

City of Black River Falls
COMMON COUNCIL – AGENDA

Tuesday – May 7, 2024 – 6:00 PM
City Hall – 101 S. Second Street, Black River Falls, WI

Join Zoom Meeting:

<https://us02web.zoom.us/j/81050807650?pwd=NEtVbWhMK05yeFZhSGJUSWxVbW9>

Or Dial: 1-312-626-6799

Meeting ID: 810 5080 7650

Password: cityhall

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Reading of the Minutes of the April 16, 2024 Common Council Meeting (Old Business)
– Action
5. Reading of the Minutes of the April 16, 2024 Common Council Meeting (New Business)
– Action
6. Citizens in Attendance
7. County Jail / Justice Center Project
8. Committee Reports:
 - a. Business Improvement District April 11, 2024
 - b. Utility Commission April 29, 2024
9. Parks Maintenance Worker job description – Action
10. Shared Ride Taxi Update – Discussion Only
11. Ward 2 Alderperson position – Discussion & Possible Action
12. Meetings: Committee of the Whole **Wednesday, May 15, 2024 6:00 PM**
13. Adjourn

Posted: May 2, 2024

The Common Council met at City Hall in the City of Black River Falls on April 16, 2024 at 6:00 P.M. Alderpersons Dougherty, Gearing-Lancaster, Wussow, Ammann, M. Rave and E. Rave were present. Alderperson Olson attended remotely via Zoom meetings. Mayor J. Eddy presided.

It was moved by Alderperson Wussow, seconded by Alderperson Gearing-Lancaster to dispense with the reading of the minutes of the April 3, 2024 Common Council meeting and approve as presented. Motion carried.

CITIZENS IN ATTENDANCE

There were 7 citizens in attendance – 6 in person and 1 via Zoom meetings. Brady Palmer asked about safety concerns he brought up previously regarding Hwy 12/27, possibly moving the city limit signs, and safety issues he had brought up previously in local parks.

It was moved by Alderperson M. Rave, seconded by Alderperson Dougherty to approve **RESOLUTION 2024-02** – a resolution petitioning the Secretary of Transportation for Airport Improvement Aid. Motion carried.

The Department Head monthly reports were reviewed. Department heads present were Darryl Nelson, Jody Stoker, Jarod Meyer, Dain Crawford, Travis Brown, and Brad Chown. Cara Hart was excused.

1. It was moved by Alderperson Ammann, seconded by Alderperson Wussow to approve **RESOLUTION 2024-03** – a resolution to borrow \$1,250,000 at an interest rate of 5.25% for a term of 5-years from Black River Country Bank for a Pierce 100-foot mid-mount platform tower fire truck. Motion carried.
 2. It was moved by Alderperson Wussow, seconded by Alderperson Gearing-Lancaster to award the 2024 paving bid to Mathy Construction at a cost of \$140,470.70. Motion carried.
 3. It was moved by Alderperson Ammann, seconded by Alderperson Dougherty to approve the Supplemental Letter Agreement with SEH for engineering services on sanitary sewer reconstruction project on Buchanan Street at a cost of \$27,600.00. Motion carried.
 4. Mayor Eddy introduced and welcomed new Parks & Recreation Director Jarod Meyer.
 5. It was moved by Alderperson Olson, seconded by Alderperson Gearing-Lancaster to approve **RESOLUTION 2024-04** – adopting the 2024-2029 Outdoor Recreation Plan. Motion carried.
 6. It was moved by Alderperson Ammann, seconded by Alderperson Dougherty to approve the proposal from American Fence Company to install fence around the new All Abilities Playground at a cost of \$10,840.00 to come out of the Playground Renovation Fund. Motion carried.
 7. Mayor Eddy commended our parks that are in terrific shape and staff that are working hard to maintain them. The Mayor then presented Dain Crawford with a letter of appreciation for his contributions as Interim Parks & Recreation Director.
 8. Alderperson Dougherty provided an update on library discussion around interactions with homeless and other issues taking place at the library and their hope to work with the County to come up with solutions. Northern Family Farms may be interested in donating a tree to replace the one that had to be removed between the library and City Hall.
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It was moved by Alderperson Wussow, seconded by Alderperson Olson to approve **ORDINANCE 886** – an ordinance amending the official traffic map establishing a 35 MPH speed limit on a portion of West Bauer Road. Motion carried.

It was noted that Check #73702 - #73711 were manual payroll checks for poll workers.

It was moved by Alderperson M. Rave, seconded by Alderperson E. Rave to approve vouchers for March 2024 check #73712 - #73820 totaling \$563,264.90. Motion carried.

It was moved by Alderperson Olson, seconded by Alderperson Wussow to approve the City Treasurer's Report for March 2024. Motion carried.

It was moved by Alderperson E. Rave, seconded by Alderperson M. Rave to approve the Revenue & Expense Reports for March 2024. Motion carried.

It was moved by Alderperson Gearing-Lancaster, seconded by Alderperson Ammann to adjourn. Motion carried at 6:37pm.

A. Brad Chown
City Administrator

The Common Council met at City Hall in the City of Black River Falls on April 16, 2024 at 6:41 P.M. Alderpersons Dougherty, Gearing-Lancaster, Wussow, Ammann, M. Rave and E. Rave were present. Alderpersons Olson attended remotely via Zoom meetings. Mayor J. Eddy presided.

Alderson Olson nominated Alderson Gearing-Lancaster for Council President. Alderson E. Rave nominated Alderson M. Rave for Council President. There were no other nominations.

It was moved by Alderson Wussow, seconded by Alderson Ammann to close nominations. Motion carried.

Council members voted for Council President by written ballot. Alderson M. Rave received 4 votes and Alderson Gearing-Lancaster received 3 votes. Alderson M. Rave was elected Council President by majority vote.

It was moved by Alderson Ammann, seconded by Alderson Dougherty to designate Security Financial Bank, Black River Country Bank, Co-op Credit Union, Waumandee State Bank, and BNY Mellon/Pershing as official depositories for the City of Black River Falls. Motion carried.

Mayor Eddy advised there were still positions to fill by appointment on the Business Improvement District (BID) Board, the Historic Preservation Commission, and the City Housing Authority. Those appointments will be brought to the Council for approval once members have confirmed their desire to serve on those committees.

It was moved by Alderson M. Rave, seconded by Alderson Gearing-Lancaster to approve the Mayor's Appointments for 2024-2025 as presented. Motion carried.

It was moved by Alderson Dougherty, seconded by Alderson Wussow to designate the Banner Journal as the official publication for the City of Black River Falls. Motion carried.

There was lengthy discussion on the shared-ride taxi service and the financial challenges moving forward that included a projected \$141,883.94 deficit for 2024; the need to order a new van if the service is to continue; there have been discussions with Jackson County and Health and Human Services but there aren't other grant opportunities for them to offset the deficit we are facing; reached out to the Ho-Chunk Nation but unable to meet yet but the number of tribal members that are served by the taxi service is not significant; what hurt ridership was a three month shut down and raising fares; projecting a maximum of 25,000 annual rides; contract ends this year so City needs to decide whether they want to exercise an option year to continue for one more year; the deficit is going to continue to increase with stagnant revenues and ever increasing expenses; it's a valuable service for the elderly, disabled, and those needing transportation to and from work and medical appointments; the County has a mini bus but that operates on a limited schedule and there are preferences for ridership; anybody can come in and operate a taxi service – including Uber and Lyft - without any licensing or permitting; the fee for private taxi service would be much higher; several other municipalities across the state are having the same struggle; City Administrator looking for direction and can reach out to DOT for guidance on how to move forward which would include at least one public hearing; there are no penalties for not using the awarded federal grant to purchase a replacement van; the only way to fund anything that is in a deficit in the city is to take from the capital budget, but we are just catching up on our streets and equipment and have a good capital improvement plan in place moving forward; EMS will have to be placed on the tax roll soon which will be \$150,000 to \$160,000 a year to keep that service in place; we are positioned to handle future capital needs without raising taxes; there was discussion on what the fare rate would need to be in order to cover the deficit and how additional fare increases may affect ridership; maybe someone could come up with a way to do this in the private sector and start a system in the City that works well; consider looking at a third party company to complete a study to see where we are seeing the decline, why, what rates would need to be charged to make it work, and if not sustainable then develop an exit strategy and plan.

It was moved by Alderson Olson, seconded by Alderson Wussow to adjourn. Motion carried at 7:17pm.

A. Brad Chown
City Administrator

A meeting of the Business Improvement District (BID) Board was held at City Hall on April 11, 2024 at 5:30 P.M. Board members Kylee Wussow, Lyall White, Andrea Hoffman, Vincent Meyer, and the City Administrator were present. Duane Johnson was excused. There was 1 citizen in attendance.

1. The City Administrator called the meeting to order at 5:33 pm.
2. It was moved by Kylee Wussow, seconded by Lyall White to approve a signage grant for up to \$750 for Sunnyside Cafe, LLC. Motion carried.
3. It was moved by Kylee Wussow, seconded by Andrea Hoffman to approve a signage grant for up to \$750 for Traveling Sisters Boutique. Motion carried.
4. It was moved by Andrea Hoffman, seconded by Kylee Wussow to request at least one more estimate from a vinyl company and an updated application form from Reflections on Water for their signage grant request. Motion carried.
5. It was moved by Kylee Wussow, seconded by Andrea Hoffman to table the remaining unresolved DTA grants applications form 2023 until the next BID Board meeting. Motion carried.
6. It was moved by Kylee Wussow, seconded by Lyall White to approve the updated façade and signage grant application forms. Motion carried.
7. Representatives forming a new downtown organization were not in attendance, so no action was taken on recommendations for an organization to implement the 2024 BID Operating Plan.
8. It was moved by Andrea Hoffman, seconded by Lyall White to set the next BID Board meeting for May 16, 2024 at 5:30pm at City Hall. Motion carried.
9. It was moved by Kylee Wussow, seconded by Lyall White to adjourn. Motion carried at 6:06 pm.

A. Brad Chown, City Administrator
City of Black River Falls

BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on April 29, 2024 at 3:29 p.m. in the Utility Conference Room at 349 South McKinley Street. Commissioners in attendance were Jeff Amo, Jay Eddy, Don Mathews and Pete Olson. Also present were General Manager Casey Engebretson, Electric Supt. Kevin LaValley, Office Manager Julie Babcock and Garrett Aleckson (Banner Journal).

A motion was made by Commissioner Eddy and seconded by Commissioner Olson to approve the minutes from the March 25, 2024 regular meeting.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Amo to approve the accounts payable vouchers; CK #41970 - #42023; and EP #100810 - #100819 – Totaling \$525,859.61.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion Carried.

Julie Babcock provided the Commission with an overview of 1st quarter financial statements and March arrears.

Casey Engebretson provided an update of the Payment Services Network (PSN) and the fees associated with this payment service. Casey stated that staff received updated information regarding the fee structure if the Utility were to absorb the fees. Fees would convert to a percentage, causing fees to increase dramatically. Staff determined that absorbing the fees and the associated increases in costs were not a viable option financially for the Utility. Furthermore, Casey consulted with another Utility that attempted to recover fees in rates and was informed that only a portion of the fees were recovered. Additionally, providing a credit card machine in the office would change the fee to a percentage and increasing the maximum payment would result in a higher fee, both resulting in a large increase in costs to customers. In conclusion, Casey stated that the Utility would be moving forward with the electronic bill payer option, which will allow the Utility to electronically collect customer's payments who use their bank's bill payer system. The Commission also supported staff purchasing an IPAD for the office, which will allow customers to register on My Account and be able to pay their bill online at the Utility office.

Casey Engebretson reviewed the next steps for the addition of a new east side well. Next steps include entering into an agreement with SEH to facilitate a well investigation report and filing a Notice-to-Apply with the Safe Drinking Water Loan Program. BRFMU will need to seek bids for test well drilling and water quality testing. The Commission instructed Casey to proceed with procuring pricing for these services.

Casey Engebretson informed the Commission that the water infrastructure street projects will be delayed until SEH completes the design and submits it to the WDNR for approval. WDNR approval can take up to 30 days. Casey has spoken to the Street Supt. regarding this delay.

Casey Engebretson informed the Commission that the new Wastewater WPDES permit states that the

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new interim phosphorus limit will take effect on July 1, 2024. The phosphorus limit is decreasing from 0.8 mg/L to 0.6 mg/L. The Commission asked if the WWTP has been meeting the new limit. Casey stated that the limit is being met the majority of the time, however, some fluctuations have been experienced in a couple of the previous months, causing the levels to exceed the limit. Casey is working with WWTP staff on operational changes and WWTP staff is reaching out to the chemical suppliers to obtain more testing of the chemicals used to aid in phosphorus removal.

Casey Engebretson outlined the meeting he and Kevin LaValley had with the risk control group for the company insuring the substations, breakers, relays, and hydro facilities. The Utility has struggled the past couple of years to get competitive insurance on this equipment, primarily due to age and testing intervals. Casey and Kevin committed to a rotational testing plan that was satisfactory for both parties. Kevin stated that testing was completed on all the breakers and relays at the plant, as well as one of the plant's power transformers and regulators. Some issues were found that will require finding replacement parts and additional cost and labor to remedy.

The Commission was presented with a sponsorship request from the JC Fair Board.

A motion was made by Commissioner Eddy and seconded by Commissioner Olson to sponsor the JC Fair at the \$800.00 level.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion Carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Amo to adjourn to closed session at 4:19 p.m., Pursuant to Section 19.85(1)(c), for the purpose of discussing succession planning and employee recruitment.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion Carried.

A motion was made by Commissioner Amo and seconded by Commissioner Olson to reconvene to Open Session at 5:00 p.m.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion Carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Olson to authorize Casey Engebretson to advertise for hiring two (2) 1000-hour seasonal positions in the electric department.

Aye: Lund, Amo, Eddy, Mathews and Olson
Motion Carried.

The next meeting is scheduled for May 20, 2024 at 3:30 p.m.

A motion was made by Commissioner Mathews and seconded by Commissioner Eddy to adjourn the meeting at 5:01 p.m.

Casey Engebretson, General Manager

comm.mtg.minutes.4.29.2024

BRFMU IS AN EQUAL OPPORTUNITY PROVIDER

City of Black River Falls Job Description
PARKS & RECREATION DEPARTMENT

JOB TITLE: PARKS MAINTENANCE WORKER

Department: Parks & Recreation Department
Reports To: Parks & Recreation Director
FLSA Status: Non Exempt (Hourly)

POSITION SUMMARY

Performs a wide variety of jobs acquainted with all aspects of the Parks & Recreation facilities and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mow parks and athletic fields
- Assist with opening and closing of parks and buildings when needed
- Clean restrooms, pavilions, shelters, parks, trails and picnic tables
- Help with preparing athletic fields for daily use
- Painting as needed
- Ability to successfully handle hand tools, power equipment and mowing trailers

EDUCATION / LICENSURE/CERTIFICATION REQUIREMENTS

- Valid Driver's License is required.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of yard maintenance machines is recommended.
- Ability to work with groups of people in different work settings.

PHYSICAL AND MENTAL DEMANDS OF POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk.
- The employee frequently is required to stand, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell.
- Required to regularly lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30.
- Specific hearing: no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.

ENVIRONMENTAL & WORKING CONDITIONS

- The employee is frequently exposed to outside weather conditions which include sun, heat, cold, wet and/or humid conditions
- Noise level in the work environment is usually moderate
- Working with fertilizers and manure.

WORK SCHEDULE

- Typical work week is Monday through Friday from 8:00am-2:30pm
- Occasionally be available to work varying hours when needed

This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.
hose stated on this description.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Black River Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF EMPLOYER

DATE

Shared Ride Taxi – Estimated 2024 Deficit

Operating & Capital

Grant Opportunity

City of Black River Falls

2024 Public Transit Assistance Program (PTAP)

Type: FTA

Application Deadline: 12/15/2023 3:00:00 PM

Status: Complete

[Details](#)

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

* The Certification of Review and Accuracy and Federal Funding Accountability and Transparency Act (FFATA) certification boxes must be checked in the Organizations section of BlackCat Transit before the opportunity can be submitted.

Form	
Download - Application Instructions & Checklist (required for all applicants)	View
Download - Operating Assistance Cover Letter (required for operating assistance applicants)	View
Download - Management Plan (required for all applicants)	View
Download - Local Share Calculation (required for all applicants)	View
Download - Capital Grant Cover Letter (required for capital grant applicants)	View
Download - Capital Grant Application (required for capital grant applicants)	View
Download - Certifications & Assurances (required for Rural/Tier C applicants only)	View
Download - Human Service Vehicle Price Estimates & ALI Codes	

Requires Upload
Optional
Upload Complete

[Download All](#)

Projects

Line Item	CY	Description	Budgeted Amount
30.09.01	2024	Operating	\$477,448.00
Total			\$477,448.00

Capital Expenses	\$0.00
Operating Expenses	\$477,448.00
Less Contra Expenses	\$0.00
Recognized 2024 Expenditures	\$477,448.00
Recognized 2024 Revenues	\$90,000.00
Projected Overage/Deficit	\$387,448.00
Estimated Operating Federal/State Share (54.70%) - Operating	\$261,164.06
Projected Local Share - Operating	\$126,283.94
Capital Grant – Local Share	\$ 15,600.00
Subtotal – Estimated Deficit	\$ 141,883.94
2024 Levy for Shared Ride Taxi	\$ 80,000.00
TOTAL ESTIMATED DEFICIT 2024	\$ 61,883.94

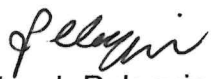
Date: April 7th, 2024.
To: A. Brad Chown, City Administrator
From: Jacob D. Peloquin
Address: 214 North 6th st.
Black River Falls, WI 54615
Phone #: 608-498-6021

Received
4/9/2024
JB

Hello Brad,

I am writing to inform you of my continued interest in the open ward 2 Alderperson position on the common council. My first position as and Occupational Therapist was in 2006; up the road here in Black River Falls at Pineview. Since then, I have worked off and on at Family Heritage/Atrium/Meadowbrook and Pineview for the rehabilitation companies that provide services to their residents and patients. I have always had a desire to help others and have a strong desire to help the community of Black River Falls thrive. I have planted my family here because I believe it is a good place to raise my kids, and I would like to support Black River Falls, and improve on the already-friendly atmosphere of our city to the greatest extent of my abilities. Since moving into our house on 6th street, we've been finding more and more ways to build community with our neighbors, and because of this, it seems a natural next step for me to serve as ward 2 Alderman. Please consider this my letter of interest.

Thank You


Jacob Peloquin

April 10, 2024

Victoria Michalski
220 N 5th St
Black River Falls, WI 54615

Received 4/10/2024
AS

Mr. Brad Chown
City Administrator
City of Black River Falls
Black River Falls, WI 54615

Dear Mr. Chown & Council Members,

I am writing to express my interest in representing Ward 2 as Alderperson on the Black River Falls Common Council. As a dedicated member of our community, I am committed to contributing to the betterment of our city and ensuring that the voices of all residents are represented effectively. After hearing of Chief Brown's appointment to Chief of Police, I decided to run as a write-in candidate for the April 2nd election. Unfortunately, I came up just seven votes short of securing the nomination!

I have spent the last eight years working for the Black River Falls School District as the School Social Worker. During this time, I have developed a comprehensive understanding of the challenges our city faces and, as many will attest, ideas to address them. Throughout my involvement in various community organizations, coalitions, and initiatives, I have demonstrated my ability to collaborate with diverse stakeholders, analyze complex problems, and implement innovative solutions.

I am particularly passionate about reducing barriers to services, increasing a sense of community among residents, and addressing potential problems proactively. I am eager to work collaboratively with fellow council members, city officials, and community members to tackle challenges head-on.

In addition to my professional experience, I bring a strong sense of integrity, empathy, and dedication to public service. I am committed to upholding the highest ethical standards and serving as a tireless advocate for the interests of our community.

I am excited about the opportunity to serve the 2nd Ward and contribute to the continued growth and prosperity of Black River Falls. With much of the 2nd Ward's support, thank you for considering my candidacy!

Sincerely,


Victoria Michalski