City of Black River Falls

COMMON COUNCIL – AGENDA

Tuesday – May 6, 2025 – 6:00 PM

City Hall – 101 S. Second Street, Black River Falls, WI

Join Zoom Meeting:

https://us02web.zoom.us/j/86241711746?pwd=3j1mdQUH6aHx285zbIkyh27Na3byaM.1

Or Dial: 1-312-626-6799 **Meeting ID:** 862 4171 1746 **Password:** cityhall

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Reading of the Minutes of the April 15, 2025 Special Old Common Council Meeting – Action
5. Reading of the Minutes of the April 15, 2025 Special New Common Council Meeting – Action
6. Citizens in Attendance
7. Committee Reports:
   a. Airport Commission April 3, 2025
   b. Utility Commission April 28, 2025
8. **ORDINANCE 893** – An ordinance adopting the Comprehensive Plan of the City of Black River Falls 2025-2045 – 2nd Reading / Action
9. **ORDINANCE 894** – An ordinance rezoning Parcel 206-1257.0000 from R-1 to R-Duplex – 2nd Reading / Action
10. Temporary Construction Permit for Town of Brockway Sewer System Improvement – Action
11. Mayor's Appointments to Business Improvement District (BID) Board and Historic Preservation Commission – Action
12. Meetings: Committee of the Whole **Wednesday, May 21, 2025 6:00 PM**
13. Adjourn

Posted: May 1, 2025

The Common Council met in special session (Old Council Business) at City Hall in the City of Black River Falls on April 15, 2025 at 6:00 P.M. Alderpersons Gearing-Lancaster, Wussow, Ammann, Dougherty and Busse were present. Alderperson E. Rave attended remotely via Zoom meetings. Alderpersons Peloquin and M. Rave were excused. Mayor J. Eddy presided.

It was moved by Alderperson Gearing-Lancaster, seconded by Alderperson Dougherty to dispense with the reading of the minutes of the April 2, 2025 Common Council meeting and approve as presented. Motion carried.

CITIZENS IN ATTENDANCE

There were no citizens in attendance.

It was moved by Alderperson Wussow, seconded by Alderperson Busse to place on file the minutes of the April 8, 2025 Hiring Committee meeting. Motion carried.

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

1. The Fire Chief thanked the Council for their support during his tenure and advised he would help in any way possible to make the transition as smooth as possible and he will continue to participate with EMS and as a volunteer firefighter. Mayor Eddy thanked Chief Stoker for his efforts, all his work, not only as the Chief but for his many years of service to the department, thanked him for staying with it through the EMS transition, and wished him well in his new venture.

2. It was moved by Alderperson Busse, seconded by Alderperson Wussow to approve the revised Fire Chief job description as presented. Motion carried.

3. It was moved by Alderperson Ammann, seconded by Alderperson Dougherty to approve the 2025 paving bid from Mathy Construction at a cost of $116,691.51. motion carried.

4. Council members expressed interest in having the Chief of Police include information on properties the department is addressing for code violations in future monthly reports.

5. The Parks & Recreation Director expressed how appreciative and thankful the Parks Department and Jackson County Little league are for Lunda Charitable Funds support to make the Marks Field concession building and playground project become a reality.

6. It was moved by Alderperson Busse, seconded by Alderperson Gearing-Lancaster to approve the purchase of a subcompact tractor with attachments from Wood Sales & Service at a cost of $18,369.00. Motion carried.

ORDINANCE 893 – an ordinance adopting the Comprehensive Plan of the City of Black River Falls 2025-2045 was presented – 1st reading.

ORDINANCE 894 – an ordinance rezoning Parcel 206-1257.0000 from R-1 to R-Duplex was presented – 1st reading.

It was moved by Alderperson Wussow, seconded by Alderperson Dougherty to approve the Certified Survey Map submitted by Ethan Remus on behalf of the City for land in the Industrial Park. Motion carried.

It was moved by Alderperson Dougherty, seconded by Alderperson Wussow to approve vouchers for March 2025 Check #75291 - #75397 totaling $616,897.29. Motion carried.

It was moved by Alderperson Gearing-Lancaster, seconded by Alderperson Dougherty to approve the City Treasurer's Report for March 2025. Motion carried.

It was moved by Alderperson Wussow, seconded by Alderperson Busse to approve the Revenue & Expense Report for March 2025. Motion carried.

It was moved by Alderperson Ammann, seconded by Alderperson Wussow to convene in to closed session for the purpose of deliberating an offer to purchase a City owned vehicle where bargaining reasons require a closed session which is authorized under Section 19.85(1)(e) of the Wisconsin Statutes and for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the Body with respect to Jackson County Circuit Court cases related to claims of excessive assessment filed by Wal-Mart Real Estate Business Trust which is authorized under Section 19.85(1)(g) of the Wisconsin Statutes. Motion carried at 6:29pm.

It was moved by Alderperson Gearing-Lancaster, seconded by Alderperson Busse to reconvene in to open session to take or announce action, if any and if appropriate. Motion carried at 6:53pm

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It was moved by Alderperson Wussow, seconded by Alderperson Ammann to accept the offer to purchase submitted by the Hixton Fire Department for the 1996 Pierce Saber 65' Telesquirt fire truck for the amount of $10,000. Motion carried.

It was moved by Alderperson Busse, seconded by Alderperson Wussow to adjourn. Motion carried at 6:54pm.

A. Brad Chown
City Administrator

The Common Council met in special session (New Council Business) at City Hall in the City of Black River Falls on April 15, 2025 at 7:00 P.M. Alderpersons Ammann, Dougherty, Busse, Gearing-Lancaster, and Wussow were present. Alderperson E. Rave attended remotely via Zoom meetings. Alderperson M. Rave was excused. Mayor J. Eddy presided.

Alderperson Wussow nominated Alderperson Busse for Council President. Alderperson E. Rave nominated Alderperson M. Rave for Council President. There were no other nominations.

It was moved by Alderperson Dougherty, seconded by Alderperson Ammann to close nominations. Motion carried.

Council members voted for Council President by written ballot. Alderperson Busse received 4 votes and Alderperson M. Rave received 2 votes. Alderperson Busse was elected Council President by majority vote.

Mayor Eddy advised changes to the 2025-2026 Mayor's Appointments include Alderperson Gearing-Lancaster remaining on the Airport Commission, Mary Woods is re-appointed to the Historic Preservation Commission with term ending 2028, and Barb Simonis is re-appointed to the Historic Preservation Commission with a term ending 2028. There are a few appointments that have not been confirmed that will be brought to the Council for approval at a later date.

It was moved by Alderperson Ammann, seconded by Alderperson Dougherty to approve the Mayor's Appointments for 2025-2026 with the changes discussed above. Motion carried.

It was moved by Alderperson Dougherty, seconded by Alderperson Gearing-Lancaster 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.

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

It was moved by Alderperson Wussow, seconded by Alderperson Dougherty to set a public hearing on Tuesday, May 6, 2025 at 6:30pm for a possible sex offender residency ordinance. Motion carried.

It was moved by Alderperson Wussow, seconded by Alderperson Gearing-Lancaster to adjourn. Motion carried at 7:19pm.

A. Brad Chown
City Administrator

The Airport Commission met at the Black River Area Airport on April 3, 2025 at 5:30 P.M. Commissioners Desiree Gearing-Lancaster, Ed Chamberlain, Garth Rolbiecki, Dale Hoff and Kylee Wussow present. Other attendees included Airport Mgr. Frank Voge and Larry Lunda.

The meeting was called to order at 5:32 P.M. by Chairperson Gearing-Lancaster.

1. It was moved by Commissioner Rolbiecki; seconded by Hoff to approve the January 9, 2025 minutes. Motion carried.

2. It was moved by Commissioner Chamberlain; seconded by Wussow to approve the financial vouchers presented by Voge. Motion carried.

3. Airport Mgr. Voge presented his report which included:

    a. Financial: report of the airport's financial status/review of transaction report.
    b. Hanger Leases: awaiting one hanger lease due to a death. Mgr. Voge is awaiting contact with decedent's family.
    c. Fuel System Upgrade: Mgr. Voge is still awaiting for approval from BOA; they are still working through the state aid budget. Mgr. Voge to make contact next week when he attends the BOA Airport Seminar next week and to push for an answer.
    d. Masterplan Project: the plan has moved forward. Mgr. Voge reports the consultant selection process went well and have selected SEH Inc. with moving forward. Mgr. Voge provides reports total cost of Phase 1. Voge has prepared the grant documentation and is currently being reviewed by the Wisconsin Department of Administration prior to submission to the FAA. Voge expects to receive the grant sometime in September/October.

4. Miscellaneous:
    a. Airport Manager Wages - Mr. Lunda suggest that Mgr. Voge reach out to contacts at next week's seminar for comparison wages and report at next meeting.
    b. Scheduled Meetings: consensus from committee is to meet the first Thursdays of the month; except in June. Next meeting June 19, 2025.
    c. Taxes: Commission updated that hanger taxes to be categorized as Pass-Through Real Estate Tax.
    d. Discussion of contacting Black River Falls Fire Department to run a controlled burn at the airport. Mgr. Voge to reach out to BRFFD.

5. Moved by Commissioner Robliecki to adjourn; seconded by Hoff. Motion carried at 5:58 P.M.

Respectfully submitted by,
Kylee Wussow
Airport Commission

BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

April 28, 2025

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on April 28, 2025 at 3:32 p.m. in the Utility Conference Room at 349 South McKinley Street. Commissioners in attendance were Jeff Amo, Justin Dougherty, Jay Eddy and Don Mathews. Also present were General Manager Casey Engebretson, Electric Supt. Kevin LaValley, and Garrett Aleckson (Banner Journal).

A motion was made by Commissioner Eddy and seconded by Commissioner Mathews to approve the minutes from the March 31, 2025 regular meeting.

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

A motion was made by Commissioner Mathews and seconded by Commissioner Dougherty to approve the accounts payable vouchers; VC #42691; CK #42788 – 42844; EP #100912 – 100918 – Totaling $583,374.86.

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

The Commission reviewed the March 2025 arrears.

Casey Engebretson informed the Commission that Well #4's production has been decreasing. Municipal Well & Pump submitted a quote to pull, inspect, clean the pump column and impellers, install new shaft sleeves and bearings, rebuild the pump, and re-install, in the amount of $14,040. Casey approved this work on April 7th and the work is scheduled to begin in May.

Casey Engebretson informed the Commission that a Notice of Non-Compliance was received from the WDNR for exceeding the phosphorus monthly average limit for January, February, and March of 2025. Casey will be meeting with a WDNR representative on May 7th and will provide the WDNR with the required written follow-up report.

Kevin LaValley informed the Commission that the work on the German Hill substation did not resume as scheduled. He has reached out to the engineer and has yet to hear back.

The Commission reviewed a contribution request from the Jackson County Fair Board (JCFB). The Utility has sponsored the fair in the past at the Silver Level ($800), which includes advertising, four (4) season passes, and four (4) grandstand event tickets, which are given to customers with a current account through a random drawing.

A motion was made by Commissioner Amo and seconded by Commissioner Dougherty to contribute to the fair at the $800 Silver Level.

Aye: Lund, Amo, Dougherty, Eddy, and Mathews

Motion carried.

Casey Engebretson presented the Commission with a Memorandum of Understanding (MOU) with Teamsters Local 662. The MOU addresses the addition of the Apprentice Lineworker wages to the contract.

A motion was made by Commissioner Amo and seconded by Commissioner Mathews to approve the MOU with Teamsters Local 662.

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

A motion was made by Commissioner Mathews and seconded by Commissioner Eddy to adjourn to closed session at 3:54 p.m., pursuant to Section 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation of any public employee subject to the jurisdiction or authority of the governing body; Review Electric Staff Succession and Realignment and Section 19.85 (1)(e) for deliberating or negotiating for the purchase of public properties, investment of public funds, or conduct of other specific business; Potential acquisition of water system infrastructure.

Roll Call: Lund - Aye, Amo - Aye, Dougherty - Aye, Eddy - Aye, and Mathews - Aye
Motion Carried.

Commissioner Mathews recused himself prior to the discussion regarding Section 19.85 (1)(e) and left the meeting at 4:15 p.m.

A motion was made by Commissioner Amo and seconded by Commissioner Eddy to reconvene to open session at 4:30 p.m.

Roll Call: Lund - Aye, Amo - Aye, Dougherty - Aye, and Eddy - Aye
Motion Carried.

A motion was made by Commissioner Amo and seconded by Commissioner Dougherty to execute the agreement with Brockway Sanitary District #1 to acquire water infrastructure on McDonald Rd. and authorize Casey Engebretson to file the necessary application with the Public Service Commission.

Aye: Lund, Amo, Dougherty, and Eddy
Motion Carried.

Next Meeting: May 19, 2025 @ 3:30 p.m.

A motion was made by Commissioner Eddy and seconded by Commissioner Amo to adjourn the meeting at 4:33 p.m.

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

Casey Engebretson, General Manager
comm.mtg.minutes.4.28.2025

CITY OF BLACK RIVER FALLS ORDINANCE NO. 893

AN ORDINANCE TO ADOPT THE COMPREHENSIVE PLAN FOR THE CITY OF BLACK RIVER FALLS, JACKSON COUNTY, WISCONSIN

The Common Council of the City of Black River Falls, Jackson County, Wisconsin, do ordain as follows:

Section 1. Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the City of Black River Falls, is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

Section 2. The Common Council of the City of Black River Falls, Wisconsin, has adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

Section 3. The plan commission of the City of Black River Falls, by a majority vote of the entire commission recorded in its official minutes, has recommended to the Common Council the adoption of the document entitled "Comprehensive Plan of the City of Black River Falls 2025 to 2045," containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

Section 4. The city has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

Section 5. The Common Council of the City of Black River Falls, Wisconsin, does, by enactment of this ordinance, formally adopt the document entitled, "Comprehensive Plan of the City of Black River Falls 2025 to 2045," pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

Section 6. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Common Council and publication as required by law.

Adopted this ____ day of _____, 2025

_____
Jay Eddy, Mayor

Attest:

_____
A. Brad Chown, City Administrator

DATES READ:

DATE PASSED:

DATE PUBLISHED:

ACKNOWLEDGEMENT

State of Wisconsin)

) ss.

County of Jackson)

Personally came before me this ___ day of _____, 2025, the above-named Jay Eddy and A. Brad Chown, to me known to be the Mayor and City Administrator of the City of Black River Falls, Jackson County, Wisconsin respectively, and to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____

Notary Public - State of Wisconsin

My commission expires _____.

CITY OF BLACK RIVER FALLS ORDINANCE NO. 894

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF BLACK RIVER FALLS, JACKSON COUNTY, WISCONSIN, BY REZONING LAND

Pursuant to a public hearing held on March 27, 2025, in accordance with the provisions of Wis. Stat. Section 62.23(7)(d)(2), and pursuant to the recommendation of the Plan Commission for the City of Black River Falls, Jackson County, Wisconsin:

The Common Council of the City of Black River Falls, Jackson County, Wisconsin do ordain as follows:

SECTION 1. Zoning ordinance amended. The following described property, which is currently zoned R-1 (Single-Family Residential), is hereby rezoned as R-DUPLEX, (Two-Family Residential).

PARCEL #	ADDRESS
206-1257.0000	1008 Alder Street

SECTION 2. Severability. The provisions of this Ordinance shall be deemed severable and it is expressly declared that the Common Council would have passed the other provisions of this Ordinance irrespective of whether or not one or more provisions may be declared invalid and if any provisions of this Ordinance of the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance and the application of such provisions to other persons or circumstances shall not be affected thereby.

SECTION 3. Conflicting ordinances. Ordinances or parts of ordinances in conflict with the above Ordinance are hereby repealed.

CITY OF BLACK RIVER FALLS ORDINANCE NO. 894

SECTION 4. Effective date. Upon passage and publication, this Ordinance shall take effect and be in force as provided by law.

_____
Jay Eddy, Mayor

ATTEST:

_____
Alex B. Chown, Clerk

DATES READ:
DATE PASSED:
DATE PUBLISHED:

Acknowledgement:

State of Wisconsin)
) ss.
County of Jackson)

Personally came before me this ____ day of _____, 2025 the above-named Jay Eddy and Alex B. Chown, to me known to be the Mayor and City Administrator of Black River Falls, Jackson County, Wisconsin respectively, and to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____
_____ Notary Public
State of Wisconsin, Jackson County
My commission expires: _____.

TEMPORARY
CONSTRUCTION PERMIT

PROJECT: **2025 Sewer System Improvements**
OWNER: Town of Brockway/Sanitary District #1
ADDRESS: 236 Gebhardt Road, Black River Falls, WI 54615

The undersigned owner(s) grant to the **Town of Brockway/Sanitary District #1** and their contractors, a temporary right to occupy and use the owner's land for construction of the above project, so long as required for such purpose, and to operate necessary equipment thereon. The Town will provide measures to prevent erosion of the soil and will promptly restore the Property to its previous physical condition.

This permit shall terminate upon completion of the construction project for which this instrument is given.

APPROVED BY OWNER:

_____ _____

Black River Falls **DATE**

APPROVED BY:

_____ _____

Town of Brockway **DATE**

MAYOR'S APPOINTMENTS 2025-2026

Approved by Council: __/__/____

1-Year Term

BUSINESS IMPROVEMENT DISTRICT (BID) BOARD

		Term Ends
Kylee Wussow	1-Year	2026
Duane Johnson	2-Year	2027
Mark Hanson	2-Year	2026
Andrea Hoffman	2-Year	2027
Vincent Meyer	2-Year	2026

HISTORICAL PRESERVATION COMMISSION

	Term Ends
Jacob Peloquin	2026
Mary Woods	2028
Barb Simonis	2028
Joe Gaier	2027
Darren Durman	2027
Jim Hoffman	2026
Dana Olson	2026