

CITY OF PRAIRIE DU CHIEN

214 East Blackhawk Avenue - PO Box 324 - Prairie du Chien, WI 53821 * Phone: (608) 326-6406 * Fax: (608) 326-6407 * www.cityofpdc.com

Notice is hereby given according to State Statutes that the **COMMON COUNCIL** of the City of Prairie du Chien will meet on **Tuesday, April 16, 2024 at 7:00 P.M.** or **VIA Join Zoom Meeting Click on the link and/or copy and paste in web browser and you will be placed in the waiting room to join the meeting. Join Zoom Meeting**

PROOF OF POSTING AFFIDAVIT: This agenda was posted more than 24 hours prior to the start of this meeting at: City Hall, 214 E. Blackhawk Avenue (kiosk) and on the official website above.

MEETING NOTICE – COMMON COUNCIL

Date: Tuesday, April 16, 2024

Time: 7:00 P.M.

Location: Council Chambers

ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call.**
- 2. Certification of the open meeting law agenda requirements and approval of the agenda**
- 3. Pledge of Allegiance**

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

A. COMMON COUNCIL – April 9, 2024

B. FINANCE – April 9, 2024

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.)

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

A. DISCUSSION AND ACTION: Resolution 2024-03 DECLARING APRIL 26TH ARBOR DAY IN THE CITY OF PRAIRIE DU CHIEN.

8. CITY ADMINISTRATORS REPORT

A. Communications with Airport Manager

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims

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

A. DISCUSSION AND ACTION: Professional Services Agreement with Vierbecher Associates for a project includes the reconstruction of Illinois Street from Webster Street to Washington Street. The project includes the replacement of the street, sidewalk, curb and gutter, sanitary sewer, water

main, and storm sewer. The City is pursuing funding for the project through the CDBG Public Facilities (PF) Program and the WDNR, SDWL, and CWF programs.

11. ADJOURN TO CLOSED SESSION

A. Under Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. – R.E. Development Agreement and Land Acquisition

12. CONVENE INTO OPEN SESSION

13. ACTION FROM CLOSED SESSION

14. ADJOURN

Chad Abram

Chad Abram, City Administrator

NOTE: The next regularly scheduled Council meeting will be Tuesday, May 7, 2024.

Agenda posted at City Hall on April 14th, 2024 at 12:00 P.M.

PERSONS WITH DISABILITIES: *If you require special accommodations in order to attend this meeting, please contact City Hall at 608-326-6406 or at least 24 hours prior to meeting time.*

MINUTES OF THE COMMON COUNCIL April 9, 2024

A meeting of the Prairie du Chien Common Council was held on Tuesday, April 9, 2024 at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 7:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present, tow via zoom, and one vacancy. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, Parks and Recreation Director Mike Wallace, Recreation and Aquatics Manager Morgan Crary, Street Superintendent Nick Gilberts and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Waller, Roll Call Vote: 7-0
3. Pledge of Allegiance: Ingham

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

A. COMMON COUNCIL – March 19, 2024

B. FINANCE – March 19, 2024

C. Secondhand Dealer for Larry Breuer – 328 South Marquette Road

D. Street Closure Permit – The Blackhawk, Steve Jones May 17, 2024

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. Motion: Riebe, Second: Bremmer, Voice Vote: 7-0. Riebe left after the vote at 7:07 P.M.

6. ITEMS REMOVED FROM CONSENT AGENDA – Action: Approve letter D. Motion: Bremmer, Second: Ziegler, Voice Vote: 6-0. Riebe returned at 7:08 P.M.

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS – Tom Nelson spoke about an incident in June of 2022 no resolution was needed or found.

A. DISCUSSION AND ACTION: PROCLAMATION 2024-01 COMMENDING THE SERVICE OF NATE BREMMER ON THE COMMON COUNCIL OF THE CITY OF PRAIRIE DU CHIEN. – Action: To approve Proclamation 2024-01 and read the first and wave the second reading. Motion: Ziegler, Second: Crary, Voice Vote: 7-0.

8. CITY ADMINISTRATORS REPORT

- Prairie Cottages – Update
- Coulee Cap – Update
- MI MEATS – Update

Public Safety Center – Update – Had a meeting last week, two members from committee (required attendance) – Nate Gilberts, FD Staff, PDC Staff and I. Working on

sizing down the square footage from the Space needs to the increase of 12,000 sq/ft. Recommendations were sent to SEH from City Staff and Building Committee members. PSI will be on-site next week to complete the geotechnical drilling. The Contract has been sent to USDA for review and comment. We continue to work with the design committee on the building plans. Further conversations / decisions will be needed to keep the project moving forward. Not sure when your last Council update was, but you could also include that we had our Civil project meeting with the Civil engineer as well. Back-to-back Meetings plus special meeting for committee assignments in 2024 and council president vote.

A. Communications with Parks Recreation and Aquatics

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims – Action. To approve the claims as presented. Motion: Waller, Second: Riebe, Voice Vote: 7-0.

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

A. DISCUSSION AND ACTION: Approve Prairie du Chien Police to apply for a 2024 Drug Trafficking Grant and authorize the Mayor to sign off on the grant. The funds will be used for improve, replace and add LPR cameras. – Action: To approve the acceptance of the Drug Trafficking Grant and authorize the Mayor to sign. Motion: Waller, Second: Riebe, Voice Vote: 7-0.

B. DISCUSSION AND ACTION: ORDINANCE NO. 2024-04 AN ORDINANCE REPEALING AND RECREATING SECTION 9.04 OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN. – Action: To approve Ordinance 2024-04 and waive the first and second reading. Motion: Bremmer, Second: Crary, Voice Vote: 7-0.

C. DISCUSSION AND ACTION: ORDINANCE 2024-05 CREATING CHAPTER 9.041 HEMP-DERIVED CANNABINOID REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN. – Action: To approve Ordinance 2024*-05 and waive the first and second reading. Motion: Ziegler, Second: Waller, Voice Vote: 7-0.

D. DISCUSSION AND ACTION: 2024-06 AN ORDINANCE TO REZONE BLOCK 28, UNION PLAT (PARCEL #271-1191-0000) FROM R-1 “LOW DENSITY RESIDENTIAL” TO PCD “PLANNED COMMUNITY DEVELOPMENT”. – Action: To approve Ordinance 2024-06 and waive the first and second reading. Motion: Ziegler, Second: Crary, Voice Vote: 7-0.

11. ADJOURN TO CLOSED SESSION (7:58 P.M.) – Motion: Bremmer, Second: Waller, Roll Call Vote: 7-0.

A. Under Wisconsin State Statute 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Possible Development Agreement

12. CONVENE INTO OPEN SESSION (8:25 P.M.) – Motion: Crary, Second: Bremmer, Roll Call Vote: 7-0.

13. ACTION FROM CLOSED SESSION - None

14. ADJOURN (8:26 P.M.) – Motion: Riebe, Second: Ziegler, Voice Vote: 7-0.

Chad Abram, City Administrator

ORDINANCES APPROVE

ORDINANCE NO. 2024-04 REPEALING AND RECREATING SECTION 9.04 OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN.

ORDINANCE 2024-05 CREATING CHAPTER 9.041 HEMP-DERIVED CANNABINOID REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN.

ORDINANCE 2024-06 TO REZONE BLOCK 28, UNION PLAT (PARCEL #271-1191-0000) FROM R-1 “LOW DENSITY RESIDENTIAL” TO PCD “PLANNED COMMUNITY DEVELOPMENT”.

MINUTES OF THE FINANCE COMMITTEE- April 9, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, April 9, 2024 at 6:30 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:30 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present. City staff present City Administrator Chad Abram, Police Chief Kyle Teynor, Street Superintendent Nick Gilberts, City Clerk/Treasurer Tina Fuller and Mayor Dave Hemmer
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Crary, Voice Vote: 4-0.
3. Approval of the minutes from the March 19th, 2024 meeting. Motion: Riebe, Second: Bremmer, Voice Vote: 4-0.

ACTION ITEMS

4. DISCUSSION AND ACTION: Claims – Action: To approve the claims as presented. Motion: Bremmer, Second: Crary, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Request from Chief Kyle Teynor to purchase a patrol boat from Lake Delton Police Department for \$12,000.00 using ARPA funds. – Action: To approve the purchase of the boat from Lake Delton Police Department for \$12,000.00 using ARPA Funds. Motion: Waller, Second: Bremmer, Voice Vote: 4-0.
6. DISCUSSION AND ACTION: Request from Chief Kyle Teynor to purchase Jersey Barrier for traffic control during parades and special events using ARPA funds. – Action: To approve up to \$10,000.00 from ARPA for the purchase of Jersey Barriers, Motion: Waller, Second: Crary, Voice Vote: 4-0.
7. DISCUSSION AND ACTION: Request from Street Superintendent to purchase a Telehandler using ARPA and/or Equipment Replacement Fund. – Action: To approve the purchase of the Telehandler and to use any remaining 2018 Capitol and the rest from ARPA. Motion: Riebe, Second: Bremmer, Voice Vote: 4-0.
8. Adjourn (6:54 P.M.) – Motion: Waller, Second: Crary, Voice Vote: 4-0.

Chad Abram, City Administrator

RESOLUTION 2024-03

DECLARING APRIL 26TH ARBOR DAY IN THE CITY OF PRAIRIE DU CHIEN

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT RESOLVED that I, Mayor David Hemmer, do hereby proclaim April 26th, 2024, as Arbor Day in the City of Prairie du Chien, and I urge all citizens to celebrate Arbor Day, support efforts to protect our trees and woodlands, and celebrate this year's Arbor Day with the 1st Grade Ceremony on St Feriole Island.

FURTHERMORE, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 16th day of April, 2024

_____ AYE _____ NO _____ ABSTAIN

Dave Hemmer, Mayor

Chad Abram, City Administrator



PROFESSIONAL SERVICES AGREEMENT

Project Number: 240019

This AGREEMENT (Agreement) is made today, April 16, 2024, by and between the CITY OF PRAIRIE DU CHIEN (Client) and VIERBICHER ASSOCIATES, INC. (Consultant), which agree as follows:

Project Name: Illinois Street Reconstruction

I. SCOPE OF PROJECT

This project includes the reconstruction of Illinois Street from Webster Street to Washington Street. The project includes the replacement of the street, sidewalk, curb and gutter, sanitary sewer, water main, and storm sewer. The City is pursuing funding for the project through the CDBG Public Facilities (PF) Program and the WDNR, SDWL, and CWF programs. Earlier this year, the City completed an income survey for the project to verify if the project would be eligible for a CDBG Grant application. The results of the survey showed the project area is LMI and the project is eligible. If awarded, the CDBG grant can fund up to \$1,000,000 of eligible costs. The CDBG Application deadline is May 16, 2024.

If funding is awarded, the schedule for this project includes constructing the project during the 2025 construction season. The preliminary opinion of probable cost for the project including engineering and contingency is \$1,899,000.

II. SCOPE OF SERVICES

General services include surveying and engineering for the design, permitting, bidding, and construction administration of the above-referenced project.

Specific services shall include the following:

1. Funding Phase

a) **WDNR Safe Drinking Water Loan Program and WDNR Clean Water Fund Program:**

- (1) Coordinate with the WDNR, City staff, and City's Bond Counsel as necessary to complete the WDNR applications and related documents.
- (2) Assist the City in completing the Financial Assistance Applications.
- (3) Assist the City in preparing the project budget worksheets.

- (4) Prepare an Environmental Review as required by the WDNR program.
- (5) Attend virtual meetings with the City as requested.
- (6) Incorporate required documents into the contract documents including:
 - (a) Davis-Bacon and Related Acts (DBRA) for federal labor standards.
 - (b) Disadvantaged Business Enterprise (DBE).
 - (c) Environmental Review,
 - (d) American Iron and Steel,
 - (e) And other requirements.
- (7) Assist the City to compile the requested documents and submit to the City and WDNR.

Note: The above application forms include information that needs to be completed by the client staff. If the water utility rates need to be increased in conjunction with this project, we assume the rate increase(s) will be prepared by the Village and the auditor. We will provide information for the rate increase

b) **CDBG PF Grant Application:**

- (1) Prepare a CDBG PF Grant Application.
 - (a) Prepare the Public Hearing notice and coordinate with the Client to get it published.
 - (b) Prepare agendas and resolutions required by the CDBG program.
 - (c) Prepare a preliminary CDBG PF application and review with the Client.
 - (d) Attend a Public Hearing as required by the CDBG program.
 - (e) Coordinate with the Client and assist with preparation of documents required by the CDBG program including: Procurement Policy, Citizen Participation Plan, Fair Housing Ordinance, Lobbying Certification, Statement of Assurances, Relocation Plan/Anti-Displacement Policy and Non-Violent Demonstration & Excessive Use of Force Policy.
 - (f) Prepare the final grant application, submit grant application to the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources (DEHCR) and respond to questions during the application review period.
- (2) Prepare biddable design plans and technical specs certified by a licensed architect/engineer as complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project.
- (3) Complete the Environmental Review Record in accordance with the CDBG requirements including the environmental assessment and preparation of the environmental documents and public notices.

2. Survey Phase

- a) **Topographic Site Map:** Complete a topographic site map that depicts existing features and conditions. The limits of the topographic site map shall extend 10 feet beyond each right-of-way and include existing surface features, utilities, roadway sections, and other elements that may affect the design. The Topographic site map shall include locating existing monumentation to the extent that said monumentation is in existence at the time the field work is completed. Consultant has not attempted to verify property boundaries and/or right-of-ways as a part of locating existing monumentation. Said monumentation may, or may not, represent actual property boundaries and/or right-of-ways and does not constitute a property or right-of-way survey.

The topographic site map shall depict the following items:

- (1) Features within the topographic site map limits include, but are not limited to, sidewalk, pavement, curb and gutter, curb cuts, driveways, utilities, utility poles, utility pedestals, utility structures, and signs.
- (2) Substantial, visible, above-ground structures and improvements, including any existing buildings, driveways, and parking lots lying within the exterior boundaries of the subject site.
- (3) Street trees and trees larger than 12" diameter at breast height (dbh).
- (4) Utilities shall be shown based on maps provided to the Consultant by the City, and as located in the field by Digger's Hotline. The size and invert elevation of sanitary sewers and storm sewers shall be measured by Consultant where practical. Where measurement of said utilities is not practical, size and invert elevations shall be shown based on available record drawings.
- (5) Topographic survey shots shall be taken at regular intervals and in sufficient detail to prepare a digital terrain model within the exterior boundaries of the subject site.
- (6) Contours at one-foot intervals shall be depicted. The Datum upon which the elevations and contours are based shall be noted on the face of the map, (i.e., assumed, NAVD27, NAVD88).

The topographic map does not constitute a boundary survey according to the Minimum Standards for Property Surveys, Chapter A-E7 of the Wisconsin Administrative Code. Consultant shall research available surveys of record and show the property boundary based on found surveys of record to the extent feasible.

3. Design Phase

- a) **Design Development:**
- (1) Conduct a kick-off meeting with the Client to review project requirements and design considerations.

- (2) Prepare a base map of the existing conditions for use in the design of the improvements.
 - (3) Complete a preliminary design of the desired street and utility improvements. The preliminary design shall be used to identify any design challenges or limiting features affecting the design. The preliminary design shall be shared with Client Staff to review prior to preparing the final design. Preliminary design shall be shared with Client Staff on an ongoing basis to discuss various elements as they become apparent. This scope includes up to two design phase meetings with Client Staff as necessary.
 - (4) Prepare a preliminary Opinion of Probable Cost based on the preliminary design for Client Staff to evaluate budget considerations.
 - (5) Determine potential conflicts between the proposed construction and existing dry utilities (gas, electric, communication, etc.)
 - (6) Coordinate with dry utilities to address any identified conflicts and/or consider any upgrades the utility company may be considering.
 - (7) Prepare final plans of the proposed improvements. Final plans shall include:
 - (a) Title Sheet
 - (b) Typical Sections and General Notes
 - (c) Existing conditions
 - (d) Legend and contact information
 - (e) Plan and Profile Sheets
 - (f) Traffic Control Plan
 - (g) Erosion Control Plan
 - (h) Construction details per City and/or regulatory standards
 - (8) Prepare project bidding documents.
 - (9) Update the Opinion of Probable Cost to reflect the final design and bid quantities.
 - (10) Design meetings with the Client are included as required during the design. In addition to design meetings, a Public Information Meeting, Public Works Committee Meeting, and Common Council meeting are also included.
- b) **Permit Applications:** Prepare and submit regulatory agency permits required to gain approval to construct the improvements. Permits anticipated to be required include:
- (1) WDNR Sanitary Sewer Extension
 - (2) WDNR Water Main Extension
 - (3) WDNR Notice of Intent (Per NR 151.24(3))
 - (4) BNSF Railroad Utility Crossing Permit

All necessary supplemental calculations for submittal of said permit applications are included in this item. All permit and review fees are the responsibility of the Client. Consultant shall coordinate with Client to obtain payment and submit fee with all permit or review applications.

III. Services Not Provided as Part of This Contract

Bidding, Construction Administration, Construction Staking, Construction Observation, Grant Administration, Boundary survey for areas outside the CSM, special assessments, grant applications and administration, lighting design, environmental studies, archaeological investigations, soil borings, stormwater management analysis, flood plain analysis, wetland delineations, public hearing representation, easements, negotiations for property rights acquisitions, resident inspection services and other detailed studies or investigations, unless specifically identified above, are not included as part of this work. Inspection or testing for hazardous materials such as asbestos, mold, lead paint or PCBs are also not included.

IV. Client Responsibilities

- A. Client shall be responsible for providing relevant existing documents to Consultant.
- B. Payment of fees for permit applications.

V. The schedule to perform the work is:

- A. Authorization to Proceed April 2024
- B. Complete Design & Permit Applications April 2024-June 2024
- C. Submit CDBG Permit Application May 16, 2024
- D. Submit WDNR SDWL & WDNR CWF Applications June 2024

VI. The fees for the work are as follows (fixed fee):

- A. The fees to provide the scope of services described herein is summarized as follows:

Funding Phase

1. CDBG Grant Application (Time & Expense)	\$6,200
2. WDNR SDWL & WDNR CWF Applications (Time & Expense)	\$7,500
3. Environmental Reviews (Time & Expense)	<u>\$6,000</u>
Survey Phase Total.....	\$19,700

Survey Phase

1. Topographic Survey (Fixed fee)	<u>\$8,500</u>
Survey Phase Total.....	\$8,500

Design Phase

1. Design Development (Fixed fee)	\$67,400
2. Preparation of Permit Applications (Fixed fee)	<u>\$13,500</u>
Design Phase Total	\$80,900

TOTAL **\$109,100**

Designated Project Representative: Consultant: Matt Muchow, PE, Project Manager
Client: Chad Abram, City Administrator


All services shall be performed in accordance with the General Terms and Conditions included in the Master Service Agreement (dated September 2006) executed with the Client. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

Client

Consultant

Chad Abram, City Administrator
City of Prairie du Chien
214 E. Blackhawk Avenue
Prairie du Chien, WI 53821
Phone: 608-326-6406
Fax: 608-326-8182



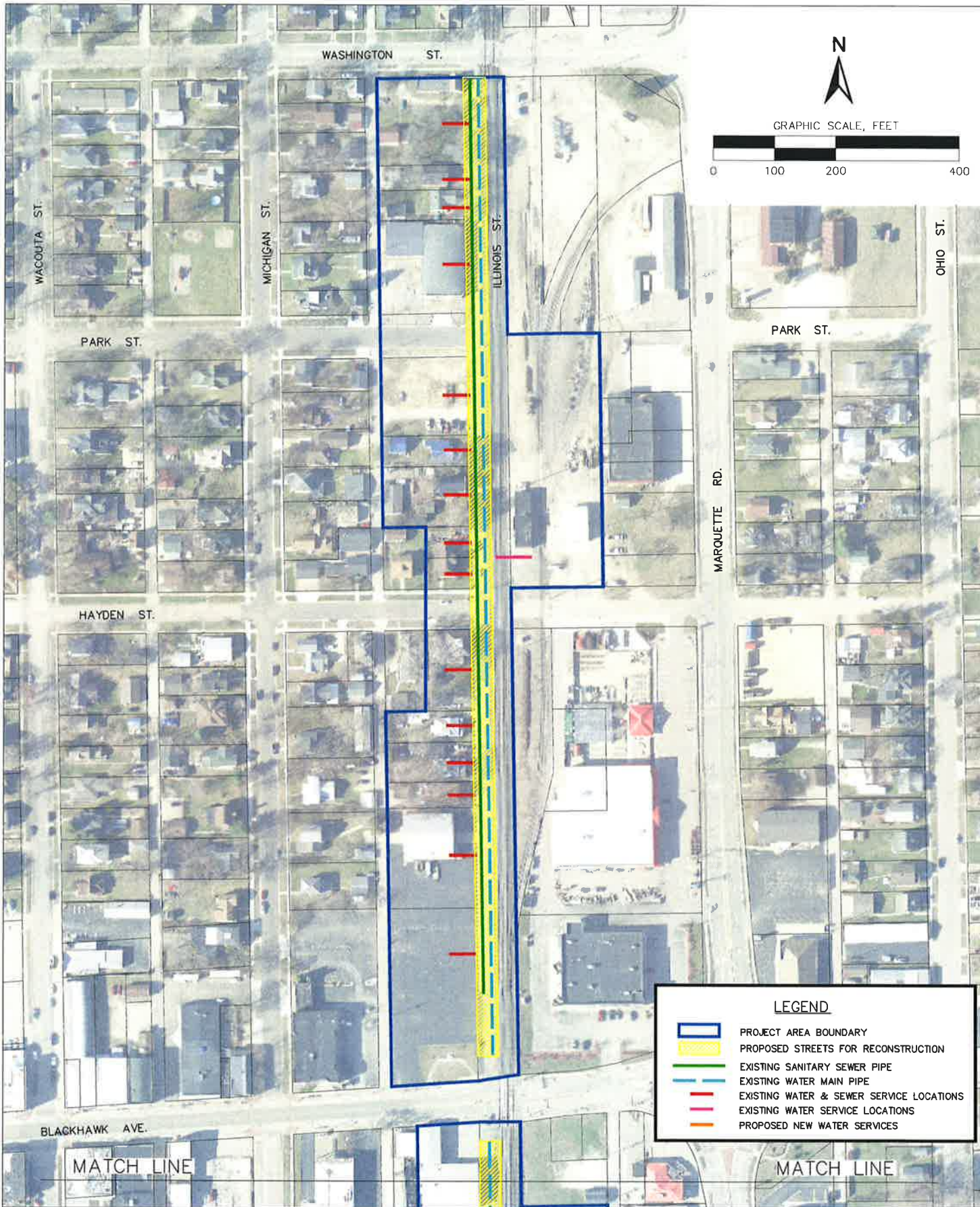
Craig E Mathews, PE, Principal
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Date








April 12, 2024

Date

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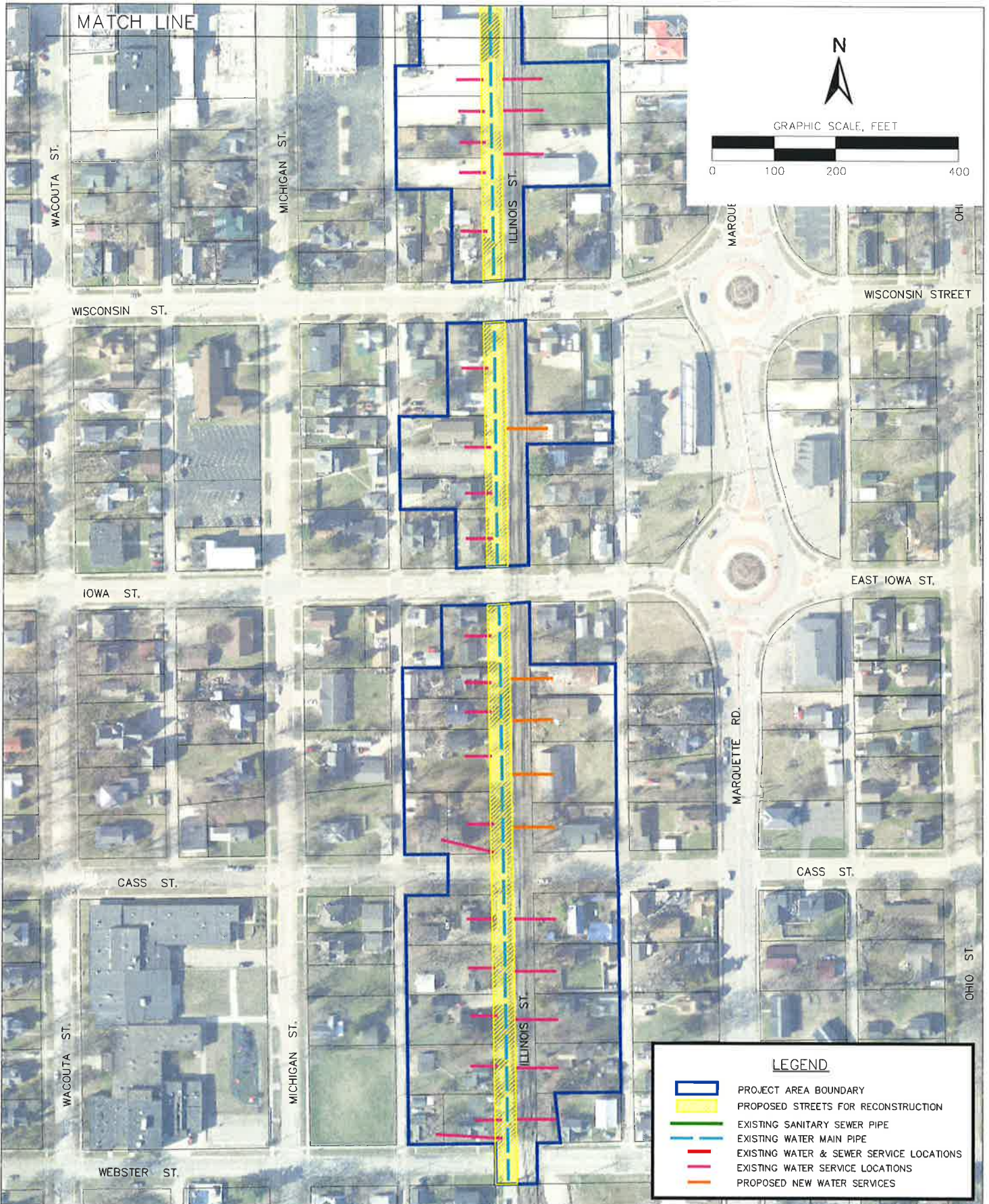
LEGEND

-  PROJECT AREA BOUNDARY
-  PROPOSED STREETS FOR RECONSTRUCTION
-  EXISTING SANITARY SEWER PIPE
-  EXISTING WATER MAIN PIPE
-  EXISTING WATER & SEWER SERVICE LOCATIONS
-  EXISTING WATER SERVICE LOCATIONS
-  PROPOSED NEW WATER SERVICES

PROJECT LOCATION MAP - NORTH
 CITY OF PRAIRIE DU CHIEN, WISCONSIN
 DECEMBER 8, 2023

vierbicher
 planners engineers advisors





PROJECT LOCATION MAP - SOUTH

CITY OF PRAIRIE DU CHIEN, WISCONSIN
 DECEMBER 8, 2023

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