

Notice
CITY OF DURAND
Regular City Council Meeting
August 27, 2025 – 6:00 pm
104 E. Main St., Durand

1. Call meeting to order
2. Certify compliance with open meeting laws
3. Roll call
4. Pledge of Allegiance
5. Adopt agenda
6. Public comments *(comments will be received on issues not on the agenda limited to 3 minutes; council cannot act on public comments).*

Consent agenda

7. Approve City Council Meeting minutes from August 13, 2025
8. Approve bartender license for Kimberly A Lund at Consumers Coop
9. Approve picnic licesne request for St. Mary's Church Fall Festival at Memorial Park
September 6, 2025

Business agenda

10. Discuss/possible action on contract with Chimney Rock Appraisal for reassessment and maintenance of tax assessments.
11. Discuss/possible action on proposals for long-range comprehensive plan.

Reports

12. Mayors Report
13. Administrator
14. Police Dept
15. Public Works/Utilities

16. Approve vouchers

17. Adjourn

Patrick J. Milliren, Mayor

Prepared By: Angela Morgan, City Clerk

Please Note: The Council Chambers at the City Hall are handicap accessible. Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact the City of Durand (715-672-8770) between the hours of 9:00 a.m. to 4:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 p.m. Friday, exclusive of legal holidays, and at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

City of Durand
Regular City Council Meeting Minutes
August 13, 2025

Meeting was held at City Hall, 104 E. Main St. and called to order at 6:00 pm by Mayor Patrick J Milliren.

Roll Call: Present – Council Members Travis Hooker, LeAnna Kavanaugh, Mark Menke, Matt Roesler, Nick Weisenbeck, and Robert Weishapple.

Also Present: Administrator Tracy Carlson, City Clerk Angela Morgan, Police Chief Stan Ridgeway, Fire Chief Jamey King, and Ambulance Co-Director Angie Bignell.

Absent: Public Works Director Matt Gilles.

Confirmed proper notice of agenda. All rose for the Pledge of Allegiance.

Motion by Kavanaugh and seconded by Weishapple to adopt the agenda as presented. Motion carried by unanimous voice vote.

Public Comment: None

Consent Agenda

The City Council reviewed the following: Regular City Council Meeting minutes – July 23 2025 and amended minutes with only grammatical changes (no structural or decision changes) from March 26, 2025 and April 9, 2025; budget comparison report for July 2025; vending machine license for Auto Parts of Durand (403 W Madison Street); bartender license for Cari A Cotter at Cell Block II; and ambulance write offs for 2020 in the amount of \$6,741.95. Motion by Hooker and seconded by Menke to approve the consent agenda. Motion carried by unanimous voice vote.

Business Agenda:

Bid openings for purchase of W. Madison St/2nd Avenue W parking lot. Motion by Weisenbeck and seconded by Kavanaugh to accept the bid from Charles R Heike in the amount of \$15,000 for the purchase of W. Madison St/2nd Avenue W parking lot to close on October 1, 2025. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Connect Communities Agreement for 2026. Motion by Weishapple and seconded by Kavanaugh to approve the agreement with Connect Communities for 2026. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Pay request #15 for Durand Builders. Motion by Hooker and seconded by Weisenbeck approve pay request #15 for Durand Builders pool project in the amount of \$389,423.60. Roll Call Vote: 6 ayes, 0 nays. Motion carried

Pay request #1 for American Express for the 7th Avenue E project. Motion by Weisenbeck and seconded by Hooker approve pay request #1 for American Express 7th Avenue E project in the amount of \$102,308.52. Roll Call Vote: 6 ayes, 0 nays. Motion carried

Long range comprehensive plan. This has been tabled and will be on the August 27, 2025 City Council Agenda.

Update on protestors at the corner of E. Prospect Street and Highway 10. The Mayor and a few Council members have received complaints regarding the political protestors on the corner of E. Prospect Street and Highway 10. Police Chief Ridgeway discussed the protester's first amendment rights which allow them to remain on this corner. No action taken.

Mayor's Report:

- Mayor Milliren congratulated Blues on the Chippewa for a great event.
- Congratulated the Police Dept on the great National Night Out event
- Reminder Music in the Park next week August 20, 2025 – Whiteside Walls and Taste of Durand
- League Conference, if staff is interested in attending, please let the Clerk know.

Administrator's Report:

Administrator Carlson reported on the following:

- Clerk Morgan will be attending the Wisconsin Municipal Clerks Association Conference next week.
- Water rate increase will be implemented as of September 1, 2025
- City Assessor's contract for re-assessment will be on the next Council Agenda.

Police Department:

- Chief Ridgeway discussed Blues on Chippewa – overall a really good event
- National Night Out was a really good event - 460 plates of food were served

Engineer's Report: Engineer R. Kiviniemi was not present.

Director's Report: Public Works Director Gilles was no present.

Administrator Carlson reported on the following:

- Pool will be closing on August 24, 2025

Fire Department:

- 9 calls for the month of July
- Potential new hire
- Command/rehab/drone trailer has been delivered

Ambulance Department:

- 27 ambulance calls for the month of July
- New EMT – M Pittman
- EMT training was discussed

Vouchers:

Motion by Menke and seconded by Weishapple to approve presented vouchers # 30823 – 30879 in the amount of \$695,555.40. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Closed Session:

Motion to go into closed session at 6:46 pm by Menke, seconded by Roesler pursuant to WI Statues 19.85(1)(e) for "deliberating or negotiating the investing of public funds or conducting other specified

business whenever competitive or bargaining reasons require a closed session: relative to review and the discussion of Economic Development Revolving Loan Fund recipients: a. Kingfisher LLC, and b. Hair Hut LLC. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Motion to reconvene into open session by Hooker, seconded by Menke at 7:08 pm. Motion carried by unanimous voice vote.

Kingfisher LLC.- No action taken.

Hair Hut LLC. Motion by Hooker and seconded by Weisenbeck to refinance the loan for Hair Hut LLC.. Roll Call Vote: 6 ayes, 0 nays. Motion carried

Closed Session: Motion to go into closed session at 7:10 pm by Kavanaugh, seconded by Roesler pursuant to WI Statutes 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

The council discussed one-year performance review of City Administrator Carlson.

Weishapple moved to reconvene open session at 7:45pm. Seconded by Menke. Motion carried by unanimous voice vote.

Weisenbeck moved to approve a wage adjustment for City Administrator Carlson increasing wages from \$102,960 to \$103,989 and increasing vacation allocation to the stated 15-year rate as noted in the employee handbook. Adjustment is retroactive to July 9, 2025. Seconded by Roesler. Roll Call Vote: 6 ayes, 0 nays. Motion carried.

The next meeting is the Regular City Council Meeting on Wednesday, August 27, 2025 at 6:00 p.m.

Hooker moved to adjourn the meeting. Seconded by Menke. Meeting adjourned at 7:48pm.

Mayor Patrick J Milliren

City Clerk Angela M Morgan

Paid \$10.00

RECEIVED AUG 19 2025

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

BY:

FEE \$ 10.00

Application Date: Aug. 11, 2025

Town Village City of Durand

County of Pepin

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name St Mary's Assumption Parish

(b) Address 911 W Prospect Street, Durand WI 54736
(Street) Town Village City

(c) Date organized 1886

(d) If corporation, give date of incorporation NA

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Father Emmanuel Asamoah-Bekoe, Pastor

Vice President Jeff Poeschel

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: Jeff Poeschel
Susan Wolf, Business Manager

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 103 E Madison Street. Memorial Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event St Mary's Fall Faith & Food Fest

(b) Dates of event Sept. 6, 2025

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Father Emmanuel Asamoah-Bekoe
(Signature/date) 8/11/25

St Mary's Assumption Parish
(Name of Organization)

Officer Susan Wolf
(Signature/date) 8/11/25

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 08-19-2025

Date Reported to Council or Board 08-27-2025

Date Granted by Council _____

License No. _____

AGREEMENT

This agreement is between the City of Durand located in Pepin in the State of Wisconsin; and Chimney Rock Appraisal located at 348 Mirror Lake Drive, Mondovi, Wisconsin.

The services to be performed under this agreement are:

1. The 2026, 2027, and 2028 annual assessments of all real property in accordance with Chapter 70 of the Wisconsin Statutes.
2. Procedures to be used to conduct the assessments shall consist of sales and permit analysis, valuation of all real properties, preparation of changes for assessment rolls and change notices, mailing of change notices, attendance at Open Book and Board of Review proceedings, and the preparation and submission of all assessment reports. These duties are further detailed on the attached sheet titled Specifications. This does not include any attorney fees relating to the assessment of property and appeals. All legal costs will be paid by the City of Durand.
3. The proposal will include a full revaluation in 2026. Maintenance assessments will be conducted in the remaining years 2027-2028 of the contract. The timeline is included on the attached Scope of Work and Timeline section. All taxable property in the municipality will be revalued to the approximate equalized value in accordance with Chapter 70 of the Wisconsin State Statutes during the full revaluation year.
4. The fees for providing these services are below. Payment will be made in equal installments over the 3 year contract.

Annual Assessment Maintenance	\$	8,300
Full Revaluation	\$	41,900

City of Durand

City Official Date

Chimney Rock Appraisal

Barrett Brenner Date

Specifications

1. All entries will be stored electronically in compliance with the WI DOR electronic reporting requirements. We utilize ASDPS assessment software which is a complete assessment software package fully capable of meeting all WI Department of Revenue electronic requirements.
2. Onsite inspections will be done for all properties during the full revaluation year. All buildings will be measured and all lot sizes will be verified.
3. All residential and commercial improvements will have a current digital photograph of the front and back of the building along with digital photographs of all major outbuildings following the full revaluation. Digital photographs will also be updated for all new construction each year.
4. All houses and commercial buildings will have a sketch and all improved sites will have a site layout of all outbuildings.
5. A sales file will be set up and maintained for the applicable sales in the municipality.
6. All correspondence shall be answered within two business days concerning the assessed values and related inquiries that the assessor of the municipality shall receive while under contract. All open records requests will be fulfilled in a timely manner under Wisconsin Public Records Law.
7. All required assessment reports will be filed with the Department of Revenue.
8. All new construction, improvements being remodeled, partially completed improvements, all properties in which buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels will be assessed.
9. All mobile homes located in mobile home parks with a monthly parking fee will be assessed.
10. Change of value notices will be sent to real property owners in which a change in assessment has been made.
11. The assessor will schedule and attend the needed hours of Open Book during maintenance years. The assessor and the municipality will mutually agree upon dates and times. During the revaluation year, a minimum of 2 days/evenings with at least 10 hours will be scheduled for Open Book. A minimum of two assessors will be present at Open Book during the revaluation year.
12. The assessor will attend all meetings of the Board Review to explain and defend the assessed values and be prepared to testify under oath in regard to such values. Board of Review will be scheduled within 45 days following the fourth Monday in April during the annual maintenance years. Board of Review will be held in the fall during the full revaluation year.
13. In the event of appeal to the Department of Revenue or to the courts, it is agreed that the assessor will be available to furnish testimony in defense of the assessed values at no additional cost.
14. The assessor will continually update the municipality on work progress, law/zoning changes, and complete reports as requested by the municipality.

15. The assessment records maintained by the assessor are the property of the municipality. The assessor will provide the records to the municipality as requested. All records will be updated and the assessment records will be updated annually to reflect changes made. All assessment data will be made available online for public viewing except for photographs and sketch information.
16. Our price is all inclusive. The municipality will not be charged for any additional expenses such as mileage, postage, or software fees.
17. A \$1,000,000 liability insurance policy will be maintained.

Scope of Work and Timeline

		Payment Schedule	
Year	Process	Payment	Total Payment
2026	Full Revaluation	\$ 19,500	\$ 19,500
2027	Assessment Maintenance	\$ 19,500	\$ 39,000
2028	Assessment Maintenance	\$ 19,500	\$ 58,500

Attachment A

City of Durand Comprehensive Plan 2026-2046 Creation Scope of Work

Directive: The City of Durand (City) desires to create and adopt a comprehensive plan. The plan will be a policy guide to direct land use decisions for the City. The City seeks the assistance of Cedar Corporation to draft a Comprehensive Plan that includes all nine statutory elements that includes an updated inventory of existing conditions, demographics, maps, and goals, objectives, and polices. In addition, Cedar Corporation would be responsible for the editing, formatting, and assembly of the documents.

Scope of Work

Phase 1: Public Participation

Draft and submit for approval, a Public Participation Plan. The Public Participation Plan will be reviewed by the Plan Commission prior to adoption.

- o Plan Commission
Cedar Corporation staff will attend an estimated ten (10) Plan Commission meetings to work through plan elements spelled out in the Scope of Work. The Plan Commission meetings will include a “Public Comment” item as part of the agenda to allow interested citizens the opportunity to discuss issues, concerns, opportunities, or direction of the plan update process.
- o Public Informational Meetings
Two (2) Public Informational Meeting are included in the cost estimate.
- o Public Hearing
The formal public hearing will present the Planning Commission’s “Recommended Plan” required prior to Common Council adoption of the Comprehensive Plan by ordinance. After the public hearing, the Plan Commission will consider a resolution to recommend approval of the “Recommended Plan.” Cedar Corporation staff will attend the public hearing.

Phase 2: “Draft Plan” Document Preparation

Research and format background population, housing, and economic data:

- o Collect applicable data, including the recent 2020 US Census, Wisconsin Department of Administration, and prepare all tables to support planning elements.
- o Review initial draft elements provided by the City.

- Assemble mapping data from Pepin County and the Mississippi River Regional Planning Commission (MRRPC) as required.
- Develop maps to support planning elements.
- Incorporate the findings from such regional planning efforts as the County Comprehensive and Farmland Preservation Plans, County Highway/WisDOT Transportation Plans, Bike and Pedestrian Plans, etc.
- Hold Public Plan Update Introductory Meeting/Workshop #1
- Discuss the City of Durand’s Comprehensive Plan element by element with the Plan Commission.
- Draft the Future Land Use Map.
- Assemble all components of the “Draft Plan” document text for review.

Phase 3: “Draft Plan” Document Review

- Revise “Draft” document text and maps as directed by the Plan Commission.
- Hold Public Informational Meeting #2 for public response to “Draft Plan”.

Phase 4(a): “Pre-Final” & “Recommended Plan”

- Based on the “Draft” review comments, prepare the Pre-Final Plan document, and send to Plan Commission for final review
- Revise Pre-Final Plan to create the “Recommended Plan” version for Plan Commission approval by resolution.
- Plan Commission holds required public hearing on Recommended Plan
- Plan Commission approves the resolution recommending “The Recommended Plan” to Common Council

Phase 4(b): “Final” Comprehensive Plan

- Present “Recommended Plan” to Common Council. Make any changes directed by Common Council.
- Common Council must pass updated Comprehensive Plan via ordinance. Once adopted, this will be the “Final” Comprehensive Plan.
- Prepare and deliver adopted “Final” Comprehensive Plan documents to the Common Council.

- Distribute in accordance with Wis. Stats. 66.1001.

Project Management

These tasks will include:

- Ongoing communication with the City of Durand
- Coordinate with the City Administrator meeting schedules and dates
- Agency communication and correspondence
- Resolve project challenges
- Monitor project schedule
- Project budget accounting
- Project set-up and close out

Plan Elements

The Scope of Work through the planning process will involve the update of the following plan elements:

- 1) Introduction
- 2) Issues and Opportunities
- 3) Housing
- 4) Transportation
- 5) Utilities and Community Facilities
- 6) Agricultural, Natural, and Cultural Resources
- 7) Economic Development
- 8) Intergovernmental Cooperation
- 9) Land Use
- 10) Implementation

Within each element, all goals, objectives, policies, programs, and recommendations will be drafted.

GIS (Geographic Information System) and Mapping

Cedar Corporation will update maps as listed below. Sources of mapping information will include the City of Durand, Pepin County, MRRPC, Wisconsin Land Information Office, WDNR, prior consultants and other sources as necessary.

- 1) Maps for the Comprehensive Plan update will be developed for incorporation into the plan update. Maps are projected to include:
 1. Regional Setting
 2. Environmental Features (wetlands, environmental corridors, floodplains, and other features as agreed)

3. Existing Community Facilities and Services
 4. Functional Road Classifications & Traffic Counts
 5. Planned Community Facility, Park, and Transportation Improvements
 6. Existing Land Use
 7. Future Land Use
- 2) Cedar Corporation will provide report size and large-scale copies of maps for public meetings or displays.

Deliverables

Documents

The Comprehensive Plan update process will include the development of three versions of the plan document. Each document version will also be developed in a pdf format for distribution and posting on the City's web site. The documents can be summarized as follows:

- “Draft Plan”
This plan version will assemble all plan elements and maps for review by the Plan Commission. It is assumed that since this version of the plan will be the first opportunity for the Plan Commission to review the document collectively, there will likely be changes and edits recommended. This will also be the version presented at a public informational meeting.
- “Recommended Plan”
This version of the plan is also referred to as the “Plan Commission Recommended Plan”. This version incorporates all the changes requested to the “Draft Plan” version. It is called the “Recommended Plan” in that this is the plan version that the Plan Commission recommends to the Common Council for adoption by ordinance. This plan document includes the resolution passed by the Plan Commission recommending adoption by the Common Council. This is also the plan version that will be presented at the formal public hearing required prior to Common Council adoption.
- “Final Plan”
This is the “Official” plan document as adopted by ordinance by the Common Council. The Final Plan will need to be distributed to adjacent communities, Pepin County, Durand Community Library, Wisconsin Department of Administration, and the MRRPC.

Coordination of Work

The Cedar Corporation Project Team will work very closely with City of Durand Administrative Staff. Most of the ongoing communication between City Staff and the consultant will occur

primarily by e-mail with some correspondence directly by phone. Periodic meetings may be required to review mapping data and plan components. The “*Expectation of City Staff Resources*” section listed below goes into more detail relative to the coordination and expectations between City Staff and the Cedar Corporation Project Team.

Expectation of City Staff and Other Resources

- City Staff will request that Pepin County, MRRPC, and prior consultants provide all necessary special meta data necessary to complete the Comprehensive Plan update. This data should include, but is not limited to, the following:
 - Transportation Capital Improvement Projects
 - County mapping data
 - County Comprehensive Plan Maps
 - City of Durand digital Zoning Map
 - City of Durand mapping data
 - MRRPC mapping data

- City will provide all building permit data for the past 10 years.

- City will provide relevant past and current Capital Improvement Plans.

- City will provide relevant data and information regarding City community facilities and infrastructure.

- City Staff will coordinate and schedule all meetings involving the Consultant. City Staff will mail/distribute all agendas, meeting minutes, and meeting informational packets.

- City Staff will document all meetings and public hearings relevant to the plan update process, taking detailed minutes when necessary.

- City Staff shall maintain any web page or social media site determined necessary for the planning effort as identified in the Public Participation Plan.

- City Staff shall be responsible for the distribution of the Final Comprehensive Plan as identified by WI Stats.66.1001.

Timeline

The Comprehensive Plan update process is estimated to be 12–14 months.

Estimated Cost:

\$42,500

Other public involvement efforts not described above such as additional meetings, a community survey, or open house, can be provided on a time and materials basis.

**CONTRACT BETWEEN THE CITY OF DURAND
AND
MISSISSIPPI RIVER REGIONAL PLANNING COMMISSION**

Contract by and between the City of Durand, Pepin County, Wisconsin (the "City") and the Mississippi River Regional Planning Commission (the "MRRPC"). The reference in this contract to the word "City" means City Board or a City committee or commission designated by the City to undertake a task described in this contract.

1. **PURPOSE:** The purpose of this contract is to secure the planning services of the MRRPC to update the City's Comprehensive Plan for the City as defined by Wisconsin Statute 66.1001.
2. **PLAN ELEMENTS:** The City's Comprehensive Plan shall include the necessary information and policies for each of the following nine required plan elements pursuant to Wisconsin Statute 66.1001.
 - 01) Issues and opportunities element
 - 02) Housing element
 - 03) Transportation element
 - 04) Utilities and community facilities element
 - 05) Agricultural, natural and cultural resource element
 - 06) Economic development element
 - 07) Intergovernmental cooperation element
 - 08) Land use element
 - 09) Implementation element
3. **TIME FRAME:** It is proposed that the work commences in May 2025 and all plan elements will be completed, including the Public Hearing, prior to July 31, 2026. The MRRPC will work in an orderly and continuous fashion with the City to meet this timetable.
4. **PLANNING MEETINGS AND PUBLIC MEETING NOTICES:** The City will undertake certain comprehensive planning work activities, organize dates and times of public meetings and provide appropriate public notice of these meetings as required by Wisconsin's open meeting laws and Wisconsin Statute 66.1001.
5. **COMPREHENSIVE PLAN PROPOSED WORK SCHEDULE AND RESPONSIBILITIES:**
 - a. 30 – 90 days: MRRPC prepares Existing Conditions Report for Plan Elements 02 through 08 described in Section 2 of this contract. MRRPC will develop a survey to identify opportunities, threats, needs and gather community input for the comprehensive plan.
 - b. Up to 60 days: City reviews Existing Conditions Report, gets City input on Plan Element 01 and suggested survey questions. MRRPC makes changes as decided by the City. City to work with MRRPC to promote the survey in order to maximize community awareness and participation. MRRPC to compile and analyze survey results and share with the City.
 - c. Up to 60 days: City holds stakeholder meeting **OR** hosts City Comp Plan Public Meeting #1 (optional) on public visioning and goal setting. MRRPC will attend this meeting to report on Survey Results, Existing Conditions and facilitate/document public input on visioning and goal setting. MRRPC prepares report on public visioning and goal setting from meeting.
 - d. 30 - 90 days: MRRPC prepares Draft Plan for the City to review. MRRPC will present the report on public visioning, goal setting, growth ideas, current/future land use possibilities as well as proposed updates to ordinances and policies at a City meeting to solicit recommendations/improvements to the plan.
 - e. Up to 60 days: City reviews and recommends updates to Draft Plan, growth ideas and policy improvements from City meeting and MRRPC makes changes as directed. MRRPC presents Updated Draft Plan with maps, tables and accompanying narrative for goals and implementation strategies/ideas for City to review and approve. City to hold final City Comp Plan Public Meeting #2. City and MRRPC to finalize any changes deemed necessary to the comprehensive plan based on input at the final Public Hearing/Meeting #2 (this meeting is required, and the Public Hearing comply with class 1 notice published at least 30 days before the hearing is held).
 - f. 30 – 90 days: The MRRPC staff will present the City's Final Draft of their Comprehensive Plan to the City for their consideration and adoption (City passes and enacts an Ordinance to Adopt the Plan).
 - g. 15 - 30 days: The MRRPC will provide 5 bound copies and a digital copy of the adopted Plan to the City.
 - h. The City shall send copies of the adopted plan as directed in WI Statute 66.1001 (4)(b)1-6.

- 6. **CITY PLAN COPYING AND MEETING PRESENTATION INFORMATION:** The MRRPC staff will work with the City to have draft copies of all applicable information and materials for each of the City meetings described in Section 5 of this contract. The MRRPC and City may also use poster boards and/or Power Point presentations during the Public Meetings to help explain the various elements of the City Plan in both narrative form and with maps/graphs/pictures as needed.
- 7. **COSTS:** The cost for the MRRPC to prepare the City's Comprehensive Plan in cooperation with the City is **\$19,500** with the City (in cooperation with Pepin County) creating/assisting GIS Maps for the Plan. These funds will be paid out to the MRRPC as follows:
 - a. \$3,500 within 15 days of the City and MRRPC signing this contract.
 - b. \$4,000 within 15 days of the MRRPC completing Section 5a of this contract.
 - c. \$4,000 within 15 days of the MRRPC completing Section 5d of this contract.
 - d. \$4,000 within 15 days of the MRRPC completing Section 5e of this contract.
 - e. \$4,000 within 15 days of the MRRPC completing Section 5g of this contract.

Invoices for the City will be sent to: _____

Please remit payments to: MRRPC, 811 Monitor Street, Suite 201, La Crosse, WI 54603

- 8. **ASSURANCES:** The MRRPC will work under the direction of the City. The City must first approve any document prepared for public review. Any changes, additions, deletions, or amendments requested by the City during the planning period time frame shall be made by the MRRPC.
- 9. **CHANGES:** Changes to this contract can be made at any time upon approval of both the City and the MRRPC.
- 10. **TERMINATION:** The parties reserve the right to cancel this contract at any time with thirty (30) days' written notice. Upon cancellation, the City will be financially responsible for time and material expenses incurred up to the time of cancellation.
- 11. **PLAN USE:** It is agreed that the City and MRRPC may publish, summarize, copy, and use this plan for whatever purpose they desire without receiving prior or subsequent permission of the other party.

12. EXECUTED.

Mississippi River Regional Planning Commission

City of Durand

	Signature	
Chairman	Title	
James Kuhn	Name	
	Date	

Comprehensive Plan



Building a Better World
for All of Us®

CITY OF DURAND, WISCONSIN

July 25, 2025

Tracy Carlson, City Administrator
City of Durand
Tcarlson@durandwi.gov

RE: Comprehensive Plan Proposal

Dear Tracy Carlson:

The unique blend of history, geography and culture in the City of Durand makes the community a desirable place to live, but the City lacks a comprehensive plan that will support its long-term economic growth and quality of life. In creating the City's first comprehensive plan, the City is embarking on an exciting opportunity to guide future growth, redevelopment, and enhancement for years to come.

Short Elliott Hendrickson Inc. (SEH®) is eager to serve as a project partner for the creation of this important planning document. In this capacity, we provide the following advantages as your project partner:

Drawing from a Deep Well of Resources. The SEH team has significant experience helping communities develop comprehensive plans and put them into action. Our community planners can draw on the skills and experience of our engineers to support the inclusion of new subdivisions and coordinate utilities, architects to complete plan reviews and integrate new development into existing architectural features, water resources specialists to mitigate flooding issues, and environmental staff to assess brownfields and enable future development. Together, we are prepared to help you take action with your comprehensive plan.

Planning for a Diverse Set of Land Uses. We will work with the City to explore opportunities that will attract a wide range of development. From new commercial ventures to residential communities to light industrial job creators, we are focused on helping the City increase the standard of living and create more opportunities for current and future residents.

Building on Your Community's Existing Assets. The City's downtown is the centerpiece of the community, so it's important that we use this comprehensive plan to enhance this area. In doing so, we will focus on supporting viable commercial uses while maintaining its historical character. Moreover, we will look for opportunities to better connect people to local businesses through bicycle and pedestrian friendly infrastructure.

We are eager to put our resources to work on the City's behalf to lead this creation of the City's first comprehensive plan. If you have any questions or want additional information, please contact **Bryce** at **bhembrook@sehinc.com**.

Respectfully submitted,



A handwritten signature in black ink that reads 'Bryce Hembrook'.

BRYCE HEMBROOK AICP
PROJECT MANAGER AND
LAND USE PLANNER



A handwritten signature in black ink that reads 'Erik Henningsgard'.

ERIK HENNINGSGARD PE (WI), CPESC
CLIENT SERVICE MANAGER AND CIVIL/
INFRASTRUCTURE COORDINATION

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351
262.646.6855 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Company Information

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

At Short Elliott Hendrickson Inc. (SEH®), our 900+ dedicated employee-owners are united by a shared vision to create positive, lasting change. We are deeply committed to fostering an equitable environment and building safer, more sustainable infrastructure for governments, industries, and businesses across the nation.

By embracing technology and delivering climate-sensitive design solutions, we strive to improve lives, enhance communities, and establish a legacy of positive change.

From our headquarters in St. Paul, Minnesota, to projects from coast to coast, we harness the power of our multidisciplinary skillset to create thriving communities that bring people together.

THE NEED FOR A COMPREHENSIVE PLAN

The development of a comprehensive plan is both a statutory requirement and a strategic opportunity for the City of Durand. Under Wisconsin Statutes § 66.1001, all towns, villages, cities, and counties that enact or amend zoning, subdivision, or official mapping ordinances must have a comprehensive plan in place. Furthermore, any such ordinances must be consistent with the adopted plan. This statutory requirement makes sure that land use decisions are made with transparency, foresight, and public input.

Beyond compliance, a comprehensive plan serves as a **unified vision for the community's future**. It provides a long-term framework to guide decisions related to land use, housing, transportation, economic development, natural resources, and more. By engaging residents, stakeholders, and local leaders in the planning process, the City of Durand can align its policies and investments with shared goals and values.

A well-crafted comprehensive plan offers several key benefits:

- **Clarity and consistency** in decision-making for elected officials, staff, developers, and residents
- **Proactive management** of growth and change, rather than reactive responses
- **Enhanced eligibility** for certain state and federal funding opportunities
- **Stronger intergovernmental coordination** with neighboring jurisdictions and regional partners
- **Preservation of community character** while supporting sustainable development and economic vitality

In short, the comprehensive plan is not just a document – it is a living guide that empowers Durand to shape its future with intention and clarity.

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document. ©2025 Short Elliott Hendrickson Inc. The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process. SEH is a registered trademark of Short Elliott Hendrickson Inc. DURAN 186312

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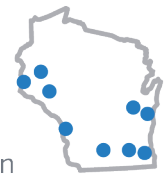


OPENED FIRST WISCONSIN OFFICE IN

1973

which includes

9 locations
in Wisconsin



WITH **150+**

 staff based in
Wisconsin

KEY STAFF

The team assembled to assist with your comprehensive plan has been deliberately selected based on their extensive experience working with communities similar in size, demographics, natural settings, and economic environment as the City of Durand. A brief overview of their individual experience is outlined below.



9
YEARS OF
EXPERIENCE

BRYCE HEMBROOK

AICP
PROJECT MANAGER AND
LAND USE PLANNER

Bryce is a planning professional with significant municipal experience. As a previous city planner, he is well-versed in zoning, new development and redevelopment, comprehensive planning, master planning, bike and pedestrian planning, and permitting. Bryce works with residents and stakeholders to deliver community-minded results, and he has experience with compiling reports, collecting data, analyzing information, implementing recommended policies and programs, and reporting findings to the public.

EXPERIENCE

- Comprehensive Plan – Town of Brookfield, WI
- Comprehensive Plan Update – Village of Trempealeau, WI
- Comprehensive Plan – Baraboo, WI
- Downtown Master Plan – Waterloo, WI
- Master Planning – Summit, WI
- Comprehensive Plan – Mower County, MN
- Master Plan Update – Marquette Charter Township, MI



ERIK HENNINGSGARD PE (WI, MN), CPESC
CLIENT SERVICE MANAGER AND CIVIL/
INFRASTRUCTURE COORDINATION

23
YEARS OF
EXPERIENCE

Erik is a senior professional engineer with the civil engineering practice. His specialties include providing site and stormwater design for compliance with state and local regulations and providing project management of civil engineering projects. He serves as a municipal engineer, working with local communities on projects including street rehabilitation, assessment projects, sanitary sewer design, water main design, stormwater master plans, municipal well development, review of proposed developments, and site feasibility studies.

EXPERIENCE

- CORP and Downtown Parks Master Plan – Baldwin, WI
- Comprehensive Plan – Hudson, WI



ZACH HOICHEVAR
LAND USE PLANNER AND
PUBLIC ENGAGEMENT

11
YEARS OF
EXPERIENCE

Zach is an engineering technician with experience undertaking transportation, civil, and structural engineering projects. He has a background in building and structural design, route and highway design, and land surveying techniques. Zach is proficient in a number of software systems including AutoCAD Civil 3D and Microsoft Office Suite. He has been assisting with long-term planning projects and has recently shifted his workload from civil design to planning focused projects.

EXPERIENCE

- Master Plan Update – Marquette Charter Township, MI
- Master Plan, Amery Municipal Airport (Wisconsin Bureau of Aeronautics) – Amery, WI



JONATHON GREEN
COMPREHENSIVE PLANNER

3
YEARS OF
EXPERIENCE

Jonathon is a planner with extensive experience in both transportation and environmental planning. His work focuses primarily on Environmental Assessment documentation, transportation infrastructure improvement, and all National Environmental Policy Act (NEPA)-related documentation. Jonathon also works in-depth with GIS to provide wetland delineation mapping, land use planning, and traffic analysis mapping. He also has experience working in comprehensive planning, including public engagement, local transportation studies, and agency, local official, and tribal coordination documents.

EXPERIENCE

- Comprehensive Plan – Baraboo, WI
- Comprehensive Plan Update – Village of Trempealeau, WI
- Comprehensive Plan – Medford, WI

SCOPE OF WORK

The following section identifies our proposed approach and methodology for the scope of work – a work program outlined with tasks and deliverables.

The SEH team has given considerable thought in responding to the City’s request for a proposal. We have outlined services we are proposing to create a comprehensive plan for the City of Durand. A proposed schedule and cost for services is attached.

The work involved will include preparation of the City’s first comprehensive plan in order for the City to meet the Wisconsin statutory requirement that municipal comprehensive plans shall be adopted and updated at least once every 10 years. The City is in need of a comprehensive plan than that addresses localized and current characteristics, trends, issues, and opportunities. The project would include the essential chapters, associated research, public engagement, and fieldwork. Work will be prepared as outlined below:

TASK 1 – PROJECT ORIENTATION

For this task, SEH will:

- Coordinate initial project meeting with City staff
- Work with the City to finalize a detailed timeline for the project
- Review and analyze local conditions, existing County plans, and other related information
- Collect data from the City for incorporation into the plan
- Create required maps in the plan

TASK 2 – PUBLIC INVOLVEMENT AND PROJECT MEETINGS

In order for the comprehensive plan to be successful and for its content to be written in a meaningful way, a successful community engagement process is needed. This section outlines the major public participation methods and meetings for the project. We will:

- Work with City staff to prepare a Public Participation Plan that includes methods for engaging the public; it is recommended that the City’s Plan Commission and City Council approve a final Public Participation Plan
- Facilitate a **kickoff meeting with the Plan Commission**, who will serve as the project’s Steering Committee; discuss the proposed process and schedule, the Public Participation Plan, and the community survey; and seek feedback from the Commission
- Prepare and administer a **community survey** to engage Durand’s residents and business owners; the survey may be completed online or by hard copies provided to residents by the City (direct mailings by the City or publicly available at City Hall or the Library); SEH will develop a Final Survey Report and discuss the findings with the Plan Commission

- Conduct up to three stakeholder meetings with local business owners or citizens
- Facilitate three work session meetings with the City (staff and Plan Commission) to review draft chapters of the plan and to engage in discussions about future drafting of the comprehensive plan’s chapters, including goals, objectives, and policies; from these chapters, SEH will ultimately draft an action plan for implementation of the plan
- Facilitate a community open house to provide the public with an opportunity to comment on the draft comprehensive plan, including goals and policies for implementation of the plan
- Facilitate a Plan Commission meeting to review the draft comprehensive plan



An up-to-date supported future comprehensive plan enables communities to be proactive and positioned to leverage land use and community development opportunities.

TASK 3 – COMPREHENSIVE PLAN CHAPTERS

The SEH team will work with the City’s Plan Commission to develop a plan that addresses current and future needs. Wisconsin requires that nine elements be included in municipal comprehensive plans. Working with City staff and the Plan Commission, SEH will draft a comprehensive plan document, with one chapter for each required element.

The comprehensive plan will reflect the existing conditions within the City, as well as trends and outcomes desired by the community for each plan element. The plan will include data analysis and mapping, goals, objectives, policies, and specific recommendations for implementation. This effort will largely rely on information collected throughout the public engagement sessions, as well as the Plan Commission meetings and recommendations.

INTRODUCTION CHAPTER

This chapter will include a description of the comprehensive plan, its purpose, uses, references, and source information. This chapter will also outline the public participation processes used throughout the planning process, as well as the general results.

ISSUES AND OPPORTUNITIES CHAPTER

The Issues And Opportunities Chapter is defined as the background information on the local government unit and is used to develop overall objectives, policies, goals, and programs to guide future development and redevelopment over a 20-year planning period. The City's vision statement will be included in this chapter.

Specifically, the background will include:

- Population data, household, and employment forecasts
- Current demographic trends, age distribution, educational levels, income levels, and employment characteristics

We will also include the results from public engagement in this section.

HOUSING CHAPTER

The Housing Chapter is defined as a compilation of objectives, policies, goals, maps, and programs to provide an adequate housing supply that meets existing and forecasted housing demand in Durand.

Specifically, the chapter will:

- Assess the age, structure, value, and occupancy characteristics of the City's housing stock
- Identify policies and programs that:
 - Promote the development of housing for residents and provide a range of housing choices that meet the needs of persons of all income levels and age groups, as well as persons with special needs
 - Promote the availability of land for the redevelopment of low-and moderate-income housing, in a way that maintains the City's small-town character
 - Maintain or rehabilitate existing housing stock

TRANSPORTATION CHAPTER

The Transportation Chapter is defined as a compilation of objectives, policies, goals, maps and programs to guide the future development of various modes of transportation, including highways, transit and transportation systems for persons with disabilities, bicycles, pedestrians, railroads, trucking, and water transportation.

Specifically, the chapter will:

- Compare the City's objectives, policies, goals, and programs to state and regional transportation plans
- Make high level recommendations regarding impacts on land uses and future transportation system design

Transportation systems and land use patterns

influence each other. Roads significantly shape

land development, while the distribution and

types of land uses affect travel patterns,

PUBLIC UTILITIES AND COMMUNITY FACILITIES CHAPTER

The utilities and community facilities chapter is defined as a compilation of objectives, policies, goals, maps, and programs to guide the future development of utilities and community facilities in Durand (such as sanitary sewer systems, stormwater management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power-generating plants and transmission lines, cemeteries, healthcare facilities, childcare facilities, and other public facilities, such as public safety facilities, libraries, schools, and other governmental facilities).

Specifically, the chapter will:

- Describe the location, capacity, and future needs of utilities serving the City
- Assess future needs for governmental services and community facilities and to include an approximate timetable that forecasts the need to expand or rehabilitate existing facilities

AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES CHAPTER

The Agricultural, Natural, and Cultural Resources Chapter is defined as a compilation of objectives, policies, goals, maps, and programs for the conservation and promotion of the effective management of natural resources (such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface waters, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources, parks, open spaces, historical and cultural resources, community design, recreational resources, and other natural resources).

Specifically, the chapter will:

- Include current maps of the City's wetlands, woodlands, agricultural use, environmental corridors, topographic features, surface water, watersheds, and floodplains
- Discuss recommendations of how to protect, maintain, and enhance the enjoyment of the City's environmental corridor areas

ECONOMIC DEVELOPMENT CHAPTER

The Economic Development Chapter is defined as a compilation of objectives, policies, goals, maps, and programs to promote the stabilization, retention, or expansion of the economic base and quality employment opportunities in Durand.

Specifically, the chapter will:

- Provide an overview of the current business environment, employer trends, largest employers in the City, and employment projections
- Include an analysis of the labor force and economic base in the City

- Assess categories or particular types of new businesses and industries that are desired by the City

The comprehensive plan will identify goals and programs to maintain and expand the economic base of the City.

INTERGOVERNMENTAL COOPERATION CHAPTER

The Intergovernmental Cooperation Chapter is defined as a compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions, including school districts and adjacent local governmental units for siting, building public facilities, and sharing public services.

Specifically, the chapter will:

- Discuss recommendations for future development along municipal boundaries and what considerations have been made to complement proposed development along those boundaries

LAND USE CHAPTER

The Land Use Chapter is defined as a compilation of objectives, policies, goals, maps, and programs to guide the future development and redevelopment of public and private property.

Specifically, the chapter will:

- List the amount, type, intensity, and net density of existing uses of land in the City (such as agricultural, residential, commercial, industrial, and other public and private uses)
- Analyze current trends and opportunities for redevelopment
- Contain updated projections, based on the background specified in the Issues and Opportunities Chapter for 20 years with maps of future residential, agricultural, commercial, and industrial land uses
- Create the City of Durand’s Future Land Use Plan Map and other necessary land use maps

Our role is to facilitate a community-supported land use and implementation plan that incorporates public values, ideals, and strategic opportunities for growth and redevelopment within the City.

IMPLEMENTATION CHAPTER

The Implementation Chapter is defined as a compilation of programs and specific actions to be completed in stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances to implement the goals, objectives, policies, and programs contained in the comprehensive plan.

Specifically, the chapter will:

- Describe how each of the chapters of the comprehensive plan will be integrated and made consistent with other chapters
- Develop recommendations for the integration of other plans and initiatives adopted by the City
- Include a process for updating the comprehensive plan; it shall be updated no less than once every 10 years

TASK 4 – PUBLIC HEARINGS AND FINAL PLAN REVISIONS

During this task, SEH will:

- Schedule a Plan Commission public hearing for the draft comprehensive plan; the hearing will be preceded by a public hearing notice, published at least 30 days before the scheduled hearing date
- Prepare materials for, attend, and present materials to the Plan Commission and subsequently to the City Council for their consideration of adoption of the comprehensive plan
- Make revisions to the draft plan, as directed by the City Council
- Prepare and print the final, adopted comprehensive plan document; provide one electronic copy of the document on thumb drive and one hard copy; and provide electronic draft copies for review at various key phases of the project

CITY RESPONSIBILITIES

Throughout this effort, the City will:

- Designate a municipal staff member to be a liaison for the project for contact with SEH regarding project matters, including review and comment on the draft plan document
- Publish public hearing and meeting notices
- Coordinate locations, room arrangements, and other logistics for public meetings
- Provide GIS/CADD data to SEH for review and modification
- Provide community mailings and advertising of the planning process
- Distribute comprehensive plan drafts and the final adopted plan
- Provide plan update information, meeting information, and draft plans on the City’s website

A community’s plan identifies acceptable locations of future growth. A participatory public engagement process helps ensure that future growth occurs in a way that strengthens a community’s sense of place.

OPTIONAL ADD-ON SERVICE TASKS

TASK 2 – PUBLIC INVOLVEMENT AND PROJECT MEETINGS

- Develop an online public engagement tool, called **WikiMap** to allow community members to map locations where improvements are needed, opportunities exist, and future land use map changes are necessary
- Facilitate one **public engagement meeting** at the beginning of the planning process; this public involvement workshop will provide the public with an update on the planning process and schedule, gather public input, and engage the community in exercises for a 20-year vision for the City

TASK 4 – PUBLIC HEARINGS AND FINAL PLAN REVISION

- Draft an ordinance through which the comprehensive plan would be adopted and provide it for review by the City’s Attorneys
- Draft a public notice and press release for City issuance; the City will be responsible for publication of notice and associated publication costs

\$ Cost and Schedule

Based on the identified tasks, we estimate the project will take approximately 12 months and the following fees: **Not to exceed \$39,950, unless optional add-on services are selected.**

BASE FEE FOR SERVICES

Comprehensive Plan includes:

- Community Survey
- Plan Commission Meetings (4)
- Stakeholder Meetings (3)
- Plan Writing and Mapping
- Open House

\$39,950

OPTIONAL ADD-ON SERVICES

WikiMap Public Engagement \$1,750

Additional Plan Commission Meetings (Per Meeting) \$300

Public Involvement Workshop \$3,000

PUBLIC PARTICIPATION & MEETINGS	OPTIONAL	TIMELINE	PROJECT MILESTONES & DELIVERABLES
Contract Approval		Sept.	
Initial Project Meeting with City Kickoff Meeting with Plan Commission		Oct.	Develop Public Participation Plan
Community Survey		Nov.	Review and Analyze Local Conditions and Plans
Public Involvement Workshop	X	Nov.	Develop Community Survey Report
Plan Commission Meeting		Nov.	Start to Draft Goals, Objectives
		Dec.	Begin Draft Chapters 1-5
Plan Commission Meeting		Apr.	Review Draft Chapters 1-5
		Apr.	Begin Draft Chapters 6-10
Plan Commission Meeting		Jun.	Review Draft Chapters 6-10
Community Open House		July	Develop Report from Community Open House
Plan Commission Meeting and Public Hearing		Aug.	Present Draft Comprehensive Plan for Public Hearing
City Council Board Consideration of Adoption		Sept.	Plan Revisions; Prepare Adoption Ordinance
		Sept.	Finalized Adopted Comprehensive Plan