

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 \(cityofpdc.com\)](http://Prairie du Chien, WI (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, December 3, 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/84545398643>**

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, December 3, 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 – November 19, 2024

B. FINANCE – November 19, 2024

C. LARIVIRE PARK BOARD – September 18, 2024

D. Mayoral Appointment of Jennifer Coleman to the Redevelopment Authority

E. Secondhand Article and Jewelry Dealer Licenses Weidenman Enterprises DBA Something for Everyone.

F. Secondhand Jewelry Dealer & Antique and Coin Licenses, Unique Antique & Treasurers Larry Breuer owner.

G. Secondhand Article & Jewelry Dealer Licenses River City Resale Cory Gokey owner.

H. Secondhand Article & Jewelry Dealer Licenses R & B Treasures Becky Anderson owner.

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

2. DISCUSSION AND ACTION: 2023 Budget Surplus

2. DISCUSSION AND ACTION: RESOLUTION 2024-23 DESIGNATING FUTURE BUDGET SURPLUSES.

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

11. ADJOURN

Chad Abram

Chad Abram, City Administrator

NOTE: The next regularly scheduled Council meeting will be Tuesday, December 17, 2024.

Agenda posted at City Hall on December 2, 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 November 19, 2024

A meeting of the Prairie du Chien Common Council was held on Tuesday, November 19, 2024 at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 7:04 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call –All present, Riebe on Zoom. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, Street Superintendent Nick 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: Nick Crary

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

- A. COMMON COUNCIL – November 12, 2024
- B. FINANCE – November 12 and 14, 2024
- C. AIRPORT COMMISSION – September 18, 2024
- D. PLAN COMMISSION – October 7, 2024
- E. REDEVELOPMENT AUTHORITY – November 27, 2023

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: Ingham, Second: Ringgold, Voice Vote: 8-0.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT

- The Finance Committee approved the 2025 budget and it has been sent to paper for publishing.
- MI Meats Site improvement s along with Hayden was asphalted and nearing completion.
- Compost site will remain open through the end of November and into December as long as there is not snow. A reminder that the brush site is now closed for the year.
- Starting the week of November 18, 2024, the Prairie du Chien Street Department will start to remove certain areas and structures at the Fort Fun Playground. These are being removed due to safety concerns due to deteriorating wood. This playground is 27 years old, and the Prairie du Chien Parks and Recreation Department is starting the process of planning a redo/remodel of the playground. We will be starting fundraising efforts in the future for an all-abilities playground. Please stay tuned for more information.

- Public works (streets) got sand and salt mixed today for winter roads. Sanders are starting to get installed on the trucks and plows being checked over.
- Firemen's Christmas trees will go on sale Saturday, November 23.
- Prairie du Chien Chamber of Commerce Holiday Parade will be on Friday, December 6th with Jingle Mingle to follow sponsored by Driftless Main Street.
- City Hall will be closed next Thursday and Friday for Thanksgiving Holiday.
- Good luck and stay safe to all area deer hunters.

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

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

2. DISCUSSION AND ACTION: Approval of bids for outfitting new dump truck. The purchase of the truck will be part of future borrowing in 2025. The initial resolution for the purchases has been approved by the Common Council in 2023. – Action: To approve the bid with the additional options for \$139,796 for outfitting the new dump truck at Universal truck Center. Motion: Waller, Second: Crary, Roll Call Vote: 8-0.

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

A. DISCUSSION AND ACTION: Engineering Services Contract with Delta 3 for the Wastewater Treatment Facility Upgrade – Facility Plan. – Action To approve the Engineering Services Contract with Delta 3 for the Wastewater Treatment Facility Upgrade \$32,500.00. Motion: Ingham, Second: Waller, Roll Call Vote: 8-0.

11. OLD BUSINESS- None

12. ADJOURN TO CLOSED SESSION (7:13 P.M.) – Motion: Ingham, Second: Crary, 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. Development Agreement TID 8

13. CONVENE INTO OPEN SESSION (7:19 P.M.) – Motion: Crary, Second: Ingham, Roll Call Vote: 8-0.

14. ACTION FROM CLOSED SESSION – Action: To approve and authorize the City Attorney and City Administrator to execute and sign the development agreement with Pizza ranch LLC and proceed to close on the property. Motion: Bremmer, Second: Ingham, Voice Vote: 8-0.

15. ADJOURN (7:20 P.M.) – Motion: Ingham, Second: Granzow, Voice Vote: 8-0.

Chad Abram, City Administrator

MINUTES OF THE FINANCE COMMITTEE- November 19, 2024

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, November 19, 2024 at 6:00 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present. City staff present Police Chief Kyle Teynor, City Clerk/Treasurer Tina Fuller and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Crary, Second: Bremmer, Voice Vote: 4-0.
3. Approval of the minutes from the November 12 and 14, 2024 meetings. Motion: Bremmer, Second: Ringgold. Voice Vote: 4-0.

ACTION ITEMS

5. DISCUSSION AND ACTION: Claims – Action: To approve the claims. Motion: Crary, Second: Bremmer, Voice Vote: 4-0.
6. DISCUSSION AND ACTION: 2023 Budget Surplus – Action: To approve the budget surplus and resolution to Council on December 2, 2024. Motion: Bremmer, Second: Waller, Voice Vote: 4-0.
7. DISCUSSION AND ACTION: TIF 6 Surplus purchase for Hoffman Hall Gym Floor. – Action: To approve using TIF 6 Surplus for the purchase of redoing the gym floor at Hoffman Hall for \$10,116.00. Also approve the one-time setup for Beacon for \$11,320.00 with TIF 6 Surplus. Motion: Bremmer, Second: Crary, Voice Vote: 4-0.
8. DISCUSSION AND ACTION: Approval of bids for outfitting new dump truck. The purchase of the truck will be part of future borrowing in 2025. The initial resolution for the purchases has been approved by the Common Council in 2023. – Action: To approve the outfitting of the new dump truck with Universal Truck Equipment for \$139,796.00 with the extra equipment added. Motion: Bremmer, Second: Crary, Voice Vote: 4-0.
9. Adjourn (6:12 P.M.) – Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.

Chad Abram, City Administrator

MINUTES OF THE LARIVIERE FARM PARK BOARD- September 18, 2024

A meeting of the Prairie du Chien LaRiviere Farm Park Board Committee was held on Wednesday, September 18, 2024 at 5:00 P.M. in Community Room 2. Chairperson Dave Troester called the meeting to order at 5:00 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Present- Patricia Olijnyk, Suzy Cooley, Mike Mara, Dave Troester
Absent: Dee Baker. Others present- Director Mike Wallace, John Tieden, and Dennis Kirschbaum
2. Certification of the open meeting law agenda requirements and approval of the agenda.
Motion: Cooley, Second: Olijnyk, Voice Vote: 4-0.
3. Approval of the Minutes from the July 17, 2024. – Motion: Cooley, Second: Olijnyk, Voice Vote: 4-0.

ACTION ITEMS

4. UPDATE: Timber Harvest: Director Mike Wallace gave an update on the process of the harvest. The bidding is open and will close on October 8th.
5. UPDATE: Riders Club Projects: Red Rock Trail looks in good condition after a busy weekend with high number of horses on that trail. South Shelter has the inside almost complete and the electrical will be next.
6. UPDATE: Trail Maintenance: Trails are being mowed and maintained. Some repairs were completed on the trail that is used for the Cross-Country meets.
7. UPDATE: Middle School Cross Country Meet: The meet will be held on September 23 at LaRiviere Park. Teams will arrive at 3:00 PM and the race will start at 4:30 PM. Dennis Kirschbaum will be out at the park to direct and park vehicles.
8. DISCUSSION AND ACTION: Haunted Hike: Action: To approve the Haunted Hike at LaRiviere Park on October 27, 2024 with the fee being waived. Motion: Olijnyk, Second Mara: Voice Vote: 4-0.
9. ADJOURN (6:30 P.M.) – Motion: Cooley, Second: Olijnyk, Voice Vote: 4-0.

Next Meeting: November 20th, 2024

Consent Agenda for Council Meeting

Approval

12/3/2024

Name/Event/Description	Applying For:	Contact Person
Wiedenman Enterprises dba Something for Everyone, 130 E 1 Blackhawk Avenue	Secondhand Article & Jewelry Dealer Licenses Secondhand Jewelry	Jeff Wiedenman
Unique Antique & Treasurers, 2 328 S Marquette Rd	Dealer & Antique and Coin Licenses	Larry Breuer
River City Resale, 401 S 3 Marquette Rd	Secondhand Article & Jewelry Dealer Licenses	Cory Gokey
R & B Treasures, 1200 S 4 Marquette Rd	Secondhand Article & Jewelry Dealer Licenses	Becky Anderson

MEMO

TO: Finance and City Council

FROM: Chad Abram, City Administrator and Tina Fuller, Clerk-Treasurer

DATE: November 19, 2024

SUBJECT: 2023 Surplus

2023 Budgeted Expenses	\$6,303,743.37
2023 Required Reserve (26.5% per policy)	\$1,670,491.99
2023 Audited Unassigned Fund Balance	\$1,941,040.00
2023 Required Reserve	<u>(\$1,670,491.99)</u>
2023 Surplus	\$270,548.01

Allocations Per Policy:

40% to Compensated Absences Fund until balance = \$200,000	\$36,230.43
10% to Stormwater Fund up to \$20,000 per year	\$20,000.00
30% to Vehicle/Equipment Replacement Fund	\$81,164.40
20% to remain in Reserve Account up to \$75,000 per year	<u>\$54,109.60</u>
Total Allocations per Policy	\$191,504.43
50% to Library Campaign Fund until fund balance = \$0	\$35,914.66
Remaining Surplus to Debt Reserve Fund	\$43,128.92

Compensated Absences

Balance as of 12/31/23	\$163,769.57
2023 Surplus Addition	<u>\$36,230.43</u>
Balance after surplus addition	\$200,000.00

RESOLUTION 2024-23
DESIGNATING FUTURE BUDGET SURPLUSES

WHEREAS, the City of Prairie du Chien (“the City”) faces significant costs when it becomes necessary to replace its vehicles, equipment, and stormwater infrastructure and;

WHEREAS, it is difficult to effectively plan for replacing vehicles, equipment and stormwater infrastructure, particularly since the needs and available funds vary widely from year to year; and

WHEREAS, it has been deemed desirable to create funds for these purposes, with monies designated to offset the costs of future vehicle, equipment and stormwater infrastructure replacement; and

WHEREAS, the City believes it is reasonable and appropriate to dedicate funds from the sale of used vehicles and equipment for this use, along with a portion of the surplus funds from the previous year’s budget as identified in the annual financial audit; and

WHEREAS, the City has a desire to allocate funds for the unfunded liability of Compensated Absences, as reported in the annual financial audit; and

WHEREAS, the City has a desire to allocate funds for future borrowing activities to minimize the effect to the tax levy from such borrowing activities; and

WHEREAS, the City has a desire to establish short-term and long-term budgetary and financial goal;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Prairie du Chien hereby adopts the following financial procedures, beginning with the 2024 Budget Surplus:

- 1) Once the previous year’s audit is finalized and adopted, the City Administrator and City Clerk-Treasurer shall report to the Finance Committee the surplus(deficit) and allocation of such funds, adhering to the following guidelines:
 - A. The City’s Unassigned Fund balance minimum is set to be 25% of the General Fund expenditures, with a maximum of 30% of the General Fund expenditures. The goal is to increase at a rate of 1% each year. The 2023 Unassigned Fund percent is 26.5% of General Fund expenditures.
 - B. The surplus of Unassigned Fund balance over the current year percent of General Fund Expenditures is assigned as follows:
 - i. 40% to Compensated Absences Fund until fund balance reaches \$200,000.
 - ii. 10% to Stormwater Fund up to \$20,000 per year.
 - iii. 30% to Vehicle/Equipment Replacement Fund.
 - iv. 20% to remain in Reserve Account up to \$75,000 per year
 - v. The excess surplus, after the calculation of 1(B)(i-iv), to Debt Reserve Fund.
 - vi. 1(B)(i-v) allocations may be changed with a 2/3 vote by the Finance Committee.

- 2) The Compensated Absences Fund is to be used for the payment of General Fund employee's accumulated benefits upon retirement or other termination of employment, as governed by the Personnel Handbook.
- 3) The Stormwater Fund is to be used for stormwater infrastructure and shall be approved by Public Works and Finance Committee.
- 4) The Vehicle/Equipment Replacement Fund is to be used for General Fund vehicles and large equipment purchases, with a minimum cost of \$5,000 and a useful life of at least five (5) years. All requested expenditures shall be approved by the Finance Committee.
- 5) The Debt Reserve Fund is to be used for debt payments, beginning in year 2026. The amount expended each year shall be determined by the Finance Committee during the budget process.

Passed and adopted this 3rd day of December, 2024.

By a vote of: _____ in favor, _____ against, and _____ abstain.

David Hemmer, Mayor of the City of Prairie du Chien

Chad Abram, City Administrator of the City of Prairie du Chien