



NOTICE OF PUBLIC MEETING

FINANCE AND PROPERTY COMMITTEE

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Notice is hereby given of a meeting of the Finance and Property Committee to be held in the **Council Chambers** at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Tuesday, May 2, 2023 at 4:00 p.m.** The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. Consider a request from Johnny's Bar Est 1960 LLC, D/B/A Johnny's Bar, Jonathon Ruder, agent, for a Retail Class "B" Fermented Malt Beverages license and a Retail "Class B" Intoxicating Liquor license for the premises located at 2610 8<sup>th</sup> Street South
3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening – Celebrate Red event to be held on Thursday, May 11, 2023 from 5:30 p.m. to 7:30 p.m.
4. Consider a request from Wisconsin Rapids Ranger Baseball Inc., Tina Bush, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October 2023, for the premises located at the Rapids Area Sports Complex, 1801 16<sup>th</sup> Street South
5. Consider a request from Wisconsin Rapids Women's Softball Association, Jamie McDonald, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October, 2023 for the premises located at Mead Field, 311 17<sup>th</sup> Avenue South, for the Women's Concession Stand and Seasonal Softball Diamond Area, and a temporary premises extension to include the Men's Concession Stand and Seasonal Softball Diamond Area for a softball tournament from May 19, 2023 to May 21, 2023
6. Initial Review of Alcohol License Renewals
7. Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program
8. Discussion and possible action on contracting building plan review services with E-Plan Exam for the inspection division of the Community Development Department
9. Review and consider for approval 2023 Budget Amendment No. 1
10. Audit of the bills
11. Set next meeting date
12. Adjournment.

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

**Original Alcohol Beverage Retail License Application**

(Submit to municipal clerk.)

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

Applicant's Wisconsin Seller's Permit Number	
FEIN Number <u>92-3404067</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>20-</u>
<b>TOTAL FEE</b>	\$

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

Johnny's Bar Est 1960 LLC

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

President / Member Last Name <u>Ruder</u>	(First) <u>Jonathan</u>	(Middle Name) <u>Dale</u>	Home Address (Street, City or Post Office, & Zip Code) <u>845 Akron Drive, Nekeosa, WI 54557</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>Ruder</u>	(First) <u>Jonathan</u>	(Middle Name) <u>Dale</u>	Home Address (Street, City or Post Office, & Zip Code) <u>845 Akron Drive, Nekeosa, WI 54557</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Johnny's Bar Business Phone Number 715-459-6651  
 2. Address of Premises 2610 8th St S Post Office & Zip Code Wis Rapids, WI 54444

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

Beverages to be sold in tavern area 1885 sqft  
and on patio outdoor 1797 sqft. Storage of alcohol  
and alcohol beverages to be stored in basement and  
coolers on main floor.

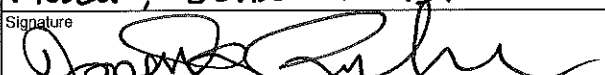
4. Legal description (omit if street address is given above): \_\_\_\_\_

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

(b) If yes, under what name was license issued? Johnny's, LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Done ☒ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No  
If yes, explain.  
Jonathan D. Ruder is acting Agent of Axe Garage LLC
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 4/7/2023 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
If yes, explain.  
Jonathan D. Ruder is a member of Axe Garage LLC
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>Ruder, Jonathan D.</u>	Title/Member <u>member</u>	Date <u>4/11/2023</u>
Signature 	Phone Number <u>715-459-6651</u>	Email Address <u>Ruder251@yahoo.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>4/11/2023</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of Johnny's Bar Est 1960 LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

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

Johnny's Bar  
(Trade Name)

located at 2610 8th St South Wis Rapids, WI 54492

appoints Jonathan D. Ruder  
(Name of Appointed Agent)

845 Akron Drive, Melross, WI 54457  
(Home Address of Appointed Agent)

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

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

Axe Garage LLC Wis Rapids, WI 54494

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 years

Place of residence last year 845 Akron Drive, Melross, WI 54457

For: Johnny's Bar Est 1960 LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: Jonathan Ruder member  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, Jonathan D. Ruder, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

Jonathan D. Ruder 4/10/2023  
(Signature of Agent) (Date)  
845 Akron Drive, Melross, WI 54457  
(Home Address of Agent)

Agent's age 36  
Date of birth 07/02/1986

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

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

Approved on 4/14/2023 by Mark A. Tabak Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

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

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

FEE \$ 5.00Application Date: 4-17-23☐ Town ☐ Village ☒ City of Wisconsin RapidsCounty 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 May 11 - 5:30p and ending May 11 - 7:30p and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.(a) Name Central WI Cultural Center, Inc(b) Address 2651 8th St S Wisconsin Rapids WI 54494  
(Street) ☐ Town ☐ Village ☒ City(c) Date organized 1996(d) If corporation, give date of incorporation 12/13/1996(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

## (f) Names and addresses of all officers:

President Jim Lucas 1930 1st St N, WI Rapids WI 54494Vice President Alison Bruener 3385 George Rd WI Rapids WI 54494Secretary Jack Watkins 2420 Crystal Ln WR WITreasurer Scott Kellogg - 511 Elm St WR WI(g) Name and address of manager or person in charge of affair: Stephany Hartman  
3130 45th Ct WI 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 S WR WI 54494

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? All(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Entire Building & ~~back~~ Patio

## 3. Name of Event

(a) List name of the event Exhibit Opening - Celebrate Red(b) Dates of event Thursday May 11 5:30 - 7:30p

## 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 Stephany Hartman  
(Signature & Date)Central WI Cultural Center  
(Name of Organization)Date Filed with Clerk 4/17/2023

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

5964 \$70.00 4/14/2023

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 06 01 2023 ending: 10 31 2023  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } WISCONSIN RAPIDS

County of WOOD Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456103084253703	
FEIN Number 39-1811557	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 50
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
<b>TOTAL FEE</b>	<b>\$ 70</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
WISCONSIN RAPIDS RANGER BASEBALL INC

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

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
NOWAK	JOSEPH	ALAN	1811 6TH ST. S, WIS RAPIDS, WI 54494
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
LEWIS	CHAD	ALAN	3810 HERITAGE RIDGE DR, WIS RAPIDS, WI 54494
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
ELLIS	KRISTIN	MARIE	3910 DOWNING ST, WIS RAPIDS, WI 54494
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
BUSH	TINA	MARIE	6031 ASHBURY DR, WIS RAPIDS, WI 54494
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
BUSH	TINA	MARIE	6031 Ashbury Dr., Wis Rapids, WI 54494
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name WISCONSIN RAPIDS RANGER BASEBALL Business Phone Number 715-697-5991  
2. Address of Premises 1801 16TH STREET SOUTH Post Office & Zip Code WIS RAPIDS, WI 54494

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

CONCESSION AND CONCOURSE AREAS BETWEEN THE TWO SOFTBALL DIAMONDS AND THE TWO BASEBALL DIAMONDS CONTAINED WITHIN THE FENCED-IN AREA

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

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

(b) If yes, under what name was license issued? WISCONSIN RAPIDS RANGER BASEBALL INC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☒ Yes ☐ No  
 WE HAVE A NEW AGENT SINCE LAST LICENSING  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No  
 \_\_\_\_\_  
 \_\_\_\_\_
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 08/30/94 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No  
 \_\_\_\_\_  
 \_\_\_\_\_
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) Bush, Tina M.	Title/Member Treasurer	Date 4-17-23
Signature <i>Tina M. Bush</i>	Phone Number 715-697-5991	Email Address tinabush@wctc.net

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk 4/14/2023	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town  
☐ Village of WISCONSIN RAPIDS County of WOOD  
☒ City

The undersigned duly authorized officer/member/manager of WISCONSIN RAPIDS RANGER BASEBALL INC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
WISCONSIN RAPIDS RANGER BASEBALL INC  
(Trade Name)

located at 1801 16TH STREET SOUTH, WIS RAPIDS, WI 54494

appoints TINA BUSH  
(Name of Appointed Agent)  
6031 ASHBURY DR, WIS RAPIDS, WI 54494  
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 22 YEARS

Place of residence last year 6031 ASHBURY DR, WIS RAPIDS, WI 54494

For: WISCONSIN RAPIDS RANGER BASEBALL INC  
(Name of Corporation / Organization / Limited Liability Company)

By: Joseph A Nowak (president)  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, TINA BUSH, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

Tina Bush 4-17-23 Agent's age 59  
(Signature of Agent) (Date)  
6031 ASHBURY DR, WIS RAPIDS, WI 54494 Date of birth 10/23/1963  
(Home Address of Agent)

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

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

Approved on 04/19/2023 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

5996 \$70.00 4/26/2023

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 05/01/2023 ending: 10/31/2023  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } Wisconsin Rapids

County of Wood

Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456-00005606900	
FEIN Number 80-0684417	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 50
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
<b>TOTAL FEE</b>	<b>\$ 70</b>

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

Wisconsin Rapids Women's Softball Association

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

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
McDonald	Jamie	L.	1140 Rosecrans St. Wisc. Rapids, WI 54495
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
McDonald	Jamie	L.	1140 Rosecrans St. Wisc. Rapids, WI 54495
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Wisconsin Rapids Women's Softball Business Phone Number 715-213-5102

2. Address of Premises 311 Mead Field - 17th Ave. S Post Office & Zip Code Wisc. Rapids, WI 54495

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

Women's  
☒ CONCESSION STAND AND SEASONAL SOFTBALL DIAMOND AREA, and premises  
extension to include men's softball diamond area and  
concession stand from May 19 to May 21, 2023

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

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

(b) If yes, under what name was license issued? Same

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

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

Contact Person's Name (Last, First, M.I.) <i>MCDONALD Jamie Lynn</i>	Title/Member <i>PRESIDENT</i>	Date <i>4-18-23</i>
Signature <i>Jamie McDonald</i>	Phone Number <i>715-213-5102</i>	Email Address <i>j.mcdonald@monozartfoods.com</i>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <i>4/18/2023</i>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT  
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☐ Village ☒ City of Wisc. Rapids County of WOODS

The undersigned duly authorized officer(s)/members/managers of WISCONSIN RAPIDS WOMENS SOFTBALL ASSOC.  
(registered name of corporation/organization or limited liability company)

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

WRWSA  
(trade name)

located at CORNER OF 1742 AVE 4 CHASE STREET

appoints JAMIE McDONALD  
(name of appointed agent)

1140 ROSECREANS STREET WISC. RAPIDS WI 54495  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 46 YEARS

Place of residence last year 1140 ROSECREANS STREET WISC. RAPIDS WI 54495

For: WISCONSIN RAPIDS WOMENS SOFTBALL ASSOC.  
(name of corporation/organization/limited liability company)

By: JAMIE McDONALD  
(signature of Officer/Member/Manager)

And: JAMIE McDONALD  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, JAMIE McDONALD, hereby accept this appointment as agent for the  
(print/type agent's name)

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

JAMIE McDONALD 4-18-23 Agent's age 46  
(signature of agent) (date)  
1140 ROSECREANS ST. WISC. RAPIDS WI 54495 Date of birth 9-30-76  
(home address of agent)

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

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

Approved on 04/19/2023 by [Signature] Title POLICE CHIEF  
(date) (signature of proper local official) (town chair, village president, police chief)



**Community Development  
Department**

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

## Memo

To: Property and Finance Committee  
From: Kyle Kearns  
Date: 04/24/2023  
Subject: Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program.

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

### Program Objectives:

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

### Program Basics:

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

### House Standards: [\(recommending changes to the below\)](#)

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

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

A gap exists for developers to profit from this. However, given the workforce shortage, supply chain issues and inflation, interest remains. To meet this gap and need, staff has suggested changes to the program guidelines to remove the owner occupancy requirement and reduce house standards. Furthermore, staff would recommend allowing duplexes to be constructed as well, and would suggest simplifying the process to allow for the grant to be obtained after lot purchase, and in concurrence with a building permit for the dwelling. Attached are the recommended changes, outlined in red and blue font. Should the changes be approved, staff would then make minor changes to the application as well.

Ultimately, the goal is to create growth and vibrancy in existing neighborhoods, and the changes proposed will still serve to meet that goal, and moreover will spark more interest from developers and contractors. Until the program is utilized, there is no measurable benefit from the program. Therefore, the hope is that once guidelines are adjusted, participation rates will increase and growth and vibrancy will result. If the program still remains inactive, staff suggests creating a renovation grant of a smaller amount, such as \$2,500, to be used for existing homes.



PROGRAM GUIDELINES FOR  
RAPIDS REDISCOVERED -  
A NEW HOUSING INVESTMENT  
PROGRAM

~~JUNE 2019~~

May 2023



# Rapids Rediscovered Guidelines

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# Rapids Rediscovered Guidelines

## 1. **Program Objectives**

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

The program objectives have been established by the City Council to serve as guidelines for the program and are anticipated to be achieved through the provision of incentive grants to homeowners and builders meeting the intent of the program.

## 2. **Definitions**

*Applicant:* An individual who submits an application to participate in the Rapids Rediscovered program. Applicant may be a builder, [landlord](#), or the end buyer.

*Buyer:* An individual(s) who will own and occupy a new housing unit through this Program. ~~The buyer must occupy the property and not offer it for rent.~~ The City may entertain applications from a builder [or landlord](#) wherein the end buyer is not yet identified.

*Builder:* Contractor who has signed a contract with the buyer to build the home submitted for consideration under the program.

*Contract for Private Development:* The contract between the City of Wisconsin Rapids and the builder, [landlord](#) or buyer which details out the conditions for the project and the level of grant support.

*Landlord:* Person who intends to buy the property to construct the home for rental purposes.

*Lot list:* The listing of lots that are eligible for the program. Ownership, price and lot details are included.

*Planning Commission:* The entity of the City responsible for the review of the applications and recommendation to the City Council of approval or denial.

*Program:* The Rapids Rediscovered housing incentive program.

*Redevelopment Lot:* A lot with an existing functionally obsolete housing unit that must

# Rapids Rediscovered Guidelines

be removed prior to a new home being constructed.

*Vacant Lot:* A lot without an existing home or structure that is ready for new home construction.

## **3. Program Basics**

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

## **4. Application Requirements**

A complete application shall include the following items:

- Application Fee of \$250. Must be provided at the time of application. The fee can be refunded after the successful completion of a project.
- Completed Application Form. Forms are available from the Community Development Department.
- Building Plans Including:
  - Blueprints. Floor plan and layouts of all levels including basement and unfinished areas.
  - Elevations. Elevations of all 4 sides of the proposed home, including views of the garage.
  - Site Plans. Site plan shall include location of the home, garage, accessory buildings, paved areas and landscaped areas.
  - Materials. Details of proposed building materials.
- Project Timeline. Timeline must show the project being completed within the 12-month timeframe allowed under the program. [The Community Development Department can extend the timeline 6 months if under construction.](#)
- Builder Contract. Signed copy of the contract between builder and buyer; if the buyer is known at the time of application.
- Purchase Agreement. Copy of the proposed purchase agreement for the eligible vacant lot or redevelopment lot, [or at a minimum an accepted sale offer agreement.](#)

## Rapids Rediscovered Guidelines

- Financial Capability. A statement from a financial institution indicating willingness to provide the necessary construction capital to complete the project.
- ~~Insurance. Proof of builder's comprehensive general liability with property damage protection and worker's compensation coverage.~~

### 5. Additional Program Requirements

The following requirements are intended to ensure that both parties are in agreement as to the final outcome and expectations of the program.

- *Design Meeting.* Prior to the submission of an application, the applicant must meet with a design/architectural professional for the development of the necessary supporting documentation.
- *Property Purchase.* In the event the lot to be developed under the program is purchased from the City, the purchase price shall be the market value as provided on the lot list, ~~however Common Council shall have the authority to The City will not~~ entertain offers for less than the established price.
- *Contract for Private Development.* A contract for private development shall be signed between the City and the applicant. The contract is a standard form which includes conditions for the acquisition and development of the property as well as the grant amount. By submitting an application, the buyer is expected to agree to the terms of the contract.
- *Minimum Improvements and Development Value.* All approved projects will include a required minimum end value and minimum building standards.
- *Claw-back Provisions.* In the event the Buyer fails to complete the project as approved by the City, the City may exercise its rights provided in the contract to reclaim the property.

### 6. House Design and Site Development Requirements

All projects submitted must meet the minimum standards outlined below. All projects are subject to the review and approval by the Planning Commission and City Council. Housing design is critical to the success of the program and for maximizing the impact of the project in the chosen neighborhood. Design elements of importance include exterior materials, façade presentation and alignment, architectural elements, lot landscaping, and interior functionality. Chosen designs should blend with and enhance the surrounding neighborhood. All projects must meet the minimum standards found within the City's Zoning Code.

*House Standards.*

- ~~Dwelling must be owner occupied.~~ Owner occupancy is recommended but not required.
- Two-family uses can qualify if lot size standards are met.
- Include a minimum of 3 2 bedrooms.

## Rapids Rediscovered Guidelines

- Include a minimum of ~~2~~ 1 bathrooms.
- Include a minimum ~~2~~ 1 car garage.

### *Site Standards.*

- At the completion of construction, the site must be fully landscaped, including foundation plantings, grass seed or sodded, and a minimum of two shade trees within the front yard. Existing trees may meet the requirement and to the greatest extent possible, existing trees should be preserved.
- Site drainage shall be designed to prevent a detrimental impact on the adjoining properties and neighborhood.
- All vehicle use areas shall be hard surfaced in compliance with 11.06.66 of the City Zoning Code.

### *General Requirements.*

- The value of the home must meet or exceed the minimum value specified in the Contract for Private Development.
- Homes constructed through the program shall be stick-built new construction, however a modular home could be proposed if applicable standards are met.
- Exterior materials should be low maintenance and durable. Examples include brick, aluminum, vinyl and fiber cement siding.
- Size of the home in respect to height and square footage shall be compatible with the scale of the surrounding homes.
- Where possible, the dominance of any attached garage should be minimized through placement and architectural design. Garages that face the street shall not be located closer to the front lot line than the front of the principal building façade.

## **7. City Review Procedures**

- Pre-application meeting with Community Development staff before plans are finalized.
- Application is submitted a minimum of 30 days before the next regularly scheduled Planning Commission meeting.
- Once an application on a specific lot is received, that lot is considered reserved until the review/approval process is completed.
- If staff determines that the application is incomplete, the applicant will be provided an additional 30 days to provide the missing items and/or information.
- Staff reviews the application to ensure conformance with the program.
- Staff prepares a report and recommendation for the Planning Commission.
- The application and report is placed on the next regularly scheduled Planning commission meeting agenda.
- Planning Commission reviews the application and recommendation from staff in

## Rapids Rediscovered Guidelines

- order to make a recommendation to the City Council.
- If the recommendation from the Planning Commission is for approval, a draft Contract for Private Redevelopment is developed between the City and the applicant.
  - City Council reviews the recommendations from staff and Planning Commission and takes action to approve or deny.
  - If the City Council action is to approve, the Contract for Private Redevelopment will be signed by the City and the applicant.
  - Once the Contract has been signed the buyer closes on the lot, [if applicable](#).
  - [Grant to be provided in concurrence with the issuance of a building permit to construct the dwelling.](#)

### **8. Contact Information**

Questions regarding the Rapids Rediscovered Program should be directed to:

City of Wisconsin Rapids  
Community Development Department  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
715-421-8225  
[kkearns@wirapids.org](mailto:kkearns@wirapids.org)  
[www.wirapids.org](http://www.wirapids.org)



## Community Development Department

444 West Grand Avenue  
Wisconsin Rapids, WI 54495

### RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

The Rapids Rediscovered program is intended to increase investment in new single family homes found within the community. More information is available in the program guidelines and on the City's website [www.wirapids.org](http://www.wirapids.org) under the Community Development section. You can also contact the Community Development Department at 715-421-8225 or [kkearns@wirapids.org](mailto:kkearns@wirapids.org)

#### **Application Process**

- ☐ Builder and buyer meet with Community Development staff to review the program and view the eligible properties list.
- ☐ Builder and buyer develop preliminary plans and complete the application materials.
- ☐ Pre-application meeting with Community Development staff before plans are finalized.
- ☐ Application is submitted a minimum of 30 days before the next regularly scheduled Planning Commission meeting.
- ☐ If staff determines that the application is incomplete, the applicant will be provided an additional 30 days to provide the missing items and/or information.
- ☐ Staff reviews the application to ensure conformance with the program.
- ☐ Staff prepares a report and recommendation for the Planning Commission.
- ☐ The application and report is placed on the next regularly scheduled Planning commission meeting agenda.
- ☐ Planning Commission reviews the application and recommendation from staff in order to make a recommendation to the City Council.
- ☐ If recommendation from the Planning Commission is for approval, a draft Contract for Private Redevelopment is developed between the City and the applicant.
- ☐ City Council reviews the recommendations from staff and Planning Commission and takes action to approve or deny.
- ☐ If City Council approves the application, the Contract for Private Redevelopment is executed and the lot is closed on by the buyer.



Community Development  
Department

444 West Grand Avenue  
Wisconsin Rapids, WI 54495

RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

**Required Application Materials Checklist**

<b>Complete</b>	<b>Incomplete</b>	<b>N/A</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250 Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Proposed Purchase Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material List
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Timeline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed Contract Between Builder and Buyer (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Capability Statement from Lender
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Liability Insurance and Worker's Compensation Insurance



Community Development  
Department

444 West Grand Avenue  
Wisconsin Rapids, WI 54495

RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

**Project Team Information**

Property Purchaser: \_\_\_\_\_

Name of Builder: \_\_\_\_\_

Builder Contact Person: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Builder Phone & Email: \_\_\_\_\_

Name of Lender: \_\_\_\_\_

Lender Contact Person: \_\_\_\_\_

Lender Phone & Email: \_\_\_\_\_

**Project Information**

Property Address of Project: \_\_\_\_\_

Purchase Price of Property: \_\_\_\_\_

Type of Home Planned: ☐ 1 Story ☐ 1½ Story ☐ 2 Story

Number of Finished Bedrooms: \_\_\_\_\_

Number of Finished Bathrooms: \_\_\_\_\_

Number of Garage Stalls: \_\_\_\_\_

Finished Square Footage: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Estimated Value Upon Completion: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Estimated Start of Construction: \_\_\_\_\_

Estimated Project Completion: \_\_\_\_\_



**Community Development  
Department**

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

## Memo

To: Property and Finance Committee  
From: Kyle Kearns  
Date: 04/24/2023  
Subject: Discussion and possible action on contracting building plan review services with E-Plan Exam for the inspection division of the Community Development Department.

The City of Wisconsin Rapids is a delegated community as recognized by the State of Wisconsin Department of Safety and Professional Services. This means we have the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) within the limits of the City. Projects beyond this capacity are reviewed and approved by the state, and make up about ¼ of our commercial projects. We are also delegated to perform inspections of all size buildings for all trades, (building, HVAC, plumbing, electrical). Currently we have the following staff in the department:

1. Residential Uniform Dwelling Code (UDC) Inspector
2. Commercial Building and Plumbing Inspector + UDC Residential
3. Contracted Commercial Electrical Inspector

Since the Pandemic, growth in both residential and commercial construction has occurred, the majority of which are alterations and remodels which don't always include plans. Prioritization occurs within the department, primarily with inspections first, plan review second, and miscellaneous items third, such as building code enforcement. However, plan review can be very timely both with a new commercial building submittal, or at times even with small projects such as stairs or interior improvements. For inspections we have 3 days to respond, but no time for plan review, which can prolong the responses depending on the workload. To combat this, along with delays by the state on larger projects, third party consultants offer plan review services. One in particular, E-Plan Exam, guarantees a 15-day review and will provide 10% kick-back in fees collected. Moreover, they can achieve municipal status as a fully designated community, opening the door to improved service for larger Commercial projects. Larger projects requiring state review, such as the former Shopko alteration, take 4-6 weeks for review. In this case, the City could also collect additional fees if fully designated by the State; these fees (10%) normally provided to the state could be captured by the City. Moreover, we currently cannot review fire alarm/sprinkler systems which can also act to delay projects, but with E-Plan exam it would be included.

The current department fee schedule is attached for reference, and a chart below outlining total review fees for commercial projects collected the past two years. It is hard to estimate how E-Plan Exam will change revenues, but it is certain that new fees will be captured via the full delegation that did not exist previously. Note that building plan review is a very small portion of our current fee structure; \$0.02 cents/square foot for new and, \$0.50 cents/\$1,000 valuation for remodel/repair. The trades, not

including electrical, are \$0.05 cents/square foot for new and, 1% of valuation for remodel/repair respectively. Lastly, also below is an example of numbers from an in-house review, and a state reviewed project.

<b>Commercial Building Plan Review</b>	2021	2022
Value (Remodel/Repair)	\$1,048.26	\$2,702.03
Area (New)	\$72.9	1,444.17
Total	\$1,112.16	\$4,146.2

City Review Example:

New Construction: 2,415 sq. ft.

City Building Permit	–	\$368.05
City Plan Review	–	\$47.34
E-Plan Exam Review	–	\$500.00 + \$100.00 Plan Entry Fee
10% kick-back to City	–	\$60.00 (10% of \$600.00)

State Review Example (hypothetical):

Construction Renovation: 12,500 sq. ft.

City Building Permit	–	\$2,125
State Plan Review	–	\$700 + \$100.00 Plan Entry Fee
E-Plan Exam Review	–	\$700.00 + \$100.00 Plan Entry Fee
10% kick-back to City	–	\$150.00 (10% of \$1,500.00)

Note that E-Plan Exam has matched fees similarly to the State and separates plumbing fees with a difference in new construction (square feet) and alterations (fixtures). If E-Plan exam is under contract, they note the following goals and stipulations.

1. Achieve full-fledged delegations for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler projects of unlimited size.
2. Reroute revenue from previously reviewed State projects to the City.
3. Guarantee 15 business days turn around for any commercial project
4. Provide full visibility to the entirety of the plan review process to all stakeholders
5. In partnership, serve as an extension to our municipal operations by offering free unlimited code consultations.
6. Under contract for 36 months – no retainer or annual base fee.
7. Collect and pay fees directly for plan reviews.

In summary, this opportunity to partner with a 3<sup>rd</sup> Party consultant to perform Commercial Plan Review for the City seems very beneficial . Revenues should only be affected minimally and could actually grow due to the full delegation anticipated and the capturing of additional fees for State reviewed projects not traditionally reviewed. Also, the burden on staff is significantly reduced, allowing for more time with inspections and building code enforcement. Lastly, I believe this partnership can better serve the contractors and developers, creating consistency for plan reviews. Therefore, staff would recommend approval to enter into the attached contract for service.



**E-PLAN**  
— EXAM

City of  
Wisconsin Rapids  
January 2023

# E-PLAN EXAM PROPOSAL FOR SERVICES

## Commercial Plan Review Services



## OVERVIEW

E-Plan Exam is pleased to submit this proposal for services to support the City of Wisconsin Rapids in its pursuit to deliver better customer service to your constituents and your internal team members through the plan review process!

It is our mission and goal at E-Plan Exam to assist municipalities in their effort to better serve the construction community by working in partnership to deliver exceptional quality plan reviews within an expedited time frame, while maintaining low costs. As code officials, who have served in high functional capacities, overseeing large building inspection and plan review departments, we fully understand and appreciate the challenges that are encountered daily in construction. Our philosophy and approach to better the communities we serve is to work in direct partnership with all stakeholders on all projects, from the time it is simply an idea in the mind of the developer to the point where occupancy is granted. What we have found is when we create and foster a positive experience with the communities we serve through integrity and passion, it improves the safety and the quality of the projects we are privileged to work on.

The proposal contained herein is meant to serve as a starting point and establish a foundation from which we can continue to build upon together. We sincerely look forward to supporting your community!

## Our Main Objective

There are five main plan reviews that are required for any commercial building construction in Wisconsin: Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler. Without delegated authority granted by the State of Wisconsin Department of Safety and Professional Services, all projects would have to flow through them. This is where delegation comes in to handle some or all these scopes at the local level – but in many communities these thresholds are often inconsistent.

At the time of this proposal, after review with Wisconsin DSPS, **only 36 Communities** out of more than 1,800 in the State have the capabilities to do full-fledged plan review of Unlimited Size Structures for Building, HVAC, Fire Alarm, Fire Sprinkler, and Plumbing plan reviews. At the time of this proposal, E-Plan Exam serves approximately 40% of them.

- Most Communities, if they are delegated, are only delegated for small-scale Building and HVAC for projects not exceeding 50,000 cubic foot in volume for new construction.
- Most communities do not have any Plumbing Plan Review authority.
- Most communities are not delegated for Fire Alarm and Fire Sprinkler for projects at all.

Our goal would be to enhance your local capabilities by **obtaining and maintaining full-fledged delegation for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler projects of unlimited size for your community!**

Once this program is up and running, at its heart it's a program of choice. Applicants would have the choice to submit to your community, and in turn E-Plan Exam, or they could still submit to the State. Likewise, your community can request that a submitter submit directly to the State for any reason. If you would like to proceed, would be joining a very select group of communities as of today that would have full-fledged approval from DSPS to handle all commercial projects at the local level. And once your community would be delegated by the State of Wisconsin, our goals would be simple:

- **Reroute revenue** never seen by your community from the State of Wisconsin.
- Guarantee **15 business days turn around** for any commercial project.
- Provide **full visibility** to the entirety of the plan review process to all stakeholders.
- In partnership, serve as an extension to your municipal operations by offering **free unlimited code consultations**.

Much of these elements are relatively easy to achieve, and while there are some prerequisites, our team will gladly work with you to achieve these delegations and set a new standard for construction in your community!

## About Us

We founded our company in Wisconsin where our primary goal is to transform and raise the standard for which plan reviews are done in the state. In partnership with your community, we believe can provide exceptional service and effect positive change! Through successful implementation of our program, we have shown that these four simple objectives differentiate our operation from your current experience, and dramatically impact the communities we serve:

1. Integrity – At E-Plan Exam we take our practice and oaths seriously to safeguard the public welfare, life, health, and property for all our community partners. This is the guiding principle on which our company was founded and is present at the heart of every interaction we have.
2. Communication – We separate ourselves by our promise and guarantee to go above and beyond to work with everyone we interact with. Our goal is never to simply give a “yes” or “no” answer to whether something is code compliant but to work with everyone on what a code compliant path looks like.
3. Knowledge – Our experience is derived from working as advisors to the State of Wisconsin, serving on local and national code boards, leading large Wisconsin communities, and overseeing a variety of construction projects. With every unique project requiring its own solution, we will always make sure to coordinate our efforts with local inspection staff as well as the State of Wisconsin to ensure uniform enforcement and application of the code.
4. Passion – We believe that the permitting and plan review process is the most critical point where projects have the greatest potential to be delayed. Our greatest passion is driven by the ability to ensure that we guarantee a maximum of 15 business days for any review. In our opinion, waiting for weeks or even months on a plan review for a business to start construction is unacceptable. At E-Plan Exam we strive to challenge this industry “norm,” and do better, because we can.

## OUR PROPOSAL

Outlined in this proposal and contract language is our promise to ensure the service offering we provide is at its best. We are prepared to guarantee that not only will all plan reviews be done within 15 business days, but all reviews will be done by individuals who either live or work in the State of Wisconsin. This allows us the capability to utilize plan examiners who have intimate knowledge of not only the current codes and our “Wisconsinisms”, but also our historical state building codes. All of which are still very much enforced today by state statutes and administrative code.

Additionally, our ability to communicate and coordinate our code efforts with not only the local inspection team but also the community, will result in fewer issues encountered during construction. This will allow for community development to occur with ease. To continuously improve our service, we ask that we have the opportunity to meet with community leadership, and those most impacted by our work regularly to review and improve our processes.

## Proposed Fee Structure

Our fee structure outlined below operates on a percent fee split:

**For all buildings and structures within your community:**

- **90% of plan review fees are retained by E-Plan Exam and 10% are retained by the City of Wisconsin Rapids.**
  - **Out of E-Plan Exam’s retained plan review fees, we shall be responsible for fees due to the State of Wisconsin as applicable for reviews we perform as specified in Wisconsin Administrative Code.**

These fees are based on the following fee schedule which is a simplified and customer friendly variant of the State of Wisconsin’s Plan Review Fee Schedule. Please see below:



<b>COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION</b>				
1. New construction, additions, alterations, and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
<b>Area (Square Feet)</b>	<b>Building Plans</b>	<b>HVAC Plans</b>	<b>Fire Alarm System Plans</b>	<b>Fire Suppression System Plans</b>
Less than 2,500	\$250	\$150	\$30	\$30
2,500 - 5,000	\$300	\$200	\$60	\$60
5,001 - 10,000	\$500	\$300	\$100	\$100
10,001 - 20,000	\$700	\$400	\$150	\$150
20,001 - 30,000	\$1,100	\$500	\$200	\$200
30,001 - 40,000	\$1,400	\$800	\$350	\$350
40,001 - 50,000	\$1,900	\$1,100	\$500	\$500
50,001 - 75,000	\$2,600	\$1,400	\$700	\$700
75,001 - 100,000	\$3,300	\$2,000	\$1,000	\$1,000
100,001 - 200,000	\$5,400	\$2,600	\$1,200	\$1,200
200,001 - 300,000	\$9,500	\$6,100	\$3,000	\$3,000
300,001 - 400,000	\$14,000	\$8,800	\$4,400	\$4,400
400,001 - 500,000	\$16,700	\$10,800	\$5,600	\$5,600
Over 500,000	\$18,000	\$12,100	\$6,400	\$6,400
Note:	1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced, or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING				
1. New construction, alterations and remodeling fees are computed per the following table				
2. New construction fee is calculated based on square footage of the area constructed.				
3. Alterations and remodeling fee is based on the number of plumbing fixtures.				
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee
Less than 3,000	\$300		<15	\$200
3,001 - 4,000	\$400		16-25	\$300
4,001 - 5,000	\$550		26-35	\$450
5,001 – 6,000	\$650		36-50	\$550
6,001 – 7,500	\$700		51-75	\$800
7,501 – 10,000	\$850		76-100	\$900
10,001 – 15,000	\$900		101-125	\$1,050
15,001 – 20,000	\$950		126-150	\$1,150
20,001 – 30,000	\$1,100		>151	\$1,150
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550			
50,001 – 75,000	\$2,100			
Over 75,000	\$2,500			
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.				
Note:	1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced, or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

Initial review time for all plans shall not be longer than 15 business days to either Approve, Deny, or Request for Additional Information/Place on Hold.

In addition to the outlined fees above, as a courtesy to our municipal partners, we also offer on-call hourly professional engineering services of \$200.00 per hour, when both your community and E-Plan Exam agree in writing prior to such services.

Our initial proposed contract is for 36 months with all billing invoiced monthly with terms of Net 30 days.

And finally, there is no retainer or annual base fee required for our services. We are there when you need us, but when you don't, there is no cost to the municipality. Our goal is to fit seamlessly into your operation, to serve as an extension of your team and to work as your partner.

## Insurance

E-Plan Exam carries a full complement of business insurance including errors and omissions, property, general and liability insurance. Certificates of insurance in the following amounts will be provided upon request:

Type of Insurance	Amount of Insurance
Commercial General Liability	<ul style="list-style-type: none"> <li>\$1,000,000 Each Occurrence</li> <li>\$2,000,000 General Aggregate</li> </ul>
Professional Liability	<ul style="list-style-type: none"> <li>\$1,000,000 Each Claim</li> <li>\$2,000,000 Aggregate</li> </ul>
Umbrella Liability	<ul style="list-style-type: none"> <li>\$5,000,000 Each Occurrence</li> <li>\$5,000,000 Aggregate</li> </ul>

## Plan Review Process

### Plan Intake

In construction, time is money and accuracy is crucial. To that end, we have fully automated our procedures to streamline plan review intake. In cooperation with our municipal partners, we have enabled online plan review submission. A sample of our plan review intake forms can be found at [eplanexam.com/submit-a-project](http://eplanexam.com/submit-a-project). Once an applicant submits a project, notifications are sent to all staff who wish to receive notice. This notification will include links to all pertinent contact information, documents, and construction plans that were submitted.

As part of our service, your community will have full access to our system and database. This will allow you to see not only where a project is in our plan review queue, but also what issues may have been encountered and the status of the review. This access is not only limited to you, but to all our clients. You can easily see where everything stands as a whole and filter down to the plan reviews within your municipal boundaries. If you are interested in learning more about our services, we can give you temporary access to our live system and demonstrate it for you.



### Fee Collection Services

As part of our service, we offer to all our municipal partners the collection and handling of any plan review fees. This is something that often takes up a significant amount of time to collect fees, ensure proper charges, and process invoices. To simplify matters, we offer two options:

1. E-Plan Exam collects any fees directly for the plan reviews we perform. Our team invoices for each project received directly to the applicant and issues a payment to our municipal partners to be received within 15-30 days. This option frees up significant amounts of administrative time for tracking down payments, as well as streamlines payments to the State of Wisconsin. We take ownership for ensuring proper fee calculations and payments.
2. We also offer an option to invoice your community for plan review services rendered, based on projects within any given month. In this option, you would collect all fees from the applicants, and we would send you an invoice with billable terms of net 30 days.

## Plan Review

We love to talk about complex projects before they are ready to be submitted. This helps to clear up any potential code issues and ensures a smooth plan review. Code consultations with our examiners and architects, designers, contractors, and/or municipal partners are encouraged for complex projects.

Once the plan review is complete, we turn over all documents, specifications, and requests for additional information, to the applicants as well as the municipality. Our goal is to do as thorough of a review as possible while giving as much information to the municipality, so they can properly do their inspections. Additionally, for large scopes of work or complex projects, we will do project kick off meetings with the local inspection team to make them aware of the intricacies of the project.

All the services mentioned above including code consultations, and code inquiries from our municipal partners, inspectors, or applicants are included as part of our base plan review service.

Our goal is to make this program and our plan review experts an extension of your staff, give you more insight and capabilities versus the State's current process, reroute previously unseen revenue to your community, and provide top quality customer service to you and the constituents within your community.

## Plan Review Staff

Our staff are all deeply passionate about building codes and safety as well as teaching. We simply don't stop at enforcing the code, but part of the roles we believe are inherent in any successful building department is the role of being an educator. Our intent as part of our proposal is to only utilize staff who live in the State of Wisconsin and are knowledgeable in the standards here to undertake work for your community.

**All** of E-Plan Exam's staff are certified and licensed in accordance with the State of Wisconsin Department of Safety and Professional Services and carry the required credentials as a minimum for each type of review they undertake.

## CONCLUSION

We sincerely look forward to working with the City of Wisconsin Rapids and supporting your efforts!

Should your community desire to speak with our references, municipal partners, or the developers we have worked with, we will be more than happy to provide contact information. If you decide to proceed with our services, we are proud to say that we will be able to serve your community immediately.

If you have any questions about this proposal or would like to discuss our services, please feel free to contact us at your earliest convenience and we will be more than happy to discuss. We are also available for virtual meetings if preferred.

Thank you for your consideration and we sincerely look forward to hearing from you!

Sincerely and respectfully,



David Adam (DA) Mattox, P.E.  
President  
414-736-4721  
[damattox@eplanexam.com](mailto:damattox@eplanexam.com)



# **E-PLAN**

**E X A M**

[eplanexam.com](http://eplanexam.com)

12605 W North Avenue #189 - Brookfield, WI 53005

## **City of Wisconsin Rapids Permit & Inspection Fees**

### ***Residential Building Permit Fees***

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

### ***Multiple Family Residential Building Permit Fees***

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

### ***Commercial Building Permit Fees***

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

### ***Sign Permit Fees***

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

### ***Other Fees***

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

**Fees for Plan Commission applications:**

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



CITY OF WISCONSIN RAPIDS

Resolution No. 09 (2023)

2023 Budget Amendment No. 1

**WHEREAS**, at fiscal year-end, all uncommitted fund balances for all the City's designated funds are deemed to be not available for expenditure unless the funds are appropriated by a budget amendment resolution; and

**WHEREAS**, the fiscal year 2022 budget included appropriations for certain items which were expected to be expended in 2022 but for a variety of reasons were not; and

**WHEREAS**, the fiscal year 2022 budget included appropriations for various replacement account that are designated for future expenditure; and

**WHEREAS**, there were unexpended 2022 grant and revolving loan funds and it is necessary to appropriate these funds for expenditure in 2023; and

**THEREFORE, BE IT RESOLVED**, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2023 budget be amended as follows:

**BE IT FURTHER RESOLVED** for the budgetary accounts identified below, the following expenditure approval thresholds will be adhered to unless the item that is funded from these accounts is specifically identified in the 2023 budget:

Expenditure Amount	Approval Authority
Expenditures \$2,500 or less	Department Head
Expenditures more than \$2,500 but less than \$10,000	Mayor
Expenditures \$10,000 or more	Finance Committee or Commission

Expenditure thresholds on carryover funds apply to the following budgetary accounts:

Account Name	Account No.	Account Name	Account No.
IT Projects	61109.56108	Municipal Building	64140.58100
Centralia Center Replacement	75000.56132	City Hall Outlay	64151.58100
Information Technology - Computer	61106.56139	Office Equipment	61110.58100
Information Technology - Network	61106.56140	Park Dept. Outlay	65402.58100
Information Technology - Software	61106.56153	Ambulance Outlay	62603.58100
Economic Development	56206.56135	Fire Dept. Vehicles	62202.58100
Police Department Vehicles	62102.58100	Fire Dept. Equipment	62203.58100
Fire Department Vehicles	62202.58100	Elections Outlay	61117.58100
Public Works Fleet Equipment	64145.58100		

**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 adoption by the Common Council.

Expenditure Account Name	Account No.	Amount	Revenue Account Name	Account No.	Amount
<b>General Fund</b>					
Engineering - Software Licensing	54100.53514	\$ 1,040			\$ -
Street Administration - Software Licensing	54101.53514	5,200			-
Park Department - Software Licensing	55402.53514	910			-
IT Projects	61109-56108	26,258			-
MUNIS Implementation	61109-56114	38,483			-
Election Outlay	61117.58100	13,055			-
Police Department Outlay	62101.58100	19,310			-
Fire Department Outlay	62201.58100	18,221			-
Fire Equipment Outlay	62203.58100	9,478			-
Witter Field Outlay	65201.58100	15,300			-
Christmas Decorations Outlay	65902.58100	4,000			-
Transfer To Other Funds	59000.55911	65,000			-
Non-lapsing Funds	51560.56106	(216,255)			-
<b>Centralia Center Fund</b>					
Replacement Reserves	75000.56132	27,000	Transfer From General Fund	20150.49101	65,000
Memorial Donations	76000.55118	20,045	Fund Balance Applied	20150.49300	(17,955)
<b>Housing Rehabilitation Fund</b>					
Housing Rehabilitation Expenditures	56202.56120	464,827	Fund Balance Applied	20250.49302	464,827
<b>EMS Fund</b>					
EMS Funding Assistance Program	52605.53223	11,496	Fund Balance Applied	20350.49300	85,929
EMS Funding Assistance Program	52605.53224	2,910			-
EMS - FAP - ARPA	52606.53209	11,462			-
EMS - Flex Grant	52606.53226	8,563			-
Ambulance Outlay	62603.58100	51,498			-



## CITY OF WISCONSIN RAPIDS

Resolution No. 09 (2023)

2023 Budget Amendment No. 1

Expenditure Account Name	Account No.	Amount	Revenue Account Name	Account No.	Amount
<b>Room Tax Fund</b>					
Economic Development	56208.56135	71,301	Fund Balance Applied	20450.49300	391,126
Park Department Outlay	65402.58100	319,825	-----	-----	-
<b>HCRI Fund</b>					
Housing Rehabilitation Expenditures	56205.56121	52,306	Fund Balance Applied	20550.49302	52,306
<b>Grants and Donations Fund</b>					
Police Department - Federal Forfeiture	52102.55122	4,592	Fund Balance Applied	20350.49300	402,577
Police Department - K-9 Program	52102.55126	13,749	-----	-----	-
Fire Department - HazMat	52202.56101	11,650	-----	-----	-
Fire Department - FFP Grant	52202.56109	11,650	-----	-----	-
City Zoo - Donations	55802.55118	2,835	-----	-----	-
City Zoo - Teske Memorial	55802.55132	296,448	-----	-----	-
League Park Grant	55802.55134	18,372	-----	-----	-
Incourage Skate Park	55802.55135	415	-----	-----	-
Flower Basket - Donations	55904.55129	3,610	-----	-----	-
Rapids Rediscovered Program	56206.53501	39,256	-----	-----	-
<b>Wisconsin Rapids Aquatics Complex Fund</b>					
Aquatics Replacement Reserves	55510.58100	20,000	Fund Balance Applied	21150.49300	20,000
<b>Capital Projects Fund</b>					
Fire Station Renovation	62204.53501	106,344	Fund Balance Applied	40150.49300	106,344
<b>Public Works Construction Fund</b>					
Traffic Control Outlay	62105.53501	551,900	WI DOT Traffic Grant	40445.41522	496,710
RECC Industrial Rail Spur	64142.56101	68,254	Fund Balance Applied	40450.49300	123,444
<b>Municipal Building Improvement Fund</b>					
Municipal Building Outlay	64140.53501	103,328	Fund Balance Applied	40750.49300	245,890
City Hall Outlay	64151.53501	142,562	-----	-----	-
<b>Equipment Replacement Fund</b>					
Information Technology - Computers	61106.56139	25,030	Fund Balance Applied	40850.49300	1,001,129
Information Technology - Network	61106.56140	56,602	-----	-----	-
Information Technology - Software	61106.56153	18,232	-----	-----	-
Office Equipment	61110.58100	68,173	-----	-----	-
Engineering Equipment	61112.58100	53,309	-----	-----	-
Police Department Vehicles	62102.58100	32,825	-----	-----	-
Fire Department Vehicles	62202.58100	150,502	-----	-----	-
Public Works Fleet Equipment	64145.58100	596,456	-----	-----	-
<b>Total</b>		<b>\$ 3,437,327</b>			<b>\$ 3,437,327</b>

Adopted the 16th day of May, 2023

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk