



**HISTORIC PRESERVATION
COMMISSION
MEETING
April 18, 2024
5:30 PM**

PUBLIC MEETING NOTICE

HISTORIC PRESERVATION COMMISSION

Michael Hittner, Chairperson
Jackie Bredl Dietrich, Vice Chair
Ryan Austin, Alderperson
William Parker
Justin Pluess
Jeff Penzkover, 1st Alternate

AGENDA ITEM RECIPIENTS

Sue Schill, City Attorney
Erika Esser, Secretary
Jennifer Gossick, City Clerk

Notice is hereby given of a meeting of the Wisconsin Rapids Historic Preservation Commission to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Thursday, April 18th, at 5:30 PM**. 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 Historic Preservation Commission may appear remotely via video or audioconferencing for this meeting.

AGENDA

1. Approval of the report from October 30, 2024, Historic Preservation Commission meeting
2. Certified Local Government Grant Update
3. Request for Proposals of Historic Cultural Resources
4. Staff updates – discussion/information only
5. Commissioner updates – discussion/information only
6. Next meeting date
7. Adjourn

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



REPORT OF THE HISTORIC PRESERVATION COMMISSION MEETING

October 30, 2023

The Historic Preservation Commission met at 6:00 p.m. on October 30, 2023 in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. It was also streamed live on the City of Wisconsin Rapids Facebook page, Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present include: William Parker, Jackie Bredl Dietrich, Justin Pluess and 1st Alternate Jeff Penzkover. Mike Hittner was absent. Also present were Associate Planner Carrie Edmondson, Alderperson Dennis Polach and Alderperson Tom Rayome.

The meeting was called to order at 6:00 p.m. by Jackie Bredl Dietrich, Vice Chairperson.

1. Approval of the reports from the July 27, 2023, August 2, 2023 and October 18, 2023 Historic Preservation Commission meetings

Motion by Pluess to approve reports from the July 27, 2023, August 2, 2023 and October 18, 2023 Historic Preservation Commission meetings; second by Parker.

Motion carried (4 – 0)

2. Grant request to apply for a 2024 Certified Local Government Grant Program grant to conduct a Citywide property survey update

Carrie Edmondson provided information on the grant request including the progression and a timeline on the process.

Motion by Pluess that the Historic Preservation Commission submit the grant request application for the City-wide survey; second by Parker.

Motion carried (4 – 0)

3. Historic district tour summary

Carrie Edmondson presented the highlights of the events that took place on the tour. William Parker and Jeff Penzkover shared their comments about the tour. Alder Rayome asked about the St. Peter and Paul church building to which Ms. Edmondson responded.

4. Staff updates – discussion/information only
5. Commissioner updates – discussion/information only
6. Next meeting date

The next Historic Preservation meeting is scheduled for Thursday March 28, 2024 at 6:00 p.m.

7. Adjourn

Motion by Penzkover to adjourn the meeting; second by Bredl Dietrich.

Meeting adjourned at 6:24 p.m.

Respectfully submitted by Erika Esser, Secretary



MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
CITY OF WISCONSIN RAPIDS, WISCONSIN

SUBJECT: Funding up to \$35,000 from federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the city of Wisconsin Rapids, Wisconsin.

Project No. WI-24-10013

DATE OF GRANT AWARD: Feb. 24, 2024

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

GRANTEE PROJECT MANAGER: Kyle Kearns

This agreement between the State Historic Preservation Office (SHPO), and the City of Wisconsin Rapids, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope of work for the project. The Grantee will undertake and coordinate a project to conduct an architecture and history survey of the entire city of Wisconsin Rapids.

Completion of the survey is supported by funding up to \$35,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of historic preservation activities in Wisconsin. The HPF program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee shall carry out the project as stipulated in this document and in the attached *Scope of Work*.

Period of Performance

All work related to this project shall be conducted between the date of the *Purchase Order* issued by the Wisconsin Historical Society for this project and **September 30, 2025**, with intermediate deadlines as stipulated below. A *Purchase Order* will be issued after this MOA is executed.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

- Oct. 18, 2024 – **Consultant** must be hired. First **Progress Report** to SHPO is due.
- Jan. 16, 2025 – Second **Progress Report** to SHPO is due (if project has not been completed).
- April 19, 2025 – Third **Progress Report** to SHPO is due (if project has not been completed).
- July 26, 2025 – All **deliverables** in the *Scope of Work* are due.
- Aug. 29, 2025 – **Project work must be complete**, final reimbursement requests prepared
- Sept. 5, 2025 – Final **Reimbursement Request** is due.
- Sept. 30, 2025 – End of grant period.

The Grantee shall notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

Qualified Professional Consultation

To complete the *Scope of Work*, the Grantee will enter into a contract with a principal investigator whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior Professional Qualifications Standards for Architectural History, Historic Architecture, or History](#). (Professional Standards)

Subcontractors hired by the principal investigator to conduct project work shall also meet the Professional Standards. The Grantee shall verify that subcontractors meet the Professional Standards.

SHPO staff shall maintain contact with the project manager and principal investigator for the duration of the project and provide any training, advice, and technical assistance needed for the successful completion of project work.

Contracts

If requested by SHPO, the Grantee shall allow SHPO staff to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to contracting* with a vendor.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

SHPO staff will provide the Grantee with a list of qualified consultants who are known by the SHPO to have provided qualified staff for historic preservation projects in Wisconsin.

Allowable Costs

Generally, expenses for the following types of activities directly related to project work are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements.

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of progress and accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Public outreach (print and digital), mailings, public meetings
- Time spent by local government staff coordinating project activities or hiring and collaborating with consultants.

Deviation from items in the budget proposed by the Grantee must be negotiated with and approved by SHPO staff – see *Amendments* below.

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funding, the Grantee shall comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

Reimbursement

The Grantee may request reimbursement for project-related expenses throughout the project period as consultant's invoices are paid. Reimbursement requests will be paid up to 75% of the total project cost until all stipulations are satisfied.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* must be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, paid invoices, payment records, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee within 60 days for allowable, paid, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after completion of all project work and receipt of all deliverables stipulated in the *SOW*.

The Grantee will submit a final *Reimbursement Request* on or before **September 5, 2025**, for the remainder of project-approved expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee shall retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee shall provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

Scope of Work - After the execution of this MOA, the Grantee may propose changes to the *Scope of Work* or deliverables to the SHPO in writing in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond in writing within 30 days, either accepting or rejecting the proposed changes.

Budget - Amendments to line items in the budget proposed in the Grantee's application, and approved by virtue of the grant award, must be approved in consultation with SHPO staff before unexpected costs are incurred.

Period of Performance - The *Period of Performance* may be extended under extenuating circumstances. If the Grantee believes their project has become subject to circumstances such that an extension is needed to successfully complete the project, they may request an extension from the CLG Coordinator.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed, or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States will, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **September 30, 2025**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee does hereby indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, websites, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin State Historic Preservation Office. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin State Historic Preservation Office.

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin State Historic Preservation Office on behalf of the State Historic Preservation Officer.

CITY OF WISCONSIN RAPIDS

Tim Desorcy
Finance Director - City of Wisconsin Rapids, Wisconsin

Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Daina Penkiunas
State Historic Preservation Officer

Date



Scope of Work

Project No. WI-24-10013

Wisconsin Rapids, Wisconsin

The State Historic Preservation Office (SHPO) and the City of Wisconsin Rapids, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of an intensive architecture and history survey of the city.

Survey Area

An Intensive Survey shall be conducted to evaluate the architectural and historical significance of all properties within the corporate boundaries of the city of Wisconsin Rapids.

Survey Manual

In carrying out the field work and research for the survey, the Grantee shall comply with all requirements and guidance in the [Architecture-History Survey Manual](#) (*Survey Manual*). The Grantee will direct the principal investigator to the *Survey Manual*, and advise them that compliance is required.

Subgrant Manual

The Grantee will comply with all standards and requirements in the [CLG Subgrant Manual](#) (*Subgrant Manual*) for allocation and use of federal funding. The Grantee will direct the principal investigator to the *Subgrant Manual* and inform them that compliance is required.

Principal Investigator and city staff

The consultant selected to conduct the survey shall serve as the Principal Investigator for the project, and must meet the [Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History](#). The Grantee's Project Manager shall assist in facilitating the work of the survey. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant and may be tracked and claimed for reimbursement.

Reconnaissance phase

The project shall include a reconnaissance survey of the city. The reconnaissance survey shall *exclude* properties already listed in the National Register of Historic Places. Fieldwork and data collection during the reconnaissance phase shall be conducted according to the protocols and standards in the *Survey Manual*.

Intensive phase

The intensive phase of the survey shall include site-specific research on all properties determined to be potentially eligible for the National Register of Historic Places, properties located within a potentially eligible historic district, and those properties included in the survey report to provide comparative context for potentially eligible properties. Areas that are

determined to be potentially eligible as historic districts shall be defined on maps included in the survey report, and contributing properties within districts identified by address according to guidance for Historic Districts in the *Survey Manual*.

Data Entry

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant. Data entry shall comply with the requirements in the *Survey Manual*.

Intensive Survey Report

An Intensive Survey Report shall be prepared that synthesizes and organizes field observations and research collected during the reconnaissance and intensive phases of the survey. The report shall contain the components and analysis outlined in the *Survey Manual* for Intensive Survey Reports.

Ownership of Documents

All information gathered, data collected, photos taken, and reports prepared during the completion of this project are the property of the SHPO and shall not be made publicly available until the project is complete and deliverables are submitted to the SHPO.

Intellectual Property

The Consultant hereby grants the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

Public Engagement

The Grantee shall coordinate and host at least two information sessions in accordance with the *Survey Manual* guidance on community engagement. The first session shall be held prior to the start of field work, and noticed in places and forums likely to reach property owners in the survey area. It shall be designed to introduce the project to property owners, explain what the project work will entail, and solicit input on important history and places in the survey area. The second shall be held after the field work is complete and noticed in places and forums likely to reach property owners in the survey area. It shall be designed to share the findings of the survey with property owners in the survey areas. Additional information sessions may be held at the discretion of the Grantee as necessary. SHPO staff shall be invited to participate in all informational meetings.

Deliverables

All deliverables are due **July 26, 2025**.

On completion of the *Survey Report*, the final version shall be submitted to the SHPO in PDF format along with two color copies printed on acid-free paper: one unbound and two bound.

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant according to the guidance for data entry in the *Survey Manual*.

The SHPO shall retain non-exclusive, irrevocable, royalty-free license to all copyrightable material ("Material") created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to comply with SHPO requirements and standards, and those of the National Park Service.



REQUEST FOR PROPOSALS
INTENSIVE SURVEY OF
HISTORICAL &
CULTURAL RESOURCES

April 19, 2023

Project: Intensive Survey of historic properties of the City of Wisconsin Rapids, including preparation and submittal of an Intensive Survey Report.

Client: City of Wisconsin Rapids Community Development Department
Location: City of Wisconsin Rapids, Wisconsin
Organization: City of Wisconsin Rapids Historic Preservation Commission

Contact Person: Kyle Kearns
Director
City of Wisconsin Rapids, Department of Community Development
444 West Grand Avenue
Wisconsin Rapids, Wisconsin 54495-2780
kkearns@wirapids.org
715-421-8225

Project Summary

The City of Wisconsin Rapids department of Community Development is requesting bids for conducting an Intensive Survey of historic properties and preparing a full report of findings, both of which must comply with guidance and a Scope of Work provided by the Wisconsin State Historic Preservation Office (SHPO). The project is funded by the federal Historic Preservation Fund through a subgrant of up to \$35,000 from the Wisconsin SHPO. Interested consultants are invited to submit proposals by May 17th, 2024.

Project Background

A historic property reconnaissance survey of the City of Wisconsin Rapids was conducted in 1996. The Survey Report is available on the City of Wisconsin Rapids website and linked below. Today, the city of Wisconsin Rapids contains approximately 8,500 parcels and is home to a population of around 18,877 residents (2020 Census). Approximately 32.5 % of the housing stock is now 55 years old or older (2020 Census). We do not anticipate additional funding sources outside of the subgrant program for this project.

[Wisconsin Rapids Historical Survey - 1996](#)

Project Description and Project Expectations

All procedures and products must comply with the stipulated *Scope of Work* between the city and the Wisconsin SHPO (Attachment A) and the *Architecture and History Survey Manual* provided by the Wisconsin SHPO, available online at: <https://www.wisconsinhistory.org/Records/Article/CS4120>

Proposal Requirements

Please submit proposals with a dated cover letter signed by the appropriate company official by May 17th, 2024 and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company who will be responsible for completing project work. Include a description of the composition of the team, including backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Example of similar reports done by firm/team members.
6. Discussion of the general approach to the work, including proposed multi-year phasing of the entirety of the Intensive Resource Survey and Report for the entire City of Wisconsin Rapids and proposed plan to ensure continuity of the project from the first phase through the final phase.
7. Schedule and timeline for performing the work elements, including beginning and ending dates for each phase of the project.
8. Appropriate fees to complete the proposed scope of work, broken down by project phase, including a maximum limit for each phase and for the overall project.
9. Other professional commitments already in place for company individuals who will be responsible for phase 2 & 3 of the project.

Timeline

The proposal shall be received at the above address by May 17th, 2024 at 12:00 PM CDT. The selected firm will present the City with two hard copies of the final proposal as well as one electronic copy in either MS Word or PDF format. Fax submissions will not be accepted.

Request for Proposals issued	April 19 th , 2024
Proposal Due	May 17 th , 2024
City Selects Candidate & Awards Project	June, 2024
Consultant Completes Draft Report	May, 2024
Council Approves Final Report	June – July, 2024

**Above timelines are estimates and could shift based on work progress and meeting schedules*

Additional Resources:

1. Previous Intensive Resource Survey Report
https://www.wirapids.org/uploads/1/0/3/3/103347874/historic_property_reconnaissance_survey_-_february_1996_volume_1-r.pdf
2. Online GIS data <https://gis.wirapids.org/CityViewer/index.html>
3. City of Wisconsin Rapids Voting Ward map
<https://wisconsinrapids.maps.arcgis.com/apps/InformationLookup/index.html?appid=c902406a9412465094cef0c1ff3e98ad>

Compensation

Funds for this project are provided by a grant that was awarded to the city. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of each project phase or tied to key milestones.

Evaluation Criteria

City staff will review and score proposals according to the following criteria:

FACTOR	MAXIMUM POINTS
WORK APPROACH	25
Background of the firm Strategy for the project	
TIMELINE & FUNDING	25
Ability to meet project timeline within budget Total anticipated cost	
REPORT FORMATTING	10
Creativity and utility of Final Report Data Accessibility	
TEAM & EXPERIENCE	40
Adequate number of qualified personnel assigned to this project Proximity of personnel to City of Wisconsin Rapids Similar projects completed Familiarity with survey	
TOTAL POSSIBLE POINTS	100

Insurance

If selected, the consultant shall provide appropriate levels of insurance coverage, as required, by the City in an agreement for services.

Hold Harmless

Consultant hereby agrees to release, indemnify, defend, and hold harmless the City of Wisconsin Rapids, their elected officials, officers, employees, and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney’s fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of Consultant, its officers, officials, employees, agent or assigns. The City of Wisconsin Rapids does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability.

Submit two signed hard copies and one digital copy of your proposal no later than May 17th, 2024, at 12:00 pm CDT to:

Kyle Kearns, Director
 City of Wisconsin Rapids
 Department of Community Development
 444 West Grand Avenue
 Wisconsin Rapids, Wisconsin 54495
 kkearns@wirapids.org
 715-421-8225