

## MINUTES OF THE COMMON COUNCIL May 18, 2021

A meeting of the Prairie du Chien Common Council was held on Tuesday, May 18, 2021 at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order.

### GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Riebe, Gilberts, Myers, Bremmer, Solomon, Wittrig and Ingham, present. Ziegler present via Zoom. City Staff present, Mayor Dave Hemmer, and City Clerk/Treasurer Tina Fuller.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Solomon, Roll Call Vote: 8-0
3. Pledge of Allegiance: Led by Russ Wittrig

### 4. PUBLIC HEARINGS - None

- A. COUNCIL – May 4, 2021
- B. FINANCE – May 4, 2021
- C. Mayoral Appointment to the Prairie du Chien Board of Park Commissioners – Allie Thornton
- D. Seasonal Class B Beer License Agents for PDC Independent Little League and St. Feriole Island Ballpark INC.

(Note: These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Mayor if you would prefer separate discussion and action.) – Action: To pull letter D and approve the rest of the Consent Agenda. Motion: Gilberts, Second: Bremmer, Voice Vote: 8-0. Riebe left at 7:02 P.M.

6. ITEMS REMOVED FROM CONSENT AGENDA – Action: To approve letter D of the Consent Agenda. Motion: Gilberts, Second: Solomon, Voice Vote: 7-0. Riebe returned at 7:03 P.M.

### 7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

- A. DISCUSSION AND ACTION: RESOLUTION 2021-13 adopting the revised City of Prairie du Chien Title VI Nondiscrimination Plan for shared-ride taxi services. – Action: To approve Resolution 2021-13 and waive the first and second reading. Motion: Gilberts, Second: Solomon, Voice Vote: 8-0.
- B. DISCUSSION AND ACTION: RESOLUTION 2021-14 to Apply for an Idle Sites Redevelopment Program Grant for the Blackhawk Junction Redevelopment Project. Action: To approve Resolution 2021-14 and waive the first and second reading. Motion: Gilberts, Second: Bremmer, Voice Vote: 8-0.

### 8. CITY ADMINISTRATOR REPORT

### 9. COMMITTEE REPORTS AND ACTIONS

#### A. FINANCE

1. DISCUSSION AND ACTION: Claims – Action: To approve the claims. Motion: Gilberts, Second: Bremmer, Voice Vote: 8-0.

### 10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment)

- A. DISCUSSION AND ACTION: Staff is seeking approval to draft an RFP for Building Inspector for the City of Prairie du Chien. – Action: To approve to get out there and see what we can find for building inspector. Motion: Gilberts, Second: Myers, Voice Vote: 8-0.
- B. DISCUSSION AND ACTION: Adoption of procedures for protesting the procurement and administration of the shared-ride taxi operation. (Wisconsin Department of Transportation requires that such procedures need to be part of the City's procurement policies). – Action: To adopt procedures for protesting the procurement and administration of the shared-ride taxi. Motion: Solomon, Second: Gilberts, Voice Vote: 8-0.
- C. DISCUSSION AND ACTION: City amending its Financial Procedures to include Federal Transit Administration requirements. (the City's financial procedures for administrating the shared-ride taxi will be amended to include the following: a) Procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of 2 CFR § 200 and the terms and conditions of the Federal award; b) Documentation of personnel costs that reflect an after-the-fact distribution of the actual activity of each FTA-funded employee (i.e., timesheet) - 2 CFR part 220; c) Documentation of Costs – Travel - 2 CFR part 200.474(a); d) Procedures for determining cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, which are allowable if provided under established written leave

policies; and e) Procedures for the following: §200.333 Retention requirements for records, §200.334 Requests for transfer of records, §200.335 Methods for collection, transmission and storage of information, §200.336 Access to records, §200.337 Restrictions on public access to records). – Action: To amend financial procedures to include Federal Transit Administration requirements. Motion: Solomon, Second: Gilberts, Voice Vote: 8-0.

11. ADJOURN (7:15 P.M.) – Motion: Solomon, Second: Bremmer, Voice Vote: 8-0.

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Chad Abram, City Administrator