

W I S C O N S I N



NOTICE OF PUBLIC MEETING

REVISED: BUDGET DISCUSSION REMOVED

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, November 7, 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. 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 for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, November 18, 2023 from 5:30 p.m. to 9:00 p.m.
3. Request from the Community Development Department to apply for a 2024 Certified Local Government grant to conduct a citywide Historic property survey update
4. Audit of the bills
5. Set next meeting date
6. 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.

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 \$ _____

Application Date: _____

Town Village City of _____

County of _____

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 _____ and ending _____ 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 or Agricultural Society

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

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(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 _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

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 _____

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

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 _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



Referral Submission

- 1.) **Date:** November 2, 2023
- 2.) **Requestor:** Kyle Kearns, Director of Community Development
- 3.) **Origin of request:** Community Development Department
- 4.) **Name of Committee:**
 - Finance and Property
 - Public Works
 - Human Resource
 - Common Council
- 5.) **Target meeting date:** November 7, 2023
- 6.) **Who will be attending the meeting to represent this request:** Kyle Kearns (Director)
- 7.) **Background information:** Request to apply for a Certified Local Government Grant through the State Historic Preservation Office, to perform a historic property survey for the entire City. See attached staff memo for more information.
- 8.) **Staff recommendation:** Approve the grant application request.
- 9.) **How will this item be financed?** No local match is required for the grant. If approved, a competitive bidding process is required. Preliminary bids came back as low as \$32,000. Staff anticipates the entire project to be covered by the grant.

Respectfully Submitted,

Kyle Kearns, Director of Community Development



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

Memo

To: Finance and Property Committee
From: Carrie Edmondson, Associate Planner
Kyle Kearns, Community Development Director
Date: 11/02/2023
Subject: Request from the Community Development Department to apply for a 2024 Certified Local Government grant to conduct a citywide Historic property survey update.

In March of 2023 the City became certified under the Certified Local Government (CLG) program. This certification allows the City to apply for Certified Local Government (CLG) grants. Each year the State Historic Preservation Office (SHPO) grants approximately \$120,000 to CLG communities across the state. The typical grant awards are between \$1,500 and \$25,000. However, the award maximum is \$50,000. Property surveys are one of the eligible historic preservation planning projects under the grant guidelines.

A Citywide property survey was completed in 1996 by Mead and Hunt, Inc. The state generally recommends that property surveys be updated at least every 25 years. Because the survey was done over 25 years ago, the updated survey is within the recommended window.

The property survey will be completed in one phase and will include the whole City. The consultant will identify individual properties or districts that would be eligible for nomination to the National Register of Historic Places (NRHP). The application for property and/or district nomination would be eligible for future CLG grant funding.

Staff submitted a Letter of Intent to the State Historic Preservation Office (SHPO) in July for CLG grant funds. After receiving two competitive bids, the expected grant request for a single-phase Citywide property survey update is \$32,000. The application is due on December 18, 2023. Grants are reviewed and scored in January and February 2024, and grant awards are published in March. In April through May of 2024 the City would issue a Request for Bids (RFB), select a consultant, and start project work. No match is required for the grant.

When individual properties and districts are placed on the National Register of Historic Places (NRHP), this enables those that own income-producing properties and those that own and occupy historic homes access to Historic Preservation Tax Credits and Historic Homeowners Tax Credits respectively. However, a property survey that identifies these properties and districts is the first step in the process to nomination. Therefore, staff is requesting approval of the application for a Certified Local Government (CLG) grant to complete a single-phase Citywide property survey update.