

**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](http://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, February 3, 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/88677358052>**

*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, February 3, 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 20, 2026
- B. FINANCE – January 20, 2026
- C. PERSONNEL – January 20, 2026

**(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: Report from Fire Chief Tad Beutin

**8. CITY ADMINISTRATORS REPORT**

**9. COMMITTEE REPORTS AND ACTION**

**A. FINANCE**

1. DISCUSSION AND ACTION: Claims

**B. PERSONNEL**

1. DISCUSSION AND ACTION: Policy 2026-01 Volunteers for the City of Prairie du Chien.

**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, February 17, 2026.

**Agenda posted at City Hall on January 30, 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 20, 2026

A meeting of the Prairie du Chien Common Council was held on Tuesday, January 20, 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, and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Bremmer, Second: Granzow, Roll Call Vote:8-0
3. Pledge of Allegiance: Bremmer

### 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.) – Action: To approve the consent agenda. Motion: Bremmer, Second: Crary, Voice Vote: 8-0.

### 6. ITEMS REMOVED FROM CONSENT AGENDA

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

A. DISCUSSION AND ACTION: DDI Director Nikki Dudley introduction and presentation on WEDC Recruitment and Retention Grant. – Action: To direct the City Administrator to send a letter of support to DDI for the WEDC Recruitment and Retention Grant. Motion: Ingham, Second: Waller, Voice Vote: 8-0.

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). – Action: Approve Resolution 2026-01 and waive the first and second reading. Motion: Bremmer, Second: Ingham, Voice Vote: 8-0.

8. CITY ADMINISTRATORS REPORT – Abram informed the council that he drafted a letter to Crossing Rivers Health Board to enact the one-year extension on the land agreement between Crossing Rivers and the city for the construction of the Public Safety Center.

### 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: 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. – Action: To approve the agreement to terminate the housing revolving loan funds with assistance from Community Development Alternatives. Motion: Waller, Second: Granzow, Voice Vote: 8-0.

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. – Action: To authorize the City Administrator and City Planner to work with Short Elliott Hendrickson (SEH) to prepare and advertise for bids for the Public Safety Center project. Further, the City Administrator and City Planner are designated as the primary city representatives for all matters related to the bidding and construction process, including coordination with SEH, contractors, and other agencies, no other employees will be involved unless asked by Chad or Nate. The Mayor and City Council shall be kept informed on the progress of the project through regular updates provided by the City Administrator and City Planner. Motion: Bremmer, Second: Ingham, Roll Call Vote: 8-0.

11. ADJOURN TO CLOSED SESSION (7:17 P.M.) – Motion: Ingham, 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. Deputy Clerk-Treasurer, Assistant Deputy Clerk, City Attorney and City Administrator.

12. CONVENE INTO OPEN SESSION (7:30 P.M.) – Motion: Riebe, Second: Bremmer, Roll Call Vote: 8-0.

### 13. ACTION FROM CLOSED SESSION

1. Approve the job description for a Part Time Administrative Assistant for City Hall. Motion: Bremmer, Second: Waller, Voice Vote: 8-0.

2. Approve that Lucinda Balk will transition to that position on March 16, 2026. Motion: Crary, Second: Ingham, Voice Vote: 8-0.

3. Approve posting of the Deputy Clerk/Treasurer position. Motion: Ingham, Second: Bremmer, Voice Vote: 8-0.

3. Approve the contract extension for the City attorney. Motion: Ingham, Second: Waller, Voice Vote: 8-0.

4. Approve the 7<sup>th</sup> Amendment to City Administrator Employment agreement. Motion: Bremmer, Second: Ringgold, Voice Vote: 8-0.

14. ADJOURN (7:32 P.M.) – Motion: Crary, Second: Waller, Voice Vote: 8-0.

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Chad Abram, City Administrator

**Resolutions Passed**

**Ordinance 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).**

## MINUTES OF THE FINANCE COMMITTEE- January 20, 2026

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, January 20, 2026 at 6:15 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:15

### **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 January 6, 2026 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 (6:16 P.M.) – Motion: Bremmer, Second: Crary, Voice Vote: 4-0.

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**Chad Abram, City Administrator**

## MEMO

**TO:** Mayor and City Council  
**FROM:** Chad Abram, City Administrator  
**RE:** Adoption of Volunteer Policy  
**DATE:** January 29, 2026

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The purpose of this memorandum is to inform the Mayor and Common Council that a formal Volunteer Policy has been developed for the City of Prairie du Chien.

Historically, the City has utilized volunteers in various capacities; however, we did not have a comprehensive written policy governing volunteer participation. Given the number of volunteers currently assisting with City programs and events, it is important that expectations, roles, responsibilities, and limitations are clearly defined.

The new Volunteer Policy establishes consistent guidelines for supervision, behavior, access to facilities, and risk management. It also ensures alignment with our existing personnel policies and employee handbook while recognizing that volunteers are not employees and do not have access to secured facilities or keys.

This policy provides structure, protects the City, and ensures volunteers are utilized appropriately and safely. Adoption of this policy brings the City in line with best practices and supports the continued use of volunteer assistance in a professional and accountable manner.

Please let me know if there are any questions or if additional revisions are requested prior to formal adoption.

Thank you,

*Chad Abram*

Chad Abram  
City Administrator

# City of Prairie du Chien, Wisconsin

## Volunteer Policy

### 1. Purpose

The purpose of this policy is to establish guidelines for the recruitment, management, and use of volunteers serving the City of Prairie du Chien (the "City"). Volunteers provide valuable assistance that enhances City services, fosters civic engagement, and strengthens community partnerships. This policy ensures volunteers are treated fairly, used appropriately, and that City operations remain professional, safe, and compliant with applicable laws.

### 2. Definition of Volunteer

A volunteer is an individual who performs services for the City without expectation of compensation, benefits, or future employment. Volunteers serve at the discretion of the City and shall not replace paid staff.

### 3. Scope

This policy shall apply to all volunteers working with or on behalf of the City of Prairie du Chien and applies to all individuals, groups, service organizations, and students volunteering in this capacity.

### 4. Volunteer Roles and Assignments

#### 4.1 Volunteers may assist with:

- a. Community events and festivals;
- b. Parks and recreation programs;
- c. Beautification projects;
- d. Library;
- e. Other services as assigned including but not limited to, special projects and advisory committees.

#### 4.2 Volunteers shall not:

- a. Perform any work not authorized or approved by the volunteer supervisor;
- b. Perform work that is normally reserved for paid City employees in a way that displaces City staff;
- c. Engage in law enforcement or emergency response activities, unless specifically authorized and trained to do so;
- d. Perform duties requiring professional licensure, unless properly credentialed and approved by the City.

4.3 Facility Access and Security. Volunteers shall not be issued keys, access cards, codes, or other security credentials for City facilities, unless pre-authorized by the City Administrator. Volunteers shall not access any locked City building, room, or site outside of normal business hours unless accompanied by and under the direct supervision of an authorized City employee. Volunteers shall not be responsible for opening or closing City facilities unless authorized to do so.

### 5. Recruitment and Selection

5.1 The City may recruit volunteers through its website, social media, local organizations, schools, or direct outreach.

#### 5.2 All volunteers shall be required to:

- a. Complete a volunteer application;
- b. Participate in an interview with City staff;
- c. Participate in an orientation, if deemed necessary by the volunteer supervisor;
- d. Undergo a background check when working with minors, vulnerable populations, or when

the volunteer position allows for access to sensitive or confidential information.

5.1 The City reserves the right to accept or decline any volunteer application.

## **6. Orientation and Training**

Volunteers shall receive appropriate orientation and training relevant to their assignment, including, but not limited to: an overview of the City's policies and expectations, safety procedures, confidentiality requirements, and any Department specific training as deemed necessary by the volunteer supervisor.

## **7. Supervision**

7.1 Volunteers shall be supervised by a designated City employee or department head.

7.2 Volunteers shall follow all lawful instructions, policies, and procedures as directed by the volunteer supervisor.

## **8. Standards of Conduct**

8.1 Volunteers are expected to act in a professional and respectful manner at all times when working as a volunteer with the City.

8.2 All Volunteers shall adhere to City policies, including anti-harassment and anti-discrimination policies.

8.3 All Volunteers shall maintain strict confidentiality of sensitive and/or private information obtained in the course of their volunteer efforts.

8.4 All Volunteers shall avoid conflicts of interest.

8.5 Volunteers shall not represent themselves as City employees.

8.6 Volunteers shall not speak on behalf of the City unless authorized to do so by the City Administrator.

## **9. Safety and Risk Management**

9.1 Volunteers must comply with all safety rules and procedures as determined by the volunteer supervisor. When required, the City shall provide all necessary safety equipment for the volunteer to perform their duties.

9.2 Volunteers are prohibited from:

- a. Operating City vehicles or equipment unless specifically authorized by the volunteer supervisor to do so;
- b. Performing hazardous tasks without proper training and supervision;
- c. Performing any action outside of their volunteer assignment.

## **10. Workers' Compensation and Insurance**

10.1 Volunteers are not considered City employees and are not covered by the City's Workers' Compensation Policy. Volunteers shall not receive any other City employee benefits unless otherwise required by law or approved by the City Council.

10.2 The City may provide liability coverage for volunteers acting within the scope of their assigned duties, but is not required to do so.

## **11. Reimbursement**

Volunteers are not entitled to reimbursement for expenses unless the volunteer receives written pre-approval for the expense from the City Administrator or department head supervising the volunteer.

## **12. Discipline and Termination**

12.1 Volunteering with the City is at-will. The City may terminate a volunteer's service at any time, with or without cause, for any reason including, but not limited to policy violations, unsafe behavior, unsatisfactory performance, insubordination, breach of confidentiality or misconduct.

12.2 Volunteers may resign at any time by providing notice to the City Administrator or Department Head supervising the volunteer.

### **13. Records and Confidentiality**

13.1 The City shall maintain records of volunteer service, including applications, assignments, and hours worked, when appropriate.

13.2 Volunteers must protect confidential information and may be required to sign a confidentiality agreement.

### **14. Equal Opportunity**

The City of Prairie du Chien is committed to providing equal opportunity for volunteer participation without regard to race, color, national origin, sex, age, disability, religion, sexual orientation, or any other status protected by law.

### **15. Relationship to Personnel Policy and Employee Handbook**

15.1 This Volunteer Policy is intended to be consistent with and complementary to the City of Prairie du Chien Personnel Policy and Employee Handbook. Volunteers are subject to the same standards of conduct and workplace rules applicable to all City employees, including but not limited to: Anti-harassment and anti-discrimination policies, workplace violence and safety policies, drug- and alcohol-free workplace policies, use of City property and information technology policies and ethics and conflict of interest provisions contained therein.

15.2 In the event of a conflict between this Volunteer Policy and the Personnel Policy or Employee Handbook, the Personnel Policy or Employee Handbook shall control.

15.3 Volunteers acknowledge that they are not employees and do not acquire any employment rights, status, or expectations under the City's personnel system.

### **16. Adoption and Administration**

This policy shall be administered by the City Administrator and department heads. The City reserves the right to modify this policy at any time.

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