

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, September 17, 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, September 17, 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 – September 3 and 11, 2024
- B. FINANCE – September 3 and 11, 2024
- C. PARK BOARD – April 17 and June 19, 2024
- D. DESIGN AND PRESERVATION COMMISSION – May 6, 2024
- E. PUBLIC SAFETY BUILDING COMMITTEE – February 20, 2024
- E. Parade Permit PDC High School Homecoming Parade, October 2, 2024
- F. Parade Permit PDC Annual Holiday Parade, December 6, 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

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

- A. DISCUSSION AND ACTION: 2023 Audit presented by Lauterbach & Amen, LLP

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. Lot Sale-Woodridge Acres

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, October 1, 2024.

Agenda posted at City Hall on September 13, 2024 at 3:00 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 September 3, 2024

A meeting of the Prairie du Chien Common Council was held on Tuesday, September 3, 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 – Crary, Waller, Bremmer, Riebe, Bowar, Ingham, Granzow and Ringgold. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, City Planner Nate Gilberts, Utility Director Larry Gates, and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
Motion: Bremmer, Second: Ingham, Roll Call Vote: 8-0
3. Pledge of Allegiance: Bremmer

4. PUBLIC HEARINGS

5. CONSENT AGENDA

- A. COMMON COUNCIL – August 20, 2024
- B. FINANCE – August 20, 2024
- C. PERSONNEL – August 6, 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: Crary, Second: Ringgold, Voice Vote: 8-0.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT – Special Council Meeting 09/11/24 at 5:30 P.M., Comprehensive Plan on the website at www.cityofpdc.com , Activity Guide is out and thank you to Peoples State Bank for the sponsor of the guide. Public Information meeting was held for the Hayden Street extension.

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

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

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

A. DISCUSSION AND ACTION: Professional Services Agreement with Vierbicher Associates, INC for general services include preparing a well site investigation report for WDNR approval for proposed Well No. 5. The services shall also include a preliminary funding analysis to help fund the improvements. – Action: To approve the PSA with Vierbecher and Associates. Motion: Ingham, Second: Bowar, Voice Vote: 8-0.

11. OLD BUSINESS

MINUTES OF THE SPECIAL COMMON COUNCIL September 11, 2024

A special meeting of the Prairie du Chien Common Council was held on Wednesday, September 11, 2024 at 5:30 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 5:30 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Waller, Granzow, Bremmer, Riebe, Ringgold, Ringgold in attendance, Crary, Ingham, and Bowar. City Staff present, City Administrator Chad Abram, Mayor Dave Hemmer, Police Chief Kyle Teynor, Fire Chief Tad Beutin, Firefighters Rickleff and Mezera, City Planner Nate Gilberts, Public Safety Building Committee members, Charlie Connell, and Nick Gilberts.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Ingham, Roll Call Vote: 8-0
3. Pledge of Allegiance - Bremmer

4. ADJOURN TO CLOSED SESSION (5:31 P.M.) – Motion: Riebe, Second: Ingham, Roll Call Vote: 8-0.

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. Public Safety Center

5. CONVENE INTO OPEN SESSION (6:56 P.M.) – Motion: Waller, Second: Ingham, Voice Vote: 8-0.

6. ACTION FROM CLOSED SESSION - None

7. ADJOURN (6:57 P.M.) – Motion: Ingham, Second: Crary, Voice Vote: 8-0.

Chad Abram, City Administrator

MINUTES OF THE FINANCE COMMITTEE- September 11, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, September 11, 2024 at 4:30 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 4:30 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present Ringgold arrived at 5:02 P.M. City staff present City Administrator Chad Abram, and City Clerk/Treasurer Tina Fuller.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Crary, Voice Vote: 3-0.

ACTION ITEMS

3. DISCUSSION AND ACTION: 2025 Budget Revenues. No action.
5. Adjourn (5:23 P.M.) – Motion: Bremmer, Second: Crary, Voice Vote: 4-0.

Chad Abram, City Administrator

MINUTES OF THE PARK BOARD- April 17, 2024

A meeting of the Prairie du Chien Park Board was held on Wednesday, April 17, 2024 at 5:00 P.M. in Conference Room 2. Chairperson Mike McCoy called the meeting to order at 5:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Present: Mike McCoy, Beth Wagner, Lydia Holt, Nick Pedretti, Kayla Ingham. Absent- Angie Kramer. Also present: Director Mike Wallace, Mike Ulrich, Jareen Riebe, Bob and Cathy Witt, and public members for the dog park.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Pedretti, Second: Holt, Voice Vote: 4-0.
3. Approval of the Minutes from the February 7, 2024. – Motion: Pedretti, Second: Holt, Voice Vote: 4-0.

ACTION ITEMS

4. UPDATE: Activity Guide/Concerts on the River – Director Mike Wallace gave an update on the Spring/Summer activity guides. They are completed and in the process of getting printed. They will be distributed to the public the week of April 22. The Concerts on the River Music Series has completed the line up and will start on June 6 and run through August 22. No concert on July 4.
5. DISCUSSION AND ACTION: Dog Park – Citizens that visit the Prairie du Chien Dog Park requested to be on the agenda to ask questions about the dog park. Chair Mike McCoy gave background information on why the firepit and the non-active fire hydrant were removed from the park. It was a safety concern and a dog was cut by the fire hydrant. Citizens asked questions about the dog park budget, donations, reseeding the grass, and picnic tables. The Director and Park board members answered these questions. A request for an additional picnic table was made. Director Wallace will ask Public Works for one, if possible. It was also determined that what you bring into the dog park, you take out. Toys, water dishes, etc. No Action Taken.
6. DISCUSSION AND ACTION: Rendezvous 2024– The application for the 2024 Rendezvous in Prairie du Chien was submitted. Jareen Riebe asked if the Memorial Gardens were going to be blocked off by the fencing. According to the map of the fence, there will still be access to the gardens from multiple access points. Motion: Pedretti, Second: Wagner. Voice Vote: 4-0
7. DISCUSSION AND ACTION: Fire Department Flea Market 2024 – The application for the 2024 Fire Department Flea Market in Prairie du Chien was submitted. Fees will be waived for this event. Motion: Wagner. Second: Pedretti. Voice Vote: 4-0
8. DISCUSSION AND ACTION: Fire Department Family Fun Day - The application for the 2024 Fire Department Family Fun Day in Prairie du Chien was submitted. Fees will be waived for this event. –Motion: Wagner, Second: Pedretti. Voice Vote: 4-0
9. DISCUSSION AND ACTION: Little League 2024- The application for the usage of Cecil Smith and Lochner baseball and softball fields from 4/1/24-7/31/24. Fee totals will be determined

after the number of field preps necessary are known. Motion: Pedretti, Second: Holt. Voice Vote: 4-0

10. DISCUSSION AND ACTION: Swim Team Starting Blocks — The request to purchase 6 new starting blocks was made by Director Wallace. This will be at no cost to the city because they will be purchased through donations. The requirement for the donations were to be used for starting blocks and that they need to be ready to use by June 10, 2024. Director Wallace had to make sure that the blocks were the correct for the pool and the anchors could be installed. The Park Board made a motion to move forward with this process to purchase the starting blocks. Motion: Holt, Second: Pedretti. Voice Vote: 4-0

11. DISCUSSION AND ACTION: Pool Pass Sitter Fee—Add sitter on the family pass when the sitter is with the family they are sitting. Holt, Second: Wagner. Voice Vote: 4-0

12. DISCUSSION AND ACTION: Special Olympics Disc Golf Fundraiser – The application for the 2024 Special Olympics Disc Golf Fundraiser was submitted. The fees for this event will be waived. Motion: Holt, Second: Wagner. Voice Vote: 4-0

13. ADJOURN (6:50P.M.) – Motion: McCoy, Second: Pedretti, Voice Vote: 4-0.

Next Meeting: June 19th, 2024.

MINUTES OF THE PARK BOARD- June 19, 2024

A meeting of the Prairie du Chien Park Board was held on Wednesday, June 19, 2024 at 5:00 P.M. in Conference Room 2. Chairperson Mike McCoy called the meeting to order at 5:03 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Present: Mike McCoy, Nick Pedretti, Katherine Achenbach, and Kayla Ingham. Absent- Beth Wagner and Lydia Holt. Also present: Director Mike Wallace.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Pedretti, Second: Achenbach, Voice Vote: 3-0.
3. Approval of the Minutes from the April 17, 2024. – Motion: Pedretti, Second: McCoy, Voice Vote: 3-0.

ACTION ITEMS

4. UPDATE: Pool and Summer Activities: Director Mike Wallace gave an update on the pool and the summer activities that will be taking place in the next few months. Pool is open and swim lessons are planned and filling up. Swim team practices have started. New starting blocks are set to be shipped on July 10th. Events happening include: Rendezvous/Flea Market, PDC FD Family Fun Day, Jet Ski Races, Circus, Concerts on the River, Blues Fest, and Little League games. Programs happening include: Tee-Ball, Tot Lots, and JR Golf.
5. UPDATE: Dog Park Agility Equipment: The agility equipment that the funds were donated by the George Family Foundation were ordered and are set to be delivered by the end of August.
6. DISCUSSION AND ACTION: Ordinance 15:15 – Action: To change the ordinance to: Pets shall be permitted to all parks, trails, and campground areas, but must be kept on a leash at all times. During special events, the city administration has authority to implement pet restrictions. Motion: Achenbach, Second: Pedretti. Voice Vote: 3-0
7. DISCUSSION AND ACTION: Fort Fun – The Park Board would like to explore new options to go forward with Fort Fun. Tabled for further discussion.
8. DISCUSSION AND ACTION: Wisconsin Historical Society Displays – Action: Director Mike Wallace to move forward with bringing the History Walk Displays to Prairie du Chien in Lucky Park. Motion: McCoy, Second: Achenbach. Voice Vote: 3-0
9. ADJOURN (6:00P.M.) – Motion: Pedretti, Second: Achenbach, Voice Vote: 3-0.

Next Meeting: August 21, 2024.

Minutes of the Design and Preservation Commission – May 6, 2024

A meeting of the City of Prairie du Chien Design and Preservation Commission was held on Monday, April 8, 2024 at 5:00 PM in City Hall. Chairperson Chad Fradette called the meeting to order (5:00pm)

ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call** -. Chad Fradette (by phone), Janet Finn, Tammy Katzung, Linda Munson, Kelssi Ziegler, Tom Swenson. Absent: Char Bender. Others Present: Nate Gilberts & Cassie Rickleff.
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – Motion: Ziegler Second: Finn Vote: 6-0
- 3. APPROVAL** - Minutes of the November 13, 2023 meeting - Motion: Munson Second: Fradette Vote: 6-0
- 4. Discussion and Action 2nd Fort Crawford District Design Standards** Action: To approve the design standards for the 2nd Fort Crawford District. Motion: Ziegler, Second: Finn. Vote 6-0.
- 5. Adjournment. (5:20pm)** Motion: Ziegler, Second: Munson.

Submitted by Cassie Rickleff

MINUTES OF THE PUBLIC SAFETY CENTER COMMITTEE – Tuesday, February 20, 2024

A meeting of the City of Prairie du Chien Public Safety Center Committee was held on Tuesday, February 20, 2024 at 4:30 P.M. at the Prairie du Chien City Hall.

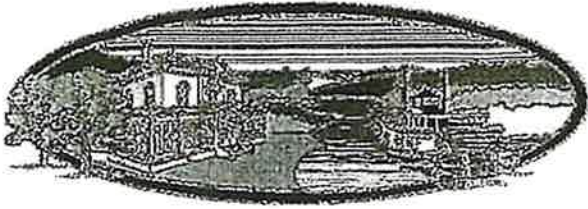
GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Charlie Connell, Vicki Waller and Nick Gilberts. Doug Morris and Curt Kramer absent. City Staff present – City Administrator Chad Abram, City Planner Nate Gilberts, Fire Chief Tad Beutin, Police Chief Teynor
2. Certification of the open meeting law agenda requirements and approval of the agenda - Motion: Waller, Second: Gilberts, Voice Vote: 3-0.
3. Approval of the minutes from the January 24, 2024 meeting. Motion: Gilberts, Second: Waller, Voice Vote: 3-0.

ACTION ITEMS

4. DISCUSSION AND ACTION: Awarding an Architect and Design Firm for the Public Safety Center. – Action: To approve Short Elliot Hendrickson for Professional Design Services for the Public Safety Center in Prairie du Chien. Motion: Connell, Second: Waller, Voice Vote: 3-0.
5. Adjourn (4:50 P.M.) – Motion: Waller, Second: Gilberts, voice Vote: 3-0.

2024-02



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

SPECIAL EVENT/PARADE PERMIT APPLICATION (\$25 FEE)

HOW TO APPLY: Applications shall be made in writing on the form prescribed by law and filed with the City Administrator who may issue the same after appropriate review by the Co-Public Works Managers, the Parks and Recreation Director, the City Administrator, and the Chief of Police. All applications shall be filed no less than fifteen (15) days and no more than sixty (60) days prior to the parade or special event. Approval of the permit must be granted by the Common Council to the special event or parade. NOTE: Violation of this Ordinance shall subject anyone convicted of same to penalties as set forth in sec. 25.04 of the Municipal Code of the City of Prairie du Chien.

Applicant Name: Robert Maser

Organization Name: Prairie du Chien Area Chamber of Commerce

Mailing Address: 211 S. Main Street

City, State, Zip: Prairie du Chien, WI 53821

Phone: 326-8555 Fax: _____

Event Chair/Contact Person: Same

Chair/Contact Phone: Same

Title of Event: Prairie du Chien Annual Holiday Parade

Date of Event: 12/6/2024

Hours: 5:30 p.m. Start Time 6:30pm End Time

Estimated Number of Units/People 35-40

Brief Description of Event:
Annual Holiday Costumes Parade to promote
Shop Local Campaign

(PLEASE COMPLETE BOTH SIDES OF APPLICATION)

(1)

Rec'd 1-24-2024

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Has your route been reviewed and approved by the Police Department? YES NO
2. Will the event include animals? YES NO
3. Do you anticipate the event will require additional services from the City of Prairie du Chien, including police, fire protection, or streets? YES NO
- If Yes, please explain: power to direct traffic

4. Will the event require reservation of City park space? YES NO
5. Will the event require the closure of any City streets or roadways? YES NO

If you answered "yes" to Question 4 or 5, additional applications for Park Use Permit and/or Street Closure Permit will be required.

6. Please explain the medical services and the service provider at the event:
- _____
- _____

Robert Moses
SIGNATURE OF APPLICANT

1-23-2024
DATE

**DETAILED DESCRIPTION OF ACTIVITIES, EVENT MAP, AND/OR ROUTES
MUST BE ATTACHED OR APPLICATION WILL NOT BE ACCEPTED.**

For Administrative Use Only

Date Filed with Clerk: 1-24-2024

Forwarded to Police Chief: _____

Recommendation: _____ Approved Denied

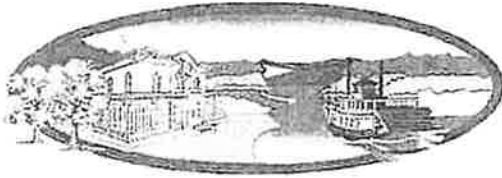
Permit Issued: _____ (The fee shall be set at \$25.00.)

Permit Number: _____

Copies Provided to: Police Chief Fire Chief Park Director
 Council Public Works

(PLEASE COMPLETE BOTH SIDES OF APPLICATION)
(2)

Paid \$25 (\$50 Holiday
+ St Pats
1-29-2024)



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

SPECIAL EVENT/PARADE PERMIT APPLICATION (\$25 FEE)

HOW TO APPLY: Applications shall be made in writing on the form prescribed by law and filed with the City Administrator who may issue the same after appropriate review by the Street Superintendent, the Parks and Recreation Director, the City Administrator, and the Chief of Police. All applications shall be filed no less than fifteen (15) days and no more than sixty (60) days prior to the parade or special event. Approval of the permit must be granted by the Common Council to the special event or parade. NOTE: Violation of this Ordinance shall subject anyone convicted of same to penalties as set forth in sec. 25.04 of the Municipal Code of the City of Prairie du Chien.

Applicant Name: Paula Shedin / Heather DeBruin
Organization Name: PDC High School
Mailing Address: 800 E. Crawford
City, State, Zip: Prairie du Chien, WI 53821
Phone: 608-326-3757 Fax: _____
Event Chair/Contact Person: Paula Shedin
Chair/Contact Phone: 608-326-3757
Title of Event: H.S. Homecoming Parade
Date of Event: Wed, Oct 2, 2024
Hours: _____
6:00 pm 7:00 pm
Start Time End Time
Estimated Number of Units/People 15-20 people

Brief Description of Event:

Start Bluffview N.S. E. Wells to S. Fremont to E Taylor to State St. to Dousman to back parking lot of High School

(PLEASE COMPLETE BOTH SIDES OF APPLICATION)

(1)

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Has your route been reviewed and approved by the Police Department? YES NO
2. Will the event include animals? Rivers + Bloss YES NO
3. Do you anticipate the event will require additional services from the City of Prairie du Chien, including police, fire protection, or streets? YES NO

If Yes, please explain: Help w/ traffic

4. Will the event require reservation of City park space? YES NO
5. Will the event require the closure of any City streets or roadways? YES NO

If you answered "yes" to Question 4 or 5, additional applications for Park Use Permit and/or Street Closure Permit will be required.

6. Please explain the medical services and the service provider at the event:

[Signature]
SIGNATURE OF APPLICANT

9-5-24
DATE

**DETAILED DESCRIPTION OF ACTIVITIES, EVENT MAP, AND/OR ROUTES
MUST BE ATTACHED OR APPLICATION WILL NOT BE ACCEPTED.**

For Administrative Use Only

Date Filed with Clerk: 9-5-2024

Forwarded to Police Chief: _____

Recommendation: _____ Approved Denied

Permit Issued: _____ (The fee shall be set at \$25.00.)

Permit Number: _____

Copies Provided to: Police Chief Fire Chief Park Director

Council Street Superintendent

(PLEASE COMPLETE BOTH SIDES OF APPLICATION)