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**VIRTUAL/TELECONFERENCE**  
**PASSENGER ROPEWAYS ADVISORY COUNCIL**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Brad Wojciechowski (608) 266-2112**  
**January 23, 2024**

*The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1)**
- B. Approval of Minutes of November 7, 2023 (3-4)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Council Updates
  - 2) 2024 Meeting Dates **(5)**
  - 3) Annual Policy Review **(6-7)**
  - 4) Advisory Council Role and Overview
  - 5) Election of Officers **(8)**
  - 6) Advisory Council Members
    - a. Amacher, Andrew
    - b. Dederich, Lucas
    - c. Engel, Jim
    - d. Rudd, Grenville
    - e. Schmitz, Richard
    - f. Vohs, Matthew
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rules Matters – Discussion and Consideration (9-10)**
  - 1) SPS Suggested Code Changes
    - a. ANSI B77.1 and SPS 333 – Passenger Ropeways
- H. Third Party Inspections – Discussion and Consideration (11-13)**
  - 1) Form 10633 **(12-13)**
  - 2) Permit to Operate Dates – Discussion and Consideration

**I. Discussion and Consideration of Items Added After Preparation of Agenda**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Legislative and Policy Matters
- 9) Administrative Rule Matters
- 10) Council Liaison Training and Appointment of Mentors
- 11) Informational Items
- 12) Division of Legal Services and Compliance (DLSC) Matters
- 13) Motions
- 14) Petitions
- 15) Appearances from Requests Received or Renewed

**J. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: FEBRUARY 27, 2024**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
PASSENGER ROPEWAYS ADVISORY COUNCIL  
MEETING MINUTES  
NOVEMBER 7, 2023**

**PRESENT:** Andrew Amacher, Lucas Dederich, Jim Engel, Grenville Rudd, Richard Schmitz, Matthew Vohs

**STAFF:** Brad Wojciechowski, Executive Director; Joseph Ricker, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Brenda Taylor, Board Services Supervisor; and other Department staff

Brad Wojciechowski, Executive Director, called the meeting to order at 10:12 a.m. A majority was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

**MOTION:** Lucas Dederich moved, seconded by Andrew Amacher, to adopt the Agenda as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Lucas Dederich nominated Matt Vohs for the Office of Chairperson. Matt Vohs accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Matt Vohs was elected as Chairperson by unanimous voice vote.

*Vice Chairperson*

**NOMINATION:** Matt Vohs nominated Jim Engel for the Office of Vice Chairperson. Jim Engel accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Jim Engel was elected as Vice Chairperson by unanimous voice vote.

*Secretary*

**NOMINATION:** Lucas Dederich nominated Andrew Amacher for the Office of Secretary. Andrew Amacher accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Andrew Amacher was elected as Vice Chairperson by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Matt Vohs
<b>Vice Chairperson</b>	Jim Engel
<b>Secretary</b>	Andrew Amacher

**ADJOURNMENT**

**MOTION:** Andrew moved, seconded by Rick, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:17 a.m.

DRAFT

**PASSENGER ROPEWAYS ADVISORY COUNCIL**  
**2024 Meeting Dates**

<b>Meeting Date</b>		<b><i>Start time</i></b>	<b>Agenda item deadline</b>
Tuesday, January 23, 2024	Virtual	<i>9:00 AM</i>	<b>1/10/2024</b>
Tuesday, February 27, 2024	Virtual	<i>9:00 AM</i>	<b>2/15/2024</b>
Tuesday, March 19, 2024	Virtual	<i>9:00 AM</i>	<b>3/7/2024</b>
Tuesday, April 23, 2024	Virtual	<i>9:00 AM</i>	<b>4/11/2024</b>
Tuesday, May 21, 2024	Virtual	<i>9:00 AM</i>	<b>5/9/2024</b>
Tuesday, June 18, 2024	Virtual	<i>9:00 AM</i>	<b>6/6/2024</b>

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Brenda Taylor, Board Services Supervisor		2) Date when request submitted: 12/14/2023	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2024	5) Attachments: <input checked="" type="checkbox"/> Yes	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed:			
<p><b>Please be advised of the following Policy Items:</b></p> <ol style="list-style-type: none"> <li>1. <b>In-Person Meeting Policy:</b> Depending on the frequency of Board meetings, a Board may be allowed a certain number of in-person meetings. <ul style="list-style-type: none"> <li>• 4-5 Meetings per year = 1 in-person opportunity</li> <li>• 6-8 Meetings per year = 2 in-person opportunities</li> <li>• 12 Meetings per year = 4 in-person opportunities</li> </ul> </li> <li>2. <b>Attendance/Quorum:</b> Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. Timely notification is appreciated as a quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law.</li> <li>3. <b>Walking Quorum:</b> Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law.</li> <li>4. <b>Mandatory Training:</b> All Board Members must complete Public Records and Ethics Training, annually. <a href="#">Register to set up an account</a> in the Cornerstone LearnCenter portal or <a href="#">Log in</a> to an existing account.</li> <li>5. <b>Agenda Deadlines:</b> Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting)</li> <li>6. <b>Travel Voucher Submissions:</b> Please submit all Mileage Reimbursement claims for travel to in-person meetings to DSPS within 30 days of the close of each month in which expenses are incurred.</li> <li>7. <b>Lodging Accommodations/Hotel Cancellation Policy:</b> Lodging accommodations are available to eligible members. Standard eligibility: the member must leave home before 6:00 am to attend a meeting by the scheduled start time. <ol style="list-style-type: none"> <li>a. If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe.</li> <li>b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.</li> </ol> </li> <li>8. <b>Inclement Weather Policy:</b> In the event of inclement weather, the DSPS may change a meeting from an in-person venue to hosted as virtual/teleconference only.</li> </ol>			
11)		<b>Authorization</b>	
<i>Brenda Taylor</i>		<i>12/14/2023</i>	
<p><b>Directions for including supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director</li> </ol>			

## Timeline of a Meeting

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**8 business days prior to the meeting:** All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

**7 business days prior to the meeting:** The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

**5 business days prior to the meeting:** The approved agenda is returned to the Board Administration Specialist for agenda packet production and compilation.

**4 business days prior to the meeting:** Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

### Agenda Item Examples:

- Approval of the Agenda and previous meeting Minutes
- Open Session Items
  - Public Hearings (relating to Administrative Rules)
  - Administrative Matters
  - Legislation and Policy Matters
  - Administrative Rules Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
  - Public Comments
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
    - Stipulations
    - Administrative Warnings
    - Case Closings
    - Monitoring Matters
    - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

**Thursday of the Week Prior to the Meeting:** Agendas are published for public notice on the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**1 business day after the Meeting:** "Action" lists are distributed by staff detailing board actions on closed session business.

**5 business days after the Meeting:** "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).


**PASSENGER ROPEWAYS ADVISORY COUNCIL  
2023 OFFICERS**

<b>2023 OFFICERS</b>	
<b>Chairperson</b>	Matt Vohs
<b>Vice Chairperson</b>	Jim Engel
<b>Secretary</b>	Andrew Amacher



**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Brad Wojciechowski, Executive Director		<b>2) Date when request submitted:</b> 1/10/2024 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Choose an item.                      Passenger Ropeways Advisory Council			
<b>4) Meeting Date:</b> 1/23/2024	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters – Discussion and Consideration 1) SPS Suggested Code Changes a) ANSI B77.1 and SPS 333 – Passenger Ropeways	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> <Click Here to Add Case Advisor Name or N/A>	
<b>10) Describe the issue and action that should be addressed:</b> Code spreadsheet provided by DIS (20240123_ Passenger Ropeways Discussion items)			
<b>11) Authorization</b>			
 Signature of person making this request		1/10/2024 Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Number	SPS/ANSI	ANSI Section	SPS Section	Problem	Recommendation	Positive Impact	Cost Impact	Parties Affected	Submitter	Resolution	Date Discussed	Comments
	SPS 333.10(1)(a)Note		333.10(1)(a)Note	Paper plans are no longer submitted to the Dept. Plans are now submitted online through the ESLA system.	Remove note from SPS Admin. Code.	Gives customers correct information.	0	Ski Owners and Submitters	Department			
	SPS 333.10(1)(b)		SPS 333.10(1)(b)	Plans are now submitted electronically through eSLA. Paper plans are not accepted.	Remove from SPS Admin Code	Gives customers correct information.	0	Ski Owners and Submitters	Department			
	SPS 333.15		SPS 333.15	The department should be notified on other lift related incidents aside from accidents that require treatment beyond basic first aid.	Add language to require reporting on "Malfunctions" this may include emergency evacuations, deropement, or unseated passengers not as a result of loading the lift.	Allows the department to review potential issues of a lift and ensures better safety of devices in operation.	0	Owners	Department			
	SPS 333.17		SPS 333.17	Update to the 2022 ANSI Standard	Change language to adopt ANSI B77.1 2022 version	Updates to the newest ANSI B77.1 Standard	0	All	Department			
	SPS 333.11		SPS 333.11	Department does not review ropeway alterations	Change language to require a department submittal on a ropeway alteration.	Allows the department to review major modifications to a lift system.	0	All	Department			
	SPS 333.10(1)(C)	2.1.1.6.2 Foundations	SPS 333.10(1)(C)	Code does not specify soil testing requirements when not using a gravity foundation.	Add language to require soil testing if installing a lift with a gravity foundation. If installed as a gravity anchor, no change is needed. ANSI already addresses gravity anchor. (2.1.1.6.2 Foundations)	Allows better determination of subsoil to produce a more soild, sound structure.	\$500-\$1000	Ski Owners	Department			

**From:** [Rick Schmitz](#)  
**To:** [Wojciechowski, Brad - DSPS](#)  
**Cc:** [Taylor, Brenda - DSPS](#)  
**Subject:** Next meeting agenda items  
**Date:** Tuesday, November 7, 2023 1:24:30 PM

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**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Brad,

Thanks for your work on getting this Advisory Council up and running. Can you please add the following items to the agenda for our next meeting?

1. Third Party Inspections / Form 10633
2. Permit to Operate Dates

Let me know if you have any questions.

Thanks,

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**Rick Schmitz**

Co-Owner

[Little Switzerland](#) | [Rock Snowpark](#) | [Nordic Mountain](#)





## **Department Order**

This Department of Safety and Professional Services (Department) Order is issued as a result of an inspection conducted for the ski lift referenced on the front of this report. You are hereby ordered to have the listed violation(s) corrected to conform to the indicated provisions of the Wisconsin Administrative Code and/or statutes. These violations must be corrected by the compliance date noted, and upon correction of the violations, the inspector who signed this report must be notified in writing. If you fail to comply, this order is enforceable in circuit court pursuant to s. 101.02 (13), Stats., with forfeitures ranging from \$10 to \$100 per day for each violation. In addition, the Department may attach a notice of violation to the deed for the property on which the violations occur. If you have questions regarding this matter, please feel free to contact the inspector at the number provided on the front of this report.

### **Accident Reporting:**

Whenever an aerial lift, surface lift, fiber rope tow or wire rope tow fails and causes injury to any person, the owner or user shall report in writing the facts involved to the Department within the following 24 hours. The owner or user may not remove or disturb the object or any of its parts nor permit any such removal or disturbance prior to receiving authorization from the Department, except for the purpose of saving human life or further property damage.

**Note: The department may be contacted by phone: (608) 266-2112; option 4; 2; 7. Please save the completed form as a PDF file and submit to [DSPS Inspection Support](#).**

**To file an accident report with the Department use this linked form:**

**<https://dsps.wi.gov/Documents/Programs/SkiLifts/SBD211s.pdf>**