

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, January 20, 2026 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 <https://us02web.zoom.us/j/87037866621>**

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, January 20, 2026

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 – January 6, 2026

B. FINANCE – January 6, 2026

C. PERSONNEL – September 16, 2025

(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: DDI Director Nikki Dudly introduction and presentation on WEDC Recruitment and Retention Grant.

B. DISCUSSION AND ACTION: RESOLUTION 2026-01 Approval of Changes to the City of Prairie du Chien Functional Classification System (roads and streets are categorized based on the levels of mobility and access they provide).

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: DISCUSSION AND ACTION: Agreement to provide services of termination of housing revolving loan funds with the City of Prairie du Chien and Community.

B. DISCUSSION AND ACTION: Approval of allowing City Administrator and City Planner to work with SEH to prepare and let bids for the Public Safety Center. See memo in packet.

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. Deputy Clerk-Treasurer, Assistant Deputy Clerk, City Attorney and City Administrator.

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, February 3, 2026.

Agenda posted at City Hall on January 16, 2026 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 January 6, 2026

A meeting of the Prairie du Chien Common Council was held on Tuesday, January 6, 2026, 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, Bowar on Zoom. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, City Planner Nate Gilberts, Public Works 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: Ringgold, Roll Call Vote:8-0
3. Pledge of Allegiance: Kayla Ingham

4. PUBLIC HEARINGS

5. CONSENT AGENDA:

- A. COMMON COUNCIL – December 16, 2025
- B. FINANCE – December 18, 2025
- C. PLAN COMMISSION – October 20, 2025
- D. LARIVIRIE PARK BOARD – September 19, 2025

(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: Bremmer, Second: Ingham, Voice Vote: 8-0.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

8. CITY ADMINISTRATORS REPORT – Christmas Lights will be taken down this week along with Christmas Tree pick up. PW staff will start tree trimming along city streets. The Library will be hosting a Soup-To-Go fundraiser on January 28, 2026. Activities are still popular at the library and will continue into 2026. Nate and I have heard back from the USDA and we are hoping to get the Public Safety Center bids out by February.

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.

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

A. DISCUSSION AND ACTION: Ordinance 2026-01 REPEALING AND RECREATING SECTION 12.02 (5) (INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES: LICENSE FEES). – Action: To approve Ordinance 2026-01 and waive the first and second reading. Motion: Bremmer, Second: Ingham, Voice Vote: 8-0.

B. DISCUSSION AND ACTION: Agreement to provide services of termination of housing revolving loan funds with the City of Prairie du Chien and Community Development Alternatives Inc. This partnership will terminate local control of the funds per the directive from the Department of Administration. – Postponed.

11. ADJOURN TO CLOSED SESSION (7:07 P.M.) – Motion: Waller, Second: Crary, Roll Call Vote: 8-0.

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. Police Department

12. CONVENE INTO OPEN SESSION (7:20 P.M.) – Motion: Crary, Second: Granzow, Roll Call Vote: 8-0.

13. ACTION FROM CLOSED SESSION – To approve the Police Union Contract and MOU associated with it and direct the Mayor and City Administrator to sign and ratify the contract. Motion: Riebe, Second: Ringgold, Roll Call Vote: 8-0.

14. ADJOURN (7:22 P.M.) – Motion: Bremmer, Second: Ingham, Voice Vote: 8-0.

Chad Abram, City Administrator

Ordinances Passed

Ordinance 2026-01 REPEALING AND RECREATING SECTION 12.02 (5) (INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES: LICENSE FEES).

MINUTES OF THE FINANCE COMMITTEE- January 6, 2026

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, January 6, 2026 at 6:45 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:45

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, and Mayor Dave Hemmer.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.
3. Approval of the minutes from the December 16, 2025 meeting. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.

ACTION ITEMS

3. DISCUSSION AND ACTION: Claims. – Action: To approve the claims. Motion: Crary Second: Bremmer, Voice Vote: 4-0.
4. ADJOURN (6:47 P.M.) – Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.

Chad Abram, City Administrator

MINUTES OF THE PERSONNEL COMMITTEE – September 16, 2025

A meeting of the City of Prairie du Chien Personnel Committee was held on Tuesday, September 16, 2025. Chairmen Jaaren Riebe called the meeting to order at 8:00 P.M. in the Conference Room 2 at City Hall.

GENERAL ITEMS TO BE ACTED UPON

1. Call to Order & Roll Call – All present. City Staff present City Administrator Chad Abram.
2. Certification of the Open Meeting Law Agenda Requirements and Approval of the Agenda – Motion: Cray, Second: Ingham, Voice Vote: 4-0.
3. Approval of the minutes of the August 19, 2025. Motion: Riebe, Second: Ingham, Voice Vote: 4-0.

ACTION ITEMS

4. Adjourn to Close Session (8:01 P.M.) – Motion: Riebe, Second: Cray, Voice Vote: 4-0.
- 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. Evaluations
5. Convene into Open Session (9:46 P.M.) – Motion: Cray, Second: Ingham, Voice Vote: 4-0.
6. Action from Closed Session – No action.
7. Adjourn (9:47 P.M.) – Motion: Riebe, Second: Ingham, Voice Vote: 4-0.

Submitted by Chad Abram, City Administrator

RESOLUTION 2026-01

Approval of Changes to the City of Prairie du Chien Functional Classification System

WHEREAS the City of Prairie du Chien Urban Area (UA) was designated by the 2020 US Census; and

WHEREAS the Urban Area Boundary was adjusted and approved by the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA); and

WHEREAS functional classification is the method by which roads and streets are categorized based on the levels of mobility and access they provide; and

WHEREAS functional classification of a road or street has a bearing on federal transportation funding eligibility, and

WHEREAS FHWA and WisDOT have developed guidance for functional classification of roads and streets; and

WHEREAS WisDOT periodically reviews and updates to the functional classification system of roads and streets throughout the state; and

WHEREAS these recommended functional classification changes were developed through joint review by UA officials and WisDOT planning staff; and

WHEREAS these recommended changes have been reviewed by the Prairie du Chien Common Council, Mayor, City Administrator and Public Works Superintendent; and

WHEREAS documents showing the recommended changes are attached; and

WHEREAS the Wisconsin Department of Transportation will, after local approval of the recommended FC changes, approve the changes and submit them to FHWA for final approval; and

WHEREAS the approved final FC map will be made available to the City of Prairie du Chien after FHWA final approval; and

WHEREAS the new functional classifications will supersede the existing functional classifications in the urban area;

BE IT THEREFORE RESOLVED that on January 20, 2026 the Prairie du Chien Common Council hereby approves all recommended functional classifications:

Dave Hemmer, Mayor

ATTEST:

Chad Abram, City Administrator



Community Development Alternatives, Inc.

315 E. Cedar, PO Box 72, Prairie du Chien, WI 53821 • Voice 608.326.7333 • Fax 608.326.1433

November 28, 2025

City of Prairie du Chien
Blackhawk Ave
Prairie du Chien, WI 53821

Mayor Dave Hemmer:

As we are all aware, the Wisconsin Department of Administration (DEHCR), has announced the termination of 214 CDBG housing revolving loan programs in the state. These funds were secured by individual communities from 1982 to 2012, with payment of issued loans re-issued to other eligible households.

The process of program termination is outlined in a letter from the state in late summer. Communities could not accept any new applicants after September 30th. All construction work on open applicants must be completed by February 2026. Required documentation and funds are to be returned to DEHCR by April 15, 2026. Our office is interested in assisting with this termination process.

Once the program is terminated, the City is still responsible to service existing loans and once loans are repaid those proceeds along with a report will need to be submitted to DEHCR. Our office is interested in assisting with this process as well.

Community Development Alternatives, Inc (CDA) proposes to assist with the termination process for a fee of \$5,000. \$2,500 upon execution of contract and \$2,500 upon completion of the termination process. This cost is to be paid from existing revolving loan funds.

CDA also proposes to assist with servicing of loans (subordination and satisfactions) for that amount which the state allocates for such services – presently understood to be \$250. Recording fees are in addition this service fee. These costs are to be paid from repaid loan funds.

If you wish for me to appear before a City Committee or full Council or to meet with certain City officials to further discuss this matter I am certainly willing to do that. Let me know how you would like to proceed.

Thank you,


Dale Klemme

Executive Director

**Agreement to provide Services for Termination of Housing Revolving Loan Funds
Between
City of Prairie du Chien and Community Development Alternatives, Inc.**

The City of Prairie du Chien has previously received Community Development Block Grant(s) for housing related activities from the Wisconsin Department of Administration. These funds have been administered by the City in the form of a housing revolving loan program. The Wisconsin Department of Administration has elected to terminate all such locally administered programs in the State of Wisconsin. This agreement is to provide services necessary to terminate the Prairie du Chien housing revolving loan program.

SCOPE OF SERVICES:

Community Development Alternatives, Inc. shall provide the following services to the City with respect to this activity.

- a. Fully update the Revolving Loan Fund Account Transactions Journal and submit to DEHCR.
- b. Submit to the DEHCR the most recent CDBG bank statement.
- c. Submit to the DEHCR an updated Project Loan Tracking Report/Loan Portfolio.
- d. Submit a Final Fiscal Report.
- e. CDBG mortgages entering their 30th year to be reaffirmed with the Register of Deeds.
- f. Return funds in accordance with DEHCR instructions.

PAYMENTS & TERMS:

The City of Prairie du Chien shall pay to Community Development Alternatives, Inc., from revolving loan funds a total sum of \$5,000.

First payment of \$2,500 upon execution of this agreement.

Final payment of \$2,500 upon submission to DEHCR documents identified above and returned funds.

Dave Hemmer
Mayor, City of Prairie du Chien



Dale Klemme, Executive Director
Community Development Alternatives, Inc.

Date

12-29-2025

Date

MEMO

FROM: Chad Abram, City Administrator
RE: Public Safety Center and Bid Letting
DATE: January 13, 2026

The purpose of this memorandum is to request City Council direction authorizing the City Administrator and City Planner to work with Short Elliott Hendrickson, Inc. (SEH) to prepare construction documents and proceed with the bidding process for the new Public Safety Center serving both Police and Fire operations. USDA review of the plans are complete and the next step in the bidding process is working with SEH to finalize the bid documents and send out to bid.

As you know, we have identified the need for a new Public Safety Center to adequately support Police and Fire services, improve operational efficiency, and address current and future space, safety, and infrastructure requirements. Previous planning efforts and discussions have established the scope and general design parameters for the facility.

SEH has been awarded to assist us with architectural and engineering services related to the project and is familiar with our needs, operational goals, and site considerations. Advancing the project to the next phase requires completion of detailed construction documents and preparation for competitive bidding.

We are now requesting that staff be allowed to work with SEH at this stage to allow the us to:

Prepare complete construction documents suitable for bidding

Develop bid specifications and schedules

Ensure compliance with applicable codes, regulations, and procurement requirements

Maintain project momentum and cost control through a competitive bidding process

Staff will coordinate closely with SEH to ensure that project objectives, budget considerations, and timelines are met prior to bringing bid results back to the City Council for review and award.

Costs associated with design completion and bidding services are anticipated to be within the scope and budget previously approved for professional services related to the Public Safety Center. Final construction costs will be determined through the competitive bidding process and presented to City Council for consideration before any contract award.

It is recommended that the City Council direct the City Administrator and City Planner to work with SEH to prepare construction documents and proceed with soliciting bids for the new Public Safety Center for Police and Fire.

Thank you,

Chad Abram
City Administrator