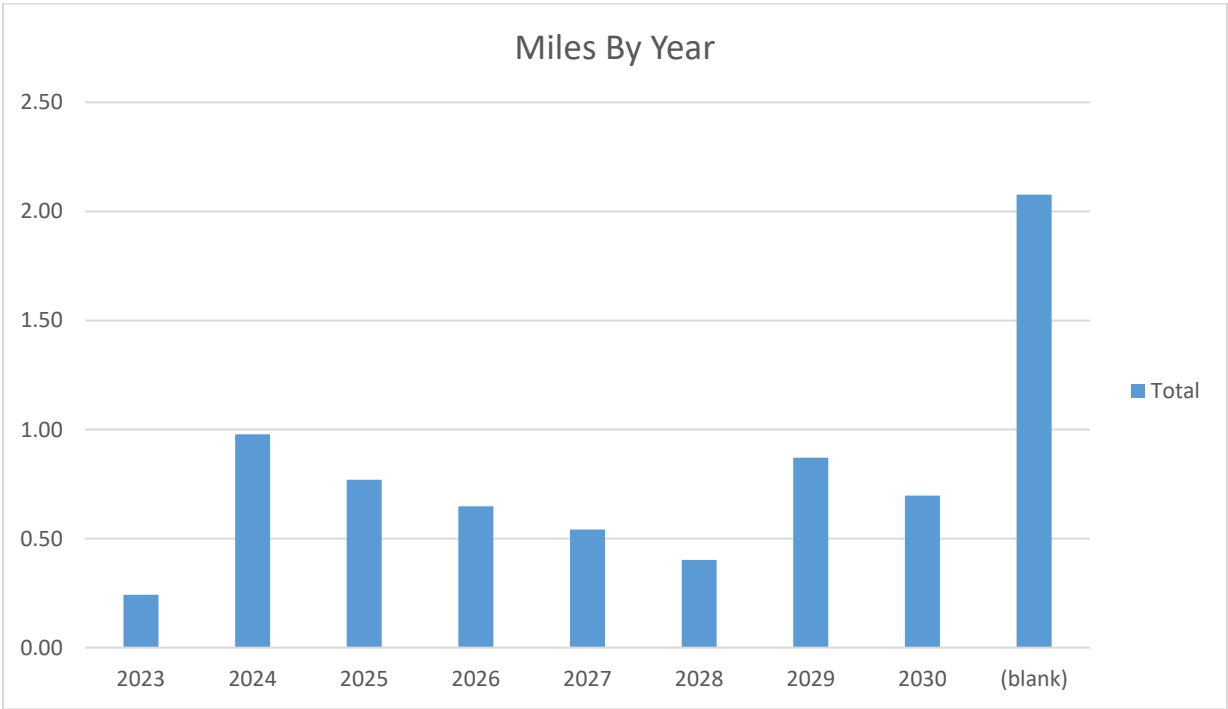
PLOT DATE: 11/28/22

SCALE: 1" = 20FT.

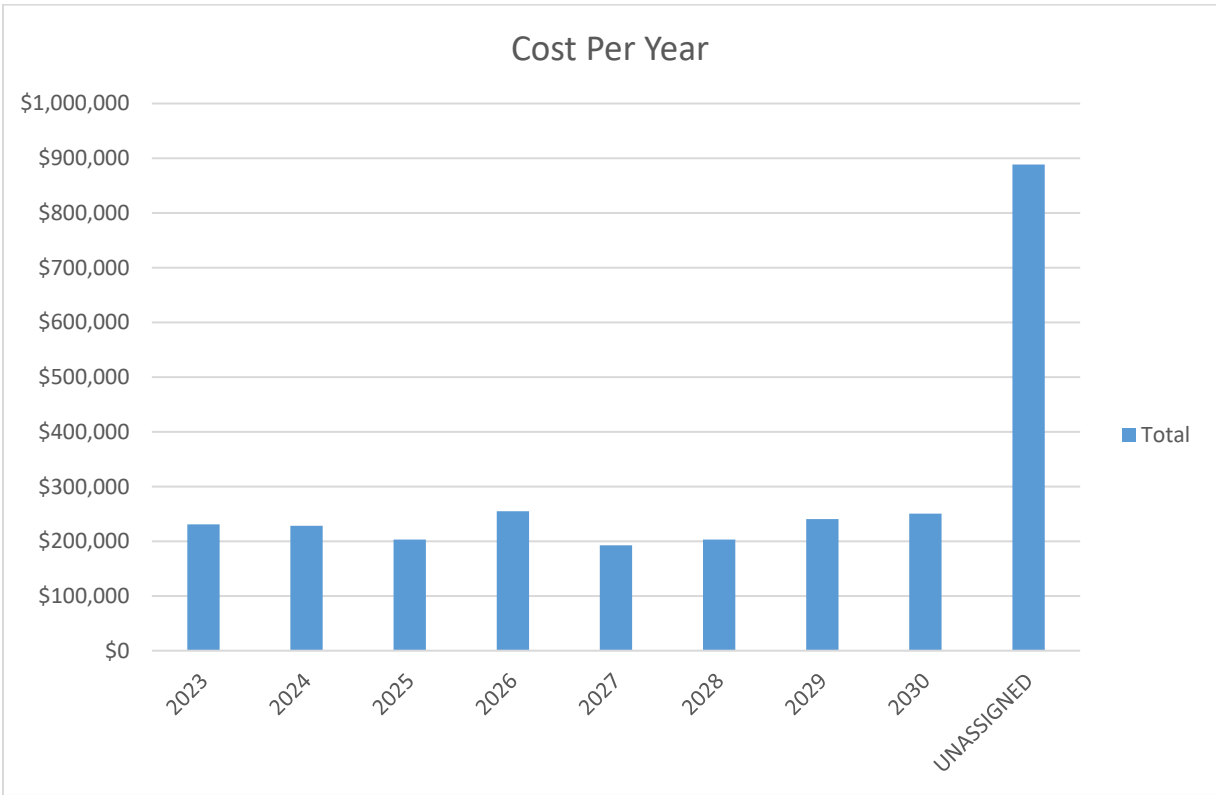
SHEET 02 OF 02

# PAVEMENT REPLACEMENT PLAN

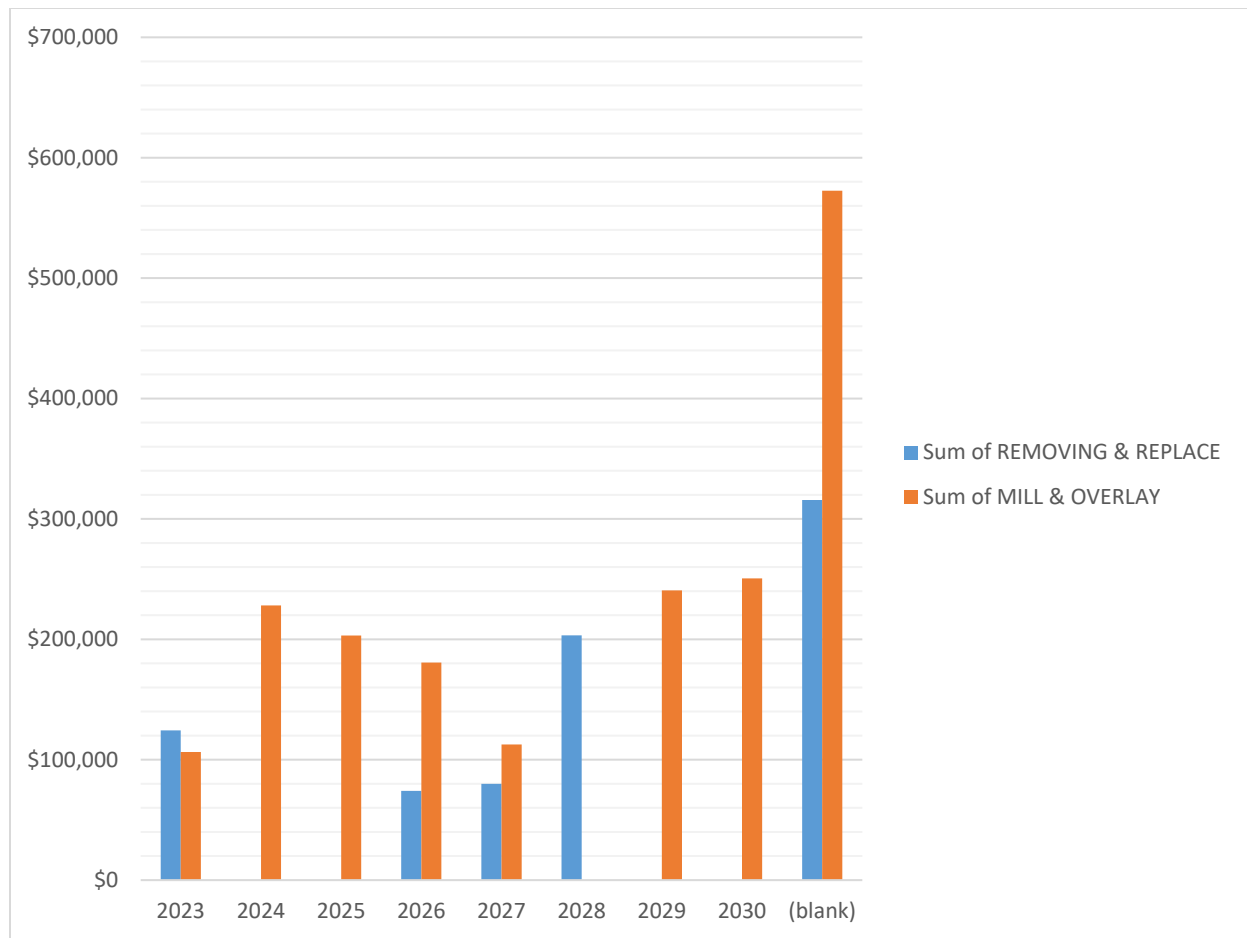
12/2/2022



- 7.23 Miles Identified
- 5.15 Miles Assigned by year
- Average Miles Per Year = 0.64







Comparison of Costs between options

- All Roads Remove & Replace = \$3.04 M
- All Roads Mill & Overlay = \$2.2M

PAVEMENT REPLACEMENT PLAN

Unit Cost

ROAD BASE W/ CM EXC

\$25.00

CY

REMOVING AC SURFACE

\$4.00

SY

MILL COST

\$6.00

SY

AC PAVEMENT

\$95.00

->

\$11.04

2" mat per SY

\$13.80

2.5" mat per SY

STREET NAME	FROM	TO	SY	REMOVING & REPLACE	YR	MILL & OVERLAY	CLASS	YEAR BUILT	AGE	FT	MILES	CUM. MILES	TOTAL COST
32ND STREET NORTH	WASHINGTON STREET	NORTON STREET	6246	\$124,378.35	2023	\$106,455.26	C	1996	26	1280	0.24	0.24	\$ 230,833.62
20TH STREET SOUTH	GRIFFITH AVENUE	TWO MILE AVENUE	10009		2024	\$170,590.89	L			3879	0.73	0.98	\$ 170,590.89
TWO MILE AVENUE	16TH STREET SOUTH	CITY LIMITS	3379		2024	\$57,590.83	C			1287	0.24	1.22	\$ 57,590.83
PLOVER STREET	1ST STREET NORTH	APRICOT STREET	4991	\$0.00	2025	\$85,065.36	C	1973	49	1460	0.28	1.50	\$ 85,065.36
16TH STREET NORTH	TWO MILE AVENUE	KUHN AVENUE	6929		2025	\$118,096.14	A			2604	0.49	1.99	\$ 118,096.14
BIRCH STREET	3RD STREET SOUTH	LINCOLN STREET	4106	\$74,190.65	2026	\$69,981.64	L	1982	40	1350	0.26	2.25	\$ 144,172.28
DRAKE STREET	1ST STREET NORTH	WASHINGTON STREET	3118	\$0.00	2026	\$53,142.41	L	1974	48	1100	0.21	2.45	\$ 53,142.41
EAST G STREET	13TH STREET SOUTH	16TH STREET SOUTH	3381	\$0.00	2026	\$57,624.92	L	19??		970	0.18	2.64	\$ 57,624.92
21ST AVE SOUTH	BOLES STREET	GAYNOR AVE	4877	\$0.00	2027	\$83,122.37	C	1972	50	1375	0.26	2.90	\$ 83,122.37
22ND AVE SOUTH	WICKHAM AVE	BOLES STREET	3529	\$79,987.60	2027	\$0.00	L	1970	52	994	0.19	3.09	\$ 79,987.60
WICKHAM AVE	23RD AVE SOUTH	21ST AVE SOUTH	1734	\$0.00	2027	\$29,553.86	L	1970	52	490	0.09	3.18	\$ 29,553.86
PARK AVE	2ND AVE SOUTH	13TH AVE SOUTH	2511	\$56,913.82	2028	\$0.00	L	1981	41	300	0.06	3.24	\$ 56,913.82
13TH AVE SOUTH	PARK AVE	SOUTH DEAD END	2641	\$59,860.37	2028	\$0.00	L	1981	41	780	0.15	3.38	\$ 59,860.37
BOLES STREET	13TH AVE SOUTH	17TH AVE SOUTH	3815	\$86,470.02	2028	\$0.00	L	1981	41	1045	0.20	3.58	\$ 86,470.02
3RD STREET SOUTH	EAST GRAND AVE	EXPRESS WAY	11493	\$0.00	2029	\$195,883.82	C	1980	42	3990	0.76	4.34	\$ 195,883.82
3RD STREET S/N	EAST GRAND AVE	EAST JACKSON STREET	2630	\$0.00	2029	\$44,825.06	C	1980	42	609	0.12	4.45	\$ 44,825.06
WASHINGTON STREET	STH 54	32ND STREET	14704	\$0.00	2030	\$250,611.30	C	1973	49	3680	0.70	5.15	\$ 250,611.30
RIVERWOOD LANE	1ST STREET SOUTH	SOUTH DEAD END	11125	\$153,118.44	UNAS	\$189,611.72	L	1972	50	2534	0.48	5.63	\$ 342,730.15
16TH STREET SOUTH	BAKER STREET	MONROE STREET	5499	\$162,641.52	UNAS	\$0.00	C	1990	32	1600	0.30	5.93	\$ 162,641.52
13TH STREET SOUTH	CHESTNUT STREET	DALY AVE	4502	\$0.00	UNAS	\$76,730.96	L	1996	26	1345	0.25	6.19	\$ 76,730.96
MARKET STREET	BAKER STREET	EAST JACKSON STREET	2348	\$0.00	UNAS	\$40,018.73	C	1980	42	420	0.08	6.27	\$ 40,018.73
12TH AVE SOUTH	WEST GRAND AVE	CHASE STREET	5950	\$0.00	UNAS	\$101,410.31	C	1976	46	1682	0.32	6.59	\$ 101,410.31
17TH STREET NORTH	BAKER STREET	APRICOT STREET	3441	\$0.00	UNAS	\$58,647.54	L	1981	41	1016	0.19	6.78	\$ 58,647.54
18TH STREET NORTH	BAKER STREET	APRICOT STREET	3218.5	\$0.00	UNAS	\$54,855.31	L	1968	54	900	0.17	6.95	\$ 54,855.31
APRICOT STREET	17TH STREET NORTH	BAKER DRIVE	3013	\$0.00	UNAS	\$51,352.82	C	1973	49	1470	0.28	7.23	\$ 51,352.82
TOTAL			129,190	\$797,561		\$1,895,171					38,160	7.23	

## PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. ~~Request by Alderperson Cattanaach to reconsider the City's overnight parking ordinance (2021)~~
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8<sup>th</sup> Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12<sup>th</sup> St S and Chestnut St.~~
7. Request by Alderperson Austin to consider a feasibility study for reducing noise and vehicle delays due to railroad tracks along the west side of the City at and between crossing from Gaynor Ave to High St.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~
9. ~~Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.~~
10. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.
11. Request from Zacher to consider removing pavers in west boulevard of 2<sup>nd</sup> Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.
12. Request from Austin to discuss the Biron wastewater agreement at a special PW meeting.
13. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)
14. ~~Request from Polach to change traffic control at the intersection of Peach St and 13<sup>th</sup> St S from uncontrolled to either yield or stop control.~~
15. Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.
16. Update Degradation Fees for 2023.
17. Consider Highway Safety Improvement Grant for pedestrian crossing at 8<sup>th</sup> St S at Wood Ave.
18. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.

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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS REPEALING SECTION 27.13(1)(c) OF THE MUNICIPAL CODE. SAID ORDINANCE REMOVES A NO PARKING RESTRICTION ON CLYDE AVENUE

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

SECTION I                      Section 27.13(1)(c)(13) of the Wisconsin Rapids Municipal Code is hereby repealed

27.13 PARKING REGULATIONS

(1)        No Parking.

(c)        Parking Prohibited During Certain Periods. No person shall park or leave standing, any vehicle upon any of the following streets or parts of streets at the time indicated, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers:

~~(13)        Clyde Avenue, the south side, from a point 250 feet west of Lincoln Street to a point 350 feet west of Lincoln 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:



## Human Resources Committee Meeting Minutes December 13, 2022

### Human Resources Committee

Jay Bemke, Chairperson  
Patrick Delaney- Vice Chair  
Tom Rayome

The Human Resources Committee held a meeting in the First Floor Conference Room of City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, December 13, 2022, at 2:00 p.m. All Committee members were present. Also present were Paul Vollert, Ryan Hartman, Mayor Blaser, and City Attorney Sue Schill (remotely).

### Agenda

1. Call to order

The meeting was called to order by Chairperson Bemke at 2:03 p.m.

2. HR Update

- a. Recruitment
- b. End of year reporting.

Updates were given, no action was taken.

3. Discuss and consider for approval proposed changes to the Clothing/ Shoe Allowance policy. (Attachment forthcoming)

Motion by Delaney, seconded by Rayome to approve the proposed changes to the Clothing/Show Allowance policy as presented. Motion carried 3-0. See attached Policy.

4. Adjournment

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 2:15 p.m.



## CLOTHING/SHOE ALLOWANCE

### 1. SCOPE

This policy applies to all permanent employees of Wisconsin Rapids within the specified departments as mentioned below.

### 2. PURPOSE

To provide guidelines to employees regarding payment for the purchase and maintenance of uniforms, safety glasses, safety shoes and other clothing expected to be worn while working for the City of Wisconsin Rapids.

### 3. POLICY BODY

The City will furnish uniforms, plus laundry/dry cleaning of uniforms, to the Police Chief, Deputy Police Chief, Police Lieutenants (except for Detective Lieutenant), Fire Chief, Deputy Fire Chief, Division Chiefs of Fire and EMS, Battalion Chiefs, Wastewater/Construction Supervisor, and all DPW employees listed below.

Custodians	Flareman	Garbage and Recycling
Mechanics	Night Maintenance	Pipe Layers
Sewage Plant Operator	Sewer Cleaning Crew	Sign Shop Employees
Street Semi-Skilled	Sweeper Operators	
Zoo Keeper		

~~The City will provide all Fire Captains with a \$250.00 annual uniform allowance, plus laundry expense.~~

Employees are responsible for maintaining and wearing the proper uniform.

School Crossing Guards will be provided uniforms on an as-needed basis, to include overcoats, snow pants, or snowsuits. In addition, School Crossing Guards who work the entire school year receive an annual allowance of \$50.00 for shoes/boots. Alternate School Crossing Guards who work the school year will receive \$15.00. Payments for School Crossing Guards will be made at the end of the school year.

The City will provide to all DPW employees who are not provided uniforms and Engineering Technicians a ~~\$475.00~~ \$225.00 annual allowance for the purchase of clothing, safety footwear and safety glasses. The City will repair or replace on a 50-50 cost shared basis to the employee, not including any examination fees, a maximum of two (2) pairs of safety or safety prescription glasses per year that are broken during the performance of the employee's job. Employees are required to wear safety footwear that meets OSHA/ANSI 75 (American National Standard Institute) specifications. The City will provide work gloves at no cost to the employee, per department guidelines. Summer Laborers and Seasonal





Engineering Technicians will receive \$25.00 for safety shoes if they complete the season.

**The Detective Lieutenant shall receive the same annual clothing allowance as Detectives receive.**

Employees in the following classifications will receive an allowance of \$100.00 **\$150.00** per year for the purchase of safety shoes that meet the OSHA/ANSI Standard 75. Those receiving the allowance are required to wear the above-mentioned items as a condition of employment.

Parks & Building Supervisor  
Public Works Superintendent  
Wastewater/Construction Lead  
City Engineer  
**Assistant City Engineer**  
**Design Engineer**  
Commercial Inspector

City Residential Inspector  
Street Supervisor  
Battalion Chiefs  
Police Lieutenants  
Deputy Fire Chief  
**Division Chiefs of Fire and EMS**

Any employee receiving any of the above benefits, who leaves their respective department during the year in which an above benefit was received, for any reason except death, shall allow the City to deduct from their final paycheck the amount due to the City on a prorated basis.

Per IRS regulations, all allowances are considered income and will be taxed accordingly.

#### **PROCEDURES:**

1. DPW employees will receive their uniforms from the Street Department, which will order and maintain the uniforms.
2. Police Department **and Fire Department** employees will receive their uniforms from their **respective Departments**, which will order and maintain the uniforms. The Police Department will distribute uniforms to all School Crossing Guards as needed. Additionally, the School Crossing Guards will receive a \$50.00 shoe allowance at the end of each year. The Alternate School Crossing Guards will receive a \$15.00 payment at the end of the year.
3. The Fire Chief and Construction Lead will order uniforms on an as-needed basis.
4. ~~The Captains will be paid a \$250.00 lump sum payment at the beginning of each~~



~~year to purchase uniforms. The Captains are responsible for purchasing uniforms that adhere to the Fire Department specifications.~~

5. The laundering of uniforms will be paid for by the City.
6. DPW employees eligible for the ~~\$175.00~~ **\$225.00** allowance and those eligible for the ~~\$100.00~~ **\$150.00** allowance will be paid a lump-sum at the beginning of each year.
7. An employee whose safety or safety prescription glasses are broken during the performance of the employee's job must report the breakage prior to the close of the workday. The City will not cost share any repair or replacement when the breakage is the result of horseplay or any other activity not in the pursuit of the normal workday activity.
8. Any employee who has received an allowance who leaves his or her position during the year in which the benefit was received shall have a deduction made from their last paycheck on a prorated basis.
9. All allowances are considered income and will be taxed in compliance with the IRS regulations.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Wisconsin Rapids reserves the right to amend this policy/procedure/manual at any time, subject only to approval by the Common Council.

#### **4. DOCUMENT PROPERTIES**

Primary Author: Ryan Hartman 12/13/22  
Approver(s): HR Committee – 12/13/22  
Common Council –

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
July 20, 2022

**DRAFT**  
Subject to  
Approval

President Galvan called the meeting of the McMillan Memorial Library Board of Trustees to order at 5:01 p.m.

Ms. Galvan established that this was an open meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Eric Montag, Elizabeth St. Myers, William Clendenning (to 6:15 p.m.), Scott Kellogg (from 5:20), Susan Feith, Craig Broeren, Ryan Austin, Karen Schill.

Absent: Doug Machon

Others in attendance: JoAnn Ogreenc, Interim Director. Tyler Mickelson, City IT Manager

CORRESPONDENCE: A letter from former director Andrew Barnett was read.

Approval of Minutes of the May 18, 2022, May 20, 2022, June 3, 2022 and June 15, 2022 meetings. **Motion by Mr. Austin to approve all. Ms. Galvan verified that no action was taken on item 10a. Donor Recognition Signage at the June 15, 2022 meeting. Mr. Broeren seconded as amended. Motion carried.**

TREASURER'S REPORT:

**Motion to pay the bills and place necessary copies on file made by Mr. Montag, second by Ms. St. Meyers. Motion carried.**

DIRECTOR'S REPORT:

Library statistics and program report provided. Surveillance notice sign has been installed at exterior entrance. New webpage design is coming soon. A new Customer Service Assistant has been hired. JoAnn will be working with the City to bring invoice entry into Munis back into the Library. Staff are asking if the Library can close on Monday, December 26, 2022 and Monday, January 2, 2023 for the holidays.

Committee Reports:

The Building and Grounds Committee is beginning to look at the Viking Electric Solar contract that is coming up in June 2023.

K&W Glass proposal – JoAnn will contact Mr. Klingfourth at the City to review skylight.

Hillside Damproofing proposal –Mr. Austin will suggest alternate contractors and/or options.

Quality Door and Hardware proposal – Mr. Austin will suggest alternate replacements. JoAnn will verify

Tweet Garot proposal – Committee approved proposal.

Kone elevator proposal – Work to be scheduled.

OLD BUSINESS:

a. Updates of City IT/Security procedures: Tyler Mickelson, City IT Manager spoke on IT security issue concerns. Ms. Galvan and Mr. Ryan will set up a meeting with the City to discuss relationship with City departments and the Library. JoAnn was instructed to change passwords on any building security systems that can be remotely accessed.

b. Review job description for interim director – no action taken.

c. Election of board officers.

Ms. Heniadis presented the slate of candidates: Andrea Galvan, President; Elizabeth St. Myers, Vice President; Susan Feith, Treasurer.

Ms. Galvan opened nominations.

Mr. Broeren nominated : Andrea Galvan, President; Elizabeth St. Myers, Vice President; Susan Feith, Treasurer. No additional nominations being made, Ms. Galvan closed nominations.

**A motion to elect Andrea Galvan, President was made by Mr. Broeren, second by Ms. Fieth. Motion carried.**

**A motion to elect Elizabeth St. Myers, Vice President was made by Mr. Broeren, second by Ms. Schill. Motion carried.**

**A motion to elect Susan Fieth, Treasurer was made by Mr. Broeren, second by Mr. Austin. Motion carried.**

- d. Workplace expectations – tabled for future meeting once new director has arrived.
- e. Endowment accounting/QuickBooks end of life - JoAnn will purchase updated software.

#### NEW BUSINESS

- a. Hearing Loop equipment return and credit: JoAnn will sign and submit credit request.

INFORMATION REQUESTS-none

#### ITEMS FOR NEXT AGENDA

- a. Consideration of Donor Recognition Signage
- b. Review of 'Roadmap'

#### ADJOURNMENT:

**Motion to adjourn made by Mr. Austin, second by Mr. Kellogg. Motion carried by unanimous vote. Board adjourned at 7:10 p.m.**

Respectfully submitted,  
JoAnn Ogreenc, Interim Director



# Board of Trustees

## Meeting Minutes for

August 24, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

**2. Open Meetings Declaration:** President Galvan established that this was a public meeting and appropriate public notice was given.

### 3. Roll Call:

#### Board Members:

Andrea Galvan	Eric Montag	<del>Elizabeth St. Myers</del> (Excused)
Kim Heniadis	Karen Schill	Doug Machon
Ryan Austin	<del>Craig Broeren</del> (Excused)	Susan Feith
William Clendenning	Scott Kellogg	

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Tyler Mickelson, City I.T. Manager

**4. Correspondence:** None.

### 5. TREASURER'S REPORT

**5a. Monthly Finance Report:** S. Feith noted that Ms. Elchert must be updated on banking resolutions and charge accounts. Legacy Accounting is nearly finished with re-creating bookwork to support Learning Futures. Final payment to Findorff Construction for the Learning Futures project has been authorized. There was discussion regarding path forward for handling pledges to the Learning Futures project. The Board must decide on pursuing a 501(c)(3) designation for the endowment.

**5b.** S. Feith tendered a request for payment of invoices totaling \$20,872.85. **Motion by W. Clendenning to pay the bills as submitted and place a copy on file. Second by S. Kellogg. Motion carried by unanimous vote.**

### 6. DIRECTOR'S REPORT

Board reviewed programming reports submitted by Eric Norton, Kerry Preece and Alicia Woodland. K. Elchert stated that she intends to begin regular meetings with management, staff and one-on-one meetings shortly. The new Director described her priorities in the coming weeks and invited the Board to contribute ideas of its own. President Galvan directed Committee Chairs to add items of concern to agendas as needed.

### 7. COMMITTEE REPORTS





## Board of Trustees

**7a. Building and Grounds:** Chairman Machon provided updates on the Building and Grounds meeting of 8/10/22. No official Board action taken on any Building and Grounds Committee recommendations. Board discussed prioritizing capital projects, collaboration with city on maintenance, upcoming solar panel contract expiration, and roof leaks.

**7b. Services:** Chairman Montag provided updates on the Services Committee meeting of 8/9/22. No official Board action taken on any Services Committee recommendations.

**7c. Personnel:** Chairman Kellogg provided updates on the Personnel Committee meeting of 7/27/22.

**Motion by B. Clendenning to close the library on Monday, December 26<sup>th</sup> in observance of Christmas, which falls on Sunday, December 25<sup>th</sup>. Second by R. Austin. Motion carried by unanimous vote.**

K. Elchert stated that going forward, she will provide a complete list of library closures to the Board each year for voting and discussion.

**7d. Finance:** Chairwoman Feith made the Board aware of the possibility of an SCLS project that could impact McMillan.

### **8. OLD BUSINESS**

**8a. IT Updates:** Mr. Mickelson updated the Board on I.T. upgrades at McMillan. R. Austin recapped the discussion between the Library and the City regarding the Library's I.T. needs. Discussion will continue with K. Elchert now involved. The Board also discussed signage intended to alert the public to the presence of cameras.

### **9. NEW BUSINESS**

D. Machon inquired on the future process for Committee agendas. The Board also discussed the process for disposing of unwanted Library property.

### **10. Information Requests:**

The Board requested monthly use statistics at the next meeting.

### **11. Items for Next Agenda:**

None.

**12. Adjournment:** A motion was made by K. Heniadis to adjourn. Second by K. Schill. Meeting adjourned by unanimous vote at 6:10 p.m.

**Respectfully Submitted:** Eric Montag, Board Member



# Board of Trustees

## Meeting Minutes for

September 8, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 6:00 p.m.

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

### 3. Roll Call:

#### Board Members:

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

Karen Schill

~~Doug Machon~~

~~Ryan Austin~~

Craig Broeren

~~Susan Feith~~

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

### 4. NEW BUSINESS

**4a. Recommendation to add Library Board Vice President, Elizabeth St. Myers and Library Director, Katherine Elchert as signatories to the Wood Trust Operational Accounts: Motion made by C. Broeren, second by B. Clendenning to add Elizabeth St. Myers and Katherine Elchert to the Wood Trust account. Motion carried by unanimous vote.**

**4b. Recommendation to authorize Wood Trust credit card for Library Director Katherine Elchert: Motion made by S. Kellogg, second by E. St. Myers to authorize a credit card for Katherine Elchert, with a \$20,000 limit. Motion carried by unanimous vote.**

*(S. Feith entered the meeting at this point.)*

**4c. 2023 Budget Preview:** K. Elchert shared a preview of the 2023 budget. S. Feith expressed some concern that both Building and Ground and Personnel Committees have not yet reported on recommendations to the Board. Joint Committee meeting set for September 14<sup>th</sup> at 5:00 PM.

K. Elchert stated her first recommendation is to eliminate the Administrative Services Manager position. The Library Director would absorb many of those duties. She also recommended that the Assistant Director position remains unfilled for a time while assessment of staffing structure can be completed. Discussion followed. She also recommended more of a self-service approach in place of the coffee shop which would be far less labor intensive. She also recommended not filling Library Assistant roles as they become vacant.

### 5. INFORMATION REQUESTS:



## Board of Trustees

None.

### **6. ITEMS FOR NEXT AGENDA:**

None.

**7. ADJOURNMENT:** A motion was made by S. Kellogg to adjourn. Second by K. Schill. Meeting adjourned by unanimous vote at 7:05 p.m.

**Respectfully Submitted:** Eric Montag, Board Member



# Board of Trustees

Meeting Minutes for

September 14, 2022

**1. Call to Order:** Vice-President St. Myers called the meeting of the McMillan Library Board of Trustees to order at 5:03 p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Kim Heniadis

Ryan Austin

William Clendenning

Eric Montag

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

~~Doug Machon~~

Susan Feith

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

**Open Meetings Declaration:** Vice-President St. Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

**3. Agenda approval:**

**Motion by C. Broeren, second by R. Austin to approve agenda as printed. Motion carried by unanimous vote.**

**4. NEW BUSINESS: Discussion** K. Elchert provided background information on budget history, and explained budget documents. Discussion followed regarding funding from Wood County.

**4a. Building and Grounds Budget Items:** None.

**4b. Finance Budget Items:** Discussion regarding elevator replacement, and administration will move forward with investigating elevator replacement. S. Feith expressed concern regarding business office tasks consuming the Director's time, and possibly reserving money for paying another employee to complete these tasks.

**4c. Personnel Budget Items:** None.

**4d. Services Budget Items:** None.

**5. OLD BUSINESS: Finance Committee**

**5a. Consideration of 501(C)(3) for Endowment Fund:** S. Feith recommended bringing back attorney Nick Flannagan to answer any questions. Item added to next week's Board agenda.

**5b. Recommendation of financial management of Endowment Funds: Motion by C. Broeren to advise to the full Board that financial management of endowment funds be turned over to an accounting firm. Second by E. St. Myers.** R. Austin asked why the City would not be involved in the management of



## Board of Trustees

these funds. S. Feith responded that the fund should have its own tax ID number that is separate from the City's tax number. The endowment funds are governed by certain rules and laws which make them inaccessible by the City, and it would cause less confusion if the funds were kept separate from City funds. **Motion carried by unanimous vote of present Finance Committee members. (C. Broeren, S. Feith, W. Clendenning, E. St. Myers)**

**6. ADJOURNMENT:** A motion was made by C. Broeren to adjourn. Second by K. Schill. Meeting adjourned by unanimous vote at 7:05 p.m.

**Respectfully Submitted: Eric Montag, Board Member**



# Board of Trustees

Meeting Minutes for

September 21, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

## **2. Roll Call:**

### **Board Members:**

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

Karen Schill

Doug Machon

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

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

## **4. Agenda approval:**

**Motion by R. Austin, second by C. Broeren to approve agenda as printed.** Item 10b was removed by President Galvan. **Motion carried by unanimous vote.**

**5. Approval of Minutes: Motion by W. Clendenning, second by K. Heniadis to approve minutes as printed.** Amendments made as noted below. **Motion carried by unanimous vote.**

**5a. 07.20.22:** None, approved as presented.

**5b. 08.24.22:** "S. Schill" modified to "K. Schill." Error in attendance for K. Schill corrected.

**5c. 09.08.22:** None, approved as presented.

**5d. 09.14.22:** None, approved as presented.

## **6. CORRESPONDENCE**

None

## **7. TREASURER'S REPORT**

**7a. Monthly Finance Reports:** S. Feith shared that some bills appear twice as they were not included in the previous month's bills. There are five bills that require documentation. Glowforge has been replaced. K. Elchert will be instituting a change to how charges are made in house. She will make recommendations to the Finance Committee.



## Board of Trustees

**7b. Payment of the Bills: Motion by D. Machon, second by S. Feith to pay the bills (except Kroger and Wal-Mart) as presented and place a copy on file.** Total of the bills is \$45,989.36 which includes the bills which require further documentation. K. Elchert to follow up and produce documentation. **Motion carried by unanimous vote.**

**Endowment Bill: Motion by W. Clendenning, second by C. Broeren to pay the invoices presented against the endowment. Motion carried by unanimous vote.**

### 8. DIRECTOR'S REPORT

**8a. Library Use and Events:** K. Elchert stated that there will still be a push to produce more programming. S. Feith shared that she had arranged for a Dixieland jazz band to be brought in during the evening of October 11th in conjunction with a memorial service for George Mead.

**8b. Statistics:** 125 new patrons in the month of August. Library use at this point has already exceeded all of 2021. Full statistics presented.

**8c. Miscellaneous:** Future programming advertisement was shared with the Board. K. Elchert shared that she met with WW&LC to discuss the solar panels on the library roof and whether they should be purchased at the end of the contract with Viking Electric. Discussion followed. Monthly staff meetings will be instituted for the Thursday after each month's board meeting. September's meeting will focus on the budget.

### 9. COMMITTEE REPORTS

**9a. Building and Grounds:** D. Machon asked R. Austin about the leaking issue. No news.

**9b. Services Committee:** None

**9c. Personnel Committee:** Discussion regarding library closures for holidays. K. Elchert shared that the City has a policy to assist with this, and she recommends that the Library conform to City policy. **Motion by W. Clendenning, second by D. Machon to close the library on Monday January 2, 2023 following the holiday.** Discussion followed regarding floating holidays. **Motion carried by unanimous vote.**

#### 9d. Finance Committee

**9di. Recommendation for endowment financial management bid process: Motion by E. St. Myers, second by S. Kellogg to solicit bids for an accounting firm to handle bookkeeping for the endowment. Motion carried by unanimous vote.**

**9dii. Learning Futures project report:** S. Feith shared a list of outstanding concerns surrounding the Learning Futures project. She also described reporting requirements set forth by each of the funding grantors. No reports have been created to date. She also shared information from Legacy Accounting regarding the funding for the Learning Futures project. S. Feith recommends that the Board create the reports to grantors. At this meeting, the Board was made aware of the existence of funding contracts that were signed by the previous Director. These grants required reporting, and no such reporting has been completed to date.

### 10. OLD BUSINESS

**10a. 2023 library budget:** K. Elchert shared background supporting the budget, and discussion followed regarding the 2022 budget versus the 2023 budget. E. St. Myers inquired about funding for an I.T.



## Board of Trustees

resource from the City. Also discussion surrounding service contracts that exceed one year terms, and the effect of those on the budget. Payments from adjacent counties have not been recorded. **Motion by S. Kellogg to approve the budget as presented. Second by E. St. Myers. Motion carried by unanimous vote.**

~~10b. Recommendations from the nominating committee:~~

### 11. NEW BUSINESS

**11a. October 2022 staff development day:** K. Elchert is requesting that the library close for a full day on October 21 to conduct staff training. **Motion by W. Clendenning to close the library for the purposes of staff training. Second by K. Heniadis. Motion carried by unanimous vote.**

### 12. INFORMATION REQUESTS

### 13. ITEMS FOR NEXT AGENDA

### 14. ADJOURNMENT

A motion was made by R. Austin to adjourn. Second by D. Machon. Meeting adjourned by unanimous vote at 7:20 p.m.

Respectfully Submitted: Eric Montag, Board Member



# Board of Trustees

## Meeting Minutes for

October 19, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:05 p.m.

### **2. Roll Call:**

#### **Board Members:**

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

Karen Schill

Doug Machon

Ryan Austin

Craig Broeren (Excused)

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

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

### **4. Agenda approval:**

**Motion by D. Machon, second by K. Heniadis to approve agenda as printed. Motion carried by unanimous vote.**

**5. Approval of Minutes: Motion by W. Clendenning, second by K. Heniadis to approve minutes as printed. Motion carried by unanimous vote.**

**09.21.22:** None, approved as presented.

### **6. CORRESPONDENCE**

None

### **7. TREASURER'S REPORT**

#### **7a. Monthly Finance Reports:**

*S. Kellogg and S. Feith entered the meeting at this point.*

**7b. Payment of the Bills: Motion by W. Clendenning, second by S. Kellogg to pay the bills as presented and place a copy on file.** Total of the bills is \$61,898.26. K. Heniadis inquired about the invoice for Blue Collar Consulting, and K. Elchert provided explanation. There was also some discussion surrounding staff development day, elevator maintenance. **Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

## 8. DIRECTOR'S REPORT

**8a. Library Use and Events:** K. Elchert asked the Board to consider how it would like the Director's report to be presented in the future. (Staff development day was previously covered in this meeting.) K. Elchert will be meeting with a member of City Council regarding the library's budget. She also shared that she has met with other members of the City Council on a one-on-one basis to answer questions. There will also be a new tool for staff to communicate with each other in house. McMillan will also be a pilot library in a partnership with the DNR that will allow patrons to check out state park passes. The boxes in the front of the library are made possible by ARPA funding, and they will enable patrons to pick up held items when the library is not actually open. Wood County library board recommends 100% library reimbursement, which would benefit the library if it is approved by the full county Board.

**8b. Statistics:** 103 new patrons added this month. Library usage remains strong. Every month we are loaning out more items to other libraries than loans received, which speaks to the strength of the McMillan's collection. Library weeding in the children's section contributed to the increase in withdrawn items. K. Elchert shared that educators are not required to pay for books selected from the library's book sale. This will be communicated to the staff in the staff development day on Friday, October 21.

**8c. Miscellaneous:** K. Heniadis inquired on the previous month's staff meeting, and K. Elchert provided an update. D. Machon stated that there should be a "Public Comment" section in the agenda so people are encouraged to attend Board meetings. Consensus of the Board is that this section should be added. K. Heniadis inquired about whether programming would increase, and K. Elchert stated that current employees will be encouraged to conduct programming, and programming will be a necessary requirement of future library employees. Staff are also questioning what duties belong to which jobs within the library. E. St. Myers stated that she's happy to see the toys returning to the library. The Central Wisconsin Book Festival attendance was not as strong as hoped, and some possible causes and solutions were discussed.

## 9. COMMITTEE REPORTS

**9a. Building and Grounds:** None

**9b. Services Committee:** None

**9c. Personnel Committee:** None

**9d. Finance Committee:** S. Feith reminded the board that the Learning Futures grant reports should be done by the end of the year. Wood Trust contacted to come in and provide an update on endowment status and funding. S. Feith hopes to have endowment bookkeeping options for next meeting. The Board must also restructure endowment funding and review how endowment money enters the library's budget.

## 10. OLD BUSINESS

**10a. Surplus Property Report:** K. Elchert requested that E. St. Myers head up the effort to clear out the former entryway. The Board approved a Surplus Property Process in 2021, and the City's own surplus property process was presented for comparison. The City might be engaged to assist the Library in liquidating old library property in a fair and arm's length manner. K. Schill stated that the City's procedure is not yet approved by the City Council. S. Feith stated that she believes that there should be a process to

## Board of Trustees

record incoming property and outgoing property. Property has to be liquidated fairly, and everyone has an opportunity to respond.

**Motion to approve City human resources policy with subject “Sale to Employees” as it relates to disposal of property by E. St. Myers, second by S. Kellogg. Motion carried by unanimous vote.**

**Motion to eliminate old [surplus property] policy and replace with procedure from Director by D. Machon, second by S. Kellogg. Motion carried by unanimous vote.**

### 11. NEW BUSINESS

**11a. Staff credit card proposal:** K. Elchert is requesting that each of the 4 librarians be issued a credit card, with limit of \$2,500. Credit cards that have no personal names attached to them would be closed immediately. **Motion to issue four cards to the librarians named by the Director with limits of \$2,500, and generic accounts be closed with cards destroyed and other charge accounts closed made by R. Austin. Second by S. Feith. Motion carried by unanimous vote.**

### 12. INFORMATION REQUESTS

S. Feith inquired if a “Minute Book” could be established. E. St. Myers inquired on the listing of policies that are available for review when needed.

### 13. ITEMS FOR NEXT AGENDA

Endowment report, Learning Futures reports.

### 14. ADJOURNMENT

**A motion was made by D. Machon to adjourn. Second by S. Kellogg. Meeting adjourned by unanimous vote at 7:05p.m.**

**Respectfully Submitted: Eric Montag, Board Member**



# Board of Trustees

## Meeting Minutes for

November 3, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:01 p.m.

### **2. Roll Call:**

#### **Board Members:**

Andrea Galvan

Kim Heniadis

~~Ryan Austin~~ (Excused)

William Clendenning

Eric Montag

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Doug Machon

Susan Feith

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

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

**4. 2023 Budget:** A. Galvan updated all members on the meeting that occurred during the City's Council meeting on Tuesday, 11/1. During the course of discussion, the Board determined the following:

1. The Board appreciates the actions of the Council in supporting the Library's funding thus far, and is deeply appreciative of those who spoke up during the budget meeting in support of the Library. The Board determined that its individual members should privately contact elected City representatives to support the Library and encourage community members to do so as well.
2. No consensus was reached regarding what budget cuts beyond the current cut of \$146K would do to alter Library staffing and services.
3. K. Elchert shared that a session to educate the public regarding the Library's budget will be held at 10:00am on Saturday, November 5<sup>th</sup>, and that at least 40 people have expressed an interest in attending. The Board supports this initiative and inquired how it has been advertised.

### **5. ADJOURNMENT**

**A motion was made by C. Broeren to adjourn. Second by S. Kellogg. Meeting adjourned by unanimous vote at 6:20 p.m.**

**Respectfully Submitted: Eric Montag, Board Member**





**DRAFT**

Subject to

Approval

# Board of Trustees

Meeting Minutes for

November 16, 2022

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

## 2. Roll Call:

### Board Members:

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

~~Karen Schill~~ (Excused)

~~Doug Machon~~ (Excused)

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** None

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

## 4. Agenda approval:

**Motion by C. Broeren, second by S. Kellogg to approve agenda as printed. Motion carried by unanimous vote.**

**5. Approval of Minutes: Motion by B. Clendenning, second by R. Austin to approve minutes as printed. Motion carried by unanimous vote.**

**11.3.22:** Typo corrected on Nick Flanagan's name.

**6. CLOSED SESSION: C. Broeren made a motion to go into closed session, second by R. Austin to enter closed session. Motion carried by unanimous roll-call vote.** 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, consult with legal counsel, and consider confidential mediation regarding ERD Case No. CR202202129.

In closed session, the Board took action to direct counsel to mediate confidentially on its behalf.

## 7. CORRESPONDENCE

None

## 8. TREASURER'S REPORT

**8a. Monthly Finance Reports:** S. Feith discussed an issue with WW&LC billing cycle. K. Elchert stated that LexisNexis subscription would be discontinued. S. Feith stated that Kroger, and a few other businesses will still appear on the bill statement until all invoices come through and are processed.

**8b. Payment of the Bills: Motion by C. Broeren, second by K. Heniadis to pay the bills as presented and place a copy on file.** Total of the bills is \$36,132.93. **Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

## 9. DIRECTOR'S REPORT

**9a. Library Use and Events:** Second street light added to vacant lot. Troublesome light fixture in children's room reconfigured. K. Elchert attended WLA conference and will now serve on several committees. Mural to be painted in children's room. K. Elchert intends to dispose of two desks. Two money-counting machines sent to city hall for better use. Library signed up for Off-the-Clock chamber event in December. K. Elchert now focusing more on organizational changes, and will be changing the staff schedule beginning in 2023 to improve library services.

**9b. Statistics:** Normal usage.

**9c. Miscellaneous:** A. Galvan thanked K. Elchert for her presentation on the library budget and sharing information surrounding library funding.

## 10. COMMITTEE REPORTS

**10a. Building and Grounds:** None

**10b. Services Committee:** None

**10c. Personnel Committee:** None

**10d. Finance Committee:** None

## 11. OLD BUSINESS

**11a. 2023 Budget:** No action needed.

**11b. Legacy Grant Report:** Legacy Grant Report is due at the end of December, 2023. To the Board's knowledge, no work has been completed. Comprehensive documentation is missing. A. Galvan, K. Elchert and S. Feith to continue work on this outstanding item. There are a handful of pledges that the Board are uncertain about, and A. Galvan directed E. St. Myers to contact Solarus to fully discuss its generous contribution to the Learning Futures Project.

**11c. 2022 December Holidays:** K. Elchert shared that the previous director made statements to staff regarding their vacation time; that staff would be able to have their vacation paid out. The library will align with the city beginning 2023, with all people having the same vacation use restrictions. There will be one exception made on a non-precedent setting basis due to extenuating circumstances.

Library to be closed on Saturday, December 24, and that day would currently be treated as a floating holiday for staff. K. Elchert asked how the Board would like to handle this. Consensus of the Board is that staff will be permitted to schedule their floating holiday prior to the end of January, 2023.



## Board of Trustees

### **12. NEW BUSINESS**

None.

### **13. INFORMATION REQUESTS**

E. St. Myers requested that the most recently approved By-Laws be added to the next agenda for review.

### **14. ITEMS FOR NEXT AGENDA**

K. Heniadis requested that staff raises be considered at the December, 2023 board meeting. This is due to the wage increase that was recently passed by City Council.

### **15. ADJOURNMENT**

**Meeting adjourned by President Galvan at 8:05 p.m.**

**Respectfully Submitted: Eric Montag, Board Member**



**Community Development  
Department**

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

**REPORT OF THE ZONING BOARD OF APPEALS**

October 20, 2022

The Zoning Board of Appeals met at 2:00 p.m. on October 20, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Attending Board members were: Chairperson Dave Laspa, Bruce Kluver Lee Gossick, Jerry Feith and Alternate Peggy Montag. Others in attendance included Alderperson Dennis Polach, Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Robert Bailey and Nicholas Bonsack.

The meeting was called to order at 2:00 p.m.

1. Approval of the report from the August 29, 2022 Zoning Board of Appeals meeting.

Motion by Feith to approve the report from the August 29, 2022 Zoning Board of Appeals meeting;  
second by Gossick.

Motion carried (5 – 0)

2. **VARIANCE 22-001036: Nicholas D. Bonsack**; public hearing and action on a request for a use variance to establish a single-family home within the R-3 Multi-Family Medium Density Residential District at 411 6<sup>th</sup> Street South (Parcel ID 3407854).

Carrie Edmondson provided some background for the property and summarized the findings in the staff report. Staff recommended denial of the request due to the failure to meet the applicable requirements in the zoning ordinance and the land use development in the City's Comprehensive Plan.

Public hearing opened at 2:07 p.m.

Speaking in favor:

Nicholas Bonsack – 3110 Rosebury Dr., Town of Grand Rapids

Robert Bailey – 3151 Oak St., Nelsonville

Andrew Kirkpatrick – 421 7<sup>th</sup> St. S (a letter of support had been provided to staff and Board members)

Speaking against: none

Public hearing closed at 2:12 p.m.

Member Feith asked staff to elaborate on the City's current and future Comprehensive Plan, to which Ms. Edmondson responded. Peggy Montag asked the applicant whether permits for the renovation had been obtained and Mr. Bonsack replied. Kyle Kearns added his comments regarding the zoning and the use of the property.

Motion by Feith to approve the request for a use variance to establish a single-family home within the R-3 Multi-Family Medium Density Residential District at 411 6<sup>th</sup> Street South (Parcel ID 3407854); second by Gossick.

Motion carried (3 – 2; members Montag and Laspa voting against)



**Community Development  
Department**

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

**3. Adjourn**

Motion by Feith to Adjourn; second by Montag.

Motion carried (5 – 0)

Meeting adjourned at 2:22 p.m.

Respectfully submitted by Erika Esser, Secretary



**Community Development  
Department**

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

**REPORT OF THE ZONING BOARD OF APPEALS**

November 16, 2022

The Zoning Board of Appeals met at 2:00 p.m. on November 16, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Attending Board members were: Chairperson Dave Laspa, Jerry Feith, Mike Hittner, Bruce Kluver and 1<sup>st</sup> Alternate Peggy Montag. Lee Gossick was absent. Others in attendance included Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Chad Wirl and Alderperson Dennis Polach.

The meeting was called to order at 2:03 p.m.

**1. Approval of the report from the October 20, 2022 Zoning Board of Appeals meeting**

Motion by Hittner to approve the report from the October 20, 2022 Zoning Board of Appeals meeting;  
second by Feith.

Motion carried (5 – 0)

**2. VARIANCE-22-001203: Chad Wirl – Public hearing and action on a request from Chad Wirl for a variance from the side yard setback to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550).**

Kyle Kearns provided a summary of the request, recommending denial based on the analysis and findings in the staff report.

Public hearing opened at 2:06 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 2:07 p.m.

Mike Hittner asked what the distance was from subject property line to the railroad right-of-way, to which Mr. Wirl responded.

Motion by Hittner to grant the variance from the side yard setback to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550), subject to the following condition:

1. Gutters shall be installed along the east side of the building where the reduced setback is granted under this approval

second by Feith.

Commissioner Hittner cited his original reasoning from the previous variance for the recommendation.

Motion carried (3 – 2; Laspa and Montag voting against)

**3. Adjourn**

Motion by Hittner to adjourn; second by Feith

Motion carried (5 – 0)



Meeting adjourned at 2:14 p.m.

Respectfully submitted by Erika Esser, Secretary

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jeremy Eichorn, Chairman  
Joseph Zurfluh, President  
Brad Hamilton, Alderman

**MUNICIPALITIES:**

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

11/3/22

The South Wood County Airport Commission met on Thursday November 3, 2022 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton and Joe Zurfluh, Jeremy Eichstad was excused. Also in attendance were Dennis Polach, Randy Gustafson, Arne Nystrom, Paul Tranal, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 8:03 AM.

**2. Approval of previous month's minutes (10-6-22):**

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

**3. Airport Manager's Report:**

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The fuel system project was substantially complete and operable. Training has been ongoing for employees using the new system. Primarily the inventory control system and the leak detection monitor.

There is nothing to report on the progress of the easement acquisition project.

Sickler reported that the fuel sales and activity in October was well below the month last year. Fuel sales to date are 17% below 2021. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

**4. New Business**

a. Discuss and consider action regarding Airport Survey results. The Commission reviewed and discussed some of the maintenance and refurbishment topics which were common in the responses. T-Hangar doors, terminal soffit/fascia/lighting, terminal bathrooms, and perimeter trail were recognized. Sickler will pursue options and estimates for the top priorities and return with information as it is received during future meetings. No action taken.

**5. Review of Financial Statements**

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

**6. Future agenda items:**

Airport satisfaction survey results actionable items.

## **7. Public Comment**

Arne Nystrom commented on keeping up with posts to social media for PR purposes.

EAA 706 mentioned that charges for fuel on CC statements still show as "HJ Aviation" and asked about the hangar numbers.

## **8. Correspondence received:** None

## **9. Set next meeting date:**

Thursday December 1 at 8:00 AM.

## **10. Adjourn:** Motion made by Commissioner Blaser, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 0913. Motion carried.

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



**SOUTH WOOD COUNTY AIRPORT**  
Jeremy Sickler, Airport Manager

**November 2022**

**Airport Development:**

Fuel System Construction: The new system has run smoothly since the last meeting. Several punch list items will be addressed in the spring.

Obstruction Removal/Easement Acquisition: Nothing new to update. A request has been made to MSA to provide an update - preferably in person.

<b>Fuel Type</b>	<b>Previous month</b>	<b>Current month</b>	<b>This month last year</b>	<b>2022 year to date</b>	<b>2021 year to date</b>	<b>Year over Year</b>
<b>100 LL</b>	1298.88	399.85	950.38	11945.74	15440.38	73%
<b>Jet A</b>	6465.00	1328.00	2302.01	66926.97	80246.96	83%
<b>TOTAL</b>	7763.88	1727.85	3252.39	78872.71	95867.34	82%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$10332.10
Ramp Fee:	\$194.97
Lav Fee:	\$0.00
GPU:	\$7575.00
Call Out Fee:	\$225.00
Transient Hangar:	\$1100.00
Catering:	\$0.00
Oil:	\$7.00

Year over year total fuel gallon sales comparison through August:

2020 - 50815.17 gallons  
2019 - 80152.97 gallons

## **Airport Activities:**

T-Hangar doors: A quote for replacement of doors has been received. Another has been requested from another provider. In the meantime several doors are not working and may need some immediate attention. A call to Altmann Construction has been made to assess the likelihood of a short-term fix until a more permanent fix is approved.

2022 Petition: The Petition for Federal funding is in the approval stages at the BOA.

UST Permits and Insurance: Applying for and obtaining permits and insurance was challenging. A lot of confusion existed due to the time when there were four tanks here and all of them needed insurance and permits (or pending permits). Our insurance and permits all come due in November. Significant time was spent working with the State DATCP and tank liability company to correct the errors and alleviate the confusion that resulted from the overlap and changeover between systems.

Airfield Lighting: The approach strobe lights have been inconsistent since installation in 2018. Several control boards, power sources, and actuators have been replaced in that time. Van Ert Electric is still working with the light manufacturer trying to find permanent solutions. The next step according to the manufacturer is to have an electrician on site to troubleshoot while on the phone with one of their representatives. That should take place in the next couple of weeks.

Hangar Area Lighting: A new light fixture was requested and installed by WWLC. The Commission rents this fixture. The old fixture was working albeit outdated. The updated fixture seems to be helpful according to the comments received.

Off The Clock: The event was held in the new hangar and was well attended. Many compliments were received about the refreshments, facility, and progress the Airport has made. HOW Chamber commented that this was one of the most attended events of the year.

Hangar Numbering: Annual bills will be sent to tenants in December. That will be a convenient time to include a letter alerting tenants of the availability of the signs and expectations for installation.

Old Hangar Insurance: Two quotes have been submitted to MPIC and the agent handling the claim is still awaiting clarification of the quote from one of the contractors. One of the contractors said they could do the project right away if they got the contract and the other offered to patch the roof for the winter until they could commence in the spring.

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, November 9, 2022

**There were present:**

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

Also in attendance: Roxanne Gronski, Jeff Kuhn, Todd Weiler, Josh Elliott, Dale Scheunemann, Adam Breunig, Shawn Reimer, Matt Stormoen, Tyler Sneen, and Sean Wall.

**1. Call to Order**

Acting Chairman Rick Merdan called the meeting to order at 2:00 PM. Commissioner John Bergin and General Manager Jem Brown were excused from today's meeting.

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

**2.1 Regular Commission Meeting held October 12, 2022**

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to approve the minutes of the Regular Commission Meeting held on October 12, 2022, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1** There were no action items.

**4.0 Department updates**

**4.1 Safety Committee Report**

The commissioners reviewed the October safety committee report and the safety coordinator's monthly report.

**4.2 Line Superintendent's Report**

This report was reviewed and discussed. Josh Elliott answered questions regarding the number of trouble slips, work orders and call-ins for October.



#### **4.3 Water Department Operations Report**

This report was reviewed; October water projects and the completion of the raw water main lining project was discussed.

#### **4.4 Customer Support Supervisor's Report**

This report was reviewed and current electric disconnections were discussed.

#### **4.5 Director of Finance's Report**

This report was reviewed and the financial statements were discussed. Jeff answered questions regarding the 2022 landscape and snow removal RFP that was sent. A new contract was issued and will begin December 1<sup>st</sup> so there will be no gap in services from our previous provider.

#### **4.6 Information System's Administrator's Report**

This report was reviewed and the cameras that were installed at the water towers were discussed. This was done for security and the ability to watch the tower gates.

#### **4.7 Conservation Manager's Report**

This report was reviewed and discussed. Shawn Reimer detailed an energy evaluation that he along with an Energy Advisor from Focus on Energy did at a local assisted living facility. Several recommendations were made to help them to lower their energy consumption.

#### **4.8 Electrical Engineer's Report**

This report was reviewed and discussed. Tyler Sneen answered questions regarding the voltage regulator testing and maintenance that was just completed.

#### **4.9 Director of Engineering & Electric Operations**

This report was reviewed and discussed. Rick Merdan suggested that Todd Weiler give the commissioners a tour of our substations to see all of the changes that have been made.

#### **4.10 General Manager's Report**

This report was reviewed and discussed.

#### **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 Jay Bemke, seconded by Jeff Penzkover, and carried to adjourn at 2:17 PM. No nay votes were recorded.

Respectfully submitted,

John Harper, Acting Secretary



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

November 2022

### **Permits & Degradation**

- 16 Permits/Applications (34 last month) for asphalt paving (1), driveway grades/concrete pour inspections (1), storm water (0), excavating (10), Street Privilege (1), storm connection (0), permit parking (2), banner (0), environmental testing well (0), contractor licenses (1)
  - This year – 313 permits & licenses
- 125 Diggers Locates for Storm Sewer & Sanitary Sewer (205 last month)
  - 4 Emergency locates
- Degradation fees - this year = \$93,403.57
  - This month = \$3,178.13 (\$8,136.00 last month)

### **Traffic**

- Vision Triangle Complaints
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4<sup>th</sup> Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22 – counter placed 11/22/22.
  - 13<sup>th</sup> St N & Prospect St – 10/6/22 – counter placed 11/29/22.
    - 13<sup>th</sup> St N at Saratoga St, Avon and Wisconsin
    - 14<sup>th</sup> St N at Prospect St, Avon St and Wisconsin
    - 15<sup>th</sup> St N at Prospect St, Avon St and Wisconsin
- ITS Standalone Signal Grant
  - Bid opening is scheduled for Dec. 8<sup>th</sup> at 10am. Results will be presented at the Public Works meeting that evening.
- Signal complaints
  - 2<sup>nd</sup> Ave and Expressway accident. Cabinet arrived and installed on Thursday, 11/3/22. Intersection is back to normal operation.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - Chase St & Expressway – red light running, pedestrian safety, queueing. – verified equipment and performed visual observations in October.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
  - Chestnut & 8<sup>th</sup> St – too few cars can get through (9/20/2022)



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

- W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

Project Designs/Construction underway:

#### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance

#### 2022 Reconstruction Projects

- Construction for 2022 Projects
  - DOA/Lyon Park Levee – Lyon Park work began October 24<sup>th</sup> and is primarily complete on 11/23/22.
  - 2022 Concrete contract will remain open to complete spring of 2023 to complete 9<sup>th</sup> Ave. and Fremont St projects.

#### 2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects are complete.
- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 85%
  - Shorewood Terrace (1<sup>st</sup> St N to Termini) – 85%
  - Apricot St and Broadway St – 90%
- 2023 Contracts
  - Sewer Lining Contract – 0%
  - Crushing Contract – 0%
  - Asphalt Contract – 0%
  - Concrete Contract – 0%

#### 2024 Reconstruction Projects

- Preliminary Survey for 2024 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%
- Design for 2024 Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 40%
  - Lincoln St (Expressway to Peach St) – 5%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 15%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%



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### Storm Water Utility

- Storm Utility Billing Update/Audit – Proposed scope of work consists of reviewing and updating the utility database to make sure billing is accurate. Work is expected to be complete by Dec. 31<sup>st</sup>, 2022.
- Illicit Discharge and Detection Outfall Testing is complete.
- One Mile Cr. – We are waiting for DNR to provide comments on the permit application for the dams. A letter will be sent to property owners in December with general updates on the project.

### Transportation Utility

- Began review of 28 new accounts added.

### Capital Improvement Planning

- No new updates at this time.

### Other Highlights

- Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12<sup>th</sup>.
  - Preliminary rail data is attached
  - Public Survey – 700+ responses as 11/28/22. Survey will run until Dec. 30<sup>th</sup>.
  - Completing data collection and starting work on the final report the week of Dec. 5<sup>th</sup>
  - LinqThingz moved data collection equipment to 17<sup>th</sup> Ave N and Bonow Ave on 11/28/22.
- Baker St ped crossing. Preparation and coordination is complete. Bases are installed. Waiting for the remaining equipment to ship 12/9/22.
- W Jackson St Update
  - Street lights are scheduled to arrive 12/9/22.
- Downtown Riverwall project scoping
  - Diver inspection was complete this summer
  - Working with contractors on repair options and repair costs
- Dog Park
  - Preliminary survey was complete 11/29/22. Survey data is being sent to MSTC for the Highway Tech students to design.
  - A WI DNR Construction Permit was applied for 11/30/22



## **PUBLIC WORKS DEPARTMENT**

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

### **November 2022**

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

- Garbage Collection estimate 438.71 tons (2021 368.29 tons)
- Recycling Collection estimate 108.31 tons (2021 100.91 tons)

#### ***Construction***

##### **Cherry Street (Riverview Drive – 1<sup>st</sup> St North, Smith St (Railroad St – Riverview Drive)**

- Project completed

##### **Rosecrans Street (9<sup>th</sup> Ave – Dead End)**

- Project completed

##### **Lyons Park Flood Levee (1681 2<sup>nd</sup> Ave to Lyon Park)**

- Installed 382' of bottom retaining wall block
- Installed 346' of top retaining wall block
- Poured 3,684 sq feet of Concrete pavement and thickened slab footing along retaining wall
- Built earth berm from retaining wall south to trail crossing at Woodbine, riverside is seeded and erosion matted to protect in spring
- Installed 24 block with cap at Woodbine and 2<sup>nd</sup> Ave

#### ***Items to complete in spring:***

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2<sup>nd</sup> Ave
- Install metal railing along river wall
- Asphalt patch between wall and back of curb

##### **18<sup>th</sup> Ave South (Russel Street – West Grand Ave)**

- Project completed

##### **West Jackson Street (West Riverview Expressway – Wisconsin River)**

- City portion of project completed

##### **Freemont Street (14<sup>th</sup> Street – 13<sup>th</sup> Street)**

- Project completed

##### **9<sup>th</sup> Ave North (West Grand Ave – Freemont Street)**

- Backfilled curb and gutter

***Items to complete in spring:***

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Freemont Street
- Some Concrete Carriage Walks

**Freemont Street (7<sup>th</sup> Ave N – 10<sup>th</sup> Ave N)**

- Finish Graded Freemont Street to get ready for Asphalt pavement
- Backfill curb for driveways
- Backfill curb and gutter in green spaces that don't have sidewalk section

***Items to complete:***

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

**17<sup>th</sup> Ave North (Rosecrans Ave – Jefferson Street)**

- Project completed

***Streets Maintenance***

- Cut grass in ROW city maintains
- Assisted WWLC with Raw water main site restoration
- Site restoration for Curb and Gutter maintenance contractor
- Provided monthly Brush pickup and Fall yard waste collection
- Dig out and Install Asphalt Patches on 8<sup>th</sup> Street and various sanitary repairs
- Haul chip seal chips back from wash plant to be reused next season
- Shoulder restoration on new paved alleys and bike trails, 14<sup>th</sup> Ave North, and 2<sup>nd</sup> and Drake Street, West River bank by Fire Fighters memorial
- Remove river dock and garbage containers along West Grand Ave
- Street Sweeping
- Placed Salt sand bins at locations within the City
- Poured Curb and Gutter repair for WWLC raw water line construction
- Split Stumps at West compost site to prepare for grinding
- Worked six small snow events with salting mains and brushing sidewalks
- Loaded out Sludge for Waste Water Contractor
- Checked over plow routes for high manholes and low tree branches
- Hauled sweepings to Waste Management
- Participated in the Rekindle the Spirit Parade
- Fixed Culvert pipes that failed in ditch ends
- Final sweeping of chip seal streets

***Paint and Signs***

- Change out fall banners downtown to winter banners
- Install flags for Veterans day and remove
- Installed new signs on 9<sup>th</sup> Ave North Construction project
- Removed WIAA banners over State highways for State football
- Removed banners from Veterans memorial walk
- Installed Christmas decorations along Grand Ave and Expressway Bridge
- Delivered Happy Holidays sign for highway entrances



- Installed LED School Crossing signs on 32<sup>nd</sup> Street and Baker Street

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

- Routine service work fleet trucks
- Annual Vehicle Inspections
- Service Police and Fire's fleet
- Finished preparation for snow fighting equipment
- Prepared Unit 26, Old office trailer and Drill Rig for pickup. Units were sold at auction

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

Report:

Collections

- The collections crew televised 5050 ft of sanitary sewer and 6905 ft of storm sewer and have been continuing to inspect the westside of the city for potential Inflow and Infiltration points.
- The crew cleaned 1300 ft of mainline sewer and 1000 ft of storm sewer, root cut 1200ft of sanitary and storm, and flushed 2 dead ends.
- Collections had 4 sewer calls that were homeowner issues.
- The collections crew has been working on 2024 capital improvement projects, televising for preliminary engineering on Lincoln st..

Operations/Maintenance

- All effluent discharge concentrations were well under the permitted limits for November
- Energy dissipating baffles and a new skimmer arm have been installed on the North final clarifier and it is back up and running. The operations at the treatment plant had to be significantly altered to do this work, but everything has returned to normal operations.
- The plant continues to get slug loaded from landfill leachate. This has caused treatment issues with clarity and pin flocking.
- Haza mechanical replaced rusted out lines on the thermophilic digester heating lines. This involved keeping the heat loop off for the day and making sure all the work got done as fast as possible. The project went very well.



# 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, 2022  
RE: Monthly Summary for November 2022

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

- Police and Fire Commission meeting
- Common Council meeting
- Attended HR Meeting
- Officers Meeting
- FD/PTD training
- Car seat Clinic at Station I
- Teen Leadership Meeting
- Ready Rebound Meeting
- North Central Fire Chiefs meeting
- Participated in the Rekindle the Spirit Parade
- Fire Training – Car Fires/Emergency Vehicle Operations Course
- Held EMR Training
- Hazardous Materials Refresher given by the REACT center
- Finished Hose Testing for 2022
- Cadet training
- Attended Intern Fair MSTC
- MSTC Fire Advisory meeting
- EMS Training ACLS – EP training
- Mayors Monthly Touch Base Meeting
- All crews are completing Fire Inspections

November Anniversaries: None

Notable Responses:

CO Calls – 2

Car Fire – 1

Cooking Fire – 1

Gas Leak – 1

Motor Vehicle Collisions - 12



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## WRFD Notes:

The Fire prevention Division has been very busy lately. The end of the year is always busy beginning in October with Fire Prevention week. The Fire Prevention division then focuses on completing the remaining Fire Inspections for the year. On top of all that work, Fire Marshal Pluess has been installing Smoke Detectors in homes of citizens that either cannot complete the task themselves or simply cannot afford to do it. Within the last 6 weeks, he has installed 48 detectors into 14 different visits. Although every Firefighter enters into this profession for the suppression side, it is truly every Firefighters responsibility to support Prevention as our primary job. The parameters of this program is it needs to be a home that the resident owns and not a rental. The property owners of rentals are responsible to ensure proper Fire detection by law. Restoration costs from fire damage vary depending on the extent of the fire and situation. However, on average, homeowners can expect to pay between \$2,500 and \$5,000 to recover after a small fire. The cost can reach as high as \$50,000 to restore a kitchen or replace a roof after a major home fire. If that home is a total loss replacement cost for a 1,500 square foot home can range between \$150,000 - \$300,000. Every home that we can ensure has proper detection is one less tragedy that we may respond. That is a very good investment of time. The Fire Prevention will be more active as the New Year begins with some activities on the horizon that will further protect the Citizens that we serve with a Community Risk Reduction rollout.

This month we brought Instructors from the Regional Emergency All-Climate Training Center (REACT) to complete a Hazardous Materials Refresher class. Every year we must train for a minimum of 8 hours on Hazardous Materials because we are a Type III Regional Response Team for the State. We train more than 8 hours every year but like to dedicate eight hours to instruction from the best subject matter experts the State has to offer. The Instructors spent a complete day with every crew and that training was recorded for those that were on vacation. This class was possible by a grant that Battalion Chief Joe Kubis received in order to cover those costs. Battalion Chief Kubis is our Special Operations Lead.

Other Fire Training for the month concentrated on Motor Vehicle Fires. This training was completed at MSTC training center using their natural gas props to simulate various types of motor vehicle fires. Today's Motor Vehicle fires are much more complex than years past. We now need to consider L.P. powered vehicle, Electric Vehicles, and the metals used to construct them. Magnesium, a metal used throughout a vehicle is very easily ignited and extremely hard to extinguish. The new challenges of the Lithium batteries in the new Electric Vehicles lead to some extensive extinguishment challenges and many times re-ignition even after the vehicle is in transit to a repair shop or transition point for insurance companies to examine and conduct an investigation. Lastly, every crew finished up a class of Advanced Cardiac Life Support for the experienced provider (ACLS-EP). It was a well-rounded training month for Fire, EMS, and Fire Prevention.



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## WRFD November 2022 MONTHLY RESPONSE REPORT

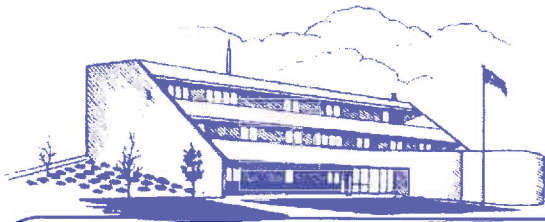
Type of Emergency	November 2022 Responses	Total # of 2022 Responses	November 2021 Responses	Total # of 2021 Responses
EMS 911	360	3,984	373	3769
EMS IFT	2	60	162	162
COMMUNITY PARAMEDICINE	0	12	11	11
FIRE	2	36	3	45
EXPLOSION (No Fire)	1	1	0	0
HAZARDOUS CONDITION	5	34	4	43
SERVICE CALLS	4	51	7	79
GOOD INTENT	0	60	0	0
FALSE ALARMS/WEATHER	5	77	9	88
TOTAL CALLS FOR SERVICE	379	4,315	403	4197

### 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 2022	2022 Totals	November 2021	2021 Totals
Wisconsin Rapids	293	3,175	318	3335
Saratoga	17	280	31	261
Village Port Edwards	4	125	20	128
Village Biron	28	149	12	104
Town of Port Edwards	11	88	0	0
Nekoosa	18	256	0	0
Cranmoor	0	7	0	0
Mutual Aid Given	0	76	12	77
Mutual Aid Received	8	159	10	292
<b>TOTALS</b>	379	4,315	403	4197

Confined Space Stand-by	November 2022	Total # 2022	November 2021	Total # 2021
<b>TOTALS</b>	51	434	11	343



## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: December 15, 2022

To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
Wisconsin Rapids Common Council

From: Mike Potocki, Interim Chief of Police

RE: Report on the Police Department activity for November 2022

### Departmental Activity/Training:

WRPD and WRFD management meeting.

North Central Chiefs of Police Association meeting.

Wood County Law Enforcement Executives meeting.

Police Department Staff meeting.

Interim Chief Potocki attended the Ready Rebound Presentation.

Lieutenant Lubeck attended Chippewa Valley Technical College career fair.

Sergeant Fleisner and K9 Lex attend a week long K9 recertification training in Green Bay.

Officer Borchardt attend Advance CIT, working with Veterans training at MSTC.

Department members attended The Hero's Café, Quilts of Valor presentation. Interim Deputy Chief Scott Dewitt was a recipient of one of the Quilts of Valor for his military service.

Interim Chief Potocki attended the Sunrise Rotary meeting. Sunrise Rotary raised and donated \$2820 to the Police Department K9 fund. The money was raised at their Mini-Ryder Cup Event.

FirstState Bank Donated \$375.35 to the Police Department K9 fund from their Jeans for a Cause Fridays and candy bar sales.

Completed our 36<sup>th</sup> Citizens Police Academy

**Year to date statistics and previous year comparison:**

WRPD responded to **1351** incidents and calls for service in November 2022.

November 2021: **1270**

Total incidents and calls for service to date in 2022: **14,207**

Total for 2021: **14,821**

**For month of November 2022 vs 2021:**

- OWI - 2022: **4** 2021: **7**
- Traffic Crash Investigations - 2022: **38** 2021: **32**
- Traffic / Municipal Citations – 2022: **181** 2021: **216**
- Written Warnings – 2022: **234** 2021: **268**
- Restricted Parking Tickets – 2022: **106** 2021: **124**

**Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made **27 arrests** for Controlled Substance offenses in November 2022. These charges include:

- Possession of Narcotic drugs.
- Possession of Methamphetamine.
- Possession of Drug Paraphernalia.
- Manufacture/Deliver THC
- Possession of illegally obtained prescription

**Special Operations:** Have been suspended because of personnel shortages.