

**CITY OF PRAIRIE DU CHIEN**

214 East Blackhawk Avenue - PO Box 324 - Prairie du Chien, WI 53821 \* Phone: (608) 326-6406

[Prairie du Chien, WI \(govoffice3.com\)](http://prairie.du.chien.wi.govoffice3.com)

Notice is hereby given according to State Statutes that the **COMMON COUNCIL** of the City of Prairie du Chien will meet on **Tuesday, July 2, 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 <https://us02web.zoom.us/j/86905455865>**

*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, July 2, 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 – June 18, 2024
- B. FINANCE – June 18, 2024
- C. PUBLIC WORKS – June 18, 2024

**D. Street Closure Permit for the Prairie du Chien K9 Foundation on October 12, 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**

**8. CITY ADMINISTRATORS REPORT**

**9. COMMITTEE REPORTS AND ACTION**

**A. FINANCE**

1. DISCUSSION AND ACTION: Claims

**B. PUBLIC WORKS**

1. DISCUSSION AND ACTION: ORDINANCE 2024-07 REPEALING AND RECREATING CHAPTER 11.15 (COMPOST AND BRUSH SITE) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN.

2. DISCUSSION AND ACTION: ORDINANCE 2024-08 REPEALING AND RECREATING SECTION 7.06(20) (SPECIFIC PARKING AND TRAVEL REGULATIONS MICHIGAN STREET) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN.

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

**A. DISCUSSION AND ACTION:** on a) preparing and issuing the request for proposals (RFP) for the City's shared-ride taxi service (Coulee Cab), b) naming the procurement administrator, and c) appointing the evaluation team.

**11. OLD BUSINESS**

**12. ADJOURN TO CLOSED SESSION**

**A. Under Wisconsin State Statutes 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. – R.E. Contract Agreement**

**13. CONVENE INTO OPEN SESSION**

**14. ACTION FROM CLOSED SESSION**

**15. ADJOURN**

*Chad Abram*

**Chad Abram, City Administrator**

**NOTE: The next regularly scheduled Council meeting will be Tuesday, July 16, 2024.**

Agenda posted at City Hall on June 28, 2024 at 2:00 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 June 18, 2024

A meeting of the Prairie du Chien Common Council was held on Tuesday, June 18, 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. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, City Planner Nate Gilberts, Street Superintendent Nick Gilberts, and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Ingham, Second: Cray, Roll Call Vote: 8-0
3. Pledge of Allegiance: Waller

### 4. PUBLIC HEARINGS

#### 5. CONSENT AGENDA:

- A. COMMON COUNCIL – June 4, 2024
- B. FINANCE – June 4, 2024
- C. PERSONNEL – March 11 and 19, 2024
- D. PUBLIC WORKS – March 19, 2024
- E. Parade for St. Feriole Island Memorial Gardens (4th Ward Club) – July 4 from 9-10 in the morning on St. Feriole Island.
- F. Fireworks for Firefighters Community Fun Day – July 13, 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 approve the consent agenda. Motion: Riebe, Second: Waller, Voice Vote: 8-0.

### 6. ITEMS REMOVED FROM CONSENT AGENDA

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

- A. DISCUSSION AND ACTION: RESOLUTION 2024-15 DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING. THIS IS PART OF THE ILLINOIS STREET PROJECT THAT WE RECENTLY APPLIED FOR A CDBG GRANT. – Action: To adopt Resolution 2024-15 and waive the first and second reading. Motion: Ingham, Second: Cray, Voice Vote: 8-0.
- B. DISCUSSION AND ACTION: RESOLUTION 2024-16 RESOLUTION RECOMMENDING ADOPTION OF THE PUBLIC PARTICIPATION PLAN FOR THE CITY OF PRAIRIE DU CHIEN COMPREHENSIVE PLAN UPDATE. – Action: To approve Resolution 2024-16 and waive the first and second reading. Motion: Ingham, Second: Ringgold, Voice Vote: 8-0.

## 8. CITY ADMINISTRATORS REPORT

- Public Safety Center – Update – Looking to close on the property this week, when all the paperwork is completed. Our portion is done and has been sent. The team met last week and we did a lot of internal electric, HVAC, and water/sewer with engineers on the project with SEH.
- As of now the Jet Ski races are still scheduled for this coming weekend.
- Swim Lessons started this week and keep an eye of Facebook when the pool will be closed for swim meats.
- Sealcoating on Dousman from Blackhawk Ave to Dunn Street is tentatively scheduled within the next two weeks. Please keep an eye of Facebook or our web page [Prairie du Chien, WI \(cityofpdc.com\)](http://cityofpdc.com)
- There was a good turnout for the Rendezvous and I was informed they did a wonderful job cleaning up. So, thank you to all vendors, campers, workers, and visitors.
- Tina informed me that the audit should be completed within the next two weeks.

## 9. COMMITTEE REPORTS AND ACTION

### A. FINANCE

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

### B. PERSONNEL

1. DISCUSSION AND ACTION: License Renewals – A list of the license applicants is included in the packet. – Class A Retail Fermented Malt Beverage, Class A Retail Liquor, Class A Liquor (Cider Only) Class B Fermented Malt Beverage, Class B Intoxicating Liquor, Cigarette and Tobacco Products Retail Licenses, Dance Licenses, Transient Room Permit, and Amusement Devices. Riebe left at 7:11 P.M.– Action: To approve all the licenses as presented. Motion: Ingham, Second: Kiesau, Voice Vote: 7-0. Riebe returned at 7:12 P.M.

### C. PUBLIC WORKS

1. DISCUSSION AND ACTION: Parking in and around Cecil Smith Ball Park, including Handicap Stalls. – Action: To accept the recommendation from the Public Works Committee. Motion: Riebe, Second: Ingham, Voice Vote: 8-0.

2. DISCUSSION AND ACTION: Compost Site updates and changes. – Action: To accept the recommendation from the Public Works Committee for compost and brush site. Motion: Riebe, Second: Ingham, Voice Vote: 8-0.

10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment) – Aldermen Ringgold looking for creating safer crosswalks with more lighting.

## 11. OLD BUSINESS

- A. DISCUSSION AND ACTION: Approval of the 2nd Fort Crawford District Design Standards. This District was approved by the Common Council on November 2, 2021. The Design and Preservation Committee approved the standards at their May 6 meeting. – Action: To approve of the 2nd Fort Crawford District Design Standards. Motion: Riebe, Second: Waller, Voice Vote: 8-0.

12. ADJOURN (7:27 P.M.) – Motion: Ingham, Second: Granzow, Voice Vote: 8-0.

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Chad Abram, City Administrator

### **RESOLUTIONS PASSED**

**RESOLUTION 2024-15 DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING. THIS IS PART OF THE ILLINOIS STREET PROJECT THAT WE RECENTLY APPLIED FOR A CDBG GRANT.**

**RESOLUTION 2024-16 RESOLUTION RECOMMENDING ADOPTION OF THE PUBLIC PARTICIPATION PLAN FOR THE CITY OF PRAIRIE DU CHIEN COMPREHENSIVE PLAN UPDATE.**

## MINUTES OF THE FINANCE COMMITTEE- June 18, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, June 18, 2024 at 6:15 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:15 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, City Clerk/Treasurer, Street Superintendent Nick Gilberts and Mayor Dave Hemmer.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.
3. Approval of the minutes from the June 4, 2024 meeting. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.

### **ACTION ITEMS**

4. DISCUSSION AND ACTION: Claims – Action: To approve the claims as presented. Motion: Kiesau, Second: Crary, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Installation of cameras at the Villa Louis Boat Landing, Cecil Smith Concession Stand, and St. Feriole Island Legion Baseball Concession Stand. All of the work will be completed by T.C. Networks using ARPA Funds. – Action: To approve the boat landing cameras for \$5,561.90 using ARPA funds. Motion: Waller, Second: Crary, Voice Vote: 4-0.
6. DISCUSSION AND ACTION: Request from the Prairie du Chien Library Board for \$2,400.00 in ARPA Funds to replace 4 computers at the Public Library. – Action: To approve buying 4 computers for \$2,400.00 using ARPA Funds at the Public Library. Motion: Crary, Second: Kiesau, Voice Vote: 4-0.
7. DISCUSSION AND ACTION: Prairie du Chien Street Department looking to sell old street roller and bucket truck and funds from the sale placed in the Equipment Replacement Fund. – Action: To approve the sale of the old street roller and bucket truck on Wisconsin Surplus Auction and funds from sale to be placed in the Equipment Replacement Fund. Motion: Waller, Second: Kiesau, Voice Vote: 4-0.
8. DISCUSSION AND ACTION: Prairie du Chien Street Department looking to purchase a smaller street roller and trailer for hauling heavy equipment around town. Funds for this purchase could be paid from ARPA and Equipment Replacement Fund. – Action: To approve \$22,825.00 to purchase a used smaller roller and a trailer for the Street Department using funds from the Equipment Replacement Fund. Motion: Kiesau, Second: Ringgold, Voice Vote: 4-0.
9. Adjourn (6:42 P.M.) – motion: Kiesau, Second: Crary, Voice Vote: 4-0.

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**Chad Abram, City Administrator**

## **MINUTES OF THE PUBLIC WORKS COMMITTEE – June 18, 2024**

A meeting of the City of Prairie du Chien Public Works Committee was held on Tuesday, June 18, 2024, at 5:30 P.M. in City Hall. The meeting was called to order at 5:30 P.M.

### **GENERAL ITEMS TO BE ACTED UPON**

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

### **ACTION ITEMS**

4. DISCUSSION AND ACTION: Parking in and around Cecil Smith Ball Park, including Handicap Stalls. – Action: Direct city staff to create an Ordinance allowing for continuous one-way traffic south on Michigan Street from Taylor Street to Mooney Street, with angle parking on Michigan Street on the west side and create 4-5 handicap stalls for parrel parking on the east side. Motion: Riebe, Second: Bowar, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Compost Site updates and changes. Action: Direct staff to keep compost site open 7 days a week, not to allow shrubs at the compost site and open brush site the 1<sup>st</sup> Monday of each month from 8-12. Motion: Riebe, Second: Ingham, Voice Vote: 4-0.
6. DISCUSSION AND ACTION: Creating a 4 way stop at Beaumont Road and Washington Street. – No action was taken.
7. ADJOURN (6:01 P.M.) – Motion: Bowar, Second: Granzow, Voice Vote: 4-0.

Submitted by Chad Abram, City Administrator



**CITY OF PRAIRIE DU CHIEN**

214 East Blackhawk Avenue

PO Box 324

Prairie du Chien, WI 53821

Phone: 608-326-6406

FAX: 608-326-8182

**APPLICATION FOR STREET PARTY/CLOSURE PERMIT**

Name of Applicant Prairie du Chien Police Dept Foundation Phone No. (608) 326-2421

Address 228 N. Beaumont Rd. Prairie du Chien, WI 53821

Street City State Zip

Responsible Person (if other than applicant) Kyle Teymer

Address 228 N Beaumont Rd Prairie du Chien, WI 53821

Street City State Zip

Area Requested 100 Blk N Wackerly Ave.

Date 10/12/24 Starting Time 6:00am Ending Time 12:00am

Approximate number of persons for who proposed street area is being requested 400

Proposed use for which Street Use Permit is being requested (describe in detail)  
PAC & 9 unit Tailgate fundraiser. We will have a meal, raffle, & kids games throughout the day. Raise funds for the 9 unit.

**APPLICATION FEE: \$25**

Include Petition for Street Use Permit when submitting application, signed by a majority of property owners fronting the street to be closed.

12-1-23  
Date

[Signature]  
Signature

**FOR ADMINISTRATIVE USE ONLY**

Approval of City Administrator \_\_\_\_\_ Date \_\_\_\_\_

Approval of Public Works \_\_\_\_\_ Date \_\_\_\_\_

Permit Issued \_\_\_\_\_ Permit Number \_\_\_\_\_

*Rec'd 6-12-2024*





**CITY OF PRAIRIE DU CHIEN**

214 East Blackhawk Avenue

PO Box 324

Prairie du Chien, WI 53821

Phone: 608-326-6406

FAX: 608-326-8182

**PETITION FOR STREET USE PERMIT**

We, the undersigned residents of the 100 hundred block of N. Wilcox Ave (Street, Ct., Lane, Avenue, Blvd.) in the City of Prairie du Chien, hereby consent to the use of this street between the hours of 6:00am and 12:00am on Saturday, the 13th day of October, 2024 for the purpose of Prairie du Chien K-9 Unit Trailgate Fundraiser and do hereby consent to the City of Prairie du Chien to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Prairie du Chien shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for the event to last later than 11:00 p.m. on the date hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate Kyle Teyner as the responsible person or persons who shall apply for an application for a Street Use Permit.

Scott Schuh  
Nicholas J. Ditty  
Nicholas J. Ditty  
Mary Peterson

Jim's Bar  
Bee Kind Floral  
Gullitzer Law Office  
Kramer Real Estate Auction

**ORDINANCE 2024-07**

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**REPEALING AND RECREATING CHAPTER 11.15 (COMPOST AND BRUSH SITE)  
OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD  
COUNTY, WISCONSIN**

Purpose: The purpose of this Ordinance is to enforce rules established by the Common Council in the City of Prairie du Chien.

The Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, does ordain as follows:

**Section 1:** That Chapter 11.15 (Compost and Brush Site) of the Municipal Code of the City of Prairie du Chien, Wisconsin be created to read as follows:

**11.15 (Compost and Brush Site)**

(a)The City of Prairie du Chien Compost and Brush Site will accept materials from City of Prairie du Chien property owners only and must be from a property within the city limits.

(b)The compost site hours of operation are from 8 A.M. to 7 P.M. Monday thru Sunday from April 1st to November 30th (closed holidays). The following materials are acceptable for disposal at the compost site: leaves, grass clippings, garden waste, sod, flowers, corn stalks.

(c)The brush site hours of operation are from 8 A.M. to 12 P.M. the second and third Saturday and the first Monday of the Month from April through second week of November. The following materials are acceptable for disposal at the brush site: brush, branches and tree limbs under 6 inches in diameter. Brush from contractors will not be accepted.

**Section 2:** Any Ordinance or parts thereof, inconsistent herewith are hereby repealed.

**Section 3:** This Ordinance shall be published as required by law after passage by the Common Council.

Passed and approved this \_\_\_ day of \_\_\_\_, 2024

\_\_\_\_\_  
David Hemmer, Mayor

ATTEST:

\_\_\_\_\_  
Chad Abram, City Administrator

\* \* \*

Certification

I, Tina Fuller, am the duly qualified and acting City Clerk of the City of Prairie du Chien, Crawford County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Common Council.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on the \_\_\_ of \_\_\_, 2024.

(SEAL)

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Tina Fuller  
City Clerk

# ORDINANCE 2024-08

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## AN ORDINANCE REPEALING AND RECREATING SECTION 7.06(20) (SPECIFIC PARKING AND TRAVEL REGULATIONS MICHIGAN STREET) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN

The Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, does hereby ordain as follows:

**Section 1:** That Section 7.06(20) of the Municipal Code of the City of Prairie du Chien, Wisconsin be repealed and re-created to read as follows:

### 7.06 SPECIFIC PARKING AND TRAVEL REGULATIONS

#### (20) MICHIGAN STREET

- (a) No person may park, stop or stand any motor vehicle, except busses or other school district approved vehicles on the 400 block of South Michigan Street on the west side, at B.A. Kennedy Grade School.
- (b) Michigan Street will have a continuous one-way traffic to the south from Blackhawk Avenue to Mooney Street.
- (c) The 700 block of south Michigan Street will have diagonal parking on the west side and handicap parrel parking stalls on the east side of South Michigan between Taylor Street and Mooney Street.

**Section 2:** Any Ordinance or parts thereof inconsistent herewith are hereby repealed.

**Section 3:** This Ordinance shall be effective from and after its passage and publication as required by law.

Passed and approved this \_\_\_\_ of July, 2024.

\_\_\_\_\_  
David Hemmer, Mayor

ATTEST:

\_\_\_\_\_  
Chad Abram, City Administrator

\* \* \*

Certification

I, Tina Fuller, am the duly qualified and acting City Clerk of the City of Prairie du Chien, Crawford County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Common Council.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on \_\_\_November, 2020.

(SEAL)

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Tina Fuller  
City Clerk



## City of Prairie du Chien Municipal Offices

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214 East Blackhawk Avenue, PO Box 324, Prairie du Chien, WI 53821  
Phone: (608) 326-6406 Fax: (608) 326-8182

June 28, 2024

To Prairie du Chien Common Council

From: Nate Gilberts, City Planner

RE: Shared Ride Taxi Procurement

The City of Prairie du Chien's current Shared Ride Taxi Contract with Running, Inc., operators of Coulee Cab, is set to expire at the end of this year. Every five years we solicit bids for the next contract. We generally do a two year contract with options for 3 individually additional years, yearly after the first two years.

This is a rather lengthy process that begins in the middle of the year and the DOT has just released the materials for us to start the current bidding process paperwork. Part of the requirements include naming a Procurement Administrator which has historically been the City Planner. The other requirement is selecting a small group of individuals to serve as Evaluation Team members (generally 3 people). I have confirmation that Kyle Teynor, Roby Fuller, and Allie Thorton.

Staff recommends approving these appointments.