

W I S C O N S I N



NOTICE OF PUBLIC MEETING

FINANCE AND PROPERTY COMMITTEE

Matt Zacher, Chairperson
Dean Veneman, Secretary
Jay Bemke

Notice is hereby given of a regular meeting of the Finance and Property Committee to be held in the **First Floor Conference Room** at City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing on Wednesday, September 7, 2022 at 4:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Meeting ID: 892 7064 9616.** 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.

Agenda

1. Call to Order
2. Consider a request from 17SIXTEEN LLC, D/B/A 17SIXTEEN, Marybeth Severin, agent, for a Retail Class "B" Fermented Malt Beverages license and a Retail "Class B" Intoxicating Liquor license for the premises located at 1716 Baker Street
3. Consider a request from the Fire Department to use the Insurance money from the Ford Pickup settlement last October to be used to purchase a Dodge ½ ton Crew Cab to replace that vehicle
4. Review and consider approval of a request from Nsight telecom company for a 10'-wide permanent utility easement along the existing retaining wall on the east side of Robinson Park to install and maintain new fiber optic lines. Nsight is offering a compensation of \$2,000 for this permanent utility easement in Robinson Park
5. Consider for approval a revision to the policy governing the procedures and guidelines for the acquisition, transfer, and disposal of City of Wisconsin Rapids Mass Transit vehicles
6. Audit of the Bills
7. Review and consider for approval 2022 Budget Amendment Resolution No. 3
8. 2023 Budget discussion
9. Set next meeting date
10. 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: 07/01/2022 ending: 06/30/2023
(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 <u>456-1031127636-04</u>	
FEIN Number <u>88-3878172</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	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
17SIXTEEN 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>SEITZ</u>	(First) <u>PRESTON</u>	(Middle Name) <u>M</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1331 WYLIE STREET WISCONSIN RAPIDS, WI 54494</u>
Vice President / Member Last Name <u>SEVERIN</u>	(First) <u>MARYBETH</u>	(Middle Name) <u>-</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1331 WYLIE STREET WISCONSIN RAPIDS, WI 54494</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name 1716 17SIXTEEN Business Phone Number 715-421-5858
2. Address of Premises 1716 Baker Street Post Office & Zip Code Wisconsin Rapids 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.)
Restaurant/Bar will function as a supper club.
Liquor & Beer will be stored behind the bar and in the
Back store room. there is a 10-tap system, so
barrels of beer will also be in the walk in cooler.
Alcohol will be served indoors, in the bar area AND entire interior of building,
and in the dining room, also including patio in back of
building.

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? 3 years ago? Baker Street Grill

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
Preston's was completed 09/17/2021, Marybeth has to complete hers yet. has also completed hers.
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 8/24/2022 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>SEVERIN, MARYBETH</u>	Title/Member <u>MEMBER VICE PRESIDENT</u>	Date <u>08-22-2022</u>
Signature <u>Marybeth Severin</u>	Phone Number <u>715-751-0298</u>	Email Address <u>marybethseverine@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>08/22/2022</u>	Date reported to council / board <u>9/7 & 9/20/2022</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Jennifer M. Dwyer</u>
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 17SIXTEEN 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
1716 17SIXTEEN
(Trade Name)

located at 1716 BAKER STREET, WISCONSIN RAPIDS, WI 54494

appoints MARYBETH SEVERIN
(Name of Appointed Agent)
1331 WYLIE STREET, WISCONSIN RAPIDS, WI
(Home Address of Appointed Agent) 54494

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? 39 YEARS

Place of residence last year 1331 WYLIE STREET, WISCONSIN RAPIDS WI 54494

For: 17SIXTEEN LLC
(Name of Corporation / Organization / Limited Liability Company)

By Marybeth Severin
(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, MARYBETH SEVERIN, 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.

Marybeth Severin 08/22/2022 Agent's age 39
(Signature of Agent) (Date)

1331 WYLIE STREET, WISC. RAPIDS, WI 54494 Date of birth 03/15/1983
(Home Address of Agent)

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

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

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



Finance & Property Committee

Date of Request: 8/26/22

Requestor: Mi-Tech Services/Nsight Telecom (Drafted by Nick Dums, Assistant City Engineer)

Request/Referral: Review and consider approval of request from Nsight telecom company for a 10'-wide permanent utility easement along the existing retaining wall on the east side of Robinson Park to install and maintain new fiber optic lines. Nsight is offering a compensation of \$2000 for this permanent utility easement in Robinson Park.

Background information: Nsight is working to expand their telecom/fiber optic network in Stevens Point and Wisconsin Rapids area. Part of this proposed work includes installing new fiber optic lines along Riverview Expressway, 8th Street, Plover Road and other areas. The utility lines along Plover Road need to be offset outside the footprint of the existing bridge and retaining wall along Robinson Park. Nsight is proposing to install these utility lines approximately 15'-20' west of the existing retaining wall in Robinson Park. In order to accomplish this, Nsight has drafted a permanent easement and is offering a compensation of \$2000 for the Committee's review and consideration.

Options available: Committee may reject proposal by Nsight to install fiber optic lines in Robinson Park, thereby requiring Nsight to find an alternate route along Plover Road or along other City Streets. Committee may accept proposal by Nsight to install fiber optic lines in Robinson Park as drafted in proposed permanent easement for proposed compensation of \$2000. Committee may also propose amendments to Nsight's proposed route through Robinson Park, the amount of compensation offered, or other stipulations put forth in proposed easement.

Staff recommendation: Staff recommend allowing Nsight to install proposed fiber optic lines in Robinson Park (near retaining wall on east side of property) by approving proposed permanent utility easement for the compensation of \$2000.

Action you are requesting the committee take: Approve the proposed permanent utility easement in Robinson Park for compensation of \$2000.

How will the item be financed? NA

NET-LEC, LLC GENERAL EASEMENT

DOCUMENT NUMBER

For a valuable consideration, receipt of which is hereby acknowledged, the undersigned, **City of Wisconsin Rapids** (Grantor) hereby grants and conveys to NET-LEC, LLC a Wisconsin Limited Liability Corporation, and its affiliates and licensees, successors and assigns (collectively "Grantees") an easement in, under, over, upon and across the Easement Area (described below), for the purposes of and in order to construct, reconstruct, modify, supplement, maintain, operate and/or remove facilities for the transmission of signals used in the provision of communication, video and/or information services and/or any other services or uses for which such facilities may be used including, but not limited to cables, wires, pedestals or other above-ground cable or wire enclosures, marker posts and signs, support pads and other related or useful equipment, fixtures, appurtenances and facilities, and the right of ingress and egress across the Property and the Easement Area for the purpose of access to and use of the easement granted herein.

The Property is legally described as:

All that part of the NW ¼ of the SW ¼ of Section 9, Township 22 North, Range 6 East, lying South of the right-of-way of the Green Bay and Western Railroad Company and Easterly of the public highway as the same is now located and running Northeasterly and Southwesterly through said NW ¼ of the SW ¼ of said Section 9, excepting however from the above and foregoing described tract of land, a strip or parcel of land 60 feet in width off from the South side thereof; also commencing 30 feet South of the eighth line of said 40 acre tract; run thence South 51 feet measured on Seventeenth St of that part of the SW ¼ of the SW ¼ of Section 9, Township 22 North or Range 6 East lying West of said Seventeenth Street and Easterly of Public highway known as Plover Road, except those parts deeded to the State of Wisconsin described in deed recorded March 01, 1996 as Document No. 789893 and deed recorded February 27, 1998 as Document No. 821286 in the Office of the Register of Deeds, all in the City of Wisconsin Rapids, Wood County, Wisconsin.

The Easement Area is legally described and shown on the attached Exhibit A, incorporated into and made a part hereof by reference.

The Grantor represents and warrants to the Grantee that Grantor is the true and lawful owner of the Property and has full right and power to grant and convey the rights conveyed herein.

Grantee hereby agrees to restore all property disturbed by its activities in use of the easement to the condition existing prior to the disturbance.

Grantee shall have the right to remove or trim such trees and brush in the Easement Area as is necessary to exercise the rights conveyed herein.

The Grantor shall not construct improvements in the Easement Area or change the finish grade of the Easement Area without the consent of the Grantee.

RETURN ADDRESS:

Roxann Holda
MI-TECH SERVICES, Inc.
1345 North Road Suite B
Green Bay, WI 54313

PARCEL NUMBER: 3405074; 3405075

This Easement is binding upon and shall inure to the benefit of the heirs, successors, assigns, and licensees of the parties hereto.

SIGNED THIS _____ DAY OF _____, 20____.

GRANTOR:
City of Wisconsin Rapids

GRANTOR:

(Signature)

(Signature)

(Printed)

(Printed)

ACKNOWLEDGMENT

State of Wisconsin)

County of)

I, _____, being a notary public in and for the state and county aforesaid, do hereby certify that

personally known to me to be the same persons whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, 20____.

Notary Public

My Commission expires: _____

This document was drafted by: Dan Boettcher MI-TECH SERVICES, Inc., 1345 North Road Suite B, Green Bay, WI 54313
Insertions by: Jamie Friis – Mi-Tech Services, Inc.

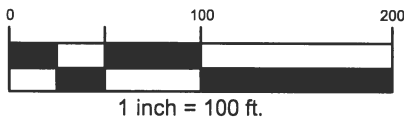
EXHIBIT "A"

LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE
NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, ALL IN SECTION 9, TOWNSHIP 22
NORTH, RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN
MATCH LINE - CONTINUED ON SHEET 2



Bearings are referenced to the
WISCRS, Wood County, NAD 83 (2011)
and referenced to the South Line of
the Southwest Quarter of S9, T22N,
R6E measured as S89° 43' 48"W

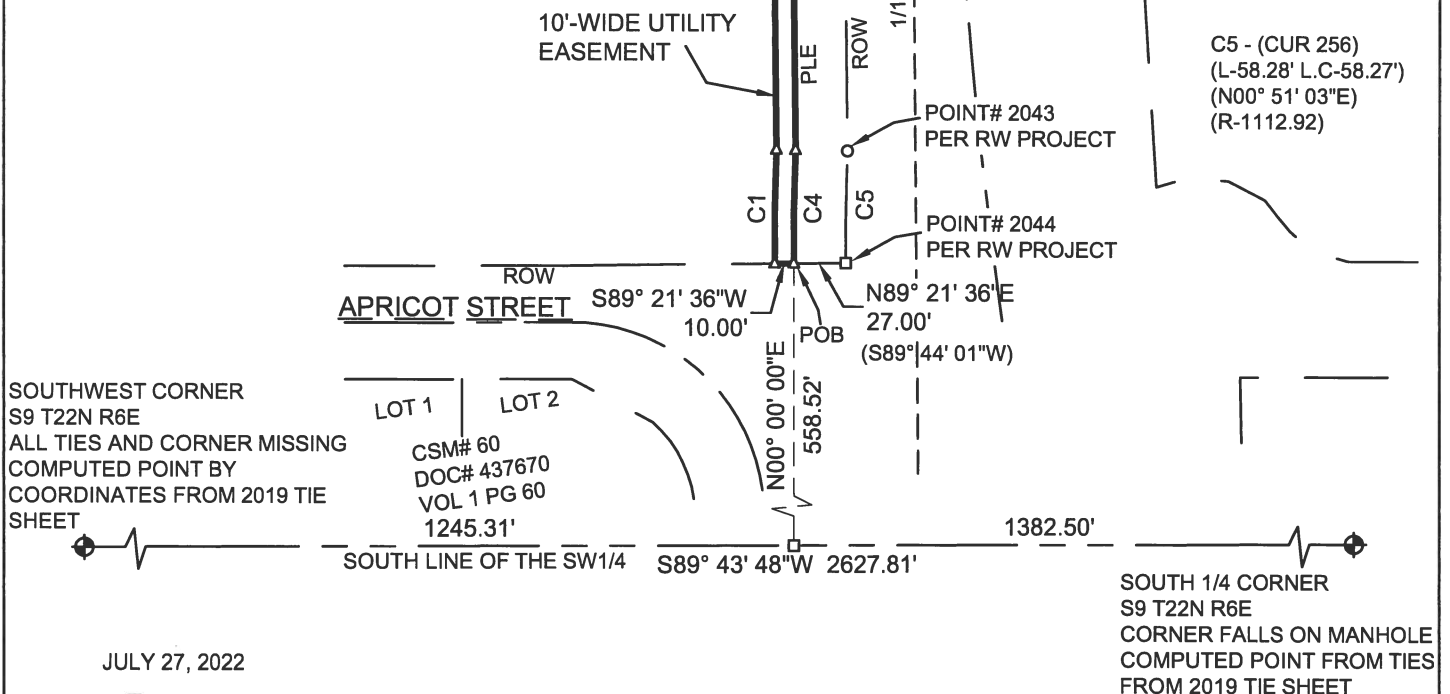
GRAPHIC SCALE



LEGEND

- ⊕ GOVERNMENT CORNER
- FD 1" O.D. IRON PIPE W/ CAP
- COMPUTED POINT
- △ SET 3/8" X 12" SPIKE
- () "RECORDED AS" DATA
- POB POINT OF BEGINNING
- ROW RIGHT-OF-WAY
- PLE PERMANENT LIMITED EASEMENT

TAX ID# 3405075



JULY 27, 2022

mi-TECH
Fond Du Lac • Green Bay • Madison • New Berlin
800.465.8050

SHEET 1 OF 3

NSIGHT BCC0015508

EXHIBIT "A"

LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, ALL IN SECTION 9, TOWNSHIP 22 NORTH, RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN

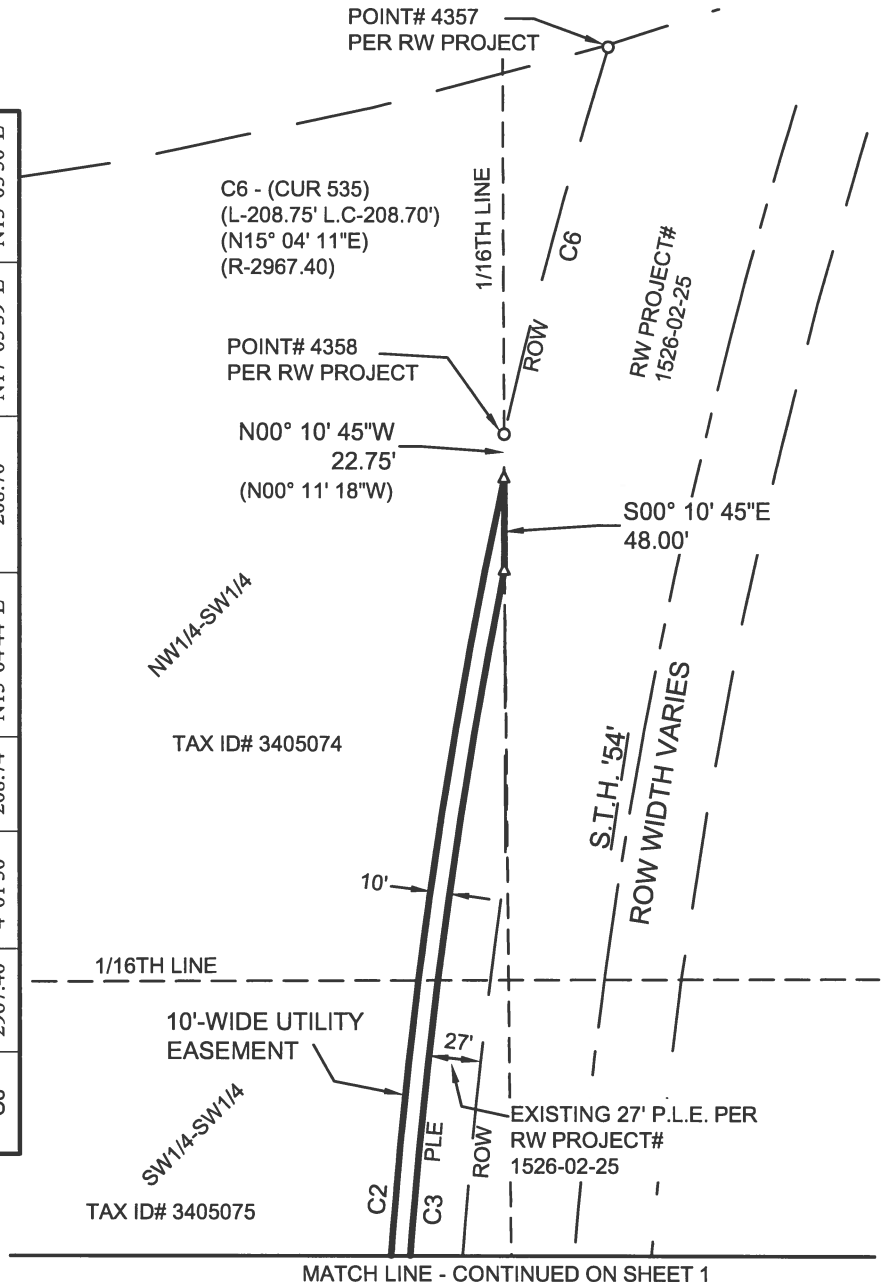
Curve Table							
Curve #	Radius	Delta	Length	Chord Bearing	Chord Length	Tangent In	Tangent Out
C1	1149.92	2°57'06"	59.24	N0°50'09"E	59.23	N2°18'42"E	N0°38'24"W
C2	2934.79	12°56'35"	662.97	N5°49'54"E	661.56	N12°18'12"E	N0°38'23"W
C3	2924.79	12°01'30"	613.84	S5°22'22"W	612.71	S11°23'06"W	S0°38'23"E
C4	1139.92	2°57'52"	58.98	S0°50'32"W	58.97	S2°19'28"W	S0°38'24"E
C5	1112.92	3°00'01"	58.28	N0°51'36"E	58.27	N2°21'37"E	N0°38'24"W
C6	2967.40	4°01'50"	208.74	N15°04'44"E	208.70	N17°05'39"E	N13°03'50"E



Bearings are referenced to the
WISCRS, Wood County, NAD 83 (2011)
and referenced to the South Line of
the Southwest Quarter of S9, T22N,
R6E measured as S89° 43' 48"W

JULY 27, 2022

mi-TECH
Fond Du Lac • Green Bay • Madison • New Berlin
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LEGEND

- FD 1" O.D. IRON PIPE W/ CAP
- △ SET 3/8" X 12" SPIKE
- () "RECORDED AS" DATA
- ROW RIGHT-OF-WAY
- PLE PERMANENT LIMITED EASEMENT

GRAPHIC SCALE

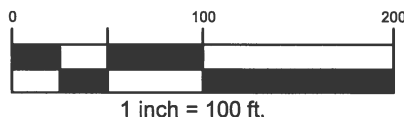


EXHIBIT "A"

LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE
NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, ALL IN SECTION 9, TOWNSHIP 22
NORTH, RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN

Legal Description for NSIGHT Easement:

Located in part of the Southwest Quarter of the Southwest Quarter and the Northwest Quarter of the Southwest Quarter, all in Section 9, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, more particularly described as follows:

Commencing at the South Quarter Corner of said Section 9; thence South 89 degrees 43 minutes 48 seconds West along the South Line of the Southwest Quarter of said Section 9, a distance of 1382.50 feet; thence North 00 degrees 00 minutes 00 seconds East, a distance of 558.52 feet to the North Right-of-Way (ROW) Line of Apricot Street, the Southwest Corner of an existing 27'-wide Permanent Limited Easement (PLE) as described in a deed recorded as Document No. 821286 in Volume 864 Pages 211-212 at the Wood County Register of Deeds Office, and the Point of Beginning; thence South 89 degrees 21 minutes 36 seconds West along said North ROW Line, a distance of 10.00 feet to the beginning point of a curve; thence 59.24 feet along the arc of a curve concave to the East and parallel to the West Line of said PLE, having a radius of 1149.92 feet, and measured along a chord bearing North 00 degrees 50 minutes 09 seconds East, a distance of 59.23 feet to the ending point of said curve; thence North 00 degrees 38 minutes 24 seconds West parallel to said West Line, a distance of 301.70 feet to the beginning point of a curve; thence 662.97 feet along the arc of a curve concave to the East and parallel to said West Line, having a radius of 2934.79 feet, and measured along a chord bearing North 05 degrees 49 minutes 54 seconds East, a distance of 661.56 feet to the ending point of said curve, the East Line of the Northwest Quarter of the Southwest Quarter of said Section 9, and the West ROW Line of State Highway '54'; thence South 00 degrees 10 minutes 45 seconds East along said East Line and said West ROW Line, a distance of 48.00 feet to the Northwest Corner of said 27'-wide PLE and the beginning point of a curve; thence 613.84 feet along the arc of a curve concave to the East and along said West Line of the PLE, having a radius of 2924.79 feet, and measured along a chord bearing South 05 degrees 22 minutes 22 seconds West, a distance of 612.71 feet to the ending point of said curve; thence South 00 degrees 38 minutes 24 seconds East along said West Line, a distance of 301.96 feet to the beginning point of a curve; thence 58.98 feet along the arc of a curve concave to the East and along said West Line, having a radius of 1139.92 feet, and measured along a chord bearing South 00 degrees 50 minutes 32 seconds West, a distance of 58.97 feet to the ending point of said curve and the Point of Beginning.

JULY 27, 2022



City of Wisconsin Rapids Mass Transit Vehicle Acquisition and Disposal Policy

Purpose

To establish a policy governing the procedures and guidelines for the acquisition, transfer, and disposal of City of Wisconsin Rapids Mass Transit vehicles.

Procedures

All new and used vehicle acquisitions over \$4,000 must be approved by the Common Council. Any used vehicle acquisition of \$4,000 or less can be processed and approved by the Senior Accountant, in consultation with the Mass Transit manager.

Criteria used to determine vehicle replacement

- a) Mileage in excess of 150,000 is the State of Wisconsin criteria for vehicle replacement
- b) Vehicle sustains permanent damage
- c) Cost to repair the vehicle is more than the value of the vehicle

Criteria used to evaluate vehicles listed for sale at auction

- a) View photos of the auction vehicle on line
- b) No tow away vehicles are considered
- c) Make and model of the vehicle (past experience with certain vehicles will factor in)
- d) Check the ratings – the Auction service provides a rating on each car
- e) Review the vehicle condition report provided by the auction service
- f) Mileage
- g) Previous owner
- h) Value of the car (Kelley Blue Book, previous auction sales data, etc.)

Procedures for when a potential vehicle is identified based on the above criteria

- a) On sight inspection will be done by the mass transit Manager and mechanic
- b) Test drive the vehicle

- c) The Mass Transit Manager will submit a written request, detailing all the criteria used in evaluating the vehicle to the Senior Accountant.
- d) Senior Accountant will review the request.
- e) If the Senior Accountant approves the request, a written authorization will be sent to the Mass Transit Manager with an authorization to bid on a vehicle up to a specific dollar amount, not to exceed \$4,000.

Disposal of Vehicles

Disposal of vehicles will be approved and processed by the Senior Accountant, in consultation with the Mass Transit Manager. The Senior Accountant will first determine if the vehicle may be transferred to another City department. If the vehicle is not transferred to another department, the Senior Accountant will work with an approved government auction site to dispose of the vehicle. Any funds received through the sale of a vehicle will be returned to the Mass Transit Replacement Vehicle Fund.



City of Wisconsin Rapids Mass Transit Vehicle Acquisition and Disposal Policy

Purpose

To establish a policy governing the procedures and guidelines for the acquisition, transfer, and disposal of City of Wisconsin Rapids Mass Transit vehicles.

Procedures

All new and used vehicle acquisitions over \$7,000 must be approved by the Common Council. Any used vehicle acquisition of \$7,000 or less can be processed and approved by the Assistant Finance Director, in consultation with the Mass Transit manager.

Criteria used to determine vehicle replacement

- a) Mileage in excess of 150,000 is the State of Wisconsin criteria for vehicle replacement
- b) Vehicle sustains permanent damage
- c) Cost to repair the vehicle is more than the value of the vehicle

Criteria used to evaluate vehicles listed for sale at auction

- a) View photos of the auction vehicle on line
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Procedures for when a potential vehicle is identified based on the above criteria

- a) On sight inspection will be done by the mass transit Manager and mechanic
- b) Test drive the vehicle

- c) The Mass Transit Manager will submit a written request, detailing all the criteria used in evaluating the vehicle to the Assistant Finance Director.
- d) Assistant Finance Director will review the request.
- e) If the Assistant Finance Director approves the request, a written authorization will be sent to the Mass Transit Manager with an authorization to bid on a vehicle up to a specific dollar amount, not to exceed \$7,000.

Disposal of Vehicles

Disposal of vehicles will be approved and processed by the Assistant Finance Director, in consultation with the Mass Transit Manager. The Assistant Finance Director will first determine if the vehicle may be transferred to another City department. If the vehicle is not transferred to another department, the Assistant Finance Director will work with an approved government auction site to dispose of the vehicle. Any funds received through the sale of a vehicle will be returned to the Mass Transit Replacement Vehicle Fund.



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2022)

2022 Budget Amendment No. 3

WHEREAS, the non-union wage increase had not been approved when the 2022 city budget was prepared and adopted by the Common Council on November 16, 2021. The 2022 wage increase for the non-union has been approved by the Common Council, therefore the cost of the associated wages and benefits must be transferred from the Contingency account to the appropriate operating budgets; and

WHEREAS, the 2022 labor contracts for the International Association of Firefighters Local 425 and Wisconsin Rapids Professional Police Association (WRPPA) had not been settled when the 2022 city budget was prepared and adopted by the Common Council on November 16, 2021. The 2022 to 2024 labor contracts have been negotiated and approved by the Common Council. Therefore the cost of the associated wages and benefits must be transferred from the Contingency account to the appropriate operating budgets; and

WHEREAS, in 2022 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

THEREFORE, BE IT RESOLVED, by a majority vote of the entire City of Wisconsin Rapids Common Council government body that the 2020 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
		\$ -	Mayor	51102	\$ 3,846
		-	Clerk	51104	3,824
		-	Information Systems	51109	6,097
		-	Finance	51110	9,568
		-	Attorney	51301	3,744
		-	Municipal Court	51302	1,656
		-	Contingency	51560	(215,670)
		-	Police Department	52101	100,583
		-	Fire Department	52201	47,525
		-	Inspection Services	52301	6,200
		-	Ordinance Control	52600	1,310
		-	Community Development	56203	11,173
		-	Lowell Center	58103	1,662
		-	Transfer to EMS Fund	58103	18,482
Total		\$ -	Total		\$ -

EMS Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
State Aid - EMS	20345-41515	\$ 15,246	EMS Services	52603	\$ 18,482
EMS - FAP - ARPA	20345-41531	12,196	EMS Services - 11th Tier	52603	93,435
Ambulance Contracts	20349-41909	93,435	EMS FAP - Support & Improvement	52605-53223	9,972
Transfer From General Fund	20350-49101	18,482	EMS FAP - EMT and EMR Training	52605-53224	5,274
		-	EMS - FAP - ARPA	52606-53225	12,196
Total		\$ 139,359	Total		\$ 139,359



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2022)

2022 Budget Amendment No. 3

Grants and Donations Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
HRER Grant	20645-51548	\$ 1,025	Police Department - K-9 Program	52102-55126	\$ 910
Gifts and Donations	20647-41551	415	HRER Grant	52202-56109	1,025
K9 Donations	20647-41559	910	Incourage - Skate Park Grant	55802.55135	415
Zoo Donations	20647-41560	2,435	City Zoo - Donations	55802.55118	2,435
Total		\$ 4,785	Total		\$ 4,785

RCCA Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Fund Balance Applied	20750-49300	13,527	Community Access	51122	13,527
Total		\$ 13,527	Total		\$ 13,527

Capital Improvement Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Fund Balance Applied	40150-49300	\$ 1,943,337	Fire Station Renovation	62204	\$ 1,943,337
Total		\$ 1,943,337	Total		\$ 1,943,337

Adopted the 20th day of September, 2022

Shane Blaser, Mayor

Jennifer Gossick, City Clerk