



# CITY OF RIPON

100 Jackson Street • Ripon, Wisconsin 54971-1396

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## CITY OF RIPON COMMON COUNCIL MEETING Council Chambers, City Hall Tuesday, October 8, 2019 7:00 p.m.

- I. Call to order/roll call
- II. Pledge of Allegiance/Invocation – Peggy Salmela
- III. Approval of agenda
- IV. Public communications and comment
- V. Accept informational reports from standing committees and staff
  1. Board of Zoning Appeals minutes – September 25
  2. Park & Rec minutes – September 25
  3. Plan Commission minutes – September 18
  4. Public Works Committee minutes – September 12
  5. Ripon Area Fire Department minutes – September 3
  6. Building Inspector report – September
  7. EMS report – September
  8. Police Department report – Distributed at meeting
  9. Public Works Department report – September
  10. Ripon Area Fire Department – September
  11. Senior Citizen report – Distributed at meeting
  12. Taxi Cab report – August
  13. Water/Wastewater report – September
  14. City Administrator report – September
  15. City Administration reports
    - a. Treasurer's report – Distributed at meeting
    - b. Budget report – Distributed at meeting
    - c. Check register – September
- VI. Consent calendar (Unless the Mayor, Council or staff asks that one or more of the items listed be pulled, this list may be approved with a single vote.)
  1. Common Council minutes – September 10 and September 23

2. Operator Licenses for the 2019/2020 licensing period: Elizabeth Buchanan, Kwik Trip; Deanna Hoke, Kwik Trip; Steven Krueger, Ripon Citgo; Mary Callies, Walgreens; Hunter Stigen, Ripon Citgo; Stacey Schwandt, Dollar General; Tracie Schwandt, Ripon Shell; **Jennifer Fellenz, Ripon College; Daphne Wittchow, Holliday Food & Sport; Olivia Griseta, Ripon Shell.**  
(Staff recommends approval of all licenses, with the exception of the licenses in **bold.**)
3. Change of Agent: Kwik Trip, Inc., (trade name) Kwik Trip #770, 545 E. Fond du Lac Street, Ripon, request change of agent to Dena L. Greenfield, 603 Cochrane Street, Waupun.

VII. Discussion item

1. Presentation by David Rasmussen, MSA – potential funding for projects

VIII. Action items

1. Appeal denial of operator's license – Olivia Griseta  
(Staff note: Staff's recommendation was to deny Ms. Griseta's operator's license application above. If denied by Council, Ms. Griseta wishes to appeal this decision.)
2. Consider ordinance to amend Chapter 18.04.010 Portions of State Code  
Adopted  
(Staff note: At their September 18<sup>th</sup> meeting, the Plan Commission recommended approval of the attached ordinance amendment which adopts Wisconsin Administrative Code Chapter SPS 316 Electrical Code in its entirety.)
3. Murray Park Pavilion project  
(Staff note: Council member Werch requested this item be put on tonight's agenda.)

IX. Project updates & staff reports

X. Mayor's communications and appointments

1. Appoint member of Historic Preservation Commission

XI. Agenda items for future Council meetings

XII. Adjourn

**BOARD OF ZONING APPEALS MEETING**  
**September 25, 2019**

PRESENT: Arbaugh, Hutton, Roy, Sakrison

ABSENT:

OTHERS: Building Inspector Leahy, City Administrator Rich

Sakrison called the meeting to order at 4:30 p.m.

**Approve meeting minutes – August 28, 2019**

Motion made by Roy to approve the August 28, 2019 minutes as presented, second made by Hutton. Motion carried.

**Public hearing – variance (Ryan Bill – 688 Gary Street)**

Sakrison opened the public hearing at 4:31 p.m. Ryan Bill was present to address the Board. Bill explained he would like to put up a fence higher than the four foot height restriction. Eighty percent of the fence is already up. His home is located on a corner lot, so he needs a variance to match the height of the rest of the fence. Leahy stated the fence is far enough from the road not to interfere with traffic. Bill indicated his son Simon is autistic and likes to climb. This is purely a safety issue. Sunset is a very busy street. Bill indicated the neighbors are supportive. Rich stated no correspondence has been received regarding this variance request. No members of the public were present to address the Board. Bill indicated that they currently have a sensor on his son, so they can locate him when he gets out. Staff had no concerns. Sakrison closed the public hearing at 4:33 p.m. Roy moved and Hutton seconded a motion to approve the variance for 688 Gary Street as requested. Motion carried.

With no further business before the Board, Roy moved and Hutton seconded a motion to adjourn. Motion carried. Sakrison declared the meeting adjourned at 4:34 p.m.

Respectfully submitted,

Lori Rich  
City Administrator

**PARK & RECREATION COMMITTEE MEETING**  
**September 25, 2019**

PRESENT: Baird, Hansen, Mansmith, Rieder  
ABSENT: None  
OTHERS: Public Works Director Ehrenberg, City Administrator Rich

Hansen called the meeting to order at 5:00 p.m.

**Approve meeting minutes – August 7<sup>th</sup>**

Mansmith moved and Rieder seconded a motion to approve the August 7<sup>th</sup> minutes as presented. Motion carried.

**Discussion items**

**Scoreboard for Diamond #5 – Lindsay Berndt**

Berndt explained that Ripon Youth Baseball Softball is requesting permission to replace the scoreboard at Murray Park Diamond #5. The new scoreboard would be identical to the scoreboard at Diamond #6. The controllers would be interchangeable. The scoreboard would be installed this fall if the weather cooperates. The new scoreboard is sponsored by Agnesian/SSM. The Committee expressed support for replacing the scoreboard and requested Berndt send something in writing to Rich for the records. The City would make the purchase to save the sales tax.

**List of prioritized park needs**

Ehrenberg shared an updated report of park needs. Items highlighted in green have been completed. The small remaining balance would be rolled over to 2020. The Committee had no recommended changes or additions to the report.

**List of shelter reservation questions**

The Committee discussed the cancellation policy and the deposit policy. This will be brought back to the next meeting for further discussion.

**Project updates and staff reports**

Ehrenberg shared the park shelter usage report. Revenue to date of \$4,815 is up over 2018's annual total of \$1,965, and over 2017's annual total of \$1,365. This money will be put toward the list of park needs. The number of paid reservations to date is 67 versus 97 last year, and 65 in 2017. Getting ready to close the parks. With the wet weather, the grass continues to grow. A couple of summer help have been kept on to help with mowing. The walking trail has been redone. The trail continues to wash out on the hill. This will need to be addressed next year. Safety chips are in at the required 9 to 12 inch depth for fall protection. The process works well.

**Review status of budget to date (through August 31<sup>st</sup>)**

Members reviewed the 2019 budget through August, and there were no concerns.

**Suggestions for agenda items for next meeting**

Shelter reservation questions list. Contact Rich or Hansen with any other future agenda items. Mansmith expressed thanks for removal of the snow fence at the dam.

**Announce date and time for next committee meeting**

Hansen announced that the next meeting will be on Wednesday, November 27<sup>th</sup>, 2019 at 5:00 p.m. at City Hall.

With no other business before the Committee, Baird moved and Hansen seconded a motion to adjourn. Motion carried. Hansen declared the meeting adjourned at 5:17 p.m.

Respectfully submitted,

Lori Rich  
City Administrator

# PLAN COMMISSION MEETING

## September 18, 2019

Present: Hoch, Pepler, Pollesch, Splitt, Will

Absent: Julian

Others: Public Works Director Ehrenberg, Building Inspector Leahy, City Administrator Rich, City Attorney Wurtz

Mayor Will called the meeting to order at 7:00 p.m.

### Approval of agenda

Pollesch moved and Splitt seconded a motion to approve the agenda as presented. Motion carried 5-0.

### Approve meeting minutes – July 17<sup>th</sup>

Hoch moved and Will seconded a motion to approve the July 17<sup>th</sup>, 2019 minutes as presented. Motion carried 4-0-1 (Splitt abstain).

### Action items

#### ADA Accessibility for 300 Watson Street

Building Inspector Leahy explained that ADA accessibility is required by the State and shared a copy of the site plan. The building has three doors and 60% of the doors must be handicap accessible, so one door must meet the State requirements. Pollesch explained the doors are two rises above the sidewalk. With the ramp there would be no steps at the front door. Leahy stated that adjacent to the ramp there is a sidewalk bumpout of 16 feet, and 6 feet by the regular sidewalk, so there is plenty of room for the ramp. Wurtz stated that six feet is acceptable. Leahy stated the State requirement is 5 feet for wheelchairs. The State requires that the handrail must extend one foot beyond the ramp. The handrail extends past the stairs at the opposite end by one foot as well. Pollesch inquired with the State's lead architect, and there are no historical exemptions to the ramp requirement. Splitt inquired about the facing. Tom Rogers replied the facing would be the same as the rest of the building. The railing height requirement for commercial buildings is 42 inches and no greater than a 4 inch space between balusters. The railing will be steel and will match the balconies. The balconies will be wood-framed. Hoch inquired how far the balconies will stick out, and Pollesch replied undetermined. The balconies are not used and will be replaced, so they will be shortened if necessary. Hoch stated he felt the drawings are not adequate and should follow the site plan checklist. Leahy reminded the Commission that because the project is less than 500 square feet, approval by the Plan Commission is not required. However, because of the downtown location she felt the Commission should be informed. The site plan will go to the Historic Preservation Commission next for a Certificate of Appropriateness. Splitt noted the sidewalk café ordinance requires 5 feet of sidewalk, so the 6 feet with this project is in line. Splitt requested more details to be provided about the railing for the Historic Preservation Commission. Rogers requested a copy of the guidelines, and Leahy will provide. Splitt moved and Pepler seconded a motion to approve the site plan as presented, subject to a Certificate of Appropriateness from the Historic Preservation Commission, and with the

understanding that additional railing details will be provided to the Historic Preservation Commission. Motion carried 4-0-1 (Pollesch abstain).

Railcar enclosure for 100 Creative Way

Cory Pollesch, representing Pollesch Construction and Tom Rogers, Sr., was present to address the Commission. Cory explained the existing foundation was installed to access the rail for moving paper in and out of the building. This proposed enclosure offers protection in the winter. Building Inspector Leahy had no issues. This is basically a cover over the ramp that was put in this summer. Hoch inquired if the enclosure extends over the property line. Rogers stated no, he owns the property and the railroad has access. Wurtz had no issues. Peppler moved and Pollesch seconded a motion to approve the site plans for the railcar enclosure as presented. Motion carried 5-0.

Discussion item

Proposed ordinance to amend Chapter 18.04.010 Portions of State Code Adopted

Leahy stated she was hoping the State would hold off another year on this, but effective January 1, 2020, anything with electrical must be inspected. For example, if a chicken coop has electricity, the coop would require inspection. Leahy reviewed the ordinance, and Wisconsin Administrative Code Chapter SPS 316 Electrical Code must be adopted in its entirety. The municipality must hold an Electrical Inspection Agency credential, which Rich has already taken care of. The municipality must also send the State a copy of all the electrical ordinances and any revisions, as well as a copy of the ordinance adopting SPS 316 in its entirety. Leahy has been doing the inspections in the past and will continue to do the inspections. If a municipality chooses not to exercise jurisdiction over commercial electrical inspections by January 1, 2020, then the State would have to do the inspections. Pollesch moved and Splitt seconded a motion to recommend approval of the ordinance amendment to the common council. Motion carried 5-0.

Project updates and staff reports

Nothing to report at this time.

Agenda items for future meetings

Contact Rich or Mayor Will with other agenda items.

With no further business before the Commission, Pollesch moved and Will seconded a motion to adjourn. Motion carried 5-0. Mayor Will declared the meeting adjourned at 7:25 p.m.

Respectfully submitted,  
Lori Rich, City Administrator

**PUBLIC WORKS COMMITTEE MEETING**  
**September 12, 2019**

PRESENT: Becker, Iverson, Liddicoat, Rogers, Schraeder  
ABSENT: None  
OTHERS: Public Works Director Ehrenberg, City Administrator Rich, Public Works Equipment Operator Crump, Council Member Splitt

Rich called the meeting to order at 5:30 p.m.

**Appoint Chair of Public Works Committee**

Liddicoat moved and Becker seconded a motion to nominate Schraeder as Chair. Motion carried.

**Approval of agenda**

Iverson moved and Liddicoat seconded a motion to approve the agenda as presented. Motion carried.

**Public communications and comment**

No one from the public was present to address the Committee. Becker explained the reason for creating this Committee was not to micromanage, but to create a collaborative process for discussing items and a more productive way of making decisions. Ehrenberg expressed his support for the Committee.

**Discussion item – local vendor preference**

Schraeder noted the local vendor preference Resolution in the agenda packet, as well as the State procurement policy. Splitt explained he brought this topic to the council's attention in June, when he noticed items were being purchased from Menards and he compared prices. Since then one business has seen more purchasing from the City. Ehrenberg explained the Department's goal is to be proactive and to order supplies in advance. Amazon is being used more. Splitt shared some pricing comparison examples. Becker asked for clarification of the 2009 Resolution, and Schraeder clarified. Ehrenberg noted that the Public Works Secretary handles most of the purchasing now. Rogers inquired if the City has a standard material list that could be put out locally, so businesses know the City has a 2% local preference. Ehrenberg agreed a list is a good idea and could be posted on the website. Becker questioned whether the Committee supported the current Resolution, and suggested the language in the last sentence could be clarified to read: However, under no circumstances shall local vendor preference be given when cost exceeds \$20,000 on one project or purchase. Changing the dollar amount to \$25,000 was also discussed. Becker moved and Liddicoat seconded a motion to recommend the language change to the common council and leave the council to decide the dollar amount. Motion carried. Becker added that bringing the Resolution to the council allows more exposure to vendors who may not have known about the 2% local vendor preference.

### **Discussion item – downtown snow removal policy**

Ehrenberg handed out a draft of a snow removal policy that was created after compiling historical information and input from downtown business owners, since no prior policy existed. Ehrenberg is seeking guidance and requested the Committee review the draft policy for the next meeting. Details documented from snow storms in January 2015 were shared with the Committee, and the snow removal processes were discussed. Crump shared some of the timing and traffic challenges. Rogers inquired if the safety issues could be corrected by ordinance. Preference was for police officers to pull over drivers that they notice going around plow vehicles. Ehrenberg shared that he met with Ripon Main Street, and they want the snow cleared the next day. Crump explained that the emergency routes need to be cleared first. The current process seems to be working. Rogers stated that the downtown business owners' snow removal service needs to meet the needs of the city. Liddicoat inquired if larger equipment would help. Ehrenberg stated equipment is large. When downtown owners move snow to the curb, the city will use a large blower to remove the snow. Rogers suggested inviting Craig Tebon to the next meeting. Rogers also suggested that perhaps the snow removal cost to downtown business owners needs to be increased to get the snow removal done properly and to get the snow on the street at the right time. Equipment for Main Street may need to change. Iverson stated he has reviewed many years of common council minutes, and this issue has come to the council several times. No one will ever be happy. Timing makes a difference. Ehrenberg reported that one snow removal downtown costs \$5,000 to \$6,000 per snowfall. After the heavier snow events Egbert's trucks are hired to haul the snow away at a cost of \$75 per hour. Iverson inquired about Knuth's parklet. The parklet must be removed by October 31<sup>st</sup> or earlier if requested by the city. Becker inquired if the draft policy should be shared with the business owners who complained, but the consensus was to be fair and treat everyone the same. The liability that business owners have if they don't have the sidewalks cleared safely was discussed, as well as outsourcing the downtown sidewalk snow removal.

### **Suggestions for agenda items for next meeting**

Ehrenberg suggested discussing 2020 street mill and overlays. MSA would attend the meeting. Ehrenberg handed out a leaf flyer and suggested the Committee review the leaf flyer for next month's meeting. Liddicoat shared photos of State markers as well as the unsightly telephone poles on Oshkosh Street. Crump stated the State markers cannot be legally removed. Ehrenberg will contact the utility company about the poles.

### **Announce date and time for next committee meeting**

Schraeder suggested that the next meeting be held on a Thursday at 5:30 p.m. in early October. Rich will have the Committee members polled for a time that works for everyone.

With no other business before the Committee, Iverson moved and Rogers seconded a motion to adjourn. Motion carried. Schraeder declared the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lori Rich  
City Administrator

## Minutes of Ripon Area Fire District Meeting

The monthly meeting of the Ripon Area Fire District was called to order at 7:02 P.M. on September 3<sup>rd</sup>, 2019 by President Joel Brockman. Role was called with the following members Gary Page, Barry Vandebink, Doug Iverson, Howard Hansen, Mike Wargula and James Werch present. Also present was Chief Saul and Dave Minch from CliftonLarsonAllen LLP (CLA).

Motion to approve agenda by Wargula with correction to word upstairs in project updates, second by Iverson. Passed 7-0.

Minutes from July 2nd were reviewed. Motion by Page, second by Hansen to approve minutes as presented. Passed 7-0.

Treasurer's Report was presented in writing. Motion by Werch, second by Iverson to approve treasurer's report. Passed 7-0. Werch gave update on accounts in collections with nothing new to report. More information and a list to send to collections will occur later this year

Dave Minch from CLA presented the 2018 Audit for the district. Minch went over various points of the audit noting significant events to the financial operations of the district. Various discussion over the audit occurred. Motion by Hansen, second by Iverson to accept the audit as presented. Passed 7-0.

Chief Saul presented the Chief's report. The report included updates on various fire calls for the month. Updates were given on equipment maintenance, grants, firefighter applications and miscellaneous updates on the department. The committee has met twice for a celebration of the departments 150 years of service with Chief Saul. All permits have been applied for and procured. The celebration will occur Sept 28<sup>th</sup> from 4 to 9 pm. Current number of firefighters is 32. Total number of calls for the year is 182 calls.

### Old business:

Service awards payouts were discussed. The board will discuss the payouts for this year at the November or December meeting.

Age requirement to be a firefighter was discussed. Chief Saul is requesting lowering the age requirement from 18 to 17 to be a paid-on call firefighter with the district. Chief gave information including opinion from legal counsel. Various discussions, questions and opinions were expressed. Motion by Page to approve lowering the age to become a paid on-call firefighter to 17 if all state requirements and certifications have been met and successful completion of the RAFD cadet program from the age of 15, second by Hansen. Friendly amendment by Page and Hansen to remove the age 15 requirement. Motion by Page to approve lowering the age to become a paid on-call firefighter to 17 if all state requirements and certifications have been met and successful completion of the RAFD cadet program. Page yes, Hansen yes, Vandebink yes, Iverson yes, Wargula yes, Brockman no, Werch no. Passed 5-2.

Brockman gave an update on the concrete. He had discussions with former building engineer Bill Boesch. It is believed the concrete will last but will need replacing due to materials used during the original building.

### New Business

Motion by Wargula, second by Hansen to allow Brockman and Werch to proceed with the Employee Trust Fund resolution. We need to recertify with a new resolution that the RAFD wants to continue to participate in the group health plan with ETF. Passed 7-0.

Brockman gave an update regarding the need and options to use for purchase of air packs for the department. The air pack grant amount has been lowered to \$208,000. The RAFD will be required to come up with 5% matching funds if approved for the grant. There was also discussion over selling the rescue truck to fund the purchase if the grant is not approved. Chief Saul also updated the board on the operating side of how and why the rescue truck may not be needed. Chief will be running an experiment in September to see if running the ladder instead of the squad and how it works or not.

Future agenda items: Firefighter age requirement formal policy, billing procedure updates, service award payouts, capital expenditures

Next regular meeting on October 1<sup>st</sup> at 7:00 PM.

Motion to adjourn by Iverson, second by Werch. Passed 7-0.

Adjourn at 8:35 pm

CITY OF RIPON			BUILDING REPORT				SEPTEMBER		2019		
TYPE OF PERMIT	No.	MONTH Estimated Value	Permit Cost	No.	YEAR TO DATE		LAST YEAR TO DATE		Permit Cost		
					Estimated Value	No.	Estimated Value	No.			
Single Family Residence				5	\$1,645,400.00				\$10,110.85	\$230,000.00	\$545.47
Multi-Family Residence											
Residential Garage				4	\$85,000.00				\$800.56	\$67,000.00	\$477.08
Residential Garage Alteration	1	\$3,242.00	\$50.00	8	\$74,194.00				\$691.77	\$7,200.00	\$53.80
Residential Alteration	11	\$94,882.00	\$788.09	93	\$1,064,996.00				\$7,840.32	\$735,069.00	\$4,109.07
Commercial											
Commercial Alteration	2	\$601,500.00	\$3,650.00	12	\$1,220,900.00				\$7,409.40	\$1,880,000.00	\$1,922.40
Industrial				1	\$140,074.00				\$1,035.00		
Industrial Alteration				2	\$2,233,125.00				\$4,577.75	\$450,000.00	\$1,370.00
Signs	2	\$2,600.00	\$137.53	12	\$65,849.50				\$1,021.23	\$45,100.00	\$1,514.11
Miscellaneous	8	\$26,375.00	\$450.00	45	\$252,203.00				\$3,095.40	\$24,259.00	\$250.00
Demolition				3	\$18,500.00				\$310.00		\$150.00
Hospital											
Church											
School											
College				4	\$287,700.00				\$1,771.60		
Trailer Homes				2	\$90,000.00				\$600.00	\$45,000.00	\$293.20
<b>Total Building Permits</b>	<b>24</b>	<b>\$728,599.00</b>	<b>\$5,075.62</b>	<b>191</b>	<b>\$7,177,941.50</b>				<b>\$39,263.88</b>	<b>\$4,117,464.00</b>	<b>\$12,774.86</b>
Commercial Plan Approval				2					\$930.00		
Plumbing Permits	1		\$592.00	42					\$2,946.00		\$2,108.96
Electrical Permits	1		\$80.00	56					\$4,913.86		\$3,196.31
Heating Permits	3		\$1,650.00	41					\$5,503.22		\$2,597.90
<b>Total Permit Fees</b>			<b>\$7,397.62</b>						<b>\$52,626.96</b>		<b>\$20,678.03</b>
<b>Totals</b>	<b>29</b>	<b>\$728,599.00</b>	<b>\$7,397.62</b>	<b>332</b>	<b>\$7,177,941.50</b>				<b>\$53,556.96</b>	<b>\$4,117,464.00</b>	<b>\$20,678.03</b>

## RIPON EMS SEPTEMBER 2019 REPORT

Response Mode To Scene	Number of Runs	Percent of Total Runs
Non-Emergent	96	73.28%
Emergent (Immediate Response)	35	26.72%
	<b>Total: 131</b>	<b>Total: 100.00%</b>

Disposition Transport Mode From Scene	Number of Runs	Percent of Total Runs
Non-Emergent	99	75.57%
Not Applicable	23	17.56%
Emergent (Immediate Response)	8	6.11%
	1	0.76%
	<b>Total: 131</b>	<b>Total: 100.00%</b>

Disposition Incident Patient Disposition	Number of Runs	Percent of Total Runs
Treated, Transported	107	81.68%
Eval, No Treatment/Trans Req'd	11	8.40%
Treated, Released (AMA)	4	3.05%
Dead at Scene-No Resuscitation Attempt (w/o Trans)	3	2.29%
Standby-No Support Provided	2	1.53%
Canceled (Prior to Arrival At Scene)	1	0.76%
Canceled on Scene (No Pt Contact)	1	0.76%
Dead at Scene-Resuscitation Attempted (w/o Trans)	1	0.76%
Treated, Released (per protocol)	1	0.76%
	<b>Total: 131</b>	<b>Total: 100.00%</b>

Response Type Of Service Requested	Number of Runs	Percent of Total Runs
911 Response (Scene)	82	62.60%
Interfacility Transport	47	35.88%
Standby	2	1.53%
	<b>Total: 131</b>	<b>Total: 100.00%</b>

Response EMS Unit Call Sign	Number of Runs	Percent of Total Runs
149	93	70.99%
147	29	22.14%
148	8	6.11%
146	1	0.76%
	<b>Total: 131</b>	<b>Total: 100.00%</b>

## **September 2019 Public Works Report**

### **Overview:**

Currently the department has 73 workorders that are in the system to be completed.

### **The following changes are in process or completed:**

- Shouldering streets Completed
- Catch basins rebuilds – On-going
- Ball diamond warning track refurbishing
- Northwestern tail tree trimming from Meade to Pacific. Completed

### **Streets:**

Street work continues, more catch basin repairs needed. Working with Fahmer to compile a list of best streets to chip seal in 2020.

### **Overall Monthly Comments:**

- Meetings with MSA, reviewing 2020 street project along with future planning
- Workorders are coming down as help is brought on. The department is fully staffed.
- City wide road ratings completed for 2019
- Meeting with LAKE AREA PUBLIC WORKS ASSOCIATION

Mike Ehrenberg



# Work Order Summary

Ehrenberg, Mike: 10/1/2019 5:48:56 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
<b>BUILDING &amp; GROUNDS</b>										
1066 [Replace USA Flag]	601 [CITY HALL]	PREVENTIVE		8/12/2019	9/12/2019	1.00	\$36.63	\$0.00	\$0.00	\$36.63
1160 [FIX BENCH]	601 [CITY HALL]	REPAIR		9/17/2019	9/19/2019	4.00	\$139.30	\$0.00	\$0.00	\$139.30
1182 [MOVE CABINETS]	601 [CITY HALL]	REQUEST	10/4/2019	9/26/2019	9/30/2019	2.00	\$69.65	\$0.00	\$0.00	\$69.65
	<b>BUILDING &amp; GROUNDS Total</b>		<b>3</b>	<b>3</b>	<b>7.00</b>	<b>\$245.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$245.58</b>
<b>CEMETERY</b>										
1062 [CREMAINS BURIAL]	613 [Garden of the Cross Cemetery]	REQUEST	9/18/2019	8/8/2019	9/18/2019	3.00	\$122.36	\$0.00	\$0.00	\$122.36
1117 [FULL ADULT BURIAL]	613 [Garden of the Cross Cemetery]	REQUEST	9/9/2019	8/30/2019	9/9/2019	7.50	\$271.08	\$0.00	\$0.00	\$271.08
1120 [Preventative maint.]	11 [backpack Blower 2010]	PREVENTIVE		9/3/2019	9/27/2019	0.50	\$18.67	\$0.00	\$0.00	\$18.67
1147 [CREMAINS BURIAL]	611 [Woodlawn Cemetery]	REQUEST	9/18/2019	9/13/2019	9/20/2019	2.50	\$82.15	\$0.00	\$0.00	\$82.15
1154 [SHARPEN BLADES]	1214 [KUBOTA ZERO TURN MOWER]	PREDICTIVE		9/16/2019	9/13/2019	1.50	\$49.29	\$17.39	\$0.00	\$66.68
1158 [SERVICE WEED EATER]	3608 [Weed Eaters 2017]	REPAIR		9/17/2019	9/16/2019	2.00	\$74.66	\$14.73	\$0.00	\$89.39
1168 [CHANGE OIL]	3209 [Kabota Utility Truck 2007]	PREVENTIVE		9/20/2019	9/19/2019	1.00	\$32.86	\$12.61	\$0.00	\$45.47
1169 [CHANGE OIL]	1213 [1550 TerrainCut]	PREVENTIVE		9/20/2019	9/19/2019	2.00	\$65.72	\$15.21	\$0.00	\$80.93
	<b>CEMETERY Total</b>		<b>8</b>	<b>8</b>	<b>20.00</b>	<b>\$716.79</b>	<b>\$59.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$776.71</b>
<b>OPERATIONS</b>										
705 [FIX SIGN]	610 [City of Ripon]	REPAIR	9/19/2019	4/15/2019	9/20/2019	0.00	\$0.00	\$0.00	\$5300.00	\$5300.00
906 [DROP OFF BARRICADES]	610 [City of Ripon]	REQUEST	9/20/2019	6/20/2019	9/23/2019	13.00	\$436.28	\$0.00	\$0.00	\$436.28
947 [FIX SIGN]	610 [City of Ripon]	CORRECTIVE	9/20/2019	7/2/2019	9/19/2019	0.17	\$7.65	\$0.00	\$0.00	\$7.65
1027 [FIX SINK HOLE]	610 [City of Ripon]	REPAIR		7/30/2019	9/3/2019	2.00	\$48.81	\$0.00	\$0.00	\$48.81
1057 [APPLY COLD PATCH]	610 [City of Ripon]	CORRECTIVE		8/7/2019	9/19/2019	2.50	\$91.61	\$0.00	\$0.00	\$91.61
1072 [REMOVE FENCING]	610 [City of Ripon]	REQUEST		8/12/2019	9/12/2019	2.75	\$80.29	\$0.00	\$0.00	\$80.29
1093 [LOOK AT CROSSWALK SIGNAL]	610 [City of Ripon]	REQUEST		8/21/2019	9/19/2019	0.50	\$22.51	\$0.00	\$0.00	\$22.51
	<b>OPERATIONS Total</b>		<b>7</b>	<b>7</b>	<b>20.92</b>	<b>\$687.13</b>	<b>\$0.00</b>	<b>\$5300.00</b>	<b>\$0.00</b>	<b>\$5987.13</b>
<b>PARKS</b>										



# Work Order Summary

Ehrenberg, Mike: 10/1/2019 5:48:56 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
941 [DROP OFF BARRICADES]	603 [Barlow Park]	REQUEST	8/28/2019	7/2/2019	9/3/2019	0.25	\$11.25	\$0.00	\$0.00	\$11.25
942 [REMOVE BARRICADES]	603 [Barlow Park]	REQUEST	8/30/2019	7/2/2019	9/4/2019	0.25	\$11.25	\$0.00	\$0.00	\$11.25
943 [DROP OFF BARRICADES]	604 [Murray Park]	REQUEST	9/20/2019	7/2/2019	9/20/2019	1.00	\$34.83	\$0.00	\$0.00	\$34.83
944 [REMOVE BARRICADES]	604 [Murray Park]	REQUEST	9/30/2019	7/2/2019	9/30/2019	0.50	\$16.24	\$0.00	\$0.00	\$16.24
1067 [CLEAN PINE NEEDLES TENNIS COURT FALL]	603 [Barlow Park]	PREDICTIVE	10/17/2019	8/12/2019	9/20/2019	2.00	\$22.00	\$0.00	\$0.00	\$22.00
1119 [Preventative maint.]	12 [Leaf Blower 2011]	PREVENTIVE	9/26/2019	9/3/2019	9/26/2019	0.50	\$18.67	\$0.00	\$0.00	\$18.67
1146 [replace damaged caster wheel]	1211 [Toro Mower 2017]	REPAIR	9/12/2019	9/12/2019	9/18/2019	0.25	\$10.66	\$128.78	\$0.00	\$139.44
1156 [SHARPEN BLADES]	1212 [1550 TerrainCut]	PREVENTIVE	9/17/2019	9/17/2019	9/13/2019	1.50	\$49.29	\$16.22	\$0.00	\$65.51
1157 [SHARPEN BLADES]	1211 [Toro Mower 2017]	PREVENTIVE	9/17/2019	9/17/2019	9/13/2019	2.50	\$82.15	\$1.01	\$0.00	\$83.16
1163 [FIX TRAIL]	604 [Murray Park]	REPAIR	9/18/2019	9/18/2019	9/16/2019	3.00	\$123.21	\$0.00	\$0.00	\$123.21
1176 [Install and wire headlight]	1211 [Toro Mower 2017]	PREVENTIVE	9/24/2019	9/24/2019	9/24/2019	1.50	\$63.98	\$20.08	\$0.00	\$84.06
1185 [FIX TOILET]	604 [Murray Park]	REPAIR	9/27/2019	9/27/2019	9/24/2019	1.00	\$41.07	\$7.99	\$0.00	\$49.06
						<b>12</b>	<b>\$484.59</b>	<b>\$174.08</b>	<b>\$0.00</b>	<b>\$658.67</b>
						<b>12</b>	<b>\$484.59</b>	<b>\$174.08</b>	<b>\$0.00</b>	<b>\$658.67</b>
<b>STREETS</b>										
623 [repair broken section of frog on mogo board]	201 [JD Grader 2004]	REPAIR	3/21/2019	3/21/2019	9/3/2019	7.00	\$298.55	\$266.62	\$0.00	\$565.17
696 [Add Parking Signage ]	[]	REQUEST	7/5/2019	4/11/2019	9/9/2019	3.00	\$98.54	\$0.00	\$0.00	\$98.54
815 [Replace hyd. cooler and fan]	1200 [JD Flail Mower 2005]	REPAIR	5/20/2019	5/20/2019	9/20/2019	4.00	\$149.32	\$1194.50	\$44.94	\$1388.76
884 [Add and move parking signs]	610 [City of Ripon]	REQUEST	6/28/2019	6/11/2019	9/3/2019	10.00	\$244.05	\$0.00	\$0.00	\$244.05
900 [Accident at by Allibi's]	610 [City of Ripon]	REPAIR	7/26/2019	6/19/2019	9/19/2019	5.50	\$225.40	\$42.48	\$6428.50	\$6696.38
911 [Add Truck Route Sign]	610 [City of Ripon]	REQUEST	7/5/2019	6/24/2019	9/12/2019	1.50	\$36.61	\$0.00	\$0.00	\$36.61
912 [Add One Way Sign]	610 [City of Ripon]	REQUEST	7/5/2019	6/24/2019	9/9/2019	1.50	\$36.61	\$0.00	\$0.00	\$36.61
1002 [Street Line Painting centerline]	624 [Streets]	PREDICTIVE	9/19/2019	7/22/2019	9/19/2019	25.50	\$761.52	\$0.00	\$0.00	\$761.52
1040 [Repair Manhole Howard st]	624 [Streets]	REPAIR	8/5/2019	8/5/2019	9/19/2019	28.00	\$736.74	\$0.00	\$0.00	\$736.74
1053 [Clean up from accident on Douglas and Hwy 23]	624 [Streets]	REQUEST	9/19/2019	8/5/2019	9/19/2019	4.50	\$181.29	\$0.00	\$0.00	\$181.29
1071 [Mow for Compliance]	610 [City of Ripon]	REQUEST	8/14/2019	8/12/2019	9/19/2019	8.00	\$380.64	\$0.00	\$0.00	\$380.64
1099 [FIX SIGN]	610 [City of Ripon]	CORRECTIVE	9/13/2019	8/27/2019	9/12/2019	2.50	\$80.44	\$23.67	\$0.00	\$104.11
1124 [Replace serpentine belt]	3215 [Pete Plow Truck 2013]	PREVENTIVE	9/3/2019	9/3/2019	9/6/2019	2.25	\$87.98	\$60.76	\$10.58	\$159.32
1126 [Driveway patch in road]	610 [City of Ripon]	REQUEST	9/13/2019	9/4/2019	9/19/2019	1.00	\$32.48	\$0.00	\$0.00	\$32.48



# Work Order Summary

Ehrenberg, Mike: 10/1/2019 5:48:56 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
1128 [install curb guards]	201 [JD Grader 2004]	PREVENTIVE	10/17/2019	9/4/2019	9/26/2019	1.00	\$37.33	\$389.44	\$28.37	\$455.14
1133 [MAINTENANCE]	405 [Cement Mixer 2001]	PREVENTIVE		9/5/2019	9/3/2019	1.50	\$56.00	\$8.63	\$0.00	\$64.62
1134 [DROP OFF BARRICADES]	610 [City of Ripon]	REQUEST	9/27/2019	9/5/2019	9/30/2019	21.00	\$800.24	\$0.00	\$0.00	\$800.24
1136 [Pick up sticks Monthly]	413 [Morbark Brush Chipper 2005]	PREDICTIVE		9/9/2019	9/10/2019	24.00	\$805.12	\$0.00	\$0.00	\$805.12
1138 [repair hydraulic leak]	200 [John Deere Loader 2008]	REPAIR		9/9/2019	9/9/2019	1.50	\$63.98	\$15.20	\$10.00	\$89.18
1139 [WEED EAT ISLANDS]	610 [City of Ripon]	PREDICTIVE		9/10/2019	9/10/2019	2.00	\$44.11	\$0.00	\$0.00	\$44.11
1140 [FIX SIGN]	610 [City of Ripon]	CORRECTIVE	10/3/2019	9/10/2019	9/12/2019	1.00	\$24.41	\$0.00	\$0.00	\$24.41
1145 [Add School Sign]	610 [City of Ripon]	REQUEST	9/13/2019	9/11/2019	9/12/2019	1.50	\$36.61	\$0.00	\$0.00	\$36.61
1152 [BRUSH PICK UP]	610 [City of Ripon]	REQUEST	9/20/2019	9/16/2019	9/16/2019	1.50	\$48.71	\$0.00	\$0.00	\$48.71
1153 [TRIM TREES]	610 [City of Ripon]	REQUEST		9/16/2019	9/13/2019	2.00	\$82.14	\$0.00	\$0.00	\$82.14
1165 [NO PARKING]	610 [City of Ripon]	REQUEST	9/20/2019	9/18/2019	9/20/2019	1.50	\$67.52	\$0.00	\$0.00	\$67.52
1170 [DROP OFF BARRICADES]	610 [City of Ripon]	REQUEST	9/20/2019	9/20/2019	9/24/2019	1.00	\$34.83	\$0.00	\$0.00	\$34.83
1186 [FIX COIL WIRE]	2206 [Chain Saws Husky 2005]	REPAIR		9/27/2019	9/24/2019	1.00	\$37.33	\$0.00	\$0.00	\$37.33
1187 [ADJUST CARB]	2204 [Chain Saws Stihl 1993]	CORRECTIVE		9/27/2019	9/23/2019	0.25	\$9.33	\$0.00	\$0.00	\$9.33
1188 [FIX SAW]	2203 [Chain Saws Husqvarna 2018]	REPAIR		9/27/2019	9/24/2019	0.50	\$18.67	\$4.25	\$0.00	\$22.92
<b>STREETS Total</b>						<b>29</b>	<b>\$5516.45</b>	<b>\$2005.54</b>	<b>\$6522.39</b>	<b>\$14044.38</b>
<b>WASTE MANAGEMENT</b>										
1118 [Compost Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		9/3/2019	9/3/2019	0.50	\$22.51	\$0.00	\$0.00	\$22.51
1125 [Compost Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		9/4/2019	9/4/2019	1.00	\$45.01	\$0.00	\$0.00	\$45.01
1130 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST		9/4/2019	9/9/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1135 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST		9/6/2019	9/9/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1137 [Compost Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		9/9/2019	9/9/2019	0.50	\$22.51	\$0.00	\$0.00	\$22.51
1142 [Compost Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		9/11/2019	9/11/2019	0.50	\$22.51	\$0.00	\$0.00	\$22.51
1144 [DROP OFF A NEW RECYCLE CAN]	800 [Waste Managment]	REQUEST		9/11/2019	9/16/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1148 [Change Light]	3207 [Peterb Garb Trk. 2013]	REPAIR		9/13/2019	9/10/2019	1.00	\$37.33	\$8.88	\$0.00	\$46.21
1149 [DROP OFF NEW RECYCLE CAN]	800 [Waste Managment]	REQUEST		9/13/2019	9/16/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1151 [Compost Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		9/16/2019	9/17/2019	0.50	\$18.78	\$0.00	\$0.00	\$18.78



# Work Order Summary

Ehrenberg, Mike: 10/1/2019 5:48:56 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
1161 [DROP OFF A 350 ]	800 [Waste Managment]	REQUEST	9/18/2019	9/17/2019	9/27/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1162 [Compost Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		9/18/2019	9/19/2019	0.08	\$3.60	\$0.00	\$0.00	\$3.60
1166 [REMOVE 350]	800 [Waste Managment]	REQUEST	9/30/2019	9/18/2019	9/19/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1172 [Compost Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		9/23/2019	9/23/2019	0.75	\$33.76	\$0.00	\$0.00	\$33.76
1174 [FIX GARBAGE TRUCK]	3207 [Peterb Garb Trk. 2013]	REPAIR		9/23/2019	9/19/2019	4.50	\$167.99	\$178.93	\$0.00	\$346.92
1175 [PICK UP GARBAGE]	800 [Waste Managment]	REQUEST	9/24/2019	9/23/2019	9/25/2019	0.08	\$2.86	\$0.00	\$0.00	\$2.86
1178 [Compost Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		9/25/2019	9/26/2019	0.75	\$33.76	\$0.00	\$0.00	\$33.76
1181 [REMOVE 350]	800 [Waste Managment]	REQUEST	9/26/2019	9/26/2019	9/30/2019	0.50	\$20.56	\$0.00	\$0.00	\$20.56
1189 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	9/30/2019	9/27/2019	9/30/2019	1.00	\$32.48	\$0.00	\$0.00	\$32.48
1191 [Compost Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		9/30/2019	9/30/2019	0.50	\$22.51	\$0.00	\$0.00	\$22.51
<b>WASTE MANAGEMENT Total</b>					<b>20</b>	<b>15.16</b>	<b>\$609.46</b>	<b>\$187.81</b>	<b>\$0.00</b>	<b>\$797.27</b>
<b>Grand Total</b>					<b>79</b>	<b>242.83</b>	<b>\$8259.98</b>	<b>\$2427.36</b>	<b>\$11822.39</b>	<b>\$22509.73</b>

## Ripon Area Fire District September 2019 Monthly Report

### Fire calls for the month:

- 08/26/19 Assist EMS (Town of Ripon).
- 08/26/19 Assist EMS (City).
- 08/27/19 Activated fire alarm (City). \*
- 09/01/19 Activated smoke detector (City). \*
- 09/01/19 Activated fire alarm (City). \*
- 09/02/19 Assist EMS (City).
- 09/02/19 Activated smoke detector (City). \*
- 09/04/19 Worker struck underground wire (City). \*
- 09/04/19 Activated fire alarm (City).
- 09/04/19 Activated fire alarm (City). \*
- 09/04/19 Mutual aid RIT team to Marquette house fire.
- 09/04/19 Burn marks around outlet and on floor (City).
- 09/07/19 Investigate oil spill (City). \*
- 09/06/19 Activated fire alarm (City). \*
- 09/07/19 Activated fire alarm (City). \*
- 09/07/19 Structure fire, house filled with smoke (City).
- 09/08/19 Activated fire alarm (City).
- 09/09/19 Activated fire alarm (City). \*
- 09/09/19 Simulated Hazardous material call (City).
- 09/09/19 Assist EMS (City).
- 09/10/19 Activated smoke alarm (Town of Ripon).
- 09/14/19 Activated fire alarm (City).
- 09/15/19 Activated smoke detector (City). \*
- 09/15/19 Activated smoke detector with smoke in building (City).
- 09/15/19 Activated smoke detector (City).
- 09/16/19 Activated water flow alarm (City).

- 09/17/19 Activated fire alarm, no response per Deputy Chief.
- 09/17/19 Possible structure fire (City). \*
- 09/17/19 Vehicle vs Dump truck accident (Town of Ripon). \*
- 09/18/19 Activated fire alarm (City).
- 09/18/19 Strong odor of something burning in basement (City).
- 09/19/19 Mutual aid to city of Fond du Lac fatality fire.
- 09/20/19 Mutual aid RIT Team to North Fond du Lac structure fire.
- 09/20/19 Activated fire alarm (City). \*
- 09/20/19 Activated smoke detector (City). \*
- 09/21/19 Bad burning smell (City).
- 09/21/19 Activated fire alarm (City). \*
- 09/22/19 Assist Police with missing elderly man.
- 09/26/19 Activated smoke detector (City). \*

**Total calls for the month: 39**

**\* Rapid response only response = 17**

**Mutual aid given: 3**

**Y.T.D 16**

**Mutual aid received: 2**

**Y.T.D: 10**

**Total calls for the year: 221**

**Monthly info:**

- **Fire Prevention week open house/activities.**
- **Fire inspection update.**
- **Project update Buildings, grounds.**
- **Pump testing.**
- **Staffing update: 32 members - Applicants.**
- **Call volume.**
- **Grant update.**
- **Participate in homecoming parade.**
- **Anniversary celebration.**
- **Air pack company presentation/test packs.**
- **Strive students.**
- **Septemberfest.**
- **Squad/Truck update.**

Ripon Taxi  
Brown Cab Service, Inc  
2019 Monthly Report

Month:	August
Vehicle Hours:	1090.75
Monthly Revenue Trips:	
Agency Trips:	223
Agency Prepaid Trips:	376
E/H:	1496
Regular:	604
Extra Riders:	0
Students:	130
Children Under 5:	0
Total Trips:	<u>2829</u>
Monthly Revenue:	
Passenger Cash Revenue:	\$ 5,416.75
Passenger Charge Revenue:	\$ 425.25
Agency Charge Revenue:	\$ 1,449.50
Prepaid BCSI Tickets Sold:	\$ 952.50
Prepaid Agency Full Fare:	\$ -
Prepaid Agency Reduced Fare:	\$ 58.50
Delivery Revenue:	<u>\$ 52.50</u>
Total Revenue:	\$ 8,355.00
Expenses:	
1090.75 Vehicle Hrs * 27.22	\$ 29,690.22
Expenses Greater Than Revenue:	\$ 21,335.22
Due Brown Cab Service:	\$ 21,335.22

**To: Mayor, City of Ripon Common Council & City Administrator**

**From: Chris Liveris, Utility Manager**

## **Ripon Utility Department Monthly Report for September 2019**

### **Water Utility**

Work this month mainly consisted of meter reading, replacing, installing radio units to existing residential meters and industrial meters. Servicing and testing water meters at their designated intervals and handling customer service calls, turn-ons and turn-offs and water utility locates.

Daily Well checks and sampling continued through the month.

Staff repaired two water main breaks on N. Union Street on Saturday, Sept. 7<sup>th</sup>.

While Well 8 is pulled, the underground reservoir at the well site was inspected by our consultant per DNR requirements. The reservoir was in good shape and didn't need any work done. Our well contractor had found numerous components associated with the well as being pitted and showing signs of corrosion. The booster pump was also evaluated as it had not been looked at since 2002. It has shown signs of wear which reduced its pumping capacity.

The Water Department staff were part of an exercise with the County Emergency Management team along with the City's Police, Emergency Medical Services and Fire Departments.

An abandoned water service was hit by the contractor excavating on Blossom Street and repaired.

A Water staff member attended the Green Lake County Emergency Management group which we are part of to assist other Utilities in case of an emergency or hardship.

### **Waste Water Utility**

Routine daily lab work was performed and monthly maintenance was performed on the equipment.

Communication problems at the lift stations was resolved after finding a signal repeater was inadvertently unplugged at City Hall's communication tower.

Staff emptied the West Oxidation Ditch and our contractor removed the accumulated solids. The Oxidation Ditches are cleaned out every 5 years.

Industrial Sewer Monitoring has started and will continue through October 6<sup>th</sup>. After completion, new parameters for future billing will be sent to those respective industrial customers.



# CITY OF RIPON

100 Jackson Street • Ripon, Wisconsin 54971-1396

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## CITY ADMINISTRATOR REPORT September 2019

- 9/30 Track agreement meeting with WSOR
- 9/25 Park and Recreation Committee meeting and minutes
- 9/25 Board of Zoning Appeals meeting and minutes
- 9/23 Budget for 2020 delivered to council
- 9/23 Conference call Fond du Lac County closeout program
- 9/18 Plan Commission meeting and minutes
- 9/17 CDBG closeout program meeting at Marquette County building
- 9/13 Interviews for finance manager position
- 9/12 First Public Works Committee meeting and minutes
- 9/11 Meeting with new home builder regarding TID 7 home incentive
- Weekly Ripon Rotary Club meetings
- 9/10 and 9/23 Council meetings
- Prepared monthly report for Ripon Chamber of Commerce and Ripon Main Street board meetings on recent Common Council actions
- Biweekly Department Head staff meetings
- Weekly meetings with City Attorney
- Weekly meetings with Director of Public Works
- Weekly meetings with Accountant
- Weekly meetings with Mayor
- Professional development:
  - Webinar on 9/11 – International City Manager’s Association (ICMA) – Grappling with Gnarly Issues – How Local Government Can Help

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/03/2019	71341	30540	REGISTRATION FEE TRUST	10-21100	74.50
09/19	09/04/2019	71342	22952	BMO HARRIS BANK NA - PAYMENTS	23-21100	1,470.87
09/19	09/09/2019	71343	114564	ACTS TREE CARE & PRESERVATION LLC	10-21100	5,075.00
09/19	09/09/2019	71344	114566	AFK CORP	10-21100	50.00
09/19	09/09/2019	71345	114561	ALLIANCE LAUNDRY SYSTEMS	10-21100	150.00
09/19	09/09/2019	71346	1080	ALLIANT ENERGY/WP&L	10-21100	38,598.08
09/19	09/09/2019	71347	1118	ALTERNATIVE PEST SOLUTIONS	10-21100	45.00
09/19	09/09/2019	71348	114445	AMAZON CAPITAL SERVICES	10-21100	504.43
09/19	09/09/2019	71349	113078	ASSOCIATED APPRAISAL CONSULTANTS INC	10-21100	2,280.00
09/19	09/09/2019	71350	114553	ATTN: RECOVERY SERVICES	21-21100	773.05
09/19	09/09/2019	71351	3300	BADGER LABORATORIES INC	61-21100	679.76
09/19	09/09/2019	71352	3230	BADGER METER	62-21100	171.36
09/19	09/09/2019	71353	3600	BAIRD GM	10-21100	460.35
09/19	09/09/2019	71354	3650	BAKER & TAYLOR	23-21100	680.83
09/19	09/09/2019	71355	5460	BROOKS TRACTOR	10-21100	349.75
09/19	09/09/2019	71356	6870	CHARTER COMMUNICATIONS	10-21100	84.99
09/19	09/09/2019	71357	114151	CINTAS	23-21100	41.22
09/19	09/09/2019	71358	7590	CITY OF APPLETON	10-21100	652.50
09/19	09/09/2019	71359	7810	CITY OF RIPON UTILITIES	10-21100	95.67
09/19	09/09/2019	71360	8250	CLIFFS TIRE & BATTERY	10-21100	42.86
09/19	09/09/2019	71361	112215	COLONIAL LIFE	10-21100	163.14
09/19	09/09/2019	71362	113311	COMPLETE OFFICE OF WI	21-21100	483.35
09/19	09/09/2019	71363	112470	COUNTY MATERIALS CORP	10-21100	2,553.20
09/19	09/09/2019	71364	114558	DEGRAZE, TAMARA	10-21100	50.00
09/19	09/09/2019	71365	114551	DOLGENCORP LLC	10-21100	58.36
09/19	09/09/2019	71366	12400	ED PRIEBE SALES & SERVICE	10-21100	15.94
09/19	09/09/2019	71367	110375	ENERGY CONTROL & DESIGN INC	61-21100	951.50
09/19	09/09/2019	71368	114198	EXPERT LAWNCARE LLC	23-21100	110.00
09/19	09/09/2019	71369	112765	FLEETPRIDE	10-21100	258.32
09/19	09/09/2019	71370	110802	FOND DU LAC COUNTY	10-21100	4,898.43
09/19	09/09/2019	71371	15000	FULL COMPASS SYSTEMS LTD	10-21100	749.00
09/19	09/09/2019	71372	16000	GOOD IMPRESSIONS	10-21100	222.18
09/19	09/09/2019	71373	114330	GRAND VALLEY INSPECTION SERVICES LLC	10-21100	8,712.83
09/19	09/09/2019	71374	113016	GREAT CYCLE BRANDS/DDP INC	23-21100	135.68
09/19	09/09/2019	71375	114567	HANSON, TERRY	10-21100	50.00
09/19	09/09/2019	71376	111282	HAVEY COMMUNICATIONS	10-21100	39,410.04
09/19	09/09/2019	71377	17290	HENNING, BRET	10-21100	149.13
09/19	09/09/2019	71378	113392	HENRY SCHEIN INC	21-21100	1,761.34
09/19	09/09/2019	71379	112843	HOMAN FORD INC	21-21100	1,385.40
09/19	09/09/2019	71380	113903	HYDROCORP	62-21100	1,805.00
09/19	09/09/2019	71381	4750	IEH AUTO PARTS LLC	10-21100	9.12
09/19	09/09/2019	71382	112733	INTEGRITY LAWN SERVICE & SUPPLY INC	10-21100	1,247.50
09/19	09/09/2019	71383	18680	IRON MOUNTAIN	10-21100	180.24
09/19	09/09/2019	71384	18250	ITU ABSORB TECH	23-21100	63.75
09/19	09/09/2019	71385	114509	J & S ENTERPRISES OF RIPON LLC	10-21100	300.00
09/19	09/09/2019	71386	114554	JESKE, SCOTT	21-21100	639.76
09/19	09/09/2019	71387	114559	KRAHN, VINCE	10-21100	50.00
09/19	09/09/2019	71388	21810	L & S TRUCK CENTER	10-21100	366.43
09/19	09/09/2019	71389	22300	LEAGUE OF WIS MUNICIPLTS	10-21100	225.00
09/19	09/09/2019	71390	114442	LISA RUSSELL	10-21100	360.00
09/19	09/09/2019	71391	113115	MADISON PUBLIC LIBRARY	23-21100	24.95
09/19	09/09/2019	71392	114556	MADSEN, BERNADINE	61-21100	45.90
09/19	09/09/2019	71393	16125	MICHELS, LINDSEY	10-21100	51.04
09/19	09/09/2019	71394	113521	MITTLESTAEDT, PAUL	10-21100	15.22

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/09/2019	71395	25153	MODERN RENTALS INC	10-21100	40.99
09/19	09/09/2019	71396	25675	NAPA AUTO PARTS-WAUPUN	10-21100	526.42
09/19	09/09/2019	71397	114555	NEHLS, KATHLEEN	61-21100	31.19
09/19	09/09/2019	71398	114120	NEW HYDRAULICS INC	10-21100	92.50
09/19	09/09/2019	71399	27051	NORTHEAST ASPHALT	62-21100	8,967.00
09/19	09/09/2019	71400	27260	NOVAK EXCAVATING INC	62-21100	1,085.00
09/19	09/09/2019	71401	114565	OXYGEN GENERATING SYSTEMS INTL	21-21100	10,000.00
09/19	09/09/2019	71402	112474	PITNEY BOWES INC	62-21100	749.31
09/19	09/09/2019	71403	114560	PRAIRIE PLACE	10-21100	50.00
09/19	09/09/2019	71404	110980	PTM DOCUMENT SYSTEMS	10-21100	127.53
09/19	09/09/2019	71405	31140	RIPON ACE HARDWARE	21-21100	414.77
09/19	09/09/2019	71406	31225	RIPON AREA FIRE DISTRICT	10-21100	21,059.50
09/19	09/09/2019	71407	31610	RIPON COMMUNITY PUBLICATNS	10-21100	334.91
09/19	09/09/2019	71408	31770	RIPON ELECTRIC INC	10-21100	7,145.80
09/19	09/09/2019	71409	34400	SERVICE MOTOR CO	10-21100	307.20
09/19	09/09/2019	71410	113881	SHORT ELLIOTT HENDRICKSON INC	61-21100	1,170.61
09/19	09/09/2019	71411	114170	SPARTAN ELECTRIC LLC	61-21100	175.00
09/19	09/09/2019	71412	113409	STRANG, PATTERSON, RENNING, LEWIS & LACY	10-21100	405.00
09/19	09/09/2019	71413	113704	TIPTON, JESSE	10-21100	87.75
09/19	09/09/2019	71414	114562	TOLFA, ALYSSA	61-21100	78.63
09/19	09/09/2019	71415	114492	TRC LOCKBOX	82-21100	17,214.29
09/19	09/09/2019	71416	113363	TRUCK EQUIPMENT INC	10-21100	74.12
09/19	09/09/2019	71417	38600	USA BLUEBOOK	62-21100	1,146.27
09/19	09/09/2019	71418	112176	VERIZON WIRELESS	21-21100	492.14
09/19	09/09/2019	71419	114552	WALTENBERRY, MARY	10-21100	20.00
09/19	09/09/2019	71420	113698	WEBSTER'S MARKETPLACE	10-21100	104.81
09/19	09/09/2019	71421	114440	WHIT MEZA PHOTOGRAPHY	10-21100	1,100.00
09/19	09/09/2019	71422	114360	WI ASSOCIATION OF SENIOR CENTERS	10-21100	150.00
09/19	09/09/2019	71423	114563	WILKE, STEVE & ANN	61-21100	25.59
09/19	09/09/2019	71424	42650	WISCONSIN LIBRARY ASSOCIATION	23-21100	59.00
09/19	09/20/2019	71425	114564	ACTS TREE CARE & PRESERVATION LLC	10-21100	4,147.00
09/19	09/20/2019	71426	112773	ADVANCED DISPOSAL SOLID WASTE	10-21100	18,104.75
09/19	09/20/2019	71427	114569	ALLISON, LINDA	10-21100	50.00
09/19	09/20/2019	71428	1118	ALTERNATIVE PEST SOLUTIONS	10-21100	80.00
09/19	09/20/2019	71429	114445	AMAZON CAPITAL SERVICES	10-21100	129.56
09/19	09/20/2019	71430	3300	BADGER LABORATORIES INC	61-21100	200.00
09/19	09/20/2019	71431	113210	BADGER STATE WASTE LLC	61-21100	9,507.50
09/19	09/20/2019	71432	3650	BAKER & TAYLOR	23-21100	2,660.62
09/19	09/20/2019	71433	4125	BELSON CO THE	10-21100	300.64
09/19	09/20/2019	71434	114092	BERTON, TONY	10-21100	25.00
09/19	09/20/2019	71435	114012	BONACK, COREY	10-21100	115.24
09/19	09/20/2019	71436	5036	BONGERS, DESIREE	23-21100	65.80
09/19	09/20/2019	71437	5157	BOUNDTREE MEDICAL	21-21100	320.63
09/19	09/20/2019	71438	5460	BROOKS TRACTOR	40-21100	949.10
09/19	09/20/2019	71439	5500	BROWN CAB SERVICE INC.	24-21100	21,335.22
09/19	09/20/2019	71440	112939	CAVENDISH SQUARE	23-21100	236.90
09/19	09/20/2019	71441	15240	CENGAGE LEARNING INC	23-21100	203.93
09/19	09/20/2019	71442	111659	CENTER POINT LARGE PRINT	23-21100	109.08
09/19	09/20/2019	71443	111966	CENTURYLINK	62-21100	1,469.73
09/19	09/20/2019	71444	112858	CENTURYLINK	10-21100	51.75
09/19	09/20/2019	71445	6870	CHARTER COMMUNICATIONS	10-21100	396.19
09/19	09/20/2019	71446	114151	CINTAS	61-21100	316.82
09/19	09/20/2019	71447	7800	CITY OF RIPON	62-21100	9.15
09/19	09/20/2019	71448	8250	CLIFFS TIRE & BATTERY	10-21100	74.39
09/19	09/20/2019	71449	8600	CONDON OIL CO	10-21100	1,149.83
09/19	09/20/2019	71450	112441	CONSULTANTS LABORATORY	10-21100	80.00
09/19	09/20/2019	71451	114570	CRUMP, CHRISTIE	10-21100	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/20/2019	71452	112075	DAMSTEEGT, TROY	10-21100	492.00
09/19	09/20/2019	71453	114572	EGBERT EXCAVATING INC	10-21100	1,153.95
09/19	09/20/2019	71454	114198	EXPERT LAWCARE LLC	23-21100	50.00
09/19	09/20/2019	71455	14600	FOX VALLEY TECH COLLEGE	10-21100	99.00
09/19	09/20/2019	71456	112895	GFC LEASING WI	10-21100	341.02
09/19	09/20/2019	71457	112925	GORDON FLESCH COMPANY INC	10-21100	36.25
09/19	09/20/2019	71458	112515	GRANT PACK N SHIP	23-21100	4.98
09/19	09/20/2019	71459	16200	GRAPHIC SIGN & LETTER CO	10-21100	89.89
09/19	09/20/2019	71460	16920	HANKE, TREVOR A	10-21100	11.94
09/19	09/20/2019	71461	17065	HAWKINS INC	62-21100	277.87
09/19	09/20/2019	71462	114573	HEISER, SALLY	10-21100	50.00
09/19	09/20/2019	71463	17290	HENNING, BRET	10-21100	95.32
09/19	09/20/2019	71464	113392	HENRY SCHEIN INC	21-21100	631.00
09/19	09/20/2019	71465	114576	HODGE, LORI A	61-21100	20.94
09/19	09/20/2019	71466	112843	HOMAN FORD INC	61-21100	332.01
09/19	09/20/2019	71467	4750	IEH AUTO PARTS LLC	10-21100	15.78
09/19	09/20/2019	71468	112733	INTEGRITY LAWN SERVICE & SUPPLY INC	10-21100	570.00
09/19	09/20/2019	71469	18250	ITU ABSORB TECH	23-21100	63.75
09/19	09/20/2019	71470	18900	J & H CONTROLS INC	10-21100	947.50
09/19	09/20/2019	71471	114509	J & S ENTERPRISES OF RIPON LLC	10-21100	300.00
09/19	09/20/2019	71472	114277	JACKSON GLASS-RIPON	23-21100	165.00
09/19	09/20/2019	71473	111861	JEFFERSON FIRE & SAFETY INC	21-21100	59.40
09/19	09/20/2019	71474	114290	JOHNSON, NOREEN	10-21100	190.24
09/19	09/20/2019	71475	114394	JX ENTERPRISES INC	10-21100	831.31
09/19	09/20/2019	71476	113483	KIMBALL, SUSAN	61-21100	147.79
09/19	09/20/2019	71477	21790	KWIK TRIP INC	21-21100	7,536.40
09/19	09/20/2019	71478	114577	MADSON, CRAIG	61-21100	72.99
09/19	09/20/2019	71479	114578	METOXEN, DONALD & BARBARA	61-21100	91.61
09/19	09/20/2019	71480	113568	MGD INDUSTRIAL CORP	10-21100	72.63
09/19	09/20/2019	71481	112054	MIDWEST TAPE	23-21100	706.82
09/19	09/20/2019	71482	114579	MILLER, RICHARD & JESSICA	61-21100	195.56
09/19	09/20/2019	71483	114574	MLODZIK, STEVE	10-21100	50.00
09/19	09/20/2019	71484	25153	MODERN RENTALS INC	10-21100	59.46
09/19	09/20/2019	71485	113971	MSA PROFESSIONAL SERVICES INC	10-21100	2,763.10
09/19	09/20/2019	71486	114571	MUELLER, KATIE	10-21100	50.00
09/19	09/20/2019	71487	114174	MUNICIPAL WELL & PUMP	62-21100	8,640.00
09/19	09/20/2019	71488	25675	NAPA AUTO PARTS-WAUPUN	10-21100	66.88
09/19	09/20/2019	71489	110734	NORTHERN LAKE SERVICE INC	62-21100	324.00
09/19	09/20/2019	71490	27260	NOVAK EXCAVATING INC	62-21100	1,063.50
09/19	09/20/2019	71491	112391	O'REILLY AUTOMOVIE STORES INC	21-21100	8.37
09/19	09/20/2019	71492	27650	OSHKOSH OFFICE SYSTEMS	10-21100	72.43
09/19	09/20/2019	71493	114568	PATINA VIE	10-21100	30.24
09/19	09/20/2019	71494	113264	PAYLESS SERVICE CENTER	10-21100	93.92
09/19	09/20/2019	71495	30550	REINDERS INC	10-21100	276.28
09/19	09/20/2019	71496	31100	RICH, LORI	10-21100	33.06
09/19	09/20/2019	71497	31140	RIPON ACE HARDWARE	10-21100	711.09
09/19	09/20/2019	71498	31750	RIPON DRUG	21-21100	45.80
09/19	09/20/2019	71499	31770	RIPON ELECTRIC INC	62-21100	38.18
09/19	09/20/2019	71500	32400	RIPON MEDICAL CENTER	21-21100	361.45
09/19	09/20/2019	71501	32600	RIPON PUBLIC LIBRARY	23-21100	18.20
09/19	09/20/2019	71502	34400	SERVICE MOTOR CO	10-21100	24.11
09/19	09/20/2019	71503	114170	SPARTAN ELECTRIC LLC	62-21100	6,537.00
09/19	09/20/2019	71504	113830	STANTON STREET ESTATES LLC	61-21100	217.32
09/19	09/20/2019	71505	113409	STRANG, PATTERSON, RENNING, LEWIS & LACY	10-21100	3,487.00
09/19	09/20/2019	71506	114519	SYNCB/AMAZON	23-21100	1,566.55
09/19	09/20/2019	71507	114580	TEAM GROSZ LLC	61-21100	1,126.17
09/19	09/20/2019	71508	114492	TRC LOCKBOX	82-21100	4,483.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/20/2019	71509	110628	UNIQUE MANAGEMENT SERVICES	23-21100	62.65
09/19	09/20/2019	71510	38600	USA BLUEBOOK	61-21100	959.03
09/19	09/20/2019	71511	112176	VERIZON WIRELESS	62-21100	396.18
09/19	09/20/2019	71512	112268	WINTER EQUIPMENT COMPANY INC	10-21100	206.17
09/19	09/20/2019	71513	114575	WRIGHT, TANYA	10-21100	50.00
09/19	09/20/2019	71514	112360	WRWA	62-21100	100.00
09/19	09/20/2019	71515	43901	WURTZ LAW OFFICE LLC	27-21100	30.00
09/19	09/20/2019	71516	114371	WWOA	61-21100	50.00
09/19	09/20/2019	71517	114519	SYNCB/AMAZON	23-21100	781.84
09/19	09/23/2019	71518	114429	AT&T MOBILITY	21-21100	79.21
09/19	09/23/2019	71519	113975	LANG, KATHERINE	10-21100	1.75
09/19	09/23/2019	71520	113630	SECURIAN FINANCIAL GROUP INC	10-21100	1,474.73
09/19	09/30/2019	71521	22952	BMO HARRIS BANK NA - PAYMENTS	61-21100	863.52
09/19	09/30/2019	71522	28900	POSTMASTER	62-21100	318.54
Grand Totals:						<u>308,330.66</u>

NON-A/P CHECK DISBURSEMENTS	DATE	AMOUNT
ACH DTC	9/3/2019	11,462.50
ACH ANTHEM	9/3/2019	83,873.36
ACH HUMANA	9/3/2019	1,369.56
ACH PSN	9/4/2019	162.20
ACH IRS	9/4/2019	32,119.58
ACH EBC	9/4/2019	2,716.47
PAYROLL	9/11/2019	89,346.96
ACH PYR DEDUCTIONS	9/11/2019	3,366.51
ACH EBC	9/11/2019	2,626.22
ACH EBC	9/12/2019	1,460.84
ACH ROC	9/13/2019	3,786.36
ACH WDOR	9/16/2019	6,101.02
ACH ICB	9/16/2019	153.91
ACH IRS	9/18/2019	30,004.40
ACH ROC	9/19/2019	9,289.05
ACH EBC	8/22/2019	180.65
PAYROLL	9/25/2019	104,368.29
ACH PYR DEDUCTIONS	9/25/2019	2,834.44
ACH EBC	9/25/2019	2,695.44
ACH EBC	9/26/2019	5,699.53
WIRE BTS	9/30/2019	496,490.63
ACH EBC	9/30/2019	454.60
ACH WDOR	9/30/2019	6,009.11
ACH WRS	9/30/2019	35,104.76
		<hr/>
		920,213.89
A/P CHECKS		<hr/>
		308,330.66
TOTAL ALL DISBURSEMENTS		<hr/>
		1,228,544.55

RESPECTFULLY SUBMITTED,



LORI A. RICH  
CITY ADMINISTRATOR

PREPARED BY:  
ANN E. SCHOMMER  
BARBARA J. MASHACK

**COMMON COUNCIL MEETING**  
**September 10, 2019**

Present: Schraeder, Peabody, Werch, Brockman, Hansen, Becker, Iverson, Splitt, Will

Absent:

Others: City Administrator Rich, City Attorney Wurtz, Public Works Director Ehrenberg,  
Police Chief Wallner, City Clerk Schommer

Will called meeting to order at 7:00 p.m.

Pledge of Allegiance/Invocation- Karen Gygax-Rodriguez

**Approval of Agenda.**

Motion made by Schraeder, second by Peabody to approve amended agenda as presented.

Motion carried.

**Public communications and comment**

None

**Proclamation – Designating the Month of September 2019 as “Recovery Month”**

Candace Fitzwater and Nannette Prost were present to receive proclamation. Motion made by Iverson, second by Hansen to designate the month of September 2019 as Recovery Month.

Motion carried.

**Accept informational reports from standing committees and staff**

Iverson pulled item #6-Police Department Report.

Motion made by Iverson, second by Brockman to accept the remainder of the informational reports from standing committees and staff as accurate. Motion carried. With this motion the following were accepted: Board of Zoning Appeals minutes – August 28; Historic Preservation minutes – August 6; Park & Rec minutes – August 7; Building Inspector report – August; EMS report – August; Public Works Department report – August; Ripon Area Fire Department – August; Senior Citizen report – August; Taxi Cab report – July; Water/Wastewater report – August; City Administrator report – August; City Administration reports - Treasurer’s report – August; Budget report – August and Check register – August. Motion carried.

Pulled Item #6-Police Department Report-Iverson read the commendation of work performance to School Resource Officer Bret Henning for job well done in a burglary and vandalism case. Motion made by Iverson, second by Peabody to approve item #6-Ripon Police Department report. Motion carried.

**Consent calendar**

Motion made by Brockman, second by Iverson to approve consent calendar as presented. Motion carried. With this motion the following were approved: Common Council minutes – August 13 and August 26 and Operator Licenses for the 2019/2020 licensing period- Jennifer J. Beier, Webster’s Marketplace; Patrick Higgs, J’s BBQ; Matthew Driver, Ripon Citgo East; Stewart Kent, The Baker’s Bar; Jessica Winn, Plaza Bowl. Motion carried.

**Action items**

City ordinance limits the number of "Class A" licenses to one per 700 residents or major fraction thereof. Based on our current population of 7,817 we may issue 11. Currently 8 licenses have been issued for the 2019/2020 licensing period.

Motion made by Schraeder, second by Hansen to approve request for “Class A” – Intoxicating Liquor & Fermented Malt Beverages license for Dolgencorp, LLC, (business name) Dollar General Store #21000, 739 W Fond du Lac St, Ripon, WI 54971, Nicole Griefenhagen, 636

8<sup>th</sup> Street, Reedsburg, WI 53959-1226, Agent for the 2019-2020 licensing year pending payment of proper fees. Motion carried.

Consider cruising request – Ripon Main Street, Inc.

Ripon Main Street, Inc. is requesting the common council to allow cruising on Saturday, August 8<sup>th</sup>, 2020 for their 2<sup>nd</sup> annual “Scooping the Loop” event. Brockman inquired from Wallner if he had any objections. Wallner stated no objections. He has been in contact with Craig Tebon, Ripon Main Street Director where they discussed issues from the last “Scooping the Loop” event. Issues were approved route not being followed, some traffic issues and complaints received from last hour of event. Motion made by Werch, second by Peabody to approve “Scooping the Loop” 2020 request subject to review by Police Chief with details worked out and if change bring item back to council for clarification (route/time). Motion carried.

Lloyd Mitchell gift

At the August 26<sup>th</sup> meeting, the council directed this item be brought back tonight as an action item. Brockman stated presentations have been made and council members have sat with individuals to discuss their projects and it is time for council to make a decision. Motion made by Brockman, second by Hansen to go with the Park & Rec Committee’s recommendation for a pavilion in Murray Park and to hold \$10,000 in reserve for maintenance. Much discussion regarding other presentations, costs, and who owns buildings if council goes in a different direction. AJ Olson, Noreen Johnson (Ripon Senior Director), Esther Mukand (Director Senior Services in Fond du Lac), John Olson (State St, Ripon), Bob Wilson, Tom Rogers, Timothy Bachleitner all spoke in favor of the Lloyd Mitchell gift being used for a combined Cultural Center and Senior Center. Tom Moniz spoke in favor of the pavilion in Murray Park. Becker recommends council vote down the motion on the floor and to go with what the community is supporting. Becker stated council needs to take time deciding. Will stated if council approves motion on the floor, a process still needs to be followed, body review plans, go back to Park & Rec Committee for approval, Plan Commission approval, back to council for final approval, put out to bid, then back to council for approval of the bid. Will stated the pavilion would probably not be built until 2020, if approved. Roll call vote taken: Schraeder-yes; Peabody-no; Werch-yes; Brockman-yes; Hansen-yes; Becker-no; Iverson-yes; Splitt-no. Motion passed 5-3(Peabody, Becker and Splitt voting no).

City-owned property at 230 Watson Street

On August 26<sup>th</sup> the council discussed possible demolition of the vacant building at 230 Watson Street. Will stated he would like to start process of razing building and sell land as either vacant land or lineup funding for other project. Brockman asked for explanation of funding mechanism. Rich stated the city has to give back the city’s revolving loan money to the state by February 2021, which amounts to approximately \$300,000. One business has paid their loan in full recently so amount is up to \$434,000. After city turns funds over to the state the city can then apply to receive the funds back to use to rid blight or toward a project benefiting low to mid income people. Brockman asked if this is one project, or can city divide into two projects. Rich is checking with the state. Peabody inquired if money should be used fix the building up. Will stated not enough money to repair building and then resell to recoup funds. Brockman asked if building is in historic district. Splitt stated there are 2 maps and on one map it is a non-contributor. Maps need to be reviewed. Will stated a Certificate of Appropriateness will be needed. Werch mulled if empty lot is more or less desirable and asked what the cost to maintain, up-keep until someone is interested in buying property. Hansen stated the city has been trying to sell the property for the last three years and feels it is better to raze property and sell as a clean slate. If no one is interested city can create another additional parking in the downtown area where it is needed. Motion made by Brockman, second by Peabody to investigate using funds to raze property and ask the state how funds can be used. Motion carried. Schraeder suggested the city meet with group that developed original marketing plan and get their take on how to advertise vacant lot. Motion made by

Brockman, second by Hansen to have staff gather recommendation, ideas, possible uses for property post razing, developments, etc., and report options back to council. Motion carried.

### 2020 Budget

Staff is currently working on the 2020 budget and the goal is to deliver a proposed budget the evening of September 23, 2019, the next council meeting. Schraeder asked Rich to have our agent shop the city's worker's comp insurance, property liability insurance, etc. Iverson stated he would like more money in the contingency fund and consider putting recycling charge on the tax bill. More suggestions for the budget were creating wheel tax, consider option for how the city assesses property owners for street improvements, rehabbing St. Wenceslaus Street sooner and to see what it takes to get to the medium in a wage package and what it does to the budget. Motion made by Becker, second by Splitt for council not to receive preliminary budget on September 23, 2019 from staff until issue settled on wage/benefits. Budget can be received after September 23<sup>rd</sup> but not until direction is received on wages and benefits. Many council members stated council needs to see what insurance premium does; what state aid is, see how the budget shapes up before taking up wages/benefits. Brockman stated he sat with Ehrenberg and Rich and gave his suggestions for the budget. He recommends rest of council members do the same or sit with the department heads for their feedback. Roll call vote taken: Schraeder-yes; Peabody-no; Werch-no; Brockman-no; Hansen-no; Becker-yes; Iverson-no; Splitt-yes. Motion fails 3-5 (Schraeder, Becker & Splitt voting yes). Will stating discussion still can happen at the first budget meeting, October 3, 2019 @ 6:30 p.m.

### Project updates & staff reports

Ehrenberg- portions of the NW Trail will closed for maintenance. Fond du Lac County has received a grant for cutting/trimming trees, bench repairs and to repair section of bridge.

### Mayor's communications and appointments

No communications or appointments. Still need members for Plan Commission, Historic Preservation Commission and Park and Rec Committee.

### Agenda items for future Council meetings

Contact Rich or Will

Motion made by Becker, second by Peabody to adjourn. Motion carried.

With no further business, Will declared meeting adjourned at 9:14 p.m.

Ann Schommer, City Clerk

**COMMON COUNCIL MEETING**  
**September 23, 2019**

Present: Schraeder, Peabody, Werch, Brockman (arrived at 7:01 p.m.), Hansen, Becker, Iverson, Splitt,  
Will

Absent: None

Others: City Administrator Rich, City Attorney Wurtz, Public Works Director Ehrenberg, Police Chief  
Wallner, City Clerk Schommer

Will called meeting to order at 7:00 p.m.

Pledge of Allegiance/Invocation- Jeffrey Dodson

**Approval of Agenda**

Motion made by Becker, second by Peabody to approve the agenda as presented. Motion carried.

**Public communications and comment**

None

**Consent calendar**

Motion made by Iverson, second by Hansen to approve the following Operator Licenses for the 2019/2020 licensing period pending payment of proper fees: Taylor Lewis, Ripon Shell; Jennifer Gilchrist, Kwik Trip; Molly Carlson, Patina Vie. Motion carried.

**Action Items**

Motion made by Iverson, second by Splitt to approve "Class A" Intoxicating Liquor and Fermented Malt Beverage License application made by Patina Vie LLC, (trade name) Petina Vie, 205 Watson Street, Ripon, WI 54971, Sarah Willett, N5634 Skunk Hollow Rd, Ripon, WI 54971, Agent. Motion carried.

**Presentation by City Administrator-potential funding and projects**

Rich explained potential funding sources and potential projects using those sources. Funding sources include: Lloyd Mitchel gift (for a single qualifying project per the stipulations of the will) which amount to \$484,000; CDBG Close money (use toward slum & blight area or to help lower to moderate income individuals) \$433,714 currently; CDBG-PF Competitive 2:1 Matching grant the city could apply for by May 2020 and hear back by July 2020 – grant is at least \$350,000 to the max of \$1,000,000; Fond du Lac County Close money, which cannot be spent in the City of Fond du Lac. City can apply for money, amount to be determined, and USDA Rural Development Grant, amount to be determined. Potential projects: Murray Park pavilion (LMI neighborhood park); Senior Center; Demolition of former American House; Rehab city street (LMI) which we borrow for annually and Provide ADA accessibility in all city parks. Much discussion and questions on firm numbers and on maybe/could be numbers. Many council members still feel the Lloyd Mitchel gift should be used toward a pavilion in Murray Park because these funds are a known amount, not a potential amount, then using city closing monies to apply for the different funding sources toward different projects. Rich, Will and Iverson informed council of different scenarios on how to combine funds to get greatest potential and what projects the funds could be used toward. Schraeder asked Rich if the city has looked at any Brownfield grants. Rich stated not at this time, but will have MSA check into it. Recommended next steps from Rich are for her to meet with MSA's funding department on October 2, 2019 at 9:00 a.m. and then to schedule a Committee of the Whole meeting with MSA, WEDC, DOA, Envision Greater Fond du Lac and Fond du Lac County to discuss how all the pieces go together to maximize the sourcing funds. Schraeder, Werch, Brockman and Hansen spoke in favor of using Lloyd Mitchell funds toward the pavilion in Murray Park as the council had voted in favor of this project and the citizens of the city are behind this project.

### **Presentation of Mayoral Veto Letter by Clerk**

Schommer handed a copy of the veto letter filed in the Clerk's office on September 13, 2019 to each council member while Wurtz informed council procedure regarding the mayoral veto. He stated 2/3 vote needed to override veto, meaning 6 council members would be needed. Becker inquired of Wurtz if a motion had to be specific to over-ride the mayoral veto or for council to revote. Wurtz explained only issue on the agenda tonight is the mayoral veto. Will explained if a tie vote happened at the last council meeting, no matter the project, he would have voted no, because he felt he and the council did not have all the information they needed to make a decision. He only decided to veto the vote for using the Lloyd Mitchel gift toward a pavilion in Murray Park after a phone call from the state regarding how to try to maximize our monies. Will stated if the body decides to over-ride his veto he is fine with it, but will still look for more funds to maximize our capabilities for potential projects. Brockman stated the process started 9 months ago. The public has given their input, Park and Rec Committee weighed each project for their merit and gave their recommendation to the council, now have additional information and the citizens of the City of Ripon are still in favor for the Lloyd Mitchel gift to be used toward a pavilion in Murray Park. The city can still look at other funding sources, but the city should stand behind the decision that has already been made. Motion made by Brockman, second by Peabody to override Mayoral veto. Roll call vote taken: Schraeder-yes; Peabody-yes; Werch-yes; Brockman-yes; Hansen-yes; Becker-no; Iverson-no; Splitt-no. Motion fails 5-3 (Becker, Iverson and Split voting no). Becker asked Wurtz if a motion was needed to direct the city staff to continue researching different funding sources. Wurtz explained process is continuing and subject can be brought back on a future agenda.

### **Project updates & staff reports**

#### **Recognition of employees celebrating anniversaries in August with the city**

Brenda Miller, Administration- 13 years; Timothy Grenier, Police Dept. – 7 years.

Rich reminded council first budget meeting is October 3<sup>rd</sup> at 6:30 p.m.

Splitt thanked R&R Wash for spreading gravel free of charge at the dog park driveway. Ehrenberg stated the city is only responsible for mowing at the dog park and the rest of the maintenance is up to the president of the dog park.

### **Mayor's communications and appointments**

None. Historic Preservation still needs 2 members and Plan Commission needs 1.

### **Agenda items for future Council meetings**

Contact Rich or Will

Lloyd Mitchel gift (future agenda item)

Motion made by Peabody, second by Becker to adjourn. Motion carried.

With no further business in open session, Will declared meeting adjourned at 7:59 p.m.

Ann Schommer, City Clerk

September 10, 2019

To; City Clerk Ann Schommer

RE; Denial of Operators License Application, to wit; Olivia Garnett Griseta

In review of the City of Ripon Operators License Application submitted by Olivia Garnett Griseta 511 Mill Street Green lake, WI 54941I am recommending denial of that application based on the following, as outlined by the City of Ripon Policy Guidelines for Operators License;

1. offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last seven (7) years in the following subcategories, does not qualify for an operator's license:

A review of Ms. Griseta's criminal record reveals that she is currently has two open cases in Green lake County under case numbers 2019CM00082 and 2019CM00083 Although this particular offense may not be substantially related to license activity, the fact that she currently has two open misdemeanor cases of which the bond conditions indicate no possession of intoxicants this is problematic.

Because of the active bond conditions on both cases she is not allowed to possess intoxicants

Based on that information, I cannot recommend approval for a licensee, knowing that by giving approval, I would be condoning or approving a possible violation of bail bond conditions, a crime.

Please contact me with any questions concerning this denial.

Sincerely;



William B Wallner Chief of Police

September 20, 2019

To City Clerk Ann Schommer

RE: Denial of Operators Licenses Application, to wit; Olivia Garnett Griseta

You will recall that previously, on Sept 10, 2019, I denied the approval of this subject's application based on the applicant being on current bail bond for several crimes and a condition of that was no possession of intoxicants.

On September 20, 2019, I was contacted by you in reference to my previous denial of the operator's license application for Olivia Garnett Griseta. You advised that she had appeared in court on 9/19/19 and was able to show a change in the bail bond conditions for the charges she is currently facing. Her bail bond now allows her to handle and possess alcoholic beverages in the course of her employment.

Although Ms Griseta has been able to change the bond requirements for these charges, I believe denial of the application is still appropriate based on the following City of Ripon guidelines;

**Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last seven (7) years or for two (2) or more offenses, arising out of separate incidents within the last seven (7) years in the following subcategories, does not qualify for an operator's license:

1. Violent crimes against person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle intimidation of a victim or witness.
2. Crimes involving cooperation ( or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, etc.....

I was able to contact the GREEN COUNTY Court, ( note previous letter had identified the court as Green Lake County), and obtain copies of the current pending charges against Ms. Griseta. Of those charges in Case # 2019 CM 000516 include, Disorderly Conduct, Battery, Disorderly Conduct Domestic Abuse, and

obstructing an officer. Under Green County DA Case #2019Cm000558 she is charged with Disorderly Conduct Domestic Abuse, Battery Domestic Abuse, and Criminal Damage to Property Domestic Abuse.

Ms Griseta is currently facing 3 charges in one case which happened on July 17, 2019 and 4 charges from July 3, 2019.

Further, a review of the criminal complaints for each case show that Ms. Griseta was under the influence of intoxicants in both of these incidents. This fact make that relative under Wisconsin's "substantially related test" and the City of Ripon Guidelines.

I have included copies of the criminal complaints with this letter for your review.

Based on the factors above, I am still recommending denial of the operator's license application. She may proceed with the appeal process to the city council for review if she desires.

Sincerely;

A handwritten signature in black ink, appearing to read "William B. Wallner". The signature is fluid and cursive, with the first name being the most prominent.

William B. Wallner

Chief of Police

I Olivia Griseta wish to appear before Council, for my denial of my liquor license. During the Oct. 8th Council Meeting.

9-20-19

**RECEIVED**

SEP 20 2019

A handwritten signature in black ink, appearing to be "Debra Cole", written over a horizontal line.

## **CITY OF RIPON POLICY GUIDELINES FOR OPERATOR LICENSES**

**1. Intent:** It is the responsibility of the Ripon Police Chief to screen applications for operators' license (bartender licenses) for the City of Ripon. The following guidelines are adopted in order to specify the reasons for denying, non-renewing or revoking an operator's license and outlines the steps and considerations given, for any denials that are appealed to the Ripon Common Council.

All applications for operators' license applications are submitted to the Ripon Police Department for a background check. The Ripon Police Chief makes the decision on licensing by either accepting or rejecting the application.

*Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in approval of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what will be considered in the decision making and what circumstances are more like to result in the **denial** of a license application.*

Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace and maintain the safety of the community. Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.

It is with these goals in mind that these guidelines are adopted. Furthermore, to the extent that Wis. Statutes Ch. 125 or Ripon City Ordinances provide additional grounds for detail, suspension, revocation or non-renewal, the Police Chief may also rely on such provisions.

In the event an individual with an operator's license is considered for non-renewal, suspension or revocation, all offenses will be considered, the circumstances of which are substantially related to the license regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

A copy of these guidelines shall be provided to each person who applies for a license.

**Guidelines:** What is meant by **substantially related**? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context, based on the traits revealed. The "**substantially related**" test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity. Where does the licensed activity typically occur, when and what is involved in performing the licensed activity, etc.

Examples of "substantially related" in the context of an operator's license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, eg drunk driving, selling to underage, possession and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

- **Guideline 1.** Provided the offense is **substantially related to the circumstances of the license activity**, circumstances of the offense substantially relate to the circumstances of the job or licensed activity, any person who has been convicted of any FELONY, unless duly pardoned, does not qualify for an operator's license. Sec. 125.04 (5) (b), Wis. Stats
  
- **Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last seven (7) years or for two (2) or more offenses, arising out of separate incidents, within the last seven (7) years in the following subcategories, does not qualify for an operator's license:
  1. Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of a victim or witness.
  2. Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
  3. Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335 (1) (c), Wis. Stats.
  
- **Guideline 3.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last seven (7) years in the following subcategories, does not qualify for an operator's license:
  1. Disorderly conduct, criminal damage to property, solicitation or prostitution or other prostitution-related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis.Stat.Ch. 125.
  2. Alcohol beverage offenses (under Wis.Stat.Ch. 125 or Ripon City Ordinances).
  3. Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
  4. Operating a motor vehicle while under the influence of intoxicants or drugs.

What is a **habitual law offender**? The term "habitual" refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term "offender" refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple of years would be considered a habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991). Some examples include:

1. Two (2) or more offenses, each with a separate incident, within the immediately preceding one (1) year.
2. Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.
3. Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.

**Guideline 4.** Applicants must truthfully and completely fill out applications:

1. If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.
2. If the Police Chief determines that information was *intentionally* omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of the denial of such application.
3. If the Police Chief determines that information was OMMITED from an application due to inadvertence, mistake or excusable neglect, the Chief may allow the applicant to reapply for an operator license six months from the date of denial of such application.

**Guideline 5.** Recommending approval of an operator's license application for an applicant who would otherwise be denied under these policy guidelines:

1. The Common Council may approve an operator's license application if the application would otherwise be denied under this policy if the applicant presents substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.
2. The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.

**Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reason for the denial must be clearly stated on the record and shall be consistent with the criteria outlined above.

**APPEAL PROCESS FOR DENIED LICENSE APPLICATION.**

If the Police Chief recommends denial of an operator's license application, the applicant has the right to file an appeal with the City Clerk within thirty (30) days and appear and be represented before the Common Council, to be heard, to present evidence in favor of the granting of the license, and to rebut the evidence presented in opposition to the granting of the license, at a hearing held within forty (40) days of the filing of such appeal.

ORDINANCE NUMBER \_\_\_\_\_

**ORDINANCE TO AMEND SECTION 18.04.010  
OF THE MUNICIPAL CODE**

**WHEREAS**, the Common Council for the City of Ripon is desirous to amend Portions of State Code Adopted § 18.04.010 of the Municipal Code;

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIPON, WISCONSIN THAT SECTION 18.04.010 BE AMENDED TO READ AS FOLLOWS:

Portions of state code adopted.

A. The following provisions of the Wisconsin Administrative Code, so far as applicable, are adopted by reference and made a part of this code:

SPS360: Erosion Control, Sediment Control and Storm Water Management

SPS 361: Administration and Enforcement;

SPS: 362: Buildings and Structures;

SPS 363: Energy Conservation;

SPS 364: Heating, Ventilating and Air Conditions;

SPS: 365: Fuel Gas Appliances;

SPS 366: Existing Buildings;

SPS 381-387: Plumbing;

SPS 375-379 inclusive: Building Constructed Prior to 1914;

SPS 320-325 inclusive, and all amendments thereto: One and Two Family Dwelling Code;

SPS 305: Licenses, Certifications and Registrations;

SPS 305: Appendix;

SPS 316: Electrical;

SPS 326: Manufactured Home Communities;

SPS 327: Camping Units;

SPS 328: Smoke Detectors and Carbon Monoxide Detectors

The remainder of Section 18.04.010 of the Ripon Municipal Code shall remain in full force and effect, subject to the amendment as herein specified.

\_\_\_\_\_  
Gary A. Will, Mayor

ATTEST:

\_\_\_\_\_  
Lori Rich, City Administrator

AYES \_\_\_\_\_ NAYES \_\_\_\_\_  
PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.  
PUBLISHED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

Approved as to form:

\_\_\_\_\_  
Ludwig L. Wurtz, City Attorney


understanding that additional railing details will be provided to the Historic Preservation Commission. Motion carried 4-0-1 (Pollesch abstain).

Railcar enclosure for 100 Creative Way

Cory Pollesch, representing Pollesch Construction and Tom Rogers, Sr., was present to address the Commission. Cory explained the existing foundation was installed to access the rail for moving paper in and out of the building. This proposed enclosure offers protection in the winter. Building Inspector Leahy had no issues. This is basically a cover over the ramp that was put in this summer. Hoch inquired if the enclosure extends over the property line. Rogers stated no, he owns the property and the railroad has access. Wurtz had no issues. Pepler moved and Pollesch seconded a motion to approve the site plans for the railcar enclosure as presented. Motion carried 5-0.

**Discussion item**

Proposed ordinance to amend Chapter 18.04.010 Portions of State Code Adopted



Leahy stated she was hoping the State would hold off another year on this, but effective January 1, 2020, anything with electrical must be inspected. For example, if a chicken coop has electricity, the coop would require inspection. Leahy reviewed the ordinance, and Wisconsin Administrative Code Chapter SPS 316 Electrical Code must be adopted in its entirety. The municipality must hold an Electrical Inspection Agency credential, which Rich has already taken care of. The municipality must also send the State a copy of all the electrical ordinances and any revisions, as well as a copy of the ordinance adopting SPS 316 in its entirety. Leahy has been doing the inspections in the past and will continue to do the inspections. If a municipality chooses not to exercise jurisdiction over commercial electrical inspections by January 1, 2020, then the State would have to do the inspections. Pollesch moved and Splitt seconded a motion to recommend approval of the ordinance amendment to the common council. Motion carried 5-0.

**Project updates and staff reports**

Nothing to report at this time.

**Agenda items for future meetings**

Contact Rich or Mayor Will with other agenda items.

With no further business before the Commission, Pollesch moved and Will seconded a motion to adjourn. Motion carried 5-0. Mayor Will declared the meeting adjourned at 7:25 p.m.

Respectfully submitted,  
Lori Rich, City Administrator



\*\*\*IMPORTANT\*\*\*

Dear Municipal Clerk,

The Wisconsin Department of Safety and Professional Services (Department) wishes to inform you of new commercial electrical rules. These rules occur through the release of the Wisconsin Administrative Code Chapter SPS 316 Electrical Code package. Effective March 1, 2019 your municipality may choose to exercise jurisdiction over the inspection of electrical wiring installations at:

- farms
- public buildings
- places of employment
- campgrounds
- manufactured home communities
- public marinas
- piers
- docks or wharves
- recreational vehicle parks

**To exercise jurisdiction, your municipality must comply with the following items, as listed in Wis. Admin. Code § SPS 316.011(1).**

**Your municipality must adhere to the following procedure:**

1. Submit an application along with fee for the Electrical Inspection Agency credential. All information for this credential is located at the following web site:

**<https://dsps.wi.gov/Pages/Professions/InspectionAgency/Default.aspx>**

2. After your municipality's Electrical Inspection Agency credential is granted, submit the following items to the Department at least 60 days prior to the date upon which your municipality intends to assume jurisdiction:
  - a. A notification of your municipality's intent to assume jurisdiction and the date upon which it intends to do so.
  - b. A copy of all the municipality's electrical ordinances and any revisions.
  - c. Your municipality's ordinance adopting SPS 316 in its entirety.
  - d. The names of the certified commercial electrical inspectors (including their certification numbers) which your municipality employs or contracts with to perform electrical inspection activities.

Please note, these provisions do not limit your municipal authority to implement regulatory oversight for other electrical wiring installations at locations not addressed under this section. The permitting and inspection of electrical wiring installations for the construction of new one- and two- family dwellings are addressed under Wis. Admin. Code ch. SPS 320.

If your municipality chooses not to exercise jurisdiction over commercial electrical permitting and inspection by January 1, 2020, the Department will assume jurisdiction within your municipality for these services as provided by Wis. Admin. Code § SPS 316.011(2).

Submit all items listed in item No. 2 to the following address:

Michael D. McNally Jr | Section Chief  
Department of Safety and Professional Services  
141 NW Barstow St.  
Waukesha, WI 53188

If your municipality has any questions related to the Electrical Inspection Agency credential, please contact the Department's Division of Credentialing at (608) 266-2112 or [DSPSCredTrades@wi.gov](mailto:DSPSCredTrades@wi.gov).

If your municipality has any questions related to the Wis. Admin. Code ch. SPS 316, please contact the Electrical Program within the Department's Division of Industry Services at (608) 264-7823 or [DSPSSBElectricttech@wi.gov](mailto:DSPSSBElectricttech@wi.gov).

Respectfully,



Michael D. McNally Jr | Section Chief  
Department of Safety and Professional Services  
141 NW Barstow St.  
Waukesha, WI 53188  
[Michaeld.mcnelly@wisconsin.gov](mailto:Michaeld.mcnelly@wisconsin.gov)  
Office: 262-548-5861 | Mobile: 608-228-4531

oughfares; or outdoors on private property by established rights such as easements shall comply with this chapter or ch. PSC 114.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; am. (1) (b) and (c), Register, March, 1994, No. 459, eff. 4-1-94; cr. (1) (c), r. and recr. (2) (d), (c), Register, August, 1996, No. 488, eff. 9-1-96; cr. (1) (f), Register, September, 1999, No. 525, eff. 10-1-99; CR 02-072; am. (2) (c) Register April 2003 No. 568, eff. 5-1-03; CR 08-047; renum. from Comm 16.02 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; r. and recr. Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.003 Application.** (1) TYPES OF INSTALLATIONS. The provisions of this chapter apply to all new installations, reconstructions, alterations and extensions.

(2) TESTING. Rooms which are used exclusively for routine or special electrical test work and are under the supervision of a qualified person, shall comply with this chapter where practicable for the character of the testing done.

(3) EXISTING INSTALLATIONS. Existing electrical installations shall conform to the electrical code that applied when the installations were installed. An existing electrical installation may be required to be brought into compliance with the current code's requirements by the department and within the time period determined by the department when a hazard to life, health or property exists or is created by the installation.

(4) REPAIRS. Repairs to electrical installations shall conform to the electrical code that applied when the installations were installed. A repair may be required to be brought into compliance with the current code's requirements by the department and within the time period determined by the department when a hazard to life, health or property exists or is created by the repair.

(5) DIFFERING RULES. (a) Where any department rule in this chapter differs from a requirement within a standard referenced in this chapter, the department rule shall govern.

(b) Where a provision of this chapter prescribes a general requirement and another provision of this chapter prescribes a specific or more detailed requirement regarding the same subject, the specific or more detailed requirement shall govern, except as provided in par. (a).

(c) Where different sections of this chapter specify conflicting requirements, the most restrictive requirement, as determined by the department, shall govern, except as provided in pars. (a) and (b).

(6) ADDITIONS AND ALTERATIONS. Additions and alterations to electrical systems covered by this chapter shall comply with all provisions of this chapter at the time of permit application or, if no permit is required, the beginning of the project.

**Note:** This chapter does not nullify any exclusions specified in the standards adopted under s. SPS 316.007.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 02-072; r. and recr. (3), cr. (4) Register April 2003 No. 568, eff. 5-1-03; CR 08-047; renum. from Comm 16.03 Register February 2009 No. 638, eff. 3-1-09; CR 13-042; am. (title), cr. (5) Register November 2013 No. 695, eff. 12-1-13; CR 16-093; cr. (6) Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.004 Department authority.** Under s. 101.02 (1), Stats., the department reserves the right to interpret the requirements in this chapter and in all adopted codes and standards. Any interpretation under this section shall supersede any differing interpretation by either a lower level jurisdiction or an issuer of the adopted code or standard.

**Note:** Section 101.86, Stats., prohibits municipalities from enacting rules that are more restrictive than this chapter. Section 101.86 (1) (a), Stats., provides a municipality may "[e]nact an electrical code or otherwise exercise jurisdiction over electrical wiring and inspection of electrical wiring by enactment of ordinances, provided that the electrical code or ordinance strictly conforms with the state electrical wiring code promulgated by the department under s. 101.82 (1). A county ordinance shall apply in any city, village or town which has not enacted such an ordinance."

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; am. (1), Register, August, 1996, No. 488, eff. 9-1-96; am. (2) and r. (3), Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renum. from Comm 16.04 Register February 2009 No. 638, eff. 3-1-09; corrections made under s. 13.92 (4) (b) 7., Stats., Register February 2009 No. 638; correction in (1), (2) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 13-042; am. (1) Register November 2013 No. 695, eff. 12-1-13; CR 16-093; r. and recr. Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.005 Petition for variance.** The department shall consider and may grant a variance to a provision of this chapter in accordance with ch. SPS 303. The petition for variance shall include, where applicable, a position statement from the fire department having jurisdiction.

**Note:** Chapter SPS 303 requires the submittal of a petition for variance form (SBD-9890) and a fee, and that an equivalency is established in the petition for variance that meets the intent of the rule being petitioned. Chapter SPS 303 also requires the department to process regular petitions within 30 business days and priority petitions within 10 business days.

**Note:** The Department forms required in this chapter are available for a nominal fee at telephone 800-DOC-SALE (800-362-7253) or 411 (Telecommunications Relay), or at doesales@doa.state.wi.us. Forms are also available at no charge at the Department's Web site at <http://dps.wi.gov> through links to Division of Industry Services forms.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; r. and recr., Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renum. from Comm 16.05 Register February 2009 No. 638, eff. 3-1-09; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

**SPS 316.006 Definitions.** In this chapter:

(1) "Department" means the department of safety and professional services.

(2) "Electrical wiring" has the meaning given in s. 101.80 (1m), Stats.

**Note:** Under s. 101.80 (1m), Stats., "electrical wiring" means all equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical wiring code. "Electrical wiring" does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, an electric cooperative, or a wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.

(3) "Farm" means a place where farming is conducted.

(4) "Farming" has the meaning given in s. 102.04 (3), Stats.

**Note:** Under s. 102.04 (3), Stats., "farming" means the operation of farm premises owned or rented by the operator. "Farm premises" means areas used for operations herein set forth, but does not include other areas, greenhouses or other similar structures unless used principally for the production of food and farm plants.

**Note:** Section 102.04 (3), Stats., states that the operation of farm premises shall be deemed to be the planting and cultivating of the soil thereof; the raising and harvesting of agricultural, horticultural or arboricultural crops thereon; the raising, breeding, tending, training and management of livestock, bees, poultry, fur-bearing animals, wildlife or aquatic life, or their products, thereon; the processing, drying, packing, packaging, freezing, grading, storing, delivering to storage, to market or to a carrier for transportation to market, distributing directly to consumers or marketing any of the above-named commodities, substantially all of which have been planted or produced thereon; the clearing of such premises and the salvaging of timber and management and use of wood lots thereon, but not including logging, lumbering or wood cutting operations unless conducted as an accessory to other farming operations; the managing, conserving, improving and maintaining of such premises or the tools, equipment and improvements thereon and the exchange of labor, services or the exchange of use of equipment with other farmers in pursuing such activities.

(5) "Multifamily dwelling" has the meaning given in s. 101.01 (8m), Stats.

**Note:** Under s. 101.01 (8m), Stats., "multifamily dwelling" means "an apartment building, rowhouse, town house, condominium or modular home, as defined in s. 101.71 (6), that does not exceed 60 feet in height or 6 stories and that consists of 3 or more attached dwelling units, as defined in s. 101.61 (1), the initial construction of which is begun on or after January 1, 1993. 'Multifamily dwelling' does not include a facility licensed under ch. 50."

(6) "Municipality" means a city, village, town, or county in this state.

(7) "One- and 2- family dwellings" means any buildings that contain one or 2 dwelling units the construction of which commenced on or after December 1, 1978.

(8) "Place of employment" has the meaning given in s. 101.01 (11), Stats.

**Note:** Under s. 101.01 (11), Stats., "place of employment" includes every place, whether indoors or out or underground and the premises appurtenant thereto where either temporarily or permanently any industry, trade or business is carried on, or where any process or operation, directly or indirectly related to any industry, trade or business, is carried on, and where any person is, directly or indirectly, employed by another for direct or indirect gain or profit, but does not include any place where persons are employed in private domestic service which does not involve the use of mechanical power or in farming. "Farming" includes those activities specified in s. 102.04 (3), Stats., and also includes the transportation of farm products, supplies or equipment directly to the farm by the operator of said farm or employees for use thereon, if such activities are directly or indirectly for the purpose of producing commodities for market, or as an accessory to such production. When used with relation

## Chapter SPS 316

## ELECTRICAL

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SPS 316.915	Definitions.
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**Note:** Chapter ILHR 16 as it existed on October 31, 1984 was repealed and a new chapter ILHR 16 was created effective November 1, 1984; Chapter ILHR 16 as it existed on February 29, 1988 was repealed and a new chapter ILHR 16 was created effective March 1, 1988; Chapter ILHR 16 as it existed on October 31, 1990, was repealed and a new chapter ILHR 16 was created effective November 1, 1990. Chapter ILHR 16 was renumbered chapter Comm 16 under s. 13.93 (2m) (b) 1, Stats., and corrections made under s. 13.93 (2m) (b) 7, Stats., Register, August, 1996; No. 488. Chapter Comm 16 was renumbered chapter SPS 316 under s. 13.92 (4) (b) 1, Stats., Register December 2011 No. 672.

**Note:** Chapter Comm 17 was repealed effective October 1, 1999. Sections Comm 16.60 to 16.67 were created to replace ch. Comm 17.

**Note:** Subchapter III of Ch. Comm 16 (sections Comm 16.15 through 16.52) as it existed on February 28, 2009 was repealed and a new subchapter III was created effective March 1, 2009.

**Subchapter I — Purpose, Scope, and Application**

**SPS 316.001 Purpose.** (1) **PRACTICAL SAFEGUARDING.** Pursuant to ss. 101.02 (1), 101.63 (1), 101.73 (1), and 101.82 (1), Stats., the purpose of this chapter is the practical safeguarding of persons and property from hazards arising from the installation and use of electricity.

**Note:** Hazards often occur because of overloading of wiring systems by methods or usage not in conformity with this chapter. This occurs because initial wiring did not provide for increases in the use of electricity. An adequate initial installation and reasonable provisions for system changes will provide for future increases in the use of electricity.

(2) **CODE INTENTION.** This chapter is not intended as a design specification or as an instruction manual for untrained persons.

**Note:** The Wisconsin state electrical code is issued and administered by the department and by the public service commission in 2 chapters of the Wisconsin administrative code. The department has the responsibility for issuance and administration of this chapter, and the public service commission has the responsibility for issuance and administration of ch. PSC 114.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047: renun. from Comm 16.01 and am. (2) Register February 2009 No. 638, eff. 3-1-09; correction in (1) made under s. 13.92 (4) (b) 7, Stats., Register February 2009 No. 638.

**SPS 316.002 Scope.** (1) **GENERAL.** Except as provided in sub. (2), this chapter applies to electrical wiring installations.

(2) **EXCLUSIONS.** This chapter does not cover any of the following electrical wiring installations:

(a) Installations in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.

(b) Installations for generation, transformation, or distribution of power used exclusively by railways for signaling and communication purposes.

(c) Installations of communication equipment under exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.

(d) Installations in manufactured homes, other than electrical wiring alterations in existing manufactured homes.

(e) Installations under the exclusive control of an electric utility, or an electric cooperative where such installations meet any of the following situations:

1. Consist of service drops or service laterals, and associated metering.

2. Are located in legally established easements or right-of-ways designated by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations.

3. Are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, transmission, storage, or distribution of electric energy.

(f) Installations for the purpose of street or area lighting owned and under exclusive control of electrical utilities or municipalities where located outdoors on property owned or leased by the utility; on or along public highways, streets, roads, or similar public thor-

to building codes, "place of employment" does not include an adult family home, as defined in s. 50.01 (1), Stats., or, except for the purposes of s. 101.11, Stats., a previously constructed building used as a community-based residential facility, as defined in s. 50.01 (1g), Stats., which serves 20 or fewer residents who are not related to the operator or administrator.

(9) "Public building" has the meaning given in s. 101.01 (12), Stats.

Note: Under s. 101.01 (12), Stats., "public building" means any structure, including exterior parts of such building, such as a porch, exterior platform or steps providing means of ingress or egress, used in whole or in part as a place of resort, assembly, lodging, trade, traffic, occupancy or use by the public or by 3 or more tenants. When used in relation to building codes, "public building" does not include a previously constructed building used as a community-based residential facility as defined in s. 50.01 (1g), Stats., which serves 20 or fewer residents who are not related to the operator or administrator or an adult family home, as defined in s. 50.01 (1), Stats.

History: CR 16-093: cr. Register June 2018 No. 750, eff. 8-1-18; correction in (5) made under s. 13.92 (4) (b) 7., Stats., Register June 2018 No. 750; correction in (5) made under s. 13.92 (4) (b) 7., Stats., Register November 2018 No. 755.

### SPS 316.007 Adoption of standards by reference.

(1) PRIMARY STANDARDS. The following standards are incorporated by reference into this chapter, subject to the modifications specified in this chapter:

(a) Except as provided under par. (am), National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) - 2017.

Note: Copies of the standards are on file in the offices of the Department and the Legislative Reference Bureau. A copy of the code may be purchased from the organization listed or may be reviewed on the organization's website at no cost if the person is a registered user for the site.

(am) Prior to January 1, 2020, for all electrical wiring, installations, equipment, and materials used in the construction of one- and 2- family dwellings, National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) - 2011.

(b) If a requirement in the standards adopted in pars. (a) and (am) contain a cross-reference to another requirement modified by this chapter, the modification shall apply to the cross-reference unless specified otherwise in this chapter.

(2) SECONDARY REFERENCES. Any codes or standards referenced in the standards adopted in sub. (1) (a) and (am) shall apply to the prescribed extent of each such reference, except as modified by this chapter.

(3) ALTERNATE STANDARDS. Any alternate standard that is equivalent to or more stringent than a standard incorporated by reference or otherwise referenced under this chapter may be used in lieu of the incorporated or referenced standard if the alternate standard is accepted in writing by the department.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; am. (1), Register, March, 1994, No. 459, eff. 4-1-94; am. (1), Register, August, 1996, No. 488, eff. 9-1-96; r. and recr., Register, September, 1999, No. 525, eff. 10-1-99; CR 02-072: r. (1), renum. (2) to be Comm 16.12 and am. Register April 2003 No. 568, eff. 5-1-03; CR 05-010: am. Register August 2005 No. 596, eff. 9-1-05; CR 08-047: renum. from Comm 16.12 and am. Register February 2009 No. 638, eff. 3-1-09; CR 13-042: r. and recr. Register November 2013 No. 695, eff. 12-1-13; CR 16-093: renum. from SPS 316.014 and am. (1) (intro.), (a), cr. (1) (am), am. (1) (b), (2) Register June 2018 No. 750, eff. 8-1-18.

## Subchapter II — Administration and Enforcement

SPS 316.011 Administration. (1) MUNICIPAL ADMINISTRATION. (a) *Jurisdiction conditions.* Pursuant to s. 101.86 (1), Stats., municipalities may exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks provided the municipality complies with all of the following:

1. The municipality holds a registration issued by the department as an inspection agency for the purpose of issuing permits and inspecting electrical wiring at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

2. The municipality notifies the department at least 60 days prior to the date upon which the municipality intends to assume the jurisdiction.

3. The municipality provides the department with a copy of its electrical ordinances and subsequent revisions to the ordinances.

4. The municipality's ordinances adopt this chapter in its entirety.

5. The municipality employs or contracts with certified commercial electrical inspectors or independent inspection agencies to perform electrical inspection activities.

6. The municipality provides the department with the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality, if applicable.

Note: Section 13.48 (13), Stats., exempts state buildings from local ordinances or regulations relating to building construction, permits, and similar restrictions.

Note: These provisions do not limit municipal authority to implement regulatory oversight for other electrical wiring installations at other locations not addressed under this section. The permitting and inspection of electrical wiring installations for the construction of new one- and 2- family dwellings are addressed under ch. SPS 320.

(b) *County.* Ordinances enacted by a county under this subsection establishing electrical inspection functions may not prevent or prohibit a municipality within that county from assuming those functions at any time.

Note: Pursuant to s. 101.86 (1) (a), Stats., a county ordinance shall apply in any city, village or town which has not enacted such an ordinance.

(c) *Relinquishing of jurisdiction.* A municipality shall notify the department, in writing, at least 60 days prior to the date upon which the municipality intends to relinquish jurisdiction responsibilities.

(2) DEPARTMENT ADMINISTRATION. (a) In municipalities not exercising jurisdiction under sub. (1), the department shall provide permit and inspection services for the installation of electrical wiring on farms and in public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

(b) Pursuant to ss. 101.02 (5) and (15) and 101.82 (2m), Stats., municipalities engaging in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of this chapter as a designated inspection agency may be monitored or audited by the department for compliance with administrative requirements of this chapter and s. SPS 305.627.

Note: Sub. (2) is created eff. 1-1-2020 by CR 16-093.

History: CR 16-093: cr. Register June 2018 No. 750, eff. 8-1-18, except (1) (a) 1., eff. 3-1-19, and (2), eff. 1-1-20.

SPS 316.012 Permits. (1) (a) Except for an electrical wiring project described in s. 101.875 (2), Stats., and as provided in par. (b), no electrical wiring project may commence unless the owner of the premises where the installation is to occur or their agent holds a permit from the designated inspection agency if the project involves the installation of new or an addition to any electrical service, feeder, or branch circuit serving any of the following:

1. A farm.
2. A public building, structure, or premises.
3. A place of employment.
4. A campground.
5. A manufactured home community.
6. A public marina, pier, dock, or wharf.
7. A recreational vehicle park.

(b) Under emergency conditions, the necessary electrical wiring may commence without obtaining a permit, provided the owner of the premises where the installation is to occur or their agent submits a permit application to the inspection agency designated by the department to provide electrical inspections for the installation no later than the next business day after commencement of the installation.

(2) The application for a permit required under sub. (1) shall contain all of the following information:

- (a) The name of the applicant.
- (b) The name of the building or property owner.
- (c) The location of the electrical wiring installation.
- (d) The scope and extent of the electrical wiring installation.

(e) 1. The name of the person responsible for the installation.  
2. The name and license number of the master electrician, residential master electrician, or registered master electrician under s. SPS 305.437 responsible for the installation, unless exempted under s. 101.862 (4), Stats.

(3) (a) The issuing inspection agency shall indicate on the electrical permit the date of issuance.

(b) A permit required under sub. (1) shall expire 12 months after the date of issuance, if installation of the electrical wiring has not commenced.

**Note:** This section is created eff. 1-1-20 by CR 16-093.

**History:** CR 16-093; cr. Register June 2018 No. 750, eff. 1-1-20.

**SPS 316.013 Inspections.** (1) Except as provided under s. 101.875 (2), Stats., electrical wiring installations shall be subject to inspection.

**Note:** See s. SPS 320.10 regarding the inspections for the construction of new one- and 2- family dwellings.

(2) Inspections of electrical wiring installations described under s. SPS 316.012 (1) (a) shall be conducted by a certified commercial electrical inspector.

**Note:** See s. SPS 305.62 for certification provisions for commercial electrical inspectors.

(3) (a) The building owner or their agent shall notify the inspection agency designated by the department to provide electrical inspections when the electrical wiring installation is ready for inspection.

(b) Except as provided in par. (c), to facilitate inspection all of the following shall apply:

1. Electrical wiring shall remain accessible and exposed for inspection purposes.

2. Electrical wiring may not be energized.

(c) 1. The concealment or energizing of electrical wiring, other than an electrical service, may proceed if inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the wiring installer and the designated inspection agency providing the inspection.

2. The notification that an electrical wiring installation is ready for final inspection shall be made to indicate when all electrical fixtures, outlets and face plates are in place and the installation or that portion of the installation is energized.

(d) 1. If upon inspection, it is found that the installation is in compliance with this chapter, the certified inspector shall approve the installation prior to concealment or energizing of the electrical wiring.

2. If upon inspection, it is found that the installation is incomplete or not in compliance with this chapter, orders to correct shall be issued. An order may include the condition that the electrical wiring is to remain unconcealed and non-energized until re-inspected.

**Note:** This section is created eff. 1-1-20 by CR 16-093.

**History:** CR 16-093; cr. Register June 2018 No. 750, eff. 1-1-20.

**SPS 316.014 Penalties.** Penalties for violations of this chapter shall be assessed in accordance with s. 101.02 (12) and (13), or s. 101.88 (3), Stats.

**Note:** Section 101.02 (13) (a), Stats., indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.599, Stats. For each violation, failure or refusal, the employee, owner or other person must forfeit and pay into the state treasury a sum not less than \$10 nor more than \$100 for each violation.

**Note:** Section 101.02 (12), Stats., indicates that every day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; am., Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renun. from Comm 16.06 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.006 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.015 Appeals.** (1) APPEAL OF LOCAL ORDER.

Any person affected by a local order which may be in conflict with a provision of this chapter may petition the department for a hearing on the grounds that the local order is unreasonable and in conflict with the provision of this chapter. All appeals shall be acted on and a decision in writing shall be issued by the department within 30 business days of receiving an appeal.

**Note:** Section 101.01 (1) (f), Stats., defines "local order" as any ordinance, order, rule or determination of any common council, board of aldermen, board of trustees or the village board, of any village or city, or the board of health of any municipality, or an order or direction of any official of such municipality, upon any matter over which the department has jurisdiction.

(2) PETITION OF ADMINISTRATIVE RULE. Pursuant to s. 227.12, Stats., any municipality, corporation or any 5 or more persons having an interest in an administrative rule may petition the department requesting the adoption, amendment or repeal of the rule.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047; renun. from Comm 16.07 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.008 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.016 Electrical plan review.** Upon request, the department may perform electrical plan review for dwellings, public buildings; places of employment and electrical services.

**History:** CR 08-047; cr. Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.930 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.017 Technical assistance.** The department shall provide technical assistance to the extent possible with the available resources to any person, upon written request, regarding interpretation and application of this chapter. The technical assistance may consist of telephone, written, in-office or on-site review of specific problems.

**History:** Cr. Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renun. from Comm 16.67 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.960 Register June 2018 No. 750, eff. 8-1-18.

### Subchapter III — General Requirements

**SPS 316.020 Construction and operation.** (1) GENERAL. All electrical power and communication equipment and lines shall be constructed, installed, operated, and maintained so as to minimize hazards to life and property. All electrical installations shall conform to the National Electrical Code, incorporated by reference in this chapter, and the requirements specified in this chapter.

**Note:** The federal and state Fair Housing Acts, the federal Americans with Disabilities Act, and the Wisconsin Commercial Building Code under chs. SPS 361 to 366 contain requirements relating to making buildings accessible to and usable by people with disabilities. Some of those requirements apply to the installation of various electrical devices. For example, in the federal Fair Housing Accessibility Guidelines, devices such as light switches, electrical outlets, thermostats and other environmental controls would meet the requirements if operable parts of the controls are located no higher than 48 inches, and no lower than 15 inches, above the floor. If the reach is over an obstruction between 20 and 25 inches in depth, the maximum height is reduced to 44 inches for forward approach; or 46 inches for side approach, provided the obstruction is no more than 24 inches in depth. Complete copies of the federal Fair Housing Accessibility Guidelines or the federal Americans with Disabilities Act Accessibility Guidelines can be obtained from the Superintendent of Documents, New Orders, P.O. Box 371954, Pittsburgh, PA 15250-7954.

(2) INSTALLATIONS OVER 600 VOLTS. Installations over 600 volts shall, in addition to the requirements of this chapter, comply with ch. PSC 114.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047; renun. from Comm 16.08 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.009 and am. (1) Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.021 Maintenance.** All electrical wiring installations and equipment shall be cleaned and inspected at intervals as experience has shown to be necessary. Any equipment or electrical wiring installation known to be defective so as to endanger



# CITY OF RIPON

100 Jackson Street • Ripon, Wisconsin 54971-1396

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## MEMO

**DATE:** October 2, 2019  
**TO:** City Council  
**FROM:** Mayor Will  
**RE:** Appointment

I'd like to make the following appointment, subject to Council approval:

**Historic Preservation Commission**

- Terry Robida (appointment for a 3-year term ending 10/31/2022)

GW:lar