

## **AGENDA FOR REGULAR MEETING OF COMMON COUNCIL**

To be held on Tuesday, December 19, 2023 at 6:30 P.M. in the City Hall  
Council Chambers, 30 West Central Street, Chippewa Falls, WI

The meeting may be viewed via livestream at the  
[www.chippewafalls-wi.gov/council](http://www.chippewafalls-wi.gov/council) livestream link.

**The Council will be having a holiday get-together beginning at 5:30 pm with business addressed  
as follows beginning at 6:30 pm.**

1. **CLERK CALLS THE ROLL**
2. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
  - (a) Approve minutes of the Council Meeting of December 5, 2023.
3. **PERSONAL APPEARANCES BY CITIZENS** - No matter presented by a citizen shall be acted on at the meeting except in emergencies affecting the public health, safety or welfare.
4. **PUBLIC HEARINGS** – None
5. **COMMUNICATIONS** – None
6. **REPORTS**
  - (a) Consider Board of Public Works minutes of December 11, 2023.
  - (b) Consider Plan Commission minutes of December 11, 2023.
  - (c) Consider Transit Board minutes of December 6, 2023.
7. **COUNCIL COMMITTEE REPORTS** in the order in which they are named in Section 2.21 of the Municipal Code
  - (a) Consider Department Head Review minutes of December 14, 2023.
  - (b) Consider Committee #3 Transportation, Construction, Public Safety and Traffic minutes of December 19, 2023. (*minutes to be distributed prior to meeting*)
  - (c) Park Board minutes of December 12, 2023.
  - (d) Library Board minutes of November 15, 2023.
8. **APPLICATIONS**
  - (a) Consider Class "B" Annual Dance and Live Music License of Cynthia Anderson for Cynder's 1<sup>st</sup> and Goal, 29 E Park Avenue.
9. **PETITIONS** - None
10. **MAYOR ANNOUNCES APPOINTMENTS**
  - (a) Consider appointment of Election Inspectors for the 2024-2025 Term.
11. **MAYOR'S REPORT** - None
12. **REPORT OF OFFICERS** - None
13. **ORDINANCES**
  - (a) Consider **Ordinance #2023-27 Entitled:** An Ordinance Establishing the Response Time for the City of Chippewa Falls Chief of Police - §1.38(1)(b) of the Chippewa Falls City Code.
  - (b) Consider **Ordinance #2023-28 Entitled:** An Ordinance Amending §7.09(2)(g)5 of the City Code to Remove the Prohibition of Parking in City Owned Lot 7 and to Restrict the Parking Prohibition to the West Side of the Remaining Lots as Specified by Ordinance. (*consider suspending the rules and proceeding immediately to vote*)
14. **RESOLUTIONS**
  - (a) Consider **Resolution #2023-45 Entitled:** Resolution to Adopt the City of Chippewa Falls 2024-2028 Five Year Street Improvement Program, as the Official Municipal Street Improvement Plan.

14. **RESOLUTIONS** (continued)

(b) Consider **Resolution #2023-46 Entitled:** Resolution Authorizing an Annual Adjustment for 2024 for Non-Represented and Management Employees.

(c) Consider **Resolution #2023-47 Entitled:** A Resolution Authorizing the 2024 General Public Shared Ride Transit Agreement between the City of Chippewa Falls and Running, Inc.

15. **OTHER NEW OR UNFINISHED BUSINESS AS AUTHORIZED BY LAW**

(a) Discuss and consider cancelling/rescheduling the January 2024 Council Meetings to a different date and time than set by ordinance.

(b) Discuss and consider Administrative Services Agreement between the City of Chippewa Falls and the West Central Wisconsin Regional Planning Commission for administration of the City's Shared Ride Transit Program.

16. **CLAIMS**

(a) Consider claims as recommended by the Claims Committee.

17. **CLOSED SESSION** - None

18. **ADJOURNMENT**

The Claims Committee will meet at 6:00 PM to review the claims of various boards and departments of the City.

**NOTE:** REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

Please note that attachments to this agenda may not be final and are subject to change.  
This agenda may be amended as it is reviewed.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I, hereby, certify that a copy of this notice has been posted on the bulletin board at City Hall and a copy has been given to the Chippewa Herald on December 15, 2023 at 11:00 am by BNG.

## MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL

The regular meeting of the Common Council of the City of Chippewa Falls was held on Tuesday, December 5, 2023, in the City Hall Council Chambers. Mayor Greg Hoffman called the meeting to order at 6:30 pm. The Pledge of Allegiance was recited.

### CLERK CALLS THE ROLL

Council Members present: John Monarski, Rob Kiefer, CW King, Chuck Hull, Heather Martell, Paul Nadreau, and Jason Hiess.

Also Present: City Attorney Robert Ferg; Finance Manager/Treasurer Lynne Bauer; Director of Public Works/Utility Manager Brandon Cesafsky; City Planner/Transit Manager Brad Hentschel; Police Chief Matt Kelm; Fire Chief Jason Thom; Parks, Recreation and Forestry Director John Jimenez; Police Lt. Korry Boos; Police Sgt. Sheridan Pabst; City Clerk Bridget Givens; and those on the attached sign-in sheet.

### APPROVAL OF MINUTES OF PREVIOUS MEETING

**(a) Motion by Monarski/Nadreau** to approve the minutes of the Regular Council Meeting of November 21, 2023. **All present voting aye, motion carried.**

**(b) Motion by King/Hiess** to approve the minutes of the Special Council Meeting of December 5, 2023. **All present voting aye, motion carried.**

### PERSONAL APPEARANCES BY CITIZENS

**(a) Hannah Scarseth**, 1110 Warren Street, appeared to express her concern with the City's animal care ordinance; namely, shelter requirements, and the enforcement thereof.

**Katy Mahlum**, 616 Mansfield Street, appeared to express her concern with the City's animal care ordinance and wishes to promote the welfare of animals in the community.

Mayor Hoffman noted that Committee #3 will discuss these concerns further at their next meeting.

### PUBLIC HEARINGS - None

### COMMUNICATIONS - None

### REPORTS

**(a) Motion by Hiess/Nadreau** to approve the Board of Public Works minutes of November 27, 2023. **Roll Call Vote: Aye – Hiess, Nadreau, Monarski, Kiefer, King, Hull, Martell. Motion carried.**

**(b) Motion by Hiess/King** to approve the BID Board minutes of November 28, 2023. **Roll Call Vote: Aye – Hiess, King, Hull, Martell, Nadreau, Monarski, Kiefer. Motion carried.**

### COUNCIL COMMITTEE REPORTS in the order in which they are named in Section 2.21 of the Municipal Code

**(a) Motion by Monarski/King** to approve the Committee #1 Revenues, Disbursements, Water, and Wastewater minutes of November 30, 2023. **Roll Call Vote: Aye – Monarski, King, Hull, Martell, Nadreau, Hiess, Kiefer. Motion carried.**

**(b) Motion by Monarski/King** to approve the Committee #1 Revenues, Disbursements, Water, and Wastewater minutes of December 5, 2023. **Roll Call Vote: Aye – Monarski, King, Hull, Martell, Nadreau, Hiess, Kiefer. Motion carried.**

**(c) Motion by King/Kiefer** to approve the Committee #2 Labor Negotiations, Personnel, Policy, and Administration minutes of December 4, 2023. **Roll Call Vote: Aye – King, Kiefer, Hull, Martell, Nadreau, Hiess, Monarski. Motion carried.**

**(d) Motion by Kiefer/Nadreau** to approve the Committee #3 Transportation, Construction, Public Safety, and Traffic minutes of December 5, 2023. **Roll Call Vote: Aye – Kiefer, Nadreau, Hiess, Monarski, King, Hull, Martell. Motion carried.**

### APPLICATIONS

**(a) Motion by Kiefer/Hiess** to approve the Sidewalk Use Permit Application of Kathleen Enerson of Dressed Up to place a flag on the sidewalk adjacent to the business located at 15 W Central Street during business hours. **All present voting aye, motion carried.**

**APPLICATIONS** (continued)

**(b) Motion by Hiess/Nadreau** to approve the conditional surrender from William Gauger (1<sup>st</sup> and Goal Saloon) of his Class "B"/"Class B" Intoxicating Liquor and Malt Beverage License predicated upon the granting of the license to Punk 13, LLC (Cynthia Anderson). **All present voting aye, motion carried.**

**(c) Motion by Hiess/Nadreau** to approve the Original Alcohol Beverage Retail License Application of Punk 13, LLC, Cynthia Anderson, Agent, for a Class "B"/"Class B" Intoxicating Liquor and Malt Beverage License for Cynder's 1<sup>st</sup> and Goal Saloon, located at 29 E Park Avenue. **All present voting aye, motion carried.**

**PETITIONS** - None

**MAYOR ANNOUNCES APPOINTMENTS**

**(a)** Mayor Hoffman announced the appointment of Election Inspectors for the 2024-2025 Term. Action on these appointments is scheduled for December 19, 2023.

**MAYOR'S REPORT** - None

**REPORT OF OFFICERS** - None

**ORDINANCES** - None

**RESOLUTIONS**

**(a) Motion by Nadreau/Hiess** to approve **Resolution #2023-44 Entitled:** Resolution Authorizing the Execution of the 2024 FTA Supplemental Agreement between the Cities of Eau Claire and Chippewa Falls. **Roll Call Vote: Aye – Nadreau, Hiess, Monarski, Kiefer, King, Hull, Martell. Motion carried.**

**OTHER NEW/UNFINISHED BUSINESS**

**(a)** The Council discussed the possibility of cancelling or rescheduling the January 2, 2024 Council Meeting as City Hall will be closed. This item will be addressed again at the Council Meeting on December 19<sup>th</sup>.

**CLAIMS**

**(a) Motion by Kiefer/Martell** to approve the claims as recommended by the Claims Committee.

City General Claims:	\$187,609.39
Authorized/Handwritten Claims:	\$0.00
Department of Public Utilities:	\$140,844.84
Total of Claims Presented	<u>\$328,454.23</u>

**Roll Call Vote: Aye – Kiefer, Martell, Nadreau, Hiess, Monarski, King, Hull . Motion carried.**

**CLOSED SESSION**

**(a) Motion by Monarski/King** to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session" to discuss and consider the following:

- a. Right of First Refusal – A-1 Properties, LLC, 2302 Nelson Road; and
- b. Negotiation and possible sale of City-owned property in TID #16 including all matters relative to procurement of a satisfactory Development Agreement; and to include the Mayor, Council, Ferg, Bauer, Givens, Cesafsky, and Hentschel; may return to Open Session for possible action on Closed Session items.

**Roll Call Vote: Aye – Monarski, King, Hull, Martell, Nadreau, Hiess, Kiefer. Motion carried.**

The Council discussed Items (a) and (b).

**Motion by Nadreau/King** to return to Open Session. **All present voting aye, motion carried.**

**ADJOURNMENT**

**Motion by King/Hiess to adjourn at 7:05 pm. All present voting aye, motion carried.**

Submitted by:  
Bridget Givens, City Clerk

# CITY COUNCIL ATTENDANCE SHEET - December 5, 2023

NAME	ADDRESS
Rick Flynn	1304 Perry C.F.
April Warrens	172 Austins - C.F.
Greg Bache	922 Bluff View Court
Hagen Martell	707 Balcon St. Eau Claire
Cynthia Anderson	
Bruce Willett	110 Warner St.
Haven ScarSeth	504 W. Central St. C.F.
Chris Norseng	706 W. Columbia C.F.
Sandra Halverson	88177 1205 <sup>th</sup> Ave Colfax
Abdelhak Boudines	
Del Del-Barduel	117 Burgen Ln #3 C.F.

# CITY COUNCIL ATTENDANCE SHEET - December 5, 2023

NAME	ADDRESS
Katy Mahlum	616 Mansfield St., CF
Kelsey Langiewicz	707 Balcom St. Eau Claire
Jessica Slowiak	637 Madison St Stanley, WI
JEREMIAH STEPHENSON	616 MANSFIELD St. CF.
Sam Brousseau <sup>1</sup> / <sub>3</sub> AUGUST <del>CLARKIE</del>	433 Olive St
Robertta Loving	E15081 County Rd. Q Fall Creek, WI
Liz Berg	510876 Hwy 37 Mondovi, WI 54755
Hannah Sease <del>M</del>	110 Warren St. Chipp Falls wt 54729
Cassandra Heth	1703 7th Ave Bloomer WI 54924
Come Heth	1703 7th Ave Bloomer WI

**CITY COUNCIL ATTENDANCE SHEET - December 5, 2023**

NAME	ADDRESS
Holly Stroschein	PO Box 2997 PO Box W 58730
Mary Marto	173 Ancker Dr. CF
Doris <del>Holly</del> Eversum	12580 Tele <sup>th</sup> Ave N.
Mary Kleusch	720 W Central St CF
Jan Stover	704 W Central St CF
Sharon Lay	12645 186 <sup>th</sup> CF

**CITY COUNCIL ATTENDANCE SHEET - December 5, 2023**

NAME	ADDRESS
Dennis Anderson	135 Anstee Cof.

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, DECEMBER 11, 2023 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, December 11, 2023 at 5:30 PM. Attending were Mayor Greg Hoffman, Vice-President Tom Hubbard, Director of Public Works Brandon Cesafsky., Finance Manager Lynne Bauer. Not in attendance was Alderperson Jason Hiess. Also attending was Assistant City Engineer Bill McElroy, P.E.

1. **Motion** by Hubbard, seconded by Bauer to approve the minutes of the November 27, 2023 Board of Public Works meeting. **All present voting aye, MOTION CARRIED.**
  
2. Cesafsky presented the Engineering Departments Consultant selection ranking for the Central Street Bridge design proposals. He gave the background on the ranking criteria and the ranking committees top choice.  
**Motion** by Hoffman, seconded by Hubbard to recommend the Common Council proceed with the selection of Ayres Associates for the design of the Central Street Bridge and to proceed with the State process for the State Municipal Agreement.  
**All present voting aye. MOTION CARRIED.**
  
3. City Engineer McElroy present the attached Chippewa Falls Tentative Street Improvement Program for 2024-2028. He summarized changes from previous five-year plans and highlighted each of the five years as on the attached discussion points. The Board of Public Works discussed the costs associated with each years' worth of projects. There was also discussion about State funded projects within this plan and the associated costs for each year. It was noted that this was a tentative plan and each street would have a special assessment public hearing associated with it.  
**Motion** by Hoffman, seconded by Hubbard to recommend the Common Council approve the attached Chippewa Falls Tentative Street Improvement Program for 2024-2028 and the associated resolution for the same. **All present voting aye. MOTION CARRIED.**
  
4. **Motion** by Hubbard, seconded by Hoffman to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:59 P.M.

Brandon Cesafsky  
Secretary, Board of Public Works



**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, NOVEMBER 27, 2023 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, November 27, 2023 at 5:30 PM. Attending Mayor Greg Hoffman, Vice-President Tom Hubbard, Director of Public Works Brandon Cesafsky, Finance Manager Lynne Bauer, Alderperson Jason Hiess, and Mark Warns of the Meadows HOA.

1. **Motion** by Hubbard, **seconded** by Bauer to approve the minutes of the November 13, 2023 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. The Board of Public Works continued discussion on the re-installation of guardrail along Pumphouse Road by Amstar Drive. Cesafsky was asked to look into the location of the old guardrail, possibility of donation of the guardrail for reinstallation to the HOA, and having the Street Department place delineators around the corner immediately while chevrons were on order. Cesafsky noted that the old guardrail is at the City shop. Cesafsky discussed that he and City Engineer McElroy would not recommend donating the guardrail and would also not recommend allowing the guardrail to be installed within city right-of-way due liability concerns. Cesafsky stated that the chevron signs were ordered and that they would be installed as soon as they arrived if the weather allowed. Discussion took place with Mark Warns about the proposed chevrons and how they would provide advanced warning for drivers.  
  
**Motion** by Hoffman, **seconded** by Hiess to install chevrons on the corner and to also install an advisory 15mph curve sign at the corner. **All present voting aye. MOTION CARRIED.**
  
3. **Motion** by Hubbard, **seconded** by Hiess to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:47 P.M.

Brandon Cesafsky  
Secretary, Board of Public Works

**Item 2**  
**Consider Engineering**  
**Departments Consultant**  
**Ranking**  
**(Handout provided at meeting)**

# MEMO



**To:** Board of Public Works  
**From:** Brandon Cesafsky  
**Date:** 12/11/2023  
**Re:** Central Street Bridge Design Consultant Ranking

---

The Engineering Department has received, reviewed, ranked the proposals submitted by four consulting firms for the Central Street Bridge design.

The criteria for ranking consisted of the following categories:

1	Organization Capabilities
2	Staff Qualifications
3	Proposer References
4	Experience on Similar Projects
5	Communications
6	Current Workloads and Availability
7	Schedule

After independently scoring the proposals, the panel made up of Russ Schemenauer, Bill McElroy, and Brandon Cesafsky have ranked the proposals in the following order:

- 1<sup>st</sup> Ayres Associates, Inc. of Eau Claire, WI
- 2<sup>nd</sup> A tie between SEH Inc of Chippewa Falls & CORRE, Inc. of Eau Claire, WI
- 3<sup>rd</sup> JT Engineering of Chippewa Falls WI

All proposals scored very well and each of the firms had a great teams to take on this work. With all of the criteria considered, the Engineering Department is looking for a recommendation to submit the attached DT1515 (Local Program Consultant Selection Approval Checklist) to the state and continue the process of selecting Ayres Associates, Inc. as our preferred design consultant.



# LOCAL PROGRAM CONSULTANT SELECTION APPROVAL CHECKLIST

Wisconsin Department of Transportation  
DT1515 05/2022

State Project ID 8996-01-20	Highway/Street Central Street	Estimated Consultant Contract Cost
Description of Work Selection of Consultant for the Design of the Central Street Bridge in accordance with the State Municipal Agreement		

Municipality Contact	Name City of Chippewa Falls		
Title Brandon Cesafsky	(Area Code) Telephone Number 7157262739	Email Address btcesafsky@chippewafalls-wi.gov	

**Municipality Selection Committee** (List at least 3 voting members in the selection process, including the chairperson)

Name	Title	(Area Code) Telephone Number
1 Brandon T. Cesafsky	Director of Public Works	715-726-2739
2 Russell J Schemenauer	Civil Engineer	715-726-2737
3 Bill McElroy	City Engineer	715-726-2738
4		
5		

<p>Program <input type="checkbox"/> Local <input type="checkbox"/> Bridge <input type="checkbox"/> Other</p> <p>Detailed estimate of hours and costs for the project was developed by:</p> <p><input checked="" type="checkbox"/> Municipality  <input type="checkbox"/> Central Office Office  <input type="checkbox"/> WisDOT Region</p> <p style="text-align: right;">Estimate Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Were objective criteria developed and used in short-listing the preferred consultants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>A copy of the objective criteria can be found at the following location:</p> <p><input checked="" type="checkbox"/> Municipality Project File  <input type="checkbox"/> Central Office Office  <input checked="" type="checkbox"/> WisDOT Region Region project file</p> <p>Solicitation Method</p> <p><input type="checkbox"/> WisDOT Internet site for design solicitation  <input type="checkbox"/> Small Purchase Procedure (see <a href="#">FDM 8-5-10</a>)  <input checked="" type="checkbox"/> Municipal solicitation</p>	<p>Roster Used</p> <p><input type="checkbox"/> Notifying entire WisDOT Eligible Roster of Consultants  <input checked="" type="checkbox"/> Notifying entire municipally maintained roster of interested and qualified firms (minimum of 10). Document in the project file.</p> <p style="text-align: right;">Number of firms contacted: 12</p> <p>Number of firms responding: 4</p> <p><input type="checkbox"/> Less than three responding? Justified Sole Source (FHWA approval)</p> <p>Were interviews held with the potential consultants?  <input checked="" type="checkbox"/> Yes, how many? 4 <input type="checkbox"/> No</p> <p>Communication methods (check all that apply)</p> <p><input checked="" type="checkbox"/> Email <input type="checkbox"/> Local Internet site  <input checked="" type="checkbox"/> Call <input type="checkbox"/> Newspaper Advertisement  <input type="checkbox"/> Mail <input type="checkbox"/> Other</p> <p>Final short list of consulting firms in order of rank in the project:</p> <p>1 Ayres Associates, Inc. Eau Claire, WI                  2 SEH, Inc. Chippewa Falls, WI                  3 CORRE, Inc. Eau Claire, WI</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Approval for selecting the following preferred consultant is requested:	Ayres Associates, Inc
Municipality Chippewa Falls, Wisconsin	Prepared By (name and title) Brandon Cesafsky, Director of Public Works
	Date (choose) 12/11/2023

<p><b>WisDOT Use Only</b></p> <p>*Contract Phase</p> <p>*Status Status</p> <p>*Project Limits</p> <p>*County County List</p> <p>*Region/Bureau Region/Bureau</p>	<p style="text-align: right;">* CARS Required Values</p> <p>Date of Request Date</p> <p>*Contract Function Function</p> <p>*Program Code Program Code</p> <p>*Federal Funding % %</p> <p>*DBE % Goal %</p> <p>*DBE Good Faith Effort Request <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Selection for Design by Local Government Contract Approved by</b> See <a href="#">FDM 8-5-20.5</a></p> <p>Contracts \$50,000 or more – <u>Statewide Consultant Engineer</u> / Contracts under \$50,000 – Region</p>	<p>Assigned Fixed Fee %</p>
Approval Signature (Brush Script font)	Date (choose) Date

# ITEM 3

12/6/2023

## Summary of Changes to Capital Improvement Plan (2024-2028)

- Moved LED street lighting project from 2023 to 2024 due to delays in receiving funding.
- Changed limits of Howard Street from (Bryant – Walnut) to (Bryant – Cliff)
- Moved River Street from 2024 to 2025. Kept design in 2024.
  - Moved to better time up ramp closures with WisDOT project.
- Moved WisDOT project on STH 124 from 2024 to 2025. This project is led by WisDOT.
- Moved Grove Street from 2024 to 2026
- Moved Chapman Road from 2024 to 2025
- Moved Macomber Street from 2024 to 2025
- Moved Ridgewood Drive from 2024 to 2025
- Moved Elm Street from 2024 to 2025
- Moved Maple Street from 2025 to 2028
- Moved South Ave from 2025 to 2026
- Moved Bluff, Prairie, Grove, State Project from 2025 to 2027
- Moved Olive Street from 2026 to 2027
  - Extended from Wheaton Street to Huron Street
- Moved Vine Street from 2026 to 2025 due to worsening condition
- Moved Halbleib Rd from 2027 to 2028
- Moved Lafayette Street from 2027 to 2028
- Moved Irvine Street from 2027 to 2028
- Moved Main Street from 2027 to 2028
- Moved Palmer Street from 2027 to 2028
- Moved Bridgewater Ave Bridge from 2027 to 2028 and changed to replacement from rehabilitation
- Removed Canal Street, Old Eau Claire Rd, Tilton Rd, and Nelson Rd due to thin overlays
- Removed Park Ave and intend to do a thin overlay instead
- Added Bridgewater Avenue in 2028 – applied for STP funding
- Added St Augustine in 2028



**MINUTES OF THE PLAN COMMISSION MEETING  
CITY OF CHIPPEWA FALLS  
MONDAY, DECEMBER 11, 2023-6:30 PM**

The Plan Commission met in City Hall on Monday, December 11, 2023 at 6:30 P.M. Present were Commissioners Dave Cihasky, Greg Misfeldt, Dan Varga, Beth Arneberg, Ross Wilson, Chad Trowbridge, Tom Hubbard, Secretary Brandon Cesafsky, and Mayor Greg Hoffman. Absent were Alderperson Jason Hiess and Mike Tzanakis, Also attending was petitioner Nina Eisold.

1. **Motion** by Varga, seconded by Cihasky to approve the minutes of the October 9<sup>th</sup>, 2023 Plan Commission meeting. **All present voting aye. Motion carried.**
  
2. The Plan Commission met to consider request from Nina Eisold to rezone parcels #22808-0622-60151807 and 22808-0622-60151808, Lots 7 and 8, Mansfield's Addition from C-1 Neighborhood Shopping to C-2 General Commercial. Discussion took place about the rezoning and how it would affect the surrounding area and differences between C-1 Neighborhood Shopping and C-2 General Commercial zoning. Nina Eisold gave a brief explanation of her future plans for the building and answered questions from the Plan Commission.  
**Motion** by Misfeldt, seconded by Hubbard to recommend the Common Council conduct a public hearing to consider a petition from Nina Eisold to rezone parcels #22808-0622-60151807 and 22808-0622-60151808, Lots 7 and 8, Mansfield's Addition from C-1 Neighborhood Shopping to C-2 General Commercial. **All present voting aye. Motion carried.**
  
3. Review Plan Commission standard operating procedure. Updated the group on the plans to eliminate mailing packets, sending agenda via email, and sending out meeting invites for meetings.
  
4. **Motion** by Varga, seconded by Hubbard to adjourn. **All present voting aye. Motion carried.** The Plan Commission adjourned at 7:15 P.M.

Brandon Cesafsky, Secretary  
Plan Commission



**MINUTES OF THE PLAN COMMISSION MEETING  
CITY OF CHIPPEWA FALLS  
MONDAY, OCTOBER 9, 2023-6:30 PM**

The Plan Commission met in City Hall on Monday, October 9, 2023 at 6:30P.M. Present were Commissioners Dave Cihasky, Greg Misfeldt, Ross Wilson, Mike Tzanakis, Dan Varga, Beth Arneberg, Chad Trowbridge, Secretary Bill McElroy and Vice-Chairperson Tom Hubbard and Mayor Greg Hoffman. Alderperson Jason Hiess was absent. Also attending were City Inspector Paul Lasiewicz, City Planner Brad Hentschel, Director of Public Works/Utility Manager Brandon Cesafsky, Fire Chief Jason Thom, and those on the attached attendance sheet.

1. **Motion** by Trowbridge, seconded by Hubbard to approve the minutes of the September 11, 2023 Plan Commission meeting. **All present voting aye. Motion carried.**
  
2. The Plan Commission considered a request from Adam Trenda to rezone parcel #22808-1811-75794002, Lot #2, CSM #5794 from P-1 Public and Institutional to R-1C Single Family Residential. McElroy provided background that this parcel was recently before the Plan Commission for a Certified Survey Map. City Inspector Lasiewicz noted that the parcel meets all standards for R-1C zoning. The application is attached as *Attachment A*.  
**Motion** by Tzanakis, seconded by Hubbard to recommend the Common Council conduct a public hearing to consider the petition from Adam Trenda to rezone parcel 22808-1811-75794002, Lot #2 CSM #5794 from P-1 Public and Institutional to R-1C Single Family Residential. Said public hearing to be scheduled upon receipt of the \$300 administration and publication fees, proper notification of adjacent property owners and publication in the Chippewa Herald. **All present voting aye. Motion carried.**
  
3. The Plan Commission considered Planned Development Conditional Use Permit Resolution No. 2023-02 allowing Jon Kemper, Karen Knight and Jean Kellogg to revise the lot lines at parcels 22808-0744-62470103 and 22808-0744-62470104, located at 727 and 733 Maple Street creating a substandard lot at 727 Maple Street. McElroy provided background information indicating that the Planned Development Conditional Use Permit was needed due to the existing lot line going through one of the existing structures. A maintenance agreement for the carport connecting the two structures and a shared driveway agreement are required as conditions of the resolution. Cihasky commented regarding fire danger since the two structures are connected via the carport.

Mayor Hoffman opened a public hearing to consider Planned Development Conditional Use Permit Resolution No. 2023-02 allowing Jon Kemper, Karen Knight and Jean Kellogg to revise the lot lines at parcels 22808-0744-62470103 and 22808-0744-62470104, located at 727 and 733 Maple Street creating a substandard lot at 727 Maple Street at 6:38 PM. No one spoke. Mayor Hoffman closed the public hearing at 6:38 PM.

**Motion** by Varga, seconded by Misfeldt, to approve Planned Development Conditional Use Permit Resolution No. 2023-02 allowing Jon Kemper, Karen Knight and Jean Kellogg to revise the lot lines at parcels 22808-0744-62470103 and 22808-0744-62470104, located at 727 and 733 Maple Street creating a substandard lot at 727 Maple Street. Commissioner Cihasky requested an amendment to include a condition for a Building Code Review regarding the carport by Inspector Lasiewicz. Varga and Misfeldt agreed to amend the motion as such. The amended Planned Development Conditional Use Permit No. 2023-02 is attached as *Attachment B*. **All present voting aye. Motion carried.**

4. The Plan Commission considered Conditional Use Permit Resolution No. 2023-03 allowing KYMA Battery Technologies to operate a battery assembly and repurposing facility at 1400 Halbleib Road, parcel 22908-2943-73878001A. Lesley Blaine and Chris Gregory of KYMA Battery Technologies appeared to provide several amendments to the proposed resolution that was included with the agenda. The preliminary conditional use permit from the agenda is included as *Attachment C*. KYMA Battery Technologies' proposed amendments to the preliminary resolution are attached as *Attachment D*. Ms. Blaine and Mr. Gregory felt that a conditional use permit was not necessary and did not want their company to be bound by it. Misfeldt noted that some of the conditions, such as the fire department reviewing the site, are required through other statutes and ordinances.

Mayor Hoffman opened a public hearing to consider Conditional Use Permit Resolution No. 2023-03 allowing KYMA Battery Technologies to operate a battery assembly and repurposing facility at 1400 Halbleib Road, parcel 22908-2943-73878001A at 7:08 PM. Les Harrison spoke expressing concerns about heavy metals entering the groundwater and the air quality if there ever was a fire. Charlie Walker spoke indicating it was his interpretation that the existing conditional use permit was expired and evidence of hazard was needed for a conditional use permit to be required. City Inspector Paul Lasiewicz and City Planner Brad Hentschel reiterated to Walker that these issues were discussed at previous meetings and the potential explosive nature of the lithium ion batteries as presented by KYMA Battery Technologies was the reasoning for requiring a conditional use permit. City Attorney Ferg had previously agreed to this interpretation. Lesley Blaine followed up with additional information regarding the nature of lithium ion batteries. She stated that lithium ion batteries have very different characteristics than traditional lead acid batteries. If lead acid batteries leak, it is liquid. Lithium ion batteries do not contain liquid and if they leak it is a gas. Lithium ion phosphate has a higher safety factor and is less likely for thermal runaway. Ms. Blaine indicated that the lithium ion batteries they are using are not classed as an explosive material. Bob Oliver spoke requesting the Plan Commission be reasonable in permitting. Battalion Chief of EMS, Justus Busse, spoke indicating that state statute requires that the businesses are inspected twice per year. He also indicated that the Fire Department does not perform environmental clean-up. All clean up is to be done by certified companies in cooperation with the County and State. Mayor Hoffman closed the public hearing at 7:25 PM.

After the conclusion the public hearing, the Plan Commission discussed each condition of the preliminary resolution. The Plan Commission made several amendments to the resolution as shown in the attached final conditional use permit 2023-03 (*Attachment E*).

**Motion** by Hubbard, seconded by Tzankis to approve Conditional Use Permit Resolution No. 2023-03 allowing KYMA Battery Technologies to operate a battery assembly and repurposing facility at 1400 Halbleib Road, parcel 22908-2943-73878001A with the amendments as discussed and shown in the attached final conditional use permit resolution (*Attachment E*). **A roll call vote was taken. Voting aye were Hubbard, Tzankis, Cihasky, Misfeldt, Wilson, Varga, Arenberg, Trowbridge, and Hoffman. Voting nay was McElroy. The motion was approved with a 9-1 vote.**

5. **Motion** by Misfeldt, seconded by Hubbard to adjourn. **All present voting aye. Motion carried.** The Plan Commission adjourned at 8:25 PM.

*William McElroy*

William McElroy, P.E., Secretary  
Plan Commission



# 440 West Elm Street - Property Map



Date Filed: 11-6-2023

Fee Paid: 25.00 Date: 11-6-2023 TR#: 59457

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ TR#: \_\_\_\_\_

**PETITION FOR REZONING**

TO THE CITY OF CHIPPEWA FALLS, WISCONSIN:

I/We, the undersigned, hereby petition the Common Council of the City of Chippewa Falls, WI, for rezoning authorized by the Chippewa Falls Zoning Code, Section 17.46, for the following described property:

Address of Property: 440 West Elm St Chippewa Falls

Lot: 7 + 8 Block: 400 Subdivision: \_\_\_\_\_ Parcel# \_\_\_\_\_

22808-0622-60151808  
22808-0622-60151807

Legal Description: Mansfield's addition Lot 7+8

Present zoning classification of property: C1

Zoning classification requested: C2 General Commercial

Lot number of any real estate owned by the petitioner adjacent to the area proposed to be changed: \_\_\_\_\_

Existing use of all buildings on such land: empty

Principal use of all properties within 300 feet of such land: residential, hair salon  
storage,

Purpose for which such property is to be used: my intent is to utilize the  
entire space for training, teaching and caring for special  
needs adults, office space and small retail shops.

Recite any facts indicating that the proposed change will not be detrimental to the general public's interest and the purposes of this Chapter: This will have a positive  
affect on the neighborhood as this brings the building  
into use, kept up, and retail to the local area.

**Attach a plot plan or survey plat, drawn to scale, showing the property to be rezoned, location of structures and property lines within 300 feet of the property to be altered.**

Add any further information requested on the petition or which may be required by the Common Council to facilitate the making of a comprehensive report to the Council:

as CI the building is non conforming. I like to  
bring it to conformity with the current zoning  
requirements

IN ORDER FOR THIS PETITION TO BE CONSIDERED, THE OWNER(S) OF THE PROPERTY MUST SIGN BELOW:

Owner(s)/Address(es):

Nina Eisold  
6344 164th St  
Chippewa Falls, WI 54729  
Phone #: 715-864-9116  
Email: readyride@hotmail.com  
Signature: Nina Eisold

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

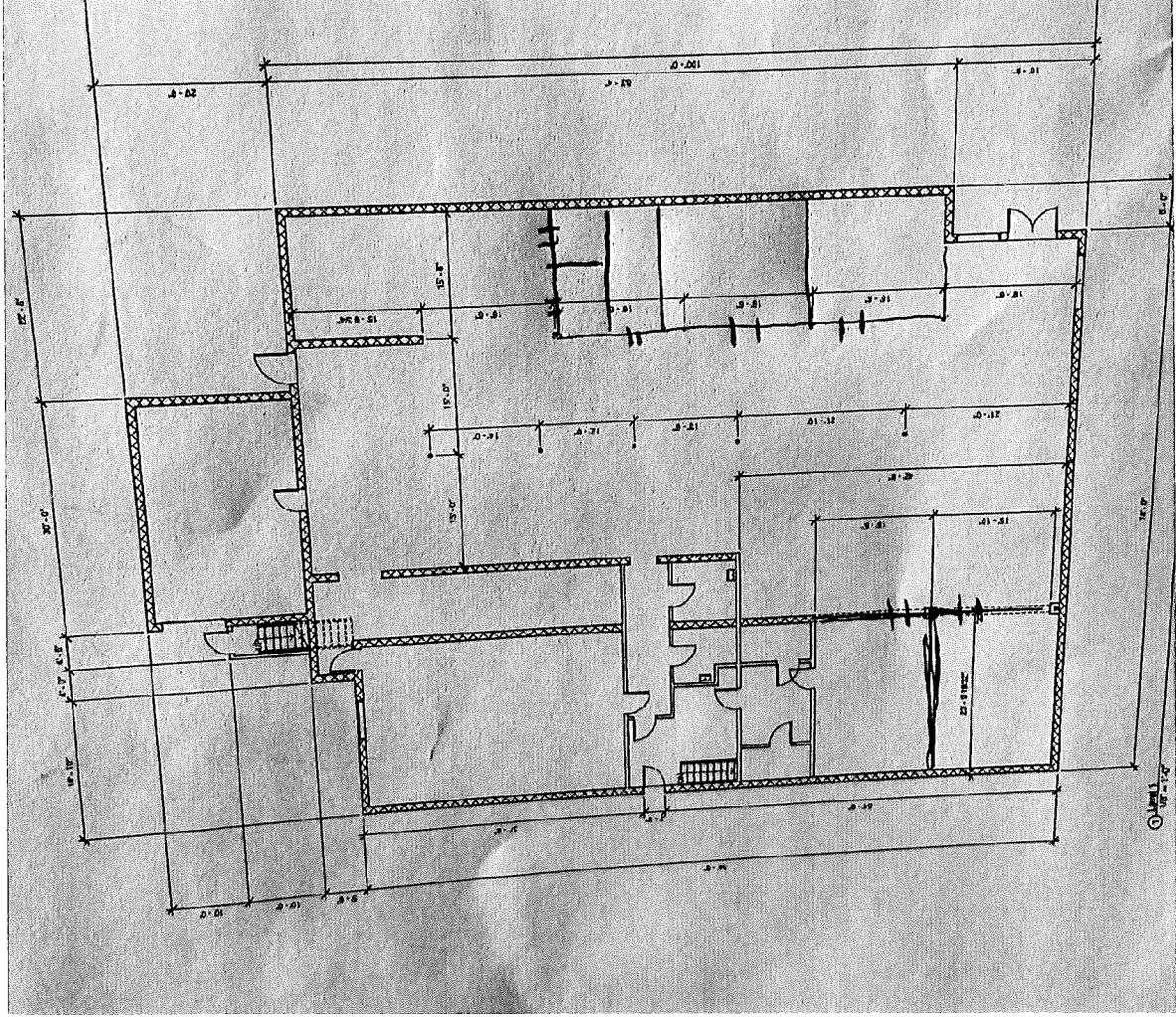
Petitioner(s)/Address(es):

Nina Eisold  
6344 164th St  
Chippewa Falls, WI  
Phone #: 715-864-9116  
Email: readyride@hotmail.com  
Signature: Nina Eisold

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

# Preliminary Floor Plan: Future Plans



WHEATON STREET

W ELM STREET

17.28 - C-1 NEIGHBORHOOD SHOPPING DISTRICT .

(1) GENERAL PURPOSE. This district is intended to provide for individual or small groups of retail and customer service establishments serving primarily the convenience of a local neighborhood and the character, appearance and operation of which are compatible with the character of the surrounding area.

(2) SETBACKS.

Minimum Front Yard, 25 feet.

Minimum Either Side Yard, 10 feet.

Minimum Aggregate Side Yard, 20 feet.

Minimum Rear Yard, 25 feet.

(3) LOT SIZE.

Minimum Area, 8,400 square feet.

Minimum Width, 80 feet.

(4) HEIGHT.

Maximum Permitted for Principal Structure, 35 feet.

Maximum Permitted for Accessory Structure, 20 feet.

(5) PERMITTED USES.

(a) Retail stores and shops offering convenience goods and personal services and not exceeding 1,500 square feet of primary floor area.

(b) Business, professional, or public service office not exceeding 1,000 square feet of primary floor area.

(c) Signs in conformity with the sign ordinance of Chippewa Falls [Chapter 19].

(d) Public utility distribution lines, including, but not limited to, electric, gas, water, television cable and telephone distribution liens and other related accessories subject to approval by the City Public Works Department.

(6) ACCESSORY BUILDINGS OR USES.

(a) Residential quarters for the owner, proprietor, employer or caretaker located in the same building as the business and, providing a minimum residential floor area of 600 square feet.

(b) Garages for storage of vehicles used in conjunction with the operation of the business.

(c) Off-street parking and loading areas, located in the rear yard only, and as required in §§17.38—17.43 of this chapter.

(d) Any other normal accessory structure or use.

(7) CONDITIONAL USES.

(a) Private lodges and clubs.

(b) Nursing homes, homes for the elderly and hospitals.

(c) Day care centers, subject to State licensing requirements.

(d) Rental apartments as a secondary use provided each apartment has a minimum residential floor area of 600 square feet.

(e) Funeral homes.

(f) Retail stores and shops with a primary floor area larger than 1,500 square feet.

(g) Business, professional or public service office with a primary floor area larger than 1,000 square feet.

(h) Automobile service stations.

(i) Taverns and restaurants.

(j) Laundromats and dry cleaners.

(k) Transmission lines, antennas and towers, including, but not limited to, electric gas, petroleum and telephone transmission lines, antennas and towers, whether installation is above or below ground, and other related accessories, substations, municipal water towers, pump houses, water and sewage treatment plants. This is subject to the provisions of §17.08(14) and is subject to all laws, rules, and regulations, statutory or administrative, governing the use and enjoyment of public right of ways. (Am. #2015-20)

17.29 - C-2 GENERAL COMMERCIAL DISTRICT .

(1) GENERAL PURPOSE. This district is intended to provide for the orderly and attractive grouping at appropriate locations of commercial activities of a more general retail and wholesale nature and office and service facilities serving a larger community trade area. The size and location should be based upon the relationship to the total community need and economy.

(2) SETBACKS.

Minimum Front Yard, 15 feet.

Minimum Either Side Yard, 10 feet.

Minimum Aggregate Side Yard, 20 feet.

Minimum Rear Yard, 25 feet.

(3) LOT SIZE.

Minimum Area, 5,000 square feet.

Minimum Width, 50 feet.

(4) HEIGHT.

Maximum Permitted for Principal Structure, 35 feet.

Maximum Permitted for Accessory Structure, 20 feet.

(5) PERMITTED USES.

(a) Retail stores and shops.

(b) Community and customer service establishments such as, but not limited to, the following:

1. Business, professional, public service, banking, and savings and loan offices.
2. Restaurants, taverns, theaters, bowling alleys, night clubs and other indoor commercial entertainment facilities.
3. Laundromats, coin operated dry cleaning establishments, and laundry or dry cleaning pickup stations.
4. Private clubs and lodges.
5. Automobile service stations.
6. Service and sales establishments for automobiles, not including the storage of junked or wrecked automobiles and parts.

(c) Commercial studios, display galleries and vocational training schools.

(d) Rental apartments as a secondary use on a non-ground floor level and providing a minimum residential floor area of 400 square feet.

(e) Signs in conformity with the sign ordinance of Chippewa Falls [Chapter 19].

(f) Churches.

(g) Public utility distribution lines, including, but not limited to, electric, gas, water, television cable and telephone distribution lines and other related accessories subject to approval by the City Public Works Department.

(h) Hotels and motels. (Cr. #94-3)

(i) Interior unit self-service storage facility consisting of a building with all units having an access door from an interior hallway. There shall be a separate secure 24 hour access entrance to interior units. Operations shall include a retail store front of related commercial activity. (Cr. #2017-12)

(6) ACCESSORY BUILDINGS OR USES.

(a) Garage for storage of vehicles used in conjunction with the operation of the business.

(b) Off-street parking and loading areas located in §§17.38—17.43 of this chapter. (Am. #91-26)

(c) Any other normal accessory structure or use.

(7) CONDITIONAL USES.

- (a) Nursing homes, home for the elderly and hospitals.
- (b) Animal hospitals.
- (c) Appliance and small machinery repair establishments.
- (d) Lumber and building supply yards.
- (e) Commercial parking facilities.
- (f) Printing and publishing houses and related activities.
- (g) Transmission lines, antennas and towers, including, but not limited to, electric, gas, petroleum and telephone transmission lines, antennas and towers, whether installation is above or below ground, and other related accessories, substations, municipal water towers, pump houses, water and sewage treatment plants. This is subject to the provisions of §17.08(14) and is subject to all laws, rules, and regulations, statutory or administrative, governing the use and enjoyment of public right of ways. (Am. #2015-20)
- (h) Day care centers, subject to State licensing requirements.
- (i) Personal storage facilities (self-storage/mini-warehouse) which means the primary use of a building containing individual, compartmentalized and controlled access spaces, rooms or lockers that are leased, rented or owned by different individuals for the storage of individual possessions or personal property. Building materials and architectural design features shall be consistent with the general design theme of the surrounding development. (Cr. #2017-17)

## MEETING MINUTES

### City of Chippewa Falls, Wisconsin TRANSIT BOARD OF DIRECTORS Wednesday, December 6, 2023

The Transit Board of Directors met in the Chippewa Falls City Hall on Wednesday, December 6, 2023 at 11:30 a.m. Present were: Jason Hiess, Steve Exner, Angie Walker, Peggy Nehring, CW King, Mike Cohoon and Rick Endres. Also present: Brad Hentschel, Transit Manager and Edwin Rothrock, WCWRPC.

**1. Approve Minutes of the December 12, 2022 Transit Board meeting.**

Motion by Hiess, seconded by Nehring to approve the minutes of the December 12, 2022 Transit Board meeting. All present voting aye, motion carried.

\*Angie Walker arrives.

**2. Review and consider Public Transit Agency Safety Plan (PTASP) update.**

Hentschel presented the updated FTA-mandated Public Transit Agency Safety Plan for Chippewa Falls Shared Ride. Updates include the Safety Risk Register, including frontline workers and infectious disease prevention.

Motion by Nehring, seconded by Hiess to approve the updated Public Transit Agency Safety Plan. All present voting aye, motion carried.

**3. Update Board members on SRT performance for 2023.**

**a. Ridership**

Operations have been inconsistent due to staffing of Running, Inc. Inconsistent operations and hours have likely contributed to a reduction in ridership projected through 2023. CARES Act and ARPA dollars are set to bridge gap in passenger fares and will be able to bridge projected gaps for a couple years. There is a preference for doing a couple smaller fare increases over time rather than a single large increase.

**b. Grant Funding**

CARES Act and ARPA dollars bridging operational gap from contract increase. Capital funding for federal share of three vehicles available when vehicles become available.

**c. Fleet Status**

One vehicle is on order currently. Fleet has three vehicles that meet the threshold for replacement in 2024. Will be acquiring 2 vehicles in 2024 and 1 vehicle in very early 2025.

**d. Operations**

Operations have been inconsistent due to staffing issues at Running, Inc. Running, Inc. has requested to modify hours several times through the second half of 2023. They have also requested modifying recurring ridership arrangements through the Chippewa Valley Alternative School and Chippewa River Industries to ensure van(s) remain available for on-demand ride requests as opposed to being tied up with recurring rides for multiple hours weekday afternoons.

**4. Update Transit Board on Transit Service Contract Extension for 2024.**

2024 marks year four of the five year agreement with Running, Inc. for service provision. Rates are adjusted in years 3 through 5 by Consumer Price Index. For 2024, the rate for Running, Inc. increase by 3.7%. Due to tight labor market and increased operational costs, even though larger than normal CPI movement, this remains a cost effective adjustment as opposed to rebidding. No action taken.

**5. Update Transit Board on Transit Administration for 2024.**

WCWRPC will continue to provide transit administration services for 2024. No action taken.

**6. Review and Consider Fare Adjustments**

Fares were reviewed. Current fare structure is \$2.75 per ride fare for adult passengers, with \$1.75 reduced fare during off-peak hours for seniors and disabled passengers, and agency fares of \$6.00. Discussion occurred regarding using CARES and ARPA funding to fill gaps for funding and doing small, incremental fare adjustments to avoid a single, large adjustment when CARES and ARPA funds are exhausted or sunset.

Motion by Hiess, seconded by Exner to increase fares effective 4/1/2024 in the following manner pending public hearing notices and requirements:

- Regular Fare increased from \$2.75 to \$3.00.
- Reduced Fare increased from \$1.75 to \$2.00.
- Agency Fare increased from \$6.00 to \$7.00.

Roll call vote: Ayes – Hiess, Exner, Cohoon, King, Nehring, Walker, Endres. Motion carried.

## **7. New Business**

Discussions ongoing regarding possible connection of Chippewa Falls and Eau Claire transit systems. FTA would require Lake Hallie to participate. Continued study of this item will be occurring.

Urbanized Area boundaries have been updated from 2020 census. Eau Claire / Chippewa Falls area grew slightly – nothing notable anticipated on bottom line for funding allocations.

No action taken.

## **8. Review and Consider Transit Board Meeting Schedule**

No special mid-year meetings anticipated at this time, plan to meet to review 2024 operations late in calendar year. No action taken.

## **9. Adjournment**

Motion by Hiess, seconded by Nehring to adjourn. All present voting aye, motion carried. The meeting adjourned at 12:48 p.m.

Submitted by:  
Brad Hentschel, Transit Manager



# Public Transportation Agency Safety Plan

LAST UPDATED: December 6, 2023

The WisDOT Public and Specialized Transit section, in collaboration with several local partners and stakeholders, created the WisDOT Public Transportation Agency Safety Plan template to fulfill its regulatory requirements under 49 CFR Part 673.

Once a provider completes its own plan (based on WisDOT's template), the provider is responsible to carry out the plan.

**49 CFR 673.11(d)**

A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. **In each instance, the transit agency must carry out the plan.** If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

# PUBLIC TRANSPORTATION AGENCY SAFETY PLAN for CHIPPEWA FALLS SHARED RIDE

## TRANSIT AGENCY INFORMATION

<b>Transit Agency</b>	<b>Name</b>		<b>Address</b>
	City of Chippewa Falls Shared Ride Transit		30 W. Central Street, Chippewa Falls
<b>Accountable Executive</b>	<b>Name</b>		<b>Title</b>
	Brad Hentschel		Transit Manager
<b>Chief Safety Officer</b>	<b>Name</b>		<b>Title</b>
	Justin Running @ Running, Inc.		Owner, Running Inc
<b>Mode(s) of Service Covered by This Plan:</b>		<b>List All FTA Funding Types (e.g., 5307, 5337, 5339):</b>	
Shared Ride Transit		5307, 5339	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>			
Shared Ride Taxi – Demand Response			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	<b>Yes</b>	<b>No</b>	<b>Description of Arrangement(s)</b>
		X	
<b>Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	<b>Name</b>		<b>Address</b>

## PLAN DEVELOPMENT, APPROVAL, AND UPDATES

<b>Signature by the Accountable Executive</b>	<b>Name</b>	<b>Date of Signature</b>
	Brad Hentschel	
	<b>Signature</b>	12/6/2023
<b>Approval by Board of Directors (or Equivalent)</b>	<b>Approving Entity</b>	<b>Date of Approval</b>
	Chippewa Falls Transit Board	
	<b>Signatures</b>	12/6/2023
	*See 12/6/23 Meeting Minutes	

## ACTIVITY LOG

<b>Version Number and Updates</b>			
<i>Complete history of successive versions of this plan</i>			
Version No.	Section/Pages Affected	Reason for Change	Date Issued
1	All	PTASP Adoption	12/7/2020
2	App G	Annual Update and Data Evaluation (Appendix G)	12/6/2021
3	P. 11, 23 App G	Annual Update and Data Eval, Frontline Worker Inclusion, Infectious Disease Prevention	12/12/2022
4	App. B, E, F, G	Annual Update	12/6/2023

# CONTENTS

---

TRANSIT AGENCY INFORMATION .....	2
PLAN DEVELOPMENT, APPROVAL, AND UPDATES .....	3
ACTIVITY LOG .....	3
DEFINITIONS AND ACRONYMS .....	6
BACKGROUND.....	10
1 SAFETY POLICIES AND PROCEDURES .....	10
1.1 Commitment to Safety.....	10
1.2 Policy Communication .....	11
1.3 Annual PTASP Review and Update.....	11
1.4 Organization Structure and System Safety Responsibilities .....	12
2 SAFETY RISK MANAGEMENT.....	12
2.1 Hazard Identification.....	12
2.1.1 Non-Punitive Reporting Policy .....	13
2.2 Safety Risk Assessment .....	13
2.3 Safety Risk Mitigation.....	13
2.4 Safety Risk Prioritization .....	14
3 SAFETY ASSURANCE .....	14
3.1 Investigation of Safety Events.....	15
3.2 Defining Safety Goals and Objectives/Outcomes .....	15
3.3 Defining Safety Performance Measures .....	16
3.3.1 Safety Performance Measures.....	17
3.3.2 Safety Performance Targets.....	17
3.4 Monitoring Performance and Evaluating Results .....	18
3.5 Integrating Results into Agency Decision-Making Processes.....	18
3.6 Sustaining a Safety Management System .....	19
4 SAFETY PROMOTION.....	19
4.1 Safety Culture.....	19
4.2 Competencies and Training .....	20
4.3 Safety Communication.....	22
4.3.1 Safety and Safety Performance Communication .....	23

4.3.2	Hazard and Safety Risk Communication .....	23
4.3.3	Employee Safety Reporting Program .....	23
4.4	Additional Information.....	24
APPENDICES .....		26
Appendix A – Staff Safety Roles and Responsibilities		
Appendix B – Safety Assessment and System Review		
Appendix C – Facility Safety and Security Assessment		
Appendix D – Risk Assessment Matrix		
Appendix E – Hazard Assessment Log		
Appendix F – Prioritized Safety Risk Log		
Appendix G – Safety Performance Matrix		

## DEFINITIONS AND ACRONYMS

---

The following definitions may be used throughout this document, and correspond to the definitions provided in 49 CFR 673.5.

**Accident** means an “event”, as defined below, that involves any of the following:

1. A loss of life,
2. A report of a serious injury to a person,
3. A collision of public transportation vehicles,
4. An evacuation for life safety reasons.

**Accountable Executive** means a single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan (as defined below) of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan (as defined below), and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

**Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient’s Public Transportation Agency Safety Plan.

**Event** means an “accident”, as defined above, or “incident” or “occurrence” (each as defined below).

**FTA** means the Federal Transit Administration, an agency within the United States Department of Transportation.

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (as defined below).

**Incident** means an “event” (as defined above), that involves any of the following:

1. A personal injury that is not a serious injury,
2. One or more injuries requiring medical transport, or
3. Damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation** means the process of determining the causal and contributing factors of an “accident”, “incident”, or “hazard” (each as defined here), for the purpose of preventing recurrence and mitigating risk.

**National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an “event” (as defined above), without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Public Transportation Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.

**Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

**Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety performance target** means a Performance Target related to safety management activities.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

**Safety Risk Management** means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

**Serious injury** means any injury which:

1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
4. Involves any internal organ; or
5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**Shared-Ride Taxi** Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation. "Shared-ride" means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

**State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of good repair** means the condition in which a capital asset is able to operate at a full level of performance.

**Transit agency** means an operator of a public transportation system.

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

ADA	-	Americans with Disabilities Act of 1990
AE	-	Accountable Executive
CFR	-	Code of Federal Regulations
CSO	-	Chief safety officer
FTA	-	Federal Transit Administration
MAP-21	-	Moving Ahead for Progress in the 21st Century
NTD	-	National Transit Database
PTASP	-	Public transportation agency safety plan
SGR	-	State of good repair

SMS	-	Safety management system
SOP	-	Standard operating procedure
SRT	-	Shared-Ride Taxi
TAM	-	Transit asset management
U.S.C.	-	United States Code
VRM	-	Vehicle Revenue Miles

## BACKGROUND

---

The Wisconsin Department of Transportation (WisDOT) and the City of Chippewa Falls have developed this Public Transportation Agency Safety Plan (PTASP) in compliance with its requirements under 49 CFR Part 673. The Federal Transit Administration (FTA) promulgated Part 673 as required by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, which was signed into law by President Barack Obama on July 6, 2012. Under MAP-21, FTA has authority to establish and enforce a comprehensive regulatory framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires certain recipients of FTA Chapter 53 funding to have, implement, and maintain a PTASP.

In addition to greater safety oversight responsibilities, MAP-21's grant of expanded regulatory authority also puts FTA in a position to provide safety policy guidance to transit agencies. For example, Part 673 contains various requirements for transit agencies to adopt policies and procedures to strengthen the use of safety data to support management decisions, improve the commitment of transit leadership to safety, and foster a culture of safety that promotes awareness and responsiveness to safety risks. The framework to this approach is called a safety management system (SMS) and is meant to move the transit industry towards a more holistic, performance-based approach to safety. Part 673 requires that transit agencies have an SMS-based PTASP consistent with FTA's National Public Transportation Safety Plan ("national safety plan").

This PTASP supports and is consistent with an SMS approach to safety risk management. SMS is an integrated collection of policies, processes, and behaviors meant to ensure a formalized, proactive, and data-driven approach to safety risk management. The aim of an SMS is to increase the safety performance of transit systems by proactively identifying, assessing, and controlling safety risks. The approach is meant to be flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of Part 673.

## 1 SAFETY POLICIES AND PROCEDURES

---

### 1.1 COMMITMENT TO SAFETY

Safety is **Chippewa Falls Shared Ride**'s first priority. **Chippewa Falls Shared Ride** is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of our safety management system (SMS).

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

## 1.2 POLICY COMMUNICATION

**Chippewa Falls Shared Ride's** Chief Safety Officer (CSO) will lead our SMS activities, including how the safety management policy is communicated throughout our organization.

A coordinated effort between the SRT and the Chippewa Falls team (both operating personnel and support contractors) to apply hazard identification across the organization that allows management of safety risks throughout all areas of transit operations. The safety of passengers and employees is a priority and fostering an organizational culture to encourage proactive safety reporting and safety risk management is the task of the SRT and Chippewa Falls team.

The CSO, will assure distribution of the policy to each employee, and also ensure that copies are posted on bulletin boards in operations, maintenance, and break areas of every facility as well as through the employee app, business website, and to driver tablets. **Chippewa Falls Shared Ride** has incorporated review and distribution of the policy statement to all contract provider personnel for the Chippewa Falls operations.

In addition, frontline workers (drivers) are involved in the update of this plan via in-person interviews and ongoing discussions about hazards they are seeing or encountering during their daily operations, and possible ways to mitigate and prevent the hazards.

## 1.3 ANNUAL PTASP REVIEW AND UPDATE

**Chippewa Falls Shared Ride** management will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit to any annual or other periodic reviews, including its annual self-certification of compliance. At minimum, annual self-certification will consist of both the Accountable Executive and the Transit Board of Directors signing and dating this document. Further, the PTASP is updated in cooperation with frontline employee representatives. For Chippewa Falls Shared Ride, this will entail coordination with drivers and dispatchers of the PTASP. Quarterly coordination occurs for additional hazard assessments.

Annual review of the PTASP will be conducted by **Chippewa Falls Shared Ride** by **December 31** of each calendar year. Necessary updates outside the annual update window may be handled as PTASP addenda. Reviews of the PTASP and any subsequent updates, addenda, adoption, and distribution activities will be documented in the Activity Log at the beginning of this document.

## 1.4 ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

**Chippewa Falls Shared Ride's** Accountable Executive has the overall responsibility for implementation of this PTASP, as well as for the safe and secure operations of **Chippewa Falls Shared Ride** and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on the employee's position, in compliance with the PTASP.

The information provided in the Staff Safety Roles and Responsibilities table (Appendix A) describes each position and general system safety responsibilities, and the agency's reporting structure.

## 2 SAFETY RISK MANAGEMENT

---

### 2.1 HAZARD IDENTIFICATION

**Chippewa Falls Shared Ride** uses a safety risk management process to ensure the safety of our operations, passengers, employees, vehicles, and facilities. Hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to **Chippewa Falls Shared Ride** leadership.

Establishing an effective hazard identification program is fundamental to safety management at **Chippewa Falls Shared Ride**. Hazard identification can be reactive or proactive in nature: safety event reporting, incident investigation, and trend monitoring are essentially reactive; other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities at **Chippewa Falls Shared Ride** include:

- Employee safety reporting program
- Review of monthly performance data and targets
- Maintenance reports
- Results of audits and inspections (vehicles, facility, system)
- FTA and other oversight authorities
- Safety assessments
- Trend monitoring
- Hazard and safety event reporting (with causal factor analysis)
- Safety surveys
- Safety audits
- Evaluating customer suggestions and complaints

**Chippewa Falls Shared Ride's** Accountable Executive leads the safety risk management process to identify hazards and consequences, assess safety risk of potential consequences, and mitigate

safety risk – results are documented in the Safety Risk Register, which will be reviewed monthly to identify safety risk mitigations and assess their effectiveness.

The number of near-misses, known as accident precursor data, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursor data is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. **Chippewa Falls Shared Ride** employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

### *2.1.1 Non-Punitive Reporting Policy*

**Chippewa Falls Shared Ride** is committed to the safest transit operating standards practicable. To achieve this, it is imperative that **Chippewa Falls Shared Ride** have uninhibited reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

**Chippewa Falls Shared Ride** will not take disciplinary action against any employee who discloses a safety event. This policy shall not apply to information received by **Chippewa Falls Shared Ride** from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

**Chippewa Falls Shared Ride's** method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

## 2.2 SAFETY RISK ASSESSMENT

Once a hazard has been identified, **Chippewa Falls Shared Ride** will conduct an assessment to determine the potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences (should there be an occurrence), and the level of exposure to the hazard. **Chippewa Falls Shared Ride** will assess risks subjectively by experienced personnel using a risk assessment matrix. Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will continue to be monitored. If the risks are unacceptable, steps will be taken by **Chippewa Falls Shared Ride** to lower the risk to an acceptable or tolerable level, or to remove, avoid, or otherwise eliminate the hazard.

## 2.3 SAFETY RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. **Chippewa Falls Shared Ride** will further manage risk by completing a **Hazard Assessment Log (Appendix E)** that can help

prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, likelihood of occurrence, exposure to that risk, or by some combination.

In general, **Chippewa Falls Shared Ride** will take the following safety actions to mitigate risk – these actions can be categorized into three broad categories, including:

**1. Physical Defenses:**

These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events (e.g. traffic control devices, fences, safety restraining systems, transit controls/signals, transit monitoring systems, etc.)

**2. Administrative Defenses:**

These include procedures and practices that mitigate the likelihood of accident/incident (e.g. safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.)

**3. Behavioral Defenses:**

These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of the agency (e.g. the *Zero in Wisconsin* campaign)

## 2.4 SAFETY RISK PRIORITIZATION

Once a hazard has been identified and the risk level assessed, **Chippewa Falls Shared Ride** prioritizes safety risks using a **Prioritized Safety Risk Log (Appendix F)**. The log includes:

- Priority level for safety risks
- Description of the risk
- Planned mitigation strategies
- Outcome of the planned mitigation strategies
- Status of the prioritized safety risk
- Responsible staff
- A timeline of the planned mitigation strategies

The Prioritized Safety Risk Log is updated, at a minimum, on a monthly basis to ensure continual progress towards risk reduction.

## 3 SAFETY ASSURANCE

---

Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that **Chippewa Falls Shared Ride** is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine whether the SMS is working properly.

Through our safety assurance process, **Chippewa Falls Shared Ride**:

- Investigates safety events to identify causal factors
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended
- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk

### 3.1 INVESTIGATION OF SAFETY EVENTS

**Chippewa Falls Shared Ride** maintains documented procedures for conducting investigations into safety events (as defined by FTA) to find causal factors and review mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by WisDOT's division of motor vehicles (DMV).

The Accountable Executive maintains all documentation of **Chippewa Falls Shared Ride's** investigation policies, processes, forms, checklists, activities, and results. As detailed in **Chippewa Falls Shared Ride's** procedures, an investigation report is prepared and analyzed to determine whether:

- The safety event was preventable
- Personnel require discipline or retraining
- The causal factor(s) indicating that a hazard contributed to or was present for the safety event
- The safety event appears to involve underlying organizational causal factors beyond individual employee behavior(s)

### 3.2 DEFINING SAFETY GOALS AND OBJECTIVES/OUTCOMES

Setting safety goals and objectives is part of strategic planning and establishing safety policy for **Chippewa Falls Shared Ride**. Clearly defining safety goals is the first part in creating a safety performance measurement system.

**Safety goals** are general descriptions of desirable long-term impacts. For example, a general safety goal might be:

*"Foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety."*

**Safety objectives or outcomes** are more specific statements that define measurable results. For example, a specific safety objective for the goal stated above might be:

*"Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel."*

The safety objective/outcome will then be measured by defining specific performance metrics, including a baseline and target, that **Chippewa Falls Shared Ride** will determine is reasonable.

### 3.3 DEFINING SAFETY PERFORMANCE MEASURES

Performance measurement is the regular systematic collection, analysis, and reporting of data that track resources used, work produced, and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance, and engage and communicate with **Chippewa Falls Shared Ride** staff and external stakeholders.

The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency, among many other criteria.

Several processes are in place to monitor our system for compliance with operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Safety surveys
- Employee safety reporting program
- Investigation of safety events
- Safety review prior to the launch or modification of any part of service
- Daily data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Safety data will be analyzed and used for development of key safety performance measures and targets, and can be collected through a variety of sources, including:

- Near miss information
- Accident investigation reports (with causal factor analysis)
- Internal safety audits (or reviews)
- Injury reports (including occupational injury)
- Safety event reports (including accidents, incidents, and occurrences)
- System monitoring (including testing and inspection records)
- Hazard management program

### 3.3.1 Safety Performance Measures

Chippewa Falls Shared Ride focuses on data delivered to the National Transit Database (NTD):

- **Fatalities**
  1. Total number of reportable fatalities
  2. Rate of reportable fatalities per total vehicle revenue miles
- **Injuries**
  3. Total number of reportable injuries
  4. Rate of reportable injuries per total vehicle revenue miles
- **Safety Events**
  5. Total number of reportable safety events
  6. Rate of reportable safety events per total vehicle revenue miles
- **System Reliability**
  7. Vehicle maintenance miles as a percentage of vehicle revenue miles

These seven (7) safety performance measures are used to select improvement targets for each measure and each mode of transit, in order to encourage improvements and monitor the safety performance of delivering transit services.

### 3.3.2 Safety Performance Targets

Safety performance targets for Chippewa Falls Shared Ride are based on the safety performance measures in the previous section, established under the National Public Transportation Safety Plan.

The targets (below) are based on review of the previous 5 years of Chippewa Falls Shared Ride's safety performance data:

Mode of Transit Service	Fatalities (total)	Fatalities (per 100K VRM)	Injuries (total)	Injuries (per 100K VRM)	Safety Events (total)	Safety Events (per 100K VRM)	System Reliability (Service miles as a % of VRM)
Shared Ride	0	0	1	0.125	11	1.375	0.25%

By July 20, 2020 Chippewa Falls Shared Ride will make its safety performance measures improvement targets available to WisDOT and all metropolitan planning organizations (MPOs) with which the agency engages. Prior to July 20, 2020, Chippewa Falls Shared Ride will communicate with WisDOT and each MPO to discuss selection of safety performance targets. Targets will be adopted into local Transportation Improvement Plans (TIP) or TIP amendment.

Safety data (collected from above sources) will be analyzed for potential safety impacts. Identified areas of concern are reported to appropriate personnel in the form of specific project reports, memos, and recommendations from the Accountable Executive.

Records of system safety data are maintained for a minimum of three years. Certain information, such as safety certification backup documentation is maintained by **Chippewa Falls Shared Ride**'s document control process. In addition to safety data, **Chippewa Falls Shared Ride** maintains other data and documentation of activities required by the PTASP. Distribution of safety-related reports and data is accomplished through the **Chippewa Falls Shared Ride** Accountable Executive.

### 3.4 MONITORING PERFORMANCE AND EVALUATING RESULTS

Once safety goals, objectives/outcomes, and measures have been defined, they can be organized into a **Safety Performance Matrix (Appendix G)**. Organizing information, particularly in a matrix, will allow **Chippewa Falls Shared Ride** to continuously monitor safety performance and evaluate results. **Chippewa Falls Shared Ride** will evaluate safety performance and update documentation at least semi-annually.

**Chippewa Falls Shared Ride** will monitor its system for compliance with operations and maintenance procedures, including whether those procedures are sufficient, through:

- Announced and unannounced compliance reviews
- Ride-along evaluations
- Internal audits
- Peer reviews

See Appendix A for who is responsible for identifying, tracking, and monitoring safety risk mitigations.

### 3.5 INTEGRATING RESULTS INTO AGENCY DECISION-MAKING PROCESSES

**Chippewa Falls Shared Ride** is committed to using the data collected and information learned to inform decision-making and instill positive change. The main objective is the continuous improvement of transit system safety. When performance goals are not met, **Chippewa Falls Shared Ride** will work to identify why such goals were not met and what actions can be taken to minimize the gap in achieving defined goals. However, when goals are easily achieved, action will be taken to exceed expectations and re-establish a reasonable baseline.

Uses of performance results include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exist
- Help make informed resource allocation decisions
- Identify needs for staff training or technical assistance
- Help motivate employees to continue making program improvements

- Support strategic planning efforts by providing baseline information for tracking progress
- Identify best practices through benchmarking
- Respond to elected officials and the public's demand for accountability

### 3.6 SUSTAINING A SAFETY MANAGEMENT SYSTEM

In order to sustain the SMS, **Chippewa Falls Shared Ride** will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain the SMS include:

- **Create measurement-friendly culture:**  
All staff, including senior managers, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.
- **Build organization capacity:**  
Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis, and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results:**  
The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.
- **Demonstrate continuous commitment to measurement:**  
Visible commitment to using metrics is a long-term initiative. **Chippewa Falls Shared Ride** will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including transit safety and performance measurement as a standing agenda item at transit board meetings.

## 4 SAFETY PROMOTION

---

**Chippewa Falls Shared Ride** believes safety promotion is critical to the success of an SMS by ensuring that the entire organization fully understands and trusts its safety policies, procedures, and structure. Further, safety promotion involves establishing an organizational and workplace culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

### 4.1 SAFETY CULTURE

Positive safety culture must be generated from the top. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee, with the ultimate responsibility for safety resting with the Accountable Executive. Employees must trust that they will have management support for decisions made in the interest of safety, while also recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion at Chippewa Falls Shared Ride is to develop a positive safety culture that allows the SMS to succeed. A positive safety culture is defined as one which is:

**A. An Informed Culture**

- Employees understand the hazards and risks involved in their areas of operation
- Employees are provided with the necessary knowledge, training and resources
- Employees work continuously to identify and overcome threats to safety

**B. A Just Culture**

- Employees know and agree on what is acceptable and unacceptable behavior
- Human errors must be understood, but negligence and willful violations cannot be tolerated

**C. A Reporting Culture**

- Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
- When safety concerns are reported, they are analyzed, and appropriate action is taken

**D. A Learning Culture**

- Learning is valued as a lifetime process beyond basic-skills training
- Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
- Employees are updated on safety issues by management, and safety reports are fed back to staff so that everyone learns the pertinent lessons

## 4.2 COMPETENCIES AND TRAINING

Chippewa Falls Shared Ride's comprehensive training program applies to all employees directly responsible for safety, including:

- Vehicle operators
- Dispatchers
- Maintenance technicians
- Managers and supervisors
- Accountable Executive

- Chief Safety Officer
- All levels of management

**Chippewa Falls Shared Ride** ensures the contract provider dedicates resources to conduct a comprehensive training program, as well as working with Chippewa Falls Shared Ride for training on SMS roles and responsibilities. The scope of the safety training is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Basic training requirements for employees of the contract provider are detailed within the contract provider's contract provisions and handbook.

**Operations** safety-related skill training includes the following:

- New-hire vehicle operator classroom and hands-on skill training
- Vehicle operator refresher training
- Vehicle operator retraining (recertification or return to work)
- Classroom and on-the-job training for dispatchers
- Classroom and on-the-job training for operations supervisors and managers
- Safety event investigation training for operations supervisors and managers

**During the initial implementation of an SMS, specific communication will be required for the on-site contract supervisor and drivers**, to explain the agency's safety culture and describe how **Chippewa Falls Shared Ride's** SMS works. The Accountable Executive is the resource person for providing a corporate perspective on Chippewa Falls Shared Ride's approach to safety management.

**Chippewa Falls Shared Ride** will ensure the contract provider implements its safety training program through the following activities:

- Defensive driver training
- Behind-the-wheel training
- On-the-job training for maintenance functions
- Occupational safety training
- Informal staff meetings
- Webinars
- Formal certification from accredited institutions
- Other forms of training required for employees and contractors designated as "directly responsible for safety"

Safety Management training topics may include:

**A. Initial Safety Training for All Staff**

1. Basic principles of safety management including the integrated nature of SMS, risk management, safety culture, etc.
2. Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards

3. Importance of complying with the safety policy and SMS procedures, and the approach to disciplinary actions for different safety issues
4. Organizational structure, roles and responsibilities of staff in relation to safety
5. Transit agency's safety record, including areas of systemic weakness
6. Requirement for ongoing internal assessment of organization safety performance (e.g. employee surveys, safety audits, and assessments)
7. Reporting accidents, incidents, and perceived hazards
8. Lines of communication for safety managers
9. Feedback and communication methods for the dissemination of safety information
10. Safety promotion and information dissemination

**B. Safety Training for Operations Personnel**

1. Unique hazards facing operational personnel
2. Seasonal safety hazards and procedures (e.g. winter operations)
3. Procedures for hazard reporting
4. Procedures for reporting safety events (accidents and incidents)
5. Emergency procedures

**C. Safety Training for Management**

1. Principles of the SMS
2. Management responsibilities and accountabilities for safety
3. Legal issues (e.g. liability)

**D. Training for the Safety Officer**

1. Familiarization with different transit modes, types of operation, routes, etc.
2. Understanding the role of human performance in safety event causation and prevention
3. Operation of the SMS
4. Investigating safety events
5. Crisis management and emergency response planning
6. Safety promotion
7. Communication skills
8. Performing safety audits and assessments
9. Monitoring safety performance
10. National Transit Database (NTD) safety event reporting requirements

### 4.3 SAFETY COMMUNICATION

Chippewa Falls Shared Ride's Accountable Executive coordinate Chippewa Falls Shared Ride's safety communication activities for the SMS. Chippewa Falls Shared Ride's activities focus on the three categories of communication activity established in 49 CFR Part 673:

- Communicating safety and safety performance information throughout the agency
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency
- Informing employees of safety actions taken in response to reports submitted through the employee safety reporting program

#### 4.3.1 Safety and Safety Performance Communication

**Chippewa Falls Shared Ride** communicates information on safety and safety performance to its on-site contract provider supervisor quarterly, and encourages them to share with their drivers. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact **Chippewa Falls Shared Ride's** service or safety performance, and updates regarding SMS implementation. **Chippewa Falls Shared Ride** also requests information from drivers during these meetings.

#### 4.3.2 Hazard and Safety Risk Communication

**Chippewa Falls Shared Ride** ensures contract provider distributes safety policies and procedures to all employees. For new safety-related issues or concerns, a message to the on-site supervisor will be communicated with distribution to all drivers requested. These messages will be communicated in one-on-one or in group discussions with employees as appropriate, and/or posted on a bulletin board in the Shared Ride office for all employees.

Annual updates to the PTASP will also involve driver and dispatcher input via in-person review and communication.

#### 4.3.3 Employee Safety Reporting Program

**Chippewa Falls Shared Ride** is committed to the safest transit operating standards practicable. To achieve this, it is imperative that **Chippewa Falls Shared Ride** have uninhibited reporting of hazards (real or potential), safety events, and policies or procedures that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety.

**Chippewa Falls Shared Ride** encourages employees who identify safety concerns in their day-to-day activities to report them to management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to dispatch, who will communicate them to the Accountable Executive via telephone or email as conditions are reported.
- Report conditions anonymously directly to the Accountable Executive via City Hall mail box.
- Report conditions directly to any supervisor, manager, or director

Examples of information typically reported include:

- Safety concerns in the operating environment
  - County or City road conditions
  - Facility or vehicle condition
- Policies and procedures that are not working as intended
  - Insufficient time to complete pre-trip inspection

- Safety events that managers may not otherwise know about
  - Near misses
- Information about why a safety event occurred
  - Radio communication issues

**Such communication must be completely free of any form of reprisal. Therefore, subject to the exceptions below, Chippewa Falls Shared Ride will not take disciplinary action against any employee who discloses such a safety concern.**

Every day, the on-site contract provider supervisor reviews the dispatch operations log, the Accountable Executive checks the City Hall mail box - the result of these review activities will be documented as identified safety conditions in the Safety Risk Register. **Chippewa Falls Shared Ride's** Accountable Executive will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through the SRM process, and that reported deficiencies and non-compliance with rules or procedures are managed through the SA process.

**Chippewa Falls Shared Ride's** Accountable Executive discusses actions taken to address reported safety conditions weekly or as otherwise needed with the contract provider on-site supervisor. Additionally, if the reporting employee gave their name, the Accountable Executive or designee follows-up directly with the employee when the agency determines whether to take action, and after any mitigations are implemented.

**Chippewa Falls Shared Ride** encourages participation in the employee safety reporting process by protecting employees that report safety conditions in good faith, as discussed throughout this document. This policy does not apply to information received from a source other than the employee, or that involves:

- **Illegal act(s)**
  - Such as assault or theft
- **Gross negligence**
  - Such as knowingly using heavy equipment for purposes other than intended, such that people or property are put at risk
- **Deliberate or willful disregard of rules, regulations, or agency policies or procedures**
  - Such as reporting to work under the influence of controlled substances

**Chippewa Falls Shared Ride** provides targeted communications to inform employees of safety actions taken in response to reports submitted through the employee safety reporting program, including safety talks, updates to bulletin boards, and on-on-one discussions between employees and supervisors.

**Chippewa Falls Shared Ride's** method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

#### 4.4 ADDITIONAL INFORMATION

For at least three (3) years after creation, **Chippewa Falls Shared Ride** will maintain documentation related to:

- Implementation of its SMS
- Programs, policies, and procedures used to carry out this PTASP
- Results from its SMS processes and activities

These documents will be available to the FTA or other oversight entity upon request.

## APPENDICES

---

- Appendix A – Staff Safety Roles and Responsibilities
- Appendix B – Safety Assessment and System Review
- Appendix C – Facility Safety and Security Assessment
- Appendix D – Risk Assessment Matrix
- Appendix E – Hazard Identification and Risk Assessment Log
- Appendix F – Prioritized Safety Risk Log
- Appendix G – Safety Performance Matrix

APPENDIX A

**City of Chippewa Falls  
STAFF SAFETY ROLES AND RESPONSIBILITIES**

Complete the table below, in addition to the staff roles and responsibilities provided in Section X of the PTASP. You must include the Accountable Executive, Chief Safety Officer, agency leadership and executive management, and key staff – be sure to include any and all staff that might have some role in a safe transit agency (executive/management level, HR, and finance may likely be included). Blue text is included only as an example.

<b>Completed by: Brad Hentschel</b>		<b>Date: 12/2/2023</b>	
Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Accountable Executive	<b>Brad Hentschel</b>	49 CFR § 673.5 – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP; responsibility for carrying out the agency's TAM Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. § 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. § 5326.	<ul style="list-style-type: none"><li>• Ultimate responsibility for carrying out the PTASP</li><li>• Responsibility for carrying out the TAM Plan</li><li>• Control or direction over the human and capital resources needed to develop and maintain both plans</li><li>• Ensuring the agency's SMS is effectively implemented throughout the system</li><li>• Ensuring action is taken, as necessary, to address substandard performance in the agency's SMS</li><li>• May delegate specific responsibilities, except ultimate accountability for the agency's safety performance, which always rests with the Accountable Executive</li></ul>

<p>Running, Inc. (Chief Safety Officer)</p>	<p><b>Justin Running</b></p>	<p>49 CFR § 673.5 – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer.</p> <p>A Chief Safety Officer (CSO) for a small public transportation provider (as defined in Part 673) may serve in capacities (operational or maintenance) unless the agency ceases to be a small public transportation provider or operates a rail transit system.</p> <p>Ensure coordinated development and implementation of the PTASP and for communicating the transit agency's safety policies to all employees.</p>	<ul style="list-style-type: none"> <li>• Is adequately trained</li> <li>• Responsibility for safety</li> <li>• Reports directly to agency's Accountable Executive</li> <li>• Authority and responsibility for day-to-day implementation and operation of agency's SMS</li> <li>• Promoting safety awareness throughout the organization;</li> <li>• Ensuring that safety documentation is current and accessible to all employees;</li> <li>• Communicating changes in safety documents to all personnel;</li> <li>• Monitoring the effectiveness of corrective actions;</li> <li>• Providing periodic reports on safety performance;</li> <li>• Rendering independent advice to personnel on safety-related matters; and</li> <li>• Ensuring that safety management has a high priority throughout the organization</li> <li>• Having full knowledge of all standard and safety operating procedures</li> <li>• Ensuring that drivers make safety a primary concern when on the job</li> <li>• Listening and acting upon any safety concerns raised by the drivers</li> <li>• Immediately reporting safety concerns</li> <li>• Provide leadership and direction to employees during security incidents</li> <li>• Handle minor non-threatening rule violations</li> <li>• Defuse minor arguments</li> <li>• Determine when to call for assistance</li> <li>• Respond to fare disputes and service complaints</li> </ul>
<p>Vehicle Operators/Drivers</p>	<p>Running Drivers</p>	<p>Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.</p>	<ul style="list-style-type: none"> <li>• Take charge of a hazard incident scene until the arrival of supervisory or emergency personnel</li> <li>• Collect fares in accordance with agency policy</li> <li>• Be familiar with Running Inc.'s Employee Manual and Procedures</li> <li>• Attempt to defuse minor arguments</li> <li>• Determine when to call for assistance</li> <li>• Maintain control of the vehicle</li> <li>• Report all safety incidents to Supervisor on duty</li> <li>• Complete all necessary safety related reports</li> </ul>

**APPENDIX B**

**City of Chippewa Falls  
SAFETY ASSESSMENT AND SYSTEM REVIEW**

Complete this form semi-annually to identify potential safety hazards. It is imperative that completion of this review includes only accurate and correct information – data collected from this assessment will guide agency resource allocation and focus priority needs appropriately. Not all questions will apply. **If there are additional questions relevant to your agency, be sure to add those questions.**

<b>Completed by: Justin Running</b>	<b>Date: 11/14/23</b>
-------------------------------------	-----------------------

RESPONSIBLE PARTY	SECTION	REVIEW QUESTIONS	YES	NO	N/A
Account Executive	Safety Policies:	• Are all safety policies up to date and reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is the Drug and Alcohol Policy current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Safety Officer	New Hire Employee Files:	• Was there a structured interview conducted and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is the applicant asked the questions relating to previous experience with drug and alcohol testing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is the offer of employment documented in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		• Is there a pre-employment drug screen?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is there a pre-employment physical exam?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		• Are safety sensitive responsibilities outlined in the job description?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Safety Officer	Post Hire Employee Files:	• Is a current employee roster available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Are the employee files maintained by the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		• Do existing employee files contain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		> Background check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		> Previous employer request form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		> Verification of current driver's license and CDL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		> Current MVR?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		> PARS Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		> Current copy of physical exam certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
> Signed Substance Abuse Policy Acknowledgement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

		➤ Drug and Alcohol Testing Record with COC and authorization forms?	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Record of annual supervisor ride checks and evaluations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Safety Officer	Education and Training:	• Are operator certifications current and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	X
		• Have managers completed Safety Management Systems (SMS) training?	<input type="checkbox"/>	<input type="checkbox"/>	X
		• Are employees familiar with OSHA topics, including:	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Hazard Communication?	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Emergency Action Planning?	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Bloodborne Pathogens?	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Lockout/Tagout?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		➤ Personal Protective Equipment (PPE)?	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Injury Prevention Planning?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Have all safety sensitive employees received Drug and Alcohol Training?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Do new mechanics receive classroom training?	<input type="checkbox"/>	<input type="checkbox"/>	X
		• Do existing mechanics receive ongoing training?	<input type="checkbox"/>	<input type="checkbox"/>	X
Account Executive and Chief Safety Officer	Safety Communication	• Are employees updated regularly on any safety related news or changes?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are safety issues or new communicated from the CSO to the EA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Via Bulletin Board	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Via Employee App	X	<input type="checkbox"/>	<input type="checkbox"/>
		➤ Via Website (and employee login)	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are mechanics informed of safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	X
Chief Safety Officer	Incident and Accident Investigation Procedures:	• Are policies in place dictating which incidents are reported and which are not?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are incident report forms kept on board the vehicle?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are accident reports completed for all situations?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are incident/accident reports used as pre-accident training material?	<input type="checkbox"/>	X	<input type="checkbox"/>
		• Are incident/accident reports used as post-accident training material?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are complaint forms kept on all vehicles?	<input type="checkbox"/>	X	<input type="checkbox"/>
		• Are all operators provided with safety vests on their vehicles?	<input type="checkbox"/>	X	<input type="checkbox"/>
		• Are incident/accident photos taken?	X	<input type="checkbox"/>	<input type="checkbox"/>
Chief Safety Officer	Substance Abuse:	• Is there a current and updated Drug and Alcohol Policy?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Do all staff members understand the Drug and Alcohol Policy?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Is random testing being completed?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Is reasonable suspicion testing being completed?	X	<input type="checkbox"/>	<input type="checkbox"/>
Chief Safety Officer (Facility is leased, and some responsibilities may	Facility and Shop Inspections:	• Are monthly facility inspections conducted as scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	X
		• Are facility inspection forms completed properly?	<input type="checkbox"/>	<input type="checkbox"/>	X
		• Are unsafe conditions or acts, regarding the facility corrected and documented?	X	<input type="checkbox"/>	<input type="checkbox"/>
		• Are fire extinguishers up to date with annual servicing requirements?	X	<input type="checkbox"/>	<input type="checkbox"/>





**APPENDIX C**

**CHIPPEWA FALLS SHARED RIDE  
VEHICLE FACILITY SAFETY and SECURITY ASSESSMENT**

Complete this form semi-annually to identify potential safety hazards. It is imperative that the completion of this review includes only accurate and correct information – data collected from this assessment will guide agency resource allocation and focus priority needs appropriately. Not all questions will apply.

<b>Completed by: Justin Running</b>	<b>Date: 11/14/23</b>
-------------------------------------	-----------------------

<b>SECTION</b>	<b>REVIEW QUESTIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Buildings and Facility Grounds:</b>	• Are facility grounds randomly and frequently patrolled?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are daily security sweeps conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are smoke/fire/carbon monoxide detectors provided and working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are distribution and number of keys known and controlled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all keys labeled as "DO NOT DUPLICATE"?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are all unoccupied areas locked and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lighting:</b>	• Is entire perimeter of facility properly illuminated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting mounted at approximately second story level?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are lights provided over all entrance doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting provided in staff parking areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Entrance Doors and Windows:</b>	• Are all doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Built of commercial grade with metal framing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Outside hinges hidden and protected from vandalism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with a commercial grade, one-sided lock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with push "panic" bar releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	➤ In case of breakage or opening are all windows and doors connected to a central station alarm?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Electronic Surveillance:</b>	• Is the entire perimeter of facility protected by a CCTV system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system monitored by management and/or a security company?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Is this system always on or activated by motion sensors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-Employee Access:</b>	• Is access restricted to persons without proper credentials and clearance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are supply deliverers required to show proper I.D. and sign-in a log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are all non-employees accompanied and/or observable at all times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Surrounding Environment:</b>	• Are there other non-City/County/other buildings connected to the facility that may be vulnerable to unauthorized entry to City/County/other property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Are all utility components (power transformers, back-up generators) protected and secured from vandalism or attack?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all outdoor storage areas adequately lighted and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Material Storage:</b>	• Are all hazardous and flammable materials properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are all materials properly labeled, stored, and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Forms and Written Plans:</b>	• Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a Chain of Command and emergency call list prominently displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evacuation Plan/Procedures</b>	• Are there evacuation plans for this facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are staff members trained on this plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are assembly areas and alternate assembly areas identified, validated and coordinated with the County Emergency Management Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Training:</b>	• Is an orientation program in place for each new staff member?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members receive safety and security training appropriate to their position and level of responsibility?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Are periodic safety and security training and briefings completed with staff?	<input type="checkbox"/>	<input type="checkbox"/>	X
	• Do all new staff members receive briefings on the City/County Evacuation Plan, the Disaster Preparedness Plan, and other security policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	X
<b>Administrative Procedures:</b>	• Is a record of emergency data on file for each staff?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Have incident reporting format and procedures been established and staff briefed on them?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department?	<input type="checkbox"/>	<input type="checkbox"/>	X
	• Are background checks conducted and verified on all prospective new hires?	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cash Handling and Transfer:</b>	• Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Is cash transported by at least two individuals with cash divided between them?	<input type="checkbox"/>	X	<input type="checkbox"/>
	• Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables?	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Electrical Safety:</b>	• Are fire extinguishers installed in all appropriate locations?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke and heat detectors installed, at least one on each floor?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a first aid kit present and maintained?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof?	<input type="checkbox"/>	X	<input type="checkbox"/>
	• Are all outdoor trash containers and storage bins located away from the building in the event of a fire?	X	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix D  
Risk Assessment Matrix (RAM)**

Identified Hazard:

Severity	Consequences				Likelihood				
	People	Assets	Environment	Reputation	1 Practically impossible (never heard of in the industry)	2 Remote, not likely to occur	3 Could occur, or heard of it happening	4 Likely, known to occur or has happened before	5 Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Medium
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Medium	Medium	High
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Low	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Low	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	Medium	Medium	High	High	High
Risk Value: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>									

- Low Risk, continuous improvement
- Medium Risk, monitor and control
- High Risk, unacceptable/intolerable, immediately introduce further control measures

Assessed Risk Level: 0

**Instructions**

1. Estimate potential consequences and severity (thought of as what could happen if hazard actually occurred)
2. Estimate likelihood of such consequences occurring (using historical evidence, data and experience)
3. Multiply the severity for each consequence by the likelihood of that consequence occurring. This is the risk value.
4. Sum the risk values for a total assessed risk level (out of 100)

**APPENDIX E**

**CHIPPEWA FALLS SHARED RIDE  
HAZARD ASSESSMENT LOG**

This form can be used to provide a record of identified hazards and actions taken to eliminate or mitigate the risks associated with it. The recommended action should be associated with a specified individual (i.e. a supervisor, manager, or front-line personnel), and must include a target date for completion. As a rolling log, entries for identified hazards and their associated mitigations should never be removed, even after required action(s) is completed. Any related forms, logs, or records should be retained permanently.

<b>Completed by: B Hentschel</b> <small>Click here to enter text.</small>	<b>Last Updated: 11/16/2023</b>
---------------------------------------------------------------------------	---------------------------------

<b>Risk Type</b>	<b>Risk Description</b>	<b>Current Measures to Reduce Risk</b>	<b>Assessed Risk Level</b>	<b>Further Action Required to Reduce Risk</b>	<b>Staff Responsibility</b>
Accident	Snow Banks Causing Driver Visibility Challenges	<ul style="list-style-type: none"> <li>• Drivers ID snow banks – report to supervisor. Supervisor reports to Transit Manager. Transit Manager requests Street Department to knock down particularly problematic banks.</li> </ul>	29	<ul style="list-style-type: none"> <li>• Continue to monitor during/after winter snow events.</li> <li>• Report visibility challenges to Supervisor/City/Streets</li> </ul>	<ul style="list-style-type: none"> <li>• Drivers</li> <li>• On Site Supervisor</li> <li>• AE</li> </ul>
Accident	Wrong-Way Crash	<ul style="list-style-type: none"> <li>• Street Signs</li> <li>• Driving training/awareness</li> <li>• City completing a sign inventory</li> <li>• City completing wayfinding plan</li> </ul>	42	<ul style="list-style-type: none"> <li>• Ongoing driver awareness</li> <li>• Reminders of risk</li> </ul>	<ul style="list-style-type: none"> <li>• Drivers</li> <li>• On Site Supervisor</li> <li>• AE</li> </ul>
Passenger Injury	Bump near Comforts of Home	<ul style="list-style-type: none"> <li>• Reviewed – on private property – notified COH of concern. COH indicates placement intention for traffic calming. Advised drivers.</li> <li>• Driver Awareness</li> </ul>	18	<ul style="list-style-type: none"> <li>• Continued Driver reminders</li> </ul>	<ul style="list-style-type: none"> <li>• Drivers</li> <li>• On Site Supervisor</li> <li>• AE</li> </ul>
Accident	Parking into Object(s)	<ul style="list-style-type: none"> <li>• Driver Training/Awareness</li> <li>• Audible Alarm</li> <li>• Back-Up Camera</li> </ul>	20	<ul style="list-style-type: none"> <li>• Ongoing driver awareness</li> <li>• Ensure vehicle safety features are working</li> </ul>	<ul style="list-style-type: none"> <li>• AE</li> <li>• CSO/Supervisor</li> <li>• Drivers</li> </ul>
Accident	Accident @ Coleman/Terrill or Mansfield/Terrill	<ul style="list-style-type: none"> <li>• Traffic Control – 2-way stop at both intersections</li> <li>• School zone speed limits</li> </ul>	26	<ul style="list-style-type: none"> <li>• Review with Engineering re: additional traffic control</li> <li>• Continue to monitor</li> </ul>	<ul style="list-style-type: none"> <li>• AE</li> <li>• Drivers</li> </ul>
Accident	Accident at Halblieb Rd/Kennedy	<ul style="list-style-type: none"> <li>• Request Weed Officer remove tall vegetation</li> </ul>	19	<ul style="list-style-type: none"> <li>• Weed Commissioner to cause removal of obstructive vegetation</li> </ul>	<ul style="list-style-type: none"> <li>• AE</li> <li>• Drivers</li> <li>• On-Site Supervisor</li> </ul>
Infection	Communicable Disease Infection	<ul style="list-style-type: none"> <li>• Consistent with Chippewa County Public Health and CDC Guidance</li> <li>• Drivers should not report to work if feeling ill.</li> <li>• Passengers should not use service if feeling ill.</li> </ul>	18	<ul style="list-style-type: none"> <li>• Ongoing driver awareness</li> <li>• PPE available</li> </ul>	<ul style="list-style-type: none"> <li>• AE</li> <li>• On Site Supervisor</li> <li>• Drivers</li> </ul>

		<ul style="list-style-type: none"> <li>• Ill passengers requiring a ride shall notify dispatch they are not feeling well.</li> <li>• Dispatch to minimize ride share while passengers not feeling well are in-transit.</li> <li>• Drivers and passengers shall be encouraged to wear masks and to use seating to maximize separation.</li> <li>• Drivers should disinfect area immediately surrounding and areas of touch by ill passenger(s) as soon as practical after passenger departure.</li> <li>• Drivers shall be encouraged to wear gloves while completing disinfection process.</li> </ul>			•Dispatchers
Accident	Obscured Stop Signs	<ul style="list-style-type: none"> <li>• Street Sign Observances</li> <li>• Driver Awareness – Observe / Report</li> <li>• Trim / Remove Vegetation Causing Visual Disturbance</li> </ul>	31	<ul style="list-style-type: none"> <li>• Weed Commissioner to cause removal of obstructive vegetation</li> </ul>	<ul style="list-style-type: none"> <li>•AE</li> <li>•Drivers</li> <li>•On-Site Supervisor</li> </ul>
		•		•	•
		•		•	•

**APPENDIX F**

**CHIPPEWA FALLS SHARED RIDE  
PRIORITIZED SAFETY RISK LOG**

This form is used to organize identified safety risks facing Chippewa Falls Shared Ride. The log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

<b>Completed by:</b> Brad Hentschel	<b>Last Updated:</b> 11/16/2023
-------------------------------------	---------------------------------

Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	Responsible Staff	Timeline	Status
1	Wrong Way Crash	<ul style="list-style-type: none"> <li>• AE to work with City Engineers to ensure signage continues to meet MUTSD standards</li> <li>• Ongoing driver awareness/reminders</li> <li>• Training – If seen, slow down/stop or evade</li> <li>• City completing wayfinding plan</li> <li>• City compiling complete sign inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced one-way wrong way drivers</li> <li>• No accidents with SRT vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable Executive</li> <li>• On-Site Supervisor</li> </ul>	• Ongoing	Ongoing Monitor and reminders. Signage meets or exceeds standards.
2	Infectious Disease	<ul style="list-style-type: none"> <li>• Consistent with Chippewa County Public Health and CDC Guidance</li> <li>• Drivers should not report to work if feeling ill.</li> <li>• Passengers should not use service if feeling ill.</li> <li>• Ill passengers requiring a ride shall notify dispatch they are not feeling well.</li> <li>• Dispatch to minimize ride share while passengers not feeling well are in-transit.</li> <li>• Drivers and passengers shall be encouraged to wear masks and to use seating to maximize separation.</li> <li>• Drivers should disinfect area immediately surrounding and areas of touch by ill passenger(s)</li> </ul>	• Reduced risk	<ul style="list-style-type: none"> <li>• AE</li> <li>• On Site Supervisor</li> <li>• Drivers</li> <li>• Dispatchers</li> </ul>	• Ongoing	Ongoing Monitor

		<p>as soon as practical after passenger departure.</p> <ul style="list-style-type: none"> <li>• Drivers shall be encouraged to wear gloves while completing disinfection process.</li> </ul>				
3	Obscured Stop Signs	<ul style="list-style-type: none"> <li>• Street Sign Observances</li> <li>• Driver Awareness – Observe / Report</li> <li>• Trim / Remove Vegetation Causing Visual Disturbance</li> </ul>	• Reduced Risk	<ul style="list-style-type: none"> <li>• AE</li> <li>• On-Site Supervisor</li> <li>• Drivers</li> </ul>	• Ongoing	Ongoing
4	Bump near Comforts of Home	<ul style="list-style-type: none"> <li>• Check with City re: cause of heave</li> <li>• Driver awareness</li> </ul>	• Determination of cause	<ul style="list-style-type: none"> <li>• AE</li> <li>• On-Site Supervisor</li> </ul>	• January 2021	
5	Crash due to snow bank height	<ul style="list-style-type: none"> <li>• Driver Awareness</li> <li>• Coordinate with City Street Dept. to remove banks if too high</li> </ul>	• Reduced risk	<ul style="list-style-type: none"> <li>• AE</li> <li>• On-Site Supervisor</li> <li>• Drivers</li> </ul>	• Ongoing – Winters	Ongoing annually
6	Crash due to obstructive vegetation	<ul style="list-style-type: none"> <li>• City Ordinance in place – request owner to remove. If no action, Weed Commissioner can cause removal</li> </ul>	• Reduced risk	<ul style="list-style-type: none"> <li>• AE</li> <li>• On-Site Supervisor</li> <li>• Drivers</li> </ul>	• Ongoing	
7	Backing into Objects	<ul style="list-style-type: none"> <li>• Driver Awareness</li> <li>• Ensure vehicle features are working properly (back-up alarm and camera)</li> </ul>	Reduced risk	<ul style="list-style-type: none"> <li>• AE</li> <li>• On-Site Supervisor</li> <li>• Drivers</li> </ul>	• Ongoing	Ongoing

**APPENDIX G**

**CHIPPEWA FALLS SHARED RIDE  
SAFETY PERFORMANCE MATRIX**

This form allows Chippewa Falls Shared Ride to organize, monitor, and evaluate identified safety goals and objectives/outcomes.

<b>Completed by: Brad Hentschel</b>	<b>Last Updated: 11/16/2023</b>
-------------------------------------	---------------------------------

<b>GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES</b>			
<b>Chippewa Falls Shared Ride will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.</b>			
<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Maintain the number of reportable fatalities	Total number of reportable fatalities	0 over past 5 years (2015-2019)	0 per calendar year. (Current Assessment: 0)
	Rate of reportable fatalities per total vehicle revenue miles	0 per 100k VRM over past 5 years (2015-2019)	0 per 100k VRM over 5-year rolling average (Current Assessment: 0)
Reduce the number of reportable injuries	Total number of reportable injuries	< 1 per calendar year	< 1 per calendar year (Current Assessment: 0 2022, 0 2021, 0 2022, 0 2023 through Oct.)
	Rate of reportable injuries per total vehicle revenue miles	0.125 per 100k VRM over past 5 years (2015-2019)	0.10 per 100k VRM over 5-year rolling average (Current Assessment: 0.24 (2018 to 2022) Injury in-van in June 2020 and Oct. 2019 with bicycle)
Reduce the number of reportable safety events	Total number of reportable safety events	11 over past 5 years (2015-2019)	2.0 or fewer per calendar year over 5-year rolling average. (Current Assessment: 1.2 (2018-2022))
	Rate of reportable safety events per total vehicle revenue miles	1.375 per 100k VRM	1.25 per 100k VRM (Current Assessment: 1.4)
Reduce mean distance between major mechanical failures	Service miles as a percentage of vehicle revenue miles	Service miles 0.26% of VRM over past 5 years (2015-2019)	Service miles as 0.25% of VRM on 5-year rolling average. (Current Assessment: 0.15%)
Develop a corrective action plan and mitigation strategies to address identified hazards	Percent of corrective action strategies completed per specified period of time	N/A	Complete 10 percent of strategies within 60 days of strategy development. (Current Assessment: 100%, many ongoing)
<b>GOAL 2: CULTURE</b>			
<b>Chippewa Falls Shared Ride will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.</b>			
<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel	<i>Number of meetings per specified period of time or number of meetings per incidents/occurrences</i>	N/A	Annual meeting with on-site supervisor and drivers as they are able. (Current Assessment: Complete)
Encourage Non-Punitive Reporting	<i>Percent of drivers receiving non-punitive reporting messaging.</i>	N/A	80% (Current Assessment: 80%)
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported	<i>Number of near miss occurrences/incidents reported per specified passenger-miles traveled or per specified period of time</i>	N/A	1 or more per month (Current Assessment: <1/month)

**GOAL 3: SYSTEMS/EQUIPMENT:**

**Chippewa Falls Shared Ride** will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.

<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Maintain or increase percentage of preventative maintenance occurring within targets ranges.	<i>Number of preventative maintenance activities occurring within target range</i>	80%	80% (Current Assessment: 24%)
Maintain or reduce the number of service miles vehicles record	<i>Service miles as a percentage of vehicle revenue miles.</i>	0.26%	0.25% (Current Assessment: 0.16%)



**Minutes**  
**Department Head Review Committee**  
**December 14, 2023**

The Department Head Review Committee met on Thursday, December 14, 2023 at 9:00 AM at City Hall, Mayor's Office, 30 W. Central Street, Chippewa Falls, Wisconsin.

Committee members present: Mayor Hoffman, Council President John Monarski, Committee #1 Chair Rob Kiefer.

Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens; Parks & Recreation Director John Jimenez; Fire Chief Jason Thom.

Call to Order: 9:00 AM

**1. Open Session**

**2. Closed Session**

**Motion by Kiefer/Hoffman** to go into Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to: A) Conduct the annual performance review for the following Department Heads: City Clerk Bridget Givens; Parks & Recreation Director John Jimenez; Fire Chief Jason Thom; and to include in the closed session the Mayor, Committee and Council members, Lynne Bauer, Bridget Givens, John Jimenez, Jason Thom; and may return to open session for possible recommendation.

**Roll Call Vote: Kiefer - Aye; Hoffman - Aye; Monarski - Aye. Motion carried.**

The Committee conducted the annual reviews for the above-named department heads.

**Motion by Hoffman/Kiefer** to return to Open Session. **All present voted aye. Motion carried.**

**Council President John Monarski reported there was a unanimous vote in closed session to approve the January 1, 2024 step advancements** for City Clerk Bridget Givens (14E-14F); Parks & Recreation Director John Jimenez (15MidPoint-15E); Fire Chief Jason Thom (18E-18F).

**3. Adjournment**

**Motion by Hoffman/Kiefer** to adjourn at 10:16 AM. **All present voted aye. Motion carried.**

Minutes submitted by,  
Council President John Monarski

PARKS, RECREATION & FORESTRY BOARD MEETING  
Tuesday, December 12, 2023

1. Call to order by Beth Arneberg at 6:02 p.m.  
Roll Call: Members Present: Audrey Stowell, Justin Agnew, John Abbe, Beth Arneberg  
Absent: Travis Siebert, Reggie Geissler and Heather Martell  
Staff present: John Jimenez
2. Approval of Minutes: November 14, 2023. **Motion by Abbe/Agnew to approve minutes of November 14, 2023. Motion passed.**
3. Personal Appearances by Citizens. No appearances, but John did receive a letter from Jackson, who did the trail at Erickson Park.
4. Discuss/Consider Special Event Applications. None.
5. Discuss/Consider
  - a. Pool Committee Update. John reports that the flood plain has raised more of an issue than initially thought. The pool will be open this summer. The plan is to extend the season to August 24 and be open longer hours – from noon to 7.
  - b. Flag Hill Update. John reports that Ayres has provided a conceptual design from 3 different companies. John favors embankment play, spinners, etc. Hopefully the design will be finalized for January.
  - c. Marshall Park Master Plan. John feels the plan should be reviewed and items prioritized.
  - d. Forestry Health/Management at Irvine Park. John states forestry management has been a topic lately, especially on the ski trails. He has had discussions with Mike Dahlby regarding harvesting to create a healthier forest and generate some revenue. John hopes to have him at the January meeting so we can hear his proposal.
  - e. Christmas Village Timers. In an effort to find ways to keep staff happy and stay productive, timers for the Christmas Village lights has been discussed. Currently, there is a 1:30 – 10:00 p.m. daily shift so that the lights can be shut off. While it's helpful for staff to be around to troubleshoot when necessary, there isn't a lot to be done during this timeframe. The cost for timers is \$3,500 / breaker x 12 breakers. Discussion included applying for tourism or other possible grants in addition to or in lieu of using Christmas Village funds, as it would be nice to have all done at the same time instead of one or so per year for many years.
  - f. Zoo Animals and Exhibits. John indicates we have many aging animals. There will be some changes coming in January. We will be keeping 1 tiger, the hyenas will be replaced, possibly with lynx or bobcat. He will keep public updated through social media.

- g. Recreation Report. Jack has left for other employment. His position has been posted.
  - h. Director Report. It is the 100<sup>th</sup> year anniversary for the band shell. Discussed possible celebration dates and having Air Force Band of Mid-America perform for July 4 and possibly the celebration. John will contact the band and see what's possible. There is a new staff member starting January 3, and the Parks will then be fully staffed for their full-time positions.
6. Approve Claims. **Motion by Stowell/Arneberg to approve claims in the amount of \$82,781.73. Motion passed.**
  7. Park Board Members' Concerns or Comments. Beth expresses concern for one more full-time staff. John comment that Friday is "Christmas Comes to Life" at Irvine Park. Comments regarding how nice the park looks and use of the QR codes.
  8. Adjournment. **Motion by Abbe/Agnew to adjourn at 7:27 p.m. Motion passed.**

Submitted by:  
Audrey Stowell, Secretary

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
November 15, 2023**

**1. Call to Order**

Meeting was called to order by President Ambelang at 5:00 p.m. in the Virginia O. Smith Meeting Room at the Chippewa Falls Public Library.

**2. Roll Call of Members**

Members Present: Ambelang, Drehmel, Jones, King, Martell, Rasmus

Members Absent: Newton

Others Present: Director Joe Niese, Confidential Administrative Assistant Deb Braden

**3. Approval of Agenda**

Motion by Drehmel seconded by Jones to approve the agenda. All present Voting Aye. Motion carried.

**4. Disposition of the minutes of the Board of Trustees meeting of October 11, 2023.**

Motion made by Martell seconded by King to approve the minutes of the Board of Trustees meeting of October 11, 2023. All present Voting Aye. Motion carried.

**5. Disposition of the vouchers to be paid from the 2023 budget after November 21, 2023.**

Motion made by Jones seconded by Martell to approve the vouchers to be paid from the 2023 budget after November 21, 2023. Roll Call Vote. Voting Aye: Ambelang, Drehmel, Jones, King, Martell, Rasmus. Motion carried.

**6. Public Appearances**

none

**7. Correspondence**

Thank you from Hillcrest First Grade to Chippewa Falls Library Staff for taking time to show them around and library and reading to them. A thank you from Chi-Hi SPED class.

**8. Management Report**

Director Niese talked about highlights from the Management Report. The Full Moon Storyhike at Bushel & Peck Orchard was a great success with 68 attendees. The new partitions will be installed in the next week in the public restrooms. The Big Read will be starting next year with a kick off at Heyde Center for the Arts on January 25<sup>th</sup>. The Book Club read will be "Sitting Pretty" which will be in March.

**9. Current Business**

**a) 2024 Board Meetings**

Motion made by Drehmel seconded by Jones to approve the schedule for the 2024 Board Meetings. All present Voting Aye. Motion carried.

**b) Trustee Training webinar.**

Discussion on the Trustee Training webinar.

**10. Announcements**

None

**11. Items for future consideration**

- a) Meeting Room Policy update.
- b) Website picture of Board of Trustees update.
- c) Five Year Library Plan update in April 2024

**12. Adjournment**

Motion made to adjourn by Jones seconded by King. All present Voting Aye. Motion carried.  
Meeting adjourned at 5:55 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant



## APPLICATION FOR DANCE AND LIVE MUSIC LICENSE

Name of Applicant: <i>Cynthia Anderson</i>	Address of Applicant: <i>1905 N. 130th Ave Fall Creek WI 54742</i>																						
Name of Premises to be Licensed: <i>punk13 Cynders 1st and Goal</i>	Address of Premises: <i>29 East Park Ave. Chippewa Falls</i>	Date(s) of Event (Class "E" Licenses only):																					
Class of License Applied for:	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Class "A" Annual</td> <td style="padding: 2px;">[ ]</td> <td style="padding: 2px;">\$130.00</td> </tr> <tr> <td style="padding: 2px;">Class "B" Annual</td> <td style="padding: 2px;">[X]</td> <td style="padding: 2px;">\$80.00</td> </tr> <tr> <td style="padding: 2px;">Class "C" Annual</td> <td style="padding: 2px;">[ ]</td> <td style="padding: 2px;">\$30.00</td> </tr> <tr> <td style="padding: 2px;">Class "D"</td> <td style="padding: 2px;">[ ]</td> <td style="padding: 2px;">\$10.00</td> </tr> <tr> <td style="padding: 2px;">Class "E"</td> <td style="padding: 2px;">[ ]</td> <td style="padding: 2px;">\$10.00/day</td> </tr> <tr> <td style="padding: 2px;">Live Music Annual</td> <td style="padding: 2px;">[ ]</td> <td style="padding: 2px;">\$30.00</td> </tr> <tr> <td style="padding: 2px;">Juke Box</td> <td style="padding: 2px;">[X]</td> <td style="padding: 2px;">\$30.00 (annual)</td> </tr> </table>		Class "A" Annual	[ ]	\$130.00	Class "B" Annual	[X]	\$80.00	Class "C" Annual	[ ]	\$30.00	Class "D"	[ ]	\$10.00	Class "E"	[ ]	\$10.00/day	Live Music Annual	[ ]	\$30.00	Juke Box	[X]	\$30.00 (annual)
Class "A" Annual	[ ]	\$130.00																					
Class "B" Annual	[X]	\$80.00																					
Class "C" Annual	[ ]	\$30.00																					
Class "D"	[ ]	\$10.00																					
Class "E"	[ ]	\$10.00/day																					
Live Music Annual	[ ]	\$30.00																					
Juke Box	[X]	\$30.00 (annual)																					

### EXCERPT FROM MUNICIPAL CODE 12.04 (3) DANCES

APPLICATION AND REPRESENTATIONS. Each applicant shall represent at the time of application that the premises for the license meets all fire, safety and sanitary requirements of the City Code and the State Department of Health and that the premises comply with any applicable building code requirements together with such other requirements as may from time to time be imposed by the City Council. The applicant shall further represent that such compliance will continue at all times during which the license is held.

I have read and understand the above.

*Cynthia Anderson*  
Signature of Applicant

12/7/23  
Date

Attest: *Bridget Myers*  
City Clerk/Deputy Clerk

Date of Council Approval: \_\_\_\_\_

License No.: \_\_\_\_\_

# ELECTION INSPECTORS

## 2024-2025 TERM

NAME		PARTY AFFILIATION
Beth	Arneberg	Unaffiliated
Sharon	Bannister	Unaffiliated
David	Behling	Unaffiliated
Gail	Bensen	Unaffiliated
Brenda	Bohman	Unaffiliated
Susan	Brandt	Unaffiliated
Amy	Burke-Lepper	Unaffiliated
Bonnie	Christensen	Unaffiliated
Pamela	Christensen	Unaffiliated
Katrina	Clary	Unaffiliated
Cheryl	Connell	Unaffiliated
Linda	Crosby	Unaffiliated
Mary Anne	Dachel	Unaffiliated
Kristine	Dimock	Unaffiliated
Dennis	Doughty	Unaffiliated
Janet	Drury	Unaffiliated
Arlene	Eslinger	Unaffiliated
Linda	Falch	Unaffiliated
Michelle	Farrow	Republican
Leanne	Flynn	Unaffiliated
Scott	Francis	Unaffiliated
Jean	Gay	Unaffiliated
John	Geissler	Unaffiliated
Marilyn	Geissler	Unaffiliated
Lynn	Gilbertson	Unaffiliated
Susan	Goettl	Unaffiliated
Daniel	Hardy	Democratic
Erik	Huelsbeck	Unaffiliated
Babette	Hurt	Unaffiliated
Sandra	Jensen	Unaffiliated
Dan	Johnholtz	Unaffiliated
Julie	Johnholtz	Unaffiliated
Debra	Johnson	Unaffiliated
Mindy	Johnson	Unaffiliated
Kathleen	Jorgensen Church	Unaffiliated
Michael	Keilholz	Unaffiliated
Sandra	Kenner	Unaffiliated
Alitia	Kerr	Republican
Keith	Klein	Unaffiliated
Katie	Kucera	Republican

NAME		PARTY AFFILIATION
Lisa	Kuester	Unaffiliated
Libby	Leinenkugel	Unaffiliated
Julie	Leisz	Unaffiliated
Diana	Lightner	Republican
Elaine	Lorentzen	Unaffiliated
Randi	Lundell	Unaffiliated
Lisa	Mancl	Unaffiliated
Patricia	Marben	Republican
Tara	Marcon	Unaffiliated
Linda	Marinello	Unaffiliated
Brian	McAlister	Unaffiliated
Kelly	Misfeldt	Unaffiliated
Kathy	Moehagen	Unaffiliated
Heather	Mosher	Unaffiliated
Dean	Mueller	Unaffiliated
Linda	Nebelsiek	Unaffiliated
Beth	Niblett	Republican
Evelyn	Peloquin	Unaffiliated
Carol	Pevan	Unaffiliated
Jeff	Porzondek	Unaffiliated
Jennifer	Porzondek	Unaffiliated
Jacqueline	Price	Unaffiliated
Amanda	Radle	Republican
Judith	Roth	Unaffiliated
Jeff	Rowan	Unaffiliated
Elizabeth	Ruxton	Unaffiliated
Laurie	Sahm	Unaffiliated
Cecilia	Schemenauer	Unaffiliated
Sandra	Scholz	Unaffiliated
Gerry	Skalecki	Democratic
Mary	Skalecki	Democratic
Deborah	Smith	Unaffiliated
Benjamin	Steinman	Unaffiliated
Emily	Steinman	Unaffiliated
Lyle	Stoll	Republican
Kathy	Tanner	Unaffiliated
Jeannine	Taylor	Unaffiliated
Tanya	Telisak-Berg	Unaffiliated
Emily	Thomson	Unaffiliated
Marty	Tlachac	Unaffiliated
Thomas	Valley	Unaffiliated
Ann	Walker	Unaffiliated
Susan	Wallace	Democratic
Anne	Walsh	Unaffiliated
Angela	Walter	Unaffiliated
Stacy	Whaley	Unaffiliated

NAME		PARTY AFFILIATION
Marsha	Wiley	Unaffiliated
Kia	Xiong-Yang	Unaffiliated
Breanne	Yeager	Unaffiliated
Sandra	Zylstra	Republican

AN ORDINANCE ESTABLISHING THE RESPONSE TIME FOR THE CITY OF CHIPPEWA FALLS CHIEF OF POLICE – § 1.38(1)(b) OF THE CHIPPEWA FALLS CITY CODE

THE COMMON COUNCIL OF THE CITY OF CHIPPEWA FALLS, WISCONSIN, DO ORDAIN AS FOLLOWS:

- 1. That § 1.38(1)(b) of the Chippewa Falls Municipal Code be recreated to provide in whole at this time as follows:

1.38 RESIDENCE AS A CONDITION OF EMPLOYMENT.

...

- (1) DEPARTMENT HEADS.

...

(b) Residence. The Chief of Police shall reside within 45 minutes of the Chippewa Falls city limits.

DATED this 19<sup>th</sup> day of December, 2023.

COUNCIL PRESIDENT: \_\_\_\_\_  
John Monarski

FIRST READING: December 19, 2023

SECOND READING: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Gregory S. Hoffman, Mayor

ATTEST: \_\_\_\_\_  
Bridget Givens, City Clerk

AN ORDINANCE AMENDING § 7.09(2)(g)5 OF THE CITY CODE TO REMOVE THE PROHIBITION OF PARKING IN CITY OWNED LOT 7 AND TO RESTRICT THE PARKING PROHIBITION TO THE WEST SIDE OF THE REMAINING LOTS SPECIFIED BY ORDINANCE

THE COMMON COUNCIL OF THE CITY OF CHIPPEWA FALLS, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. That § 7.09(2)(g)5 of the Chippewa Falls Municipal Code which presently provides as follows:

7.09 PARKING RESTRICTIONS.

...

- (2) LIMITED PARKING.

...

- (g) Restricted Parking On City Owned Property.

...

5. In order to facilitate snow removal there shall be no parking from 2:00 a.m. – 6:00 a.m. during the period of November 15<sup>th</sup> – March 31<sup>st</sup> in City-owned Lots 4, 5, 6, 7, 11 & 13.

be amended to delete the prohibition in Lot 7 and provide as follows:

7.09 PARKING RESTRICTIONS.

...

(2) LIMITED PARKING.

...

(g) Restricted Parking On City Owned Property.

...

5. In order to facilitate snow removal there shall be no parking from 2:00 a.m. – 6:00 a.m. during the period of November 15<sup>th</sup> – March 31<sup>st</sup> in the West one-half of City-owned Lots 4, 5, 6, 11 & 13.

DATED this 19<sup>th</sup> day of December, 2023.

COUNCIL PRESIDENT: \_\_\_\_\_  
John Monarski

FIRST READING: December 19, 2023

SECOND READING: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Gregory S. Hoffman, Mayor

ATTEST: \_\_\_\_\_  
Bridget Givens, City Clerk

**RESOLUTION TO ADOPT THE CITY OF CHIPPEWA FALLS  
2024-2028 FIVE YEAR STREET IMPROVEMENT PROGRAM,  
AS THE OFFICIAL MUNICIPAL STREET IMPROVEMENT PLAN**

WHEREAS, the City of Chippewa Falls, has updated the five year street improvement plan for the City; and

WHEREAS, this plan identifies specific recommendations and priorities for improving the streets within the City of Chippewa Falls; and

WHEREAS, municipalities are required to have a municipal street improvement plan on file with the Wisconsin Department of Transportation in order to be eligible to obtain state and federal cost-sharing financial aids for the improvement of streets.

NOW, THEREFORE BE IT RESOLVED, that the Common Council hereby adopts the City of Chippewa Falls 2024-2028 Five Year Street Improvement Program as the official municipal street improvement plan.

Dated this 19<sup>th</sup> day of December, 2023

ADOPTED: \_\_\_\_\_

\_\_\_\_\_

Council President

APPROVED: \_\_\_\_\_

Mayor

ATTEST: \_\_\_\_\_

City Clerk

PUBLISHED: \_\_\_\_\_



**RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT FOR 2024 FOR  
NON-REPRESENTED AND MANAGEMENT EMPLOYEES**

**WHEREAS**, Committee #1 has reviewed and approved an annual adjustment of all base wages for 2024 for all regular permanent full-time and regular permanent part-time employees except represented protective service employees as follows:

January 1, 2024            three percent (3.0 %);

**NOW BE IT RESOLVED**, that all employees in the above categories except for represented protective service employees shall be granted the annual adjustment as specified above, and

**NOW BE IT FURTHER RESOLVED** that all steps in the non-represented and managerial matrix as adopted in 1999 shall be amended to reflect this adjustment.

Dated this 19<sup>th</sup> day of December, 2023.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Council President, Chuck Hull

APPROVED: \_\_\_\_\_  
                                         Mayor

ATTEST: \_\_\_\_\_  
                                         City Clerk

**A RESOLUTION AUTHORIZING THE  
2024 GENERAL PUBLIC SHARED RIDE TRANSIT AGREEMENT  
BETWEEN THE CITY OF CHIPPEWA FALLS AND RUNNING, INC.**

**WHEREAS**, the Common Council of the City of Chippewa Falls deems public transportation to be in the best interest of the citizens of Chippewa Falls, and

**WHEREAS**, Wisconsin Statutes 66.30 authorizes the City to contract for public shared ride transit service, and

**WHEREAS**, the Chippewa Falls Transit Board of Directors, at its September 1, 2020 meeting recommended Running, Inc. as the 2021-2025 City Shared Ride Transit Program service provider.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Chippewa Falls, that the Mayor and City Clerk be authorized, on behalf of the City of Chippewa Falls, to execute a service agreement for General Public Shared Ride Transit Service affixed hereto, and made part hereof, for the period of January 1, 2024 to December 31, 2024.

DATED this 5<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
John Monarski, Council President

ADOPTED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mayor Gregory Hoffman

ATTEST: \_\_\_\_\_  
Bridget Givens, City Clerk

**2024 SHARED RIDE TAXI OPERATING CONTRACT  
BETWEEN THE CITY OF CHIPPEWA FALLS AND  
RUNNING, Inc.**

**THIS CONTRACT** is made and entered into this 19th day of December, 2023 by and between the City of Chippewa Falls, hereinafter referred to as "City ", and Running, Inc., hereinafter referred to as "Contractor."

**WITNESSETH:**

**WHEREAS**, public funds are available to assist the transit service provider as an element of public transit operating in the City of Chippewa Falls, pursuant to Section 85.20 Wisconsin Statutes, and Section 5307 Federal Statutes, and

**WHEREAS**, the City is desirous of having Running, Inc. provide mass transit services in the City of Chippewa Falls, and is therefore willing to provide financial assistance through the State of Wisconsin and the Federal Government as set forth above;

**WHEREAS**, the City is eligible to apply for, and receive public transit funds under the statutory authority as set forth above; and

**WHEREAS**, the electorate of the City has expressed its desire in having public transit services available to the City as reflected in the referendum ballot held November 2, 1976.

**NOW THEREFORE**, it is agreed by and between the City of Chippewa Falls and Running, Inc. in consideration of the mutual covenants contained herein as follows:

**PRELIMINARY STATEMENT**

The City sponsors a Shared-Ride Taxi Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing January 1, 2021 and ending on December 31, 2022 and Running, Inc.'s proposal was deemed to be most advantageous to the City and was accepted. This proposal was subject to three (3) option year extensions. The City wishes to Exercise its second option year for operation of the Shared-Ride Taxi Service commencing on January 1, 2024 and ending on December 31, 2024.

This contract shall include all the necessary performance standards outlined in the RFP, addendums, and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

## CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of six years *or one year after the DOT program year audit is completed, whichever is longer*, driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days written notice to the Contractor. This contract shall not be assigned, transferred, or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be **\$576,826.30** based on **16,585** hours of service at the rate of **\$34.78** per hour, minus projected fare revenues. Option year rates will be determined based upon the percent change in the CPI-U from the preceding year applied to the current contract year price.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor, including the RFP and addendums, shall be included in this contract by reference.

Except as above stated, this contract is binding upon and shall extend to the parties hereto and their respective successors and assigns.

*SIGNATURE PAGE*

**IN WITNESS WHEREOF**, the parties have caused these presents to be signed and sealed on the date first written below.

**City of Chippewa Falls**

BY:

\_\_\_\_\_  
Mayor Greg Hoffman  
City of Chippewa Falls

DATE:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Bridget Givens, City Clerk  
City of Chippewa Falls

DATE:

\_\_\_\_\_

*SIGNATURE PAGE*

**IN WITNESS WHEREOF**, the parties have caused these presents to be signed and sealed on the date first written below.

**Running, Inc.**

BY:

\_\_\_\_\_  
Richard D. Running, President  
Running, Inc.

DATE:

\_\_\_\_\_

# APPENDIX

## VEHICLE LEASE 2024 Between the City of Chippewa Falls & Running, Inc.

**WHEREAS**, The City of Chippewa Falls owns eight (8) vehicles purchased with a Grant of Federal funds under certain capital programs of the Federal Transit Administration; and

**WHEREAS**, Said vehicles shall be leased by the City of Chippewa Falls to **RUNNING, INC.** of Viroqua, Wisconsin, and operated by said lessee under the terms of the 2021-2022 Operating Contract with the City of Chippewa Falls to provide on-demand shared-ride transit service beginning January 1, 2024 and ceasing December 31, 2024.

**NOW, THEREFORE**, It is agreed by and between the City of Chippewa Falls (City) as Lessor, and **RUNNING, INC.**, as Lessee, as follows:

Lessor shall, and does hereby, lease the below listed vehicles to Lessee for the period January 1, 2024 through December 31, 2024, on the following terms and conditions:

1. Lessee shall lease said vehicles and operate the same in accordance with the Operating Contract with the City.
2. Lessee shall have control of said vehicles in accordance with this lease and the Operating Contract. To ensure that FTA funded vehicles in the Chippewa Falls Shared Ride Taxi (CFSRT) fleet remain available to be used only for the purpose of providing CFSRT transportation throughout the useful life of the vehicles until disposition, Running, Inc. acknowledges that the City-owned program vehicles, which are leased to Running, inc., have been purchased through Federal, State and Local funds/grants, and said vehicles may not be used by Running, Inc. for any purposes other than CFSRT Program services. Lessee shall, at all times, comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in FTA's Master Agreement, as they may be amended or promulgated from time to time during the term of this agreement.
3. Lessee shall provide, in accordance with the 2021-2022 Operating Contract and as set forth below, the maintenance of said vehicles.
4. Insurance
  - a. Running, Inc. shall be responsible for securing and maintaining in full force and effect at all times during the term of the Lease agreement an insurance policy, or policies, which designate both Running, Inc. and the City of Chippewa Falls as a named insured against all liability resulting from injury occurring to persons or property by reasons of the operations of Running, Inc. pursuant to the Operating Contract. Running, Inc., or its designee will provide certificates of coverage to the City.
  - b. Types of insurance are exemplified in (a.) and (b.) to be maintained by Running, Inc. per the Amount of Coverage shown below. If a different type of coverage is chosen other than outlined in (a.) or (b.), the overall coverage amounts must be equal to or greater than the aggregate value of \$1,000,000.

## APPENDIX

<u>Type of Coverage:</u>	<u>Amount of Coverage:</u>
Automobile Liability	
Bodily Injury, Per Accident	\$500,000.00 minimum
Bodily Injury, Per Person	\$250,000.00 minimum
Property Damage	\$250,000.00 minimum
Combined Single Limit	\$1,000,000.00 minimum

- c. In addition to liability insurance, Running, Inc. shall carry physical damage insurance on the vehicles leased from the City for an amount equal to the Fair Market Value of the vehicles. Running, Inc. shall also maintain and keep in full force and effect Workmen's Compensation Insurance in the amounts and form required by the Workmen's Compensation Insurance Act and insurance laws of the State of Wisconsin. Running, Inc. shall provide proof of insurances prior to the effective date of the contract.
- d. Unless otherwise agreed to in writing by the City, insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A- and a financial size of no less than Class VIII, and who are authorized as an admitted insurance company in the State of Wisconsin.
- e. The City of Chippewa Falls, Wisconsin, including their trustees, directors, elected or appointed officials, officers, agents and employees, shall be named as additional insureds on all Running, Inc. Commercial General Liability and Umbrella Liability policies for liability arising out of the project work:
- f. The Commercial General Liability coverage for these additional insureds shall be on a primary and non-contributory basis. The Commercial General Liability policy shall provide that any insurance maintained by the additional insureds is excess and non-contributing with any insurance required hereunder. The insurance coverage for the additional insureds shall be at least as broad as that provided by the Additional Insured-Designated Person or Organization Endorsement, Insurance Services Office Form #CG 20 26 11 85, or the most recently approved State of Wisconsin version of this form.
- g. The Commercial General Liability coverage will include as an additional insured any state or political subdivision for which the state or political subdivision has issued a permit. Coverage will be at least as broad as the Additional Insured – State or Political Subdivisions – Permit Endorsement, Insurance Services Office Form No. CG 20 12 11 85, or the most recently approved State of Wisconsin version of this form. This coverage will be primary and non-contributory for the state or political subdivision. The policy shall provide that any insurance maintained by the state or political subdivision is excess and non-contributory with any insurance required hereunder.
- h. Running, Inc. shall require any of their contractors, subcontractors, or subcontractors to maintain insurance of the same kind, terms, and conditions as required of Running, Inc. described above.

## APPENDIX

5. Additional Insurance Requirements
  - a. All deductibles or other forms of retention are the responsibility of Running, Inc. All deductibles or other forms of retention are subject to the approval of the City.
  - b. Prior to being permitted to engage upon the work, Running, Inc. shall furnish the City with Certificates of Insurance, which evidence the required insurance or certified copies of the insurance policies. If coverage is evidenced by Certificates of Insurance, Running, Inc. must provide certified copies of the insurance policies within ninety (90) days after commencing work.
  - c. Not less than two (2) business days after the expiration of the insurance coverage required by the Running, Inc., Running, Inc. must provide the City of Chippewa Falls with Certificates of Insurance which evidence renewal or continuation of the required insurance policies or certified copies of insurance policies. If renewal coverage is evidenced by Certificates of Insurance, Running, Inc. must provide the City of Chippewa Falls with certified copies of the required insurance policies within ninety (90) days of the renewal of coverage.
  - d. Upon failure to provide such evidence of coverage and/or policies or certified copies of insurance policies within the time periods required, the City has the authority to:
    - i. Order Running, Inc. to cease all operations until the required documents have been provided;
    - ii. Obtain, at the City's sole option, the necessary insurance and pay the premium thereof. Such premium shall be repaid to the City by Running, Inc., or the City can deduct the insurance premiums from amounts owed to Running, Inc.
    - iii. Find Running, Inc. in material breach and default under this Lease and the Operating Contract.
  - e. Neither the issuance of any insurance policy hereunder, nor the minimum limits specified herein, with respect to Running, Inc. insurance coverage, shall be deemed to limit or restrict in any way Running, Inc. liability in connection with or arising out of its obligations under this Contract.
6. The use and operating characteristics of the leased vehicles shall include:
  - a. The City of Chippewa Falls shall maintain the ownership and the vehicle title of the vehicle.
  - b. The vehicle shall only be used within the parameters of the CFSRT Program as outlined in the Operating Contract between the Lessor and the Lessee. The vehicles may travel outside the city limits for vehicle service.
7. The Lessee shall be responsible for all vehicle maintenance and repair as follows:
  - a. At a minimum, vehicle maintenance shall be performed in conformance with the manufacturer's warranty requirements and recommended maintenance procedures.

## APPENDIX

- b. Lessee shall complete a checklist, as prepared by Lessee, of the maintenance performed during the contract period. The checklist shall be available for inspection by the Lessor upon request and shall be filed with the City Transit Office at the end of the calendar year.
  - c. Lessee shall maintain a log of all repairs and/or maintenance activities to the vehicle, which occur beyond those required by the manufacturer's warranty requirements. The log shall list the type of repair/maintenance, the date, and cost.
  - d. Lessee shall submit to the Transit Office, each quarter, a Vehicle Maintenance Report that, at a minimum, lists the preventative maintenance performed verifying that vehicle maintenance is being conducted in accordance with the Vehicle Maintenance Plan. The report shall describe the work performed, the mileage of the vehicle, and the report shall state the percentage of vehicles that have had the required maintenance performed in conformance with the Vehicle Maintenance Plan and FTA Requirements.
8. The Lessee shall report all crashes or other incidents involving any leased vehicle resulting in any property damage or injury to any person. A report of any incident shall be filed with the City Transit Office and shall include the type of incident (both vehicle and personal injury), who was involved, the cause of the incident, and the final disposition of the incident.
9. The Lessee shall be responsible for training all operators of leased vehicles to ensure that each operator is fully aware of the vehicle operating characteristics, use of the wheelchair securement system, and passenger assistance techniques. The Lessee shall submit procedures used to comply with the training requirements to the City Transit Manager for approval.
10. The Lessee shall maintain and submit vehicle use records as required by the Federal Transit Administration and the Lessor. At a minimum, the following records will be kept for said vehicle:
  - a. A daily mileage log to be filed with the City Transit Office.
  - b. The Drivers Daily Schedule to be completed and submitted, as required by the Specifications.
11. Lessee shall pay to the Lessor, as rental payments for said vehicles, the sum of one (\$1.00) Dollar.
12. In the event of a default on the part of the Lessee in the payment of the rental required hereunder, or by its failure to perform any of its other obligations, the Lessor may, at its option, declare this lease terminated and may take immediate possession of the vehicle leased hereunder, without notice.
13. This agreement for said vehicle lease may be discontinued by the Lessor if anticipated State 85.20 Funding and/or Section 5307 Federal Funding is not received or is canceled during the contracted time.
14. The following vehicles are covered by this Lease Agreement:

# APPENDIX

Model Year	Make	Model	VIN #
2017	Dodge	Caravan	2C7WDGBG7HR802230
2019	Dodge	Caravan	2C4RDGBG5KR649056
2019	Dodge	Caravan	2C7WDGBG9KR779508
2019	Dodge	Caravan	2C7WDGBGSKR801150
2019	Dodge	Caravan	2C7WDGBGSKR801083
2020	Dodge	Caravan	2C4RDGBG3LR197996
2019	Dodge	Caravan	2C7WDGBGXKR793739
2022	Chrysler	Voyager LX	2C4RC1CG7NR224182

This list will be updated by amendment to this Lease agreement as vehicles are retired from service, at the sole discretion of the City, and new vehicles added to the leased fleet.

IN WITNESS WHEREOF, The parties have caused these presents to be signed and sealed on the date first written below.

BY:

\_\_\_\_\_  
Gregory Hoffman, MAYOR

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Bridget Givens, CITY CLERK

\_\_\_\_\_  
Date

**For Running, Inc.:**

\_\_\_\_\_  
Richard Running

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2024 Administrative Services Agreement  
Between City of Chippewa Falls  
and the  
West Central Wisconsin Regional Planning Commission**

***I. Introduction***

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and City of Chippewa Falls, Wisconsin (hereinafter referred to as the City).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309, Wisconsin Statutes, that is authorized to enter into contracts to provide technical assistance to local governments and/or private entities; and

WHEREAS, the City of Chippewa Falls is a subrecipient of Federal Transit Administration Section 5307 Urbanized Area Formula Grants, as administered through the Wisconsin Department of Administration, in addition to Urban Mass Transit Operating Assistance Program funding, as per Wisconsin Statutes 85.20, and other Federal and State transit related funding to meet capital, operating, and planning needs of the Chippewa Falls Shared Ride Taxi System (SRT); and

WHEREAS, the City has determined that, in order to administer the funding and operation of the SRT in an efficient, economical, and effective manner, it is necessary to procure professional administrative and grant management services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

***II. Scope of Services to be Performed by the Commission***

The Commission will work with City staff to assure compliance with all grant requirements as specified in the grant agreements with the Federal Transit Administration and the Wisconsin Department of Transportation. Commission duties include:

- A. Compile and submit annual State and Federal Operating Assistance Funding Applications.
- B. Prepare State and Federal quarterly reports - operating statistics, expenses and revenues.
- C. Implement program in conformance with all State and Federal regulations.
- D. Maintain all contracts between the City and FTA, the City and State, and the City and the Service Provider.
- E. Maintain all program elements for Triennial Review.
- F. Maintain records and provide records as needed for annual State audits.
- G. Prepare and submit required City annual budget documents.
- H. Staff and administer Chippewa Falls Transit Board.
- I. Administer annual budget.
- J. Attend required State and Federal training meetings and conferences.
- K. Maintain records and provide records as needed for annual City audits.
- L. Execute any contract and budget negotiation with service provider in non-bidding years.
- M. Respond to and work with service provider to resolve client complaints.
- N. Monitor contractor performance, insuring conformance with all State and Federal regulations.
- O. Facilitate the purchase of vehicles with federal and local funding, coordinated through WisDOT.
- P. Utilize local vehicle auction facility to sell vehicles taken out of service.
- Q. Prepare all program and capital bid documents, following all bidding policy requirements.

### **III. Responsibilities of the City**

- A. The City will have final responsibility for compliance with all FTA and WisDOT grant requirements as specified in the grant agreement with the Department of Administration and the City.
- B. The City agrees that its officers, elected officials, employees and members of its assigned committees will cooperate with Commission staff in the performance of the services specified in this agreement. The City further agrees to make available files and records related to the administration and operation of the SRT program.
- C. The City will be responsible for an audit of the SRT records, if required, and for the cost of public meetings and notices.
- D. The City will review and approve all contracts and agreements.
- E. The City will maintain daily face-to-face consumer functions of the SRT program, such as any and all certifications of riders and companions/assistants eligibility.
- F. The City will coordinate relevant City budget requirements with WCWRPC.
- G. Transition of agreements and authorizations, as necessary, with State and Federal funding agencies.
- H. Requisition and receive all state and federal funding.
- I. Make all payments, as reviewed by WCWRPC, to service provider.

### **IV. Time Schedule**

- A. The aforementioned services will coincide with the term of the contract between the Federal Transit Administration and Wisconsin Department of Transportation and the City, January 1, 2024 through December 31, 2024, unless such period is amended by mutual agreement between the parties to this agreement.
- B. The Commission and the City shall reserve the right to cancel this agreement upon thirty (30) days notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected or refused to carry out the terms of this agreement.

### **V. Financial Payments**

- A. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided on an hourly basis, at a cost not to exceed \$40,000.00, unless mutually agreed upon by both parties. The hourly rate is inclusive of staff wages, fringe benefits, and overhead tied to the service provision.
- B. Payments will be made to the Commission by the City in response to invoices submitted quarterly by the Commission.
- C. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the City and its staff.
- D. In the event that the City decides to discontinue work on the contract before its completion, due to no fault on the part of the Commission, the Commission will charge the City only for work completed.

### **VI. Title VI Non-Discrimination**

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *City of Chippewa Falls Shared Ride Transit Program Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted July 20, 2021 (see Appendix 5).

## ***VII. Miscellaneous Provisions***

- A. It is hereby understood and agreed upon by both parties thereto that this agreement is as and for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees or officers be considered to constitute agents, employees, or officers of the City.
- B. The Commission shall not assign, transfer or subcontract this agreement without the approval of the City.
- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the City.
- D. The Commission shall furnish full workman's compensation coverage for all Commission employees.
- E. In the event that any problems or disputes arise as to the nature of the obligations enumerated within this agreement or as to the quantity and quality of performance, the parties shall first attempt to resolve the said dispute by arranging for a conference to be held for that purpose. In the event that resolution is not effectuated in such manner, the parties hereby agree to submit the problem or dispute to binding arbitration before an arbitrator to be mutually agreed upon by the parties hereto.
- F. The City and the Commission certify that no payment of money or any form of consideration has been offered to or given to a City employee for the purpose of procuring this agreement.
- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Scott Allen, Executive Director and all communication pertaining hereto to the City shall be made to Gregory Hoffman, Mayor; Lynne Bauer, City Finance Manager/Treasurer; or Brad Hentschel, Planner.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.
- I. This document includes Appendixes 1-5. Signatures to this agreement must abide by the local, state, and/or federal language included in each.

*SIGNATURE PAGE*

IN WITNESS WHEREOF, the City of Chippewa Falls and the West Central Wisconsin Regional Planning Commission execute this agreement.

**City Chippewa Falls**

\_\_\_\_\_  
Gregory Hoffman, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynne Bauer, Finance Manager/Treasurer

\_\_\_\_\_  
Date

*SIGNATURE PAGE*

IN WITNESS WHEREOF, the City of Chippewa Falls and the West Central Wisconsin Regional Planning Commission execute this agreement.

**West Central Wisconsin Regional  
Planning Commission**

\_\_\_\_\_  
Louie Okey, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joe Waichulis, Jr. , Secretary/Treasurer

\_\_\_\_\_  
Date

# Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

## **1. Compliance with Regulations**

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

## **2. Non-discrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

## **3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

## **4. Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to WISDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

## **5. Sanctions for Non-compliance**

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

## **6. Incorporation of Provisions**

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WISDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

## Appendix 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the State of Wisconsin will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with an in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WISDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the State of Wisconsin all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

### HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the State of Wisconsin, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the State of Wisconsin, its successors, and assigns.

The State of Wisconsin, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)\* (2) that the state of Wisconsin, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination, of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.<sup>1</sup>

---

<sup>1</sup> Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## Appendix 3

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Sub-Recipient pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Wisconsin State Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.