

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, April 14, 2026 at 7:00 P.M.** or **VIA Join Zoom Meeting Click on the clink 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/89726979280>**

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, April 14, 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 – March 17, 2026**
- B. **FINANCE – March 17, 2026**
- C. **PUBLIC WORKS – November 4, 2025**
- D. **PERSONNEL – February 17, 2026**
- E. **Trystan’s Backyard Ultra – August 16, 2026 at LaRivirie Farm Park (approve by Farm Committee)**
- F. **M-F-L Mar Mac High School Golf – Interment use when needed on St. Feriole Island for hitting golf balls until May 31, 2026.**
- G. **Ducky Derby – Hosted by Driftless Downtown Development Inc. July 11, 2026 4:00 – 6:00 P.M. in St. Feriole Slough**
- H. **6 month seasonal Class B Beer License – Prairie du Chien Independent Little League – Liz Long Agent.**

(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: RESOLUTION 2026-05 DECLARING APRIL 24TH ARBOR DAY IN THE CITY OF PRAIRIE DU CHIEN

B. DISCUSSION AND ACTION: RESOLUTION 2026-06 Approving the Rules of Procedure for the Ethics Board of the City of Prairie du Chien, Wisconsin

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: Authorize the City Administrator to send out request for proposals for information technology for a 3 year contract.

11. ADJOURN TO CLOSES 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 – Land Sale.

B. 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 – Land Sale.

C. 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. – Deputy Clerk-Treasurer

D. 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. – Employee Complaints

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, April 21, 2026.

Agenda posted at City Hall on April 12, 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 March 17, 2026

A meeting of the Prairie du Chien Common Council was held on Tuesday, March 17, 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 – Ingham absent, Bowar and Granzow on Zoom. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, Utility Director Larry Gates, 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: Ringgold, Roll Call Vote:6-0
3. Pledge of Allegiance: Bremmer
4. PUBLIC HEARINGS at 6:30 P.M. prior to start of regular meeting.
5. CONSENT AGENDA:
 - A. COMMON COUNCIL – March 3, 2026
 - B. FINANCE – March 3, 2026
 - C. Prairie Villa Rendezvous June 14-21, 2026.
 - D. Prairie du Chien Fire Association Flea Market June 17-21, 2026.
 - E. Prairie du Chien Fire Department Family Fun Day July 11, 2026.
 - F. Prairie Dog Blues Society July 23-25, 2026.
 - G. Prairie du Chien Oktoberfest October 11-19, 2026.
 - H. Villa Louis Carriage Classic September 9-13, 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.) – Action: To approve the consent agenda. Motion: Bremmer, Second: Crary, Voice Vote: 7-0.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

A. DISCUSSION AND ACTION: RESOLUTION 2026-03 ADOPTING THE REVISED CITY OF PRAIRIE DU CHIEN TITLE VI NONDISCRIMINATION PLAN FOR SHARED-RIDE TAXI SERVICES. – Action: To approve Resolution 2026-03 and waive the first and second reading. Motion: Bremmer, Second: Waller, Voice Vote: 7-0.

B. DISCUSSION AND ACTION: RESOLUTION 2026-04 SUPPORTING STATEMENT OF INTENTIONS FOR HARBOR IMPROVEMENTS OF THE GOVERNING BODY OF THE CITY OF PRAIRIE DU CHIEN. – Action: To approve Resolution 2026-04 and waive the first and second reading. Motion: Bremmer, Second: Ringgold, Voice Vote: 7-0.

8. CITY ADMINISTRATORS REPORT

- Public Information Meeting March 18 from 6-7 p.m. on the Illinois Street Project
- Bids were opened today and we had several bidders for the PSC. SEH will review and create bid tabulation and the USDA will approve the bids prior to the City Council.

- Well 5 Pre-Construction Meeting this Thursday at 1:00 P.M.
- WI and Iowa Roundabout Bids were opened the low bidder was Gerke and Sons, PIM meeting has not been scheduled by the DOT as of today.
- Final review process at the Airport is being completed for new Equipment Storage Building.
- Next meeting will be April 14 and then the following week on April 21.
- Compost Site is now open for the season. First day of Brush is Monday April 6th.
- Spring Citywide Cleanup will start April 20th.
- Fort Fun Community Night Fundraiser at Pizza Ranch in PDC on Thursday, March 19th from 4-9 PM
- Fort Fun is selling Raffle Tickets as a fundraiser. Tickets are being sold at Eagles Club, Jim's Bar, Hoffman Hall, and City Hall.

9. COMMITTEE REPORTS AND ACTION

A. FINANCE

1. DISCUSSION AND ACTION: Claims – Action: To approve the claims. Motion: Waller, Second: Crary, Voice Vote: 7-0.

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

A. DISCUSSION AND ACTION: Approval of the Wastewater Treatment Facility Plan. – Action: To approve the Wastewater Treatment Facility Plan and send to the WI DNR for review. Motion: Riebe, Second: Bremmer, Voice Vote: 7-0.

B. DISCUSSION & ACTION - on Extraterritorial Plat Review for parcel Located in the Southwest Quarter of the Northeast Quarter (SW1/4 -NE1/4) and in the Southeast Quarter of the Northeast Quarter (SE1/4-NW1/4) of Section 10, Township 6 North, Range 6 West of 4th P.M., Town of Prairie du Chien, Crawford County, Wisconsin. – brought by Jeff & Vicky White. – Action: To approve Extraterritorial Plat Review for parcel Located in the Southwest Quarter of the Northeast Quarter (SW1/4 -NE1/4) and in the Southeast Quarter of the Northeast Quarter (SE1/4-NW1/4) of Section 10, Township 6 North, Range 6 West of 4th P.M., Town of Prairie du Chien, Crawford County, Wisconsin. Motion: Crary, Second: Bremmer, Voice Vote: 7-0.

11. ADJOURN TO CLOSED SESSION (7:11 P.M.) – Motion: Riebe, Second: Ringgold, Roll Call Vote: 7-0.

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 – Land Sale.

12. CONVENE INTO OPEN SESSION (7:26 P.M.) – Motion: Bremmer, Second: Waller, Voice Vote: 7-0.

13. ACTION FROM CLOSED SESSION – None.

14. ADJOURN (7:27 P.M.) – Motion: Crary, Second: Bremmer, Voice Vote: 7-0.

MINUTES OF THE SPECIAL COMMON COUNCIL March 17, 2026

A special meeting of the Prairie du Chien Common Council was held on Tuesday, March 17, 2026, at 6:30 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 6:40 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – Ingham absent, Bowar and Granzow on Zoom. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, Utility Director Larry Gates, 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: Ringgold, Roll Call Vote:6-0

4. PUBLIC HEARINGS called to order by Mayor Hemmer at 6:40 P.M. Jordan Fure from Delta 3 gave the council members present and any public on overview of the plant upgrade. The hearing was closed at 6:55 P.M. for the start of the regular Council Meeting.

MINUTES OF THE FINANCE COMMITTEE- March 17, 2026

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, March 17, 2026 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, City Administrator Chad Abram, Police Chief Kyle Teynor, Utility Director Larry Gates, Parks and Recreation Director Mike Wallace 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 March 3, 2026 meeting. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.

ACTION ITEMS

3. DISCUSSION AND ACTION: Claims. – Action: To approve the claims. Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Request from Parks and Recreation Director for new exhaust fan system for the chemical area at Hoffman Hall Pool. – To approve the bid from Meera's Plumbing and Heating and recommend to epoxy the pipes before installation. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.
6. ADJOURN (6:12 P.M.) – Motion: Bremmer, Second: Ringgold, Voice Vote: 3-0.

Chad Abram, City Administrator

MINUTES OF THE PUBLIC WORKS COMMITTEE – November 4, 2025

A meeting of the City of Prairie du Chien Public Works Committee was held on Tuesday, November 4, 2025, at 6:15 P.M. in City Hall. The meeting was called to order at 6:15 P.M.

GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present, Bowar Zoom. City Staff present, City Administrator Chad Abram, Chief of Police Kyle Teynor, and Mayor Dave Hemmer.
2. Certification of the open meeting law agenda requirements and approval of the agenda – Motion: Riebe, Second: Granzow, Voice Vote: 4-0.

ACTION ITEMS

3. DISCUSSION AND ACTION: ORDINANCE 2025-13 REPEALING AND RECREATING CHAPTER 7.07 (3) (MISCELLANEOUS TRAFFIC REGULATIONS – TRUCKS) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN. – Action: To approve Ordinance 2025-13 and send to council for final review and vote. Motion: Riebe, Second: Granzow, Voice Vote: 4-0.
6. ADJOURN (6:32 P.M.) – Motion: Bowar, Second: Ingham, Voice Vote: 4-0.

MINUTES OF THE PERSONNEL COMMITTEE – February 17, 2026

A meeting of the City of Prairie du Chien Personnel Committee was held on Tuesday, February 17, 2026. City Administrator Abram called the meeting to order at 6:00 P.M. in the Conference Room 2 at City Hall.

GENERAL ITEMS TO BE ACTED UPON

1. Call to Order & Roll Call – Riebe absent, Ingham on telephone. City Staff present City Administrator Chad Abram, Public Works 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: 3-0.
3. Approval of the minutes of the February 3, 2025. Motion: Crary, Second: Ringgold, Voice Vote: 3-0.

ACTION ITEMS

4. DISCUSSION AND ACTION: Policy 2026-01 Volunteers for the City of Prairie du Chien. – To approve Policy 2026-01 Volunteers as updated and presented and send to council. Motion: Crary, Second: Ringgold, Voice Vote: 3-0.
5. ADJOURN (6:05 P.M.) – Motion: Ringgold, Second: Crary, Voice Vote: 3-0.

Submitted by,
Chad Abram, City Administrator

Event Details

Event Name: Trystan's Backyard Ultra

Event Date: August 16, 2025

Race Start Time: 7:00 AM

Expected Duration: Until only one runner remains (typically 12–36 hours)

Event Location:

La Riviere Park

Prairie du Chien, Wisconsin

The race will take place within La Riviere Park and surrounding trail systems. The start/finish area will be centrally located within the park to allow volunteers and race staff to monitor runners throughout the event.

Backyard Ultra Format

Participants run a **4.167 mile loop (6.706 km)** every hour.

Race format rules include:

- A new loop begins every hour, on the hour
- Runners must complete the loop within 60 minutes
- If a runner fails to complete a loop in time or does not start the next loop, they are eliminated
- The race continues until only one runner remains
- Only the final runner to complete a loop alone is declared the winner

Because runners return to the start area every hour, race staff can regularly check on participant safety and wellbeing.

Expected Participation

Estimated participation levels:

Backyard Ultra runners: **75-125**

1 Loop Walk/Run participants: **50–100**

Volunteers: **30–50**

Spectators may be present intermittently throughout the event but will remain primarily near the staging area.

Course Structure

The primary course will be a **4.167 mile (6.706 km) loop** that runners complete every hour.

Course characteristics include:

- Clearly marked and flagged route
- Course marked the day before the event
- Volunteer course monitors stationed at key points
- Trails and park pathways used whenever possible
- Spectator visibility near the start/finish area

Runners must complete the loop within 60 minutes and return to the staging area before the next start.

Alternate Course Plan (Night or Severe Rain)

If weather conditions create safety concerns for the primary course, such as heavy rain, poor trail conditions, or reduced nighttime visibility, runners may be temporarily routed to an **alternate loop located on the Prairie du Chien High School Cross Country Course**.

Benefits of the alternate course include:

- Improved footing during wet conditions
- Better visibility during overnight hours
- Easier lighting setup
- Increased volunteer and medical visibility

The alternate course will maintain the **required Backyard Ultra distance of 4.167 miles per loop**.

Participants will be notified prior to any course transition.

Start / Finish Staging Area

The central staging area will include:

- Runner start corral
- Race timing clock
- Aid station for runners
- Volunteer check-in area
- Communal tent area for runners
- Medical access point

Runners return to this area between every loop.

This structure allows race staff to monitor runners throughout the event.

Volunteer Structure & Shifts

Approximately **30–50 volunteers** will assist with race operations.

Volunteer roles include:

- Runner check-in and registration
- Aid station staffing
- Course monitoring
- Lap timing and tracking
- Setup and cleanup
- Runner safety and wellness monitoring

Volunteer shifts will rotate to ensure coverage throughout the event.

Morning Shift

6:00 AM – 12:00 PM

Registration, race start, early race operations

Afternoon Shift

12:00 PM – 6:00 PM

Aid station coverage and course monitoring

Evening Shift
6:00 PM – 12:00 AM
Night transition support and runner monitoring

Overnight Shift
12:00 AM – 6:00 AM
Safety monitoring and overnight aid station support

Cleanup Crew
After race completion

Additional volunteers may rotate in as needed depending on race duration.

1 Loop Walk/Run Community Event

A community-friendly **1 Loop Walk/Run event** will take place at the same time as the Backyard Ultra start.

Event details:

Distance: **4.167 miles**

Start Time: **10:00 AM**

Participants must complete the loop within **2 hours**.

The course will be cleared by **11:00 AM** to allow Backyard Ultra runners to continue uninterrupted.

This event allows families and recreational participants to take part in the event without competing in the endurance format.

Aid Station

A central aid station will be located at the start/finish staging area.

Aid station offerings include:

- Water
- Electrolyte beverages
- Basic nutrition

Runners may also set up personal support areas within the designated staging zone.

No aid is permitted along the course itself.

Parking & Traffic

Parking will be available in existing public parking areas.

The event does **not require road closures**.

Traffic flow will remain consistent with normal park usage.

Sanitation & Waste Management

If necessary, portable restrooms will be provided in addition to existing park facilities.

Waste collection procedures include:

- Trash and recycling stations in the staging area
- Post-event cleanup crews
- Leave-no-trace event policy

All event materials will be removed after race completion.

Noise Considerations

Noise will be minimal and localized to the staging area.

The race will use:

- A horn or bell to signal the start of each hourly loop
- Limited announcements at the start/finish area

Noise levels will remain comparable to other park events.

Storm & Severe Weather Plan

Because the race may continue overnight, weather monitoring is an important part of event planning.

Race staff will actively monitor weather conditions before and during the event using radar and National Weather Service alerts.

Rain

Light or moderate rain will not stop the event.

If heavy rain creates unsafe trail conditions:

- The alternate cross-country course may be activated
- Volunteers will assist with course adjustments

Lightning

If lightning is detected in the area:

- The race will be temporarily paused
- Runners will be directed to shelter areas
- The race will resume when conditions are safe

Because runners return to the staging area every hour, pauses can be implemented safely between loops.

Severe Storms

If severe weather conditions occur, including high winds or tornado warnings:

- The race may be temporarily suspended
- Participants and spectators will be directed to shelter areas
- Event staff will monitor emergency alerts

If conditions cannot be made safe, the event may be terminated early.

Emergency Response Plan

Safety protocols include:

- First aid supplies available at the staging area
- Volunteers trained to report injuries immediately
- Clear emergency vehicle access routes
- Runners required to carry a charged mobile phone

Emergency services can access the event staging area if necessary.

Event Funding

Event costs are supported through:

- Participant entry fees
- Local sponsorships
- Merchandise sales

Primary expenses include:

- Insurance coverage
 - Medals and awards
 - Aid station supplies
 - Event logistics
-

Community Impact

Trystan's Backyard Ultra supports the local community by:

- Promoting outdoor recreation and endurance sports
- Bringing visiting runners and spectators to Prairie du Chien
- Supporting local businesses and sponsors
- Providing a unique athletic event within the region

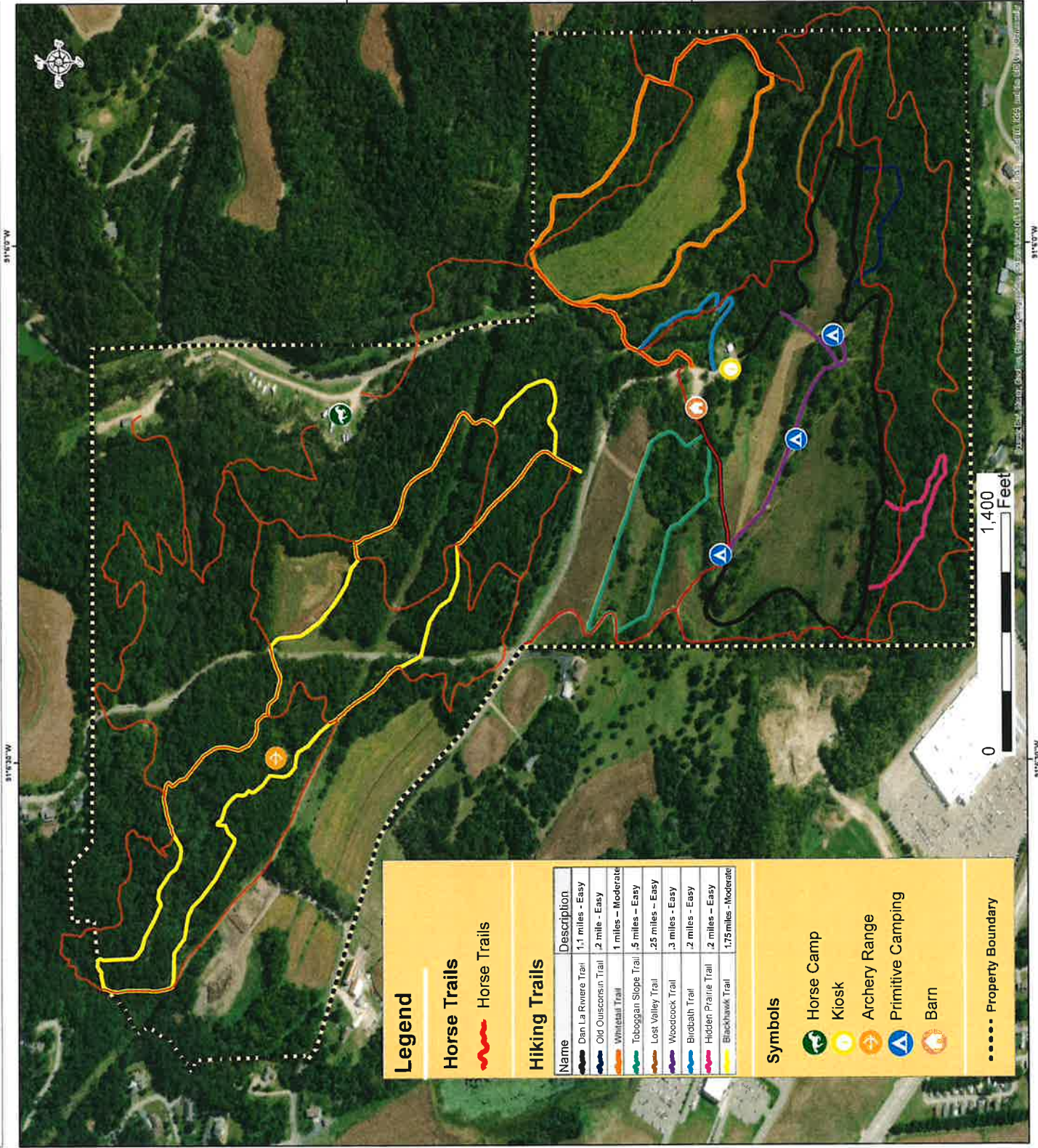
The event continues to grow each year and aims to become a recurring community tradition.

Event Contact

Race Director
Trystan Nesvold


Trystan's Backyard Ultra
Prairie du Chien, Wisconsin

La Riviere Park



Legend

Horse Trails

 Horse Trails

Hiking Trails

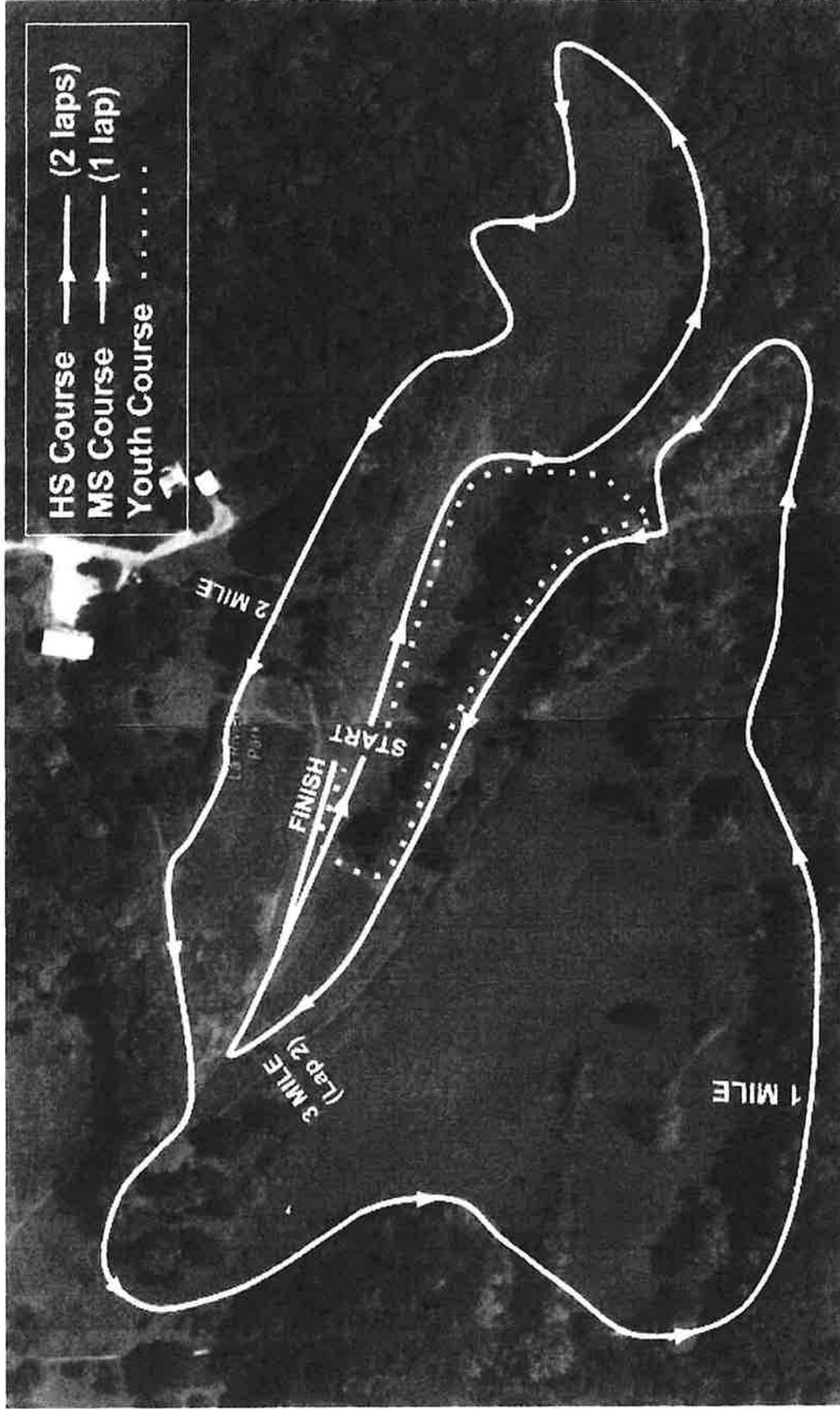
Name	Description
Dan La Riviere Trail	1.1 miles - Easy
Old Ouisconsin Trail	.2 mile - Easy
Whitetail Trail	1 miles - Moderate
Toboggan Slope Trail	.5 miles - Easy
Lost Valley Trail	.25 miles - Easy
Woodcock Trail	.3 miles - Easy
Blackbath Trail	.2 miles - Easy
Hidden Prairie Trail	.2 miles - Easy
Blackhawk Trail	1.75 miles - Moderate

Symbols

-  Horse Camp
-  Kiosk
-  Archery Range
-  Primitive Camping
-  Barn
-  Property Boundary

2017 Prairie du Chien Cross Country Course Map

La Riviere Park



City Of Prairie du Chien
Parks and Recreation
Facility Use Permit Application
214 E Blackhawk Ave Prairie du Chien WI. 53821.

Contact Information

Name of User M-F-L Mar Mac HS Golf Date 4-6-26
Address 700 S. Page St. City/State/Zip Monona, Ia 52159
Phone 563-880-4468 FAX _____ E-mail _____
Signature of Representative Michael Meyer Position Title GOLF Coach

Purpose of Event

Intermittent use when needed for practice. (Hitting golf balls)

Event Date(include set-up and tear down) April 1 - May 31 Times 3:20 pm - 5:30 pm

Park, Facility or Pool Requests

PLEASE NOTE (lights \$30.00/hour) and (Field prep \$20.00)

Cecil Smith (North) ___ Lights ___ Prep ___ Concessions Stands (\$50.00/day)
Cecil Smith (South) ___ Lights ___ Prep ___ Cecil Smith ___ Lochner ___
Lochner(North) ___ Lochner(South) ___ St. Feriole Island X ___
Special Event/Program X \$50.00 ___ \$100.00 (revenue generating)
St. Feriole Island Soccer Fields ___
Disc Golf(Rental):\$1.00/ea. ___ Disc Golf Deposit \$5.00/ea ___ Other: _____

Hoffman Hall Usage

Hoffman Hall Gym (\$30.00/hr.) _____
Hoffman Hall Lobby (\$15.00/hr) _____
Hoffman Hall Concessions (\$50.00/Day) _____
Hoffman Pool-Contact the Director (326-7207) _____

Note: Please contact City
Hall for Park Shelter or
St. Feriole Island Usage
at 608-326-7207.

PLEASE NOTE: NON-RESIDENT FEES ARE DOUBLED

Total \$ 50.00

General Terms:

1. City of Prairie du Chien would have priority of grounds/facility usage, even upon short notice.
2. The school district of Prairie du Chien would have second option.
3. All other groups (including nonprofit organizations & private schools) would have third option.
4. Any user group wishing to sell admissions or concessions must make arrangements through Park & Rec
5. Users of City grounds/facilities are responsible for the supervision of areas in use (as outlined in completed application). Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
6. Users must provide evidence of insurance to the extent of \$1,000,000 per lease minimum liability and \$25,000 property damage wherein the City of Prairie du Chien is named the insured. This is applicable only when a facility and/or playfield is rented for private/commercial use purposes.
7. Users should contact the Park & Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and/or review any specific needs.
8. Note: Portapotties at parks are for everyday usage not special events so you must provide your own or contact the vendor for additional needs as this is not covered within your fees.

Approved (office) _____ Date _____

Special Consideration for the user Be aware of people walking and driving down in that air. Repair grass in the area.

City Of Prairie du Chien
Parks and Recreation
Facility Use Permit Application
 214 E Blackhawk Ave Prairie du Chien WI. 53821.

Contact Information *Downtown / Driftless Development Inc.*
 Name of User Driftless Development Date 7/8/26
 Address 111 N. Wacouta Ave. City/State/Zip Prairie du Chien, WI 53821
 Phone 608-284-8988 FAX — E-mail schnee3@msn.com
nikki@driftlessdevelopment
 Signature of Representative Dena Schueberger Position Title Driftless Development Events Manager
 Purpose of Event Backwaters Duck Derby
To raise money for Placemaking through the area - Improvements
 Event Date(include set-up and tear down) July 11, 2026 Times 4:00 - 6:00

Park, Facility or Pool Requests

PLEASE NOTE (lights \$30.00/hour) and (Field prep \$20.00)

Cecil Smith (North) — Lights — Prep — Concessions Stands (\$50.00/day)
 Cecil Smith (South) — Lights — Prep — Cecil Smith — Lochner —
 Lochner(North) — Lochner(South) — St. Feriole Island X slough
 Special Event/Program — \$50.00 — \$100.00 (revenue generating)
 St. Feriole Island Soccer Fields —
 Disc Golf(Rental):\$1.00/ea. — Disc Golf Deposit \$5.00/ea — Other: —

Hoffman Hall Usage

Hoffman Hall Gym (\$30.00/hr.) —
 Hoffman Hall Lobby (\$15.00/hr) —
 Hoffman Hall Concessions (\$50.00/Day) —
 Hoffman Pool-Contact the Director (326-7207) —

Note: Please contact City Hall for Park Shelter or St. Feriole Island Usage at 608-326-7207.

PLEASE NOTE: NON-RESIDENT FEES ARE DOUBLED

Total —

General Terms:

1. City of Prairie du Chien would have priority of grounds/facility usage, even upon short notice.
2. The school district of Prairie du Chien would have second option.
3. All other groups (including nonprofit organizations & private schools) would have third option.
4. Any user group wishing to sell admissions or concessions must make arrangements through Park & Rec
5. Users of City grounds/facilities are responsible for the supervision of areas in use (as outlined in completed application). Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
6. Users must provide evidence of insurance to the extent of \$1,000,000 per lease minimum liability and \$25,000 property damage wherein the City of Prairie du Chien is named the insured. This is applicable only when a facility and/or playfield is rented for private/commercial use purposes.
7. Users should contact the Park & Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and/or review any specific needs.
8. Note: Portapotties at parks are for everyday usage not special events so you must provide your own or contact the vendor for additional needs as this is not covered within your fees.

Approved (office) — Date —

Special Consideration for the user —

City of Prairie du Chien

Consent Agenda for Council Meeting
Approval

4/14/2026

Name/Event/Description	Applying For:	Contact Person
Prairie du Chien Independent Little League - at Cecil Smith 1 Ballpark	Seasonal (6 month) Class "B" - Beer License	Elisabeth Long - Agent Background Check Good

RESOLUTION 2026-05

DECLARING APRIL 25TH ARBOR DAY IN THE CITY OF PRAIRIE DU CHIEN

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT RESOLVED that I, Mayor David Hemmer, do hereby proclaim April 24th, 2026, as Arbor Day in the City of Prairie du Chien, and I urge all citizens to celebrate Arbor Day, support efforts to protect our trees and woodlands..

FURTHERMORE, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 14 day of April, 2026

_____ AYE _____ NO _____ ABSTAIN

Dave Hemmer, Mayor

Chad Abram, City Administrator

MEMO

TO: City Council and Mayor
FROM: Chad Abram, City Administrator
RE: Ethics Board – Review Resolution 2026-06
DATE: April 9, 2026

BACKGROUND

The Ethics Board is established by city ordinance to oversee the application and enforcement of the City's Code of Ethics. To function effectively and consistently, the Board must operate under a clearly defined set of procedures governing complaint intake, investigations, hearings, and advisory opinions.

City staff has collaborated to draft a comprehensive set of Rules and Procedures that reflect best practices, promote transparency, and ensure due process for all parties. These rules have been reviewed by the City Attorney's Office and align with applicable state statutes and the City's ethical governance standards.

KEY ELEMENTS OF THE RULES AND PROCEDURES

Complaint Process: Defines filing requirements, confidentiality provisions, and timelines for review.

Hearings and Meetings: Establishes notice requirements, quorum standards, and procedures for conducting hearings.

Findings and Recommendations: Outlines how determinations are made and the process for forwarding recommendations to the Common Council.

Advisory Opinions: Provides a clear mechanism for officials and employees to request ethics guidance.

Recordkeeping and Transparency: Balances open government principles with the confidentiality required for pending matters.

RATIONALE FOR ADOPTION

Formalize consistent operations of the Ethics Board and enhance procedural fairness.

Increase public trust by ensuring the Ethics Board acts under clear, predictable standards.

Support compliance with state and local ethics requirements.

Strengthen accountability among elected officials, employees, and appointees.

The clear establishment of these procedures will help prevent conflicts of interest, protect the rights of all participants, and maintain the integrity of City governance.

RECOMMENDATION

Staff recommends that the Common Council adopt Resolution 2606-06, thereby approving the Rules and Procedures of the Ethics Board and authorizing their immediate implementation.

Thank you,

Chad Abram

Chad Abram
City Administrator

RESOLUTION 2026-06
Approving the Rules of Procedure for the Ethics Board of the City of
Prairie du Chien, Wisconsin

WHEREAS, Chapter 1.07 of the *Municipal Code of the City of Prairie du Chien* establishes ethical standards of conduct for city officials and employees; and

WHEREAS, pursuant to said chapter, the Personnel, Licensing and Insurance Committee shall serve as the Ethics Board ("Board") for the City; and

WHEREAS, Chapter 1.07 further directs that upon a sworn complaint alleging conduct in violation of the Code of Ethics, the Board shall conduct a public hearing consistent with due process, make written findings of fact and conclusions of law, and, when appropriate, refer the matter to the Common Council or other proper city authority; and

WHEREAS, the Common Council finds it desirable and necessary to adopt written Rules of Procedure to govern the Ethics Board's activities, ensuring fairness, transparency, and compliance with state and local law.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Prairie du Chien, Wisconsin, that the following Rules of Procedure for the Ethics Board are hereby adopted and approved:

City of Prairie du Chien – Ethics Board Rules of Procedure

(Adopted by Resolution No. 2026-06)

1. Authority and Purpose

These rules are adopted under **Chapter 1.07** of the *City of Prairie du Chien Code of Ordinances* and **Wis. Stat. § 19.59**. The Personnel, Licensing and Insurance Committee acts as the Ethics Board to investigate complaints, issue advisory opinions, and determine whether conduct by city officials or employees is consistent with the City Code of Ethics.

2. Membership and Officers

- The Personnel, Licensing and Insurance Committee shall serve as the Ethics Board.
- The Committee Chair shall serve as Chair of the Board; members shall elect a Vice-Chair yearly.
- The City Clerk shall act as Clerk of the Board.
- The City Attorney shall provide all legal assistance necessary to carry out the Board's functions.

3. Meetings

- The Board shall meet as needed to issue advisory opinions or hold hearings under Chapter 1.07.
- All meetings shall comply with Wisconsin's **Open Meetings Law (Wis. Stats. §§ 19.81–19.98)**.
- A majority of the Board constitutes a quorum. A majority of members present may decide any matter within the Board's jurisdiction.

4. Advisory Opinions

Any city officer, employee, or committee member may request in writing an advisory opinion as to the propriety of any proposed conduct under Chapter 1.07. Advisory opinions shall be issued in writing, filed with the City Clerk, and may be kept confidential upon the request of the inquirer and to the extent permitted by law.

5. Complaints and Hearings

- **Complaint Submission.** Any person may file a sworn written complaint alleging facts that, if true, would constitute improper conduct under Chapter 1.07.
- **Preliminary Review.** The City Attorney shall review the complaint's sufficiency and advise the Board accordingly.
- **Hearing Procedure.**

- The Board shall hold a **public hearing** consistent with all common-law requirements of due process, providing notice to the subject official or employee, the right to counsel, and an opportunity to present and rebut evidence.
- The Chair (or Vice-Chair) shall preside; the City Attorney may assist in procedural or legal matters.
- **Findings and Determination.** Following the hearing, the Board shall issue written **findings of fact and conclusions of law**.
- **Referral.** If the Board determines that a violation occurred, it shall refer the matter to the **Common Council** or other proper city authority for further action.

6. Records and Confidentiality

Records shall be maintained by the City Clerk under the city's records retention schedule. Proceedings and materials concerning pending complaints remain confidential until the Board issues a final determination, after which the findings shall become public record.

7. Conduct of Meetings

Meetings shall be governed by **Robert's Rules of Order, Newly Revised**, except where inconsistent with city ordinance or Wisconsin law.

8. Amendment

These Rules may be amended by vote of the Board, subject to **Common Council** approval.

9. Effective Date

These Rules shall take effect upon adoption by the Common Council.

BE IT FURTHER RESOLVED that the City Clerk is authorized to maintain the approved Rules of Procedure as part of the official record of the Ethics Board and to provide copies to all city departments and officers.

Adopted this 14th day of April, 2026.

Resolution introduced and adoption moved by: _____

Motion for adoption seconded by: _____

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