



OFFICIAL NOTICE AND AGENDA - REVISED

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:	COMMON COUNCIL OF THE CITY OF WAUSAU
Date/Time:	Tuesday, January 28, 2020 at 6:30 p.m.
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Patrick Peckham, Michael Martens, David Nutting, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Linda Lawrence, Dawn Herbst, Mary Thao, Dennis Smith

Call to Order

Pledge of Allegiance / Roll Call / Proclamations

Public Comment: Pre-registered citizens for matters appearing on the agenda and other public comment.

Reports: 06-1215 Insurance Claims - October 2019 - December 2019

Presentations: Act of Valor (Mayor Mielke)

File #	CMT	Consent Agenda	ACT
20-0101	COUN	Minutes of previous regular meeting. (1/14/20)	Place on file
20-0114	CISM	Resolution Approving Easement for storm sewer at 1735 Merrill Avenue (T Bird Enterprises, LLP)	Approved 5-0
20-0111	CISM	Ordinance Amending Section 10.20.080(a) Designating no parking on the south side of the 300 block of Jefferson Street from a point approximately 94 feet east of its intersection with N. 3rd Street, on the south side of the 300 block of Sherman Street from a point approximately 65 feet west of its intersection with S. 3rd Avenue and on the east and west sides of N. 5th Street between E. Wausau Avenue and Scott Street	Approved 5-0
13-0309	FIN	Resolution Authorizing the amendment of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code Section 3.40.010(a) relating to open record copies	Approved 5-0
12-0219	HR	Resolution Amending Employee Handbook Section 5.02 – Compensation Plan	Approved 5-0
12-0219	HR	Resolution Amending Employee Handbook Section 8.05 – Perfect Attendance Leave	Approved 5-0
03-1111	HR	Resolution Authorizing Compensation Plan Adjustment – Internal Alignment for Police Department Lieutenants	Approved 5-0

File #	CMT	Resolutions and Ordinances	ACT
20-0103		Mayor's Appointments	
19-0409	MWIC	Resolution Approving a name change for Mayor's Welcoming & Inclusivity Committee	Approved 4-0
20-0116	CISM	Ordinance Amending Section 10.20.080(a) Designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place	Approved 5-0
20-0118	CISM	Ordinance Amending Section 10.20.080(a) Designating no parking on east side of South 1st Avenue from West Thomas Street to Stewart Avenue and on the west side of South 1st Avenue beginning at the northwest curblin of West Thomas Street extending north 210 feet	Approved 4-1
20-0120	CISM	Ordinance Amending Section 10.20.080(a) designating no parking on the north and south sides of West Thomas Street from 17th Avenue to Cleveland Avenue and on the north and south sides of East Thomas Street from Cleveland Avenue to Grand Avenue	Approved 4-1
20-0115	CISM & PLAN	Joint Ordinance Annexing territory from the Town of Stettin to the City of Wausau (Kern – 4605 Stettin Drive)	Approved 3-0 Approved 7-0
19-0705	ED	Resolution Granting a planning option agreement to Merge, LLC for an additional one hundred twenty (120) days to complete planning and due diligence of redevelopment options on City-owned parcels at 120 Scott Street and 530 N. 2nd Street	Approved 5-0
20-0122	ED	Resolution Approving the proposal by The Dam Place, their affiliates or assignees, for the sale and redevelopment of the former Westside Battery and L&S Printing properties at 401 and 415 South First Ave	Approved 5-0
15-0708	ED & FIN	Joint Resolution Selecting Riverlife Wausau LLC (dba Ohde/Riveron/Viegut), and/or their affiliates or assignees, for the Riverlife Villages Phase 2 residential project and approving to sign development agreements and transfer real estate for a proposed condominium project	Approved 5-0 Approved 5-0
19-1109	FIN	Resolution Approving the 2020 budget modification for North Riverfront Planning (Requires 2/3 Vote)	Approved 5-0
20-0121	FIN	Resolution Opposing legislation that limits municipal Tax Increment District powers	Approved 4-1
20-0112	HR	Resolution Reclassifying the Police Department Administrative Assistant II position to Administrative Assistant III	Approved 5-0
20-0119	HR	Resolution Approving increase of staffing levels of the Wastewater Plant Maintenance Mechanic and Sewer Maintainer by one	Approved 5-0
20-0113	HR	Resolution Designating New Year's Eve as a Paid Holiday	Approved 5-0

Suspend the Rules (2/3 vote required)

17-0408	FIN	Resolution Approving termination of contract between Devnet, Inc. and City for assessment software	Pending
07-0210	FIN	Resolution Approving City's Waiver of First Right of Refusal to Repurchase property at 8101 International Drive from Packaging Tape, Inc. n/k/a Rocket Industrial, Inc. to Rocket Properties, LLC	Pending

08-0608	HR & FIN	Joint Resolution Amending the Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector	Approved 5-0 Pending
Public Comment & Suggestions			
Adjournment			

Signed by Robert B. Mielke, Mayor

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 1/27/20 @ 12:00 PM.. Questions regarding this agenda may be directed to the City Clerk.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (715) 261-6620 or email clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



To: Mary Goede, Deputy City Clerk

From: Board of Public Works

Date: January 23, 2020

Subject: Insurance Claims – October 2019 – December 2019
06-1215

The Board of Public Works has settled, compromised or denied the following claims during the months of October 2019 – December 2019

Date of Incident	Claimant	Claim Details	Amount of claim	Action
4/1/18	Grand Valley Adventures Allan Crooks	Loss of easement	\$40,000.00	Deny 12/18/19
10/31/19	Tony Selenske 1884 Judy Drive, Mosinee	Sewer back-up	\$2,062.50	Approved 12/18/19

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL
held on Tuesday, January 14, 2020 at 6:30 pm in the Council Chambers at City Hall.
Mayor Robert Mielke presiding.

Roll Call

1/14/2020 6:37:47 PM

Roll Call indicated 10 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Lawrence, Linda	YES
9	Herbst, Dawn	NV
10	Thao, Mary	YES
11	Smith, Dennis	YES

Public Comment for Pre-registered citizens for matters appearing on the agenda and other public comment

- 1) Gerald Kittel, 154109 Split Rock Ln, indicated he worked for the Wausau Police Department for 26 years and was present to speak in opposition to removing the word “snowball” from the Wausau Municipal Code.
- 2) Bruce Grau, 1115 N 10th St, spoke regarding the state of equality in the City of Wausau, providing statistics regarding the rate of poverty compared to Milwaukee.
- 3) Deb Ryan, 702 Elm St, commented on the Procurement Policy for items under \$5,000; and spoke regarding shooting arrows for target practice in yards and clarifying the ordinance.

Proclamations:

Mayor Mielke proclaimed the **Martin Luther King Jr. Holiday as a Day of Service** in Wausau and called upon the people of the City to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

Press Release:

Mayor Mielke read a Press Release regarding Wausau’s new construction permit value topping \$116 million and net new construction up a record 5%. This is the second highest year on record.

Presentation

Department of Public Works, Road Supervisor Ric Mohelnitzky and Public Works Director Eric Lindman gave a presentation on Winter Operations in the City of Wausau. This presentation can be viewed at: https://www.youtube.com/channel/UC-Nigpdco_i8sq5FbbJD_aw

Consent Agenda

1/14/2020 7:27:13 PM

Motion by Nutting, second by Lawrence to adopt all the items on the Consent Agenda as follows:

Mayor Mielke removed file number 20-0107 from the Consent Agenda.

19-1201 Minutes of the previous regular meeting. (12/10/29)

20-0104 Initial Resolution of the Capital Improvements & Street Maintenance Committee Vacating and discontinuing the alley lying west of 912 North 9th Street between Fulton Street, McIndoe Street and North 8th Street.

20-0105 Preliminary Resolution of the Capital Improvements & Street Maintenance Committee Levying Special Assessments for 2020 Alley Paving Project.

20-0106 Preliminary Resolution of the Capital Improvements & Street Maintenance Committee Levying Special Assessments for 2020 Street Construction Projects.

20-0108 Ordinance of the Capital Improvements & Street Maintenance Committee Authorizing the installation of stop signs on

Randolph Street at the 12th Avenue/Stevens Drive intersection.

19-1010 Resolution of the Plan Commission approving the Specific Implementation Plan at 1930 East Crabtree Drive in a PUD, Planned Unit Development District, to allow for a service building.

19-0108 Resolution of the Public Health & Safety Committee Approving or Denying Various Licenses as Indicated.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0107 Amendment

1/14/2020 7:28:31 PM

Motion by Rasmussen, second by Nutting to amend the Resolution of the Capital Improvements & Street Maintenance Committee Accepting Temporary Limited Easement at 1202 North 3rd Street and 1204 North 3rd Street (Buchkoski) - using the revised map location and legal description as provided by the Engineering Dept, which shifts most of this easement to 1204 3rd St.

Rasmussen explained a revised map from Engineering was received today which shifts the easement slightly, more over to 1204 3rd Street versus 1202 3rd Street, requiring an amendment to the resolution.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0107

1/14/2020 7:28:53 PM

Motion by Gisselman, second by Rasmussen to adopt the Resolution of the Capital Improvements & Street Maintenance Committee Accepting Temporary Limited Easement at 1202 North 3rd Street and 1204 North 3rd Street (Buchkoski), as amended on Council floor.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0103

1/14/2020 7:29:36 PM

Motion by Neal, second by Gisselman to confirm the Mayor's Appointments to the Business Improvement District (BID) Board.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

18-1109

1/14/2020 7:30:06 PM

Motion by Neal, second by Rasmussen to adopt the Resolution of the Finance Committee Approving the 2019 Budget Modification to Public Works Winter Maintenance and increasing interest income

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

12-0107

1/14/2020 7:41:28 PM

Motion by Neal, second by Lawrence to adopt the Joint Resolution of the Human Resources Committee and the Finance Committee Approving Agreement for Crossing Guard Services with All City Management Services, Inc.

Deputy Chief Matt Barnes explained recruiting people to work as crossing guards and managing the intersections has become very burdensome to the Police Department. Last year staff other than crossing guards had to staff intersections greater than 120 times. He noted this not only affects our staff, but also being able to provide these services is of vital importance to the School District. The number of buses in the bussing routes needed to be funded to get kids to school is dependent on where there are crossing guards. He indicated the Police Department feels that contracting and outsourcing to a company that specializes in crossing guard services is the best option. He noted the Wausau School District is willing to partner and help fund the additional cost of \$44,000 annually. All City Management is the vendor they would like to use and are the only ones they could locate in the State of Wisconsin. This company has an interest in hiring all of the city's current staff to continue providing services with very little change. Every single staff member of the crossing guard team will receive a raise in pay and still be considered part of the Police Department team. *Discussion followed.*

Barnes introduced Bob Tess, Business Agent for Wausau School District. Tess indicated they have been working jointly on this challenge for five or six years. He explained they are using a funding method called Transfer of Service for which they need to apply to the Department of Public Instruction (DPI). In his request to DPI it was explicit that the city was going to outsource school crossing guards, so if this did not pass he would have to submit another Transfer of Service application. He encouraged the Council support the resolution and confirmed the School District would fund \$44,000 annually and it would be ongoing. He pointed out this week is School Guard Appreciation Week in Wisconsin.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

04-0306

1/14/2020 7:42:20 PM

Motion by Gisselman, second by Neal to adopt a Resolution of the Human Resources Committee Approving bargaining agreement between the City of Wausau and Amalgamated Transit Union for January 1, 2020 - June 30, 2022

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0109

1/14/2020 7:42:57 PM

Motion by Gisselman, second by Peckham to adopt the Joint Ordinance of the Historic Preservation Commission and the Plan Commission Amending Section 2.82.065 Historic Districts

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

93-0835

1/14/2020 7:55:41 PM

Motion by Rasmussen, second by Nutting to adopt the Ordinance of the Public Health & Safety Committee Amending Section 9.98.020 Throwing or shooting of arrows, stones and other missiles prohibited

Rasmussen commented this ordinance and the proposed changes to it have garnered a lot of attention on both the existence of the ordinance and our proposed amendment. She noted this is the third time the city has dealt with news stories surrounding this particular ordinance in the last 10 years. The first couple times they were lighthearted, but this time the story from outside our area was filled with inaccuracies. She clarified the ordinance is not new, was not created by the Mayor and was not intended to ban all snowball fights. The reactions to the story were negative and in some cases extreme, resulting in threats.

Rasmussen explained this is an ordinance against projectiles and the word projectile remains in the ordinance regardless of any changes we make. She pointed out the enforceability and application of this ordinance does not change if we remove the word 'snowball.' She reiterated the enforceability does not go away because a snowball remains a projectile. She felt however, that removing the word will stem the news cycle that has caused a lot of vitriol this time around.

Anne Jacobson stated she knew the ordinance went back to at least 1962, but has since found this ordinance in Section 11 of a City of Wausau Charter Ordinance Book from 1884.

Gisselman felt the word "snowball" within our ordinance has worked well for our city and felt this change was being driven by social media. He pointed out the recent incident in Milwaukee where two children were throwing snowballs at a car and someone got out of the vehicle and shot them. He believed the charter ordinance was a clear understanding of what the city stood for and it has stood that way ever since. The word "snowball" is a good word and we need to let our law enforcement act appropriately in regard to those incidents within the city.

Yes Votes: 9 No Votes: 1 Abstain: 0 Not Voting: 1 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	NO
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Lawrence, Linda	YES
9	Herbst, Dawn	NV
10	Thao, Mary	YES
11	Smith, Dennis	YES

Suspend Rules

1/14/2020 7:56:07 PM

Motion by Neal, second by Peckham to Suspend the Rules. (2/3 vote required)

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0110 Amendment

1/14/2020 8:03:07 PM

Motion by Thao, second by Rasmussen to amend the Resolution of the Common Council Recognizing the Lunar New Year - with corrections as read on Council Floor

Thao introduced Melinda Osterberg, employee of the University of Wisconsin, spearheading the Central Wisconsin Chinese New Year Festival coming up on January 24-25, 2020. Osterberg stated the resolution is based on a resolution that was adopted by the State of Texas recognizing the Lunar New Year. She indicated Marathon County may be the first jurisdiction in Wisconsin to formally recognize it and Wausau may very well be the second municipality to recognize this holiday that is celebrated by about one quarter of the world's population. She stated they are partnering with UWSP at Wausau on an international dinner, so those interested in eating some authentic Chinese cuisine and learning more about the Lunar New Year are encouraged to attend. There will also be a traditional cultural festival on January 25, 2020. All events are free and open to the public.

Thao indicated she was seeking to amend the resolution to change some of the language. She read the resolution with the changes requested verbatim. *A copy of the changes were provided to the clerk.*

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

20-0110 1/14/2020 8:03:27 PM

Motion by Neal, second by Martens to adopt the Resolution of the Common Council Recognizing The Lunar New Year, as amended on Council Floor.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

19-1114 1/14/2020 8:04:18 PM

Motion by Gisselman, second by Nutting to adopt the Ordinance of the Common Council Amending Section 10.20.080 No parking and restricted parking areas designated

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

99-1104 1/14/2020 8:04:47 PM

Motion by Nutting, second by Rasmussen to adopt the Resolution of the Finance Committee Amending the Procurement Policy regarding sole source documentation

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Public Comment or Suggestions:

Maryanne Groat encouraged people to consider becoming a poll worker. She stated 2020 is a busy election season with five elections, including the Presidential. She commented being a poll worker can be enjoyable and fulfilling by making a difference to your country and community. There are a variety of different jobs with all day and half day positions. The Mayor noted this is a paid position and Groat noted a raise has been approved for poll workers, as well. Anyone interested can contact the Clerk's Office at City Hall.

**Council consensus was convening in Closed Session was unnecessary as there were no questions and to move forward with a vote on the item in open session.*

98-0814 1/14/2020 8:08:02 PM

Motion by Neal, second by Smith to adopt the Resolution of the Common Council Authorizing Amendment to Agreement for Payment of Services with Impact Seven for the property located at 4001 Stewart Avenue

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Adjourn 1/14/2020 8:08:33 PM

Motion by Peckham, second by Martens to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:08 pm.

Robert B. Mielke, Mayor
Mary A. Goede, Deputy Clerk

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**RESOLUTION OF THE CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE**

Approving Easement for storm sewer at 1735 Merrill Avenue (T Bird Enterprises, LLP)

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 20-0114

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, City of Wausau storm sewer facilities are located across the back side of 1735 Merrill Avenue;
and

WHEREAS, your Capital Improvements and Street Maintenance Committee met on January 9, 2020 to
review the easement and recommends approval; now therefore

BE IT RESOLVED the Common Council of the City of Wausau does hereby approve the easement
agreement, a copy of which is attached hereto and incorporated herein by reference, and the City Clerk is hereby
instructed to have the easement recorded in the office of the Marathon County Register of Deeds.

Approved:

Robert B. Mielke, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

CONSENT AGENDA

- A. Approve minutes of the December 12, 2019 meeting**
- B. Action on Stormwater Maintenance Agreement for North Central Health Care expansion at 1100 Lake View Drive**
- C. Action on Storm Sewer Easement with T Bird Enterprises LLP at 1735 Merrill Avenue**

Lawrence moved to approve the consent agenda items. Thao seconded and the motion carried unanimously 5-0.

Agenda Item No.
2C

STAFF REPORT TO CISM COMMITTEE – January 9, 2020

AGENDA ITEM
Action on Storm Sewer Easement with T Bird Enterprises LLP at 1735 Merrill Avenue
BACKGROUND
The City of Wausau has storm sewer across the back side of 1735 Merrill Avenue as shown on the attached map and described in the easement.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approval of the storm sewer easement.
Staff contact: Allen Wesolowski 715-261-6762

EASEMENT AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2020, by and between, T BIRD ENTERPRISES, LLP, a domestic limited liability partnership, Grantor, and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, Grantee;

WITNESSETH:

That in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration paid to Grantor by Grantee, receipt of which is hereby acknowledged, Grantor, has this day conveyed, transferred, and delivered unto Grantee a permanent easement and right-of-way and perpetual right to enter upon the real estate hereinafter described at any time to construct, reconstruct, maintain, inspect and/or repair a storm sewer which may be constructed through and under the lands hereinafter described.

The permanent easement and perpetual right of entry is described as follows:

See attached for legal.

In further consideration of this easement by Grantor, Grantee forever agrees to hold Grantor harmless from all damages, loss, or claims which may arise from the existence, use, and/or maintenance of said permanent easement. Grantee further agrees that it will attempt to return the disturbed lands subject to this easement to a similar condition which existed prior to the construction.

No buildings or structures except surface improvements such as, but not limited to, asphalt pavement, sidewalk, curb and gutter, etc. shall be constructed upon or across the permanent easement lands; nor shall large trees be planted upon the permanent easement lands, but small trees and shrubs not exceeding approximately eight feet in height at maturity are permitted.

Grantor covenants that it is lawfully seized and possessed of the real estate above described and that it will defend the title thereto against the lawful claims of all persons whomsoever.

This agreement shall run with the land, encumbering the property encompassed by the easement in perpetuity, and shall be binding upon and shall inure to the benefit of the parties hereto and to their respective successors and assigns.

IN WITNESS WHEREOF, this agreement has been duly executed the day and year first above written.

Recording Area

Name and Return Address

City of Wausau Engineering Department
407 Grant Street
Wausau, WI 54403

PIN:

CITY OF WAUSAU BY:

BY:

Robert Mielke, Mayor

Mary A. Goede, Deputy Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2020, the above named Robert B. Mielke, Mayor, and Mary A. Goede, Deputy Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

My commission expires: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2020, the above named _____
_____ to me known to be the person(s) who executed the
foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

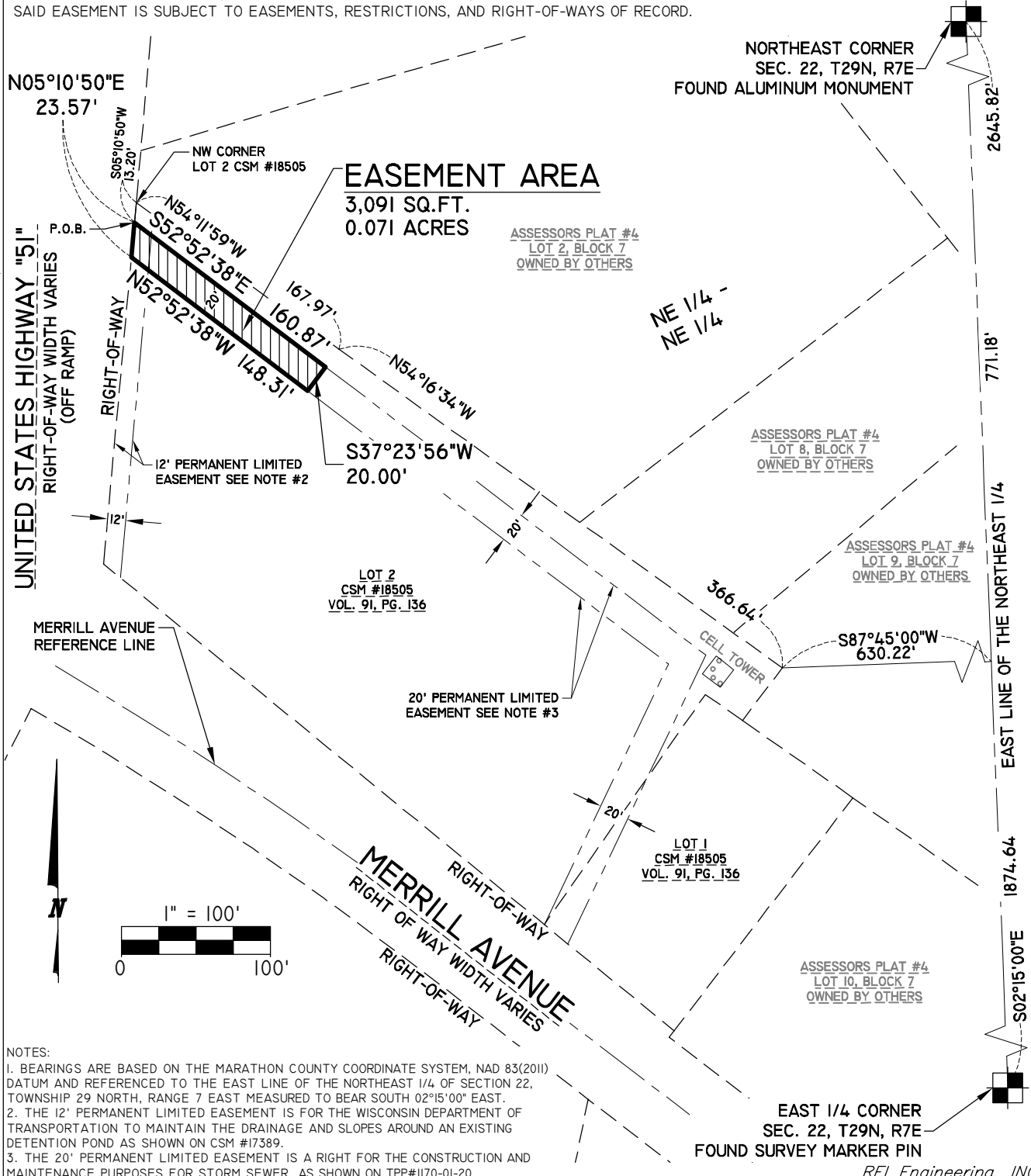
My commission expires: _____

This instrument was drafted by
Anne L. Jacobson, City Attorney
for the City of Wausau
407 Grant, Street
Wausau WI 54403-4783

DESCRIPTION

A 20 FOOT WIDE EASEMENT BEING PART OF LOT 2 OF CERTIFIED SURVEY MAP NUMBER 18505, RECORDED IN VOLUME 91, ON PAGE 136, AS DOCUMENT NUMBER 1794159, LOCATED IN NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 22, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2 ALSO BEING ON THE EAST RIGHT-OF-WAY LINE OF UNITED STATES HIGHWAY "51"; THENCE SOUTH 05°10'50" WEST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE, 13.20 FEET TO THE POINT OF BEGINNING OF SAID EASEMENT; THENCE SOUTH 52°52'38" EAST, 160.87 FEET; THENCE SOUTH 37°23'56" WEST, 20.00 FEET; THENCE NORTH 52°52'38" WEST, 148.31 FEET TO SAID EAST RIGHT-OF-WAY LINE; THENCE NORTH 05°10'50" EAST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE, 23.57 FEET TO THE POINT OF BEGINNING OF SAID EASEMENT. SAID EASEMENT CONTAINS 3,091 SQUARE FEET OR 0.071 ACRES, MORE OR LESS.

SAID EASEMENT IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHT-OF-WAYS OF RECORD.



NOTES:

1. BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM, NAD 83(2011) DATUM AND REFERENCED TO THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 22, TOWNSHIP 29 NORTH, RANGE 7 EAST MEASURED TO BEAR SOUTH 02°15'00" EAST.
2. THE 12' PERMANENT LIMITED EASEMENT IS FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION TO MAINTAIN THE DRAINAGE AND SLOPES AROUND AN EXISTING DETENTION POND AS SHOWN ON CSM #17389.
3. THE 20' PERMANENT LIMITED EASEMENT IS A RIGHT FOR THE CONSTRUCTION AND MAINTENANCE PURPOSES FOR STORM SEWER. AS SHOWN ON TPP#1170-01-20.

REI Engineering, INC.

T-BIRD ENTERPRISES
MERRILL AVENUE
WAUSAU, WISCONSIN

FIGURE 1 : EASEMENT EXHIBIT

PROJECT NO.

4789A

DRAWN BY:

JLR

DATE:

03/6/2018

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**ORDINANCE OF CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE**

Amending Section 10.20.080(a) designating no parking on the south side of the 300 block of Jefferson Street from a point approximately 94 feet east of its intersection with N. 3rd Street, on the south side of the 300 block of Sherman Street from a point approximately 65 feet west of its intersection with S. 3rd Avenue and on the east and west sides of N. 5th Street between E. Wausau Avenue and Scott Street

Committee Action: Approved 5-0

Ordinance Number:

Fiscal Impact: Minimal cost to install signs

File Number: 20-0111

Date Introduced: January 28, 2020

The Common Council of the City of Wausau do ordain as follows:

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

(a) There shall be no parking in the following locations:

...

Jefferson Street

- South side of the 300 block, from a point approximately 94 feet east of its intersection with N. 3rd Street

...

Sherman Street

- South side of the 300 block, from a point approximately 65 feet west of its intersection with S. 3rd Avenue

...

North 5th Street

- East and west sides of N. 5th Street between E. Wausau Avenue and Scott Street

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

**Discussion and possible action regarding aligning posted parking restrictions at the following locations:
300 block of Jefferson Street, 300 block of Sherman Street, 500 to 2100 blocks of North 5th Street**

Gisselman stated this would align the ordinance to what is posted on the street. Buckner confirmed and added this is a housekeeping issue as the areas are already posted but not listed in ordinance.

Lawrence moved to approve the posted parking restrictions in the 300 block of Jefferson Street, 300 block of Sherman Street and in the 500 to 2100 blocks of North 5th Street. Thao seconded and the motion carried unanimously 5-0.

AGENDA ITEM

Discussion and possible action regarding aligning posted parking restrictions at the following locations: 300 block of Jefferson St., 300 block of Sherman St., 500 to 2100 blocks of N. 5th St.

Proposed parking restrictions are posted but are not codified in the City of Wausau Municipal Code.

BACKGROUND

1. Location 1: 300 block of Jefferson St.
 - a) Current posting - No Parking Back to Corner (see exhibit A)
 - b) The posted restriction at this location is not listed in municipal code.
 - c) Maintain the current posting but amend municipal code 10.20.080 to state “no parking on the south side of the 300 block of Jefferson St., from a point that is approximately ninety-four (94) feet east of its intersection with N. 3rd St.”
2. Location 3: 300 block of Sherman St.
 - a) Current posting – No Parking Here to Corner (see exhibit C)
 - b) The posted restriction at this location is not listed in municipal code.
 - c) Maintain the current posting but amend municipal code 10.20.080 to state “no parking on the south side of the 300 block of Sherman St., from a point that is approximately sixty-five (65) feet west of its intersection with S. 3rd Ave.”
3. Location 4: 500 – 2100 blocks of N. 5th St. (E. Wausau Ave. to Scott St.)
 - a) Current posting – No Parking This Side of Street (see exhibit D)
 - b) The restrictions within the stated boundary are posted on both sides of the street and are not listed in the municipal code.
 - c) Maintain the current postings but amend municipal code 10.20.080 to state “no parking on either the side of N. 5th St. between E. Wausau Ave. and Scott St.”

FISCAL IMPACT

None

STAFF RECOMMENDATION

Wausau Police Department recommends amendment of the municipal code to reflect posted restrictions that are currently in place.

Staff contact: Wausau Police Department, Lt. Cord Buckner, 715.261.7803

NO
PARKING
BACK TO
CORNER



approx. 94 ft. to corner
(east curb line of N. 3rd St.)

exhibit A
300 block Jefferson St.

**NO
PARKING
HERE TO
CORNER**

approx. 65 ft. to corner
(west curb line of S. 3rd Ave.)

exhibit C
300 block Sherman St.



**NO
PARKING
THIS SIDE
OF STREET**

**NO
PARKING
THIS SIDE
OF STREET**

exhibit D

N. 5th St./STH 52
(between E. Wausau Ave. and Scott St.)

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the amendment of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code §3.40.010(a) relating to open record copies.

Committee Action: Approved 5-0

Fiscal Impact: \$.035 per color page and \$.0039 per black and white page

File Number: 13-0309

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City of Wausau currently charges \$0.25 per page pursuant to Wis. Stats. § 19.31-19.39, an open records request. The current W.M.C. § 2.56.010(d)(6)(A) provides that the cost of photocopying for an open records request is not to exceed the actual, necessary, and direct cost of reproduction; and

WHEREAS, the City of Wausau has adopted a comprehensive Fees and License Schedule at W.M.C. §3.40.010; and

WHEREAS, your Finance Committee, at its January 14, 2020, meeting, recommended that the City adopt an open records request per page fee of \$.035 per color page and \$.0039 per black and white page and incorporate these fees as part of the City of Wausau Fees and Licenses Schedule.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Wausau, that an open records request per page fee of \$.035 per color page and \$.0039 per black and white page are hereby adopted and incorporated into the City of Wausau Fees and Licenses Schedule pursuant to W.M.C. § 3.40.010 for per page costs of open records requests under W.M.C. § 2.56.010(d)(6)(A).

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2020 @ 5:30 pm., Council Chambers

Members Present: Rasmussen, Smith, Martens, Nutting, Lawrence

Others Present: Groat, Barnes, Bliven, Barteck, Jacobson, Mielke, Kujawa, Lindman, Mohelnitzky, Schock, Stratz, Vanderboom, Neal, Goede

Discussion and possible action regarding authorizing the modification of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code 3.40.010(a) relating to open record copies

Martens stated the current fee is 25 cents per page and questioned it would now be 3.5 cents for color and .04 cents for black & white. Jacobson indicated Assistant Attorney Nate Miller and IT Director Gerry Klein worked on this because there were complaints from the media that what we were charging was too high. This reflects more accurately the true costs for copies.

Motion by Nutting, second by Lawrence to approve the modification of fees relating to open record copies. Motion carried 5-0.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Amending Employee Handbook Section 5.02 – Compensation Plan Administration

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 12-0219

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau allows jobs to be reclassified into a different pay grade as job descriptions change; and,

WHEREAS, the City of Wausau currently only allows compensation adjustments upon reclassification only to employees whose current pay falls outside the established pay range for the new classification; and,

WHEREAS, your Human Resources Committee recommends a change to the Employee Handbook language to allow the flexibility to recommend adjustments to an incumbent's pay upon reclassification, when appropriate; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the Employee Handbook Section 5.02 be amended upon action of this Council, as specified above and in supporting documents.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Amending Employee Handbook Language Section 5.02 – Compensation Plan Administration.

Vanderboom explained that when a job reclassification currently occurs, it does not result in a change in compensation for incumbents unless their current pay fall outside of the new pay range. Vanderboom found documentation that prior to Act 10 reclassified employees received a set increase amount when reclassified. The proposal brought forward would give the flexibility to adjust an incumbents pay if reclassified when requested by a department director and approved by the Human Resources Director and Council.

McElhaney asked if this would result in reclassification requests not having to be brought to Council. Vanderboom said that reclassification requests would still be sent to Council for approval but would also include any requests for compensation changes.

Motion by Herbst to approve amending Employee Handbook language Section 5.02 – Compensation Plan Administration. Second by Neal. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Employee Handbook Language Section 5.02 – Compensation Plan Administration
Background
Currently, job reclassifications do not result in a compensation change unless the reclassified employee's current pay falls outside of the established pay range for the new classification (i.e. the employee makes less than the minimum salary for the new position, or makes more than the maximum for the new position.) However, under the City of Wausau's pay practices before Act 10, reclassified employees received a set increase amount upon reclassification. The attached language change revision would grant the flexibility to adjust an incumbents' pay upon reclassification, when appropriate. An adjustment in current compensation would be requested by the Department Director, and require the approval of the Human Resources Director and Common Council. The current fiscal realities facing the City make it difficult to commit to a fixed increase amount. This may have a chilling effect on future reclassifications, and there may be future circumstances where a pay change is not warranted. However, the current procedure also allows no leeway to grant an increase should one be warranted. The proposed language change would allow a compensation adjustment (either an increase or decrease in pay) where appropriate, with checks and balances in place.
Fiscal Impact
None. Any reclassifications involving a fiscal impact would be individually approved by Council.
Staff Recommendation
Approve the amended language.
Staff contact: Toni Vanderboom (715-261-6634)

1. **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be periodically evaluated to determine if the job needs to be reclassified into a different pay grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions in order to ensure appropriate classification and wages.

Department initiated reclassification requests. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place additional responsibility on the position, a Department Director may initiate a position reclassification request. Due to varying circumstances involved in position reclassification, the Department Director shall meet with the Mayor and Human Resources Director prior to the initiation of any action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. Note: “more of the same” is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the Department Director and Human Resources Director shall consider a reclassification.

All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. ~~Requests must be processed through the Department Director with the assistance of Human Resources.~~ **Department Directors must submit reclassification requests** ~~Reclassification requests must be submitted~~ to Human Resources. All reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan’s administrative guidelines and philosophy. **Where appropriate, position reclassification may result in compensation adjustment for current incumbents. Upon approval of the Human Resources Director, reclassification requests (including any proposed compensation adjustments) will be submitted to Council for final approval.**

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Amending Employee Handbook Section 8.05 – Perfect Attendance Leave

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 12-0219

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau Employee Handbook currently grants Perfect Attendance Leave for covered employees who do not utilize sick leave from January 1 to December 31; and,

WHEREAS, the City of Wausau encourages and supports healthy habits for its employees; and,

WHEREAS, a schedule of two dental visits and one medical visit per year is considered minimal for preventative health and dental care; and,

WHEREAS, employees may be foregoing preventative care to maintain eligibility for Perfect Attendance Leave,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the Employee Handbook Section 8.05 be amended upon action of this Council, as specified above and in supporting documents.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave.

Vanderboom explained that the City currently offers a perfect attendance leave to general employees who do not use sick leave from January 1 to December 31. Vanderboom requested that employees be allowed to use sick leave for up to three medical/dental appointments (3 hours or less for each appointment) and still be eligible for the perfect attendance leave incentive.

Motion by Neal to approve amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave
Background
The City of Wausau currently offers a perfect attendance leave incentive for employees who do not use sick leave (with the exception of leave certified under the Family Medical Leave Act) during a twelve month period from January 1 to December 31. The City of Wausau has been looking for wellness initiatives to encourage and support healthy behavior. With this in mind, I would request that we amend the Perfect Attendance Leave to allow employees to utilize sick leave for three medical/dental appointments and still qualify for Perfect Attendance leave. Three appointments would allow employees to attend an annual medical visit and two annual dental visits, according to the standard preventative schedule or any combination of medical/dental appointments. To remain eligible for Perfect Attendance, the each appointment cannot exceed three hours in length. Employees would continue to require advance supervisory approval before being granted leave for the appointments.
Fiscal Impact
None.
Staff Recommendation
Approve the amendment as recommended.
Staff contact: Toni Vanderboom (715-261-6634)

8.05 – Perfect Attendance Leave

- a. In departments electing to continue to participate in Perfect Attendance Leave (PAL) employees eligible for a PAL accrual shall make application to the Human Resources Department within 30 days of becoming eligible. Late requests will not be processed.
1. Earning Method: Employees covered by this handbook who do not fail to report to work due to sickness or injury or who do not use sick leave, with the exception of leave certified under the Family Medical Leave Act, during a twelve (12) month period (January 1 to December 31) shall earn twelve (12) hours of Perfect Attendance Leave for the first year of perfect attendance. Employees who do not use sick leave for two (2) or more consecutive twelve (12) month periods shall earn sixteen (16) hours effective January 1 of each year they qualify. At no time may an employee's PAL account exceed forty (40) hours. Usage of sick leave for Workers Compensation and incidents of Family Medical Leave will not affect Perfect Attendance Leave accruals.

Employees will be allowed three incidents of sick leave usage for medical or dental appointments within the established Perfect Attendance Leave earning period without sacrificing eligibility for Perfect Attendance Leave. These incidents should be reported as "_____." Each incident may not exceed three hours per usage. Notice requirements for these absences remain in effect, and upon request of the employer the employee must provide a statement from a physician or dentist verifying the need for leave.

Regular part-time employees shall receive a proration of perfect attendance leave based on their number of hours worked.

2. Utilization: Employees may request to use Perfect Attendance Leave at any time following the year(s) in which it is earned.
3. Minimum/Maximum Usage: Perfect Attendance Leave may not be used in less than one-half (1/2) hour for non-exempt employee nor more than forty (40) hour segments.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Authorizing Compensation Plan Adjustment – Internal Alignment for Police Department Lieutenants.

Committee Action: Approved 5-0

Fiscal Impact: Estimated \$4,492.80 (not including overtime or benefits)

File Number: 03-1111

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, in October 2019 the Wausau Common Council moved to address internal compression, increasing the salary of two Police Lieutenants to \$34.34/hour; and

WHEREAS, the City of Wausau has previously established that the acceptable margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

WHEREAS, the previous resolution failed to address the need to adjust the salary of four Police Lieutenants to \$36.41/hour effective January 1, 2020 to prevent salary compression in the upcoming year; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the salary for four (4) affected Lieutenants is adjusted to \$36.41/hour effective January 1, 2020 including back pay.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Amending Salary Rates for Police Lieutenants.

Vanderboom said that this was item was returned to the committee due to an error on the resolution that was passed last year. Vanderboom said that it was always the intention to have all Lieutenants at an hourly rate of \$36.41 or higher effective January 2020.

Motion by Neal to approve amending salary rates for Police Lieutenants. Second by Martens. All ayes.
Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and possible action amending the salary rates of four Police Lieutenants
Background
At the September Human Resources Committee meeting, this Committee approved amending the salary of affected Police Lieutenants to provide a 5% pay difference between Lieutenants and Detectives. The expected outcome was that effective January 2020 all Lieutenants would be paid at least \$36.41/hour. While the resolution specifically authorized the adjustment of the pay of two Lieutenants, it should have read that the salary of four lieutenants would be adjusted to \$36.41/hour effective January 1, 2020. However, due to the wording in the resolution additional Committee and Council action is required.
Fiscal Impact
Estimated \$1200 in 2020, not requiring a budget modification.
Staff Recommendation
Approve the adjustment of the salary of four Police Lieutenants to \$36.41/hour, effective 1/1/20.
Staff contact: Toni Vanderboom (715-261-6634)

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

CONFIRMATION OF MAYOR'S APPOINTMENTS

to Boards, Commissions and Committees: *Historic Preservation Commission*

File Number: 20-0103 **Date Introduced:** January 28, 2020

Historic Preservation Commission

Christine Martens (N)
*Replacing Patty Grimm

1228 Arthur St

Term Exp 4/30/23

715-212-9922

- (N) Individual is filling the unexpired term of a former member
- (1) Individual is in their own 1st full term
- (#) Designates the term number appointed to

Approved:

Robert B. Mielke, Mayor



MEMORANDUM

DATE: January 20, 2020

TO: Deputy Clerk, Mary Goede

FROM: Mayor Robert Mielke 

RE: New Appointment to Historic Preservation Commission

Please place the following appointment on the City Council Agenda for Tuesday, 01/28/20. If you have any questions, please call my office. Thank you.

HISTORIC PRESERVATION COMMISSION

Christine Martens (Term expires 4/30/23-Replacing Patty Grimm)
1228 Arthur Street
Wausau, WI 54403
715-212-9922
ChristineMartens368@gmail.com

cc: Gary Gisselman

Encl: Martens Bio

Christine Martens

1228 Arthur Street, Wausau WI 54403

715.212.9922

ChristineMartens368@gmail.com

Skills

Written communications – grants, freelance articles, press releases, and RFP fulfillment

Oral communications – presentations for large and small groups

Research – historical exhibits, articles, and tours

Social media and website – Facebook, Instagram, and Twitter

Experience

2014 - Present

Deluxe, Wausau– *RFP Fulfillment Specialist*

2010 - 2014

City Pages, Wausau– *Big Guide Boss*

2011 - 2014

Marathon county Historical Society, Wausau – *Marketing Director*

Education

1986-1990

UW Madison – *B.S. Rural Sociology, Certificate of Gerontological Studies*

1986-1990

UW Madison – *M.S. Continuing and Vocational Education*

Volunteer Work

Marathon County Historical Society (15+ years) – assist with creation and execution of History Speaks lecture series, leader for Vintage Board Game Night, events, research and exhibit assistant.

Friends of Wausau Historic Landmarks (4 years) – Board of Directors, creation and execution of annual Sweet Landmarks Gingerbread Contest, research and execution of summer Architectural Ambles tours, media relations, and social media and website director.

Marathon County Master Gardeners (2 years) – certified Master Gardener, board of directors, lead for Deluxe Community Gardens, assistant gardener at Gaining Ground Gardens.

Wisconsin Valley Radio Association (10+ years) – federally licensed amateur radio operator, board of directors, events assistance, grant writing.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**RESOLUTION OF THE MAYOR'S WELCOMING &
INCLUSIVITY COMMITTEE**

Approving a name change for Mayor's Welcoming & Inclusivity Committee

Committee Action: Approved 4-0

Fiscal Impact: None

File Number: 19-0409

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes ☒ No ☐	
	Included in Budget:	Yes ☐ No ☐	Budget Source:
	One-time Costs:	Yes ☐ No ☐	Amount:
	Recurring Costs:	Yes ☐ No ☐	Amount:
SOURCE	Fee Financed:	Yes ☐ No ☐	Amount:
	Grant Financed:	Yes ☐ No ☐	Amount:
	Debt Financed:	Yes ☐ No ☐	Amount Annual Retirement
	TID Financed:	Yes ☐ No ☐	Amount:
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐		

RESOLUTION

WHEREAS, on April 23, 2019, the Mayor's Welcoming and Inclusivity Committee was created by resolution and approved by the Common Council; and

WHEREAS, at the January 9, 2020 meeting of the Mayor's Welcoming and Inclusivity Committee, it was discussed and approved to change the current name of the committee to WIDER (Welcoming, Inclusive, Diverse, Engaged, Respectful) WAUSAU.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the name of the Mayor's Welcoming and Inclusivity Committee is hereby changed to WIDER WAUSAU.

Approved:

Robert B. Mielke, Mayor

MAYOR'S WELCOMING & INCLUSIVITY COMMITTEE

Date and Time: Wednesday, January 8, 2020 at 5:30 p.m. (Boardroom)

Members Present: Neal (C), Campbell, Etchepareborda, Opal-Wahoske

Members Excused: Oyuela,

Others Present: Mayor Mielke, Judith Miller, Doug Diny, Jay Stahl

3. Discussion and possible action on Proposed Committee Name Change

As a formality months ago when the desire to form this committee by the Mayor was brought before the City Common Council for approval, it needed to have a name. It was given the "Mayor's Welcoming and Inclusivity Committee" name at that time. Some discussion took place regarding a name change, why it would be important and what our intentions as a group would be, rather than the Mayor's intentions. Obviously Wausau wants to be better, we want to take care of challenges regarding equality issues and therefore the acronym WIDER came up: Welcoming, Inclusive, Diverse, Engaged, Respectful. The Committee thought WIDER WAUSAU would be a good fit for the new name. This ultimately becomes our vision statement. We can place more discussion on the creation of our Mission and Vision Statement at the next meeting. A motion to approve the new Name of this committee as WIDER WAUSAU was made by Campbell and a 2nd was made by Etchepareborda. Motion passed unanimously. This will now go before the Common Council for a vote at their last meeting in January (January 28, 2020).

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**ORDINANCE OF CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE**

Amending Section 10.20.080(a) designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place

Committee Action: Approved 5-0

Ordinance Number:

Fiscal Impact: Minimal cost to install signs

File Number: 20-0116

Date Introduced: January 28, 2020

The Common Council of the City of Wausau do ordain as follows:

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

(a) There shall be no parking in the following locations:

...

Pied Piper Lane

- West side of the drive between Lake View Drive and Woods Place

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Adopted:

Approved:

Approved:

Published:

Attest:

Robert B. Mielke, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Discussion and possible action on amending Section 10.20.080(a) designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place

Lawrence moved to approve amending Section 10.20.080(a) designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place. Rasmussen seconded.

Rasmussen mentioned that this started at the Airport Committee. The new Alexander Airport Park has become very popular and often the street gets parked full on both sides, which impedes traffic flow. The airport has asked for parking to be restricted on the west side of the street. The airport will also install a sign indicating park users may park in the airport lot. This will solve some of the congestion on Pied Piper Lane, the park users are not displaced to far, and it gives them a safe spot to park.

Peckham attends meetings at the airport and some are bothered by the narrow passage during the summer months. Chimel's wife stated her normal path was down Pied Piper but she avoids that. Buckner was consulted and there hasn't been a history of accidents that would justify this. At another meeting, the topic at the table was not parking but the mailman came in and said something needed to be done about parking. Peckham feels this is a real concern.

John Chimel reiterated everything that was said. He added the width of a normal city street is wider than the entryway to the airport parking lot, which exasperates the problem. There is an air ambulance operation at the airport and there could be safety issues. There would be no parking signs and then another sign indicating parking is available in the airport parking lot. Rasmussen feels this will work well and sign details can be worked out. Peckham noted that the Neighborhood Association was also in favor once it was talked through.

There being a motion and a second, motion to approve amending Section 10.20.080(a) designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place carried unanimously 5-0.

AGENDA ITEM
Discussion and possible action on amending Section 10.20.080(a) designating no parking on the west side of Pied Piper Lane between Lake View Drive and Woods Place
BACKGROUND
Pied Piper Lane is a street on the SE side of the city and runs North/South from Kent St to Lake View Drive. The City GIS map labels Pied Piper Lane extending south of Lake View Drive to the airport. This is not a street as there is no dedicated right-of-way, this would be considered a driveway on city owned property. This driveway extends south along Alexander Park and it is often parked on both sides with people and children using the park. There were concerns raised with issues of being able to park on both sides of Pied Piper Lane and the risk of children running across the street and drivers not being able to see them. The Airport Committee and Airport staff would like to prohibit parking on the west side of Pied Piper Lane from the south end of Alexander Park north to Lake View Drive. See attached resolution from the City Attorney's Office.
FISCAL IMPACT
Cost of signs
STAFF RECOMMENDATION
Engineering has reviewed this request and there are concerns that people would begin to park along Lake View Drive, a roadway with significantly more traffic. With parking on Lakeview there becomes issues with the crosswalk recently installed with the RRFB's. Ideally it would be good if people would park in the airport parking lot but behavior of people always shows they will park closest to their location whenever possible.
Staff contact: Eric Lindman 715-261-6745

AIRPORT COMMITTEE

Date and Time: Thursday, November 13, 2019 @ 6:00 pm., at the Wausau Downtown Airport

Members Present: Peckham (C), Rasmussen, Lawrence, Doug Diny, Dennis Seitz, and Fred Prehn

Members Excused: Smith

Others Present: John Chmiel, Tara Alfonso, Nathan Miller

Discussion and Possible Action Regarding Request for “No Parking” Sign Installation on West Side of Pied Piper Adjacent to Alexander Airport Park from Lakeview Drive to Woods Place - Chmiel/Peckham

Peckham indicated he had received requests for no parking here because of traffic congestion due to a narrowed street from parked cars, as well as children darting out into the street to go to Airport Park. It is a serious concern among the people that frequent this facility. He reported feedback from Engineering at City Hall was that it would not be a good idea because it would force people to park on Lake View Drive, which they felt would be worse. They also felt there was a complication because the street itself was airport property, therefore they could put up signs but the police could not ticket violators.

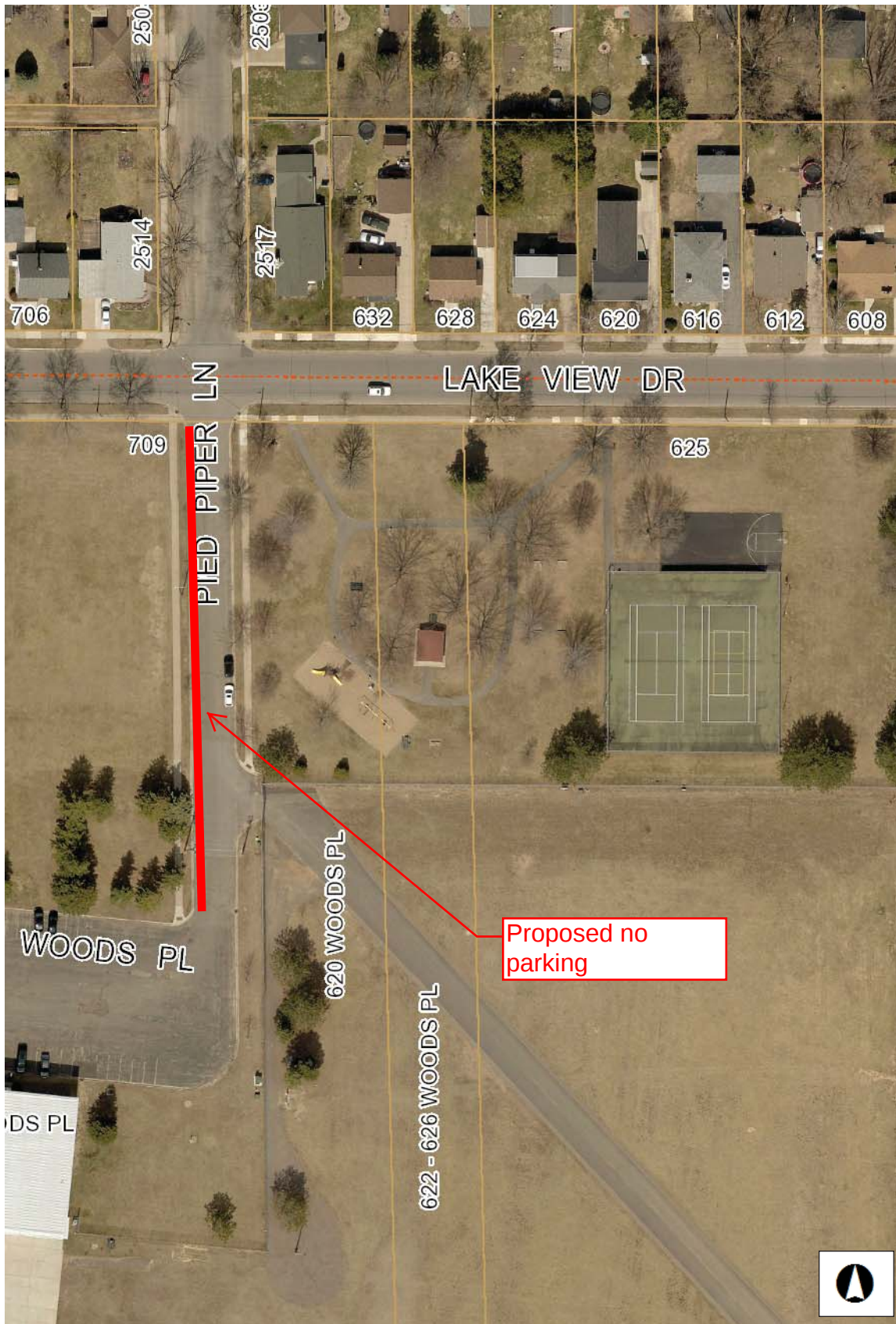
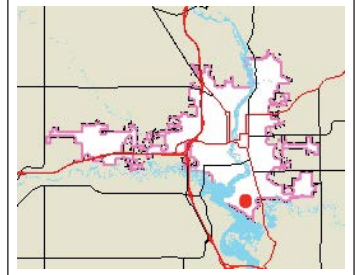
Chmiel stated if what the Engineering Department is telling us is true, that Pied Piper from Lake View to Woods Place is not a city street, which means it is airport property and we have jurisdiction over how people can park on that property.

Alfonso explained it is governed by state statutes in order to write enforceable citations if people are parked illegally. She commented they could post signs, as a request, but couldn't really enforce it. The proper way would be for this to go through CISM Committee and Council.

Rasmussen questioned if they had spoken to Cord Buckner at the Police Department and whether he had looked at the area and/or if he had a recommendation. Peckham confirmed they had spoken with him and Buckner had indicated there was no history of accidents or mishaps there that would warrant a parking restriction. Peckham was concerned that CISM would just shoot this item down.

Chmiel suggested they have CISM Committee consider doing this in such a way as to encourage people to park in the airport parking lot rather than on Lake View Drive, since that was a concern.

Motion by Prehn, second by Diny to forward the request for a parking prohibition on the west side of Pied Piper Lane between Lake View Drive and Woods Place to CISM Committee. Motion carried 6-0.



Legend

- Parcel
- Section Line/Number
- Railroad
- Municipality

Notes

Map Created: 12/10/2019

50.00 0 50.00 Feet

NAD_1983_2011_WISCRS_Marathon_Feet

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**ORDINANCE OF CAPITAL IMPROVEMENTS AND STREET MAINTENANCE
COMMITTEE**

Amending Section 10.20.080(a) designating no parking on east side of South 1st Avenue from West Thomas Street to Stewart Avenue and on the west side of South 1st Avenue beginning at the northwest curbline of West Thomas Street extending north 210 feet

Committee Action: Approved 4-1

Ordinance Number:

Fiscal Impact: Minimal cost to install signs

File Number: 20-0118

Date Introduced: January 28, 2020

The Common Council of the City of Wausau do ordain as follows:

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

(a) There shall be no parking in the following locations:

...

South 1st Avenue

- East side, from West Thomas Street to Stewart Avenue
- West side, beginning at the northwest curbline of West Thomas Street extending north 210 feet

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Discussion and possible action on No Parking on the west side of South 1st Avenue from a point 210 feet north of the north curb line on West Thomas Street

Wesolowski explained this area is not currently marked as no parking. Staff recommends restricting parking on the west side of 1st Avenue from 210' north of the curb line of Thomas Street. With the bike lane, it gets tight for semi traffic and turning vehicles. 3M's main truck entrance is now off of 1st Avenue and their trucks will be making this turn every day.

Rasmussen moved to approve no parking on the west side of South 1st Avenue from the north curb line on West Thomas Street to a point 210 feet north. McElhaney seconded and the motion carried 4-1 with Thao the dissenting vote.

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Discussion and possible action on No Parking on the east side of South 1st Avenue from West Thomas Street to Stewart Avenue

Wesolowski explained when 1st Avenue was reconstructed the bike lane on the east side was marked with no parking; however, an ordinance was not created.

Rasmussen moved to approve no parking on the east side of South 1st Avenue from West Thomas Street to Stewart Avenue. McElhaney seconded and the motion passed 4-1 with Thao the dissenting vote.

AGENDA ITEM
Discussion and possible action on No Parking on the west side of South 1 st Avenue from a point 210 feet north of the north curb line on West Thomas Street
BACKGROUND
The reconstruction of S. 1 st Avenue allows for a parking lane on the west side of S. 1 st Avenue. Staff is recommending making the first 210 feet north of West Thomas Street on the west side as no parking. Marking this no parking will allow for truck turning movements on S. 1 st Avenue as a truck entrance driveway for 3M was placed on the east side of S. 1 st Avenue at this location. A photo is attached showing the area for no parking. Staff is proposing to amend Section 10.20.080 of the Municipal Code to reflect the no parking.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approving the no parking restriction.
Staff contact: Allen Wesolowski 715-261-6762

AGENDA ITEM
Discussion and possible action on No Parking on the east side of South 1 st Avenue from West Thomas Street to Stewart Avenue
BACKGROUND
The reconstruction of S. 1 st Avenue included a bike lane with no parking on the east side of S. 1 st Avenue from West Thomas Street to Stewart Avenue. Staff is proposing to amend Section 10.20.080 of the Municipal Code to reflect the no parking.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approving the no parking restriction.
Staff contact: Allen Wesolowski 715-261-6762



CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**ORDINANCE OF CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE**

Amending Section 10.20.080(a) designating no parking on the north and south sides of West Thomas Street from 17th Avenue to Cleveland Avenue and on the north and south sides of East Thomas Street from Cleveland Avenue to Grand Avenue

Committee Action: Approved 4-1

Ordinance Number:

Fiscal Impact: Minimal cost to install signs

File Number: 20-0120

Date Introduced: January 28, 2020

The Common Council of the City of Wausau do ordain as follows:

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

(a) There shall be no parking in the following locations:

...

West Thomas Street

- North and south sides, from 17th Avenue to Cleveland Avenue

...

East Thomas Street

- North and south sides, from Cleveland Avenue to Grand Avenue

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Discussion and possible action on No Parking on either side of West Thomas Street from 17th Avenue to Cleveland Avenue

Wesolowski stated this and the next item are housekeeping issues. When Thomas Street was reconstructed, it was marked as no parking; however, there was not an ordinance created. This would put into ordinance what is marked on the street.

Rasmussen moved to approve no parking on either side of West Thomas Street from 17th Avenue to Cleveland Avenue. Seconded by McElhaney.

Per Thao, she will be voting no on items 9, 10, 11, and 12 to stay consistent on how she has been voting regarding Thomas Street.

There being a motion and a second, motion to approve no parking on either side of West Thomas Street from 17th Avenue to Cleveland Avenue passed 4-1 with Thao the dissenting vote.

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: January 9, 2020, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, McElhaney, Rasmussen, Lawrence, Thao

Also Present: Mayor Mielke, Lindman, Wesolowski, Buckner, Alfonso, Niksich, Sippel, Pergolski, Mohelnitzky, Abbiehl, Barr, Peckham, Chimel

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Discussion and possible action on No Parking on either side of East Thomas Street from Cleveland Avenue to Grand Avenue

Lawrence moved to approve no parking on either side of East Thomas Street from Cleveland Avenue to Grand Avenue. Rasmussen seconded and the motion carried 4-1 with Thao the dissenting vote.

AGENDA ITEM
Discussion and possible action on No Parking on either side of West Thomas Street from 17 th Avenue to Cleveland Avenue
BACKGROUND
The reconstruction of West Thomas Street included a bike lane with no parking on either side of West Thomas Street. Staff is proposing to amend Section 10.20.080 of the Municipal Code to reflect the no parking.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approving the no parking restriction
Staff contact: Allen Wesolowski 715-261-6762

AGENDA ITEM
Discussion and possible action on No Parking on either side of East Thomas Street from Cleveland Avenue to Grand Avenue
BACKGROUND
The reconstruction of East Thomas Street from Cleveland Avenue to the Wisconsin River Bridge included a bike lane with no parking on either side of East Thomas Street. Staff also discovered Section 10.20.080 of the Municipal Code does not recognize No Parking on East Thomas Street on the Wisconsin River Bridge or the section of East Thomas Street from Wisconsin River Bridge to Grand Avenue. Staff is proposing to amend Section 10.20.080 of the Municipal Code to reflect the no parking for the entire segment of East Thomas Street from Cleveland Avenue to Grand Avenue.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approving the no parking restriction.
Staff contact: Allen Wesolowski 715-261-6762

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**JOINT ORDINANCE OF THE CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE AND PLAN COMMISSION**

Annexing territory from the Town of Stettin to the City of Wausau

Kern – 4605 Stettin Drive

Committee Action: CISM Approved 3-0
Plan Comm. Approved 7-0

Ordinance Number: 497-20A

Fiscal Impact: Pursuant to state law, a payment will be made to the Town of Stettin for their tax share loss for a period of five years. This payment will be offset by the new taxes generated on the annexation.

File Number: 20-0115

Date Introduced: January 28, 2020

The Common Council of the City of Wausau do ordain as follows:

Section 1. Territory Annexed. In accordance with Chapter 66, Wisconsin Statutes, and the petition for direct annexation signed by Jeffrey Kern and Kathryn Kern, constituting 100 percent of the electors within and 100 percent of the owners of the land now located in the Town of Stettin, Marathon County, Wisconsin, and being a part of the Wausau School District, the following described land is hereby annexed to the City of Wausau:

Part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 29, Township 29 North, Range 7 East, Town of Stettin, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence East, along the South line of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, 329.81 feet to the Westerly line of the parcel described in Document No. 839577 recorded in the Office of Register of Deeds for Marathon County in Volume 412 of Micro-Records on Page 35, the point of beginning;

Thence continuing East, along said South line, 121.69 feet to the Easterly line of said parcel described in Document No. 832577; thence N 10°41' E, along said Easterly line, 316.84 feet to the Southerly right-of-way of Stettin Drive; thence continuing N 10°41' E, along said Easterly line extended Northerly, approximately 25 feet to the centerline of Stettin Drive and the existing boundary of the City of Wausau; thence Westerly, along said centerline, approximately 120 feet to said Westerly line of the parcel described in Document No. 832577, extended Northerly; thence S 10°41' W, along said Westerly line extended Northerly, approximately 25 feet to said Southerly right-of-way of Stettin Drive; thence continuing S 10°41' W, along said Westerly line, 350.03 feet to said South line of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, the point of beginning.

Section 2. Effect of Annexation. From and after the date of publication of this ordinance, the territory described in Section 1 shall be a part of the City of Wausau and remain a part of the Wausau School District for any and all purposes provided by law, and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Wausau, and governing the School District.

Section 3. Zoning Classifications. Zoning of the within real estate shall be pursuant to Section 23.04.040, Zoning of Annexed Lands, of the Wausau Municipal Code.

Section 4. Aldermanic District and Population of Annexed Area. The territory described in Section 1 of this ordinance is hereby made a part of the 9th Aldermanic District and the 50th Ward of the City of Wausau, subject to the ordinances, rules and regulations of the city, county, and state, governing districts.

The population of the annexed territory is two (2).

Section 5. The State of Wisconsin, Department of Administration, has favorably reviewed the annexation and found it not to be against the public interest.

Section 6. Agreement to Pay Town Taxes. The City shall pay to the Town of Stettin all necessary property taxes that are due and owing pursuant to the provisions of Section 66.0217(14) of the Wisconsin Statutes.

Section 7. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision or application.

Section 8. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: October 10, 2019, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Thao, McElhaney, Rasmussen (Gisselman was excused.)

Also Present: Lindman, Wesolowski, Buckner, Niksich

Discussion and possible action on petition for annexation – Kern, 4605 Stettin Drive (076-2907-294-0982, Town of Stettin)

Wesolowski indicated this petition was received this week. The Kern's have a failing septic system and would like to annex. Sewer and water was installed in Stettin Drive in 1993 or 1994. Assessments would be levied when annexed.

McElhaney moved to approve the petition for annexation of 4605 Stettin Drive. Rasmussen seconded and the motion carried unanimously 3-0.

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, October 15, 2019, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Robert Mielke, Eric Lindman, Ron Zahrt, Gary Gisselman, Patrick Peckham, Bruce Bohlken, Andrew Brueggeman

Others Present: Brad Lenz, Brad Sippel, Dave Desantis, William Hebert, Melissa Engen, Matt Woller, Tami Cummings, Allen Post, Andy Place, Bill Scholfield

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Mielke called the meeting to order at approximately 5:00 p.m. noting that a quorum was present.

Discussion and possible action on petition for annexation – Kern, 4605 Stettin Drive (076-2907-294-0982, Town of Stettin).

Lindman said that the property owner would like to annex into the city to get city water and sewer.

Peckham asked if they are eligible. Lindman answered that they are because the property borders the city.

Brueggeman motioned to approve the petition for annexation for Kern, 4605 Stettin Drive (076-2907-294-0982, Town of Stettin. Zahrt seconded, and the motion carried unanimously 7-0. This item will go to Common Council on November 12, 2019.

AGENDA ITEM
Discussion and possible action on petition for annexation – Kern, 4605 Stettin Drive (076-2907-294-0982, Town of Stettin)
BACKGROUND
The property owners at 4605 Stettin Drive have petitioned for annexation. The reason for the petition is to be eligible for municipal water and sewer service. The map of the property is attached.
FISCAL IMPACT
The City will pay the Town of Stettin, for a period of five years, an amount equal to the value of the town taxes received from the annexation area at the time the annexation petition is final.
STAFF RECOMMENDATION
Staff recommends approving the annexation.
Staff contact: Allen Wesolowski 715-261-6762

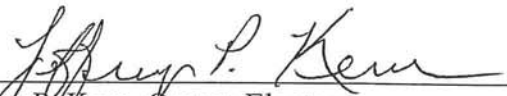
PETITION FOR ANNEXATION

The undersigned, constituting 100 percent of the owners and electors of the following-described territory located in the Town of Stettin, Marathon County, Wisconsin, lying contiguous to the City of Wausau, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached scale map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Wausau, Marathon County, Wisconsin:

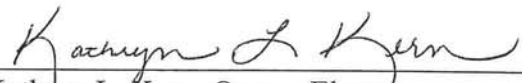
SEE ATTACHED MAP AND LEGAL DESCRIPTION

The current population of such territory is two (2).

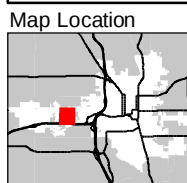
Dated this 9th day of October, 2019.



Jeffrey P. Kern, Owner-Elector
4605 Stettin Drive
Wausau WI 54401



Kathryn L. Kern, Owner-Elector
4605 Stettin Drive
Wausau WI 54401



ANNEXING TERRITORY FROM THE TOWN OF STETTIN

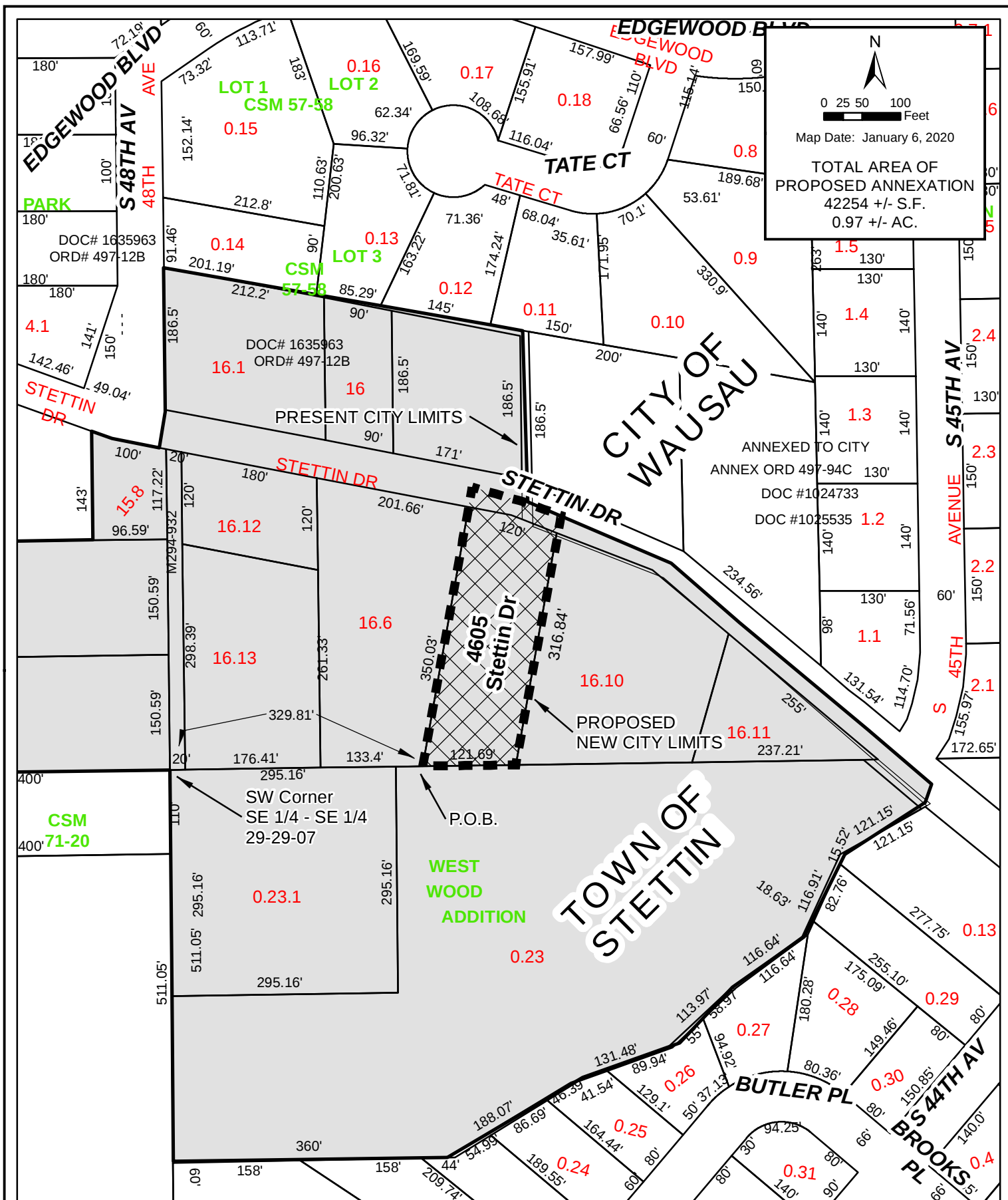
Legal Description for Proposed Annexation

Jeffrey P. Kern
Kathryn L. Kern
4605 Stettin Drive
076-2907-294-0982

Part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 29, Township 29 North, Range 7 East, Town of Stettin, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence East, along the South line of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, 329.81 feet to the point of beginning;

Thence N $10^{\circ}41'$ E, 350.03 feet to the Southerly right-of-way of Stettin Drive; thence S $74^{\circ}14'$ E, along said Southerly right-of-way, and along the existing boundary of the City of Wausau, 120 feet; thence S $10^{\circ}41'$ W, 316.84 feet to said South line of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence West, along said South line, 121.69 feet to the point of beginning.



CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE

Granting a planning option agreement to Merge, LLC for an additional one hundred twenty (120) days to complete planning and due diligence of redevelopment options on City-owned parcels at 120 Scott Street and 530 N. 2nd Street.

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 19-0705

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City has owned parcels at 120 Scott Street ad 530 N. 2nd Street as a key redevelopment opportunity in the heart of the City; and

WHEREAS, the City previously had a public Request for Proposal (RFP) process which resulted in a project not being selected by the City; and

WHEREAS, the Economic Development Committee approved the original 6 month planning option for Merge, LLC last year which the City was paid \$1,000 for, and the Committee now recommended an additional 120 days to the option be granted.

NOW THEREFORE BE IT RESOLVED the Common Council of the City of Wausau hereby authorizes the appropriate City staff to execute an amended option extending the planning option with Merge, LLC.

Approved:

Robert B. Mielke, Mayor

ECONOMIC DEVELOPMENT COMMITTEE

Date and Time: Tuesday, January 7, 2020 at 5:15 p.m., Council Chambers

Members Present: Neal, Gisselman, Peckham, Rasmussen and Martens

Others Present: Schock, Jacobson, Lenz, Marquardt, Mielke, Nutting and Van Krey

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.

The Economic Development Committee meeting was called to order by Neal at 5:16 p.m.

#4 Discussion and Possible Action on the extension of the Merge Development Planning Option for 120 Scott Street and associated parcels

Schock shared that conversations have been continuing with Merge and stakeholders of which Merge has requested a 120 day extension on the planning option for 120 Scott Street. Schock sees this as an appropriate request to allow them to finish up and put together a proposal. Neal asked if during their engagement with stakeholders if they have made sure to include all stakeholders of that area. He knows there is concern about the amount of parking which will need to be addressed. Rasmussen agreed that engaging stakeholders in a conversation in regards to parking is important. Gisselman would like to make sure that the need to construct a pedestrian bridge to the Dudley Tower is not forgotten during this process. Schock ensured that Merge has been engaging stakeholders in conversations including parking and that they are aware of the pedestrian bridge.

Motion by Peckham, second by Rasmussen to extend the planning option for 120 days.

Motion passed 5-0.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE

Approving the proposal by The Dam Place, their affiliates or assignees, for the sale and redevelopment of the former Westside Battery and L&S Printing properties at 401 and 415 South First Ave.

Committee Action: Approved 5-0

Fiscal Impact:

File Number: 20-0122

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

WHEREAS, the City previously acquired both the L&S Printing and Westside Battery properties to facilitate their redevelopment into a use more appropriate for the continued redevelopment of the east and west riverfront areas; and

WHEREAS, the City released a Request for Proposal (RFP) in 2017 and selected Urban Street Bistro for a proposed restaurant facility which was not finalized or a development agreement executed; and

WHEREAS, the City then re-RFP'd the site in October 2019 and received a proposal for a new restaurant use from the existing proprietors of the Sixth Street Filling Station which included the transfer of the property for \$1 but no additional financing support from the City.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau finds that the proposal is consistent with the objectives of Tax Increment District Number Eight which include:

- a. Eliminate blight and foster urban renewal through public and private investment.
- b. Enhance the development potential of private property within and adjacent to the District.
- c. Facilitate the relocation of land uses along the river that are no longer compatible to the economic restructuring of the River Edge Corridor.
- d. Further the objectives of the River Edge Trail Plan, Wausau MPO Bicycle and Pedestrian Plan and the Near West Side Master Plan.
- e. Improve the Housing Stock.

- f. Promote retention, expansion, and attraction through the development of an improved area, thereby facilitating the creation of new jobs and increased tax base.
- g. Increase per capita income in the community.
- h. Strengthen the economic well-being and economic diversity of the Central Business District.
- i. Improve infrastructure such as streets, parking facilities and streetscape that supports commercial district.
- j. Provide appropriate financial incentives to encourage business expansion.
- k. Reduce the financial risk to the taxpayer by timing the implementation of the Project Plan with the creation of additional property value through business expansions.
- l. Maximize the districts strategic location within the Central Business District and proximity to the Interstate Corridor.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Common Council of the City of Wausau hereby approves the proposal for the redevelopment of the properties consistent with the plan and proposal submitted, instructs the appropriate City staff to sign a development agreement in substantial conformance with the proposal, and complete the transfer of the property.

Approved:

Robert B. Mielke, Mayor

ECONOMIC DEVELOPMENT COMMITTEE

Date and Time: Tuesday, January 7, 2020 at 5:15 p.m., Council Chambers

Members Present: Neal, Gisselman, Peckham, Rasmussen and Martens

Others Present: Schock, Jacobson, Lenz, Marquardt, Mielke, Nutting and Van Krey

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.

The Economic Development Committee meeting was called to order by Neal at 5:16 p.m.

Discussion and Possible Action for the proposal received for L&S and Westside Battery properties- 415 South 1st Avenue

Schock indicated that the conversation has continued with the proposers and that they are amenable to amending their proposal to include a transfer of the property and working to secure financing without additional city support. Rasmussen is supportive of the amendment since it removes the city from the role as financier and could allow the project to move ahead more quickly.

Motion by Rasmussen, second by Martens to approve the proposal as stated.

Motion passed 5-0.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**RESOLUTION OF THE ECONOMIC DEVELOPMENT
AND FINANCE COMMITTEES**

Selecting Riverlife Wausau LLC (dba Ohde/Riveron/Viegut), and/or their affiliates or assignees, for the Riverlife Villages Phase 2 residential project and approving to sign development agreements and transfer real estate for a proposed condominium project.

Committee Action: ED: Approve 5-0
Fin: Approved 5-0

Fiscal Impact: \$485,000

File Number: 15-0708

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source: reverse TIF, 70% annually</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☒	<i>Amount: Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☒ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☒ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City of Wausau has a long track record of successful public-private partnerships to facilitate quality redevelopment activities that increase economic benefits to the City of Wausau and further economic development goals; and

WHEREAS, the City selected the proposal from Ohde/Riveron/Viegut for the existing Riverlife Villages Phase 1 project in May 2019 and reserved the option for the developer to propose a Phase 2 project; and

WHEREAS, the developer has proposed a condominium project consistent with the Riverlife Villages master plan which has been reviewed by the Economic Development and Finance Committees; and

WHEREAS, the Riverlife Villages master plan funded by Tax Increment District Number Three and Twelve established the following:

- That the Riverlife Villages project proposed for the East Riverfront Redevelopment Area would not occur without the financial assistance from the City of Wausau financed from Tax Increment

District Number Three and Twelve.

- That the financial assistance will be supported by a development agreement and other related documents signed by the chosen developer.
- That the development incentives such as loans and developer payments are eligible expenses under the tax increment financing laws.
- That the Riverlife Villages plan furthers the purposes of tax increment financing and the objectives of Tax Increment District Number Three and Twelve.
- That the development incentives were listed as project plan costs within the Tax Increment District Three and Twelve Project Plans.
- That the City's developer incentive to the developer is necessary and convenient to effectuate the purposes for which Tax Increment District Number Three and Twelve were created.
- That redevelopment of the East Riverfront Redevelopment Area is in the best interest of the City and its residents in accordance with the public purpose and conditions of applicable state and local laws and the standards under which the tax increment district was undertaken and implemented; and

NOW, THEREFORE, BE IT RESOLVED, that the Wausau Common Council selects Riverlife Wausau LLC (dba Ohde/Riveron/Viegut), and/or their affiliates or assignees, for the Riverlife Villages Phase 2 project; and

BE IT FURTHER RESOLVED, that the Mayor and other proper city officials are authorized and directed to execute development agreements and transfer real estate in substantial conformance with the plans presented and the term sheet herein; and

BE IT FURTHER RESOLVED, that the Wausau Common Council determines that the Tax Increment District findings from July 12th, 2016 and restated herein remain in effect and are necessary to effectively complete this phase of the project.

Approved:

Robert B. Mielke, Mayor

Riverlife Phase 2 Residential Term Sheet

The Developer will construct/cause the construction of a residential multifamily building with a minimum of \$5mil in construction value, subject to final zoning approval.

The Developer shall commence construction on the proposed residential multifamily building before May 31, 2021 and complete the project before June 30, 2022.

The City shall construct the remaining segments of the Fulton Street extension, associated parking and infrastructure based on a plan that is mutually-acceptable to the City Plan Commission and Developer.

The City shall provide 70% of available increment associated with the project annually until a maximum incentive total of \$485,000 is reached.

The City shall work collaboratively with the Developer to build a performance amphitheater facility adjacent to the site and the Developer shall fund and/or fundraise a portion of the construction costs to be determined by a plan approved by the Parks and Recreation Committee and the Developer.

The City shall transfer a parcel (to be surveyed) for \$1 to the developer.

ECONOMIC DEVELOPMENT COMMITTEE

Date and Time: Tuesday, January 7, 2020 at 5:15 p.m., Council Chambers

Members Present: Neal, Gisselman, Peckham, Rasmussen and Martens

Others Present: Schock, Jacobson, Lenz, Marquardt, Mielke, Nutting and Van Krey

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.

The Economic Development Committee meeting was called to order by Neal at 5:16 p.m.

Discussion and Possible Action on the term sheet for Riverlife Villages Phase 2 proposed residential development

The proposal for Riverlife Villages Phase 2 was accepted at the last Economic Development Committee meeting. The developer has hopes to start on construction this year if the term sheet is approved and the City will work on extending Fulton Street. The project will consist of a residential multifamily building and a performance amphitheater facility to be developed with input from the Parks and Recreation Committee.

Rasmussen commented on the unique design on the building which allows all units to have a view of the river. She appreciates that the developer has taken what the City has asked for and included those items in the plan.

Lou Larson, 904 S 21st Place, shared concern from his district regarding the amount of TIF money that is being poured into the downtown area and not into neighborhoods, specifically his on the west side. He would like to see a 5 year moratorium on TIF spending and more of that money to be invested back into neighborhoods, police department and other city services.

Peckham raised question about the funding for the performance amphitheater facility as the term sheet states that the developer shall fund and/or fundraise for this portion of the plan. He was under the impression that the developer was going to fund the project and wanted clarification.

Schock clarified that nothing had changed and that language was used to provide flexibility if it was needed if the Parks and Recreation Committee had specific requirements or desires with the facility that weren't accounted for.

Rasmussen recognized that this plan includes a reverse TID which demands results first and payment once those results are met. The developer fronts the cost and receives payment once the requirements have been met. She clarified that TID money can only be used in the district it is intended for and cannot be used in another district or for operational expenses.

Judith Miller, 903 Kickbusch St, asked for clarification on the comment that TID money could not be used in another district since it had been discussed in the past. Rasmussen clarified that money from a TID district could be used in that district and within half a mile of that district's boundaries.

Motion by Rasmussen, second by Martens to accept plan and move forward.

Motion passed 5-0.

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2020 @ 5:30 pm., Council Chambers

Members Present: Rasmussen, Smith, Martens, Nutting, Lawrence

Others Present: Groat, Barnes, Bliven, Barteck, Jacobson, Mielke, Kujawa, Lindman, Mohelnitzky, Schock, Stratz, Vanderboom, Neal, Goede

Discussion and possible action regarding terms of development agreement Riverlife Condos and related developer incentives

Rasmussen stated the ED Committee recommended approval of this plan, which is Phase II of Riverlife located south of the current area. Schock clarified this Phase II of Riverlife is south of Fulton Street and south of where the current building is under construction; it is between the current building and the Eye Clinic.

Smith questioned if there was a projected payback when the city will break even on its investment. Schock stated this project is not receiving a great deal of incentive. It has a minimum of \$5 million in construction value and its incentive is under 10% of that. He stated it is unknown what the property will assess for, but it will pay significant taxes fairly quickly. Groat noted it is in TID #3. *Discussion followed regarding affordable housing versus high-end housing.*

Motion by Nutting, second by Lawrence to approve the terms of development agreement Riverlife Condos and related developer incentives. Motion carried 5-0.

Riverlife Condos South End

Mitch Viegut Developer 715 571 2274



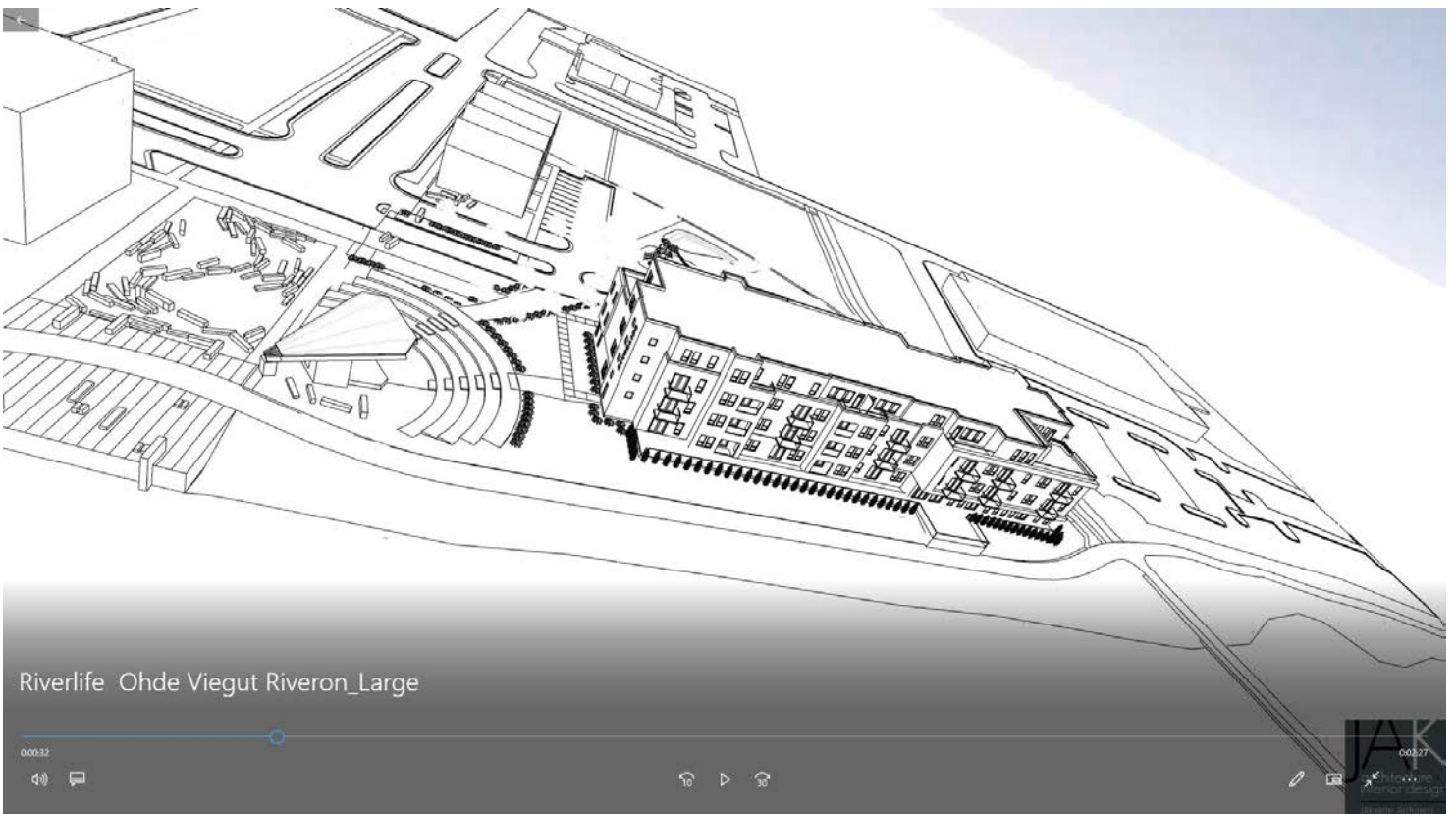
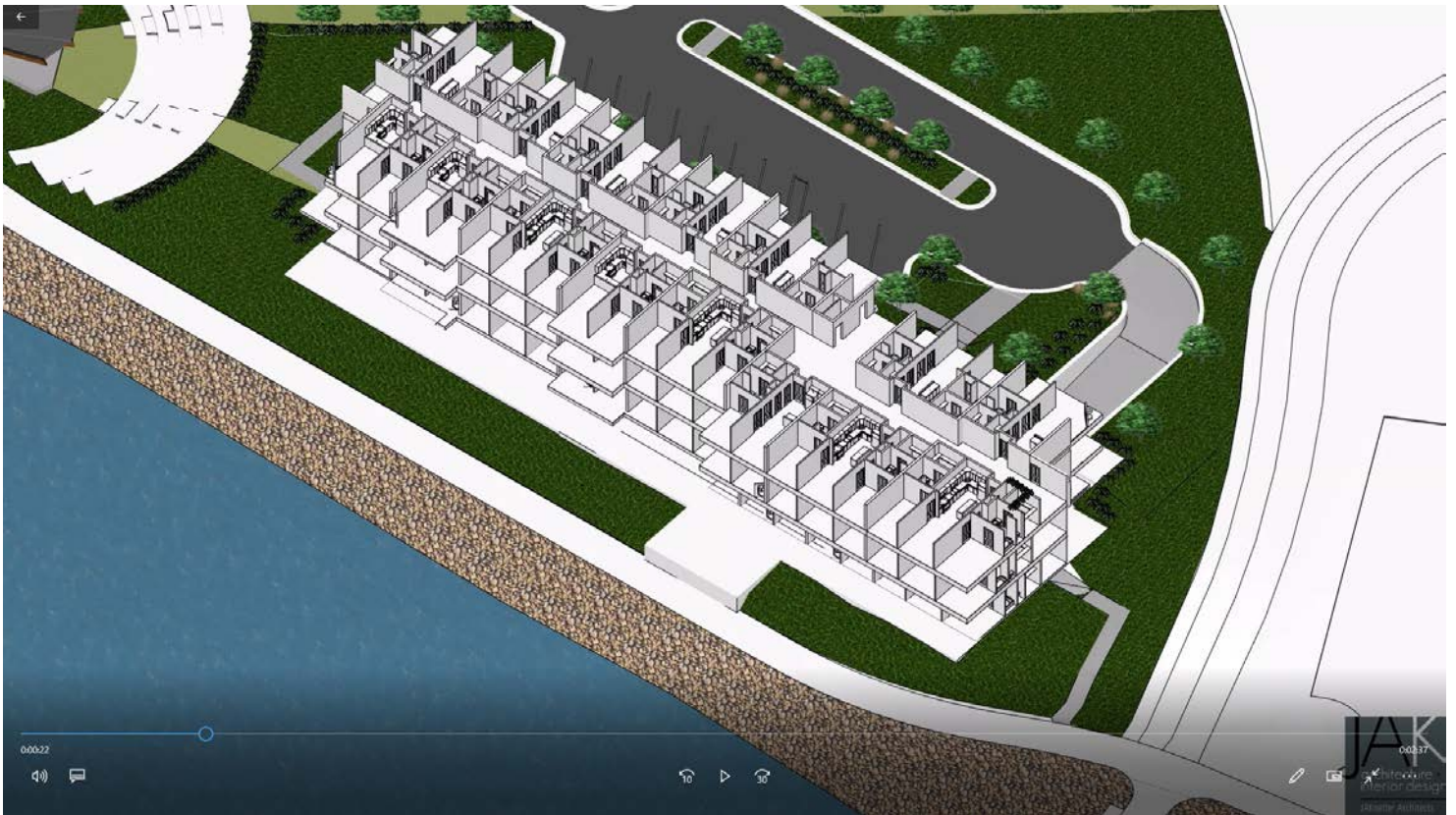
Riverlife Condos South End

Mitch Viegut Developer 715 571 2274



Riverlife Condos South End

Mitch Viegut Developer 715 571 2274



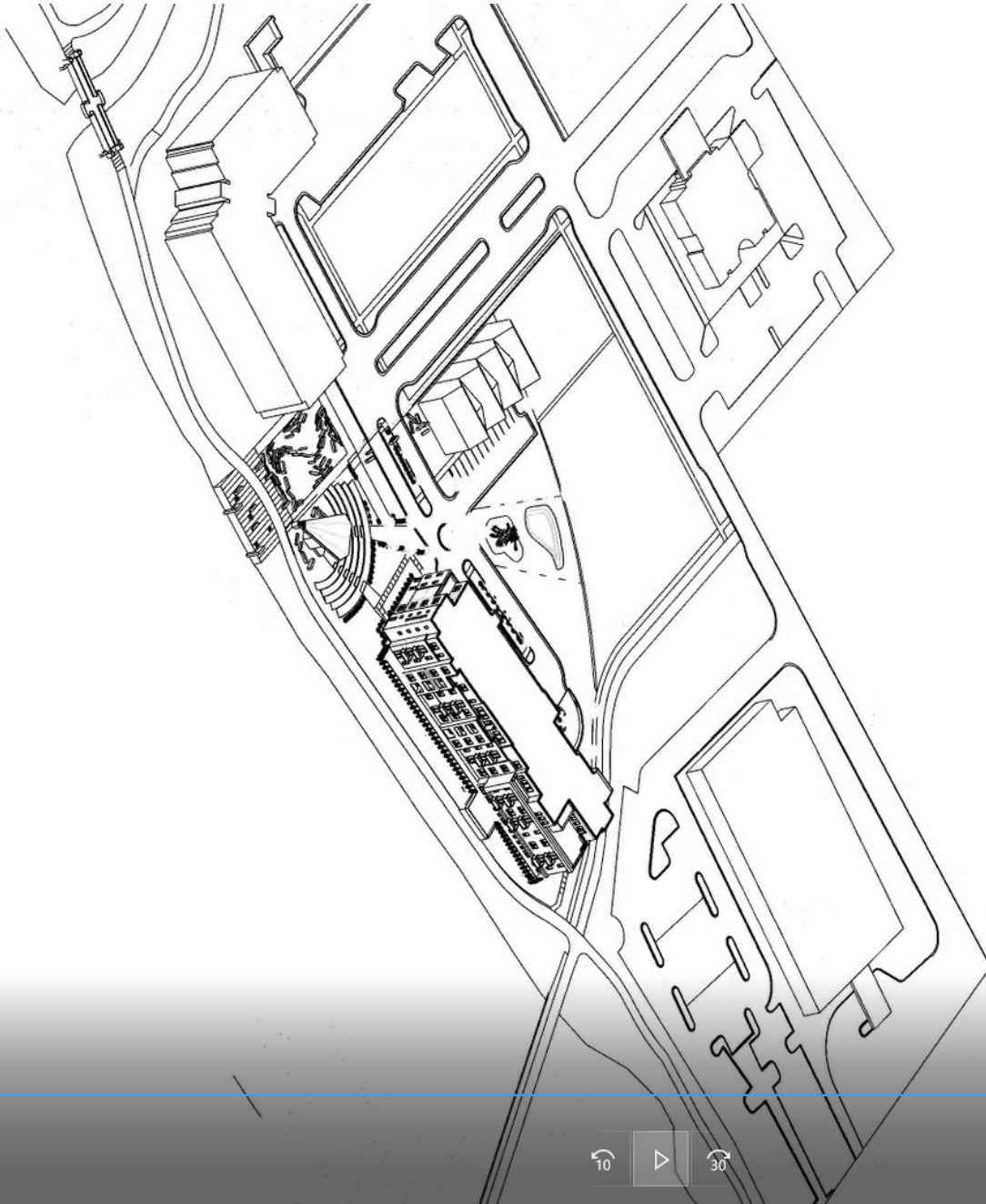
Riverlife Condos South End

Mitch Viegut Developer 715 571 2274



Riverlife Condos South End

Mitch Viegut Developer 715 571 2274



10 30



**River Life
Apartments
& Condos**

Riverlife - Ohde Viegut Riveron Large

001:50



10 30



CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2020 budget modification for North Riverfront Planning

Committee Action: Approved 5-0

Fiscal Impact: not to exceed \$9,000

File Number: 19-1109

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: TID #12</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☒	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☒	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☒ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☒ Funds on Hand ☐ Interfund Loan ☐</i>		

WHEREAS, the City would like to develop a unified site plan for the North Riverfront area; and

WHEREAS, the City has received 3 proposals from interest parties; and

WHEREAS, the plan would include infrastructure and parcelization for the North Riverfront area; and

WHEREAS, the project falls within Tax Increment District Number 12 which had unspent budgeted funds in 2019; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification as follows:

Increase: Professional Services TID 12 241-250092193 \$9,000

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above and publish the budget modification in the official city newspaper.

Approved:

Robert B Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2020 @ 5:30 pm., Council Chambers

Members Present: Rasmussen, Smith, Martens, Nutting, Lawrence

Others Present: Groat, Barnes, Bliven, Barteck, Jacobson, Mielke, Kujawa, Lindman, Mohelnitzky, Schock, Stratz, Vanderboom, Neal, Goede

Discussion and possible action regarding sole source purchase planning services North Riverfront and related budget modification

Smith asked for clarification on what they were actually voting on. Chris Schock explained this was in reference to the North Riverfront, which is the area north of Wausau Avenue, a separate item from the Riverlife Development. It is the Great Lakes Cheese facility, for which three proposals were received, including two commercial users and a residential user. The ED Committee felt it might be valuable to hire a professional planning and engineering firm to work with the three proposers and staff to come up with a site plan. This is being called a unifying plan that unifies together the three proposals rather than selecting one of the proposals and not the others. He indicated from a staff perspective, they felt there was opportunity to incorporate all three interested parties into this large site. The work that needs to be done is to plan and layout where the roads, stormwater, parking facilities, and future utility corridors will go, as well as how the different users will be placed on their sites. He stated the request was for up to \$9,000. Motion by Lawrence, second by Martens to approve the sole source purchase and related budget modification for planning services North Riverfront. Motion carried 5-0.



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

☐

Ongoing Sole Source – 365 days

☒

One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

The City would like to develop a unified site plan for the North Riverfront area following proposals from at least 3 interested parties- this plan needs to be developed by a firm with the requisite professional skills, knowledge of the area, and the City's ongoing redevelopment strategy. There are just a few professional service firms who would meet this need.

2. Provide a brief description of the intended application for the service or goods to be purchased.

An engineered site plan including infrastructure and parcelization of the North Riverfront area.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

There are limited firms with the knowledge and skills to complete the plan, we expect to reach out to those firms and choose a firm who can complete it in a timely fashion.

4. Describe your efforts to identify other vendors to furnish the product or services.

City staff will contact qualified professional engineering and planning firms who are knowledgeable of the Wausau riverfront and have the skillset to complete the plan.

5. How did you determine that the sole source vendor's price was reasonable?

We expect this plan not to exceed \$9,000.

6. Which of the following best describes this sole source procurement? Select all that apply.

- ☒ Product or vendor is uniquely qualified with capability not found elsewhere.
- ☐ Urgency due to public safety, serious financial injury or other. (explain)
- ☐ The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- ☐ Lack of acceptable quotes or bids.
- ☐ Product compatibility or the standardization of a product.
- ☐ Continuation of a phased project.
- ☐ Proposal development is uneconomical.

Department: Community Development

Preparer: C. Schock

Vendor Name: TBD

Expected amount of purchase or contract: \$5000

Department Head Signature:

Date:

Finance Director Signature:

Date:

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE FINANCE COMMITTEE

Opposing legislation that limits municipal Tax Increment District powers

Committee Action: Approved 4-1

Fiscal Impact: Legislative resolution no fiscal impact

File Number: 20-0121

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, 2019 Senate Bill 560 proposes a number of changes to the tax increment statutes which would limit municipal powers; and

WHEREAS, the changes will include financial constraints on cash grants provided to developers and requiring unanimous Joint Review Board approval on TID amendments that add territory or extend the termination date; and

WHEREAS, Tax Increment Financing is one of the limited tools the City has to redevelop and attract new development in the community; and

WHEREAS, the existing statutes provide appropriate checks and balances in developer grants and TID creation and modification; and

WHEREAS, your Finance Committee has reviewed the proposed legislation and recommends City officials go on record opposing this proposed legislation

NOW THEREFORE BE IT RESOLVED, that proper city officials submit this resolution to our

state representatives opposing this legislation.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2020 @ 5:30 pm., Council Chambers

Members Present: Rasmussen, Smith, Martens, Nutting, Lawrence

Others Present: Groat, Barnes, Bliven, Barteck, Jacobson, Mielke, Kujawa, Lindman, Mohelnitzky, Schock, Stratz, Vanderboom, Neal, Goede

Discussion and possible action opposing SB 560 limiting Tax Increment Districts

Rasmussen stated we get a newsletter every month from the Wisconsin League of Municipalities which tracks the legislative things happening in Madison that cities might be interested in. She felt this is one of those things because it makes changes to how TID financing works and to some of the requirements for us to locally manage our tax increment districts. She felt there were a couple of troubling caveats in it. The regulations that cities must go through to manage TID's per the mapping and the Joint Review Board are already fairly stringent. This bill would require a unanimous vote, not a majority vote, of any Joint Review Board to either increase the size of a TID or extend its life. This would be statewide and have far reaching impacts for cities like Wausau and many others that would be forced to seek that unanimous vote to increase a TID or extend the life. Sometimes activity like that can completely change the success of a TID and the revenue stream that comes from it.

Groat felt that creating a higher threshold for approval for the Joint Review Board seems unreasonable. There are checks and balances for our developer agreements because we have to provide that to the Joint Review Board through the Project Plan, so they are able to review our desire to give developer incentives as part of their approval.

Smith indicated he would not support a resolution opposing this because he felt we need to do a better job of managing the TID's or the state would not be bringing this forward.

Rasmussen responded our financial planners each year state that we are doing a good job of managing our TIDs and are in a good financial situation because of that management. She commented we know that there are municipalities throughout the state that don't do that good of job but she did not believe Wausau was among them. The city utilizes TIDs as a development tool, but she did not believe they use it irresponsibly.

Lawrence stated you need to increase your tax base and use whatever tool the state lets you have. She pointed out we don't have sales tax or wheel tax and the state has limited what can be done with room tax. She believed the TIDs in the city were managed well and it is the only tool we have.

Motion by Lawrence, second by Nutting to approve the resolution opposing SB 560 limiting Tax Increment Districts. Motion carried 4-1. (*Smith was the dissenting vote.*)

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Reclassifying the Police Department Administrative Assistant II position to Administrative Assistant III.

Committee Action: Approved 5-0

Fiscal Impact: \$2500

File Number: 20-0112

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☒	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐	No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐			

RESOLUTION

WHEREAS, the Police Department currently has position authority for one Administrative Assistant IV, one Administrative Assistant III, and four full and less than full time Administrative Assistant II; and

WHEREAS, the Police Department has recently revised the responsibilities and job description of the Administrative Assistant III position; and

WHEREAS, in light of this job description revision the current Administrative Assistant III has requested a voluntary demotion to Administrative Assistant II; and

WHEREAS, the Police Department would like to grant this voluntary demotion without exceeding its position authority while ensuring the Administrative Assistant III job duties are completed; and

WHEREAS, your Human Resources Department recommends the reclassification of a less than full time Administrative II position to a less than full time Administrative III position;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the Police Department Administrative Assistant II position be reclassified to Administrative Assistant III.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Reclassifying an Administrative Assistant II Position in the Police Department to an Administrative Assistant III.

Vanderboom explained that the Police Department revised the duties of the Police Department Administrative Assistant III position resulting in an expansion of duties, and the current incumbent has requested a demotion. In order to grant the demotion request and keep an Administrative Assistant III without exceeding the number of positions the department is approved for, the proposal is to reclassify one less than full-time Administrative Assistant II position to Administrative Assistant III position.

Deputy Chief Barnes said that the request of the department is to move the Administrative Assistant III into an Administrative Assistant III position and move an Administrative Assistant II into an Administrative III position without creating another position.

Motion by Neal to approve reclassifying an Administrative Assistant II position in the Police Department to an Administrative Assistant III. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Reclassifying an Administrative Assistant II position in the Police Department to Administrative Assistant III.
Background
The Police Department has revised the Administrative Assistant III, revising the responsibilities for this position. Attached, please find a copy of the updated responsibilities for this position. The current incumbent in the Administrative Assistant III position has requested a voluntary demotion to Administrative Assistant II. While the Department is supportive of that request, without a vacant full-time Administrative II position, this demotion request cannot be granted without exceeding their position authority or forfeiting Administrative III duties. To accommodate this request and meet department needs, we are requesting the reclassification of a less than full time Administrative Assistant II position to Administrative Assistant III. This will allow the department to accommodate a long-tenured employee while meeting department needs.
Fiscal Impact
No budget modification needed. 2020 increase of \$2500 to allow for a step increase for the reclassified employee.
Staff Recommendation
Approve the reclassification request, including a compensation adjustment for the incumbent.
Staff contact: Toni Vanderboom (715)261-6634



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Memo: Reclassification of Administrative Assistant II position to Administrative Assistant III

To: Human Resources and Finance Committees

Background:

The Wausau Police Department currently has authorization for one Administrative Assistant III position, one 40 hour per week Administrative Assistant II position, one 32 hour per week Administrative Assistant II position, and two part time Administrative Assistant II positions (20 hours per week and 28 hours per week).

Due to the ever increasing needs of the organization and the complexity of the work performed by our team of Administrative Assistants, the job description of the Administrative Assistant III position was updated. Additional responsibilities were added to include payroll, open records request decision authorization, parking dispute authority, and training and leadership in records management. Please see attached revised Administrative Assistant III job description.

Our current employee in the Administrative Assistant III position has requested to demote herself to Administrative Assistant II, due to her desire to not take on the additional responsibilities.

Our current Administrative Assistant II (32 hours per week), Jennifer Friday, is currently performing the duties outlined in our new Administrative Assistant III job description, and has a desire to be reclassified as an Administrative Assistant III.

Request:

The Wausau Police Department would like Jennifer Friday reclassified as an Administrative Assistant III. In the future should we experience an opening on our Administrative Assistant team, our intention would be to adjust Jennifer Friday's weekly hours to 40 and adjust the replacement hired employees hours accordingly.

Financial Impact:

Jennifer Friday's hourly wage would increase approximately five percent with associated benefits costs. We estimate the five percent to be \$2,200 in salary. The Wausau PD is confident in our ability absorb the additional cost in our 2020 authorized budget.

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Attachments:

Administrative Assistant II job description

Updated Administrative Assistant III job description

Side by side comparison of the Administrative Assistant II and III responsibilities

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

Updated Job Descriptions as of September 2019

Essential Duties and Responsibilities between Administrative Assistant II & III

II

III

1	Support a complex County wide Records Management System (RMS). Manages routing records through the RMS system.		X
2	RMS - Process various reports into Police RMS. Verify officers' accuracy on entry, update moderately complex data, and transmit information. Transmit reports to the District Attorney, Social Services, Probation/Parole, Probate, and SIU departments.	X	X
3	Trainer for new and updated software such as RMS, Wisconsin Incident-Based Reporting System (WIBRS), Traffic Reporting Accident Citation System (TraCS), etc. Responsible for troubleshooting problems and providing solutions.		X
4	WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.	X	X
5	TraCS - Process Daily Traffic Reporting Accident Citation System (TraCS) reports. Including citations, warnings, and accident reports. Image data, transmit, archive, post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.	X	X
6	Provides technical & clerical support to department personnel. Independently prepares reports from RMS, Computer Aided Dispatch (CAD), TraCS, & Parking.		X
7	Open Records - Receives, deciphers, and responds to Open Record Requests. Redacts reports in compliance with Open Records Laws and DPPA guidelines.	X	X
8	Assistant Records Custodian. Receives, deciphers, and responds to Open Record Requests. Makes decisions regarding redactions or release of records in compliance with Open Records Laws, DPPA guidelines, and other laws. Includes the preparation and release of body camera and squad videos.		X
9	Mentor & Team Leader for the Records staff. Responsible for training & mentoring records personnel.		X
10	Assistant to Office Manager. Authorized to make decisions in the Office Managers absence.		X
11	Confidential Assistant to the Police Chief and Deputy Chief & maintain minutes for confidential meetings		X
12	Organize, maintain, and facilitate compliance of Federal & State Forfeitures.		X
13	Grants – Responsible for grant reporting.		X
14	Parking Tickets – Responsible for parking ticket disputes including communication with citizens, reviewing the facts of the dispute, and makes decisions regarding voiding/non-voiding of parking citations.		X
15	Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an Officer, or if their problem is civil in nature. Communicates with Marathon County Dispatch to coordinate Officer's timely response to the Police Department for customer complaints. Advise customers on various City services.	X	X
16	Assists with department budget preparation and processes department payroll. Creates invoices and processes department payments.		X
17	Maintain the office supply inventory, including ordering new supplies.		X
18	Maintain minutes for various department meetings.	X	X

19	TIME - Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.	X	X
20	CAD - Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.	X	X
21	Fingerprinting - Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.	X	X
22	Cash Drawer. Responsible for receiving cash from customers, balancing the money drawer and sending the deposit to City Hall.	X	X
23	Electronic Media - Maintains the department's case photos, squad videos, and interviews. Verifies the right classification and documents the media to police reports.	X	X
24	Juvenile Violations - Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters, including Juvenile Referrals.	X	X
25	Parking Tickets - Process Parking Ticket Disputes. Prepare disputes for review, update tickets, & processes notification letters.	X	X
26	Training Records - Maintains the departments training records	X	
27	Jail List - Prepares daily 'Jail list' and insures processing of arrest records to prosecutors	X	X
28	Publications - Collects and compiles items for monthly News Letter and Annual Report	X	X
29	OWI Arrests - Compiles and distributes paperwork for OWI arrests according to Department of Transportation regulations.	X	X
30	Website - Maintains the Police Department's website	X	X
31	Type and prepare a wide variety of documents, correspondence and memos routine to matters covered by departmental procedures and practices.	X	X
32	Prepares Body Cameras and Squad videos for open records	X	X
33	AP & AR - processes accounts payable vendor invoices for payment and Accounts Receivable invoices for customers.	X	X
34	Assists Officers, participates in meetings, attends training, and performs other duties as assigned.	X	X



JOB DESCRIPTION

Administrative Assistant II

Job Title:	Administrative Assistant II	Reports To:	Administrative Assistant IV
Department:	Police	FLSA Status:	Non Exempt
Division:	Administration	EEO Code:	6-Administrative Support
Salary Grade:	20	Occupational Code:	0007
Employee Group:	General Employee	Training Category:	D-Staff
Created:	September 2016	Last Revision:	June 2018

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Some of these duties may be specific to one or another within the department. Each will also act as back up and support to other Customer Service Representatives in the department.

These positions will provide advanced and semi-routine administrative duties which involve dealing directly with employees or citizens.

Essential Duties and Responsibilities

1. Process various reports to include Records Management System (RMS) reports. Verify officers' accuracy on entry, update moderately complex data, and transmit information. Distributes reports to the District Attorney, Social Services, Probation/Parole, Probate, and SIU departments.
2. Process Daily Traffic Reporting Accident Citation System (TraCS) reports. Including citations, warnings, and accident reports. Image data, transmit, archive, post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.
3. Primary Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an Officer, or if their problem is civil in nature. If it is in fact a civil matter, direct them to the proper agency. Works closely with Marathon County Dispatch to coordinate Officer's timely response to the Police Department for customer complaints.
4. Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.
5. Assign Uniform Crime Reporting (UCR) codes to reports. Review and interpret information and apply specific 'codes' to reportable offenses in accordance with UCR standards.
6. Compile information for various UCR state reporting and submit to appropriate agencies.
7. Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.
8. Maintains the department's case photos, squad videos, and interviews. Verifies the right classification and documents the media to police reports.
9. Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters and submitting to juvenile court for prosecution. Prepares juvenile referral forms.
10. Prepares daily "Jail List" and ensures proper processing of arrest records to prosecutors.

See attached

11. Compiles and distributes paperwork for OWI arrests according to Department of Transportation regulations.
12. Receives, deciphers, and responds to Open Record Requests. Redacts reports in compliance with Open Records Laws and DPPA guidelines. Prepares body cameras and squad videos for Open Record Requests.
13. Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.
14. Responsible for receiving cash from customers, balancing the money drawer and sending the deposit to City Hall. Process accounts payable invoices and accounts receivable invoices for customers.
15. Process Parking Ticket Disputes. Prepare disputes for review, update tickets, & processes notification letters.
16. Maintain department training records and the police department's website.
17. Takes minutes for various meetings. Provides clerical assistance to officers, participates in various meetings, and attends training.
18. Collects and compiles items for monthly newsletter and annual report.
19. Performs other duties as assigned.

Education and Experience Requirements

High school diploma or equivalent and one to three years increasingly responsible clerical experience. Cash collection & positive customer service experience is necessary for this position. Associate's Degree in secretarial science or directly related field is preferred.

Must be able to become certified to fingerprint customers.

Knowledge, Skills and Abilities

MS Word – Intermediate

Excel and PowerPoint – Basic

Proficient User of software programs specific to the departmental functions.

- Maintains a pleasant, courteous and dignified manner when communicating
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiates measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Minimal physical demand with minimal exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

5. WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.

Administrative Assistant III

Purpose of the Position

The purpose of this classification is to perform advanced administrative duties which involve dealing with, technology systems, employees, and citizens. This position will also serve as confidential administrative support for the Chief and Deputy Chief.

Essential Duties and Responsibilities

- Support a complex County wide Records Management System (RMS). Manages routing records through the RMS system.
- RMS - Process various reports into police RMS. Verify report accuracy, update moderately complex data, and transmit information. Distributes reports to the District Attorney, Social Services, Probation/Parole, Probate, Special Investigations Unit (SIU), and other appropriate agencies.
- Trainer for new and updated software such as RMS, Wisconsin Incident-Based Reporting System (WIBRS), Traffic Reporting Accident Citation System (TraCS), etc. Responsible for troubleshooting problems and providing solutions.
- WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.
- TraCS - Process Traffic Reporting Accident Citation System (TraCS) reports including citations, warnings, and accident reports. Image, transmit, archive data, and post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.
- Provides technical & clerical support to department personnel. Independently prepares reports from RMS, Computer Aided Dispatch (CAD), TraCS, & Parking.
- Assistant Records Custodian. Receives, deciphers and responds to Open Records Requests. Makes decisions regarding redactions or release of records in compliance with Open Records, Driver's Privacy Protection Act (DPPA), and other laws. Includes the preparation and release of body camera and squad videos.
- Mentor & Team Leader for the Records staff. Responsible for training & mentoring records personnel.
- Assistant to Office Manager. Authorized to make decisions in the Office Manager's absence.
- Confidential Assistant to the Police Chief and Deputy Chief.
- Organize, maintain, and facilitate compliance of Federal & State Forfeitures.
- Grants – Responsible for grant reporting.
- Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an officer, or if their problem is civil in nature. Communicates with Marathon County Dispatch to coordinate officer's timely response to the police department for customers. Advise customers on the various City services.
- Assists with department budget preparation and processes department payroll. Creates invoices and processes department payments.
- Maintain the office supply inventory, including ordering new supplies.
- Cash Drawer. Responsible for receiving payments and applying funds to appropriate accounts, balances the money drawer and facilitates the deposit to City Hall.
- Parking Tickets – Responsible for parking ticket disputes including communication with citizens, reviewing the facts of the dispute, and makes decisions regarding voiding/non-voiding of parking citations.
- Maintain minutes for department meetings.
- Website – Responsible for department's website.

Additional Duties and Responsibilities

- TIME – Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.

- Fingerprinting. Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.
- Electronic Media – Maintains the departments case photos, squad videos, and interviews. Verifies the classification and documents the media.
- Juvenile Violations. Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters and submitting to juvenile court for prosecution. Prepares juvenile referral forms.
- Jail List. Prepares daily 'Jail List' and insures proper processing of arrest records to prosecutors.
- OWI arrests - Compiles and distributes paperwork for Operating While Intoxicated (OWI) arrests according to Department of Transportation regulations.
- CAD - Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.
- Assists officers, participates in various meetings, and attends training and other duties as assigned

Education and Experience Requirements

High school diploma or equivalent and at least 4-6 years increasingly responsible clerical experience supplemented by advanced coursework in secretarial science or any combination of training and experience which provides the knowledge, skills and abilities to perform the job. Positive customer service experience is necessary for this position.

Knowledge, Skills and Abilities

MS Word – Intermediate

Excel and PowerPoint – Intermediate

Proficient User of software programs specific to the departmental functions.

- Maintains a pleasant, courteous and dignified manner when communicating
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, and differentiates measure and sort information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving increase of staffing levels of the Wastewater Plant Maintenance Mechanic and Sewer Maintainer by one.

Committee Action: Approve 5-0

Fiscal Impact: None

File Number: 20-0119

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☐	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐	No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>			

RESOLUTION

WHEREAS, the Wausau Waterworks commission approved the addition of one full time staff person to the positions of Plant Maintenance Mechanic and Sewer Maintainer; and

WHEREAS, the funding for these position increases have been included in the 2020 budget; and

WHEREAS, your Human Resources Committee recommends approving the increase of staffing levels for the positons of Plant Maintenance Mechanic and Sewer Maintainer; and

BE IT RESOLVED, by the Common Council of the City of Wausau to increase staffing levels of Plant Maintenance Mechanic by 1 FTE and to increase staffing levels of Sewer Maintainer by 1 FTE.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

**Discussion and Possible Action Increasing Staffing Levels for Wastewater Plant Maintenance
Mechanic and Sewer Maintainer.**

Vanderboom said that the 2020 budget included adding one additional Wastewater Plant Maintenance Mechanic and one additional Sewer Maintainer. This item was approved by the Water Works Commission and was included in the 2020 budget, therefore no budget modification would be needed.

Motion by Neal to approve increasing staffing levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Increasing Staffing Levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer
Background
The Wausau Waterworks Commission has approved adding one full time staff person to the positions of Plant Maintenance Mechanic and Sewer Maintainer. The funding for these position increases have been included in the 2020 budget.
Fiscal Impact
No budget modification needed.
Staff Recommendation
Approve the increase in staffing levels. This will result in one additional Sewer Maintainer and one additional Plant Maintenance Mechanic.
Staff contact: Eric Lindman (715-261-6745)

Department of Public Works



Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Human Resource Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: January 13, 2020

SUBJECT: DPWU Addition of Two Wastewater Employees

The Wausau Waterworks Commission has approved adding two FTE's within the wastewater utility. The two positions are:

1. Plant Maintenance Mechanic
2. Sewer Maintainer

These two positions were approved at the August 2019 Wausau Waterworks Commission and the funding for the positions was included in the 2020 operating budget for the utility. The two positions mentioned above are coming forward to HR as we would like to advertise for these positions as soon as possible. We have upcoming retirements this spring and it is important we fill these positions.

The current structure of the utility is very "flat" meaning that the superintendent is essentially responsible for all supervision and employee evaluations, this is not a good structure for labor force employees. In order to be successful the organization needs to be set up so employees are supervised by positions who manage/direct their day to day activities. In addition, it is very difficult for one employee to supervise over 10 employees in this type of environment. The revised DPWU Organizational Chart is proposed to be brought to HR at the next meeting for review and approval. HR is currently in the process of having some of the proposed positions classified at which time we will be able to finalize all aspects of the proposed changes to the organization for your review.



Minutes of August 6, 2019

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 6, 2019. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on August 1, 2019.

Members present: President Mielke, Commissioners Herbst, Rebman.

Others present: Eric Lindman, Dave Erickson, Scott Boers, Valerie Swanborg, Steve Opatik/Becher Hoppe.

1) Approve Minutes of the June 25, 2019 Meeting.

Rebman moved to approve the minutes of the June 25, 2019 meeting. Seconded by Herbst and the motion carried 3-0.

2) Director's Report on Utility Operations.

Lindman advised we moved the utility financial reports to the director's report so everyone can review them.

3) Discussion and Possible Action to Recommend Purchase of New Pickup for the Water Utility.

Boers advised we'd like to accept the quote for the lowest price which is through Ewald Chevy for \$25,179.00. We received verbal quotes from local dealers Kocourek and Fred Mueller but they chose not to send in a quote through the RFP.

Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

4) Discussion and Possible Action for Sole Source Authorization for Rehab and Repair Work at Well 11.

Boers explained that this well has a history of coming back positive for coliform bacteria. We did get a positive sample this year as well as E. coli positives. We did sole source with Municipal Well to take the well apart and camera the bore hole to see if we could identify what is causing the issues. They did not find anything that stood out. They did recommend that a good cleaning might help but there is no guarantee. The pricing is for cleaning of the well and fixing the pump for worn parts before it goes back into the ground. Rebman asked if this will solve the problem. Boers advised there are no guarantees. Mielke stated that we know what will happen if we do nothing. Boers agreed, if we do nothing the bacteria is going to stay there, so this is one option. There are some theories as to where the bacteria is coming from. Due to the river being drawn down, if that well was under the influence of surface water the lowering of the river could be causing the well to be drawing water from a different source or area.

We'll try this and see if it cleans it up. If not, we'll have to consult with the DNR and see what we have to do moving forward. .

Mielke stated we don't have a choice.

Motion by Herbst to approve the sole source authorization. Seconded by Rebman. Motion carried 3-0.

5) Discussion and Possible Action for Biannual Well Rehabilitation Program for Wells 3 and 7.

Boers advised that wells 3 and 7 were treated 2 years ago for iron and manganese fouling, we acidized the wells and pumped CO2 into them. Last year they started failing again. Talking to a couple of hydrologists, they thought that it could have been that they cleaned out in the aquifer and we were getting some residual coming in that was out there for many years and didn't get cleaned up last time. We treated them last year, again this past January and just recently. The old theory was to wait until a well failed before treating it but with the price of chemicals, labor and equipment that's involved they are recommending more periodic treatments. These 2 wells have the equipment installed to do the chemical treatments, pumping of CO2 and to acidize them. Our thoughts were that we could possibly do a 6 month program and see if a periodic treatment program would be economically beneficial or if we should continue to run the wells until they start showing failure and then treat them. Well 3 is our worst well with the highest iron and manganese. This will just be an exercise to see if this would be a better system than what we've been doing.

Mielke asked what the cost is. Boers advised approximately \$17,000.00 every 6 months for the biannual treatment or it would be \$17,000.00 one year and \$34,000.00 the next year for both wells.

Motion by Rebman to approve the biannual treatment program. Seconded by Herbst. Motion carried 3-0.

6) Discussion and Possible Action on Amendment #4 to the Clark Dietz Professional Services Agreement.

Lindman advised we've been working with Clark Dietz on the Industrial Park lift station for the addition and replacement of the pumps as well as some piping work. One of the items is a generator that we would like to replace to accommodate the new larger pumps that we've been putting in. We'd like to reuse the current generator and determine if its current size is adequate to be used for another one of our lift stations and see if it's going to work at another location. If it is, they will put some bids together to have it moved rather than scrapping it. The cost for sizing, drawings and specifications would be \$15,900.00 and would be an amendment to the current contract. The thought is to use it at the Cherry Street lift station and reusing what we have is the less expensive option.

Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

7) Discussion and Possible Action on the 2020 Capital Improvement Proposed Budget.

Lindman advised at the last meeting we had brought forward the capital improvement budget. We've made some adjustments since then through some conversations that we've had with Ehlers. This is the proposed budget which we had sent to Ehlers, they are the financial group that we've hired to prepare a budget plan for us moving forward. They are going to talk to the commission at the August 27th water commission meeting and present some ideas and what their recommendations are for the utility moving forward. They are going to use this capital budget as we've reduced some of the costs for borrowing. He thinks we have our priorities pretty well set and this does include the borrowing for both plant facilities over the

next couple of years as well.

Mielke asked if we needed approval or if this was just up for discussion. Lindman stated it's up to the commission. We don't need approval right now but wanted to present it again because we did make adjustments to reduce the borrowing. We could hold off on approval until the August 27th meeting, after we've heard from Ehlers. Rebman and Herbst agreed that would be a good idea.

Rebman suggested this be tabled until the next meeting.

8) Discussion and Possible Action on the Revised Organizational Chart and Personnel Structure.

Lindman advised this has come up a couple times over the last year and a half. We did have the wage study that has now been implemented. Lindman, Boers and Erickson have been working with Human Resources and they feel on the utility side, this is the structure to implement for success. We would be adding 2 personnel on the drinking water side and 2 personnel on the wastewater side. Lindman stated that he has been talking to some of the other utilities not only in Wisconsin but around the country at different conferences on how they structure. He's gotten some good ideas and some are much larger than ours but when you look at the crews on the street/labor force versus administrative staff, we've tried to break that up and make sure we have adequate supervision for the crews on the street, someone that can make immediate decisions. We also need assistance on the administrative side with the large projects coming up. We would like approval to move forward with adding two new positions moving forward as the budget allows and implement the proposed organizational chart.

Mielke stated that this is something that needed to be done and has already been done within some other departments as well.

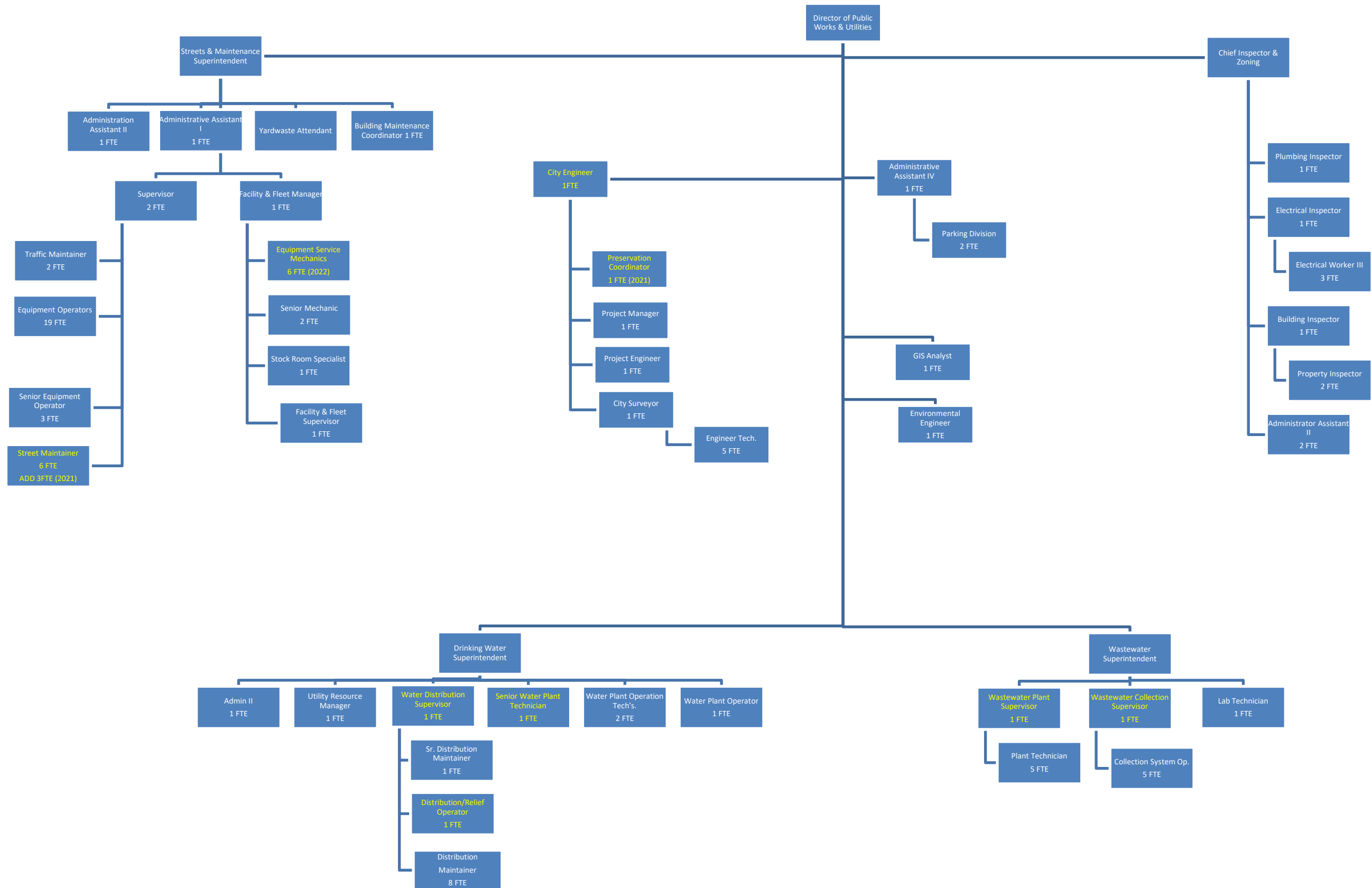
Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

9) Presentation of Plaque for Sam Rebman's 27 Years of Service to the Utility and the City of Wausau.

On the behalf of the City of Wausau, Mielke presented Sam Rebman with a plaque and gift card in recognition of his 27 years of service to the Wausau Water Works Commission and the Water and Sewer Utility. Rebman reminisced about his time during these years and expressed his appreciation to the entire staff. For the record: Sam your dedication to the City and the Utility over the years is appreciated, we all wish you the very best.

10) Adjourn.

There being no further business to discuss, motion was made by Rebman to adjourn the meeting. Seconded by Herbst. Motion carried 3-0.



CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Designating New Year's Eve as a Paid Holiday

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 20-0113

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau Employee Handbook currently recognizes nine paid holidays (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day); and,

WHEREAS, the Human Resources Department currently conducted an analysis of New Year's Eve holiday status among other Wisconsin municipalities; and,

WHEREAS, recent revisions to the City's property tax payment procedures have expanded payment options beyond paying in-person at City Hall; and,

WHEREAS, your Human Resources Committee recommends the addition of New Year's Eve as a paid holiday,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that New Year's Eve be a paid holiday day for non-represented staff.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Designating New Year's Eve as a Paid Holiday.

Vanderboom listed the holidays that are currently recognized as paid holidays for City of Wausau employees. Human Resources did a survey of other municipalities and learned that approximately 1/3 of municipalities closed for New Year's Eve, and the others either worked a half day or were open all day. Vanderboom said that Marathon County is closed as well as C-CIT, the City's IT support. Vanderboom surveyed department heads to learn of any concerns; the Finance Director approved due to citizens being able to pay property taxes at alternative locations and by alternative methods. The Transit Director indicated that he would have to grant a floating holiday to his supervisory staff since buses run on New Year's Eve.

Gisselman asked how this item came to be a request. Vanderboom indicated that the mayor had asked her to look into this item. Mayor Mielke spoke, saying that he noticed the Finance Department was not busy, that it would be a nice incentive for City employees, and had also learned that Marathon County and the IT Department (C-CIT) has the day off. Vanderboom said that she had also had interest in this item since the City of Wausau is the first employer she has worked for that did not have the day off, and had expected the survey of other municipalities to show different results.

McElhaney asked if banks are open for taxes on New Year's Eve. Maryanne Groat indicated that they are.

Neal asked about options for employees who do not celebrate Christian holidays but celebrate other religious holidays. Vanderboom said that the City currently provides employees with three personal holidays that they can use however they like, for which they get paid, and that Council can approve other holidays off if they wish.

Groat added that a skeletal staff works on New Year's Eve and she is not able to approve all requests for the day off since the department needs to be staffed to a certain level to provide service for customers. Additionally, Groat said that not having C-CIT available is an issue for her department since some functions require C-CIT staff to help complete.

Gisselman asked if the Transit Union would ask for the holiday to be added to their contract. Vanderboom said that because they just finished bargaining the transit contract she does not know if they would ask for it to be a non-service day in the future. New Year's Eve would remain a service holiday for the duration of the new contract and supervisory staff would need to work but would receive a floating holiday to use.

Martens said it seemed that the main issue in the past was tax payments but now that citizens can pay their taxes at any bank that is no longer an issue. He asked Vanderboom if she knew how many people currently take off on New Year's Eve. Vanderboom said she did not have a number, but estimated that 50 – 75% of staff take off.

Motion by Martens to approve designating New Year's Eve as a Paid Holiday. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Designating New Year's Eve as a Paid Holiday.
Background
The City of Wausau currently recognizes nine paid holidays (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day). Recently, several individuals approached the Human Resources Department about the possibility of adding New Year's Eve to the list of holidays. Marathon County and CCIT recognize New Year's Eve as a holiday, so City staff lose IT support for that day. The Human Resources Department conducted a survey of comparable municipalities to see which close for New Year's Eve, and also surveyed neighboring communities (attached). A number of municipalities close for New Year's Eve, but a majority stay open for business. One main concern in considering recognizing New Year's Eve as a paid holiday is the potential impact on citizens wishing to pay their tax bill in person. However, Finance Director Groat feels that with recent tax law changes and an expansion of tax payment locations, recognizes New Year's Eve as a holiday should not negatively affect city residents. New Year's Eve is a normal service for MetroRide bus service. If recognized as a paid holiday, any MetroRide supervisory staff required to work would need to be granted an alternative day off for this holiday.
Fiscal Impact
Possible overtime for working a holiday should a snow emergency occur on New Year's Eve.
Staff Recommendation
Approve addition of New Year's Eve as a paid holiday.
Staff contact: Toni Vanderboom (715-261-6634)

NEW YEAR'S EVE HOLIDAY

CITY OR VILLAGE	Holiday	Half Day	No Holiday
Appleton			
Beloit			x
Brookfield	x		
De Pere			x
Eau Claire			x
Fitchburg		x	
Fond du Lac		x	
Franklin	x		
Green Bay			x
Greenfield	x		
Rib Mountain	x		
Janesville			x
Kenosha	x		
Kronenwetter			x
La Crosse	x		
Marathon County	x		
Marshfield			x
Merrill			x
Mosinee			x
Muskego			x
Neenah			x
New Berlin		x	
Oak Creek	x		
Oshkosh			x
Rib Mountain			x
Rothschild		x	
Sheboygan			x
Stevens Point			x
Sun Prairie	x		
Waukesha			x
Wausau			x
Wauwatosa	x		
West Allis			x
West Bend	x		
Weston			x
Wisconsin Rapids			x

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CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE FINANCE COMMITTEE

Approving City's Waiver of First Right of Refusal to Repurchase property at 8101 International Drive from Packaging Tape, Inc. n/k/a Rocket Industrial, Inc. to Rocket Properties, LLC

Committee Action: Pending

Fiscal Impact: None

File Number: 07-0210

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, Packaging Tape, Inc. n/k/a Rocket Industrial, Inc. and Rocket Properties, LLC have entered into a Purchase and Sale Agreement for \$3,450,000 to transfer 8101 International Drive to Rocket Properties, LLC for continued growth and expansion; and

WHEREAS, deed restrictions on the property give the City first right of refusal to repurchase the property; and

WHEREAS, the City continues to have no said interest in repurchasing the named property; and

WHEREAS, your Finance Committee, at their January 28, 2020 meeting, considered the matter and wishes to decline to exercise the right to repurchase the property.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the City hereby declines to exercise its right to repurchase the property at 8101 International Drive in the Wausau Business Campus in order to allow the transfer of title of the property to Rocket Properties, LLC.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the Mayor and Clerk are hereby authorized to execute an appropriate Waiver of First Right of Refusal to Repurchase Property and execute all documents reasonably necessary to consummate the transaction contemplated by the Purchase and Sale Agreement.

Approved:

Robert B. Mielke, Mayor

**WAIVER OF FIRST RIGHT OF REFUSAL
TO REPURCHASE PROPERTY**

Document Number

Recording Area

Name and Return Address:

Attorney Steven Lipowski
Ruder Ware
P O Box 8050
Wausau WI 54402-8050

PIN: 291.2906.253.0956

The undersigned hereby waives its first right of refusal to purchase the property located at 8101 International Drive, Wausau, Marathon County, Wisconsin, as set forth in the Restrictions: (i) recorded as Exhibit A with the Warranty Deed from City of Wausau to Packaging Tape, Inc., dated April 4, 2007 and recorded in the office of the Register of Deeds for Marathon County, Wisconsin, on April 10, 2007, as Document No. 1474061; and (ii) as included or incorporated by reference in the Warranty Deed between such parties dated October 19, 2007 and recorded in the office of the Register of Deeds for Marathon County, Wisconsin, on October 19, 2007, as Document No. 1493010, and as further included or incorporated by reference in the Warranty Deed between such parties dated October 24, 2007 and recorded in such Register of Deeds office on October 25, 2007, as Document No. 1493458; all of said property more particularly described as follows:

See Exhibit A

Packaging Tape, Inc. n/k/a Rocket Industrial, Inc. has received an offer to purchase the Property from Rocket Properties, LLC, a summary of which offer has been provided to the City of Wausau, and intends to transfer title to the Property to Rocket Properties, LLC or its assignee(s) (the "Transfer").

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the City of Wausau, Wisconsin, hereby waives any right to exercise its option to repurchase the Property with respect to or as a result of this Transfer, consents to the Transfer. The City of Wausau, Wisconsin, hereby states that to the best of its knowledge there are presently no conditions related to the Property that violate any deed restriction in the Warranty Deeds.

Dated this _____ day of January, 2020.

CITY OF WAUSAU

ATTEST:

By: _____
Robert B. Mielke, Mayor

By: _____
Mary A. Goede, Deputy City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of January, 2020, Robert B. Mielke, Mayor and Mary A. Goede, Deputy City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____, Notary Public
Marathon County, Wisconsin

My Commission _____.

This instrument was drafted by Anne L.
Jacobson, City Attorney 407 Grant Street
Wausau, Wisconsin 54403

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

Lot one (1) of Certified Survey Map No. 14734 recorded in the office of the Register of Deeds for Marathon County, Wisconsin, in Volume 66 of Certified Survey Maps on page 6, as Document No. 1473161; being part of the Northeast quarter (NE 1/4) of the Southwest quarter (SW 1/4); and part of the Northwest quarter (NW 1/4) of the Southeast quarter (SE 1/4), all in Section twenty-five (25), Township twenty-nine (29) North, Range six (6) East, in the City of Wausau, Marathon County, Wisconsin; including parcel described in Warranty Deed dated October 24, 2007 and recorded in said Register's office on October 25, 2007, as Document No. 1493458; subject to easements of record.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE
AND FINANCE COMMITTEE**

Amending the Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector.

Committee Action: HR: Approved 5-0
 Fin: *Pending*

Fiscal Impact: \$12,000

File Number: 08-0608

Date Introduced: January 28, 2020

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☒	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐	No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐			

RESOLUTION

WHEREAS, in 2019 the Common Council approved updating the Part-Time, Temporary, and Seasonal Wage Rates; and

WHEREAS, those positions were adjusted according to the guidelines established in the 2019 Wage Study, but no comparable data for these positions was collected as part of the Wage Study; and

WHEREAS, your Human Resources Department recommends amending the hourly rate for Election Worker be raised from \$8.75 to \$10.30 and the hourly pay rate for Chief Election Worker be raised from \$9.75 to \$12.19;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the hourly pay rate for Election Worker be amended to \$10.30 and Chief Election Worker be amended to \$12.19.

Approved:

Robert B. Mielke, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

MEMBERS ABSENT:

Also Present: Mayor Mielke, T. Vanderboom

Discussion and Possible Action Amending Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector.

Vanderboom said this request was brought forward by the Finance Director to increase the Election Inspector hourly rate from \$8.75 to \$9.75, and Chief Election Inspector hourly rate from \$10.30 to \$12.19. Human Resources conducted a survey of similar sized municipalities and found this request to be in line with other municipalities surveyed and at the forefront in pay. The estimated fiscal impact to the budget would be \$12,000 for 2020.

Motion by Gisselman to approve amending the salary rates for the temporary positions of Election Chief Inspector and Election Inspector. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector
Background
In 2019, the Common Council took action approving the Part-Time, Temporary, and Seasonal Wage rates. A copy of this document is included in the packet for your convenience. Among the adjustments, each position's pay was adjusted using according to the guidelines established in the 2019 Wage Study. No other comparable data was solicited as that time. In December, Finance Director MaryAnne Groat submitted a request to increase the rate of pay for our election employees, specifically the positions of Election Chief Inspector and Election Inspector (included in the packet). Finance Director Groat has requested that the hourly pay rate for Election Worker be raised from \$8.75 to \$10.30 and the hourly pay rate for Chief Election Worker be raised from \$9.75 to \$12.19 for Human Resources staff also contacted comparable cities to solicit their current pay rates for these positions (included in the packet).
Fiscal Impact
Estimated \$12,000 for 2020 due to significant elections
Staff Recommendation
The requested changes would place Wausau at the second highest pay for Election Workers from the surveyed municipalities, behind Steven's Point. Increasing the Chief Election Worker pay as requested would place Wausau behind four other municipalities in pay for that position. If Wausau wished to be at the forefront in pay for these positions, the requested increase would do so.
Staff contact: MaryAnne Groat (715-261-6645) and Toni Vanderboom (715-261-6634)

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective April 21, 2019

Adopted by Council May 14, 2019

City of Wausau Handbook Section 4.01 – Employment Categories

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

PART-TIME RATES

DEPARTMENT	POSITION	HOURLY WAGE
DPW – PARKING 9012 (221)	Parking Cashier – 1 st Year	\$8.99
	Parking Cashier – 2 nd Year	\$9.52
	Parking Cashier – 3 rd Year	\$10.05
	Parking Cashier – 4 th Year	\$10.58
PUBLIC ACCESS 9005 (730)	Production Assistant – 1 st Year	\$12.85
	Production Assistant – 2 nd Year	\$13.60
	Production Assistant – 3 rd Year	\$14.36
	Production Assistant – 4 th Year	\$15.12
PUBLIC ACCESS 9007 (740)	Production Specialist – 1 st Year	\$14.91
	Production Specialist – 2 nd Year	\$15.78
	Production Specialist – 3 rd Year	\$16.66
	Production Specialist – 4 th Year	\$17.53

TEMPORARY RATES

DEPARTMENT	POSITION	HOURLY WAGE
ASSESSMENT 9010	Board of Review Member	\$85.00/day
FINANCE 9002	Election Chief Inspector	\$9.75
	Election Inspector	\$8.75
POLICE 9008	Substitute Crossing Guard	\$12.80
PUBLIC ACCESS 9005	Production Assistant	\$12.85

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective April 21, 2019

Adopted by Council May 14, 2019

SEASONAL RATES

DEPARTMENT	POSITION	HOURLY WAGE
POLICE 9100 (710)	Community Services Officer – 1 st Year	\$11.63
	Community Services Officer – 2 nd Year	\$12.21
	Community Services Officer – 3 rd Year	\$12.82
	Community Services Officer – 4 th Year	\$13.45
POLICE 9120 (710)	Community Communications Specialist – 1 st Year	\$11.63
	Community Communications Specialist – 2 nd Year	\$12.21
	Community Communications Specialist – 3 rd Year	\$12.82
	Community Communications Specialist – 4 th Year	\$13.45
POLICE 9008 (700)	Crossing Guard – 1 st Year	\$12.80
	Crossing Guard – 2 nd Year	\$13.56
	Crossing Guard – 3 rd Year	\$14.30
	Crossing Guard – 4 th Year	\$15.06
POLICE 9045 (700)	Crossing Guard Manager	\$16.08
CITY WIDE 9060 (200)	Seasonal Aide – 1 st Year	\$12.80
	Seasonal Aide – 2 nd Year	\$13.56
	Seasonal Aide – 3 rd Year	\$14.30
	Seasonal Aide – 4 th Year	\$15.06
CITY WIDE 9070 (210)	Seasonal Technician – 1st Year	\$14.07
	Seasonal Technician – 2nd Year	\$15.48
	Seasonal Technician – 3rd Year	\$16.88
	Seasonal Technician – 4th Year	\$18.29
DPW – GIS 9018 (240)	GIS Intern – 1 st Year	\$15.47
	GIS Intern – 2 nd Year	\$17.00
	GIS Intern – 3 rd Year	\$18.55
	GIS Intern – 4 th Year	\$20.10

Part-time and Seasonal rates are adjusted annually as employee salary mid-points are adjusted.
Temporary rates remain fixed until adjustments are proposed and adopted by Council.

Good Morning,

I am requesting that the City increase the hourly rate of election poll workers.

2020 will be a huge election year. We rely on the poll workers to manage the election sites and process the ballots efficiently and accurately. We have seen in the news over the years the political fallout that happens when election problems occur.

I have been an advocate of paying our election workers fairly because the long hours and busy elections are exhausting and concentration during the transaction processing is extremely important.

I reached out to some of our neighboring communities and you can see that we are the lowest paying community. We are in direct competition for pollworkers since we are now able to recruit workers that reside anywhere in the county. Our multiple polling sites results in less supervision so we rely on our pollworkers to work more independently. Our size also makes the work more challenging.

I would recommend we implement the same rates as Rib Mountain. I would be happy to meet to discuss further. Thank you!

		Chief	Deputy Chief	Others
Kronenwetter		10.51		9.91
Rib Mountain		12.19		10.30
Weston	Daily Rate \$160		Daily Rate \$140	
Rothschild		11.00		10.00
City of Wausau		9.75		8.75

CITY OF WAUSAU - HUMAN RESOURCES DEPARTMENT SURVEY - ELECTION WORKER PAY RATES

CITY OR VILLAGE	ELECTION WORKER	CHIEF ELECTION WORKER
Appleton	\$8.58/\$8.86/\$9.19/\$9.47	\$9.47/\$10.04/\$10.67/\$11.34
Beloit		
Brookfield		
De Pere		
Eau Claire	\$8.25	\$10.00
Fitchburg	\$8.00	\$10.00
Fond du Lac	\$104.50 per day	\$150 per day
Franklin	\$8.00	\$8.25
Green Bay	\$140 per day	\$175 per day
Greenfield	\$10.00	
Janesville		
Kenosha		
Kronenwetter	\$9.91	\$10.51
La Crosse		
Marshfield	\$9.50	\$18.19
Muskego	\$9.00	\$10.00
Neenah	\$120 per day non-federal elections \$150 per day federal elections	\$180 per day non-federal \$215 per day federal
New Berlin	\$8.25	\$10.00
Oak Creek	\$7.25 to \$10.00	\$7.25 to \$10.00
Oshkosh	\$8.25/\$9.75/\$11.50	
Rib Mountain	\$10.30	\$12.19
Rothschild	\$10.00	\$11.00
Sheboygan		
Stevens Point	\$11.00	\$13.50
Sun Prairie	\$10.75	\$13.75
Waukesha	\$8.50	\$9.50
Wausau	\$8.75	\$9.75
Wauwatosa		
West Allis	\$110 per day	\$140 per day
West Bend	\$9.00	\$10.50
Weston	\$140 per day	\$160 per day
Wisconsin Rapids	\$9.25	\$15.00
	4 municipalities at a lower rate	2 municipalities at a lower rate

NOTES:

4-step system, anticipate 2% increase of rates for 2020

\$125 per day for co-chair; \$8/hr for greeters and registration people

\$7.25/hr. for training time

\$9.00 for Back-up Chief Inspector

rate determined on duties as election worker

\$11.75/hr for certified election workers

includes 2% incentive for West Allis citizens
2020 rates are listed