



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

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, December 21, 2021, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access code: 872 9441 3111.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Council regarding an agenda item, please contact Mayor Blaser via email or phone at mayor@wirapids.org or 715-421-8216 before the meeting.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meetings held on November 16, 2021 and November 22, 2021 (See Attachments #1 and #2)
5. Common Council appointment of a regular member to the Water Works and Lighting Commission for a term expiring October 1, 2026 (See Attachment #3)
6. Consider for approval Mayor Blaser's appointment of Elizabeth St. Myers, 1430 Lily Lane, to the Library Board as a regular member to replace Anne Zacher, for a term expiring July 1, 2022. (See Attachment #4)
7. Common Council appointment of Election Inspectors for the 2022-2023 term:
 - A. Democratic Party Inspectors (See Attachment #5)
 - B. Republican Party Inspectors (See Attachment #6)
 - C. Unaffiliated Inspectors nominated by Mayor Blaser (See Attachment #7)
8. Consider a Resolution Changing the Polling Place for Wards 14, 15, and 16 from the Centralia Center to East Junior High School (See Attachment #8)
9. Consider for Adoption the Actions of the Planning Commission at its meeting held on December 6, 2021:
 1. Approval of the reports from the November 1, 2021, Plan Commission meeting
 2. **Plan-21-1203; Consolidated Water Power Company** – request to alter boundary lines of a nonconforming lot to lessen the nonconformity at 2721 5th Avenue (Parcel ID's 3400447A, & 3400310)
 3. **PLAN-21-1193; Assumption High School** – request for a sign exception to increase the maximum height for a proposed ground sign from 8 feet to 10 feet 3 inches at 445 Chestnut St. (Parcel ID 3408404)
 4. **PLAN-21-1185; Theresa Cashman, Out of the Box Coffee House** – request for a site plan review for the expansion of an existing café at 3820 8th Street South (Parcel ID 3413806)
 5. **PLAN-21-1176; Kyle Stern** – public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 1551 West Grand Avenue (Parcel ID 3402369)
 6. Adjourn
10. Consider for Adoption the Actions of the Standing Committees of the Common Council, as Follows:
 - A. Finance and Property Committee meeting held on November 4, 2021:
 1. Call to Order
 2. 2022 McMillan Memorial Library Budget Review
 3. 2022 City of Wisconsin Rapids Budget Review

4. Adjourn.

B. Finance and Property Committee meeting held on December 7, 2021:

1. Call to Order
2. Review and approve a proposal to purchase a used Finn T30 Hydroseeder
3. Review and approve a proposal to purchase a roller attachment and counter weights for Public Works Skid Steer
4. Consider for approval a request from the Wisconsin Rapids Fire Department to apply for the Assistance to Firefighters Grant
5. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Reception: Abstract Artists Invitational event to be held on Thursday, January 20, 2022 from 5:30 p.m. to 7:30 p.m.
6. Consider a request from E-Ways Sales LLC, d/b/a E-Ways Sales, Jonathan Ruder, agent, located at 2660 8th Street South #105 for renewal of Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer licenses
7. Consider a request from GameStop, Inc. d/b/a GameStop #3254, Diana Saaheh-Jajeh, agent, located at 930 Kuhn Avenue for a renewal of a Secondhand Article Dealer license
8. Consider for approval the Shared Ride Taxi Operating Contract between the City of Wisconsin Rapids and Wheels of Independence, Inc.
9. Consider for approval a resolution amending the 2021 Budget
10. Audit of the Bills
11. Set next meeting date
12. Adjourn.

C. Public Works Committee meeting held on December 7, 2021:

1. Call to order
2. Review traffic control study report for the intersection of Apricot St and 15th St N
3. Review traffic control study report for the intersection of Chestnut St and 12th St S
4. Review traffic control study report for the intersection of Sampson St and Grove Ave
5. Review speed study report for Chestnut St between Hill St and 8th St S
6. Consider approving a revision of the State Municipal Agreement for the W Jackson St Project
7. Review referral requesting direction to prioritize transportation utility efforts over special assessment administration.
8. Consider approval of sewer lining contract to the lowest responsible bidder.
9. Review DPW November activities report
10. Review referral list
11. Adjourn

D. Human Resources Committee meeting held on December 13, 2021:

1. Call to order
2. Discuss and consider for approval the extension of the Employee Emergency Paid COVID-19 Leave set to expire on 12/31/21
3. Discuss and consider for approval a request for a Tier 11 Firefighter position within WRFD
4. Discuss and consider for approval the attached revision to the Overtime and On-Call Pay Policy
5. Discuss and consider for approval the attached revision to the Copy and Fax Machine Use Policy
6. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads:
"Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"
In closed session, the Committee will discuss negotiation and bargaining strategy regarding labor negotiations with IAFF and WRPPA.
7. The Committee will return to open session
8. *The Committee may vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation

data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

In closed session, the Committee may discuss employment and compensation for a public employee, including a separation agreement.

9. *The Committee will return to open session
10. *The Committee may take action in open session regarding employment and compensation for an employee, and a separation agreement
11. *Consider the status of the Public Works Director position and its possible elimination
12. *Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works. See attached
- *The Council may consider Items 8-12 at the end of the Council agenda.**
13. Adjournment.

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

- A. Wisconsin Rapids Housing Authority held September 29, 2021
- B. Wisconsin Rapids Police Department monthly summaries for October and November 2021
- C. Police and Fire Commission held October 13 and November 10, 2021
- D. Wisconsin Rapids Fire Department monthly summary for November 2021
- E. South Wood County Airport Commission held November 4, 2021
- F. McMillan Memorial Library Services Committee held November 9, 2021 and Board of Trustees held November 17, 2021
- G. Water Works and Lighting Commission held November 10, 2021

12. Referrals to Committees

13. Regarding Human Resources Committee items #8-12:

8. In open session, the Council may vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: “Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

In closed session, the Council may discuss employment and compensation for a public employee, including a separation agreement.

- 9. The Council will return to open session**
- 10. The Council may take action in open session regarding employment and compensation for an employee, and a separation agreement**
- 11. Consider the status of the Public Works Director position and its possible elimination**
- 12. Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works.**

14. 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 16, 2021

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, November 16, 2021, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

1. Call to Order

Mayor Blaser called the meeting to order at 6:15 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present.

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

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

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

4. Wisconsin Rapids Fire Department recognition for First Responder of the Year award for Dustin Lease

Interim Fire Chief Eckes recognized Dustin Lease for First Responder of the Year award.

5. Reading of the Minutes of the Previous Meetings held on October 19, 2021 and November 11, 2021

It was moved by Veneman, seconded by Cattanaach to dispense with a reading and accept the minutes of the previous meetings, with the change made to the Human Resources Committee minutes of October 11, Item #9, that the second to the motion was made by Bemke, not Evanson. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	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"/>

6. a. Consider a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic

It was moved by Evanson, seconded by Zacher to approve a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic. Motion failed, 0 ayes and 8 nays: The Emergency Declaration was not renewed.

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

- b. Consider for Adoption a Resolution Adopting the Tax Levy and 2022 City of Wisconsin Rapids Budget
It was moved by Zacher, seconded by Veneman to reduce the budget by \$500,000 to cover special assessments. Motion failed, 2 ayes and 6 nays.

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

- It was moved by Austin, seconded by Bemke to approve a Resolution Adopting the Tax Levy and 2022 City of Wisconsin Rapids Budget. Motion carried, 5 ayes and 3 nays. Resolution No. 33 (2021)

<u>Aldersperson</u>	<u>District</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 type="checkbox"/>	<input checked="" 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"/>
Jake Cattanach	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

It was moved by Evanson, seconded by Rayome to approve a Resolution Setting the Equivalent Residential Unit (ERU) Charge for the Storm Water Management Utility Improvement Fund. Motion carried, 7 ayes and 1 nay.
Resolution No. 34 (2021)

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Public Hearing on the Discontinuance of a portion of Avon Street
Mayor Blaser opened the Public Hearing at 7:32 p.m.

No members of the public spoke

The Public Hearing was closed at 7:33 p.m.

Attachment #1

8. Consider a Resolution to Discontinue a Portion of Avon Street

It was moved by Evanson, seconded by Austin to approve a Resolution to Discontinue a Portion of Avon Street. Motion carried, 8 ayes and 0 nays. Resolution No. 35 (2021)

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Second Reading of an Ordinance Creating Sections 6.22(2)(d), (e), and (f) of the Municipal Code Regarding Driveway Approaches

It was moved by Evanson, seconded by Cattanaach to adopt an Ordinance Creating Sections 6.22(2)(d), and (e) of the Municipal Code [not (f)] Regarding Driveway Approaches, taking out “and stamped” in (d). Motion failed, 5 ayes and 3 nays.

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

It was moved by Veneman, seconded by Austin to adopt an Ordinance Creating Sections 6.22(2)(d), (e), and (f) of the Municipal Code Regarding Driveway Approaches, taking out “and stamped” in (d). Motion carried, 5 ayes and 3 nays. Ordinance No. MC 1296

<u>Aldersperson</u>	<u>District</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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input type="checkbox"/>	<input checked="" 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 Planning Commission at its meeting held on November 1, 2021:

Date of Meeting: November 1, 2021

Reported to Council: November 16, 2021

The Planning Commission met at 4:00 p.m. on November 1, 2021, in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Susan Feith, Eric Daven; via Zoom were Ryan Austin and Ben Goodreau. Commissioners Lee Thao and Shane Burkart were absent. Also attending remotely were Community Development Director Kyle Kearns and Danita Carlson representing Love INC of South Wood County. The meeting was called to order at 4:00 p.m.

1. Approval of the reports from the October 4 and October 19, 2021, Plan Commission meetings
Motion by Daven to approve the reports from the October 4 and October 19, 2021 Plan Commission meetings; second by Feith. Motion carried (5 – 0)
2. **County of Wood** – request to discontinue (vacate) a portion of Avon Street, north of Market Street and South of 5th Street North.

Attachment #1

Motion by Feith to approve the County of Wood request to discontinue (vacate) a portion of Avon Street, north of Market Street and South of 5th Street North; second by Daven. Motion carried (5 – 0)

3. **PLAN-21-1028; Love INC of South Wood County** – request for a site plan review to perform site improvements at 710 20th Avenue South (Parcel ID 3403987)

Motion by Blaser to approve PLAN-21-1028, request for a site plan review to perform site improvements at 710 20th Avenue South (Parcel ID 3403987), subject to the following conditions:

- An updated site plan showing all required dimensions, shall be submitted, to be reviewed and approved by the Community Development Department
- Proper signage shall be installed identifying vehicle directions
- A landscaping plan shall be submitted, to be reviewed and approved by the Community Development Department
- Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line
- Applicable permits through the City shall be obtained
- Community development staff shall have the authority to approve minor modifications to the plans

Second by Austin. Motion carried (5 – 0)

4. **PLAN-21-1082; David Reynolds, representing Charter Communications** – request for a site plan review to construct an accessory building at 2140 8th Street South (Parcel ID 3412138)

Commissioners discussed electrical safety standards as well as fencing and landscaping for the accessory building, to which Staff replied.

Motion by Daven to approve PLAN-21-1082, request for a site plan review to construct an accessory building at 2140 8th Street South (Parcel ID 3412138) subject to the following conditions:

- The impervious surface ratio shall not be increase on site
- The exterior materials of the building shall match the design and color of the principal building. Light from the business shall not exceed 0.2 foot-candles at neighboring commercial property lines or 0.1 foot-candles at neighboring residential property lines
- Applicable permits through the City shall be obtained, including those applicable for fences and asphalt
- Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Goodreau. Motion carried (5 – 0)

5. Adjourn

Motion to adjourn by Blaser; second by Daven. Motion carried (5 – 0). Meeting adjourned at 4:15 p.m.

It was moved by Bemke, 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>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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 26, 2021:

Tom Rayome, Chairperson

Jake Cattanaach, Secretary

Jay Bemke

Date of Meeting: October 26, 2021

Reported to Council: November 16, 2021

The Finance and Property Committee met at 4:30 p.m. on Tuesday, October 26, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Aldersperson Veneman, Aldersperson Zacher, Mayor Blaser, Police Chief Blevins, Interim Fire Chief Eckes and Tim Desorcy.

Attachment #1

1. Call to Order

Chairperson Rayome called the meeting to order at 4:34 p.m.

2. Review and discuss the 2022 budget with emphasis on Public Safety

Police Chief Blevins presented and reviewed the 2022 Police Department budget and Interim Fire Chief Eckes presented and review the 2022 Fire Department budget with the Committee.

No action was taken.

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

In closed session the Committee will:

- a. Discuss negotiations and strategy regarding intergovernmental agreements with municipalities for the provision of ambulance services to those municipalities
- b. Discuss emergency medical service billings service contracts

The Committee will adjourn in closed session.

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

The Committee discussed the above referenced items and no action was taken. The Committee adjourned in closed session.

B. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON OCTOBER 28, 2021:

Tom Rayome, Chairperson

Jake Cattanach, Secretary

Jay Bemke

Date of Meeting: October 28, 2021

Reported to Council: November 16, 2021

The Finance and Property Committee met at 4:30 p.m. on Thursday, October 28, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Veneman, Alderperson Zacher, Alderperson Delaney, Mayor Blaser, Joe Terry, Joe Eichsteadt, Paul Vollert, Jake Klingforth and Tim Desorcy.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:33 p.m.

2. Review and discuss the 2022 budget with emphasis on Public Works.

Public Works staff presented and reviewed applicable sections of the 2022 Public Works budget.

No action was taken.

3. Adjourn

It was moved by Bemke, seconded by Cattanach to adjourn. Motion carried and the meeting adjourned at 5:39 p.m.

C. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON NOVEMBER 2, 2021:

Tom Rayome, Chairperson

Jake Cattanach, Secretary

Jay Bemke

Date of Meeting: November 2, 2021

Reported to Council: November 16, 2021

The Finance and Property Committee met at 4:30 p.m. on Tuesday, November 2, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Zacher, Alderperson Delaney, Kyle Kearns, and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:31 p.m.

2. Consider for approval a renewal application from ecoATM, Hunter E. Bjorkman, for a Secondhand Article Dealer license for the premise located at 4331 8th Street South.

It was moved by Cattanach, seconded by Bemke to approve the renewal application from ecoATM, Hunter E. Bjorkman, for a Secondhand Article Dealer license for the premise located at 4331 8th Street South. Motion carried.

Attachment #1

3. 2022 Water Works & Lighting Commission Budget Review

Jeff Kuhn and Gem Brown presented the 2022 Water Works & Lighting budget.

It was moved by Bemke, seconded by Rayome to approve the 2022 Water Works & Lighting Commission budget. Motion carried.

4. Audit of the Bills

It was moved by Cattanach, seconded by Bemke to approve check no. 9972 to 10098. Motion carried.

5. Set next meeting date

The next regularly schedule Finance and Property Committee will be Tuesday, December 7, 2021 at 4:30 p.m.

6. Review and approve the Commercial Listing Contract for the vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 34-08157.

It was moved by Cattanach, seconded by Bemke to approve the Commercial Listing Contract with Coldwell Banker-Siewert Realtors for the vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 34-08157 for a 12-month term and a 30-day exclusion for the previously interested party that addressed the Committee at the September 7, 2021 meeting. Motion carried.

7. Consider the sale of vacant City-owned land located at an unaddressed parcel south of Alton Street between 12th Avenue South and 11th Avenue South, Parcel ID: 34-02809.

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

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

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

If returning to open session, the Committee may continue to consider the sale of the vacant land referenced above and may take action thereon.

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

In closed session, the Committee discussed a proposed offer from an interested party to purchase the property.

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

In open session, it was moved by Cattanach, seconded Rayome to sell Parcel ID: 34-02809 to Bauer's Floor Mart, Inc. for \$11,500.00 with a perpetual easements for City owned utilities on the property and an ingress and egress for the adjacent property located at 211 12th Avenue South, Parcel ID: 34-02804. Motion carried.

8. Adjourn.

It was moved by Bemke, seconded by Cattanach to adjourn. Motion carried and the meeting adjourned at 5:38 p.m.

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

<u>Aldersperson</u>	<u>District</u>	<u>Aye</u>	<u>Nay</u>	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON NOVEMBER 16, 2021:

Tom Rayome, Chairperson

Jake Cattanach, Secretary

Jay Bemke

Date of Meeting: November 16, 2021

Reported to Council: November 16, 2021

Attachment #1

The Finance and Property Committee met at 4:45 p.m. on Tuesday, November 16, 2021 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

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

1. Call to Order

Chairperson Rayome called the meeting to order at 4:48 p.m.

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

In closed session, the Committee may discuss negotiations and strategy regarding Emergency Medical Service/Ambulance Service intergovernmental agreements with area municipalities, including the Town of Port Edwards and the City of Nekoosa.

The Committee will return to open session and may take action on EMS/Ambulance intergovernmental agreements with the Town of Port Edwards, the City of Nekoosa, and other municipalities

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

The Committee discussed the EMS /Ambulance intergovernmental agreements with the Town of Port Edwards and the City of Nekoosa.

It was moved by Bemke, seconded by Rayome to go back into open session. Roll call vote resulted in the affirmative.

It was moved by Bemke, seconded by Cattanaach to approve the agreements with the Town of Port Edwards and the City of Nekoosa as presented, and to propose and approve agreements with the Town of Cranmoor, Ho-Chunk Casino, and Village of Biron at the same per capita as the Town of Port Edwards and City of Nekoosa agreements. In addition, City staff is directed to review the current ambulance rates.

Motion carried.

3. Consider the lease of Wisconsin Rapids Community Theatre, INC. within the Centralia Center at 220 Third Avenue South, Parcel ID: 3402596.

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

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

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

If returning to open session, the Committee may continue to consider the lease of a portion of the building referenced above and may take action thereon.

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

The Committee discussed the lease options for the Wisconsin Rapids Community Theatre, Inc. and Timothy Young, Executive Director for the Wisconsin Rapids Community Theatre, Inc., addressed the Committee.

4. Adjourn

In closed session it was moved by Bemke, seconded by Cattanaach to adjourn. Motion carried and the meeting adjourned at 6:05 p.m.

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

<u>Alderperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #1

Jake Cattnach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON NOVEMBER 2, 2021:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: November 2, 2021

Reported to Council: November 16, 2021

The Public Works Committee met on Tuesday, November 2, 2021 in the Council Chambers at City Hall and via remote videoconference. Matt Zacher, and Patrick Delaney were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 6:01 pm with Matt Zacher acting as chairperson in Ryan Austin's absence.

2. Review 2022-2026 public works construction CIP

Motion by Zacher, second by Delaney to approve the 2022-2026 public works capital improvement plan. Motion carried (2-0)

3. Consider approving a preliminary resolution to reconstruct Rosecrans St from 9th Ave N to east termini

Motion by Zacher, second by Delaney to approve a preliminary resolution to reconstruct Rosecrans St from 9th Ave N to east termini. Motion carried (2-0)

4. Review DPW October activities report

DPW report was reviewed. A ten year CIP was requested along with extending project specific details from one year to three years.

5. Review referral list

The referral list was reviewed

6. Adjourn

Motion by Delaney, second by Zacher to adjourn. Motion carried (2-0) The meeting was adjourned at 7:42 pm

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

<u>Alderpersion</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	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"/>

F. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON NOVEMBER 15, 2021:

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: November 15, 2021

Reported to Council: November 16, 2021

1. Call to order

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

2. Discuss and consider for approval proposed changes to the Vacation Policy.

Motion by Evanson, seconded by Veneman, to approve the Vacation Policy as presented. Motion carried 3-0.

3. Motion by Bemke, seconded by Veneman, to go into closed session under Section 19.85(1)(e),

Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"

Roll call vote taken. All members voted in the affirmative. Motion carried 3-0.

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

Attachment #1

4. Motion by Veneman, seconded by Evanson, to return to open session. Motion carried 3-0.
5. Motion by Veneman, seconded by Evanson, to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
Roll call vote taken. All members voted in the affirmative. Motion carried 3-0.
 - a. In closed session, the Committee discussed compensation for a public employee.
6. The Committee will adjourn in closed session.

The meeting adjourned in closed session at 7:51 p.m.

It was moved by Bemke, seconded by Veneman to approve and adopt the actions of the Committee, holding out item #5.. Motion carried, 7 ayes and 0 nays and 1 abstention:

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It was moved by Bemke, seconded by Veneman to approve and adopt the actions of the Committee, holding out item #5 for a closed session at the end of the Council meeting. Motion carried, 7 ayes and 0 nays and 1 abstention:

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. REPORT OF THE LEGISLATIVE COMMITTEE MEETING HELD ON NOVEMBER 8, 2021:

Tom Rayome, Chairperson Jay Bemke, Vice-Chairperson Ryan Austin

Date of Meeting: November 8, 2021

Reported to Council: November 16, 2021

A meeting of the Legislative Committee was held via remote videoconferencing originating from the City Hall Council Chambers on Monday, November 8, 2021, at 2:30 p.m. All members were present. Also present were Alderspersons Veneman, Delaney and Zacher; and Jem Brown, Eric Daven, Erm Blevins, Ryan Hartman, Sue Schill, Mayor Blaser, Tyler Mickelson, and Jennifer Gossick.

Agenda

1. Call to Order

Chairperson Rayome called the meeting to order at 2:30 p.m.

2. Review and consider for approval an amendment to Chapter 2 of the Municipal Code which would eliminate term limits for Water Works and Lighting Commissioners

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

Ordinance No. MC 1297

3. Review and consider an ordinance revising the secondhand article dealer and pawnbroker ordinance

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

Ordinance No. MC 1298

4. Discuss emergency declarations and COVID-19 protocols and policies

The Committee referred this matter for continued discussion at the Council meeting.

5. Discuss vaccination mandates

Attachment #1

The Committee referred this matter for continued discussion at the Council meeting.

Motion by Austin, seconded by Bemke, to adjourn. Motion carried, 3-0. The meeting adjourned at 3:32 p.m.

It was moved by Rayome, seconded by Bemke to approve and adopt the actions of the Committee, correcting the minutes to reflect that for item #3, the motion was made by Austin and seconded by Bemke, and holding out item #5.. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	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"/>

It was moved by Rayome, seconded by Cattanaach dispose of item #5 without further discussion or action. Motion carried, 5 ayes and 3 nays:

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

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

- A. Wisconsin Rapids Police Department Monthly Summaries for August and September
- B. Wisconsin Rapids Housing Authority held August 25
- C. Ethics Board held September 21
- D. Zoning Board of Appeals held September 27
- E. Wisconsin Rapids Fire Department Monthly Summary for October
- F. South Wood County Airport Commission held October 7
- G. McMillan Memorial Library Services Committee held October 12, Building and Grounds Committee held October 13, and Board of Trustees held October 20
- H. Water Works and Lighting Commission held October 13 and October 18
- I. Park and Recreation Commission held November 8

It was moved by Cattanaach, seconded by Bemke, to place the reports on file. Motion carried, 7 ayes and 0 nays and one abstention:

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Referrals to Committee

Aldersperson Cattanaach made a referral to the Finance and Property Committee to consider a budget amendment to remove \$150,000 from the McMillan Memorial Library's budget appropriation.

Aldersperson Zacher made a referral to the Legislative Committee to discuss vaccine mandates

Attachment #1

14. Regarding Finance and Property Committee item #2 from the meeting held on November 16:

This item was disposed of earlier, and a closed session was not needed.

15. Regarding Finance and Property Committee item #3 from the meeting held on November 16:

This item was disposed of earlier, and a closed session was not needed.

16. Regarding Human Resources Committee item #5 from the meeting held on November 15, in open session, the Council may vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Council may discuss compensation for a public employee.

It was moved by Bemke, seconded by Veneman to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Roll call vote taken to go into closed session. Motion carried, 5 ayes and 3 nays, and the Council went into closed session.

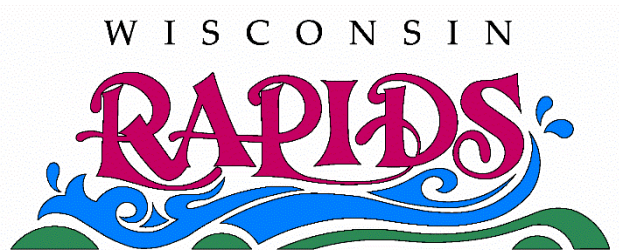
<u>Aldersperson</u>	<u>District</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	<input checked=""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

In closed session, the Council discussed compensation for a public employee.

17. Motion by Cattnach, second by Delaney, to adjourn in closed session. Motion carried, 8 ayes and 0 nays. Meeting adjourned in closed session at 10:24 p.m.

Respectfully submitted,

Sue Schill, City Attorney



Attachment #2

MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL
MONDAY, NOVEMBER 22, 2021
6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Monday, November 22, 2021, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

1. Call to Order

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

2. Roll Call

Roll call indicated that all alderpersons were present, with Alderpersons Austin, Veneman, and Evanson attending via videoconference:

<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"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Consider for Adoption the Actions of the Redistricting Committee meeting held on November 16, 2021:

1. Call to order
2. Consider for adoption an Ordinance Redistricting Aldermanic Districts
3. Adjournment.

It was moved by Rayome, seconded by Austin to approve and adopt the actions of the Committee. Motion carried, 8 ayes and 0 nays. Ordinance No. MC 1299

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	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"/>

4. Adjournment.

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

<u>Aldersperson</u>	<u>District</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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	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"/>

The meeting adjourned at 6:02 p.m.

Respectfully submitted,
Jennifer M. Gossick, City Clerk



**City of Wisconsin Rapids
Boards, Committees and Commissions
Appointment Application Form**

Name: Thomas Nowak Phone: 715 421-0889
 Mailing address: 1621 Riverwood Ln City & Zip: Wisconsin Rapids 54494
 Email: tknowak@charter.net Contact Preference: ☒ Phone ☐ Text ☒ Email
 List any standing scheduling conflicts and specify by season (where relevant): none

When would you be available to start? immediate

Which Boards, Committees and/or Commissions are you applying to today? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Ethics Board | <input type="checkbox"/> Police & Fire Commission |
| <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Wastewater Treatment Commission |
| <input type="checkbox"/> Library Board | <input checked="" type="checkbox"/> Water Works & Lighting Commission |
| <input type="checkbox"/> Park & Recreation Commission | <input type="checkbox"/> Zoning Board of Appeals |

Detailed information regarding qualifications and expectations can be found at: wirapids.org/appointments. Upcoming appointments can be found in the City directory, which is updated quarterly. For more current information, you may contact the Mayor's Office or the Clerk's Office.

Please provide a letter of interest that explains your qualifications relevant to the appointment(s) you're interested in. You may also provide a resume.

Submit your application and letter of interest to the Mayor's Office:

mayor@wirapids.org

City of Wisconsin Rapids

Attn: Mayor's Office

444 West Grand Avenue

Wisconsin Rapids, WI 54494

Applications will be maintained for one year. Please reapply if you are not appointed during that time frame, but you still have an interest.

Thomas Nowak
1621 Riverwood Lane
Wisconsin Rapids, WI 54494

September 1, 2021

City of Wisconsin Rapids
ATTN: Mayor Shane Blaser
444 West Grand Avenue
Wisconsin Rapids, WI 54494

Mayor Blaser:

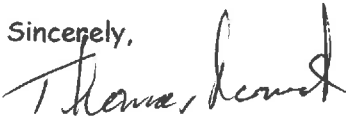
I would like to be considered for re-appointment to the Wisconsin Rapids Water Works and Lighting Commission.

- Resident of Wisconsin Rapids - last 24 years
- Employed Northern Steel Castings Wisconsin Rapids - 24 years
President of Company 14 years - Retired 2012
- Involved in purchase of natural gas and electric power in a business setting - for 32 years
- Former member of Wisconsin Rapids Waste Water Treatment Commission
- Member of Wisconsin Rapids Water Works and Lighting Commission last 10 years

As a member of Wisconsin Rapids Water Works and Lighting Commission, the goal is to support our employees in their efforts to supply reliable power and water service, and at the same time act in the best interest of the rate payers. Our water rate is one of the lowest in Central Wisconsin and the residential electric rates rank 29th lowest out of 94 utilities in Wisconsin.

As a resident and former business owner in Wisconsin Rapids, I appreciate the importance of providing the essential services of water, electricity, and waste water treatment. These services have proven in the past and will prove in the future to enhance the growth of the residential and business community.

Sincerely,



Thomas Nowak



**City of Wisconsin Rapids
Boards, Committees and Commissions
Appointment Application Form**

Name: Philip T. Gilbert Phone: 715-712-0240
 Mailing address: 640 10th St S City & Zip: Wis Rapids 54494
 Email: gilphil43@gmail.com Contact Preference: ☐ Text ☒ Email
 List any standing scheduling conflicts and specify by season (where relevant): _____

When would you be available to start? ASAP

Which Boards, Committees and/or Commissions are you applying to today? Check all that apply.

☐ Board of Review

☐ Planning Commission

☐ Ethics Board

☒ Police & Fire Commission

☒ Housing Authority

☒ Wastewater Treatment Commission

☐ Library Board

☒ Water Works & Lighting Commission

☒ Park & Recreation Commission

☐ Zoning Board of Appeals

Detailed information regarding qualifications and expectations can be found at: www.wisconsinrapids.org. Upcoming appointments can be found in the City directory, which is updated quarterly. For more current information, you may contact the Mayor's Office or the Clerk's Office.

Please provide a letter of interest that explains your qualifications relevant to the appointment(s) you're interested in. You may also provide a resume.

Submit your application and letter of interest to the Mayor's Office:

City of Wisconsin Rapids
 Attn: Mayor's Office
 444 West Grand Avenue
 Wisconsin Rapids, WI 54494

Applications will be maintained for one year. Please reapply if you are not appointed during that time frame, but you still have an interest.

Feb 10, 2021

To whom it may concern:

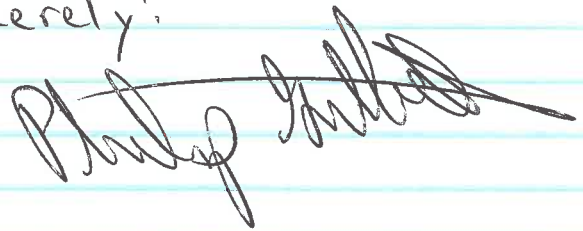
I am not sure of my qualifications for an appointment so I will just say a few things about myself.

I am a life long resident of this city. I attended public school and graduated from LHS. I am married and have three adult sons. I was a member of an area volunteer fire department for 14 years. I have been employed by area businesses since I graduated LHS.

I have seen the good and bad in this city and would like to do my part in helping to bring and keep this city good again. I feel that being on a few boards or committees is a good place to start.

Thank you for taking time to consider me!

Sincerely:

A handwritten signature in black ink, appearing to read "Philip J. Miller". The signature is stylized with a large, sweeping initial "P" and a long, horizontal stroke extending to the right.



OFFICE
OF THE
MAYOR

December 21, 2021

Dear Alderpersons,

The following appointments are submitted for your approval:

Library Board

Elizabeth St. Myers, 1430 Lily Lane, is appointed as a regular member to a term expiring 7/1/2022.

Respectfully submitted,

A handwritten signature in black ink that reads "Shane E. Blaser". The signature is written in a cursive, flowing style.

Shane E. Blaser, Mayor

Shane E. Blaser, Mayor

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

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

2022-2023 Democratic Party Nominees

MOONEY, ROSEMARY
JACKSON, KATHRYN
JACKSON, JAY

2022-2023 Republican Party Nominees

NAME

BACH, JERRY
CAPRILES, BECKY
DERRIE, LYNN
EWELL, LAURA
FRISCH, MARK
GRAF, RENEE
GRASS, DANIEL
HANE, MARY JO
JACISIN, ANITA
KIMMET, JANICE
KOCNA, PATRICIA
KULAS, PATRICK
MEWS, BRANDON
PEARL, THERESA
PENZKOVER, JEFF
PENZKOVER, MARILYN
PETERSON, NANCY
SWANSON, HOWARD
SWENDROWSKI, SUE
WALTERS, DAVE
WALTZ, DIANA
WASSERBURGER, ANITA
WICKSTROM, DIANE

2022-2023 Unaffiliated Nominees

Name

ABRAHAM, JORDAN	JAGODZINSKI, LIZBETH	RADTKE, DONNA
BARNES, MICHAEL	JAY, JOHN	REESE, MARY ANN
BARNES, TERRY	JAY, ROBIN	REVERS, JOAN
BATTEN, DAVE	JOLING, KATHLEEN	RUFFALO, BRANDON
BOETTCHER, AMY	KALPINSKI, RAY	SACHS, ELLEN
BOYD, BRIAN	KAMINSKI, DEB	SCHAEFER, ELIZABETH
BOYER, JEANNETTE	KING, HEATHER	SCHMUTZER, CATHY ANN
CARRIGAN, DOLORES	KING, RHODA	SKYTLAND, MARY
CHRISTIANSON, MARY	KRUEGER, SUSAN	STENSBERG, RICK
COYLE, SANDRA	LADICK, BERNADINE	STOCKMAN, CLAUDINE
DAHLM, MARY	LAWRENCE, LUCY	STRAUB, SUE
DANKEMEYER, BETH	LEVY, JUDY	TEESELINK, ROBERT
DEWITT, PHIL	LOCKMAN, TIM	THEIBAULT, STEPHANIE
DEWITT, SUSAN	LOOS, RAE-LYNN	VOUERS, PHILLIP
FERKEY, KAY	LUBECK, RAMONA	WEINFURTER, SANDY
FLETCHER, SHERRY	LUEDKE, KARL	ZIEGLER, RHONDA
FOSTER, TONI	MATTHEWS, PAT	ZIMMERMAN, NANCY
GOSSICK, LEE	MCDERMOTT, CHARLOTTE	
GROSS, ALIDA	MCKEE, SANDRA	
HANSON, JOYCE	MCLARNAN, ELAINE	
HOMANN, NANCY	MENZEL, WILLIAM	
HORGAN, DANIEL	MORRISON, JOANNE	
HORGAN, LOU ANN	NIEMAN, SHARON	
HOWARD, JAN	O'KEEFE, SANDY	
IWANSKI, ELIZABETH	PAULOS, DEBRA	
JAGODZINSKI, DUANE	PRIEBE, CAROL	

RESOLUTION NO. _____ (2021)

DESIGNATING POLLING PLACES

WHEREAS, the City of Wisconsin Rapids, Wood County, Wisconsin is responsible for designating polling places in accordance with Section 5.15 of the Wisconsin Statutes; and

WHEREAS, it is necessary to move the polling place for Wards 14, 15, and 16 from the Centralia Center to East Junior High School, located at 311 Lincoln Street, Wisconsin Rapids, to help alleviate congestion, allow for better traffic flow, and provide for a more efficient voting process;

NOW, THEREFORE, BE IT RESOLVED that for all voting purposes,

The polling place for Wards 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 shall be at the Centralia Center, 220 Third Avenue South, Wisconsin Rapids, Wisconsin. This polling place is located in Ward 3.

The polling place for Wards 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 27 shall be located at East Junior High School, located at 311 Lincoln Street, Wisconsin Rapids. This polling place is located in Ward 16.

Approved by the Common Council of the City of Wisconsin Rapids this ____ day of December, 2021.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

Ayes:_____

Nays:_____

REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 6, 2021

Report #1

The Planning Commission met at 4:00 p.m. on December 6, 2021 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Eric Daven, Lee Thao, Susan Feith, and Ben Goodreau via Zoom. Absent was Shane Burkart. Also present at the meeting were Kyle Kearns, Carrie Edmondson, Earl Haefs, Chris Jackson, and Matt Zacher. Jim Lucas and Kyle Stern attended remotely as well.

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

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

Motion by Austin to approve the reports from the November 1, 2021 Plan Commission meeting; second by Daven.

Motion carried (6 – 0)

2. Plan-21-1203; Consolidated Water Power Company – request to alter boundary lines of a nonconforming lot to lessen the nonconformity at 2721 5th Avenue (Parcel ID's 3400447A, & 3400310)

Motion by Thao to approve PLAN-21-1203; Consolidated Water Power Company – request to alter boundary lines of a nonconforming lot to lessen the nonconformity at 2721 5th Avenue (Parcel ID's 3400447A, & 3400310); second by Austin.

Motion carried (6 – 0)

3. PLAN-21-1193; Assumption High School – request for a sign exception to increase the maximum height for a proposed ground sign from 8 feet to 10 feet 3 inches at 445 Chestnut St. (Parcel ID 3408404)

Staff recommended denial due to the applicable standards of review not being met.

Earl Haefs, Chris Jackson and Mayor Blaser spoke in favor of the sign exception.

Discussions took place regarding the type of signage proposed, light intensity of the EMC, sign height, sign code requirements for Institutional zoning districts, the application process, and various other aspects of the request, to which Staff responded.

Motion by Blaser to approve PLAN-21-1193; Assumption High School – request for a sign exception to increase the maximum height for a proposed ground sign from 8 feet to 10 feet 3 inches at 445 Chestnut St. (Parcel ID 3408404); second by Thao.

Commissioner Blaser explained the motion was due to the property being institutional and non-profit. Continued discussion occurred amongst the Commission regarding the regulations in the new sign code. Staff recommended an ordinance to the sign code for ground sign height, rather than a sign exception.

Motion failed (1 – 5)

4. PLAN-21-1185; Theresa Cashman, Out of the Box Coffee House – request for a site plan review for the expansion of an existing café at 3820 8th Street South (Parcel ID 3413806)

Commissioners addressed the conditions for occupancy, the adherence to conditions of approval, and construction codes and safety and other aspects of the project, to which Staff and Jim Lucas responded.

Motion by Daven to approve PLAN-21-1185; Theresa Cashman, Out of the Box Coffee House – request for a site plan review for the expansion of an existing café at 3820 8th Street South (Parcel ID 3413806), subject to the following conditions:

- a) An updated site/landscaping plan shall be submitted for review and approval by the Community Development Department, including identified landscaping.
- b) A lighting plan shall be submitted for review and approval by the Community Development Department.
- c) A dumpster enclosure shall be installed, to be reviewed and approved by the Community Development Department.
- d) All applicable permits through the City of Wisconsin Rapids and other jurisdictions, shall be obtained.
- e) Community development staff shall have the authority to approve minor modifications to the plans.

Second by Blaser

Motion carried (6 – 0)

5. PLAN-21-1176; Kyle Stern – public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 1551 West Grand Avenue (Parcel ID 3402369)

Public hearing opened at 5:04 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:05 p.m.

Commissioners discussed code requirements for offices, current and future parking, Right-of Way, landscaping, unit sizes and other aspects of the project, to which Staff replied.

Motion by Daven to approve PLAN-21-1176; Kyle Stern – public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 1551 West Grand Avenue (Parcel ID 3402369), subject to the following conditions:

- a) Approval of the conditional use permit shall include a reduction of parking for each 1-bedroom or studio dwelling unit, resulting in a total parking requirement of 7 for the use.
- b) The floor plan shall include a separate dedicated commercial land use, such as a retail or professional office.
- c) A shared parking agreement to utilize three parking spaces shall be created with the Wisconsin Rapids School District and recorded in the office of the Wood County register of deeds, with a copy submitted to the Community Development Director.
- d) Trash containers should be limited to two carts for garbage and two carts for recyclables and stored on the south side of the property, or within an appropriately screened refuse enclosure.
- e) Hours of operation and service deliveries for the commercial component shall occur between 7:00 a.m. and 7:00 p.m.

- f) Applicable building permits though the City shall be obtained.
- g) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Austin

Motion carried (6 – 0)

6. Adjourn

Motion to adjourn by Daven; second by Thao.

Motion carried (6 – 0)

Meeting adjourned at 5:28 p.m.

Respectfully submitted by Erika Esser, Secretary

Resolution # _____
CITY OF WISCONSIN RAPIDS

[CONDITIONAL USE PERMIT AMENDMENT – 1551 WEST GRAND AVENUE – MIXED-USE HOUSING]

BE IT RESOLVED by the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 1551 West Grand Avenue (Parcel ID 3402369), and is described as C-WIS RAPIDS WEST SIDE ASSESSORS PLAT #21 LOT 19, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted Conditional Use Permit to renovate the building into mixed-use housing as proposed on the attached plans, subject to the following conditions:

1. Approval of the conditional use permit shall include a reduction of parking for each 1-bedroom or studio dwelling unit, resulting in a total parking requirement of 7 for the use.
2. The floor plan shall include a separate dedicated commercial land use, such as a retail or professional office.
3. A shared parking agreement to utilize three parking spaces shall be created with the Wisconsin Rapids School District and recorded in the office of the Wood County register of deeds, with a copy submitted to the Community Development Director.
4. Trash containers should be limited to two carts for garbage and two carts for recyclables and stored on the south side of the property, or within an appropriately screened refuse enclosure.
5. Hours of operation and service deliveries for the commercial component shall occur between 7:00 a.m. and 7:00 p.m.
6. Applicable building permits through the City shall be obtained.
7. Community Development staff shall have the authority to approve minor modifications to the plans.

Such approval constitutes a Conditional Use under the City's ordinances.

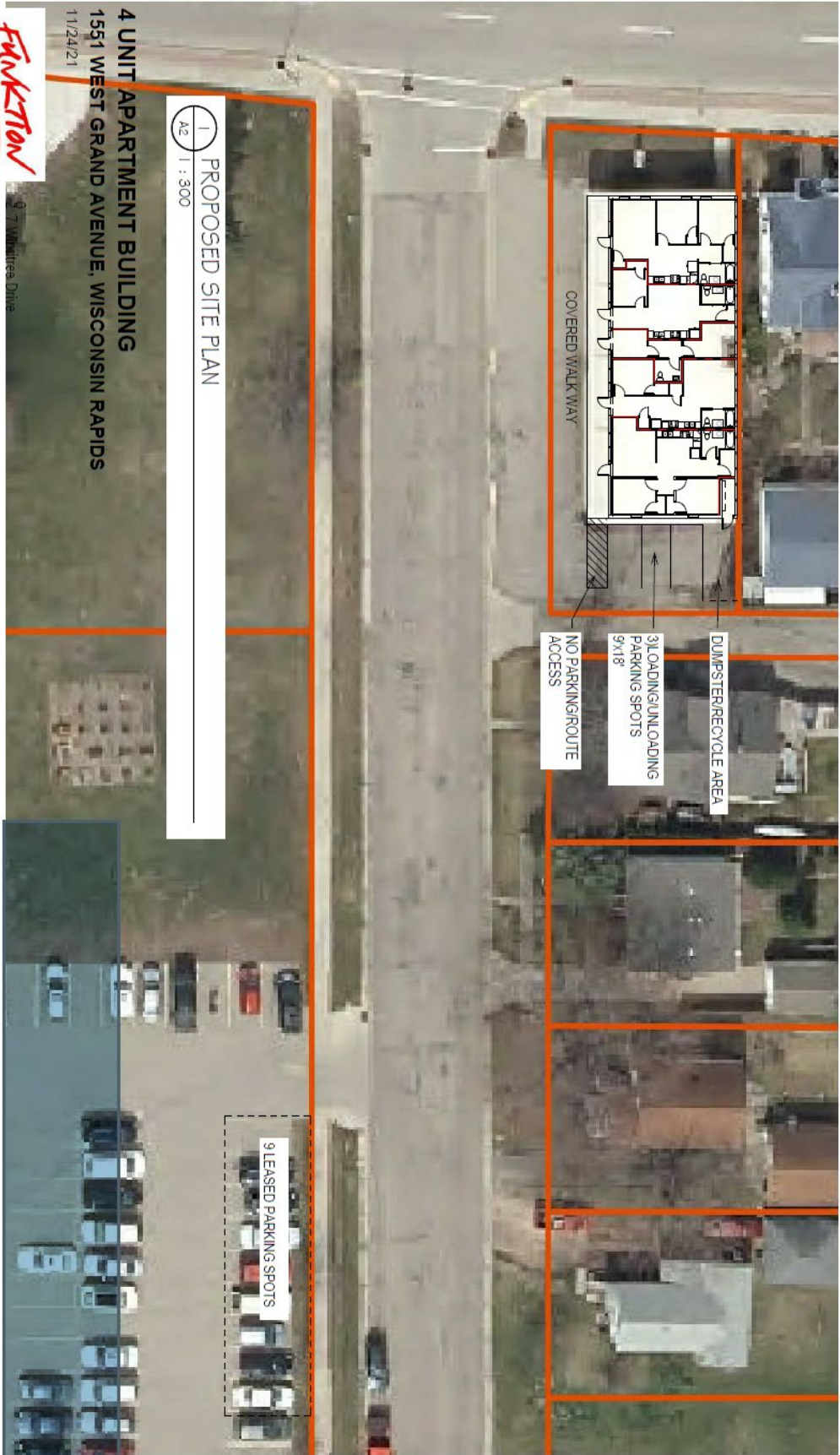
Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

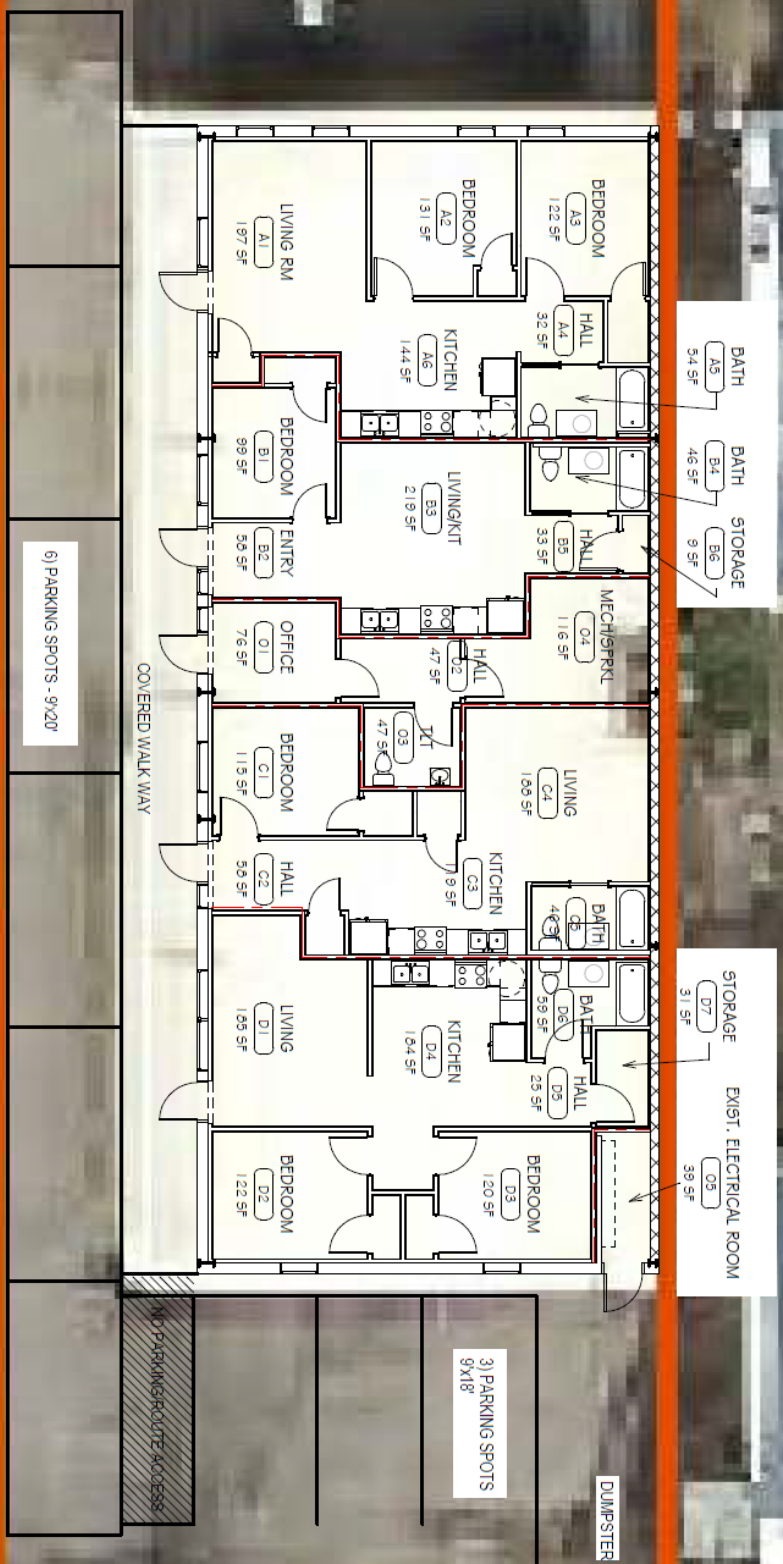
APPROVED:

PUBLISHED:



Funktion
Design Studio
Wausau, WI 54403
715.571.8122 / 920.379.7133

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4 UNIT APARTMENT BUILDING

1551 WEST GRAND AVENUE, WISCONSIN RAPIDS

11/24/21

1
A3 1/8" = 1'-0"

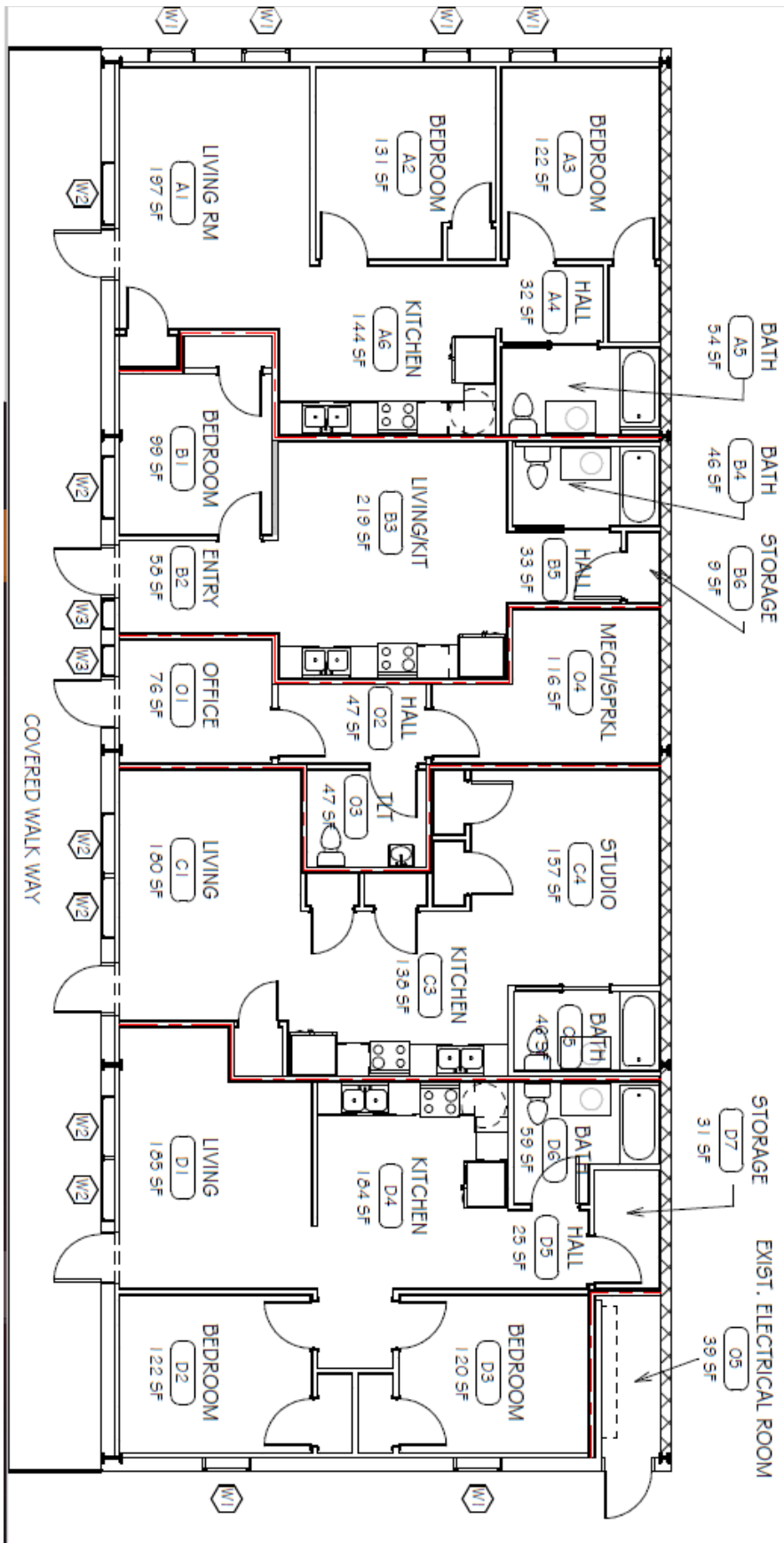
CONCEPT PLAN w/ ON SITE PARKING



2 7 Windtree Drive
Wausau, WI 54403
715.571.8122 / 920.379.7133

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**Report of the Finance and Property Committee**

Tom Rayome, Chairperson
Jake Cattanaach, Secretary
Jay Bemke

Date of Meeting: November 4, 2021
Reported to Council: November 16, 2021

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

All members of the Finance and Property Committee were present except for Alderperson Bemke. Also in attendance were Alderperson Evanson, Andy Barnett, Alderperson Delaney (via zoom), and Tim Desorcy.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:34 p.m.

2. 2022 McMillan Memorial Library Budget Review

McMillan Library Director Andy Barnett presented and reviewed the 2022 McMillan Library budget with the Committee.

No action was taken.

3. 2022 City of Wisconsin Rapids Budget Review

Finance Director Tim Desorcy addressed questions on the 2022 budget. No action was taken.

4. Adjourn

It was moved by Cattanaach, seconded by Rayome to adjourn. Motion carried and the meeting adjourned at 6:01 p.m.

FINANCE & PROPERTY COMMITTEE SIGN-IN SHEET

DATE: November 4, 2021

NAME:

1. Andrew Barnett - McMillan Library
2. Tom Regan Alderman 4th
3. Shen EVANSON District 5
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Report of the Finance and Property Committee

Tom Rayome, Chairperson
 Jake Cattnach, Secretary
 Jay Bemke

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

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

All members of the Finance and Property Committee were present with Alderperson Cattnach attending via remote. Also in attendance were Alderperson Veneman, Alderperson Delaney, Mayor Blaser, Paul Vollert, Interim Fire Chief Eckes, and Tim Desorcy.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:36 p.m.

2. Review and approve a proposal to purchase a used Finn T30 Hydroseeder

It was moved by Bemke, seconded by Rayome to approve the purchase of a Finn T30 Hydroseeder from LF George, Inc, for \$11,800.00. Motion carried.

3. Review and approve a proposal to purchase a roller attachment and counter weights for Public Works Skid Steer

It was moved by Cattnach, seconded by Bemke to approve the purchase of a CV119 Vibratory Compactor and two sets of rear weights and hardware from Fabick of Wausau for \$12,000.00. Motion carried.

4. Consider for approval a request from the Wisconsin Rapids Fire Department to apply for the Assistance to Firefighters Grant

It was moved by Cattnach, seconded by Bemke to approve the application for an Assistance to Firefighters Grant in the amount \$103,000 with the local match in the amount of \$5,150.00. Motion carried.

5. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Reception: Abstract Artists Invitational event to be held on Thursday, January 20, 2022 from 5:30 p.m. to 7:30 p.m.

It was moved by Rayome, seconded by Bemke to approve the Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Reception: Abstract Artists Invitational event to be held on Thursday, January 20, 2022 from 5:30 p.m. to 7:30 p.m. Motion carried.

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

It was moved by Rayome, seconded by Cattnach to approve the renewal of a Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer licenses for E-Ways Sales LLC, d/b/a E-Ways Sales, and Jonathan Ruder, agent, located at 2660 8th Street South #105. Motion carried.

7. Consider a request from GameStop, Inc. d/b/a GameStop #3254, Diana Saaheh-Jajeh, agent, located at 930 Kuhn Avenue for a renewal of a Secondhand Article Dealer license.

It was moved by Rayome, seconded by Bemke to approve the renewal of a Secondhand Article Dealer license for GameStop, Inc. d/b/a GameStop #3254, Diana Saaheh-Jajeh, agent, located at 930 Kuhn Avenue. Motion carried.

8. 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 Cattanach to approve the Shared Ride Taxi Operating Contract between the City of Wisconsin Rapids and Wheels of Independence, Inc. Motion carried (See attachment No. 1).

9. Consider for approval a resolution amending the 2021 Budget.

It was moved by Bemke, seconded by Rayome to approve the resolution amending the 2021 Budget. Motion carried (See attachment No. 2).

10. Audit of the Bills

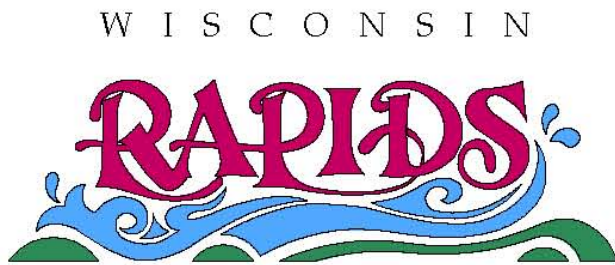
It was moved by Rayome, seconded by Bemke to approve check no. 10856 to 10996. Motion carried.

11. Set next meeting date

The date for the next regularly scheduled meeting of the Finance and Property Committee is January 4, 2022.

12. Adjourn

It was moved by Bemke, seconded by Cattanach to adjourn. Meeting adjourned at 5:08 p.m.



**PUBLIC WORKS
DEPARTMENT**

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

Requestors Name:

Paul Vollert, Public Works Superintendent

Referral Language:

Review and approve proposal to purchase a used Finn T30 Hydroseeder.

Background Information:

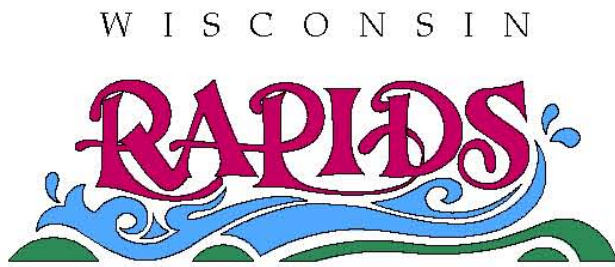
Past practice when restoring a property after a construction project or a maintenance activity has been to seed and erosion mat the black dirt once it is completed. Property owners typically pull the erosion mat prior to the grass being established; when the erosion mat is pulled new grass is removed with the emat which causes the seeding to come back thin. By using the hydroseeder the much that is used has fertilizer, mulch and a tacking agent that holds the mulch in place until the seed is established. It also allows us to put a liquid fertilizer that will help stop weed growth. By changing our restoration process and using the hydroseeder, we feel that jobs can get done quicker, eliminate rework, deter weed growth and produce a quality product.

Recommendation:

Approve the purchase from LF George Inc a used FINN T30 hydro seeder for \$11,800.00.

If financing is needed, how will it be financed?

Financing for this would come out of the equipment replacement fund.



**PUBLIC WORKS
DEPARTMENT**

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

Requestors Name:

Paul Vollert, Public Works Superintendent

Referral Language:

Review and approve proposal to purchase a roller attachment and counter weights for Public works Skid steer.

Background Information:

The Public works department has only one construction roller in its fleet which is typically being used on the construction crew. In years past when it came time to compact gravel grade prior to paving we would if available move the machine from the construction project back roll the gravel and take it back, rent a roller from another local contractor or Wood County. The Public Works Department purchased a track skid steer in 2019, Cat makes an attachment that would allow the skid steer to be used similar to that of the construction roller. A local contractor has one that we tried this summer and would serve our needs. The skid steer is typically already on our grading jobs as we use it to shape intersections, once the intersections are shaped it could simply drop the bucket, attach the roller and then compact the intersections and the main line behind the grader.

Recommendation:

Approve the purchase from Fabick of Wausau of a CV119 Vibratory Compactor and 2 sets of rear weights and hardware for 259D3 \$12,000.00.

If financing is needed, how will it be financed?

Financing for this would come out of the equipment replacement fund.

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

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

FEE \$ 500

Application Date: 11/23/21

☐ Town ☐ Village ☒ City of WISCONSIN RAPIDS

County of WOOD

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

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

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

at the premises described below during a special event beginning 11/20/2022 and ending 1/20/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.
5:30 - 7:30 pm

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association

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

(a) Name CENTRAL WIS CULTURAL CENTER, INC.

(b) Address 2651 8TH ST S
(Street)

☐ Town

☐ Village

☒ City

(c) Date organized DEC 1996

(d) If corporation, give date of incorporation 12/16/1996

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

(f) Names and addresses of all officers:

President STEPHEN KIPPER 5213 BLACK DAN RD WINTER WI 54986

Vice President TIM LUCAS 1930 1ST ST NORTH WISCONSIN RAPIDS WI 54494

Secretary STEPHANY HARTMAN 3130 45TH CT WISCONSIN RAPIDS WI 54494

Treasurer

(g) Name and address of manager or person in charge of affair: Connie TOMSKI - Faville
2651 8TH ST. S. WIS. Rapids WI 54494

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

(a) Street number 2651 8TH ST SOUTH (SAME AS ABOVE)

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event RECEPTION: ABSTRACT ARTISTS INVITATIONAL

(b) Dates of event 1/20/2022

DECLARATION

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

Officer Stephen Kipper
(Signature) (Date)

CENTRAL WIS CULTURAL CENTER
(Name of Organization)

Date Filed with Clerk 11/24/21

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

LICENSE APPLICATION

for

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

CHECK ALL THAT APPLY:

☐ Original application ☒ Renewal

TYPE: ☒ Pawnbroker (\$210) ☒ Secondhand Jewelry Dealer (\$27.50)
☒ Secondhand Article Dealer (\$30) ☐ Mall or Flea Market

INSTRUCTIONS:

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

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

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

(SECTION 1) APPLICANT INFORMATION

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

(SECTION 2) CONVICTION RECORD

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

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

(Over)

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

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

(SECTION 5) PARTNERSHIP INFORMATION

Partnership Name:

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

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

(SECTION 6) CORPORATE INFORMATION

Corporation Name:

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

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

(SECTION 7) PENALTY NOTICE

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

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

Signature of Applicant: Jonathan Ruder 11/2/2021Print Name of Applicant: Jonathan 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

CHECK ALL THAT APPLY:

☐ Original application

☒ Renewal

TYPE:

☐ Pawnbroker (\$210)

☐ Secondhand Jewelry Dealer (\$27.50)

☒ Secondhand Article Dealer (\$30)

☐ Mall or Flea Market

INSTRUCTIONS:

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

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

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

(SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)	Sex	Race	Date of Birth	Place of Birth (City, State, Country)
Saadeh-Jajeh, Diana H	F	W	7/10/69	Libya
Street Address	City	State	ZIP	Home Telephone Number
12960 Condit Ranch Rd	Frisco	TX	75035	817-424-2000
List all states applicant previously resided: CA				
Is applicant a: <input type="checkbox"/> Natural Person (Individual) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership				

(SECTION 2) CONVICTION RECORD

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

a felony?	<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
GameStop #3254	930 KUHN AVE	Wisconsin Rapids	WI	54494	(715) 421-5001
Owner's Name	Street Address	City	State	ZIP	Telephone Number
GameStop, Inc.	625 Westport Parkway	Grapevine	TX	76051	(817) 424-2000
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
Nathan Edwards	3825 E CALUMET ST	Appleton	WI	54915	(256) 345-9915
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number
Triton Center, LLC	3412 Millington Drive	St Charles	MO	63301	(314) 452-8289

(Over)

12/1/18

(SECTION 4) LIMITED LIABILITY COMPANY INFORMATION

Limited Liability Company Name: _____

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

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

(SECTION 5) PARTNERSHIP INFORMATION

Partnership Name: _____

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

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

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

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

(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: Diana Saadeh-Jajeh**FOR ADMINISTRATIVE USE ONLY**

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

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

Investigating Office Signature _____ Date: _____

Print Name of Investigating Officer: _____



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

OFFICERS LIST

NAME	TITLE	ADDRESS
Matt Furlong	Chief Executive Officer	625 Westport Parkway, Grapevine, TX 76051
Mike Recupero	Executive Vice President & Chief Financial Officer	625 Westport Parkway, Grapevine, TX 76051
Diana Jajeh	SVP, Chief Accounting Officer & Treasurer	625 Westport Parkway, Grapevine, TX 76051
Mark Robinson	Vice President and Secretary	625 Westport Parkway, Grapevine, TX 76051



SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN
THE CITY OF WISCONSIN RAPIDS
AND
WHEELS OF INDEPENDENCE, INC.

This Contract is made by and between the City of Wisconsin Rapids, hereinafter referred to as "City" and Wheels of Independence, Inc. hereinafter referred to as "Contractor."

CONTRACT PERIOD

The initial contract period is for 24 months commencing January 1, 2019 through December 31, 2020. This contract contains three 1-year renewal options, each beginning on January 1st.

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing August 28, 2018 and ending on October 1, 2018 at 2:00 p.m. and Wheels of Independence, INC. proposal was deemed to be most advantageous to the City and was accepted.

This contract shall include all the necessary performance standards outlined in RFP #24, addendums, and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in RFP #24. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

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

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in RFP #24:

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

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

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

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


The maximum amount of funding for this contract shall be \$ 1,004,166.73 based on 40,070.5 hours of service for the year 2022 at the rate of \$25.06 per hour. Option year rates will be determined based upon the percent change in the CPI-U from the preceding year applied to the current contract year price.

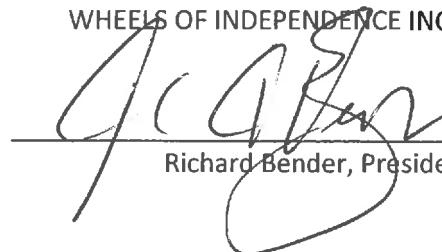
All Federal Certifications, Assurances and Clauses included in RFP #24 document and certified by the Contractor, including RFP #24 and addendums, shall be included in this contract by reference.

Dated this 11th day of November, 2021

CITY OF WISCONSIN RAPIDS

WHEELS OF INDEPENDENCE INC


Shane Blaser, Mayor


Richard Bender, President



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2021)

2021 Budget Amendment No. 3

WHEREAS, in 2021 the City received non-budgeted revenues from a variety of sources including, but not limited to, grants, donations, General Obligation bond proceeds; and the non-budgeted revenues are designated for a specified purpose or a reimbursement for an existing expenditure and in order to recognize and transfer the revenue to the budget accounts where they will be expended, the non-budgeted revenues need to be appropriated to the specified expenditures accounts; and

WHEREAS, in 2021 certain budgeted expenditures were in sufficient and exceeded the the adopted 2021 budget and need to be adjusted to reflect the actual costs.

THEREFORE, BE IT RESOLVED, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2021 budget be amended as follows:

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a class 1 notice of this resolution in the City's official newspaper within 10 days of the Common Council.

General Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
		\$ -	Police Department - Postage	52101.52103	\$ 2,000
		-	Police Department - Telephone	52101.53102	31,000
		-	Police Department - Email	52101.53123	2,388
		-	Non-lapsing Funds	51560.56106	(35,388)
Total		\$ -	Total		\$ -

Room Tax Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Public Accommodation Taxes	20441.41210	\$ 100,000	Economic Development	56208.56135	\$ 11,250
		-	WRACVB	56208.56136	70,000
		-	Park Department Outlay	65402.58100	18,750
Total		\$ 100,000	Total		\$ 100,000

Grants and Donations Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Tree Donations	20647.41557	\$ 750	Police Department - K-9 Program	52102.55126	\$ 3,292
K-9 Donations	20647.41559	3,292	Tree Donations	55602.55127	750
Zoo Donations	20647.41560	4,638	City Zoo - Donations	55802.55134	18,372
League Parks Grant	20647.41563	18,372	City Zoo - Donations	55802.55118	4,638
Total		\$ 27,052	Total		\$ 27,052

Storm Sewer Utility Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Fund Balance Applied	20950.49300	\$ 100,000	Storm Sewer Maintenance	54134.53501	\$ 100,000
Total		\$ 100,000	Total		\$ 100,000

Debt Service Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Transfer - Other Funds	30150.49101	\$ 214,768	Reserve For Future Debt	59301.55301	\$ 214,768
Total		\$ 214,768	Total		\$ 214,768



Capital Projects Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Bond Premium	40150.49100	\$ 247,185	Cost of Issuance	57401.57500	\$ 92,089
Proceeds of Long-term Debt	40150.49900	2,759,672	Transfer to Other Funds	59401.55911	214,768
		-	Fire Station No. 1 Renovation	62204.53501	2,700,000
Total		\$ 3,006,857	Total		\$ 3,006,857

Adopted the 21st day of December, 2021

Shane Blaser, Mayor

Jennifer M Gossick, City Clerk

City of Wisconsin Rapids
2021 Budget Amendment No. 3
Budget Amendment Explanations

General Fund

Police Department - Postage	52101.52103	\$	2,000
Police Department - Telephone	52101.53102	\$	31,000
Police Department - Email	52101.53123	\$	2,388

Certain reoccurring Police Department operating line item budgets were inadvertently omitted from the 2021 budget when it was approved. The amendment adjusts the budget to reflect the inclusion of these items and they were included in the 2022 Police Department budget.

Room Tax Fund

Economic Development - (11.25%)	56208.56135	\$	11,250
WRACVB - (70.0%)	56208.56136	\$	70,000
Park Department Outlay - (18.75%)	65402.58100	\$	18,750

Room tax revenue received in 2021 has been better than what was anticipated when the 2021 Budget was adopted. The budget amendment adjusts the Public Accommodation Taxes to reflect the new revenue estimate and adjusts the corresponding expenditure accounts per City ordinance.

Grants and Donations Fund

Police Department - K-9 Donations	52102.55126	\$	3,292
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An additional \$3,292 of K-9 donations were received in 2021. The funds are designated for future K-9 Program related expenditures.

Tree Donations	55602.55127	\$	750
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The City received a \$750 donation for trees in 2021. The funds are designated for future tree replacement.

League Park Grant	55802.55134	\$	18,372
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The League of Wisconsin Municipalities Mutual Insurance awarded the City an \$18,372 grant that is designated for the benefit of parks.

City Zoo - Donations	55802.55118	\$	4,638
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Annual donations and zoo feed revenues that the City receives are placed in a separate account and designated for City Zoo projects and maintenance.

Storm Sewer Utility Fund

Storm Sewer Maintenance	54134.53501	\$	100,000
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The \$100,000 budget amendment is for the culvert pipe along the One Mile Creek where it crosses 8th St, just south of Grove Ave. The cost of the project exceeded the original preliminary estimate and the budget amendment will adjust the budget to reflect the actual cost.

The existing culvert pipe was collapsing on the east side of the 8th St ROW and the condition of the pipe was poor.

Debt Service Fund

Reserve For Future Debt	59301.55301	\$	214,768
--------------------------------	-------------	----	---------

The \$4,560,000 General Obligation Corporate Purpose Bonds, Series 2021A that the City issued in 2021 contained a bond premium. The premium is designated for the purpose of offsetting the future interest payments on the bonds and is transferred from the Capital Projects Fund and reserved for future interest payments.

Capital Projects Fund

Cost of Issuance	57401.57500	\$	92,089
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Transfer to Other Funds	59401.55911	\$	214,768
--------------------------------	-------------	----	---------

Fire Station No. 1 Renovation	62204.53501	\$	2,700,000
--------------------------------------	-------------	----	-----------

The issuance of the \$4,560,000 General Obligation Corporate Purpose Bonds, Series 2021A had funds designated for the Fire Station No. 1 Renovation. The resolution amends the 2021 budget to reflect the designated purpose of the debt proceeds,

REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: 12/7/2021
Reported to Council: 12/21/21

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

1. Call to order

The meeting was called to order at 6:00 pm

2. Review traffic control study report for the intersection of Apricot St and 15th St N

Motion by Delaney, second by Zacher to approve the City Engineer's recommendation to maintain the current intersection control. Motion carried (3-0)

3. Review traffic control study report for the intersection of Chestnut St and 12th St S

No action taken. Chairperson Austin referred this item to the January Public Works agenda.

4. Review traffic control study report for the intersection of Sampson St and Grove Ave

Motion by Delaney, second by Zacher to approve the City Engineer's recommendation to augment the current two way stop with a W4-4P, Cross Traffic Does Not Stop sign. Motion carried (3-0)

5. Review speed study report for Chestnut St between Hill St and 8th St S

No action taken. Chairperson Austin requested additional information on existing signs and referred the item to the January Public Works agenda.

6. Consider approving a revision of the State Municipal Agreement for the W Jackson St Project

Motion by Zacher, 2nd by Austin to approve the revised State/Municipal Agreement for the W Jackson St Project. Motion carried (3-0)

7. Review referral requesting direction to prioritize transportation utility efforts over special assessment administration.

Motion by Austin, second by Delaney to prioritize transportation utility development work over special assessment administration. Motion carried (3-0)

8. Consider approval of sewer lining contract to the lowest responsible bidder.

Motion by Delaney, second by Austin to approve the bid by Visu-Sewer for \$407,618 for the lining of sanitary sewer. Motion carried (3-0)

9. Review DPW November activities report

The report was reviewed with recognition of the passing of Wastewater Superintendent Ryan Giefer and of the excellent work he did for the City.

10. Review referral list

The referral list was reviewed.

11. Adjourn

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

The meeting was adjourned at 7:01 pm

Respectfully submitted, Joseph M. Terry

Others in attendance:

Dean Veneman

Tom Rayome

Joe Terry

Joe Eichsteadt

Kelly Warrington

Andrew Kiefer
Design Engineer
10/05/2021

Apricot St and 15th St N

Background

The intersection of Apricot St and 15th St N is a 3-way intersection of two local streets. Apricot St runs east-west through the intersection with no controls. There is a stop sign on 15th St N on the north side of the intersection. South of the intersection is a dead end and entrance to Wood's Grove Park. The primary concern raised about this intersection is the absence of stop signs on Apricot St. A traffic study has been conducted to address these concerns.

Recommendation

The City of Wisconsin Rapids has adopted a policy, consistent with the Manual of Uniform Traffic Control Devices, to determine when additional traffic signage is necessary (Table 1 Wisconsin Rapids' Policy on Installation of Regulatory Signs Table 1). The results of the study have not identified any of the criteria required to increase regulatory signage. Therefore, at this time no additional signage is recommended at this intersection.

Study

Traffic Counts – 227 ADT

Accident History Since 2010 – 0

Existing Conditions – Stop control 15th St N, No stop control Apricot St

Vision Obstructions – None



Figure 1 15th St N



Table 1 Wisconsin Rapids' Policy on Installation of Regulatory Signs

		NO CONTROL	YIELD SIGN	STOP SIGN, 2-WAY	STOP SIGN, 4-WAY	TRAFFIC SIGNAL
1	Avg Vol/hr for 8 hour period	< 100 veh/hr	> 100 veh/hr	> 250 veh/hr	300/hr - Major 200/hr - minor 500/hr - both	Meets warrants of the MUTCD
	Volume for 24 hours	< 1000 veh	> 1000 veh	≥ 3000 veh	5000 balanced volumes	
2	Visibility	No obstructions in the vision triangle	Minor obstructions in the vision triangle	vision triangle obstructed	blind intersection	
3	right angle accident in a 12 month period	no accidents	≥ 2	≥ 3	≥ 5	≥ 5
4	Street classification	local/local	local/local, thru/local, collector/local	thru street collector/local, arterial/local	collector/arterial, arterial/arterial	arterial/arterial
5	Other factors			T-intersection		meets pedestrian and school crossing

**Two of five items are required to be considered for increasing the regulatory signage

** Other considerations that need to be considered are Section 2B.04 of the MUTCD and Intersection Control pg 654 AASHTO 2004

Joe Eichsteadt
City Engineer
11/23/2021

Chestnut St and 12th St S

Background

Location

The intersection of Chestnut St and 12th St S is a 2-way stop intersection of two minor collectors. Chestnut St runs east-west through the intersection with no controls. 12th St S runs north-south with stop signs on both sides of the intersection. The intersection is located within the school zone of St. Vincent De Paul Elementary. The primary concern raised about this intersection is the absence of stop signs on Chestnut St. A traffic study has been conducted to address these concerns.

Parking

Parking is restricted in all directions of the intersection. (see figure 1) There is no parking anytime on either side of Chestnut St for 50 feet east and west of 12th St. On 12th St north of Chestnut St there is no parking for 50 feet on the east side of the street and 71 feet on the west side of the street. On 12th St south of Chestnut St there is no parking on the east side of the street 50 feet and 21 feet on the west side of the street

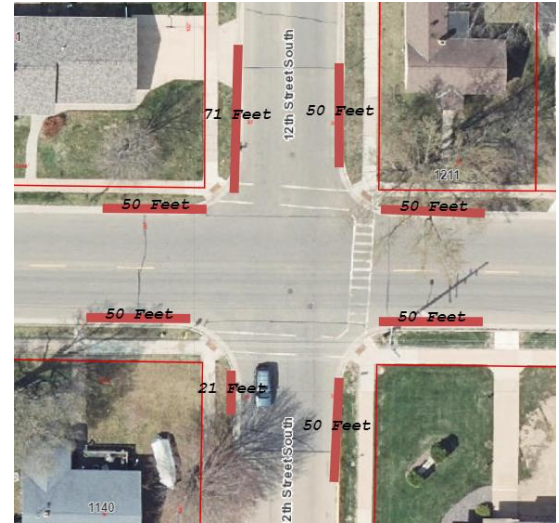


Figure 1 Parking Restrictions

Accidents

There have been eight recorded traffic accidents at the intersection since 2016

- 2020
 - NB vehicle fails to stop at sign hits pedestrian.
- 2019
 - EB vehicle makes wide right turn and hits NB Vehicle; icy road reported.
- 2018
 - NB vehicle fails to yield and hits WB vehicle; glare was a factor.
- 2017
 - NB vehicle slides past stop at stop sign and hits EB vehicle; icy roads reported.
 - NB vehicle fails to yield and hits EB vehicle; NB claims he didn't see a vehicle. straight
 - SB vehicle fails to yield and hits WB vehicle; SB claims she didn't see vehicle. straight
 - SB vehicle fails to stop at stop sign and is hit by EB vehicle; SB vehicle reports bad brakes; icy road reported.
- 2016
 - WB vehicle strikes legally parked vehicle on north side of Chestnut St; Driver is reported to have fallen asleep

Study

Method

The traffic data for this study was collected using both an automatic traffic counting device and in-person observation. A traffic counting device was installed at the intersection and collected data over a period of two weeks. Additional in-person observations were conducted at the start and end of the St. Vincent De Paul Elementary school hours.

Observation

Observations at that intersection focused on pedestrian traffic and the impact of St. Vincent De Paul Elementary at start (8:40am) and release (3:40pm) times. The school bus pick-up and drop off area is located approximately 350 feet south of the intersection on the east side of 12th St S. The parent pick-up and drop off area is located at the main school entrance on 13th St S. During observations no student pedestrians were observed crossing the intersection and no crossing guard was present. No queues of more than two vehicles occurred at the intersection. It does not appear that school activity creates congestion or impacts visibility at the intersection.

The vision corners of the intersection were examined for line-of-sight obstructions. Vision corner are the areas at intersection where objects could potentially obstruct a driver's view of cross traffic. There were two minor obstructions identified within the vision corners, a tree in the northeast corner and a utility pole in the southeast corner.



Figure 2 Chestnut St WB



Figure 3 12th St NB



Figure 4 12th St - SB



Figure 5 Chestnut St - EB

Results

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

Table 1 Traffic Count

Traffic Count (Average Peak Vehicles Per Hour)	
Chestnut Street	12 th Avenue South
179	50

Table 2 Traffic Speed

85 th Percentile Speed (mph)	
Chestnut Street	12 th Avenue South
32	24

Recommendation

The City of Wisconsin Rapids has adopted a policy to determine when additional traffic signage is necessary (Table 3). This policy mimics the Manual of Uniform Traffic Control Devices (MUTCD). The data collected from the study indicates 2-way stop control is adequate for this intersection.

- Traffic volume on the minor road is less than 200 vehicles per hour.
- There are no significant obstructions within the vision corner.
- There have been less than three preventable traffic accidents within a 12-month period.

- Although 12th St S is a minor collector the traffic volume is similar to a local street.
- The intersection is in a school zone, but school activities did not impact congestion in the intersection.

At this time no additional signage is recommended.

Table 3 Wisconsin Rapids' Policy on Installation of Regulatory Signs

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

Manual of Uniform Traffic Control Devices – MUTCD

Guidance:

01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).

02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. **Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.**

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

Engineering judgment should be used to establish intersection control. The following factors should be considered:

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. Number and angle of approaches;*
- C. Approach speeds;*
- D. Sight distance available on each approach; and*
- E. Reported crash experience.*

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
 - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
 - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Joe Eichsteadt
City Engineer
11/18/2021

Sampson St and Grove Ave

Background

The intersection of Sampson St and Grove Ave is a 2-way stop intersection of two minor collectors. Sampson St runs north-south through the intersection with no controls. Grove Ave runs east-west with stop signs on both sides of the intersection. The intersection is located near Grove Elementary School and has pedestrian crosswalk signage intended for students. The speed limit is 30 mph on Sampson St and 25 mph on Grove Ave. There are no parking restrictions near the intersection. The primary concern raised about this intersection is the absence of stop signs on Sampson St. A traffic study has been conducted to address these concerns.



Figure 1 Intersection of Sampson St & Grove Ave

Accidents

There have been three recorded traffic accidents at the intersection since 2010. Two of the accidents involve drivers failing to yield to traffic on Sampson St. This may be because the driver misinterpreted the intersection as an all-way stop.

- 2015
 - EB vehicle fails to stop at stop sign and hits SB vehicle; snow and ice reported.
 - WB vehicle fails to yield and hits SB vehicle.
- 2014
 - WB vehicle fails to yield and hits SB vehicle.

Study

Method

The traffic data for this study was collected using both an automatic traffic counting device and in-person observation. A traffic counting device was installed at the intersection and collected data over a period of two weeks. Additional in-person observations were conducted to identify obstructions in the vision corner

Observation

The vision corners of the intersection were examined for line-of-sight obstructions. Vision corner are the areas at intersection where objects could potentially obstruct a driver's view of cross traffic. There was one minor obstruction identified within the vision corners; a utility pole in the southeast corner.



Figure 2 Grove Ave WB



Figure 3 Sampson St NB



Figure 4 Sampson St - SB



Figure 5 Grove Ave - EB

Results

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

Table 1 Traffic Count

Traffic Count (Vehicle Per Hour)	
Sampson Street	Grove Avenue
50	30

Table 2 Traffic Speed

85 th Percentile Speed (mph)	
Sampson Street	Grove Avenue
32	23

Recommendation

The City of Wisconsin Rapids has adopted a policy to determine when additional traffic signage is necessary (Table 3 Wisconsin Rapids' Policy on Installation of Regulatory Signs Table 3). This policy mimics the Manual of Uniform Traffic Control Devices (MUTCD). The data collected from the study indicates yield signs may be adequate for this intersection.

- Traffic volumes on both the major and minor roads are less than 100 vehicles per hour.
- There are no significant obstructions within the vision corner.
- There have been less than two preventable traffic accidents within a 12-month period. Both of these were right angle accidents which may indicate drivers are misinterpreting the intersection as an all-way stop.
- Although 12th St S is a minor collector the traffic volume is similar to a local street.

Based on these factors it is recommended this intersection remain a 2-way stop with additional "CROSS TRAFFIC DOES NOT STOP" signage on Grove Ave.

Table 3 Wisconsin Rapids' Policy on Installation of Regulatory Signs

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

Manual of Uniform Traffic Control Devices – MUTCD

Guidance:

01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).

02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

Engineering judgment should be used to establish intersection control. The following factors should be considered:

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. Number and angle of approaches;*
- C. Approach speeds;*
- D. Sight distance available on each approach; and*
- E. Reported crash experience.*

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
 - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
 - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Section 2C.59 CROSS TRAFFIC DOES NOT STOP Plaque (W4-4P)

Option:

The CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (see Figure 2C-9) may be used in combination with a STOP sign when engineering judgment indicates that conditions are present that are causing or could cause drivers to misinterpret the intersection as an all-way stop.

Alternative messages (see Figure 2C-9) such as TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) may be used when such messages more accurately describe the traffic controls established at the intersection.

Guidance:

Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP or ONCOMING TRAFFIC DOES NOT STOP should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

Standard:

If a W4-4P plaque or a plaque with an alternative message is used, it shall be mounted below the STOP sign



W4-4P



PW Committee

Date of Request: 4/21/2020, updated 11/19/2021

Requestor: Alderperson Kellogg

Request/Referral: Review the City Engineer's report regarding Alderperson Kellogg's referral to install centerline striping along Chestnut St between Hill St and 8th St S to control vehicle speeds while pedestrians are present.

Research Summary & Report by City Engineer, Joe Eichsteadt: Requests for speed control from the public often include requests for stop signs, roadway paint, speed bumps, etc. The addition of centerline pavement marking is not an effective strategy to controlling speeds along a roadway. The Federal Highway Administration notes that the addition of centerline and edge lines reduces the 85th Percentile speed on rural roadways by 2 mph during the day and 1 mph during the night. Although this is not a direct comparable there is likely little benefit to controlling speeds at this location, especially during times when activities are going on in the school where vehicles are parked adjacent to the road ([Figure 1](#)). The parked vehicles will mimic edge line markings and would create a similar narrowing of the roadway naturally causing people to slow down. The presence of pedestrians, especially in low light conditions, also has a natural slowing effect on drivers.





Figure 1 Chestnut St 11/18/21 2:48 PM, Dismissal of Assumption High School

Engineering Dpt staff performed a speed/accident study on two locations of Chestnut St.

1. Chestnut St between Hill St and Lincoln St – 85th % speed 31 mph (829 AADT). This count occurred 9/30/21 to 10/08/21 which included a Friday, Saturday and Monday. We are uncertain if the School had extracurricular activities on any of these days.
2. Chestnut St between Lincoln St and 8th St S – 85th % speed 33.0 mph (2659 AADT). This count occurred 3/11/20 to 3/13/20 which was a Wednesday, Thursday, Friday.
3. **There have been no speed related accidents, citations, or complaints to indicate a problem. 16 accidents were recorded since 1994. 4 occurred between Hill St and Lincoln St, including the Hill St intersection. 12 occurred between Lincoln St and 8th St S, including the Lincoln St intersection and only the west approach of 8th St S intersection. Most accidents were 2 vehicle accidents caused by maneuvering into driveways/parking spaces or intersection conflicts. 1 accident involved a bike at Lincoln St intersection and two accidents were flagged as pedestrian related at 8th St S intersection.**
4. **This was further reviewed when school was in session and the above photo was taken during dismissal during the afternoon.**

The Manual on Uniform Traffic Control Devices (MUTCD) specifies when center line markings **shall** be installed: *Center line markings shall be placed on all paved urban arterials and collectors that have a traveled way of 20 feet or more in width and an ADT of 6,000 vehicles per*

day or greater. Center line markings shall also be placed on all paved two-way streets or highways that have three or more lanes for moving motor vehicle traffic.

Neither section of Chestnut Street carries 6,000 vehicles per day.

The MUTCD further mentions that: *Engineering judgment should be used in determining whether to place center line markings on traveled ways that are less than 16 feet wide because of the potential for traffic encroaching on the pavement edges, traffic being affected by parked vehicles, and traffic encroaching into the opposing traffic lane.*

In my professional Engineering judgement there will be no benefit with adding a centerline to control vehicle encroaching into opposing traffic lanes, especially when trying to control vehicle speeds. My opinion and recommendations remain unchanged after the recent review while school has been in session.

Additionally the MUTCD requires that double yellow/no passing zones be established if centerline markings are used. This zone is based on the 85th % speed requiring no passing zones with a minimum passing sight distance of 550 feet. For reference, the block between Hill St and Lincoln St is just over 1000 feet and the hill on Chestnut St would like require a double yellow line for a distance of 550 ft or more from Lincoln St, west toward Hill St. With parking on both sides of the street, especially west of Lincoln, the probability of traffic being over a double yellow to avoid parked cars, and technically violating the law, is high.

In summary, if the desired outcome is to control vehicle speeds a different strategy should be considered that can be warranted and is more effective than centerline markings.

Options available: Other speed control options may include:

1. Request enhanced enforcement during high levels of pedestrian activity
2. Narrowing of lane widths - For reference, our lane narrowing on 1st St N saw an approximate before and after 85th % speed reduction of about 5 mph. A centerline and lane lines would need to be added with the aforementioned restrictions, but would need to be narrowed to maybe 10-foot-wide lanes. The existing street footprint is 40 feet wide.
3. Speed humps, cushions, tables
4. Other pavement markings and text options "SLOW", "SPEED LIMIT 25MPH", etc.
5. Speed limit signs with flashing LEDs or with radar display

Staff recommendation: Since an 85th % speed of about 30 mph is fairly typical on local 25 mph streets, we believe travel speed is generally not an issue. If evidence demonstrates speed is a problem, staff would like the target vehicle speed defined that satisfies the concerns and then we can consider what treatment/enforcement options would be most effective and what their associated costs are. We could then bring this back to the committee for further consideration.

If pedestrian safety is the concern we can consider increase street lighting, mid-block crossings, etc.

Action you are requesting the committee take: Provide direction for staff if further consideration is desired.

How will the item be financed? N/A



Public Works Committee

Date of Request: November 12th, 2021

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Consider the revised State Municipal Agreement for the W Jackson St Project

Background information: At the final design stage, prior to bid letting, there have been a couple items that needed clarifying in the financial portion of the agreement with the DOT.

Additions

There is a non-participating cost component at 100% local cost added for hauling and disposing of potential hazardous material along with adjustment to sanitary manholes and water valves estimated to be \$95,582.

Street Lighting Category 0020 in the amount of \$195,915 at 100% local cost and \$104,818 at a 80/20 cost share with the DOT. These costs are paid by the electric utility.

Subtractions

Category 0100 was reduced from \$810,647 to \$602,347. This is a reduction in \$208,300.

Category 0100 is the City's local share.

In summary, there is about a net increase in \$125,000.



Original

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
*ID 6999-11-08					
State Review	\$25,000		0%	\$25,000	100%
**ID 6999-11-78					
Participating Construction	\$4,053,234	\$3,242,587	80%	\$810,647	20% + BAL
Non-Participating Construction	\$1,000		0%	\$1,000	100%
State Review	\$445,856	\$356,685	80%	\$89,171	20% + BAL
Total Estimate Construction Cost	\$4,500,099	\$3,599,272		\$900,818	
Total Est. Cost Distribution	\$4,525,099	\$3,599,272	N/A	\$900,818	N/A

*Design ID# 6999-11-08 is 100% locally funded including State Review costs.
 **Construction ID# 6999-11-78 federal/state funding is limited to \$3,599,272.

Revised

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
*ID 6999-11-08					
State Review	\$25,000		0%	\$25,000	100%
**ID 6999-11-78					
Participating Roadway (cat 0010)	\$3,011,737	\$2,409,390	80% MAX	\$602,347	20% BAL
Street Lighting (cat 0020)	\$720,003	\$419,270	80% MAX	\$104,818	20% BAL
				\$195,915	LS
Non-Participating Construction	\$95,682		0%	\$95,682	100%
Total Estimate Construction Cost	\$3,827,422	\$2,828,660		\$998,762	
Total Est. Cost Distribution	\$3,852,422	\$2,828,660	N/A	\$1,023,762	N/A


*Design ID# 6999-11-08 is 100% locally funded including State Review costs.

**Construction ID# 6999-11-78 federal/state funding is limited to \$3,599,272 not reflected in the table due to estimate currently coming in under the federal limit. Costs include state review; see item 24b for lump sum description

Options available: Approve

Action you are requesting the committee take: To approve the revised state municipal agreement as presented.

How will the item be financed? Financed through the Public Works Construction Fund in the 2022 budget.

 <p style="text-align: center;">1st Revision STATE/MUNICIPAL AGREEMENT FOR A STATE-LET SMALL STP- URBAN PROJECT</p> <p>Program Name: Small STP-Urban Population Group: 20,000-50,000 Sub-program #: 206</p> <p><i>This agreement supersedes the agreement signed by the Municipality on May 3, 2019 and signed by WisDOT on May 13, 2019.</i></p>	<p>Date: November 2, 2021 I.D.: 6999-11-08/78 Road Name: West Jackson Street Limits: West Riverview Exp. to Jackson Street Bridge County: Wood Roadway Length: 0.4 mi Functional Classification: Principal Arterial Project Sponsor: City of Wisconsin Rapids</p>
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The signatory, **City of Wisconsin Rapids**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

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

Existing Facility - Describe and give reason for request: **West Jackson Street needs reconstruction for a wide variety of reasons. First and foremost, the corridor is classified on the city's Official Map as an expressway, which is certainly a major corridor for all forms of traffic through the downtown area. The existing roadway has several geometry issues, both horizontal and vertical, which limit sight distances and reduce the safety of the roadway. The existing four lane configuration also increases maintenance and operational costs while not providing a safe and functional roadway. The pavement condition shows severe joint widening and there is cracked curb and gutter with slab faulting. In addition, the sewer and water service lines will be replaced and sewer and water main lines will be rehabilitated to ensure longevity over the life of the new roadway.**

Proposed Improvement - Nature of work: **It is proposed to do a reconstruction project. The proposed concept for this project is to reduce to a two-lane roadway and incorporate left and right turn lanes where appropriate. Large boulevards would allow for off-street accommodations for bicyclists and provide more opportunities for effective urban landscaping between 2nd Avenue North and West Grand Avenue.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **The City is responsible for the difference in costs for decorative street lighting.**

The Municipality agrees to the following **2018-2022 Small STP-Urban Program** project funding conditions: **Project Design costs** are 100% funded by the Municipality including State Review costs.

Project Construction costs are funded with **80%** federal/state funding up to a funding limit of **\$3,599,272**. The Municipality agrees to provide the remaining **20%** and any funds in excess of the **\$3,599,272** federal/state funding limit. Any costs associated with Real Estate, Railroad or Utility needs are 100% funded by the

Municipality.

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2022**. **In accordance with the State's sunset policy for Small STP-Urban Program projects, the subject 2018-2022 Small STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or state funding exceed the estimate of **\$3,599,272** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

SUMMARY OF COSTS					
PHASE	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
*ID 6999-11-08					
State Review	\$25,000		0%	\$25,000	100%
**ID 6999-11-78					
Participating Roadway (cat 0010)	\$3,011,737	\$2,409,390	80% MAX	\$602,347	20% BAL
Street Lighting (cat 0020)	\$720,003	\$419,270	80% MAX	\$104,818	20% BAL
				\$195,915	LS
Non-Participating Construction	\$95,682		0%	\$95,682	100%
Total Estimate Construction Cost	\$3,827,422	\$2,828,660		\$998,762	
Total Est. Cost Distribution	\$3,852,422	\$2,828,660	N/A	\$1,023,762	N/A

*Design ID# **6999-11-08** is **100% locally funded including State Review costs**.

Construction ID# **6999-11-78 federal/state funding is limited to **\$3,599,272** not reflected in the table due to estimate currently coming in under the federal limit. Costs include state review; see item 24b for lump sum description

This request is subject to the terms and conditions that follow (pages 3-7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.

Signed for and in behalf of: **City of Wisconsin Rapids** (please sign in blue ink.)

Name:

Title:

Signature

Date

Signed for and in behalf of the State of Wisconsin:

Name: Michael Wendt

Title: WisDOT North Central Region Planning Chief

Signature

Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
 - h. General requirements for administering federal and state aids set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin’s approved **2018-2022 Small STP-Urban Program**. Federal/State funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

- f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. State review services for construction.
5. The work will be administered by the State and may include items not eligible for federal participation.
 6. As the work progresses, the State will bill the Municipality for work completed that is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the **2018-2022 Small STP-Urban Program** improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Real estate for the improvement.
 - f. Preliminary engineering and design including state review.
 - g. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - h. All work related to underground storage tanks and contaminated soils.
 - i. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.

12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing commitments or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for Small STP-Urban Program projects, the subject 2018-2022 Small STP-Urban Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - e. Provide complete plans, specifications, and estimates to State upon request.
 - f. Provide relocation orders and real estate plats to State upon request.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
16. It is further agreed by the Municipality that:
 - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
 - b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.

- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or state highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if the contractor does not obey size and weight laws, use properly equipped and maintained vehicles, and does not prevent spilling of materials onto the haul road (WisDOT *Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
- 19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived or terminated orally.
- 20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
- 21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein

and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

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

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

24. The Municipality agrees to the following **2018-2022 Small STP-Urban Program** project funding conditions:
- a. **ID 6999-11-08: Design** is funded 100% by the Municipality. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract.
 - b. **ID 6999-11-78: Construction**
 - i. Costs for excavation, resurfacing, sidewalk, curb and gutter, standard street lighting and all associated costs to complete the project are funded with **80%** federal/state funding up to a funding limit of **\$3,599,272**, when the Municipality agrees to provide the remaining **20%** and any funds in excess of the **\$3,599,272** federal/state funding limit.
 - ii. Non-participating costs associated with sewer and water service line replacements are funded 100% by the Municipality. In addition, the City agrees to pay the difference between standard street lighting and decorative street lighting. The State has calculated a lump sum amount of **\$195,915**. The City agrees to pay a lump sum amount of **\$195,915**. Costs include construction delivery.
 - iii. Costs for this phase include an estimated amount for state review activities, to be funded **80%** with federal funding and **20%** by the Municipality.

[End of Document]



Public Works Committee

Date of Request: November 30, 2021

Requestor: Joe Terry

Request/Referral: Request the public works committee provide guidance relating to prioritizing special assessment outreach and administration vs. development of a transportation utility.

Background information: The outlined process for developing a transportation utility included the expectation the City would decide whether to proceed with a utility once the model was developed or not. Given that process, staff would be working on either special assessment work or transportation utility work. The decision by the Common Council to proceed with transportation utility work without approving a utility results in the necessity to do both. The engineering department does not have staff to continue working on project design, special assessments, and transportation utility development concurrently. Special assessment work includes:

- Proposed Assessment Reports for 2021 projects. This process typically starts in December in preparation for assessment hearings in the first 3 to 4 months of the upcoming year. There is typically around 100 hours of work required to get these projects through the assessment hearing and invoicing process. This work is done primarily by an Engineering Technician and City Engineer while they are attending to other concurrent responsibilities.
- In the past few months several preliminary resolutions approved through Council for 2022 projects. Typically staff would prepare and send preliminary notices (with assessment cost estimates) within a few weeks of approval. Those notices have not yet been sent. Furthermore, additional preliminary resolutions will be forthcoming for other 2022 projects. This is estimated to be 40+ hrs of work. This work is done primarily by an Engineering Technician and City Engineer while they are attending to other concurrent responsibilities.
- If the transportation utility is approved we would no longer be inspecting concrete sidewalk or driveways on upcoming street reconstruction projects. We have started inspections on Oak St from E Jackson to 16th St (2022 project) so we have this data prior to snowfall. This is estimated to take 20-30 hours and is approximately 60% complete. This work is done by field technicians. They could be assigned other responsibilities if we knew there would not be special assessments in 2022.

Options available: Make a determination that prioritizes transportation utility work over special assessment work, prioritize special assessment work over transportation utility work, or work on them both knowing a significant amount of staff time, effort, and resources will be wasted and performing both efforts concurrently will result in delays.

Action you are requesting the committee take: Provide direction based on one of the options listed above or as determined to be in the best interests of the City.

How will the item be financed? N/A



Public Works Committee

Date of Request: 12/1/2021

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review the bid results for the 2021 Sewer Lining Contract

Background information: The City identified a need for lining 11,760 LF of sanitary sewer due to infiltration and inflow.

There were three bidders on the project with the qualified, low bidder as Visu-Sewer. Visu-Sewer's bid was \$407,618.50. The next lowest was Michels Corporation at \$521,867.50. The Engineer's estimate was \$578k. Granite Inliner was the highest bidder at \$593,225.00

General background on sewer lining - The liner is a cured in place resin & fiberglass liner and can be installed without impact to the roadway. Lining is advantageous for the city as it has a significantly lower cost as compared to an open-cut replacement when factoring in the impacts to asphalt pavement and other utilities. On projects where pavement needs to be replaced along with sewer (in most cases) it is still advantageous to perform open-cut replacements. Lastly, not every sewer pipe is in a condition to be lined.

Options available: Approve the Visu-Sewer as the qualified, low bidder and award the contract to them or deny all bids.

Action you are requesting the committee take: Approve the 2021 Sewer Lining Contract and award the project the Visu-Sewer with the bid amount of \$407,618.50.

How will the item be financed? This project will be financed through the Wastewater Utility. More specifically, unspent funds in 2021 along with additional funds in 2022 will fund this project.

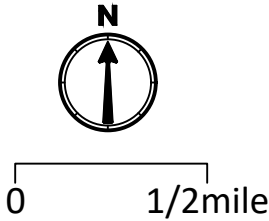
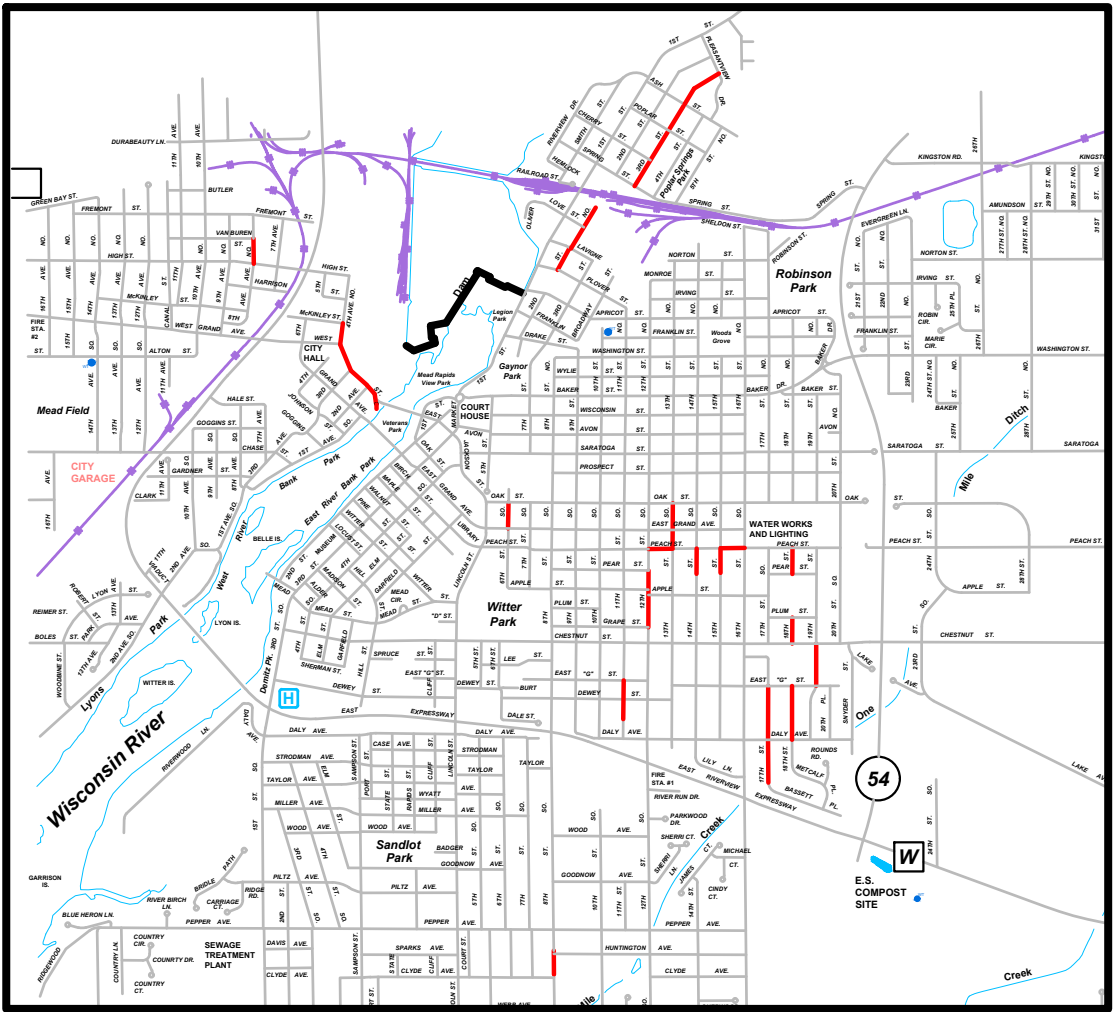
2021 Sewer Lining Project (#8056148)
Owner: Wisconsin Rapids WI, City of
Solicitor: Wisconsin Rapids WI, City of
11/30/2021 12:00 PM CST

						Engineer Estimate		Visu-Sewer		Michels Corporation		Granite Inliner, LLC, Minnesota	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Sewer Lining Bid Quantities													
	1	1	Mobilization, Bonds & Insurance	LS	1	\$15,000.00	\$15,000.00	\$10,100.00	\$10,100.00	\$24,500.00	\$24,500.00	\$12,500.00	\$12,500.00
	2	2	Bypass Pumping / Flow Management	LS	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$22,505.00	\$22,505.00	\$3,000.00	\$3,000.00
	3	3	Open Joint Grout Stabilization	EA	5	\$750.00	\$3,750.00	\$1,335.00	\$6,675.00	\$1,320.00	\$6,600.00	\$600.00	\$3,000.00
	4	4	8-inch CIPP Sewer Main Lining	LF	8180	\$32.00	\$261,760.00	\$23.00	\$188,140.00	\$27.00	\$220,860.00	\$35.00	\$286,300.00
	5	5	10-inch CIPP Sewer Main Lining	LF	1270	\$35.00	\$44,450.00	\$30.25	\$38,417.50	\$31.75	\$40,322.50	\$45.00	\$57,150.00
	6	6	12-inch CIPP Sewer Main Lining	LF	1050	\$40.00	\$42,000.00	\$35.00	\$36,750.00	\$35.50	\$37,275.00	\$53.00	\$55,650.00
	7	7	21-inch CIPP Sewer Main Lining	LF	1260	\$125.00	\$157,500.00	\$84.85	\$106,911.00	\$98.00	\$123,480.00	\$95.00	\$119,700.00
	8	8	Reinstate Lateral Connection	EA	195	\$150.00	\$29,250.00	\$75.00	\$14,625.00	\$75.00	\$14,625.00	\$215.00	\$41,925.00
	9	9	Grout Lateral Connection	EA	20	\$750.00	\$15,000.00	\$250.00	\$5,000.00	\$1,585.00	\$31,700.00	\$700.00	\$14,000.00
Base Bid Total:							\$578,710.00		\$407,618.50		\$521,867.50		\$593,225.00

2021 SEWER LINING PROJECT - #2020-09

CITY OF WISCONSIN RAPIDS - WOOD COUNTY WISCONSIN

SEWER LINING LOCATION MAP



SHEET INDEX :

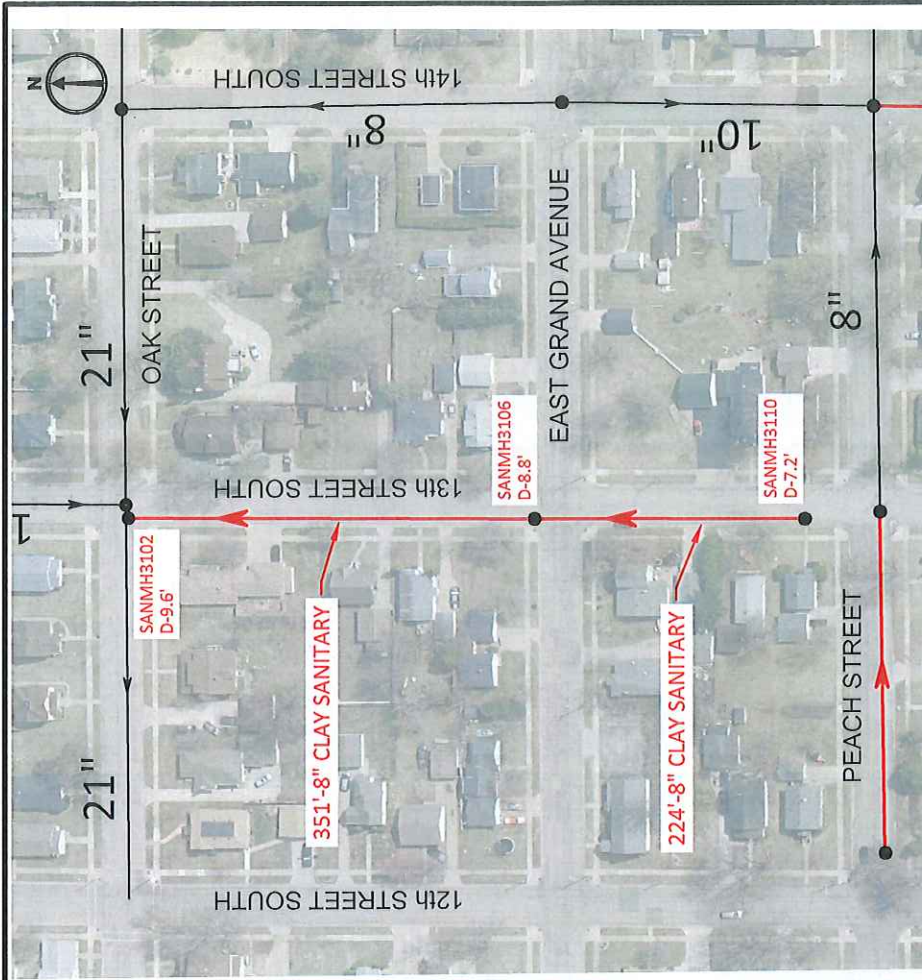
- G1 TITLE SHEET
- P1 - 6TH STREET SOUTH - 13TH STREET SOUTH
- P2 - 11TH STREET SOUTH - 17TH STREET SOUTH - 18TH STREET SOUTH
- P3 - 12TH STREET SOUTH - 14TH STREET SOUTH - 15TH STREET SOUTH - 18TH STREET SOUTH - PEACH STREET
- P4 - 8TH STREET SOUTH
- P5 - 19TH STREET SOUTH
- P6 - 8TH AVENUE NORTH
- P7 - WEST JACKSON STREET
- P8 - 2ND STREET NORTH - 3RD STREET NORTH




UTILITY LOCATIONS SHOULD BE FIELD
VERIFIED WITH THE RESPECTIVE
UTILITY.



1-800-242-8511



- PROPOSED CIPP LINING (SANITARY SEWER)
- EXISTING SANITARY MANHOLE
- EXISTING SANITARY MAIN

PROJECT: 2021 SEWER LINING PROJECT	ENGINEERING DEPARTMENT 444 WEST GRAND AVENUE WISCONSIN RAPIDS, WI 54495 PHONE 715-421-8205 / FAX 715-421-8291	 W I S C O N S I N RAPIDS	PROJECT NUMBER: 2020-09
LOCATION: CITY OF WISCONSIN RAPIDS			P1

PLOT DATE: October 28, 2021

SCALE: 1" = 100FT. DRAWN BY: M.A.S.

DRAWING FILE - s:\Engineering\PROJECTS\2020-09 2021 Sewer Lining Project\CAD\Drawings\2021 sewer lining overall base.dwg



PROPOSED CIPP LINING (SANITARY SEWER)
 ● EXISTING SANITARY MANHOLE
 — EXISTING SANITARY MAIN

PROJECT: 2021 SEWER LINING PROJECT
 LOCATION: CITY OF WISCONSIN RAPIDS

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



PROJECT NUMBER:
 2020-09
 P2

PLOT DATE: October 28, 2021

SCALE: 1" = 200FT. DRAWN BY: M.A.S.

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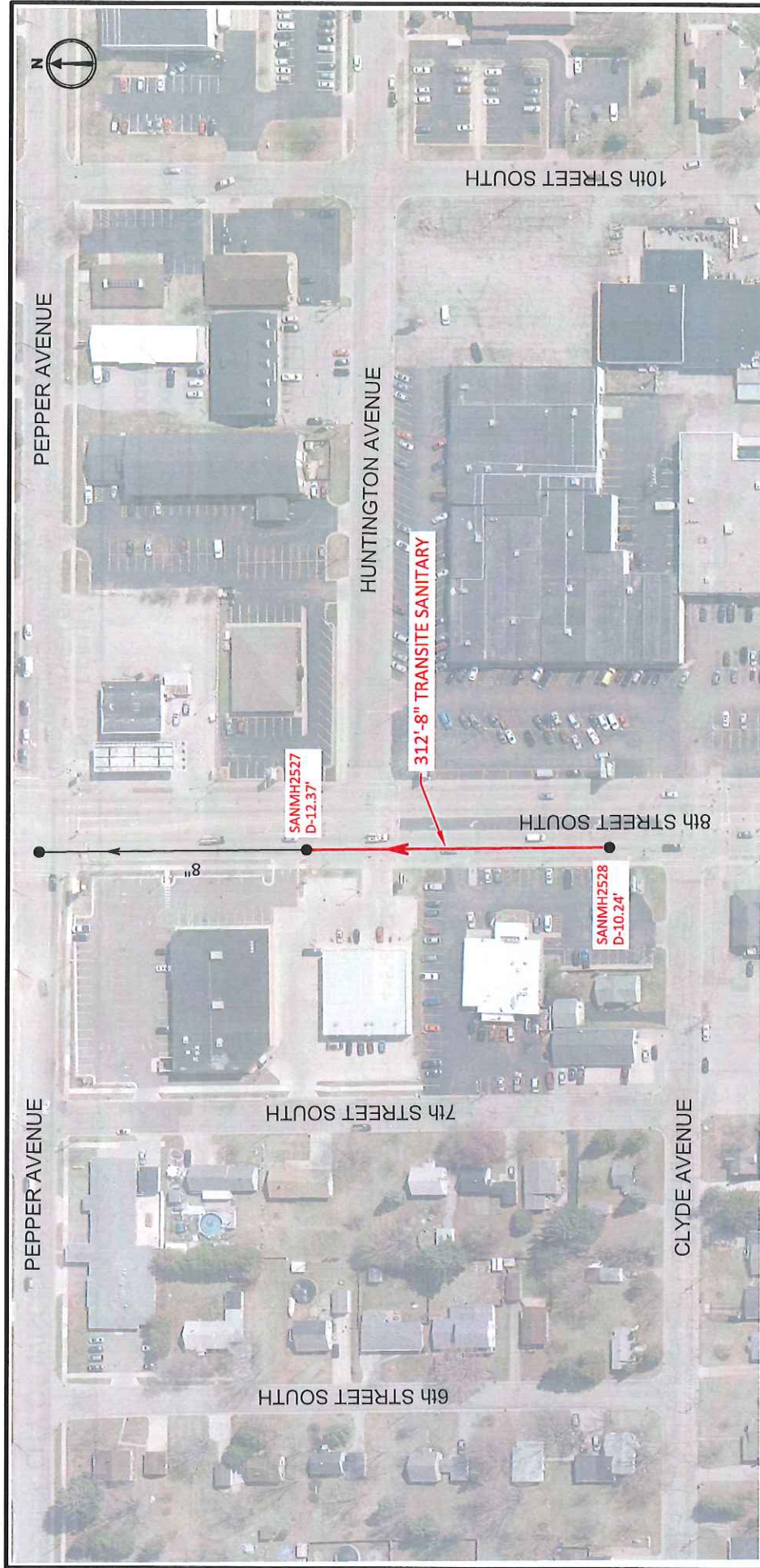
PROJECT: 2021 SEWER LINING PROJECT	ENGINEERING DEPARTMENT 444 WEST GRAND AVENUE WISCONSIN RAPIDS, WI 54495 PHONE 715-421-8205 / FAX 715-421-8291		PROJECT NUMBER: 2020-09
	LOCATION: CITY OF WISCONSIN RAPIDS		P3

PLOT DATE: October 28, 2021

SCALE: 1" = 200FT.

DRAWN BY: M.A.S.

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	LOCATION: CITY OF WISCONSIN RAPIDS		P4

PLOT DATE: October 28, 2021 SCALE: 1" = 100FT. DRAWN BY: M.A.S. DRAWING FILE - S:\Engineering\PROJECTS\2020-09 2021 Sewer Lining Project\CAD\Drawings\2021 sewer lining overall base.dwg



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	LOCATION: CITY OF WISCONSIN RAPIDS		P5

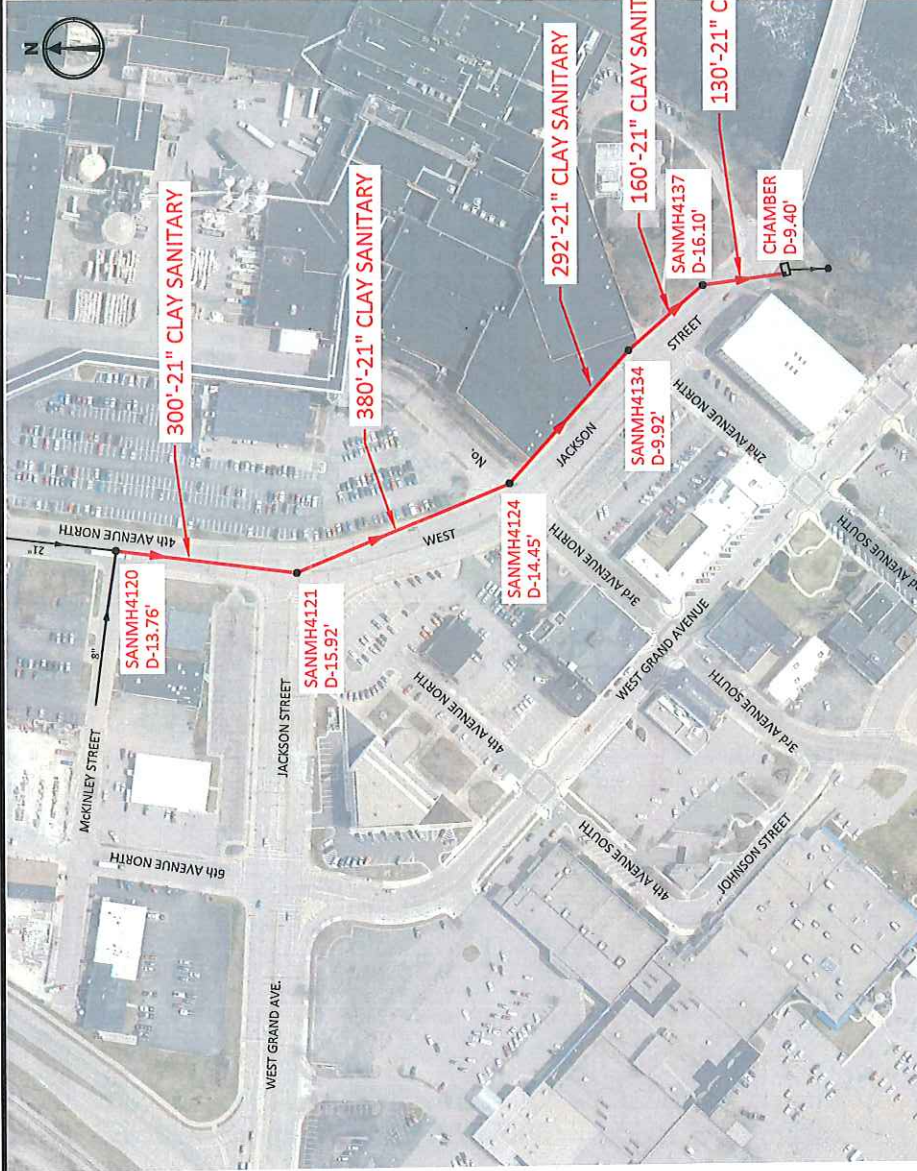
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LOCATION: CITY OF WISCONSIN RAPIDS		PROJECT NUMBER: 2020-09	
PLOT DATE: October 28, 2021		P6	

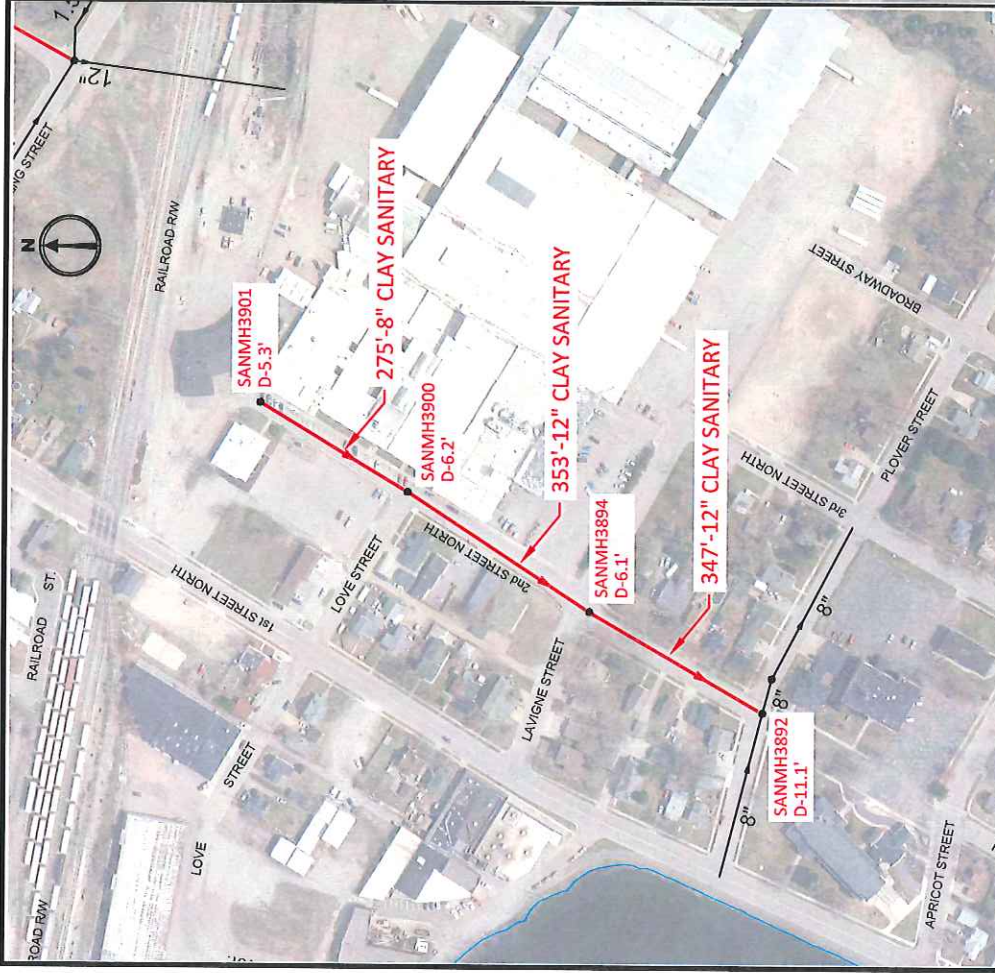
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LOCATION: CITY OF WISCONSIN RAPIDS	P7	

PLOT DATE: October 28, 2021 SCALE: 1" = 200FT. DRAWN BY: M.A.S. DRAWING FILE - S:\Engineering\PROJECTS\2020-09 2021 Sewer Lining Project\CAD\Drawings\2021 sewer lining overall base.dwg



PROPOSED CIPP LINING (SANITARY SEWER)
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PROJECT: 2021 SEWER LINING PROJECT LOCATION: CITY OF WISCONSIN RAPIDS		 ENGINEERING DEPARTMENT 444 WEST GRAND AVENUE WISCONSIN RAPIDS, WI 54495 PHONE 715-421-8205 / FAX 715-421-8291	PROJECT NUMBER: 2020-09
			P8



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

Director of Public Works Report
Activity highlights for the month of November 2021

The City of Wisconsin Rapids lost a valuable leader and public servant when Wastewater Superintendent, Ryan Giefer tragically passed away in early November.

Ryan was hired by the City of Wisconsin Rapids in February of 2017 as the City's Wastewater Superintendent. Prior to Ryan's hiring the plant suffered from poor performance due to challenging industrial waste loads. The City had consulted with its design engineers, had other consulting engineers provide recommendations, consulted with scientists for advice, and networked with other wastewater plant operators with minimal success.

Working with staff, Ryan worked tirelessly for solutions. He oversaw and performed laboratory analysis, textbook research, examination of internal report findings, visited other wastewater plants, and worked with staff to test a number of experimental modifications to the treatment process. Ryan augmented nutrient problems by negotiating with waste producing manufacturers and increased plant revenues in the process. Ryan's collaborative approach with industrial customers created improved working relationships that resulted in more consistent flow and concentrations and ultimately, better treatment. Ryan and his staff through operational initiatives of the energy recovery system dramatically improved plant energy production and decreased demand for natural gas and electricity, making the plant more cost effective and environmentally friendly.

In the summer of 2018, the fruits of Ryan's efforts demonstrated resounding success when he and his staff successfully modified the treatment process and the plant treatment became more environmentally and economically efficient than it has ever been.

In addition to the monumental improvements in plant process, in the nearly four years Ryan had been with the City he oversaw a robust initiative to survey the condition and improve the functionality of the collection system. Ryan oversaw the design and replacement of a small residential lift station as well as the award winning \$7.28M lift station and river crossing force main project. Ryan and his collection system maintenance staff initiated an accelerated televising schedule through efficiencies and updated televising equipment all while maintaining a responsible operating budget.

In his time with the City, Ryan achieved an amazing level of success as a result of teamwork, diligence, and an extremely high level of competence and leadership. Ryan was a shining star in the wastewater industry and was well respected by me, his coworkers, employees, and professional peers. Ryan and his staff were professionally recognized in 2019 earning the Central States Water Environment Association's prestigious Operator of the Year Award.

Ryan's fun loving presence and candid demeanor fostered a great work environment. As amazing as his professional achievements were, his dedication as a husband and father were remarkable and he exhibited the importance of a healthy work/life balance. An all-around great man, the City will miss Ryan as a public servant, colleague, mentor, leader, and friend.

Engineering:

Misc.

- 17 Permits/Applications for asphalt paving (1), driveway grades/concrete pour inspections (4), storm water (0), excavating (10), Street Privilege (0), storm connection (0), permit parking (1), banner (1)
- 123 Diggers Locates for Storm Sewer & Sanitary Sewer as of 11/28/2021 (11 Emergencies)
- Degradation fees –
 - degradation fees this month

- \$3,285.69
- Total 2021 Degradation Fees = \$60,556.92
- A degradation inspection application was constructed in November with the help of Justin Conner in GIS. The application will automate final inspections and final billing of degradation costs to contractors. Final degradation inspections for 2021 permits are scheduled to occur the first week of December.

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – review is ongoing
 - 4/20/2021 – 12th St and Chestnut St. Study is complete.
 - 3/11/2021 - Apricot St at 15th St or 16th St. Study is complete.
 - 10/14/2021 - Sampson St and Grove Ave. Study is complete.
 - Final review of Chestnut St centerline striping
- ITS Standalone Signal Grant
 - City received a State / Municipal Agreement on 8/30/2021. The agreement is fully signed. The city staff will solicit proposals from consultants and bring those before the Public Works Committee.
- Signal complaints
 - 8th St sign bridge at Chestnut St fell and needs replacing – A new pole has been ordered.
 - 8th St and Pepper Ave – SB LT detection issue – issue resolved.
 - Nov. 2021 - Griffith and 8th St queuing lengths.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – Construction is scheduled to be substantially complete by December 31st, 2021.

2021 Reconstruction Projects

- Quadplex project – Underground work is complete.
- DOA/Lyon Park Levee - The DNR requested additional information which was provided on October 20th. No permit nor further correspondence has been provided by the DNR. The project cannot begin without DNR permits.
- 11th St (Washington St to Apricot St) – Project is complete.
- 15th St (Apricot to Norton St) – Project is complete.
- 18th Ave (2021 Construction) – Project is complete. Jefferson St (2021 Construction) – Project is complete.

2022 Reconstruction Projects

- Preliminary survey status for 2022 Projects:
 - Fremont St (13th Ave to 14th Ave) – 100%
 - Fremont St from 7th Ave N to 10th Ave N – 100%
 - Apricot St retaining wall repair and underdrain installation – 100%
 - 9th Ave N (8th Ave N to Fremont) – 100%
 - Smith St & Cherry St – 100%

- Design for 2022 Projects
 - Fremont St – 13th to 14th Ave design - 95% complete
 - W Jackson St – Expressway to Jackson St Bridge – 100% complete
 - Fremont St – 7th to 10th Ave design is 90% complete
 - 9th Ave N (8th Ave N to Fremont St) – 90% complete
 - Smith St (Railroad to Riverview Dr) – 30% complete
 - Cherry St (Riverview Dr to 1st St N) – 30% complete
 - The design goal established by the engineering department is to have 2022 project designs complete by Dec 31st, 2021.
- W Jackson St – The real estate has been cleared and the Plans, Specifications and Estimates have been submitted to the DOT.
- Sewer Lining Contract – 100% Bid opening is November 30th at noon.

2023 Reconstruction Projects

- Apricot St and Broadway St – survey is 100% complete, 50% of the design is complete. Geotechnical work was done November 15th and reports should be forthcoming.
- Oak St – E Jackson St to 16th St – Survey and all pre-design inspections are 95% complete.
- Crushing Contract – 0%

Storm Water Utility

- Storm Sewer Outfall testing was completed in November for the 2021 inspection/testing requirements.
- Storm Utility Billing Updates are ongoing with WWLC in July and August.
- One Mile Cr. – MSA submitted a draft plan set for review. City staff will review early December. Only three residents have signed the Permanent Limited Easements.

Streets, Buildings, and Grounds:

Refuse and Recycling

- Garbage Collection estimated 368.29 tons (2020: 395.28 tons)
- Recycling Collection estimated 100.91 tons (2020: 95 tons)

Retirement

- Dave Gessert's last day was November 23, 2021, he will be officially retiring in February of 2022. Dave started with the city on June 26, 2000. He has held many positions within the Street Department from Loader Operator, Tractor Backhoe, Semi- Skilled Operator, Relief Grader Operator and Chip Spreader Operator.

Construction

- *LHS Community Quadplex Project*
 - Installed 500' of 8" Sanitary and a manhole 14'-16' deep 9' into the groundwater table
 - Installed 510' of 6" Water main and one hydrant
 - Hooked up previously installed 4" Water and Sanitary service to the new baseball complex at Lincoln High School
 - Leveled existing sand grade and placed road base for access road, leveled black dirt in other areas



Grove Ave, looking east

- 15th Street North (Norton Street – Apricot Street)
 - Project Complete



15th St N, looking northeast

- *Jefferson Street (25th Ave N – East Dead End)*
 - *Project Complete*



Jefferson St, looking north

- *11th Street North (Washington St – Apricot)*
 - *Project Complete*



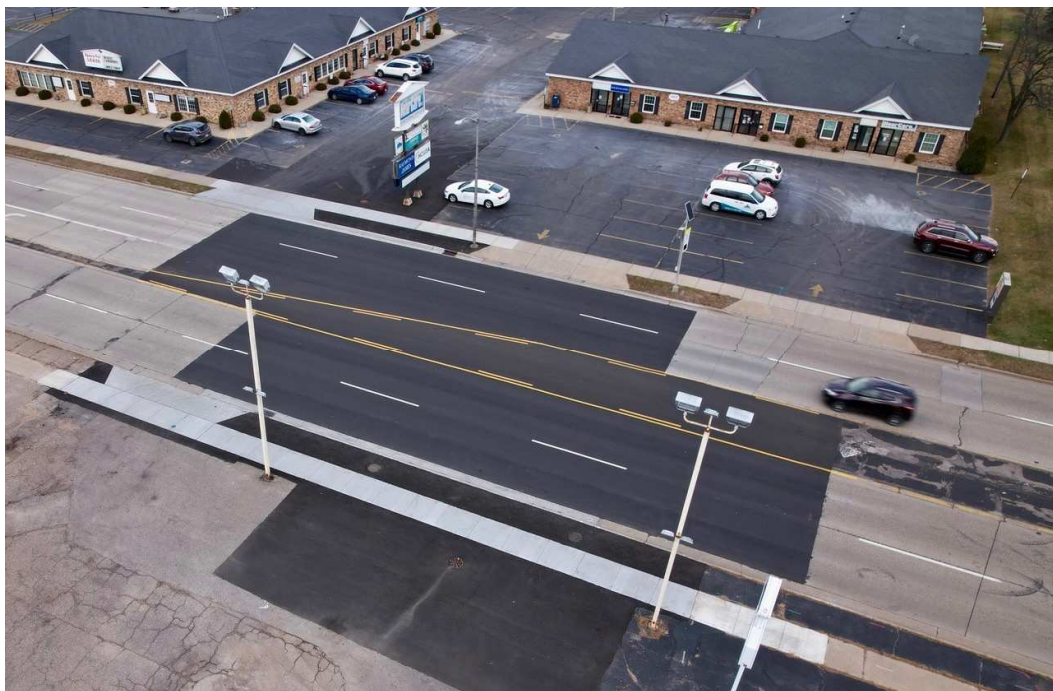
11th Street N, looking north

- *Metalco Rail Spur*
 - *City portion of Project Complete*



Matalco Rail Spur, looking northeast

- *8th Street South Cross Culvert Pipe*
 - *Project Complete*



8th Street S looking northeast

- *18th Ave South (Russel Street – West Grand Ave)*
 - Asphalt paving completed by American Asphalt from Chase Street – Russell
 - Topsoil seeded and mulched from Essex – Chase Street
 - Topsoil placed and leveled from Chase Street – Russell
 - Seeded and mulched from Chase Street – Clark Street
 - Restoration to be touched up and completed in spring of 2022



Alley south of West Grand Ave between 17th Ave S and 19th Ave S, looking northeast



18th Ave S, looking southeast

Street Maintenance

- Annual Leaf Pickup two separate times
- Last monthly brush pickup for 2021
- Curb and Gutter Repairs
- Restoration for contractor sidewalk maintenance repairs
- Mill and Overlay on Daly Ave



Daly Ave, looking east

- Manhole inspections performed for 2022 construction design work
- Assist parks workgroup with tree trimming
- Asphalt patch removal and installation hand patches
- Dug out and shaped paver patches with Wood County
- Plow route inspections, maintenance
- Assist Kafka in grinding trees at Eastside and Westside Compost
- Cold patch concrete streets
- Sweep leaves from streets
- Sweep seal coated streets prior to first snow
- Breakup stumps to manageable size to run through grinder
- Clean bridge drains on highways
- Sanitary service repair 11th Street South
- Switch over summer/winter maintenance equipment
- Clean compost sites prepare them for 2022
- Plowed first snow event
- Took delivery and made 900 cy of salt sand
- Assisted WWLC on water service replacements
- Provided traffic control for the State WIAA Cross Country Meet

- Provided traffic control for the Rekindle the Spirit Parade
- Reviewed snow plowing assignments looking for obstructions
- Graded Gravel roads prior to freeze up
- Graded Gravel alleys prior to freeze up

Paint and Signs

- Replaced seasonal banners in downtown area
- Installed banners for multiple WIAA Events
- Replaced multiple damaged street signs
- Christmas Light inspection and installation
- Started review of parking ordinance and replacing signs to make them consistent with the ordinance
- Installed new signs on 18th Ave after project completion

Shop/Equipment maintenance

- Prepared fleet for winter snow maintenance
- Performed Heavy truck maintenance
- Rebuilt Loader Bucket Cutting Edge
- Calibrated salt spreaders for the season

Wastewater:

- Maintenance and collections system staff spent a significant amount of time televising nearly 9,000 ft. of sanitary sewer, cut 400 ft. of roots, and flushed nearly 500 ft. of dead ends and high points to insure proper conveyance of the sanitary system.
- Collections staff also investigated 5 sewer laterals from residents, and helped the street department when needed.
- Collections staff continues to perform manhole inspections on the West side of the city, focusing on I/I issues. This data is important to log for future manhole replacement projects.
- All wastewater plant effluent parameters averaged below single digits in November. Sludge Volume index average was 139, which indicated excellent settling performance and Food: Microorganism balance.
- The laboratory went through a 3 year lab audit. Overall, it went very well, with just a few minor changes to standard operating procedures of some of the tests.
- Maintenance and Operations staff worked to get piping changed back to how it was before running the fermenter pilot study. The tank needed to be completely cleaned and filled up with water to prevent pipes from freezing in the winter.
- The septage hauling receiving station hardware and software have been upgraded at the plant. The old system was starting to fail and was no longer supported by the company. The new system is more user friendly, which will make generating bills and troubleshooting problems easier.
- Maintenance staff at the WWTF started to work on tearing out and replacing RAS pumps at the treatment facility. 2 of the 3 RAS pumps are in dire need of attention. These pumps are vital and are responsible for recycling 3 million gallons per day of Activated Sludge.
- Maintenance staff replaced a blower on the gas conditioning skid, to insure proper operation of our biogas generator.

Other PWD activities:

- Attended the APWA fall conference. Sessions included:
 - Technical tours of the TAPCO signal and sign plant and Badger Meter manufacturing and testing plant
 - General session on expanding design and construction activities as infrastructure funding becomes available.
 - Funding sewer and water projects with ARPA funds
 - City of Verona Lincoln Street Stormwater Treatment Facility
 - Road Salt: The hidden costs of over salting
 - The state of Wisconsin's infrastructure – panel discussion
 - What you should know about WisDOT's local programs
 - Ethics & conflicts of interest
- Met with public works department leaders to discuss planning and operational activities absent a public works director
- Met with City Attorney and consulting legal counsel regarding Biron wastewater agreement next steps
- In the absence of a Wastewater Superintendent, assisted wastewater department staff
 - Work on organizing administrative projects
 - Assist in job assignments/accountability
 - Work with three property owners/plumbers relating to failed sanitary service laterals
 - Demo manhole inspection technology that uses a laser scanner to develop a cloud point graphic. This service could be utilized to reduce confined space risk that is inherent to the City's current manhole inspection process as well as allow manhole rehabilitation contractors to better understand the exact condition of a manhole prior to submitting proposals for repairs.
 - Work on development of a formal inflow and infiltration reduction plan
- Transportation Utility development:
 - The utility data from WWLC has been obtained and passed on to the consultant. They have been working on mapping utility accounts to parcels. The parcels that have a single utility account associated with a single parcel (majority of properties in the City) are complete. They're primarily the single family parcels that were also easy to determine trips. The consultant has a good start on the multi-family properties and is part way through duplexes. There are over 700 of those with multiple accounts per parcel, and because some of those utility accounts are tied to a garage rather than a dwelling, it's cumbersome but necessary to go through them one-by-one to insure accuracy. Once those are done he'll have the multi-family parcels and multi-account commercial properties. The multi-family isn't anticipated to take a lot of time, but the multi-account commercial parcels will need to be gone through one-by-one likely with city staff assistance.
 - Next steps include:
 - Once the utility data is mapped to parcel data, we'll need to readdress the trip assignments to some of the more complex commercial properties and other properties where the assessor data may not tell the full story. We'll also reconcile total trips, which will likely have the effect of lowering the cost per trip slightly from what we estimated from the model.
 - Staff including the Assessor will be meeting with the consultant to review the process to correlate the utility accounts so City staff can do it in the future along with mentoring staff to assist in evaluating remaining parcels to refine the trip calculations.
 - Once that is done we'll finalize the database and should have exact trips per parcel and total trips citywide so we can assign costs.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. ~~Request to review a multi-year capital improvements plan (2019)~~
3. ~~Request to review areas of public access at and around Norton Pond (2019)~~
4. ~~Request by Alderperson Rayome to develop a policy for developing agendas and the referral process (2020)~~
5. Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020) – study was done when there were no school related activities. Will continue study when school is in session and will report back to committee.
6. ~~Request by Alderperson Kellogg to consider developing a large item garbage collection program (2020)~~
7. ~~Evaluate and discuss methods of funding street reconstruction (2020)~~
8. ~~Request by Alderperson Bemke for City to donate utilities/services for the proposed WRSD Quad-plex baseball/softball facility~~
9. Request by Alderperson Cattanauch to reconsider the City's overnight parking ordinance (2021)
10. ~~Request by Alderperson Bemke to consider allowing ATV/UTV traffic on some City streets (2021)~~
11. Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)
12. Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12th St S and Chestnut St.
13. Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance



Human Resources Committee Minutes December 13, 2021

Human Resources Committee

Jay Bemke, Chairperson
Dean Veneman, Secretary
Sheri Evanson

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 Monday, December 13, 2021, at 5:00 p.m. All Committee members were present. Also present were Alderpersons Rayome and Delaney, Ryan Hartman, Todd Eckes, Sue Schill, and Mayor Shane Blaser.

Agenda

1. Call to order

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

2. Discuss and consider for approval the extension of the Employee Emergency Paid COVID-19 Leave set to expire on 12/31/21.

Motion by Evanson, seconded by Bemke, to allow the Employee Emergency Paid COVID-19 Leave to expire on 12/31/21. Motion carried 3-0.

3. Discuss and consider for approval a request for a Tier 11 Firefighter position within WRFD.

Motion by Evanson, seconded by Veneman to approve the request for a Tier 11 Firefighter position within WRFD. Motion carried 3-0.

4. Discuss and consider for approval the attached revision to the Overtime and On-Call Pay Policy.

Motion by Bemke, seconded by Veneman to approve the revisions to the Overtime and On-Call Pay Policy as presented. Motion carried 3-0.

5. Discuss the consider for approval the attached revision to the Copy and Fax Machine Use Policy.

Motion by Veneman, seconded by Bemke to approve the revisions to the Copy and Fax Machine Use Policy as presented. Motion carried 3-0.

6. The Committee 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"

Motion by Bemke, seconded by Veneman to move to go into closed session. Roll call vote taken. All members voted in the affirmative. Motion carried 3-0.

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

7. The Committee will return to open session.

Motion by Veneman, seconded by Bemke to return to open session. Motion carried 3-0.

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

Motion by Veneman, seconded by Bemke to go into closed session. Roll call vote was taken. Motion carried 2-1 with Evanson voting in the negative.

In closed session, the Committee discussed employment and compensation for a public employee, including a separation from employment.

9. The committee will return to open session.

Motion by Bemke, seconded by Veneman to return to open session. Motion carried 3-0.

10. The Committee may take action in open session regarding employment and compensation for an employee, and a separation agreement.

Motion by Bemke, seconded by Veneman to refer taking action regarding employment and compensation for an employee, and a separation agreement, to the full Common Council at the next Council meeting. Motion carried 2-1, with Evanson voting in the negative.

11. Consider the status of the Public Works Director position and its possible elimination.

Motion by Veneman, seconded by Bemke to refer the status of the Public Works Director position and its possible elimination to the full Common Council at the next Council meeting. Motion carried 2-1, with Evanson voting in the negative.

12. Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works.

Motion by Veneman, seconded by Bemke to refer the approval of a request from Mayor Blaser for an organizational restructure of the Department of Public Works to the full Common Council at the next Council meeting.. Motion carried 2-1, with Evanson voting in the negative.

13. Adjournment.

Motion by Bemke, seconded by Veneman to adjourn. Motion carried 3-0. The meeting adjourned at 6:23 p.m.



Overtime and On-Call Pay (Addition 3.7)

1. SCOPE

This policy applies City employees who are classified as hourly or salaried non-exempt. This policy does not apply to City employees who are classified as salaried.

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3. PROCEDURES

3.7 On-Call Pay for DPW Relief Supervisors and Engineering Technicians. DPW Relief Supervisors and Engineering Technicians will receive \$30 per day when they are on call (in addition to their Relief Supervisor hourly rate when they work as Relief Supervisor).

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Copy and Fax Machine Use

1. SCOPE

This policy applies to all employees of Wisconsin Rapids.

2. PURPOSE

To provide employees with appropriate guidelines regarding the personal use of copy and fax machines.

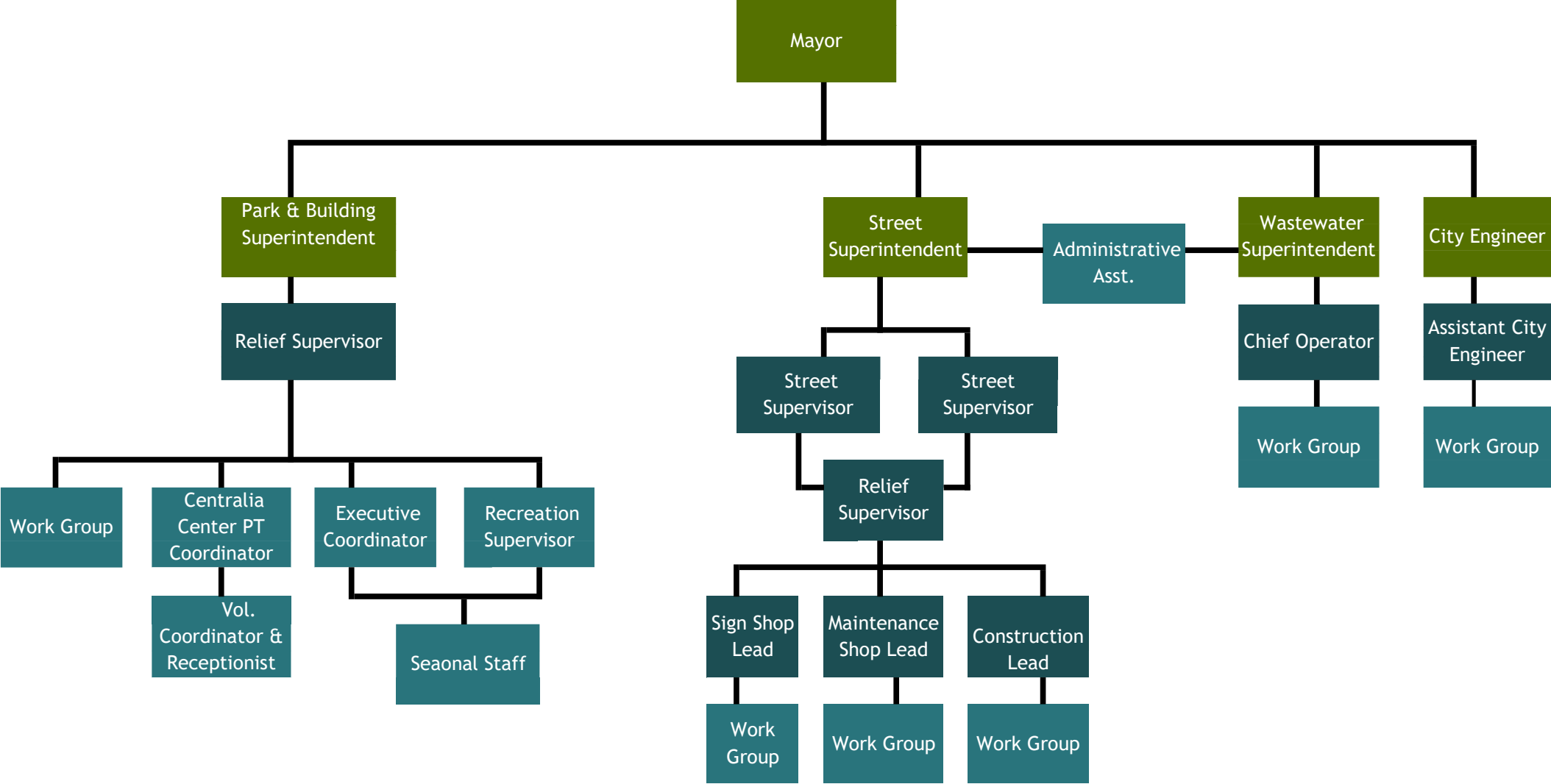
3. POLICY BODY

Employees may use the copy and fax machines for personal use. Employees will be charged \$.25 per page for copies and faxes unless the Department Head waives the charge for any number less than 10 copies.

4. PROCEDURES

1. Employees will notify the Department Head when making personal copies or sending personal faxes.
2. Department Head must approve the charges.
3. Employees will make payments for charges to the Finance Department.

Department of Public Works - Organizational Chart



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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, September 29, 2021 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:33 p.m.

1. ROLL CALL:

Present: Jo Ann Grode, Cheryl Reith- Kincaid, David Henke, Evan Smith and Mary Vang

Also Present: Sandra Crook, Carol Voss and Jolina Janus

Excused: Jean Helmer

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 25, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the August 25, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Approve Resident Advisory Board minutes of September 8, 2021 meeting: Commissioners reviewed the September 8, 2021 Resident Advisory Board meeting minutes. Commissioner Reith-Kincaid moved to approve the minutes of the September 8, 2021 Resident Advisory Board meeting, seconded by Commissioner Henke. All aye votes.
- B. Social Committee minutes of September 1, 2021 meeting and update on activities: Commissioners reviewed the minutes of the September 1, 2021 Social Committee meeting. Mary reported that the fall bus trip to Appleton was cancelled due to the recent COVID cases at the apartment buildings. Commissioner Reith-Kincaid inquired about requiring face coverings and proof of COVID vaccination to attend. Mary stated that the county has placed one apartment building under outbreak monitoring, as two more or more positive cases have been reported. The trip would remain cancelled for health and safety reason. Mary also reported that as of today there has been an increase in the number of tenants who are fully vaccinated at each apartment building per data from the Wood County Health department. Commissioner Smith moved to approve

the minutes of September 1, 2021 Social Committee meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

- C. Staff Training Summary: Mary reported that Jolina, Ann Marie and Kathy completed self-paced online trainings via HAI's online group training. Mary attended WHEDA's 2021 Virtual Annual Conference. She attended the following sessions: ADA fair housing, landlord & tenant legal issues, management and occupancy, and tax credit equity panel discussion. She found the tax credit equity panel to be interesting; the panelist included investors and syndicators that discussed market conditions and forecast of federal and state housing tax credits. The session provided some clarity and uncertainties for her regarding future RAD conversions during COVID and the utilization of low-income tax credits as a funding source. Mary also reported on the most recent training that Ka Bao and she attended at the Annual WAHA fall conference that was held in Appleton. The conference was well attended and provided several sessions that were provided through Nan McKay and NAHRO. Mary was elected as vice president of WAHA District 7.
- D. Diana Schenk Memorial Scholarship recipient: Mary reported that the annual scholarship reception was not held in person due to COVID but was available through Live Stream. The recipient provided a thank you letter to housing.

4. CONSIDERATION OF BILLS

- A. Approve August 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioner Grode inquired about the August fee accountant financials, as she did not see it included in the agenda or board packet. Mary stated that the documentation was delayed in getting to the fee accountant and did not allow for sufficient time for the fee accountant to prepare statements for this month's board meeting. Mary anticipates that the August financials will be available at the next board meeting. Commissioners reviewed the August 2021 bills. Commissioner Smith inquired about the purchase card item from HD Supply for GFI outlets drip pans and the garbage bags purchase of \$275.95. Mary clarified that the GFI outlets and drip pans were separate items purchased, and the garbage bags purchased are commercial contractor trash bags bought in bulk. Commissioner Grode inquired about the \$151.28 Complete Office purchase for address labels. Mary stated that due to COVID some office supplies are not readily available for purchase and so bulk purchasing is the best option. Commissioner Reith-Kincaid moved to approve the August 2021 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview, both for lease violations. One of the vacancies has been filled from the waiting list with a move in date scheduled for September 29, 2021. The other vacancy will be filled off the waiting list with a tentative move-in date of October 26, 2021. There are no vacancies at Tenth Avenue and the scattered sites. Mary stated that there will be two upcoming vacancies at Parkview due to deaths.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project- one deceased, one moving back to live with family and one moving for health-related reasons. The three vacancies will be filled off the waiting list with tentative move-in dates for October 1, 2021 and November 1, 2021.
- C. Section 8 program status: Mary reported that as of September 23, 2021, there are 164 families under contract with the current waiting list running approximately around 3 months. There are currently 98 families on the waiting list. The Section 8 voucher activity for the month of September consisted of the following: three new admissions, six VASH voucher holders, one new issued voucher for a cumulative of eleven vouchers, zero portability move-outs & move-ins, one end of participation and zero vouchers that expired.
- D. Capital Funds Program grant status: Mary reported that she received HUD's preliminary letter for the closing of the 2017 grant. The 2018 grant has a zero balance in operations and RAD activities and \$35,380.59 in general capital activity for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a balance of \$93,343.66 in operations for insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a balance of \$121,928.16 in operations for insurances, \$24,546 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. The 2021 grant has a balance of \$196,029 in operations for insurances and miscellaneous operating expenses and a balance in general capital activity of \$26,585 for appliances, concrete repairs, Parkview security camera system, in unit floor repairs, automatic door opener repairs, and washers & dryers for Parkview and Tenth Avenue apartments. A disbursement was made from the 2018 grant from operations of \$1,190 to Eron Gee & Herman Plumbing to replace a water heater. The following disbursements were made from operations in the 2019 grant:

\$760.04 to Tom's Paint for paint, \$2,750 to Beaver Tree Removal for removal of stumps and trees at Parkview and scattered sites, \$1,300 to Shed's Paint for painting of 630 17th Avenue South, \$981.05 to Solarus for Parkview internet installation, \$200 to Freedom Pest Control for in unit pest application at Tenth Avenue, \$380.99 to Tricor for crime bond insurance, \$2,460.61 for miscellaneous maintenance materials (Tenth Avenue AC unit in game room, parts for Parkview water heater, interior doors and miscellaneous materials), and \$900 to Wil-Kil for heat treatment of one unit at Parkview apartments. The following were disbursements from operations in the 2020 grant: \$55,537 to HAI Group for property and liability insurance, \$6,686 to State Farm for workers compensation insurance, and \$31,389.49 to Kudick Chevrolet-Buick for the purchase of the new maintenance van. Mary stated that the new 2018 GMC Savana van is certified pre-owned and included a one-year new car warranty and two and a half-year powertrain warranty.

- E. 2020 Operating subsidy revised funding: Mary reported that the Housing Authority received an additional \$221 in 2020 operating subsidy from HUD's Operating Program.
- F. CARES ACT funds status: Mary reported that all Public Housing and Section 8 CARES Act funds have been fully expended.
- G. State Debt Collection (SDC) program status: Mary reported that four SDC payments were received on September 9, 2021 from four former public housing tenants totaling \$1,546.17 with one of the debts being satisfied.
- H. US Bank purchasing care rebate: Mary stated that the Housing Authority received \$373.59 as part of the purchasing card rebate program.
- I. Kone elevator contract cost adjustment effective October 1, 2021: Mary reported that Kone will be raising its elevator contract rates by 3% effective for October 1, 2021. Mary stated that she would be interested into looking into other elevator vendors. Commissioner Grode commented that due to the age of the elevators at Parkview and Huntington House, parts are becoming more difficult to obtain and elevator vendors have technicians with limited knowledge and experience working with these types of aging elevators.
- J. HAI Group member dividends: Mary reported that the Housing Authority received two dividend checks for \$1,352.47 and \$23.10 from HAI as part of being a member of the Housing Authority Risk Retention Group, and another successful performance year for HAI Group.

- K. Restitution received from February 2018 Parkview criminal charges: Mary reported that two restitution payments totaling \$179.00 were received from criminal damages to the Parkview game room from an incident that occurred in February of 2018.
- L. Parkview Security Camera installation status: Mary reported that due to the recent reported COVID cases at Parkview, the security camera install has been put on hold and will not be completed at the end of September as was anticipated.

6. OLD BUSINESS:

- A. Parkview and Scattered Site RAD conversion update: Mary stated that the RAD conversion of Parkview and scattered sites will be put on hold through the upcoming year so that focus can be placed on assisting administrative staff and training. The redelegating of job duties to managers due to Jolina's significantly reduced work hours, in addition to the forecasted outlook of housing tax credits have impacted her decision to put a temporary hold on moving forward with the RAD conversion of Parkview and scattered sites.

7. NEW BUSINESS:

- A. Revisions to tenant security deposit, pet deposit, flat rent, maintenance charge structure, Chapters 1 through 8 of the Housing Choice Voucher Administrative Plan, and chapter 8 of the Public Housing Admissions and Continued Occupancy Policies discussion with public input: Mary stated that as part of remaining compliant with HUD's regulations regarding significant changes to how programs are administered, she is providing an overview for discussion of the proposed revisions and changes that will impact how the Public Housing and Section 8 programs are administered. Mary reviewed with Commissioners the revisions to chapters 1 through 8 of the HCV Administrative Plan. She stated several of the chapters required citing of updated HUD Code of Federal Regulations (CFR). Significant revisions were as follows: extension of the look back period for denial of assistance from three to five years for families evicted from federally assisted housing for drug-related, violent, and criminal activity, accommodation for remote briefings per HUD Notice PIH 2020-32, addition of preference for victims of domestic violence, and flexibility of the Section 8 program to allow for biennially and annual Housing Quality Standards inspections. Revisions to Chapter 8 of the Public Housing Admissions & Continued Occupancy Policy were made to reflect the proposed security deposit of the greater of \$350 or a full month's rent & late fee rent charges of \$25. The minimum heating

standards were revised to comp to comply with federal regulations. The flat rent proposals provided by Public Housing Program Manager meet 80% of HUD's 2022 Fair Market Rents that were recently published; as a result there will be a slight increase to current flat rents. The last increase to security deposits occurred in 2015, from \$100 to \$200. Historically in the past six years, the Housing Authority (HA) has seen an increase in the number of security deposits that were not being fully refunded and exceeding the current \$200 security deposit, creating a financial hardship for the HA. Mary is proposing that the tenant security deposits increase from \$200 to the greater of \$350 or the tenant's first month's rent. The pet security deposit has not seen an increase in the past ten years, therefore Mary proposed that pet security deposits increase from \$50 to \$100 per pet. The HA has also experienced pet related damages due to tenant negligence and that the current \$50 pet deposit does not cover the costs to repair these damages. Mary reported that the costs for several maintenance charges in addition to negligence and damages to units have increased, and maintenance capacity to address these issues are limited. The Housing Authority charges tenants for these repairs that are beyond normal wear and tear and/or due to negligence or intentional damage. The Housing Authority also includes specific utilities in the scattered site houses and all utilities in its Public Housing and Project Based Voucher apartment projects, which the Housing Authority has experienced an increase in utility usage due to either negligence and/or additional appliances that are not supplied by the Housing Authority. These factors can increase the cost of utilities for the Housing Authority and therefore make it necessary for the Housing Authority to convey these excess utility costs to the tenant. Mary reported that the Maintenance Charge Structure will be renamed "Schedule of Tenant Fees and Maintenance Charges." In efforts to streamline maintenance and fees charges to one document, the new document will include maintenance and administrative charges. New charges are as follows: proposed lock out fee of \$35.00 - \$70.00, interior and exterior door replacement charge of current manufacturer price plus labor, door/garage repair/replacement costs of \$35 per hour for labor plus costs of materials, window replacement costs of current glass shop price plus labor and/or current contractor charges, floor, siding, cabinet & closet door repairs/replacement costs of labor plus materials and/or current contractor charges, switch/outlet plates costs \$2.00, ground fault outlets \$34.00, furnace cleaning or repair due to negligence labor plus parts and/or contractor charges, plugged drain or toilet and/or water damage due to neglect costs would include labor plus materials and/or current contractor charges, bathtub stoppers, toilet tank cover, complete toilet, tub faucet knob & shower heads would be charged at current costs of materials plus labor, refrigerator crisper bin, shelves, ice cube trays

and door gasket charges of current cost of materials plus labor, mail boxes charges \$28, 60 watt LED light bulbs charged at \$2.00, and appliance disposal costs charged at the current disposal rate. Maintenance charges that will increase include the following: heat lamps, T8 light bulb, carbon monoxide detectors, lawn mowing, snow removal, and spring/all yard clean-up. Administrative charges are as follows: Excess utility charges for freezers charged at \$5 per month, space heaters charged at \$4.00 per month, and charges for excess water/sewer for houses would be charged at a 6-month average to determine costs related to excess utility usage. An administrative late fee charge is added for rents paid after the 10th of the each month and returned check or ACH rent payments. Commissioner Grode inquired about board approval of these revisions. Mary stated that she will have resolutions to approve these revisions at the next board meeting.

8. **PUBLIC INPUT:** Cheryl inquired about range knobs for those who are visually impaired. Mary stated that she would look into this with the maintenance staff to see if costs would be conducive to the housing authority's budget.
9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, October 27, 2021, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Reith-Kincaid moved to adjourn the meeting at 3:30 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

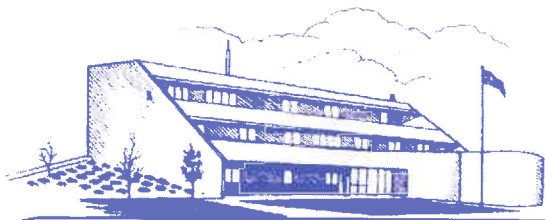
Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date:_____

Date:_____



Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

ERMAN BLEVINS, CHIEF
(715) 423-4444

Date: 08 November 2021
To: Mayor Shane Blaser
Wisconsin Rapids Police and Fire Commission
Wisconsin Rapids Common Council
From: Erman Blevins, Chief of Police
RE: Report on the Police Department activity for October 2021

Notable activities of the Police Department for October 2021

- Sergeant Fleisner and K9 Lex attended the Wisconsin Law Enforcement Canine Handler Association Training conference.
- WRPD hosted the Kiwanis Club for a food trailer event/fundraiser for the WRPD Auxiliary Unit. The unit will receive a donation of the proceeds from the Kiwanis Club.
- WRPD hosted an extremely successful Trunk or Treat and Haunted City Hall event on Halloween. It was estimated that nearly 1,000 children attended. Very positive event with numerous comments from the public.
- On 10/23/21, Detective Daven and other WRPD Officers worked the annual Rx drug takeback event. 89 people disposed of 154.6 lbs of medication. Our department collected 226 lbs of medication throughout the calendar year and those were all disposed of in Wausau on 10/25/21.
- On 10/7/21, WRPD assisted setup, takedown, and the operation of Run With the Cops for Special Olympics.

Year to date statistics and previous year comparison:

WRPD responded to **1510** incidents and calls for service in October 2021.

October 2020: **1534**.

Total incidents and calls for service to date in 2021: **15,620**

Total for 2020: **15,540**.

For month of October 2021:

- OWI- **9** 2020-**6** Traffic Crash Investigations: **45** 2020: **28**

Chronic Nuisance/Blighted Property enforcement activity:

These citations are from a list of ordinances provided to WRPD by code enforcement. Typical citations are for such violations as:

Vehicle parked on grass, Inoperable/Junk car, Junk and Refuse in yard.

Citations written on the request of Code Enforcement in October 2021: **6**

Restricted Parking citations: **166**

Chronic Nuisance Program letters:

1 properties were added in October; properties being added following 3 enforcement actions.

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **20 arrests** for Controlled Substance offenses in October 2021. These charges include:

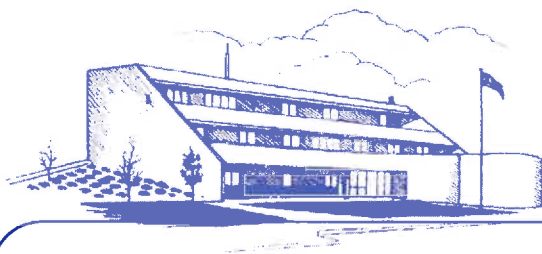
- Possession of Schedule I and II drugs.
- Possession with intent Cocaine.
- Possession of Narcotic drugs.
- Possession of Methamphetamine.
- Possession of Drug Paraphernalia.
- Manufacture/Deliver THC

Notable investigations and arrests:**Investigations:**

- On 10/3/21 patrol had taken a motor vehicle theft complaint from Rapids Ford where four vehicles were stolen from their lot. The detective bureau assisted with follow up investigation and the recovery of some of the vehicles. Detective Daven went to surrounding businesses reviewing surveillance from the incident. Lt. Lubeck worked with the Ford recovery team to get GPS coordinates for the vehicles that had that capability. A response was then coordinated with Chicago PD and Joliet PD to recover three of the four stolen vehicles. There are no known suspects at this time. There was no damage to the recovered vehicles.

Patrol:

- October 29, 2021, Sgt Jazdzewski conducted a traffic stop on a vehicle that was involved in an armed robbery in the City of Grand Chute, WI. Officer Paltz detected an odor of marijuana coming from the stopped vehicle. The vehicle was searched and a loaded 9mm handgun (that did not have a bullet in the chamber) as well as additional ammo was located in the vehicle. The handgun was located under the driver's seat of the vehicle.
One subject was charged with possession of concealed weapon and taken into custody for the City of Grand Chute



Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

ERMAN BLEVINS, CHIEF
(715) 423-4444

Date: 06 December 2021

To: Mayor Shane Blaser
Wisconsin Rapids Police and Fire Commission
Wisconsin Rapids Common Council

From: Erman Blevins, Chief of Police

RE: Report on the Police Department activity for November 2021

Notable activities of the Police Department for November 2021

- The Rekindle the Spirit parade took place on November 24th. The parade started on West Grand Avenue at 4th Avenue North and went eastbound across the bridge on Grand Avenue to Lincoln Street. WRPD officers and WRPD Auxiliary officers assisted with traffic control. The parade was very successful and without incident.
- Detective Daven concluded another successful Citizen's Academy with the graduation ceremony in November.
- Detective Bailey and Detective Daven attended a four day ICAC (Internet Crimes Against Children) training offered by the Department of Justice/DCI

Year to date statistics and previous year comparison:

WRPD responded to **1263** incidents and calls for service in November 2021.

November 2020: **1397**.

Total incidents and calls for service to date in 2021: **16,883**

Total for 2020: **16,937**

For month of November 2021:

- OWI- 7 2020-7 Traffic Crash Investigations: **32** 2020: **30**

Chronic Nuisance/Blighted Property enforcement activity:

These citations are from a list of ordinances provided to WRPD by code enforcement. Typical citations are for such violations as:

Vehicle parked on grass, Inoperable/Junk car, Junk and Refuse in yard.

Citations written on the request of Code Enforcement in November 2021: **4**

Restricted Parking citations: **124**

Chronic Nuisance Program letters:

1 properties were added in November; properties being added following 3 enforcement actions.

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **20 arrests** for Controlled Substance offenses in November 2021. These charges include:

- Possession of Schedule I and II drugs.
- Possession of Controlled Substance.
- Possession of Narcotic drugs.
- Possession of Methamphetamine.
- Possession of Drug Paraphernalia.
- Manufacture/Deliver THC

Notable investigations and arrests:

Investigations:

- Received a tip from the State of WI Cyber Tip Line in reference a possible incident where child pornography may have been manufactured, viewed, and distributed in Wisconsin Rapids. Detectives Bailey and Daven were assigned to this case the night the tip was received. They were able to identify a suspect and address and several warrants were prepared by detectives Bailey and Daven and ultimately, a warrant was executed at a Wisconsin Rapids residence. After searching the residence and electronic devices within the residence, one male subject was taken into custody and charged with 12 counts of possession of child pornography. A second male subject located inside of the residence was taken into custody for a probation violation. Drug paraphernalia was also seized during the execution of the search warrant.
- A suspect was sentenced to three years in prison on 11/09/21 in reference a child pornography investigation Detective Bailey began in July of this year.

Patrol/Special Operations :

- Officer Killian was working special operations when he observed a vehicle with the registered owner being suspended. Driver was also on probation for possession of meth. K9 positively alerted on vehicle. Upon search of vehicle located hypodermic needles, gem baggie with white substance. It was later tested positive for Fentanyl weighing .72g Subject was charged with Possession of Fentanyl, Felony Bail jumping and 2 counts of misdemeanor bail jumping.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
October 13, 2021
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Haasl, Jerabek, King and Yonkovich, and Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski, Fire Chief Scott Young, and Deputy Fire Chief Todd Eckes.

3. Approve the September 8, 2021 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to approve the September 8, 2021 meeting minutes. Motion carried.

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

A motion was made by Commissioner King, seconded by Commissioner Jerabek, to approve the report of the Police Department. Motion carried.

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

A motion was made by Commissioner Jerabek, seconded by Commissioner Haasl, to approve the report of the Fire Department. Motion carried.

6. Discuss adjusting Entry-Level Firefighter minimum qualification requirements.

Chief Young would like the Commission to consider lowering minimum requirements for Entry-Level Firefighters, because of competition with other communities for candidates. Interim Fire Chief Eckes will provide additional information at the November meeting. No action was taken.

7. Discuss recruitment for Entry-Level Firefighter eligibility list.

No action was taken.

8. Discuss the process for recruitment of new Fire Chief, due to the retirement of Fire Chief Scott Young.

The Commission discussed a proposal from McGrath Consulting to facilitate the hiring process for Fire Chief. Commissioner Yonkovich said that he believes we have qualified candidates currently within the Wisconsin Rapids Fire Department, so we do not need to look for candidates outside of the Department. He felt that spending \$16,500 to hire a consulting firm was unnecessary.

A motion was made by Commissioner Haasl, seconded by Commissioner Albrecht, to approve hiring McGrath Consulting to facilitate the hiring process for Fire Chief, at a cost of \$16,500. Motion carried.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
October 13, 2021
7:30 A.M.

with Commissioner Yonkovich voting in the negative.

Commissioner Yonkovich moved to delay the process for a month to gather more information. Motion failed for a lack of a second.

9. Discuss the 2022 budget.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to request a 2022 budget of \$35,000 for the Police and Fire Commission, due to recruitment needs. Motion carried with Commissioner Yonkovich voting in the negative.

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

The next monthly meeting will be held on November 10, 2021 at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,
Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
November 10, 2021
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, King and Yonkovich; and Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski, and Interim Fire Chief Todd Eckes. Present by videoconferencing was Commissioner Haasl.

3. Approve the October 13, 2021 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to table the October 13, 2021 meeting minutes. Motion carried.

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

A motion was made by Commissioner Yonkovich, seconded by Commissioner King, to approve the report of the Police Department. Motion carried.

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

A motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve the report of the Fire Department. Motion carried.

6. Discuss adjusting Entry-Level Firefighter minimum qualification requirements.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to approve relaxing the minimum qualification requirements for Entry-Level Firefighters, to try to increase the pool of eligible candidates. Motion carried.

7. The Commission may vote to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. In closed session, the Commission will:

- a. Discuss the Interim Fire Chief's request to approve the promotion of Second Lieutenant Derek Matykowski to the rank of Lieutenant.
- b. Discuss the Interim Fire Chief's request to approve the promotion of Motor Pump Operator Joel Fetterer to the rank of Second Lieutenant.
- c. Discuss the Interim Fire Chief's request to approve the promotion of Firefighter and Relief Officer Brennan Agen to Motor Pump Operator and Relief Officer.
- d. Interview Entry-Level Firefighter/Paramedic candidates.
- e. Establish Entry-Level Firefighter/Paramedic eligibility list.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
November 10, 2021
7:30 A.M.

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

In closed session, the Commission discussed the Interim Fire Chief's three (3) requests for promotions and interviewed two (2) Entry-Level Firefighter/Paramedic candidates. The Commission established an Entry-Level Officer eligibility list.

8. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 7 a, b, c, d, e in closed session.

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

Re Item 7a: In closed session, a motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the recommendation of Interim Fire Chief Eckes to promote Second Lieutenant Derek Matykowski to the rank of Lieutenant. Motion carried.

Re Item 7b: In closed session, a motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the recommendation of Interim Fire Chief Eckes to promote Motor Pump Operator Joel Fetterer to the rank of Second Lieutenant. Motion carried.

Re Item 7c: In closed session, a motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve the recommendation of Interim Fire Chief Eckes to promote Firefighter and Relief Officer Brennan Agen to Motor Pump Operator and Relief Officer. Motion carried.

Re Item 7e: A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich to place two (2) candidates who were interviewed on the Entry-Level Firefighter/Paramedic eligibility list. Motion carried.

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

The next monthly meeting will be held on December 8, 2021 at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,
Lee Albrecht, Secretary



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



To: Mayor Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council
From: Todd Eckes, WRFD Interim Fire Chief
Date: December 1, 2021
RE: Monthly Summary for November 2021

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

- Police and Fire Commission meeting
- Common Council meeting
- Attended North Central Fire Chiefs meeting
- Attended the Finance & Property meeting
- Attended the H.R. Meeting
- Hosted monthly emergency first responder training
- Labor Management meeting
- Training: Annual Live Fire Training
- Presented Firefighter Dustin Medic with his First Responder of the year award at Council meeting on November 16th
- Crews held an all department training involving all 3 crews and mutual Aid agencies
- Ambulance Stand by for Lincoln High School Football
- EMS Contracts signed with City of Nekoosa, Town of Port Edwards, and Town of Cranmoor.
- Held entry level Interviews and developed an eligibility list
- Attended the Rekindle the Spirit Event
- Gave AED and Fire Extinguisher training to a local organization
- There is good progress on the addition/remodel of Station I
- Started the Assistance to Firefighters Grant process
- Began the ISO process
- Hired one new Firefighter to replace Lieutenant Forcier retirement



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD Notes:

November was a very busy month. With Nekoosa Ambulance closing their doors as of January 1, 2022, we were inundated with requests for ambulance coverage by many of the Townships and city that were being affected by the discontinuation of the service. We quickly worked on proposals for the Town of Port Edwards and the city of Nekoosa and presented them with a contract. Shortly after the town of Cranmoor and the Ho Chunk Casino approached us for coverage. We are currently working on those agreements. As part of this additional territory, we needed to fill our missing 11th Tier opening. We held entry level interviews and placed two candidates on our list. We will continue to work with Ho Chunk Casino and the Town of Cranmoor.

With the close of November, we have responded to 4,197 total calls for the year. A point of note, last year we responded to 3,976 total calls for the year. With one more month left, and an average response of 400 calls per month, we could feasibly end the year near 4,600 calls. That is close to a 14% increase in call volume in a one-year window.

On November 29th Probationary Fire Fighter Bryanna Windsor, our last remaining candidate on our current eligibility list, started her new career with Wisconsin Rapids Fire Department, Bryanna will be assigned to Crew 2 and will spend her 12 month probationary period completing her task book. Welcome to the team Bryanna!

Process has begun on both the Assistance to Firefighters Grant (AFG) and the Insurance Services Office (ISO) process. The AFG grant is annual process we can apply for equipment at a 95%/5% payout. A few projects we have applied for in the past and were awarded are the exhaust capture system in Station I & Station II, the cascade filling station for filling our SCBA bottles, and our current SCBA's to name a few.

The ISO is a validation process that rates us on a 1-9 scale with 1 being the best. We currently stand at and ISO 3, which is a good rating but there, is always room for improvement. A better rating affects the citizens and businesses in our response area with their insurance ratings, which in turn lowers their Insurance cost. At last review we were percentage points from moving to a 2 and we have changed and improved the way we operate with hopes that we can move to that Class 2 rating. Last year everything was virtual so there was no movement on the ratings. I hope that they will be doing site visits and we can move that number.

Anniversaries in November: No November anniversaries



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD October 2021 MONTHLY RESPONSE REPORT

Type of Emergency	November 2021 Responses	Total # of 2021 Responses	November 2020 Responses	Total # of 2020 Responses
EMS/Rescue 911	373	3769	297	2456
EMS IFT	6	162	36	211
COMMUNITY PARAMEDICINE	1	11	1	10
FIRE	3	45	2	34
HAZARDOUS CONDITON	4	43	3	41
SERVICE CALLS	7	79	9	62
FALSE ALARMS	9	88	14	93
TOTALS	403	4197	362	2907

Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 700 Series: False Alarms

Runs by District	November 2021	2021 Totals	November 2020	2020 Totals
Wisconsin Rapids	318	3335	323	2533
Saratoga	31	261	17	172
Village Port Edwards	20	128	10	89
Village Biron	12	104	10	74
Mutual Aid Given	12	77	30	30
Mutual Aid Received	10	292	1	9
TOTALS	403	4197	362	2907

Confined Space Stand-by	October 2021	Total # 2021	October 2020	Total # 2020
TOTALS	11	343	55	615

ALEXANDER FIELD
SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

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

MUNICIPALITIES:

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

11/4/21

The South Wood County Airport Commission met on Thursday November 4, 2021 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichorn, Brad Hamilton, and Joe Zurfluh. Also in attendance were Merry Mackenzie, Bill Clendenning, Dennis Polach, Tom Becker, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:02 AM.

2. Approval of previous month's minutes (10-7-21):

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 sales and revenues for the year to date and previous month. Both are the highest since the Commission took over FBO operations. Preparation of winter equipment and winterizing of summer equipment has begun. Motion by Commissioner Blaser, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss and consider action regarding Gary Hansen lease: Mr. Hansen recently purchased a hangar from Darrell Moser. Mr. Hansen provided a notarized bill of sale and is interested in a new 25 year lease with all of the current terms. Motion by Commissioner Zurfluh, 2nd by Commissioner Blaser to approve offering a new lease to Gary Hansen with all of the current terms. Motion carried.

b. Discuss and consider action regarding Doug Galuk parcel request: Mr. Galuk provided quotes for modification of the large WWLC transformer box in front of his recently constructed hangar. Mr. Galuk asked for the Commission to pay for the modification. Commissioners discussed options and will consider further after Sickler has had a chance to discuss options with WWLC.

5. Review of Financial Statements.

Financial statements were presented and reviewed. Motion by Commissioner Blaser, 2nd by Commissioner Eichorn to approve the vouchers. Motion carried.

6. Future Agenda Items:

Contractor guideline policy

7. Public Comment:

Paul Tranel commented on the hangar reidentification and numbering system, contractor guidelines, and EAA 706 use of Commission hangar for meetings requesting temperature adjustments for meeting dates. Merry Mackenzie asked about the timeline of the installation of the recently approved base radio and whether Biron was going to become a commission member in 2022.

8. Correspondence Received:

None

9. Set next meeting date:

December 9 at 8:00 AM

10. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Zurfluh to adjourn at 8:52 AM. Motion carried.

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

MINUTES

McMillan Memorial Library
Services Committee
November 9, 2021

DRAFT

Subject to
Approval

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

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

ROLL CALL ATTENDANCE:

Committee Members Present: Eric Montag, Kim Heniadis, Karen Schill, Andrea Galvan, and Doug Machon.

Other Board Members Present: Susan Feith and Scott Kellogg

Administration: Andrew Barnett and Vicki Steiner

A motion to approve the Minutes of the October 12, 2021 meeting was made by Ms. Schill, second by Ms. Heniadis. Motion carried.

Mr. Montag opened discussion of the draft policy for Meeting and Study Room Use. Discussion followed.

A motion to remove “Prorated” from the draft policy by Ms. Heniadis, second by Mr. Montag from 1.9. Motion carried.

By consensus the committee agreed that waiving fees will be handled by the Library administration.

Section 2 – Meeting Rooms

The Training room name changed to Meeting Room. Requiring meetings be open to the public was discussed.

2.1.1. Meeting Rooms need to be reserved

2.1.3. Room requests that require equipment and room set up require a reservation 72 hours in advance.

Section 3. Study Rooms

3.1.1. Reservations changed to may be made up to two weeks in advance.

Approved study room use for two hours per day and three days in a single week.

3.1.2. 12 years old changed to 14 years. Strike second line on an adult being present in the room.

Section 4. Co-Working

This section is removed at this time and will be discussed separately.

A motion to edit the policy and send it to Mr. Flanagan for review was made by Ms. Heniadis, second by Mr. Kellogg. Motion carried.

Next Agenda to include the Plan of Service and an update on the Makerspace.

A motion to adjourn was made by Mr. Kellogg, second by Ms. Heniadis. Motion carried and the meeting adjourned at 6:19 p.m.

The next meeting of the Services Committee will be held on December 14, 2021 at 5:00 pm.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
November 17, 2021

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m. Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

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

Absent: Doug Machon

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Owners Representative Grant Diagle and Jon Clark from WoodTrust Bank.

CORRESPONDENCE: There were no items of correspondence.

Mr. Clark opened the meeting with a presentation on the Endowment Fund and WoodTrust's Management of the Fund. Discussion followed.

LEARNING FUTURES PROJECT: Mr. Diagle presented an update of the Learning Futures project. Outstanding projects, change orders and contingency were discussed. Mr. Barnett noted that the Building Inspector has cleared the All Purpose Room and parts of the Adult Room for occupancy.

MINUTES: **A motion to approve the Minutes of the October 20, 2021 Library Board meeting was made by Mr. Broeren, second by Mr. Austin as amended. Correction requested that Mr. Flanagan, Attorney be noted. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills, all are in order. The financial reports for October 2021 were presented.

A motion to pay the Operating and Endowment Fund bills and file the reports was made by Mr. Clendenning, second by Mr. Montag. Motion carried. Mr. Austin noted there was a referral to the Property and Finance Committee at the council meeting to reduce the Library budget by \$150,000.

DIRECTOR'S REPORT:

Library Use and Events – We participated in Science by the River, showing the science of bubbles. We hosted a Halloween storywalk and a graveyard walk. We have a horse care program schedule for 11/13 with the folks from Jeremiah's Crossing. Ongoing programs include Family Fun Kits, Fiber Arts Makers, Rice Around the World Kits, Write nights and Teen Book Club. On 11/24, we will be hosting the after parade Visit with Santa as part of the Chamber's Rekindle the Spirit. It will be our first public event in the APR since March 2020.

Building & Grounds – The Learning Futures project revealed some items that needed attention. We are planning to fully flush the water in the HVAC system and update our chemical system. Some twenty year old smoke detectors were failing and are being replaced. Dying ash trees are being removed. Their replacement should be part of a larger landscape plan.

Budget – Through the ARPA program, we have applied for replacement of a self-check as part of the SCLS application. We are also involved in a book-bike grant with twelve other libraries. The City met to consider the budget on November 16. The County approved their budget, including the requested reimbursement for libraries, on November 9.

Learning Future Update – The following items are pending:

- Overhead door in APR. Installed. We can use the APR for events and meetings. AV for the room is still being installed.
- Audio loop. Late November. Must be done before theater carpeting.
- Final glass installation. Underway. As long as we tape this and the makerspace off, we can move shelving back into the space and make it available to the public.
- Stage and backstage flooring. 12/1
- Theater carpet. Early December to coincide with other flooring work.
- Makerspace epoxy floor. 12/7 with 3-4 days curing time.
- Sliding doors for Meeting Room and Makerspace. Delivery on 12/17.
- Theater seating. Late January 2022.
- Furniture delivery is ongoing. Some has already arrived, but some will not be here until 2022.

Grand opening. We are having a soft opening, since books will start being moved back in early December. An event and ribbon cutting should be planned for March or April. Ms. Galvan asked for discussion on Surplus Property at the Library.

COMMITTEE REPORTS:

Mr. Montag reported on the Service Committee meeting on November 9, 2021. The Meeting Room and Study Room policy was reviewed and sent to Attorney Nick Flanagan. Other policies will be reviewed at future meetings.

Mr. Austin reported on the Building and Grounds Committee meeting on November 10, 2021. Mr. Diagle updated the committee on the project status and recommended the release of 50% of the retainage to J.R. Findorff & Son, Inc.

OLD BUSINESS: There were no items of old business.

NEW BUSINESS: Ms. Kellogg noted that the Personnel Committee will be meeting on December 1, 2021. Any topics for discussion should be forwarded to Ms. Steiner to review for discussion at future meetings.

The Board discussed the handling of Surplus Property.

Ms. Galvan noted that Attorney Flanagan is working on the Solarus donation and contract.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Schill. Motion carried and the meeting adjourned at 6:50 p.m.

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

Respectfully submitted, Vicki Steiner, Secretary

Regular Meeting of the Water Works and Lighting Commission
Wednesday, November 10, 2021

There were present:

Commissioner Jay Bemke
Commissioner John Harper
Commissioner Tom Nowak

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Dale Scheunemann, Josh Elliott, Jeff Kuhn, Shawn Reimer, Lynn Schroer, Tyler Sneen, Sean Wall and Mayor Shane Blaser.

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM. Commissioners John Bergin and Rick Merdan 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 13, 2021

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on October 13, 2021, and to place them on file. There were no nay votes recorded.

2.2 Special Commission Meeting held October 18, 2021

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Special Commission Meeting held on October 18, 2021, and to place them on file. There were no nay votes recorded.

3. Action items

There were no action items.

4.0 Department updates

4.1 Safety Committee Report

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

4.2 Line Superintendent's Report

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

4.3 Water Department Operations Report

This report was reviewed and October water projects were discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed and the winter moratorium for residential electric disconnections which began November 1st was discussed.

4.5 Director of Finance's Report

This report was reviewed and the financial statements/cash flow reports were discussed. Jeff Kuhn stated that 2020's non-operating income includes the large contribution from Matalco to provide electric service to their new facility.

4.6 Information System's Administrator's Report

This report was reviewed and October projects were discussed. In Matt Stormoen's absence, Jem Brown stated that Matt is continuing to work on the cyber security project with a multi-factor authentication solution. This project will focus on making it much harder for an outside attacker to access our internal data. Matt feels this is a necessary security layer to protect our data and is hoping to have this solution in place before the end of the year.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer worked with our MEUW Safety Director, Sean Wall, on transitioning MSDS (Material Safety Data Sheets) to online which allows employees immediate access to the chemical MSDS documents via phone or computer access.

Shawn Reimer stated that FOCUS lighting program incentives may be limited in 2022. Because of this he has been focused on reaching out to the commercial customers and making them aware of these rebates and performing onsite energy assessments for commercial customers.

4.8 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler was asked to explain what the main building generator can run if necessary. Todd explained that it can supply power to the entire building which will allow our filter plant to be able to continue with the water process even if we would lose power.

4.9 General Manager's Report

This report was reviewed and discussed. Hometown Connections is a consulting organization. Jem Brown explained that GLU will not invest any more money into it and stated that he was not in favor of investing in Hometown Connections back approximately 3 years ago when GLU decided to. Jem also stated that Hometown Connection's CEO just announced his retirement.

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 John Harper, seconded by Jay Bemke, and carried to adjourn at 1:19 PM. No nay votes were recorded.

Respectfully submitted,

John Harper, Acting Secretary