



OFFICIAL NOTICE AND AGENDA

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:	April 8, 2025 at 6:30 P.M.
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Carol Lukens, Michael Martens, Terry Kilian, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Vicki Tierney, Lou Larson, Chad Henke

Call to Order			
Pledge of Allegiance / Roll Call / Proclamations			
Public Comment: Pre-registered citizens for matters appearing on the agenda and other public comment.			
Communications and Recommendations from the Mayor			
File #	CMT	Consent Agenda	ACT
25-0401	COUN	Approve Minutes of a previous meeting(s) (03/25/2025).	Place on file
91-1008	FIN	Resoluiton Adopting Revenue Policy Modification.	Approved 4-0
25-0403	FIN	Resolution Approving Delegation of Authority to the Board of Public Works for Settlement of Civil, Criminal, Governmental, Regulatory, Administrative, or Arbitration Proceeding in an Amount Not to Exceed \$75,000.	Approved 4-0
07-0206	FIN	Ordinance Amending Section 3.16.050 Empowerment.	Approved 4-0
25-0404	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 828 North 10th Avenue, Parcel 12, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0405	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1002 West Wausau Avenue, Parcel 11, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0406	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1130 West Bridge Street, Parcel 9, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0407	FIN	Resolution Approving Offering Price Report for a Temporary Limited Easement at 1200 West Wausau Avenue, Parcel 1, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0408	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1201 – 1203 West Wausau Avenue, Parcel 8, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0409	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1207 – 1209 West Wausau Avenue, Parcel 7, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0410	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1213 – 1215 West Wausau Avenue, Parcel 6, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0411	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1219 – 1221 West Wausau Avenue, Parcel 4, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0412	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1301 – 1303 West Wausau Avenue and 1307 – 1309 West Wausau Avenue, Parcel 3, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0413	FIN	Resolution Approving Nominal Payment Parcel for a Temporary Limited Easement at 1313 – 1315 West Wausau Avenue, Parcel 2, Transportation Project Plat 6999-00-16.	Approved 4-0
25-0416	PLAN	Ordinance Amending the GDP for 920 N 1st Street and 15 Fulton Street to Accommodate Multifamily Apartment Buildings and a Clubhouse.	Approved 5-0
25-0417	PLAN HIST	Ordinance Amending Section 2.82.055 of the Wausau Municipal Code to Include the Designation of the Little Red Schoolhouse, Marathon Park, as a Local Historic Landmark.	Approval 5-0 Approval 8-0
25-0418	PLAN HIST	Ordinance Amending Section 2.82.055 of the Wausau Municipal Code to Include the Designation of St. John’s Episcopal Church, 330 McClellan Street, as a Local Historic Landmark.	Approval 5-0 Approval 8-0
File #	CMT	Resolutions and Ordinances	ACT
25-0402	MAYOR	Mayor's Appointments	Placed on file
Suspend Rule 6(B) Filing and/or 12(A) Referral of Resolutions (2/3 vote required)			
25-0415	COUN	Resolutiuon Approving Judicial Privacy Act Policy for Shielding Procedures Pursuant to Wisconsin Act 235.	Pending
25-0414	PARK	Resoluiton Approving the Lease of the Riverlife Park Concession Building to CMA Wausau, LLC for the Seasonal Operation of a Ice Cream and Quick Serve Food Item Business.	Pending
25-0108	PH&S	Resolution Apporving or Denying Various Licenses as Indicated.	Approved 5-0 Approved 4-0 Pending
25-0419	FIN	Resolution Approving the Suspension of Hourly Parking Fees in Ramp 3 (JC Penney’s) During the Downtown Street Construction Project.	Pending
25-0420	HR FIN	Joint Resolution Approving the Creation of a Shelter Lead and Shelter Advocate Positions, Along with Their Respective Job Descriptions and Corresponding Pay Scales and Related Budget Modification.	Pending Pending
Public Comment & Suggestions			
Adjournment			

Signed by Mayor Doug Diny

Members of the public who do not wish to appear in person may view the meeting live on live on the Internet, by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail kaitlyn.bernarde@wausauwi.gov with "Common Council Public Comment" in the subject line prior to the meeting start.

**This Notice was posted at City Hall and sent to the Wausau Daily Herald newsroom on 04/04/2025 @ 4:30 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 of 1990 (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 ADA Coordinator at (715) 261-6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL
held on Tuesday, March 25, 2025, in Council Chambers, beginning at 6:30 p.m.,
Mayor Doug Diny presiding.

Roll Call

03/25/2025

Roll Call indicated 10 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	EXCUSED
10	Larson, Lou	YES
11	Henke, Chad	YES

Proclamations

03/25/2025

The Mayor of the City of Wausau Proclaims:
Fair Housing Month (April 2025)

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

03/25/2025

1. Carrie Marohl, 1025 Everest Blvd – Spoke on the Mayor

Communications and Recommendations from the Mayor

03/25/2025

Mayor Doug Diny made a statement.

Consent Agenda

03/25/2025

Motion by Watson, seconded by Henke, to adopt all items on the Consent Agenda as follows:

25-0301 from the Common Council Approve Minutes of a previous meeting(s) (03/11/2025).

25-0310 Resolution from the Infrastructure & Facilities Committee Approving Agreement for the Management and Maintenance of a Stormwater Facility (210 Developers, LLC – 225 South 18th Avenue).

25-0311 Resolution from the Public Health & Safety Committee Approving Amendments to Special Events Policy Relating to Public Safety Fee for Ticketed Events.

82-1252 Ordinance from the Infrastructure & Facilities Committee Amending Section 10.40.050 Rules of the road to allow bicycles on the street and sidewalk on Randolph Street and Burek Avenue.

99-1104 Resolution from the Finance Committee Amending the Procurement Policy.

Yes Votes: 10 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASSED

24-1109C

03/25/2025

Motion by Rasmussen, seconded by Larson, to adopt the Resolution from the Finance Committee Approving 2025 Budget Change of Purpose and Budget Modification for Funding 2025 Street Improvement Projects Tax Increment District 3.

Yes Votes: 10 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASSED

Suspend the Rules

03/25/2025

Motion by Lukens, seconded by Watson, to Suspend Rule 6(B) Filing and/or 12(A) Referral of Resolutions.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	EXCUSED
10	Larson, Lou	NO
11	Henke, Chad	YES

Yes Votes: 9

No Votes: 1

Abstain: 0

Not Voting: 1

Result: PASSED

22-1104

03/25/2025

Motion by Henke, seconded by Rasmussen, to adopt the Joint Resolution from the Finance Committee and Economic Development Committee Approving Purchase And Development Agreement With 700 Grand Apartments, LLC For A 50-unit Affordable Multi-family Housing Project At 700, 804, 806, 810, 814 And 816 Grand Avenue and Sale of Real Estate.

Larson stated opposition due to the location of the development and limited parking options for residents at the development. It was stated the traffic safety of the intersection near this location would be hindered by the construction and the development itself.

Rasmussen stated support as there is a need for affordable housing within the city and stated confidence that city staff can manage traffic concerns due to the construction and the development itself.

Martens stated concerns with traffic safety of the intersection near this location and stated the developers planned for those concerns as traffic flow was accounted for within the plan. Martens further stated the location near public transit and adjacent to a park made this area good for the development.

Kilian stated opposition due to constituent concerns of traffic safety.

Lukens stated support for affordable housing and the development itself due to the location near public transit, an adjacent park, and down the road from local non-profits that support lower income individuals.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	NO
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	EXCUSED
10	Larson, Lou	NO
11	Henke, Chad	YES

Yes Votes: 8

No Votes: 2

Abstain: 0

Not Voting: 1

Result: PASSED

24-0811

03/25/2025

Motion by Henke, seconded by Watson, to adopt the Final Resolution of the Infrastructure & Facilities Committee and Plan Commission Approving the Vacating and Discontinuing Certain Right-of-Way along East Thomas Street Abutting a Portion of 700 Grand Avenue and Vacating a Portion of Right-of-Way Formerly Known as 804-806 Grand Avenue, 810 Grand Avenue, 814 Grand Avenue and 816 Grand Avenue.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES

3	Kilian, Terry	NO
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	EXCUSED
10	Larson, Lou	NO
11	Henke, Chad	YES

Yes Votes: 8

No Votes: 2

Abstain: 0

Not Voting: 1

Result: PASSED

Adjourn

03/25/2025

Motion by Lukens, second by Watson, to adjourn the meeting. Motion carried. Meeting adjourned at 6:52 p.m.

Doug Diny, Mayor

Kaitlyn Bernarde, City Clerk

RESOLUTION OF THE FINANCE COMMITTEE			
Adopting Revenue Policy Modification.			
Committee Action: Approved 4-0			
Fiscal Impact: None			
File Number: 91-1008		Date Introduced: April 08, 2025	

RESOLUTION

WHEREAS, the City of Wausau recognizes the need for sound financial policies and procedures, and

WHEREAS, sufficient and stable revenues are central in a government’s ability to provide services and maintain infrastructure, and

WHEREAS, a well-defined revenue strategy will encourage growth and improve the City’s economic competitiveness and attractiveness as a city of choice for people to live and do business, and

WHEREAS, the Finance Committee has reviewed and recommends the revenue policy revisions attached hereto and incorporated as a part of this resolution,

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the revenue policy be modified as recommended.

Approved:

Doug Diny, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, March 25, 2025, at 5:15 p.m., Council Chambers

Finance Committee Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke

Finance Committee Members Excused: Vicki Tierney

Economic Development Committee Members: Carol Lukens (C), Chad Henke (VC), Gary Gisselman, Terry Kilian

Economic Development Committee Members Excused: Vicki Tierney

Others Present: Maryanne Groat, Anne Jacobson, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Discussion and possible action on modifications to Revenue Policy.

Henke stated this policy had not been updated since 2013 and that it would be a good idea to update the policy.

Motion by Henke, seconded by Gisselman, to approve. Motion carried 4-0.

City of Wausau Revenue Policy

The objective of the revenue policy is to ensure that funding is derived from a fair, equitable and adequate resource base, while minimizing tax burdens.

Revenue Principles

1. That sufficient and stable revenues are necessary to provide services to our constituents.
2. That a diverse revenue portfolio will provide strength to the City's financial position and minimize short-term economic fluctuation risk.
3. That a diverse tax base provides greater economic stability and resiliency for the region.
4. That revenue sources that are fair, equitable, affordable and consistently applied will be more acceptable to the public.
5. That individual's receiving benefit from a specific City service should pay for these services based upon the level or value of the benefit received.
6. That understanding the full cost of providing a specific service and establishing consistent cost recovery policies are critical to a fair and equitable fee structure.
7. That a well-developed revenue strategy will provide long-term financial stability, encourage growth and improve the City's economic competitiveness and attractiveness as a city of choice for people to live and do business.
8. That the City should collect revenues as efficiently and effectively as possible.
9. That accurate revenue forecasts are essential to the City's annual and long range financial planning and budget.

Non-Recurring and One-time Revenues

The City shall limit the use of one-time revenues for purposes other than to maintain continuing operations. Such one-time revenue sources should be used for the purchase of one-time expenditures such as capital projects, limited term projects, short-term contractual obligations and initiatives or establishing building reserves or early debt retirement.

Unpredictable and Volatile Revenues

Volatile and unpredictable revenues can produce unreliable financial streams. Revenue predictions for these types of revenues should be based upon long term financial trends and normal growth rates rather than short term yield peaks. Unusually high yields from volatile sources should be treated like one time revenues. Examples of possible unpredictable or volatile revenues include room tax revenues and building permits.

Revenue Estimates

Revenue estimates shall be developed using a realistic, objective approach. This approach will consider historical trends, projected economic conditions, service levels and changes in rate structures. A multi-year revenue projection will be incorporated into the City's five year financial plan.

Changes to Revenues

The City shall develop and maintain a Comprehensive Fee Schedule. Annually, in coordination with the annual budget, departments will systematically review fees and rates and make recommendations for adjustments to take into account the effects of additional service costs and inflation. These proposed modifications, along with a review of revenues charged by other communities will be submitted to the Finance Committee for recommendation to the Common Council. The annual fee schedule for the forthcoming year will be presented to the Common Council at the budget hearing and considered for

approval with the annual budget. Fees may be adjusted during the year based upon supplemental analysis whenever there has been a significant change in the method, level or cost of service delivery.

New Revenues

Departments shall review services and programs annually during the budget process to examine new revenue possibilities. New fees and charges for services should be evaluated for suitability given its acceptability to the community, the impact on economic competitiveness relative to other area communities, the ease of administering the fee, its direct relationship to the program and the user fee cost-recovery principles established within this policy.

Billing and Collections

Invoicing shall be performed thorough the automated accounts receivable systems maintained by the City. Separation of duties for invoicing and collection processes shall be maintained to ensure proper internal control procedures exist. The City will follow an aggressive policy of collecting revenues. The cost of collections should not exceed the extra revenue obtained. The City shall use the State of Wisconsin's [Statewide Debt Collection and](#) Tax Intercept Program when allowed by law.

Revenue Administration and Reporting

All revenues and payments shall, without exception, be submitted to the Finance Department for deposit. These funds will be deposited and reported within the accounting system in compliance with Generally Accepted Accounting Principles.

User Fees

The City provides a wide variety of services that are beneficial to constituents. Some of these services have a community-wide benefit to all citizens, while others provide a direct benefit to a specific group or individual. The City will consider the utilization of user charges in lieu of property taxes for services that can be individually identified, access to the service can be restricted and where the costs are directly related to the level of service. In establishing user fees the City will consider the following:

- Fee amounts shall comply with limitations established by the State of Wisconsin or other external agencies.
- The ease of use and cost of administering the fee.
- The acceptability and pricing of fees as compared to other communities in the area and state.
- The fee structure's impact on desired behaviors and demand for service. Fees too low or high can change demand for service and compliance with important regulations.
- The fee structure's impact to all populations in the City.
- The fee will not exceed the overall cost of providing the service.
- Whether the service benefits the community/society or the individual/group receiving the service.

The City shall establish user charges and fees at a level that reflects service costs. Service costs shall include full costs associated with providing the service including: operating costs, administrative costs, capital costs, overhead costs and depreciation. Generally, fees will be a standardized rate per service rather than billed for time tracked services. Standardized fees are considered advantageous since customers know the cost before they purchase the service, revenue streams are more easily estimated, billing is simplified and fixed fees promote staff efficiency. The percent of cost recovery will be determined by policy, legal and market factors.

High cost recovery levels are appropriate in the following circumstances:

- The service is similar to services provided by the private sector.
- Other private or public service options exist.
- Use of the service is discouraged.

- There is a strong connection between the amount paid and benefit received.
- The service is regulatory and is easily monitored.

Examples of services included within this category include: Enterprise Fund services such water and sewer utility and parking, garbage collection, false alarm responses, ambulance response, building reviews.

Lower cost recovery levels are appropriate in the following circumstances:

- There is a community-wide benefit to the service.
- The fee will discourage compliance with regulatory compliance.
- Collecting the fee is not cost effective.
- There is no intent to limit the use of the service provided.

Examples of services included within this category include: general park maintenance services, police patrol and fire prevention services, general street maintenance services.

Property Taxes

- The City will use its resources to encourage a diverse and stable property tax base.
- The City will levy general property taxes and manage the tax rate by balancing the demand and need for government services with the necessity of remaining competitive in the urban region.
- The fair and equitable allocation of property taxes relies on accurate property valuations. Property revaluations will be conducted on a regular basis.

Grant Revenue

~~The City will seek out, apply for and effectively administer grants that address the City's operating and capital needs, meet strategic priorities and provide a positive benefit to the City. Common Council approval is required for any grant that:~~

- ~~• Expands services or programs, adds city personnel or finances assets that may encumber future financial resources of the city.~~
- ~~• Requires a local match.~~
- ~~• Provides multi-year funding.~~

~~All grants funded directly or indirectly with federal or state funds must be reported to the Finance Department to ensure that reporting and auditing requirements are followed.~~

Revenue Recognition

The city will follow Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. Modified accrual basis of accounting will be used in governmental funds, meaning revenues are recognized when measurable and available for expenditures of the current period which is generally considered to be 60 days except for cost reimbursement grants for which available will be defined as within 90 days. The full accrual basis of accounting will be applied for Proprietary Funds meaning revenue is recognized when earned and measurable.

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Delegation of Authority to the Board of Public Works for Settlement of Civil, Criminal, Governmental, Regulatory, Administrative, or Arbitration Proceeding in an Amount Not to Exceed \$75,000.

Committee Action: Approved 4-0

Fiscal Impact:

File Number: 25-0403

Date Introduced: April 8, 2025

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, the City has delegated authority to the Board of Public Works, pursuant to 3.16.010, Wausau Municipal Code, to process, settle, defend, adjust, deny and/or pay any and all claims, served upon the City pursuant to §893.80, Wis. Stats., regardless of the face amount and of whatsoever kind or nature, which, in the Board of Public Works' sole discretion, it finds should be compromised, settled, defended, adjusted, denied and/or paid; and

WHEREAS, on February 22, 2022, the Common Council resolved to grant Worker's Compensation settlement authority of up to \$25,000 be granted to the Human Resources Director in consultation with the City Attorney's office; and

WHEREAS, the City desires to similarly grant settlement authority for monetary relief only, up to \$75,000 to the Board of Public Works to settle civil, criminal, governmental, regulatory, administrative or arbitration proceedings initiated against the insured by a claim, as defined by the terms of its employment practices policy; and

WHEREAS, your Finance Committee reviewed and recommended such approval.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Wausau does hereby delegate settlement authority for monetary relief only, up to \$75,000, to the Board of Public Works, to settle civil, criminal, governmental, regulatory, administrative or arbitration

proceedings initiated against the insured by a claim, as defined by the terms of its employment practices policy. This delegation is separate and distinct from the settlement authority granted to the Board of Public Works for the settlement of Wis. Stats. §893.80 claims, or to the Human Resources Director for the settlement of Worker's Compensation claims.

Approved:

Doug Diny, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, March 25, 2025, at 5:15 p.m., Council Chambers

Finance Committee Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke

Finance Committee Members Excused: Vicki Tierney

Economic Development Committee Members: Carol Lukens (C), Chad Henke (VC), Gary Gisselman, Terry Kilian

Economic Development Committee Members Excused: Vicki Tierney

Others Present: Maryanne Groat, Anne Jacobson, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Discussion and possible action on approving Delegation of Authority to the Board of Public Works for settlement of civil, criminal, governmental, regulatory, administrative, or arbitration proceeding in an amount not to exceed \$75,000.

Motion by Gisselman, seconded by Henke, to approve. Motion carried 4-0.

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

ORDINANCE OF FINANCE COMMITTEE			
Amending Section 3.16.050 Empowerment.			
Committee Action:	Approved 4-0	Ordinance Number:	61-5985
Fiscal Impact:	None		
File Number:	07-0206	Date Introduced:	April 8, 2025

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

Add ()
Delete (——)

Section 1. That Section 3.16.050 Empowerment, is hereby amended to read as follows:

3.16.050 Empowerment.

~~(a) The Common Council of the City of Wausau hereby fully, completely, and without reservation authorizes and empowers the City Claims Committee to deny any and all claims regardless of the face amount which in the Claims Committee's discretion, upon applying the principles of law as enunciated in the Wisconsin Civil Jury Instructions and state statutes, it determines should be denied.~~

(ba) The Common Council of the City of Wausau hereby fully, completely, and without reservation authorizes and empowers the Board of Public Works to process, settle, defend, adjust, deny and/or pay any and all claims served upon the City pursuant to 893.80, Wis. Stats. regardless of the face amount, and against the City of Wausau of whatsoever kind or nature which, in the Board of Public Works' sole discretion upon review and verification, it finds should be compromised, adjusted, settled, defended, adjusted, denied and/or paid. The Board of Public Works' decisions shall be based on those principles of law as enunciated in the Wisconsin Civil Jury Instructions and state statutes.

(eb) For all such claims paid, the Board of Public Works shall, every month, prepare and forward a written summary of each and every claim settled or paid, setting forth the name of the claimant, the date the claim was filed, the general description of the nature of the claim, the amount of the claim, the Board of Public Works' determination and disposition, and the amount and date of compromise, settlement, and payment. Such report shall be filed with the City Clerk and be submitted to the Finance Committee and then to the Common Council to be received and placed on file.

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:

Doug Diny, Mayor

Attest:

Kaitlyn A. Bernarde, Clerk

FINANCE COMMITTEE

Date and Time: Tuesday, March 25, 2025, at 5:15 p.m., Council Chambers

Finance Committee Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke

Finance Committee Members Excused: Vicki Tierney

Economic Development Committee Members: Carol Lukens (C), Chad Henke (VC), Gary Gisselman, Terry Kilian

Economic Development Committee Members Excused: Vicki Tierney

Others Present: Maryanne Groat, Anne Jacobson, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Discussion and possible action on amending Wausau Municipal Code Section 3.16.050 Empowerment.

Motion by Henke, seconded by Gisselman, to approve. Motion carried 4-0.

DRAFT

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 828 North 10th Avenue, Parcel 12, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$250.00

File Number: 25-0404

Date Introduced: April 8, 2025

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> \$250.00 <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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 160 sq. ft. for \$250.00 for the property at 828 North 10th Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 828 North 10th Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Ginger L McDonald	Area and interest required 160.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	160.00	Sq Ft	\$1.56	\$250.00

Total Allocation
Rounded To \$250.00

Full calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
12	Residential	0	\$3.50	160	\$0.00	\$42.56	\$41.32	\$83.88	None	\$0.00	\$83.88	\$250.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X Ginger McDonald 1-23-2025 X
Owner Signature Date Owner Signature Date
Ginger L McDonald

Approved for City of Wausau For Office Use Only

Agency Approval Date

City of Wausau Signature Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1002 West Wausau Avenue, Parcel 11, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$547.00

File Number: 25-0405

Date Introduced: April 8, 2025

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 \$547.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 1,043 sq. ft. for \$547.00 for the property at 1002 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1002 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Victoria P Ballard	Area and interest required 1,043.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	1,043.00	Sq Ft	\$0.52	\$547.00

Total Allocation

Rounded To

\$547.00

Full calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
11	Residential	0	\$3.50	1043	\$0.00	\$277.44	\$269.36	\$546.80	None	\$0.00	\$546.80	\$547.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)

Discount Rate 3.00%

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X <u>Victoria Ballard</u>	<u>2-28-2025</u>	X _____	_____
Owner Signature	Date	Owner Signature	Date
Victoria P Ballard			

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1130 West Bridge Street, Parcel 9, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$887.00

File Number: 24-0406

Date Introduced: April 8, 2025

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> \$887.00 <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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 1,184 sq. ft. for \$887.00 for the property at 1130 West Bridge Street; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1130 West Bridge Street.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Newman Catholic Schools Inc.	Area and interest required 1,184.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	1,184.00	Sq Ft	\$0.75	\$887.00

Total Allocation
Rounded To \$887.00

Full calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted In Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
9	Commercial (Large Tract)	0	\$5.00	1184	\$0.00	\$449.92	\$436.82	\$886.74	None	\$0.00	\$886.74	\$887.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X  1-21-2025 X
Owner Signature Date Owner Signature Date
Jeff Gulan for Newman Catholic Schools Inc.

Approved for City of Wausau	For Office Use Only
	Agency Approval Date
	City of Wausau Signature Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Offering Price Report for a Temporary Limited Easement at 1200 West Wausau Avenue, Parcel 1, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$21,800.00

File Number: 25-0407

Date Introduced: April 8, 2025

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 \$21,800.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Sales Study for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 36,370 sq. ft. for \$21,800.00 for the property at 1200 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1200 West Wausau Avenue.

Approved:

Doug Diny, Mayor

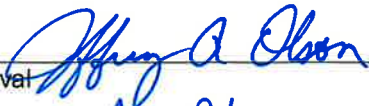
OFFERING PRICE REPORT AND SUBMITTAL

RE1894 01/2021 Ch. 32 Wis. Stats.

Wisconsin Department of Transportation

Date:	1/13/2025	Region & Office:	
To:	Becher Hoppe		
From:	LandVest, Inc		
Owner:	Wausau School District		
Comments:			
ACQUISITION OF			
Fee Simple	N/A	Permanent Limited Easement	N/A
Highway Easement	N/A	Temporary Limited Interest	36,370 SF
Access Rights Yes No	N/A	Other Interest	N/A
APPROVED BY			
Having completed my analysis of the appraisal(s) submitted, and in consideration of all supporting material included, it is my opinion that the amount of just compensation is: <u>\$21,800. =</u>			

WisDOT/Agency Approval



Date

1/13/2025

Print Name

Jeffrey A Olson

Title

LandVest, Inc

Senior Appraiser

6999-00-16

Project ID

Marathon Co.

County

No. 1

Parcel No.

TEMPORARY LIMITED EASEMENT

Wisconsin Department of Transportation

Exempt from fee: s. 77.25(2r) Wis. Stats.

Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]

RE1577 01/2023

THIS EASEMENT, made by **Wausau School District**, a municipal corporation GRANTOR, conveys a temporary limited easement as described below to the **City of Wausau**, GRANTEE, for the sum of **Twenty-One Thousand Eight Hundred and 00/100 Dollars (\$21,800.00)** for the purpose of slope blending and temporary routing of pedestrians during construction..

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: None

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Becher-Hoppe Associates
Attn: Cheryl Schroeder
330 N 4th St
Wausau, WI 54403

Parcel Identification Number/Tax Key Number
291-2907-233-0740


Signature _____ Date 2/6/2025

_____ on behalf of the Wausau
School District
Print Name Ryan Urnanski

Signature _____ Date _____

Print Name _____



2/6/25
Date _____

State of Wisconsin _____)
_____) ss.
Marathon County)

On the above date, this instrument was acknowledged before me by the named person(s).

The signer was: X Physically in my presence. **OR** _____ In my presence involving the use of communication technology.

Cassie Peck
Signature, Notary Public, State of Wisconsin

Cassie Peck
Print or Type Name, Notary Public, State of Wisconsin

10/24/28
Date Commission Expires

Project ID
6999-00-16

This instrument was drafted by
Cheryl Schroeder for City of Wausau

Parcel No.
1

LEGAL DESCRIPTION

A **Temporary Limited Easement** is a right for construction purposes, as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable. in and to the following tract of land in Marathon County, State of Wisconsin, described as follows:

All that land of the owner of part of the Southeast 1/4 of the Southeast 1/4 of Section 22 and the Southwest 1/4 of the Southwest 1/4 of Section 23, all in Town 29 North, Range 7 East Contained in the following description:

Commencing at the intersection of the East right-of-way of Stevens Drive and the North right-of-way of West Wausau Avenue also being the POINT OF BEGINNING; Thence North 02°11'38" West, 43.43 feet along the East right-of way of Stevens Drive; Thence North 89°11'27" East, 11.02 feet; Thence South 00°49'12" East, 19.00 feet; Thence South 49°33'49" East, 17.21 feet; Thence North 88°03'37" East, 68.09 feet; Thence North 61°17'37" East, 19.24 feet; Thence North 00°48'33" West, 8.00 feet; Thence North 89°11'27" East, 32.00 feet; Thence North 00°48'33" West, 39.46 feet; Thence North 63°32'59" East, 27.71 feet; Thence North 89°12'50" East, 745.11 feet; Thence North 51°54'00" East, 45.00 feet; Thence South 73°01'31" East, 282.52 feet; Thence North 89°21'19" East, 91.24 feet; Thence South 35°01'31" East, 23.02 feet; Thence North 89°21'19" East, 56.30 feet to the East line of said parcel; Thence along the East line of said parcel South 01°19'25" East, 4.39 feet to the North right-of-way of West Wausau Avenue; Thence along the North right-of-way of West Wausau Avenue South 89°13'54" West, 700.50 feet; Thence along the North right-of-way of Wausau Avenue South 89°10'32" West 674.93 feet, to the POINT OF BEGINNING.

EXCEPTING that part of the Southeast 1/4 of the Southeast 1/4 of Section 22 and the Southwest 1/4 of the Southwest 1/4 of Section 23, all in Town 29 North, Range 7 East Contained in the following description: Commencing at the intersection of the East right-of-way of Stevens Drive and the North right-of-way of West Wausau Avenue; Thence along the North right-of-way of West Wausau Avenue North 89°10'32" East, 154.99 feet; Thence North 00°48'33" West, 14.37 feet to the POINT OF BEGINNING; Thence North 00°48'33" West, 46.45 feet; Thence North 55°31'00" East, 18.02 feet; Thence North 89°12'50" East, 719.75 feet; Thence South 00°45'17" West, 10.00 feet; Thence North 89°12'50" East, 67.71 feet; Thence North 00°00'00" East, 22.00 feet; Thence North 89°12'50" East, 24.35 feet; Thence South 73°01'08" East, 196.71 feet; Thence South 00°38'41" East, 4.77 feet; Thence South 89°21'19" West, 275.00 feet; Thence South

00°38'41" East, 5.00 feet; Thence South 89°21'19" West, 175.00 feet; Thence North 42°16'42" West, 12.04 feet; Thence South 89°21'19" West, 31.00 feet; Thence South 23°19'04" West, 9.85 feet; Thence South 89°21'19" West, 32.16 feet; Thence South 55°11'51" West, 12.08 feet; Thence South 89°11'27" West, 279.94 feet; Thence North 55°49'02" West, 12.21 feet; South 89°11'27" West, 189.00 feet to the POINT OF BEGINNING.

Said parcel Contains 36370 Square Feet, more or less.

The above **Temporary Limited Easement** is to terminate upon the completion of this project or on the day the highway is open to the traveling public, whichever is later.

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1201 – 1203 West Wausau Avenue, Parcel 8, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$617.00

File Number: 25-0408

Date Introduced: April 8, 2025

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 \$617.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 1,176 sq. ft. for \$617.00 for the property at 1201 – 1203 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1201 – 1203 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

RE1897 01/2023 Ch. 32 Wis. Stats.

Wisconsin Department of Transportation

Owner name(s) WTH MS LLC, a Wisconsin limited liability company	Area and interest required 1,176.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	1,176.00	Sq Ft	\$0.52	\$617.00

Total Allocation
Rounded To \$617.00

Full calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
8	Residential	0	\$3.50	1176	\$0.00	\$312.82	\$303.70	\$616.52	None	\$0.00	\$616.52	\$617.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X 	2-10-2025	X	
Owner Signature	Date	Owner Signature	Date
Mark Milanowski for WTH MS LLC			

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1207 – 1209 West Wausau Avenue, Parcel 7, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$768.00

File Number: 25-0409

Date Introduced: April 8, 2025

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 \$768.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 1,464 sq. ft. for \$768.00 for the property at 1207 – 1209 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1207 – 1209 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

RE1897 01/2023 Ch. 32 Wis. Stats.

Wisconsin Department of Transportation

Owner name(s) WTH LLC, a Wisconsin limited liability company	Area and interest required 1,464.00 sq. ft. of Temporary Limited Easement (TLE)
---	--

Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	1,464.00	Sq Ft	\$0.52	\$768.00

Total Allocation
Rounded To \$768.00

Full calculation below:

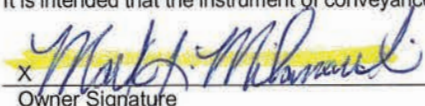
Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
7	Residential	0	\$3.50	1464	\$0.00	\$389.42	\$378.08	\$767.51	None	\$0.00	\$767.51	\$768.00

TLE Annual Rental Rate: 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate: 3.00%
TLE Term: 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X  2-10-2025	X
Owner Signature	Owner Signature
Mark Milanowski for WTH LLC	
Date	Date

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Aaron J Decker Revocable Trust dated May 27	Area and interest required 894.00 sq. ft. of Temporary Limited Easement (TLE)
--	--

Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	894.00	Sq Ft	\$0.52	\$469.00

Total Allocation
Rounded To \$469.00

Full calculation below:

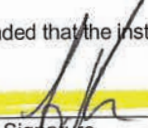
Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
6	Residential	0	\$3.50	894	\$0.00	\$237.80	\$230.88	\$468.68	None	\$0.00	\$468.68	\$469.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X  1/30/25

Owner Signature Date
Aaron J Decker, Trustee, of the Aaron J. Decker Revocable Trust
dated May 27

X _____
Owner Signature Date

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1213 – 1215 West Wausau Avenue, Parcel 6, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$469.00

File Number: 25-0410

Date Introduced: April 8, 2025

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 \$469.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 894 sq. ft. for \$469.00 for the property at 1213 – 1215 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1213 – 1215 West Wausau Avenue.

Approved:

Doug Diny, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1219 – 1221 West Wausau Avenue, Parcel 4, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$401.00

File Number: 25-0411

Date Introduced: April 8, 2025

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 \$401.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 764 sq. ft. for \$401.00 for the property at 1219 – 1221 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1219 – 1221 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Timothy D Treu and Kay D Treu	Area and interest required 764.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	764.00	Sq Ft	\$0.52	\$401.00

Total Allocation
Rounded To \$401.00

Full calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
4	Residential	0	\$3.50	764	\$0.00	\$203.22	\$197.30	\$400.53	None	\$0.00	\$400.53	\$401.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X <u>Timothy D Treu</u>	<u>1-27-2025</u>	X <u>Kay D Treu</u>	<u>1-27-2025</u>
Owner Signature	Date	Owner Signature	Date
Timothy D Treu		Kay D Treu	

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

This instrument was drafted by
Cheryl Schroeder for City of Wausau

Project ID
6999-00-16

Parcel No
4

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1301 – 1303 West Wausau Avenue and 1307 – 1309 West Wausau Avenue, Parcel 3, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$451.00

File Number: 24-0412

Date Introduced: April 8, 2025

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 \$451.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 860 sq. ft. for \$451.00 for the property at 1301 – 1303 West Wausau Avenue and 1307 – 1309 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests

described herein for the property at 1301 – 1303 West Wausau Avenue and 1307 – 1309 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) Aspen View Properties LLC	Area and interest required 860.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	860.00	Sq Ft	\$0.52	\$451.00

Total Allocation
Rounded To \$451.00

Full Calculation below:

Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
3	Residential	0	\$3.50	860	\$0.00	\$228.76	\$222.10	\$450.86	None	\$0.00	\$450.86	\$451.00

TLE Annual Rental Rate: 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate: 3.00%
TLE Term: 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

X Corissa Meier 2.20.2025 X
Owner Signature Date Owner Signature Date
Corissa Meier for Aspen View Properties LLC
meier-schraufnagel

Approved for City of Wausau

For Office Use Only

Agency Approval Date

City of Wausau Signature Date

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Nominal Payment Parcel for a Temporary Limited Easement at 1313 – 1315 West Wausau Avenue, Parcel 2, Transportation Project Plat 6999-00-16.

Committee Action: Approved 4-0

Fiscal Impact: \$387.00

File Number: 25-0413

Date Introduced: April 8, 2025

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 \$387.00 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, West Wausau Avenue from Stevens Drive to North 10th Avenue is proposed to be reconstructed in 2026; and

WHEREAS, in preparation for the reconstruction project, the City must acquire the necessary real estate to construct the street in accordance with the conceptual design approved; and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired Becher Hoppe Associates to administer the real estate acquisitions needed for the reconstruction project; and

WHEREAS, on January 14, 2025 your Finance Committee reviewed the Nominal Payment Parcel Report for the West Wausau Avenue Project and recommended approval; and

WHEREAS, on March 25, 2025 your Finance Committee reviewed the offer and recommend approving a temporary limited easement of 738 sq. ft. for \$387.00 for the property at 1313 – 1315 West Wausau Avenue; and

WHEREAS, the property owner has accepted the offer; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the documents necessary to acquire the property interests described herein for the property at 1313 – 1315 West Wausau Avenue.

Approved:

Doug Diny, Mayor

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) KSW Rentals LLC	Area and interest required 738.00 sq. ft. of Temporary Limited Easement (TLE)
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Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	slope blending	738.00	Sq Ft	\$0.52	\$387.00

Total Allocation
Rounded To \$387.00

Full calculation below:

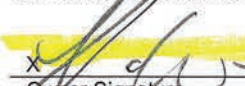
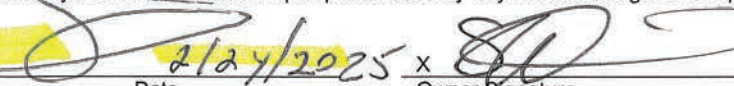
Parcel	LAND TYPE	FEE LAND ACQ (sf)	FEE UNIT VALUE (\$/sf)	TLE Area ACQ (sf)	Fee Calculation (Fee area X Unit Value)	Year 1 TLE Rent Calculation (TLE area X Fee Unit Value X TLE Annual Rental Rate)	Year 2 TLE Rent Calculation Equals Year 1 TLE Rent Calculation discounted to reflect payment in advance. Year 1 TLE Rent Calculation /(1+Discount Rate)	Total TLE Rent (Sum of Year 1 and Year 2)	Compensable Items Impacted in Fee or TLE Area	Contributory Value for Impacted Items	Total (Fee, Total TLE, Impacted Items)	NPPR Offer (Minimum offer of \$250 or rounded up to nearest \$1.00)
2	Residential	0	\$3.50	738	\$0.00	\$196.31	\$190.59	\$386.90	None	\$0.00	\$386.90	\$387.00

TLE Annual Rental Rate 7.60% (Comprised of 3.00% CD safe rate, 2.60% inflation rate and 2.0% market risk)
Discount Rate 3.00%
TLE Term 2 years

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by City of Wausau.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by City of Wausau agents or representatives.

	
Owner Signature Kevin F. Warnecke for KSW Rentals LLC	Owner Signature Sandra A. Warnecke for KSW Rentals, LLC
Date 2/24/2025	Date 2-25-2025

Approved for City of Wausau

For Office Use Only

Agency Approval

Date

City of Wausau Signature

Date

FINANCE COMMITTEE

Date and Time: Tuesday, March 25, 2025, at 5:15 p.m., Council Chambers

Finance Committee Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke

Finance Committee Members Excused: Vicki Tierney

Economic Development Committee Members: Carol Lukens (C), Chad Henke (VC), Gary Gisselman, Terry Kilian

Economic Development Committee Members Excused: Vicki Tierney

Others Present: Maryanne Groat, Anne Jacobson, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Discussion and possible action approving accepted offers for the following parcels of Project ID 6999-00-16, West Wausau Avenue, Stevens Drive to North 10th Avenue: Parcel 2 (1313 – 1315 West Wausau Ave) – Temporary Limited Easement, Parcel 3 (1301 – 1303 West Wausau Ave & 1307 – 1309 West Wausau Ave) – Temporary Limited Easement, Parcel 4 (1219 – 1221 West Wausau Ave) – Temporary Limited Easement, Parcel 6 (1213 – 1215 West Wausau Ave) – Temporary Limited Easement, Parcel 7 (1207 – 1209 West Wausau Ave) – Temporary Limited Easement, Parcel 8 (1201 – 1203 West Wausau Ave) – Temporary Limited Easement, Parcel 9 (1130 West Bridge Street) – Temporary Limited Easement, Parcel 11 (1002 West Wausau Ave) – Temporary Limited Easement, Parcel 12 (828 North 10th Ave) – Temporary Limited Easement.

Motion by Gisselman, seconded by Henke, to approve. Motion carried 4-0.

Discussion and possible action approving Offering Price Report and accepted offer for the following parcel of Project ID 6999-00-16, West Wausau Avenue, Stevens Drive to North 10th Ave: Parcel 1 (1200 West Wausau Ave) – Temporary Limited Easement.

Motion by Henke, seconded by Gisselman, to approve. Motion carried 4-0.

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

ORDINANCE OF THE PLAN COMMISSION

Amending the GDP for 920 N 1st Street and 15 Fulton Street to Accommodate Multifamily Apartment Buildings and a Clubhouse.

Committee Action: Plan Commission: 5-0

Ordinance Number: 61-4057-739

Fiscal Impact: None

File Number: 25-0416

Date Introduced: April 8, 2025

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

Section 1. **That the GDP for the site of lands described as follows:**

MCINDOE & SHUTERS ADD PT OF BLKS D & E & PT OF GOV LOT 6 SEC 26-29-07 - LOT 2 CSM (#19069) DOC #1845587 (also known as 920 N First St)

And

MCINDOE & SHUTERS ADD PT OF LOTS 6 & 7 BLK D & PT OF GOV LOT 6 SEC 26-29-07 - LOT 1 CSM (#19069) DOC #1845587 (also known as 15 Fulton St)

Be amended to accommodate multifamily apartment buildings and a clubhouse.

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 from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Doug Diny, Mayor

Attest:

Kaitlyn Bernarde, City Clerk

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, March 18, 2025, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall

Members Present: Mayor Doug Diny, Eric Lindman, Bruce Bohlken, Andrew Brueggeman, George Bornemann,

Staff Present: William Hebert, Shahn Kariger, Brad Lenz, Andrew Lynch, Brooke Mueller

Others Present: Dave Reidel (Wangard), Pastor Cripps (St John's Episcopal)

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

PUBLIC HEARING: Discussion on amending the GDP for 920 N 1st St and 15 Fulton St to accommodate multifamily apartment buildings and a clubhouse. (Wangard Properties Inc)

Dave from Wangard gave a brief introduction to the amendment.

Mayor Diny opened the public hearing.

Kathy Volkmann, Chief Compliance Officer – Cloverbelt CU, spoke about her companies concerns over the current intersection that will be impacted by this housing. They are in favor of the properties but want to be sure that the City does more studies on that intersection if the traffic is going to increase even more.

Mayor Diny closed the public hearing.

Discussion and possible action on amending the GDP for 920 N 1st St and 15 Fulton St to accommodate multifamily apartment buildings and a clubhouse. (Wangard Properties Inc)

Lenz stated that this is an amendment to the GDP from about 10 years ago. The updated design will offer better views and have more apartments than previously planned. Fulton St from 1st to 7th is going to be reconstructed this year. Lindman stated that they will do some traffic counts to see about adding a 4-way stop to the intersection of concern.

REI spoke to the Clubhouse driveway on 1st Ave, due to the 9' drop from where the Clubhouse would be to the main apartment parking lot it isn't feasible to have the 2 lots connected which is why they have it opening on 1st. The clubhouse parking lot isn't expected to be exceptionally busy so they don't foresee this to contribute any problems to the current intersection concerns.

Motion by Brueggeman and seconded by Borneman. Motion approved unanimously



STAFF REPORT

To: Plan Commission

Prepared By: Brad Lenz

Date: March 7, 2025

REQUESTED ACTION:

Approve General Development Plan at 920 N. 1st Street for a
Multi-family residential development (144 units)

APPLICANT:	WP Properties Acquisitions, LLC (Wangard)
EXISTING ZONING:	Planned Unit Development (PUD)
EXISTING LAND USE:	Vacant
SIZE OF PARCELS:	2.9 acres (total)
REQUESTED ZONING:	Amend Planned Unit Development (PUD)
PURPOSE:	Allow for a multi-family residential development – 144 residential units with clubhouse and associated parking.
COMPREHENSIVE PLAN:	Goal of encouraging a variety of housing types throughout the city; Goal of strengthening downtown Wausau as a multi-use activity center, including residential land uses; Future land use map = City Center
OTHER PLANS:	Wausau Metropolitan Area Housing Assessment 2022 – Pursue new construction of housing of all types and prices; Strategic Plan – Continue to collaborate with businesses to create new housing

BACKGROUND INFORMATION:

Wangard is proposing a multi-family residential development for vacant property in the RiverLife area. The project would take up the remaining riverfront land south of Fulton Street and west of N. 1st Street. Previously, a multi-family building was proposed along the river, with the remaining area reserved for future development. The current proposal includes two multi-family buildings with a small clubhouse at the corner of 1st and Fulton Streets. Parking for the development would include a mix of underground and surface-level.

This developer was selected by the City in response to a Request for Interest (RFI) in the property. The previous project slated for the site did not materialize and the land has remained vacant. It is part of the larger brownfield site which was purchased for redevelopment by the City a number of years ago. Other developable sites within RiverLife remain open for future development.

The attached renderings (Images 1 through 3) show the evolution of the plans for this area. The proposed project would retain the public trails and green spaces originally laid out and built; it would fill in some of the space designated for private development as previously envisioned.

The developer submitted plans and a narrative with more information on the project. They provided responses to the criteria for PUD approval, which are listed below.

CRITERIA FOR APPROVAL

Section 23.10.45(f) of the zoning code outlines the criteria for approval of a Planned Unit Development (PUD). It states that in its review of an application for a PUD the plan commission shall make findings with respect to the ten criteria (below).

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of this title.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.
9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this title.
10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

STAFF RECOMMENDATION

Staff recommends approval of the General Development Plan.

COMMITTEE ACTION

Plan Commission may recommend approval or denial. The request will then proceed to Common Council for final consideration.

Mayor Diny –

My comments regarding the General Development Plan for 920 N 1st St and 15 Fulton St are made on behalf of my employer, Cloverbelt Credit Union. Our office is directly across 1st St from the “Proposed Clubhouse” indicated on the GDP. My second floor office overlooks the proposed development area and the intersection of 1st and Fulton Streets. On a daily basis I watch the flow of traffic through the intersection, to/from the Riverlife Apartments, and from the Cloverbelt Credit Union drive up exit, all of which are in very close proximity. On good days traffic flows smoothly but on other days there are blaring horns, confused drivers, and near misses for collisions.

While we are not opposed to adding multi-family housing on this lot, we remain concerned about the increased traffic at what we consider the poorly designed intersection, and how adding another parking lot exit onto 1st St (from the Clubhouse) will affect traffic. Our preference is that this parking lot would exit toward the apartments and onto the west leg of Fulton Street. It’s clear from watching the traffic, and from driving through that intersection myself multiple times a day, that the existing vehicle access points to the streets paired with the sometimes unexpected traffic flow and the semi-truck traffic, results in drivers needing to watch for many more things when navigating the intersection than would normally be expected.

At various times during the day there is semi traffic for ABC Supply that affects traffic flow, which we know will not change. This includes semis blocking Fulton St traffic when the loading dock is used, sometimes backing up traffic through the 1st and 3rd St intersections, semis parking in the middle of Fulton or along 1st as they wait their turn at the loading dock or backing down 1st when they miss their turn onto Fulton. All of this combined with vehicles going west on Fulton having to pull onto 1st to look for traffic before proceeding (and traffic going south on N River Dr can be hidden by the incline and unexpectedly appear), vehicles driving on the wrong side of the west Fulton leg, and vehicles leaving the Cloverbelt Credit Union drive up, can make for very messy and sometimes dangerous traffic. In addition, the west leg of Fulton doesn’t line up with the rest of the street, which causes more confusion for drivers and also means that crosswalks can’t be added.

In summary, we do not oppose adding multi-family housing on this lot but do request that the Clubhouse parking lot exit to the west and onto Fulton St so as not to increase the number of access points onto 1st St.

I do plan to attend the 3/18 Plan Commission meeting but wanted to pass along our comments in case I wasn’t able to be there in person.

Kathy Volkmann|Chief Compliance Officer

[715-842-6328](tel:715-842-6328)|Fax: [715-848-2087](tel:715-848-2087)|ccuwausau.com

110 McIndoe St, Wausau, WI 54403

PO Box 659, Wausau, WI 54402-0659



Image 1: Previous GDP

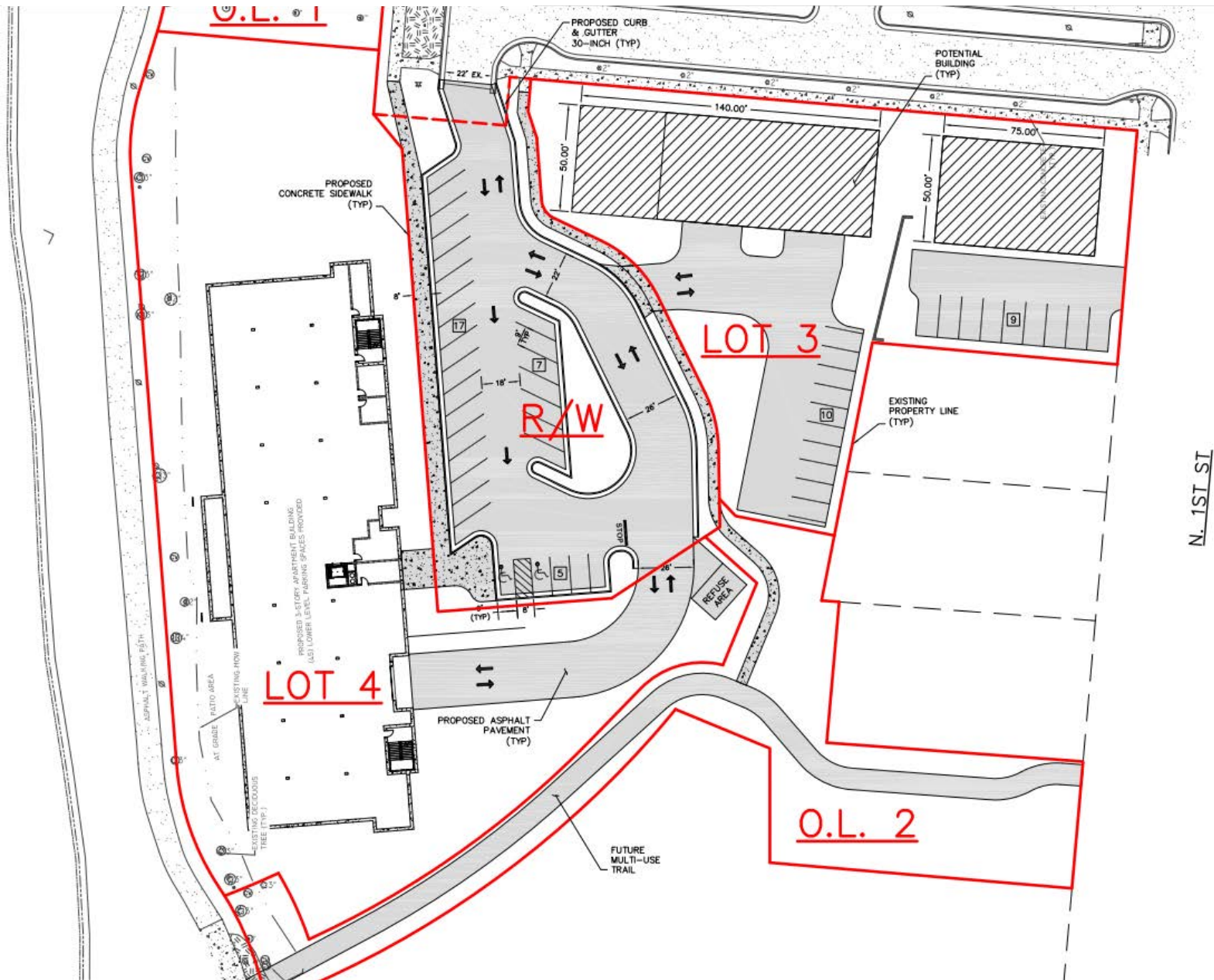


Image 2: Original Riverlife PUD

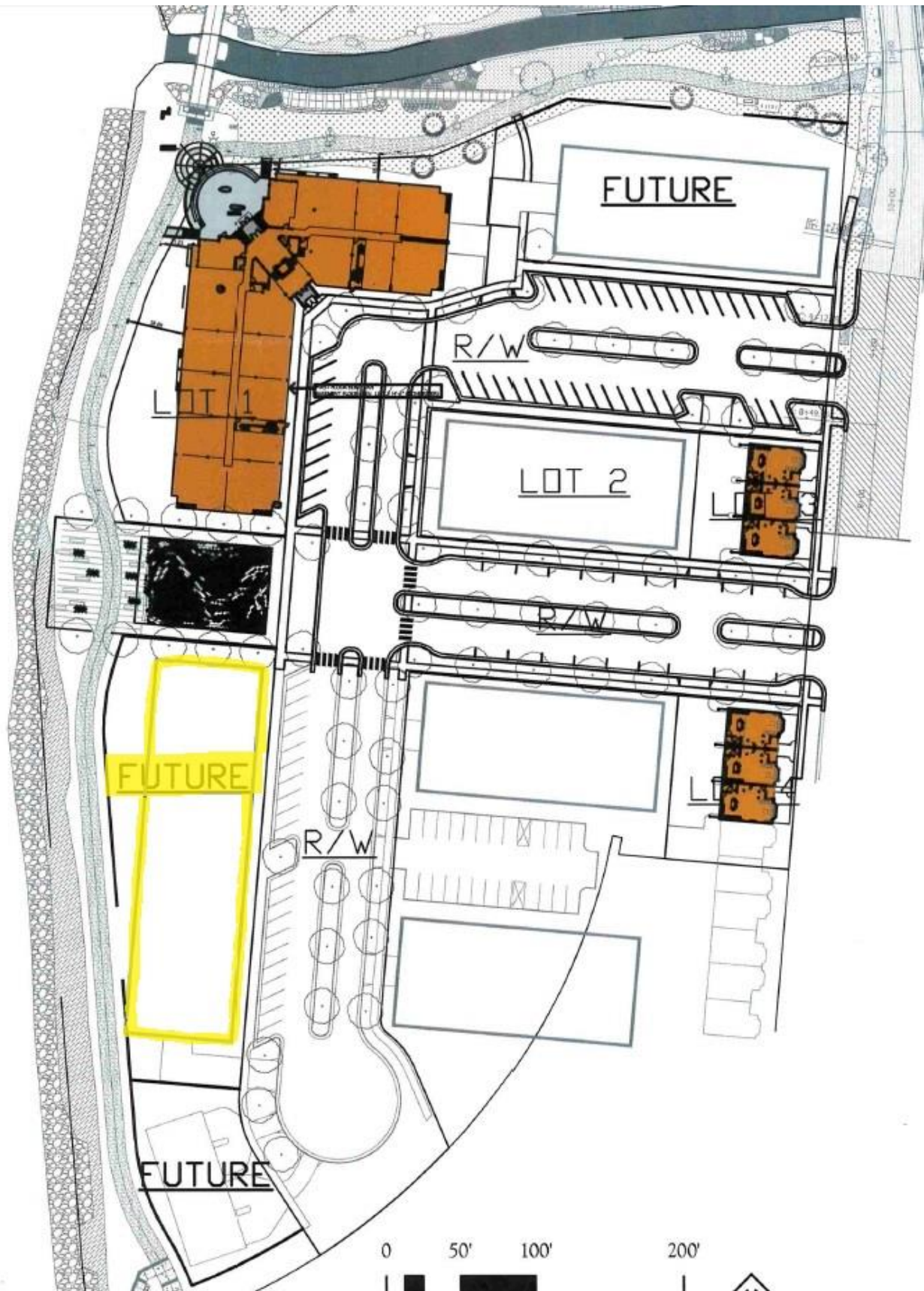


Image 3. East Riverfront Master Plan (2015)





February 21, 2025

Mr. Doug Diny, Mayor
City of Wausau Plan Commission
407 Grant Street
Wausau, WI 54403

RE: Riverlife South Development (Site 4 - Former Hammerblow site)

Honorable Mayor Diny,

WP Property Acquisitions LLC is proposing a 144-unit multifamily community that includes a clubhouse, at 920 N. 1st Street, just south of Fulton Street, following the community's growth objectives, it's desire to have "Higher Density Riverfront Residential" development that maximizes densities, while enhancing the overall quality of life, and preserving open space access and views.

The Site

The site is bounded by the Wisconsin River and city open space/River's Edge Trail System to the west, city trail to the south, Fulton Street and the existing Riverlife property to the North, and city property as well as three (3) private residences along with 1st Street to the East.

The site is a former environmentally compromised industrial property that has been remediated with a WDNR closure (with continuing obligations) on file. There are existing easements and utilities that have been abandoned, are proposed to be abandoned, and or are planned to be relocated.

Pedestrian Paths

Our plan includes several connections to the city's River's Edge Trail system with a new trail connecting Fulton Street to the southern trail as well as having connections from our buildings down to the Wisconsin River trail.

Stormwater

In the past the site was a former industrial parcel and had been filled with engineered fill. It is our intent to treat on-site for water quality and connect to the city's stormwater system.

Access

The project is anticipated to have two vehicular access points. The clubhouse will have vehicular access off of 1st Street from an existing driveway access point. The apartment buildings will have access off of a point at the first median cut on Fulton Street. So as to develop with the highest and best use in mind, we are proposing to eliminate the south ear of the hammerhead at the end of Fulton Street.

Water

Water is currently located on site and or will be modified at the Intersection of 1st Street and Fulton Street as well as within two water mains that travers the property. One water main runs east west and we have been informed that the Utility would like to abandon the Wisconsin River crossing. The other watermain was purpose built for a different project with a connection to the existing Riverlife building north of Fulton Street. This watermain runs diagonally across the site and our plan proposes to relocate this main in part and turned into a lateral in part with a connection to the newly rebuilt 1st Street watermain. Each of our buildings requires an 8" water lateral for fire protection and a tap for domestic service.

Sanitary

A Sanitary manhole is currently located within the Fulton Street hammerhead and is proposed to be relocated a bit to the north due to the removal of the southern ear of the hammerhead.

Utilities

Water -	City of Wausau
Sanitary -	City of Wausau
Electric-	Wisconsin Public Service
Gas-	Wisconsin Public Service

Signage

Wangard will look to identify our development with a building mounted architecturally enhanced sign at the south west corner of 1st & Fulton. The site will also include various directional signs throughout the project.

Financing

Financing will be provided through a conventional bank construction loan. Wangard Development LLC has strong banking relationships that will allow financing to be obtained for the project. Bank references are available upon request.

Timing

Subject to more project details that will be provided as part of this application and subsequent submittals, Wangard would like to start construction during the Summer of 2025 with first occupancy during the Spring of 2027.

Criteria for PUD Approval

Section 23.10.45(f) of the zoning code outlines the criteria for approval of a Planned Unit Development (PUD). It states that in its review of an application for a PUD the plan commission shall make findings with respect to the ten criteria (below). Staff comments follow each of the criteria.

1. The proposed GDP/Planned Unit Development project is consistent with the overall purpose and intent of this title.

The planned unit development zoning was established in the East Riverfront/Riverlife area before the first redevelopment project was undertaken. The District has had a number of proposals presented, this proposal, however, with its 144 units on 2.9 acres relies on the zoning flexibility of a PUD in order to promote a unique, urban riverfront district that ensures visual access to the river and represents the highest and best use of the property.

2. The proposed GDP/Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.) A housing objective in the plan is to encourage a variety of housing types throughout the city.

The proposed multifamily buildings meet the needs of the community with Studios, 1Br and 2Br units, each having at least some view of the Wisconsin River and many with views of Rib Mountain and are arranged perpendicular to the River. The plan encourages the use of Planned Unit Development zoning to encourage and facilitate high quality, multifamily development with higher densities, taller buildings, smaller setbacks, but higher site and architectural standards. This PUD update ties into the Downtown objective of creating more residential use in order to make downtown a multi-use activity center. The East Riverfront Master Plan envisions this area as a vibrant urban neighborhood that is anchored by new multifamily housing choices that will support nearby entertainment, retail, and office uses.

3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.

The proposed project fits with the original master plan for the Riverlife area providing the much-needed density that will help to create a vibrant, urban, mixed-use riverfront that maintains public access to the river.

The density and intensity of land use is consistent with the original plan, and will add to the experience of people living and visiting there.

4. Adequate public infrastructure is or will be available to accommodate the uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.

City sewer and water are readily available to the site. Sanitary is located at the hammerhead of Fulton Street and two water mains traverse the site. Plan includes part abandonment, reuse, and part relocation of the watermains to increase the efficiency of the project.

There are a total of 212 on-site parking spaces and 10 off-site parking spaces or 1.54 parking spaces per unit. With 144 units, this project only averages 1.24 bedrooms per unit so there are more parking spaces than required for the number of bedrooms provided.

10 surface stalls are located on the south side of Fulton Street (more to the north) and maintained by the City, though additional parking will likely be added as neighboring properties develop in the future. This allows for parking that not only serves the development but also provides river access when spaces are not occupied by tenants. There are several Bicycle and pedestrian connections between the Development, River's Edge Trail, Fulton Street, and North 1st Street providing enhanced river access and walkability, consistent with the 2015 plan.

5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities.

Developer will work with the City to enhance the Landscaping along the trails and within the City owned land between proposed buildings and the existing three homes immediately to the east on North 1st Ave. Landscaping details will be reviewed during the Specific Implementation Plan (SIP) review in the future.

The Lighting Plan, which will need to take the natural environment, neighbors and public infrastructure into account, will be reviewed during the Specific Implementation Plan (SIP) review in the future.

6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.

The project would not alter the public linear green spaces that lie adjacent to the Wisconsin River and the River's Edge Trail that connect to it. The building orientation (Perpendicular to the Wisconsin River) and the Architecture capitalize on Wisconsin River views, Rib Mountain views, and public green spaces and amenities, which include the various pathways. Detailed landscaping and lighting plans for areas adjacent to the buildings will be part of the subsequent Specific Implementation Plan (SIP) review. Project goal is to strive to orientate the buildings to ensure each of the three (3) private residences has a view of the Wisconsin River and the trails that run adjacent to it.

The view from the River's Edge Trail is also important. Plan is to raise the western edge of the parking lot to make sure automobile lights are either blocked or shine above the public utilizing the River's Edge Trail.

7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.

The architecture of the buildings is comparable to nearby and citywide multifamily projects that have recently been approved. The massing of the building's "frames" the Riverfront and Fulton Street and is generally in line with existing buildings in the area.

8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

The arrangement of the proposed buildings deviates from the previous general development plan and original master plan for the area by being oriented perpendicular to the river ensuring every resident (including neighbors) has a view of the river. The site plan, however, maintains public access to the river and enhances the public access to the river by providing an additional connection to the River's Edge Trail from Fulton Street and each of our apartment buildings.

Maximizing density, adjusting the orientation, and relocating some utilities enhance downtown economic activity by providing rooftops/customers (food/fuel) that feed the economic engine that is downtown Wausau.

9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relates to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this title.

The project, as envisioned, will bring the Residents (Customers) and their daily activity to the area. It will help the city realize its vision of creating an active, urban riverfront with plenty of

access to the river and features for the public. Part of creating such an environment involves not overbuilding surface parking lots. For this project, the developer would be providing 212 covered/underground parking stalls for the 144 units. An additional 10+ surface stalls count towards the proposed project, but they are located along Fulton Street and add parking for river access.

Section 23.06.06 of the City's Zoning Ordinance requires a minimum of 1.5 parking stalls per unit, depending on the number of bedrooms in each unit, with a maximum of 3 stalls per unit. Throughout the Wangard portfolio of 1700+ units we average 1.42 parking spaces per unit, which coincidentally matches the number of bedrooms. For the Riverlife project we are offering 1.47 parking stalls per unit, which should be plenty for our development and the 25+ parking stalls located along Fulton Street are for those accessing the river or visiting friends or family who live in the complex.

10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

The Riverlife Project (South of Fulton Street) is proposed to be developed in a single phase.

Wangard is seeking approval of the general development plan at this time. A specific implementation plan with more detailed engineering, architecture, lighting and landscaping would need to be reviewed by the Plan Commission at its SIP review.

Respectfully Submitted,

Mark C. Lake

Mark C. Lake, AICP, Principal
Wangard Development LLC on behalf of
Olympia Fields MD, LLC

CC: Project File
Asset Manager
Property Manager



REI

CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING
4080 N. 20TH AVENUE, WAUSAU, WI 54401
(715) 675-9784

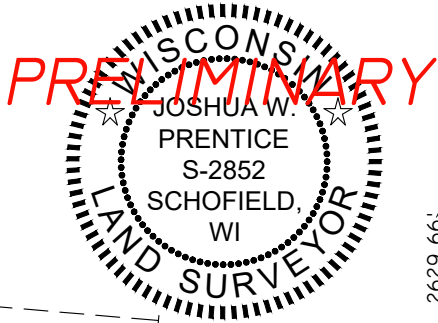
MARATHON COUNTY CERTIFIED SURVEY MAP

MAP NO. _____

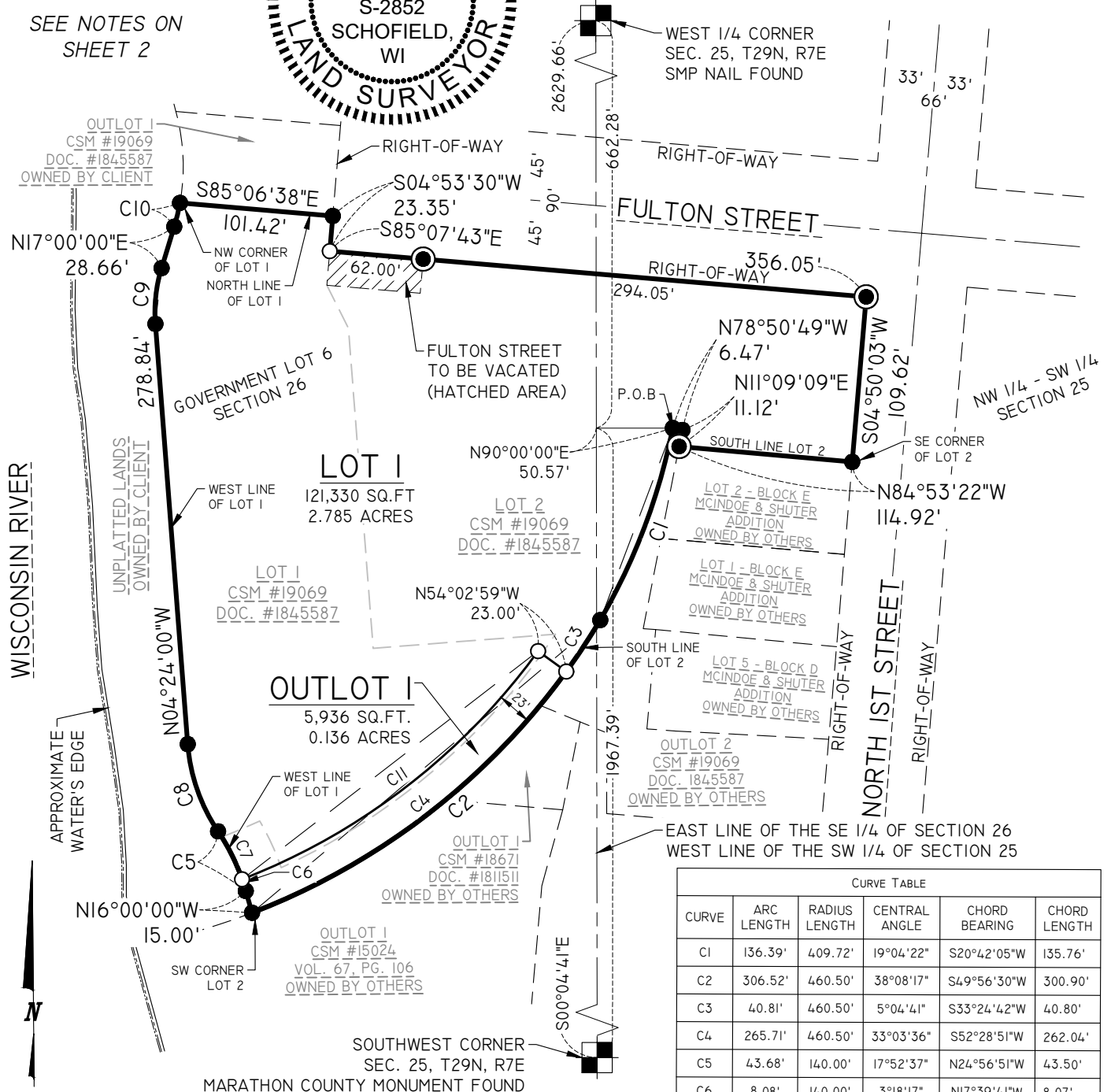
PREPARED FOR: RIVERLIFE PROPERTY

LANDOWNER: CITY OF WAUSAU

ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 19069, RECORDED AS DOCUMENT NUMBER 1845587, AND PART OF VACATED FULTON STREET, RECORDED AS DOCUMENT NUMBER XXXXXXX, BOTH FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED IN GOVERNMENT LOT 6 OF SECTION 26 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, ALL IN TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.

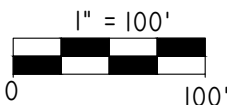


SEE NOTES ON
SHEET 2



LEGEND

- - 1-1/4 IN. IRON BAR FOUND UNLESS NOTED
- - 1-1/4 IN. O.D. IRON PIPE FOUND
- - 1-1/4 IN. O.D. X 18 IN. IRON PIPE WEIGHING 1.68 LBS/LIN. FT. SET
- (126°) - RECORDED BEARING/LENGTH
- 126.00' - MEASURED BEARING/LENGTH



CURVE TABLE					
CURVE	ARC LENGTH	RADIUS LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH
C1	136.39'	409.72'	19°04'22"	S20°42'05"W	135.76'
C2	306.52'	460.50'	38°08'17"	S49°56'30"W	300.90'
C3	40.81'	460.50'	5°04'41"	S33°24'42"W	40.80'
C4	265.71'	460.50'	33°03'36"	S52°28'51"W	262.04'
C5	43.68'	140.00'	17°52'37"	N24°56'51"W	43.50'
C6	8.08'	140.00'	3°18'17"	N17°39'41"W	8.07'
C7	35.61'	140.00'	14°34'20"	N26°35'59"W	35.51'
C8	61.74'	120.00'	29°28'35"	N19°08'18"W	61.06'
C9	37.35'	100.00'	21°24'00"	N06°18'00"E	37.13'
C10	16.20'	136.77'	6°47'06"	N13°36'27"E	16.19'
C11	250.67'	437.50'	32°49'40"	S52°21'53"W	247.25'



REI

CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING
4080 N. 20TH AVENUE, WAUSAU, WI 54401
(715) 675-9784

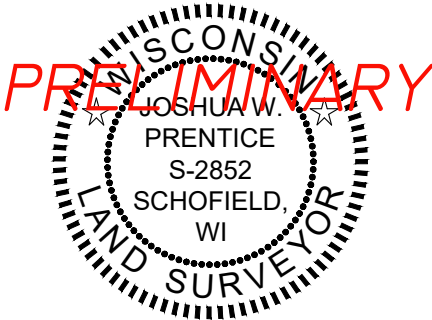
MARATHON COUNTY CERTIFIED SURVEY MAP

MAP NO. _____

PREPARED FOR: _____ RIVERLIFE PROPERTY _____

LANDOWNER: _____ CITY OF WAUSAU _____

ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 19069, RECORDED AS DOCUMENT NUMBER 1845587, AND PART OF VACATED FULTON STREET, RECORDED AS DOCUMENT NUMBER **XXXXXXX**, BOTH FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED IN GOVERNMENT LOT 6 OF SECTION 26 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, ALL IN TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.



SURVEYOR'S CERTIFICATE

I, JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF: THAT I HAVE SURVEYED, MAPPED, AND DIVIDED ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 19069, RECORDED AS DOCUMENT NUMBER 1845587, AND PART OF VACATED FULTON STREET, RECORDED AS DOCUMENT NUMBER **XXXXXXX**, BOTH FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED IN GOVERNMENT LOT 6 OF SECTION 26 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, ALL IN TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 25; THENCE SOUTH 00°04'41" EAST, COINCIDENT WITH THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 26, 662.28 FEET; THENCE NORTH 90°00'00" EAST, 50.57 FEET TO THE SOUTH LINE OF SAID LOT 2 OF CERTIFIED SURVEY MAP NUMBER 19069, THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST, AND THE POINT OF BEGINNING; THENCE 136.39 FEET, COINCIDENT WITH SAID SOUTH LINE OF LOT 2 AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH OF 409.72 FEET, A CENTRAL ANGLE OF 19°04'22", AND A CHORD THAT BEARS SOUTH 20°42'05" WEST FOR A DISTANCE OF 135.76 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST; THENCE 306.52 FEET, COINCIDENT WITH SAID SOUTH LINE OF LOT 2 AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH OF 460.50 FEET, A CENTRAL ANGLE OF 38°08'17", AND A CHORD THAT BEARS SOUTH 49°56'30" WEST FOR A DISTANCE OF 300.90 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 16°00'00" WEST, COINCIDENT WITH THE WEST LINE OF SAID LOT 2, 15.00 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST; THENCE 43.68 FEET, COINCIDENT WITH SAID WEST LINE OF LOT 2, THE WEST LINE OF SAID LOT 1, AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH 140.00 FEET, A CENTRAL ANGLE OF 17°52'37", AND A CHORD THAT BEARS NORTH 24°56'51" WEST FOR A DISTANCE OF 43.50 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST; THENCE 61.74 FEET, COINCIDENT WITH SAID WEST LINE OF LOT 1 AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH OF 120.00 FEET, A CENTRAL ANGLE OF 29°28'35", AND A CHORD THAT BEARS NORTH 19°08'18" WEST FOR A DISTANCE OF 61.06 FEET; THENCE NORTH 04°24'00" WEST, COINCIDENT WITH SAID WEST LINE OF LOT 1, 278.84 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHEAST; THENCE 37.35 FEET, COINCIDENT WITH SAID WEST LINE OF LOT 1 AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH OF 100.00 FEET, A CENTRAL ANGLE OF 21°24'00", AND A CHORD THAT BEARS NORTH 06°18'00" EAST FOR A DISTANCE OF 37.13 FEET; THENCE NORTH 17°00'00" EAST, COINCIDENT WITH SAID WEST LINE OF LOT 1, 28.66 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST; THENCE 16.20 FEET, COINCIDENT WITH SAID WEST LINE OF LOT 1 AND THE ARC OF SAID CURVE, SAID CURVE HAVING A RADIUS LENGTH OF 136.77 FEET, A CENTRAL ANGLE OF 6°47'06", AND A CHORD THAT BEARS NORTH 13°36'27" EAST FOR A DISTANCE OF 16.19 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 85°06'38" EAST, COINCIDENT WITH THE NORTH LINE OF SAID LOT 1, 101.42 FEET TO THE WEST RIGHT-OF-WAY LINE OF FULTON STREET; THENCE SOUTH 04°53'30" WEST, COINCIDENT WITH SAID WEST RIGHT-OF-WAY LINE, 23.35 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF FULTON STREET; THENCE SOUTH 85°07'43" EAST, COINCIDENT WITH SAID SOUTH RIGHT-OF-WAY LINE, 356.05 FEET TO THE WEST RIGHT-OF-WAY LINE OF NORTH 1ST STREET; THENCE SOUTH 04°50'03" WEST, COINCIDENT WITH SAID WEST RIGHT-OF-WAY LINE OF NORTH 1ST STREET, 109.62 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE NORTH 84°53'22" WEST, COINCIDENT WITH SAID SOUTH LINE OF LOT 2, 114.92 FEET; THENCE NORTH 11°09'09" EAST, COINCIDENT WITH SAID SOUTH LINE OF LOT 2, 11.12 FEET; THENCE NORTH 78°50'49" WEST, COINCIDENT WITH SAID SOUTH LINE OF LOT 2, 6.47 FEET TO THE POINT OF BEGINNING.

THAT THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 127,266 SQUARE FEET, OR 2.921 ACRES, MORE OR LESS.

THAT I HAVE MADE THIS SURVEY, DIVISION AND MAP THEREOF AT THE DIRECTION OF RIVERLIFE PROPERTY, AGENT OF SAID PARCELS.

THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, WISCONSIN ADMINISTRATIVE CODE A-E7, AND THE SUBDIVISION REGULATIONS OF THE CITY OF WAUSAU.

THAT THIS MAP IS A CORRECT AND ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PARCEL, AND OF THE DIVISION THEREOF MADE.

DATED THIS _____ DAY OF _____

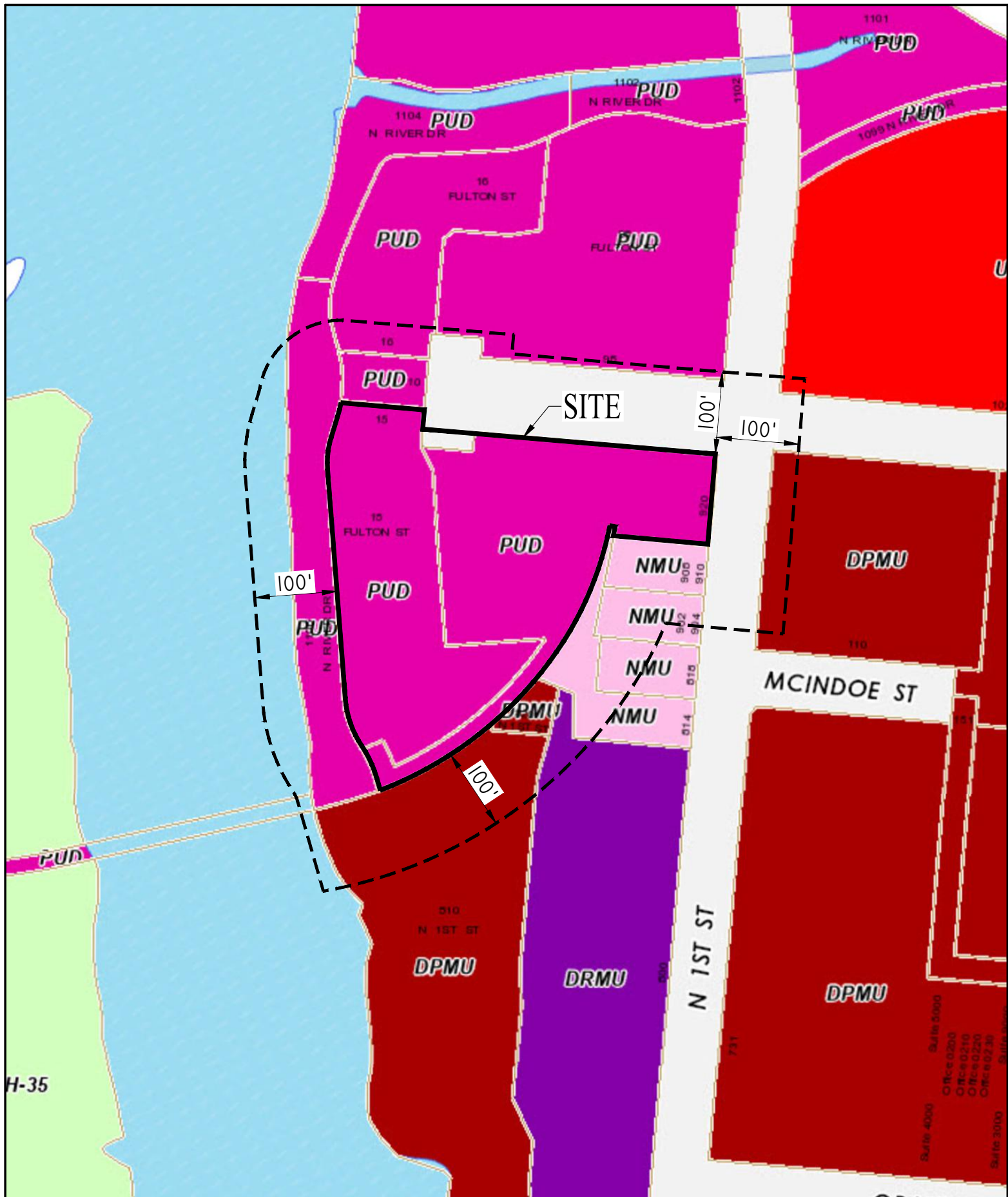
REI
JOSHUA W. PRENTICE
WI P.L.S. S-2852

NOTES:

1. FIELD SURVEY WAS COMPLETED ON 2-20-2025.
2. BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM, NAD 83(2011) DATUM AND REFERENCED TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 26, TOWNSHIP 29 NORTH, RANGE 7 EAST, MEASURED TO BEAR SOUTH 00°04'41" EAST.
3. THIS CERTIFIED SURVEY MAP DOES NOT TRANSFER PROPERTY OWNERSHIP, AND THE SALE OR TRANSFER OF PROPERTY REQUIRES A RECORDED DEED EXCEPT FOR PUBLIC DEDICATIONS.
4. RIGHTS-OF-WAY OF FULTON STREET AND NORTH 1ST STREET SHOWN ARE BASED ON SURVEYS OF RECORDS.

I, _____
ZONING ADMINISTRATOR
BEING DULY APPOINTED BY THE COMMON COUNCIL, DO
HEREBY CERTIFY THAT THE ATTACHED CERTIFIED SURVEY
MAP HAS BEEN REVIEWED AND THERE ARE NO OBJECTIONS
TO RECORDING THIS CERTIFIED SURVEY IN THE REGISTER
OF DEEDS OFFICE.

DATE _____



 REI CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING	REI Engineering, INC. 4080 N. 20TH AVENUE WAUSAU, WISCONSIN 54401 PHONE: 715.675.9784 EMAIL: MAIL@REIENGINEERING.COM	SCALE 		DATE: 02-24-2025 DRAWN BY: TAW APPROVED BY: JJB	SITE ZONING MAP WAUSAU RIVERLIFE CONDOMINIUMS FULTON STREET WAUSAU, WISCONSIN 54403	REI No. 9374C FIGURE: 1
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DRAWING FILE: P:\9300-9399\9374C - WANGARD - RIVERLIFE\DRAWING\FIGURES & EXHIBITS\9374C-ZONING MAP.DWG LAYOUT: 1 PLOTTED: FEB 24, 2025 - 1:20PM PLOTTED BY: TODDW

SITE PLAN

- A

PROPOSED BUILDING N
(MULTIFAMILY)
• 5 STORIES TOTAL
• 68 UNITS
- B

PROPOSED BUILDING S
(MULTIFAMILY)
• 5 STORIES TOTAL
• 76 UNITS
- C

PROPOSED CLUBHOUSE
• LEASING OFFICE
• KITCHEN/CLUBROOM
- D

SURFACE PARKING
- E

SIDEWALK/PATH
- F

OUTDOOR PATIO/
PERGOLA SHELTER
- G

DOG RUN AREA
- H

RETAINING WALLS
- I

BENCH SEATING
- J

REFUSE PICKUP AREA

SIGNAGE

- A

BUILDING SIGNAGE
- B

MONUMENT SIGNAGE

LANDSCAPE

- THE OVERALL PROJECT INTENDS TO ACCOMMODATE ALL LANDSCAPE REQUIREMENTS AS REQUIRED BY THE CITY PER WAUSAU ZONING CODE TO THE FULLEST EXTENT POSSIBLE.
- A

BUILDING FOUNDATION
• DIVERSITY OF NATIVE SPECIES
• DECIDUOUS/EVERGREEN SHRUBS
• ORNAMENTAL GRASSES & PERENNIALS
- B

PAVED AREA
• DIVERSITY OF NATIVE SPECIES
• DECIDUOUS TREES/SHRUBS
• ORNAMENTAL GRASSES & PERENNIALS
- C

STREET FRONTAGE
• DIVERSITY OF NATIVE SPECIES
• DECIDUOUS TREES
- D

YARDS
• DIVERSITY OF NATIVE SPECIES
• DECIDUOUS TREES/SHRUBS
• ORNAMENTAL GRASSES & PERENNIALS



WWW.REIENGINEERING.COM
715 • 675 • 9784

4080 N 2TH AVE
WAUSAU, WI, 54401

THIS EXHIBIT IS INTENDED
FOR CONCEPTUAL PURPOSES ONLY
• NOT FOR CONSTRUCTION •

WANGARD
MULTIFAMILY
DEVELOPMENT

GENERAL
DEVELOPMENT
PLAN

GDP SUBMITTAL

WAUSAU,
WISCONSIN

02.25.2025

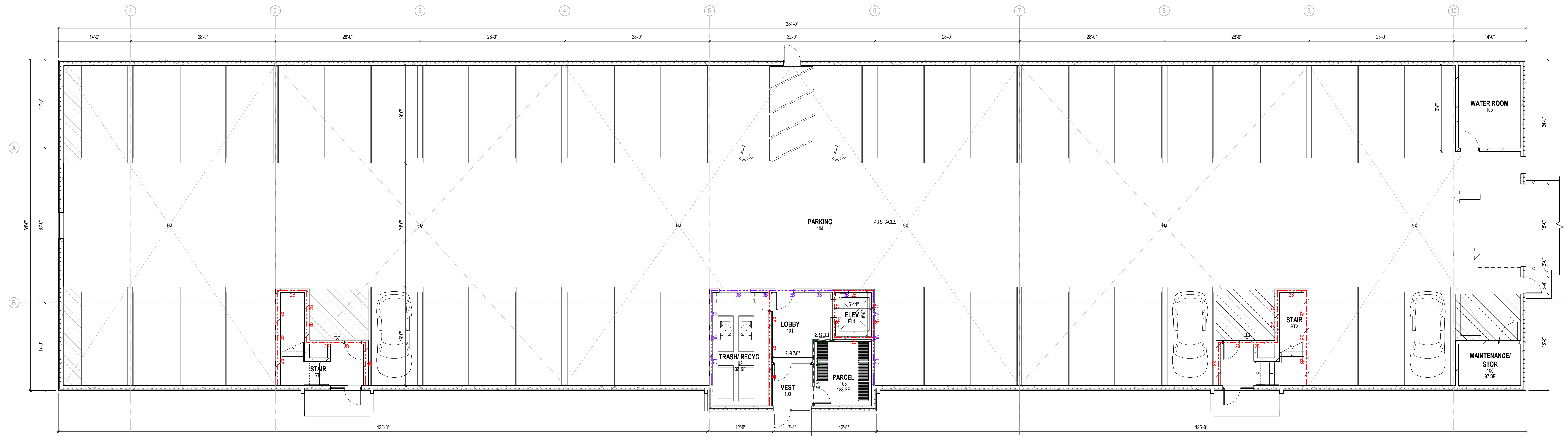
PROJECT NUMBER • 9374C

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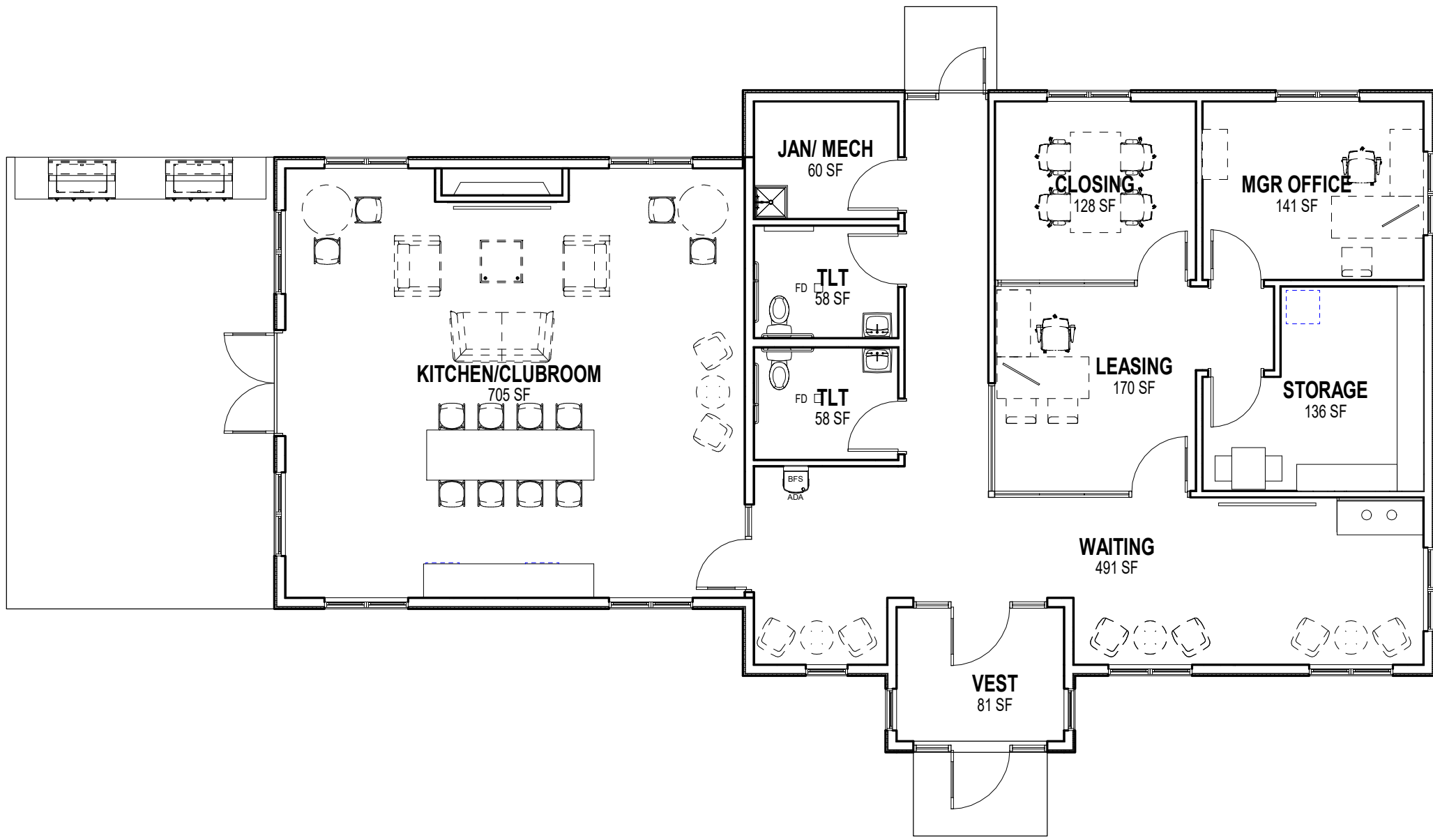






UNIT TYPE LEGEND

	1 BEDROOM
	2 BEDROOM
	STUDIO



SITE PLAN PACKAGE FOR:
WANGARD - RIVERLIFE
CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN

INDEX OF SHEETS

SHEET C001	TITLE SHEET
SHEET C010	EXISTING SITE CONDITIONS
SHEET C020	OVERLAY SITE PLAN
SHEET C100	SITE PLAN
SHEET C200	GRADING & EROSION CONTROL PLAN
SHEET C300	UTILITY PLAN

TOTAL SHEETS = 6

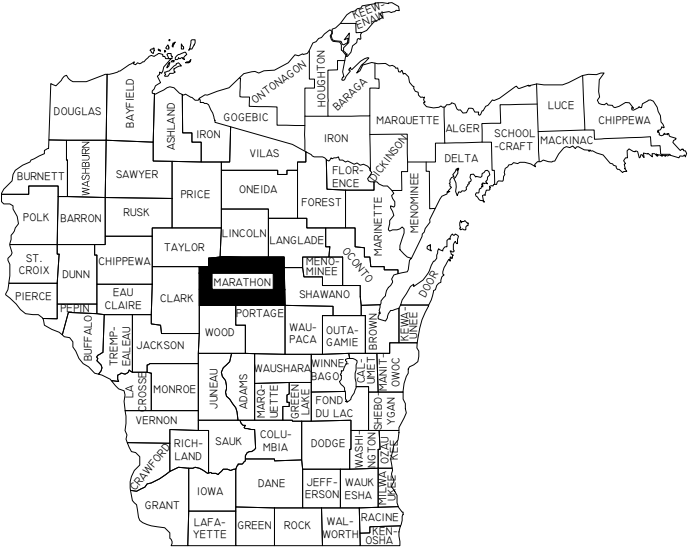
LIST OF STANDARD ABBREVIATIONS

&	AND
AB	AUGER BORING
ADT	AVERAGE DAILY TRAFFIC
BC	BOTTOM OF CURB
BM	BENCHMARK
BOC	BACK OF CURB
BR	BOTTOM OF RAMP
BS	BOTTOM OF STEPS
BW	BOTTOM OF WALL
CB	CATCH BASIN
CMAC	CORRUGATED METAL ARCH CULVERT
CMBC	CORRUGATED METAL BOX CULVERT
CMP	CORRUGATED METAL PIPE
CO	CLEANOUT
CONC.	CONCRETE
CPP	CORRUGATED PLASTIC PIPE
DGB	DENSE GRADED BASE
DIP	DUCTILE IRON PIPE
D/S	DOWNSTREAM
(E)	EAST
ELEV.	ELEVATION
EOG	EDGE OF GRAVEL
FFE	FINISHED FLOOR ELEVATION
FG	FINISH GRADE
F.O.	FIBER OPTIC
INL	INLET
HDPE	HIGH DENSITY POLYETHYLENE PIPE
HMA	HOT MIX ASPHALT
HP	HIGH POINT
IE	INVERT ELEVATION
LF	LINEAL FEET
LP	LOW POINT
MEG	MATCH EXISTING GRADE
MH	MANHOLE
(N)	NORTH
(NE)	NORTHEAST
(NW)	NORTHWEST
OH	OVERHEAD
PC	POINT OF CURVATURE
PE	POLYETHYLENE PIPE
P/L	PROPERTY LINE
PP	POWER POLE
PT	POINT OF TANGENCY
PVC	POLYVINYL CHLORIDE PIPE
RCB	REINFORCED CONCRETE BOX CULVERT
RCP	REINFORCED CONCRETE PIPE
RR	RAIL ROAD
R/W	RIGHT OF WAY
(S)	SOUTH
SAN	SANITARY SEWER
SB	SOIL BORING
SS	STORM SEWER
STM	STORM
(SW)	SOUTHWEST
TC	TOP OF CURB
TBR	TO BE REMOVED
TLE	TEMPORARY LIMITED EASEMENT
TNH	TOP NUT FIRE HYDRANT
TP	TEST PIT
TR	TOP OF RAMP
TYP.	TYPICAL
TS	TOP OF STEPS
TW	TOP OF WALL
U/S	UPSTREAM
VAR.	VARIES
(W)	WEST



TITLE WORK REQUIRED
TITLE WORK FOR THE PROJECT SITE
WAS NOT PROVIDED TO REI FOR
REVIEW, THEREFORE REI WAS
UNABLE TO VERIFY THE EXISTENCE
OF EASEMENTS OR USE
ENCUMBRANCES.

INFORMATION SHOWN WITH RESPECT TO EXISTING UNDERGROUND FACILITIES IS BASED ON INFORMATION AND DATA FURNISHED BY THE OWNER OF SUCH UNDERGROUND FACILITIES. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXACT LOCATIONS OF ALL UNDERGROUND FACILITIES PRIOR TO COMMENCING ANY WORK. IT IS ALSO THE CONTRACTOR'S RESPONSIBILITY TO TAKE ALL NECESSARY PRECAUTIONS TO PROTECT EXISTING UTILITY FACILITIES.



TOLL FREE: 811 OR (800) 242-8511
HEARING IMPAIRED: TDD (800)542-2289
EMERGENCY ONLY: (877) 500-9592
WWW.DIGGERSHOTLINE.COM

LEGEND	
	BENCHMARK
	1" IRON BAR
	EXISTING MANHOLE
	EXISTING TELEPHONE MANHOLE
	EXISTING STORM SEWER MANHOLE
	EXISTING SANITARY SEWER MANHOLE
	EXISTING HYDRANT
	EXISTING WATER VALVE
	EXISTING UTILITY POLE
	EXISTING LIGHT POLE
	EXISTING WATER SHUTOFF
	EXISTING DECIDUOUS TREE
	EXISTING CONIFEROUS TREE
	EXISTING GAS VALVE
	EXISTING CURB INLET
	EXISTING WELL
	TEST PIT LOCATION
	SOIL BORING
	EXISTING AIR CONDITIONING UNIT
	EXISTING GAS METER
	EXISTING ELECTRIC METER
	EXISTING UTILITY PEDESTAL
	EXISTING RAILROAD TRACKS
	EXISTING TREE LINE
	EXISTING GUY POLE
	EXISTING CABLE TV
	EXISTING FIBER OPTIC CABLE
	EXISTING UNDERGROUND GAS
	EXISTING UNDERGROUND ELECTRIC
	EXISTING UNDERGROUND TELEPHONE
	EXISTING OVERHEAD UTILITIES
	EXISTING WATER MAIN
	EXISTING STORM SEWER
	EXISTING SANITARY SEWER
	EXISTING PROPERTY LINE
	PROPOSED HANDICAP PARKING
	PROPOSED CURB STOP
	PROPOSED HYDRANT
	PROPOSED WATER VALVE
	PROPOSED SANITARY SEWER
	PROPOSED STORM SEWER
	PROPOSED FORCE MAIN
	PROPOSED SANITARY SEWER LATERAL
	PROPOSED WATER LATERAL
	PROPOSED WATER MAIN
	PROPOSED PUMP STATION
	PROPOSED SANITARY MANHOLE
	PROPOSED STORM MANHOLE
	PROPOSED CURB INLET
	PROPOSED CATCH BASIN
	PROPOSED CLEANOUT
	PROPOSED DRAINAGE FLOW
	PROPOSED SLOPE
	PROPOSED CURB & GUTTER
	PROPOSED REJECT CURB & GUTTER
	PROPOSED MOUNTABLE CURB & GUTTER
	EXISTING GROUND CONTOUR (INTERVAL=1 FT.)
	PROPOSED GROUND CONTOUR (INTERVAL=1 FT.)
	PROPOSED SPOT ELEVATION (TOP OF CURB)
	PROPOSED SPOT ELEVATION (BOTTOM OF CURB)
	PROPOSED SILT FENCE
	PROPOSED INLET PROTECTION
	PROPOSED RIPRAP
	PROPOSED EROSION MAT
	PROPOSED SAWCUT
	PROPOSED VEGETATIVE DRAINAGE SWALE
	PROPOSED ASPHALT DRAINAGE SWALE

REI CLIENT:
WANGARD

DNR SERVICE CENTER
5301 RIB MOUNTAIN DRIVE
WAUSAU, WISCONSIN 54401
(715) 359-2872

CITY OF WAUSAU ENGINEERING
407 GRANT STREET
WAUSAU, WISCONSIN 54403
(715) 261-6748

WAUSAU PLUMBING INSPECTOR
407 GRANT STREET
WAUSAU, WISCONSIN 54403
(715) 261-6780

SURVEYOR:
REI ENGINEERING, INC.
4080 N. 20TH AVENUE
WAUSAU, WI 54401
(715) 675-9784

ENGINEER:
REI ENGINEERING, INC.
4080 N. 20TH AVENUE
WAUSAU, WI 54401
(715) 675-9784
PROJECT ENGINEER
CORY S. SCHLOSSER

APPROVING AUTHORITIES:
CITY OF WAUSAU
WDNR

REI Engineering, INC.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9784, FAX: 715.675.4060
EMAIL: MAIL@REIENGINEERING.COM



CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING

NO SCALE



DATE	ISSUANCE	BY	CHKD	SURVEYED BY:	DESIGNED BY:	SURVEY DATE:
				JAF	CSS	11/25/2024
				SURVEY CHKD BY: JWP	CIVIL CHKD BY: JJB	CIVIL DATE: 02/24/2025
				SURVEY APVD BY: JWP	CIVIL APVD BY: JJB	DRAWN BY: NAP

TITLE SHEET
WAUSAU RIVERLIFE CONDOMINIUMS
FULTON STREET
WAUSAU, WI 54403

REI
REI No. 9374C
SHEET C001

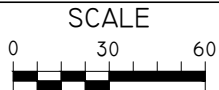
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PLOTTED: FEB 24, 2025 - 1:22PM PLOTTED BY: NATHANP

REI Engineering, INC.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9784 FAX: 715.675.4060
EMAIL: MAIL@REIENGINEERING.COM



REI

**CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING**

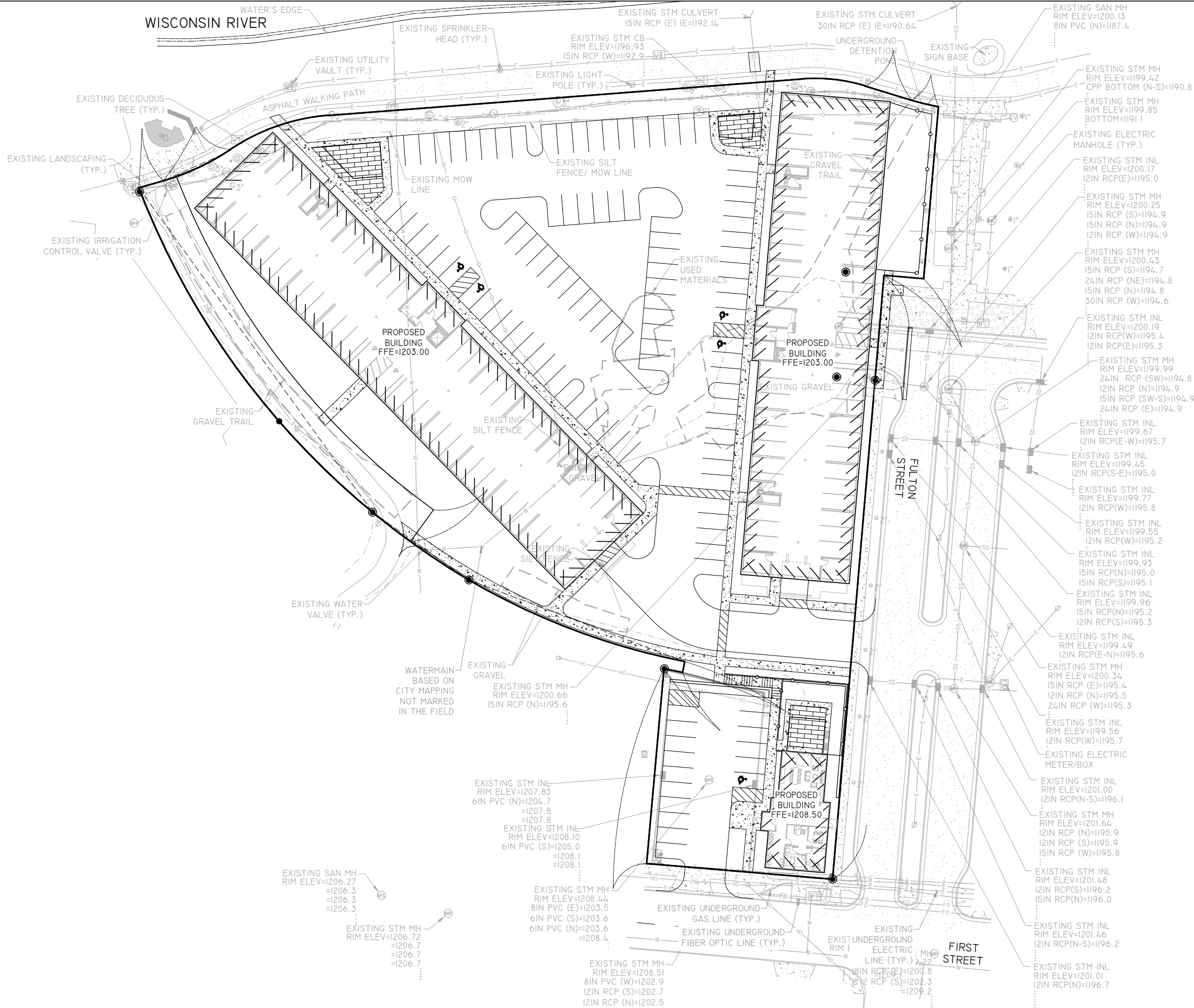


DATE	ISSUANCE	BY	CHKD	SURVEYED BY:	DESIGNED BY:	SURVEY DATE:
				JAF	CSS	11/25/2024
				SURVEY CHKD BY: JWP	CIVIL CHKD BY: JJB	CIVIL DATE: 02/24/2025
				SURVEY APVD BY: JWP	CIVIL APVD BY: JJB	DRAWN BY: TAW

OVERLAY SITE PLAN
WAUSAU RIVERLIFE CONDOMINIUMS
FULTON STREET
WAUSAU, WI 54403

REI
REI No. 9374C
SHEET C020

SITE INFORMATION	
ACREAGE	121,330 S.F. = 2,785 AC.
GREEN SPACE %	30,721 S.F. 25.3%
BUILDING S.F.	
BUILDING %	40,688 S.F. 33.5%
LAND USE / ZONING	PUD



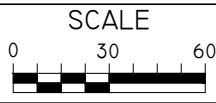
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PLOTTED: FEB 24, 2025 - 1:22PM PLOTTED BY: NATHANP

REI Engineering, INC.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9784 FAX: 715.675.4060
EMAIL: MAIL@REIENGINEERING.COM



REI

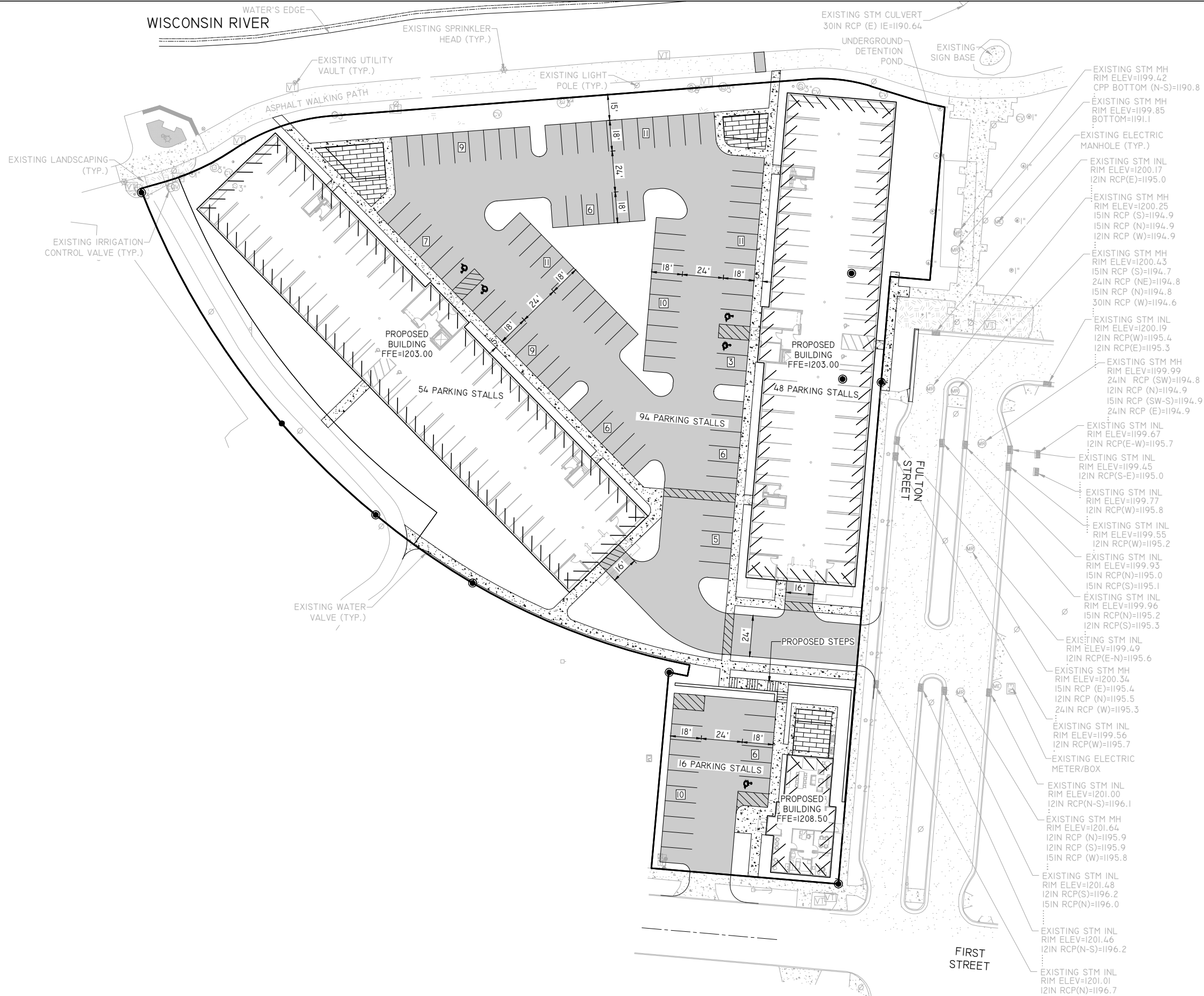
**CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING**



DATE	ISSUANCE	BY	CHKD	SURVEYED BY:	DESIGNED BY:	SURVEY DATE:
				JAF	CSS	11/25/2024
				SURVEY CHKD BY: JWP	CIVIL CHKD BY: JJB	CIVIL DATE: 02/24/2025
				SURVEY APVD BY: JWP	CIVIL APVD BY: JJB	DRAWN BY: NAP

SITE PLAN
WAUSAU RIVERLIFE CONDOMINIUMS
FULTON STREET
WAUSAU, WI 54403

REI
REI No. 9374C
SHEET C100



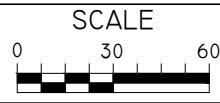
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PLOTTED: FEB 24, 2025 - 1:23PM PLOTTED BY: NATHANP

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4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
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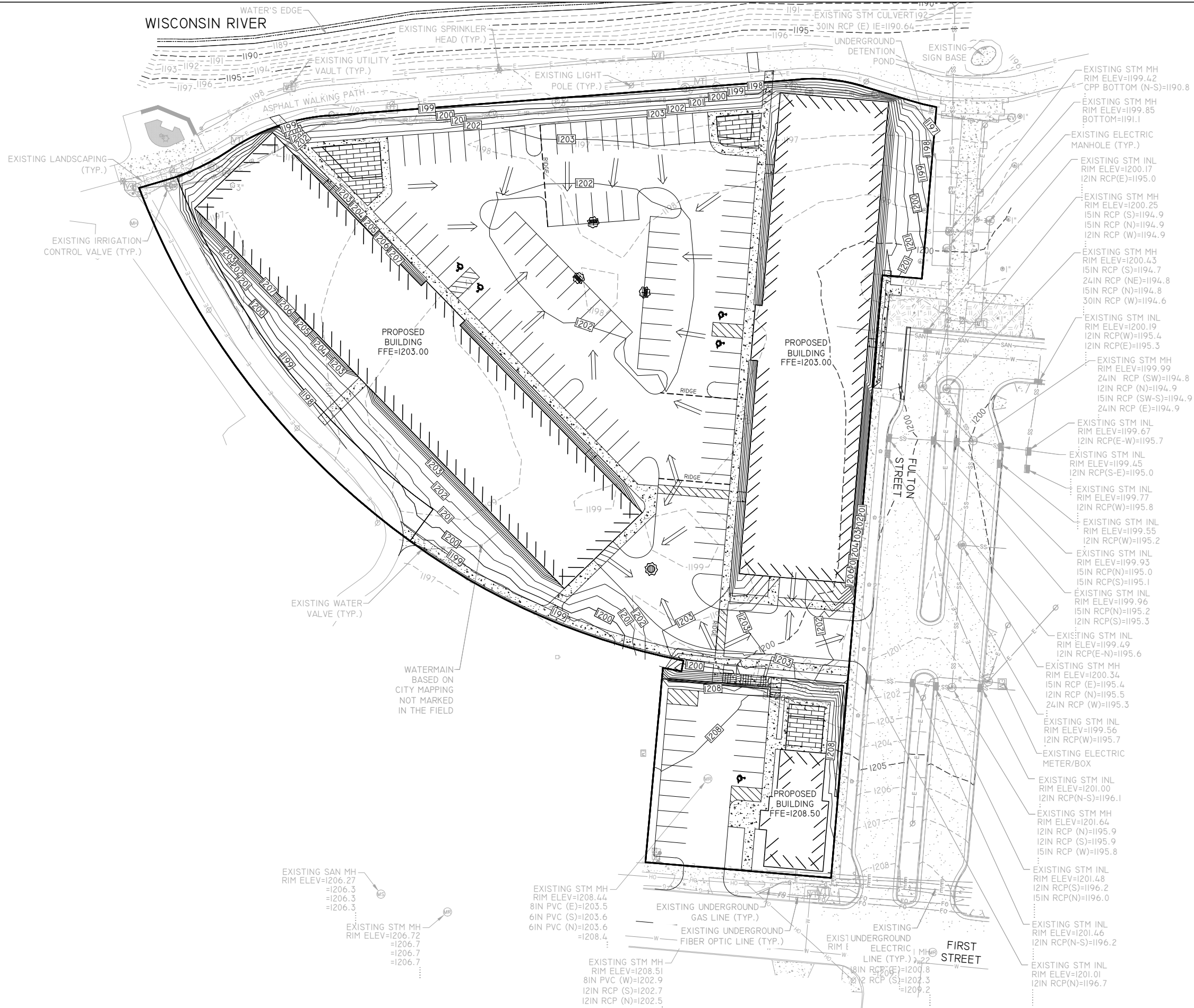


DATE	ISSUANCE	BY	CHKD

SURVEYED BY: JAF	DESIGNED BY: CSS	SURVEY DATE: 11/25/2024
SURVEY CHKD BY: JWP	CIVIL CHKD BY: JJB	CIVIL DATE: 02/24/2025
SURVEY APVD BY: JWP	CIVIL APVD BY: JJB	DRAWN BY: NAP

GRADING & EROSION CONTROL PLAN
WAUSAU RIVERLIFE CONDOMINIUMS
FULTON STREET
WAUSAU, WI 54403

REI
REI No. 9374C
SHEET C200



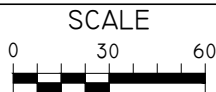
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REI Engineering, INC.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9784 FAX: 715.675.4060
EMAIL: MAIL@REIENGINEERING.COM



REI

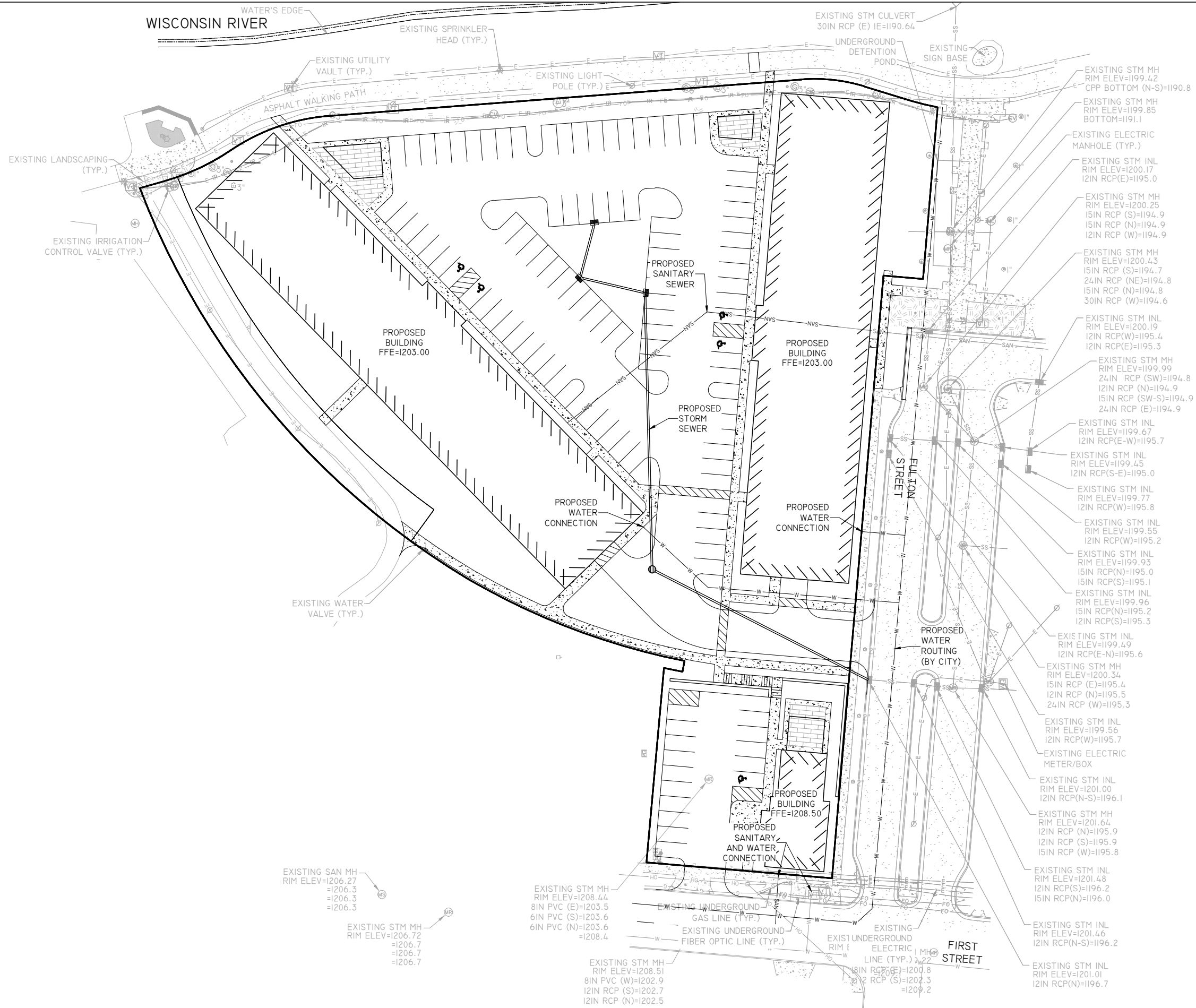
**CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING**



DATE	ISSUANCE	BY	CHKD	SURVEYED BY:	DESIGNED BY:	SURVEY DATE:
				JAF	CSS	11/25/2024
				SURVEY CHKD BY: JWP	CIVIL CHKD BY: JJB	CIVIL DATE: 02/24/2025
				SURVEY APVD BY: JWP	CIVIL APVD BY: JJB	DRAWN BY: NAP

UTILITY PLAN
WAUSAU RIVERLIFE CONDOMINIUMS
FULTON STREET
WAUSAU, WI 54403

REI
REI No. 9374C
SHEET C300



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

**A JOINT ORDINANCE OF THE PLAN COMMISSION
AND THE HISTORIC PRESERVATION COMMISSION**

Amending Section 2.82.055 of the Wausau Municipal Code to Include the Designation of the Little Red Schoolhouse, Marathon Park, as a Local Historic Landmark.

Committee Action: Plan Commission: 5-0
Historic Preservation: 8-0.

Ordinance Number: 61-5986

Fiscal Impact: None

File Number: 25-0417

Date Introduced: April 8, 2025

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

Section 1. That section 2.82.055 of the *Wausau Municipal Code* is hereby amended to read as follows:

2.82.055 Local Historic Landmarks. The following structure is hereby designated as a local historic landmark:

(36) Litte Red Schoolhouse, Marathon Park PIN: 29129073520998

NW NW ALSO THAT PT OF N 80' OF SW NW LYG N OF R R R/W SEC 35-29-7

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

Section 3. Severability. In the event any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 4. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Doug Diny, Mayor

Attest:

Kaitlyn Bernarde, City Clerk

MARATHON COUNTY PARK COMMISSION
DRAFT MINUTES

Date and Time of Meeting: February 4, 2025, at 10:30 a.m. Location: 212 River Dr, Room 5, Wausau WI 54403

Park Commissioners present: Jeff Frese, Lou Larson, Rick Seefeldt, Jean Maszk, Sarah Watson
Excused: Allen Opall, Tom Neal

Staff present: Jamie Polley - Parks, Recreation, and Forestry Director, Andy Sims - Assistant Director of Operations

Others Present: Rick Pergolski, Gary Gisselman

1. Policy Issues for Discussion and Committee Determination

A. Discussion and Possible Action by Committee

1. Historic Designation of Little Red Schoolhouse – The Little Red Schoolhouse located in Marathon Park is being considered by the Historic Preservation Commission for designation as a Local Wausau Historic Landmark. A public hearing will be held February 26 at 6:00 p.m. in the Council Chambers at Wausau City Hall to further discuss this designation. Recommendations will then go to the City Planning Commission and finally to the City Council. Gary Gisselman gave a brief history and answered questions. **Motion** by Larson, second by Frese, to approve the Historic Designation of Little Red Schoolhouse. Motion **carried** by voice vote; vote reflected as 5-0.

HISTORIC PRESERVATION COMMISSION

Time and Date: The Historic Preservation Commission met on Wednesday, February, 26, 2025, at 6:00 p.m. in the Council Chambers of Wausau City Hall.

Members Present: Gary Gisselman, Blake Opal-Wahoske, Steve Miller, Linda Tryczak, Brian Mason, Patrick Bacher, Kevin Crooks, Christine Martens.

Staff Present: Brad Lenz, Brooke Mueller.

Others Present: Father Samuel Cripps (St John's Episcopal), Doug Ramsey (St John's Episcopal)

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

Chairperson Gary Gisselman called the meeting to order at approximately 6:00 p.m. noting that a quorum was present.

PUBLIC HEARING: Discussion on landmarking the Little Red Schoolhouse (Marathon Park)

Gisselman opened the public hearing.

Gisselman closed the public hearing.

Discussion and possible action on landmarking the Little Red Schoolhouse (Marathon Park)

Motion to approve by Martens and seconded by Tryczak. Approved 8-0

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, March 18, 2025, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall

Members Present: Mayor Doug Diny, Eric Lindman, Bruce Bohlken, Andrew Brueggeman, George Bornemann,

Staff Present: William Hebert, Shahn Kariger, Brad Lenz, Andrew Lynch, Brooke Mueller

Others Present: Dave Reidel (Wangard), Pastor Cripps (St John's Episcopal)

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

Discussion and possible action on landmarking the Little Red Schoolhouse (Marathon Park) (Historic Preservation)

Motion by Bohlken and seconded by Borneman. Motion approved unanimously

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

**A JOINT ORDINANCE OF THE PLAN COMMISSION
AND THE HISTORIC PRESERVATION COMMISSION**

Amending Section 2.82.055 of the Wausau Municipal Code to Include the Designation of St. John's Episcopal Church, 330 McClellan Street, as a Local Historic Landmark.

Committee Action: Plan Commission: 5-0
Historic Preservation: 8-0

Ordinance Number: 61-5987

Fiscal Impact: None

File Number: 25-0418

Date Introduced: April 8, 2025

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

Section 1. That section 2.82.055 of the *Wausau Municipal Code* is hereby amended to read as follows:

2.82.055 Local Historic Landmarks. The following structure is hereby designated as a local historic landmark:

(37) St. John's Episcopal Church, 330 McClellan St, PIN: 29129072530237

MCINDOE & SHUTERS ADD LOTS 3 & 4 & ELY 15' OF LOT 2 BLK 3

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

Section 3. Severability. In the event any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 4. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Doug Diny, Mayor

Attest:

Kaitlyn Bernarde, City Clerk

HISTORIC PRESERVATION COMMISSION

Time and Date: The Historic Preservation Commission met on Wednesday, February, 26, 2025, at 6:00 p.m. in the Council Chambers of Wausau City Hall.

Members Present: Gary Gisselman, Blake Opal-Wahoske, Steve Miller, Linda Tryczak, Brian Mason, Patrick Bacher, Kevin Crooks, Christine Martens.

Staff Present: Brad Lenz, Brooke Mueller.

Others Present: Father Samuel Cripps (St John's Episcopal), Doug Ramsey (St John's Episcopal)

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

Chairperson Gary Gisselman called the meeting to order at approximately 6:00 p.m. noting that a quorum was present.

PUBLIC HEARING: Discussion on landmarking St. John's Episcopal Church (330 McClellen)

Gisselman opened the public hearing.

Doug Ramsey gave a brief history on St John's pointing out that this is the longest continually running church in the City.

Father Samuel Cripps also spoke to the history of the building as well as the start of the Episcopal Church in Wausau.

Gisselman closed the public hearing.

Discussion and possible action on landmarking St. John's Episcopal Church (330 McClellen)

Motion to approve by Bacher and seconded by Martens. Approved 8-0

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, March 18, 2025, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall

Members Present: Mayor Doug Diny, Eric Lindman, Bruce Bohlken, Andrew Brueggeman, George Bornemann,

Staff Present: William Hebert, Shahn Kariger, Brad Lenz, Andrew Lynch, Brooke Mueller

Others Present: Dave Reidel (Wangard), Pastor Cripps (St John's Episcopal)

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

Discussion and possible action on landmarking St. John's Episcopal Church (330 McClellen) (Historic Preservation)

Pastor Cripps gave a brief history of the church to the group.

Motion by Bohlken and seconded by Borneman. Motion approved unanimously



Citizen Participation Form

Thank you for your interest in serving on one of our many Boards, Committees or Commissions. The Mayor makes appointments, which are subject to confirmation of the Council. Some, but not all, require residency or specific qualifications. Therefore, unless you express a specific interest in serving on a particular Board, Committee, or Commission, your response to the following questions will assist in appointing you, subject to confirmation of the Council. The City is looking for a broad representation of citizens with diverse backgrounds, talents, and interests. Submission of a completed application does not guarantee placement.

Contact Information

Full Name *

Britnie Remer

First and Last Name

Residential Address *

Street Address

1109 Brown St

Address Line 2

City

Wausau

Postal/Zip Code

54403

State/Province/Region

WI

Is this your residence for voter registration? *

☒ Yes ☐ No

Phone *

(262) 215-1122

Email *

britnieremer@gmail.com

How long have you been a Wausau resident? *

12 years

Do you own a business within the City of Wausau? *

☐ Yes ☒ No

If Yes, please list the name and address of the business

Employment Information

Please provide your current or most recent employment information.

What is your most recent job title? *

Organizer

Business Name *

350 Wisconsin

Business Address *

Street Address

2921 Landmark Pl

Address Line 2

Suite 215, #407

City

Madison

State/Province/Region

WI

Postal/Zip Code

53713

Business Phone Number *

(608) 572-7443

Community Involvement

Please note any history of involvement with your community.

Are you currently serving on any Boards, Commissions or Committees? *

☐ Yes ☒ No

Do you have previous experience in any form of government?(This could be as an employee, committee member, elected official, etc) *

☐ Yes ☒ No

Describe your involvement within the Wausau community - including government, schools, non-profit organizations, athletics, etc. *

I have volunteered with the Neighbors Place and the Community Outreach Task Force, and have delivered meals on Thanksgiving through the First Presbyterian Church. Additionally, I've been engaged in local efforts to raise awareness regarding poverty through the Wisconsin Poor People's Campaign, as well as advocated for clean water and sustainable projects through public participation at the local government level.

Area of Interest

Information regarding existing City of Wausau Boards, Commissions and Committees can be found on the City Website at www.wausauwi.gov/your-government/city-council/boards-committees-commissions.

Please select your top three areas of interest *

- | | |
|--|--|
| ☐ AARP Livability Committee | ☐ Administrative Review Board |
| ☐ Affordable Housing Regional Task Force | ☐ Airport Committee |
| ☐ Bicycle & Pedestrian Advisory Committee | ☐ Board of Canvassers |
| ☐ Board of Public Works | ☐ Board of Review |
| ☐ Board of Zoning Appeals | ☐ Building Advisory Board |
| ☐ Business Improvement District Board | ☐ Capital Improvement Program Committee(CIPC) |
| ☐ Citizen's Advisory Committee | ☐ City-County IT Commission |
| ☐ Community Development Authority | ☐ Dog Park Committee |
| ☐ Ethics Board | ☐ Historic Preservation Commission |
| ☐ Joint Review Board | ☐ Legislative Committee |
| ☐ Liberation and Freedom Committee | ☐ Neighbor 2 Neighbor Committee |

- ☐ Plan Commission
- ☐ Policing Task Force
- ☐ Solar Array Task Force
- ☐ Transit Commission
- ☐ Wausau Veterans Committee

- ☐ Police and Fire Commission
- ☐ Safe Elections Task Force (SETF)
- ☒ Sustainability, Energy, and Environment Committee
- ☐ Wausau Arts Commission
- ☐ Wausau Water Works Commission

Please note your order of interest from the selections above.*

Sustainability, Energy, and Environment Committee

Please list first, second and third choice

Are you willing and able to attend meetings on a regular basis?*

☒ Yes ☐ No

Why are you interested in serving on a City of Wausau Board, Committee or Commission?*

I am passionate about ensuring that our community is moving forward together to address the impacts of the climate crisis, including having strong, sustainable, and resilient options for energy that take the needs of residents into consideration while lessening impacts to our environment. Wausau is a beautiful place that needs to be preserved as best as possible for generations to come.

What qualifications and experience will you bring to the Board, Committee or Commission?*

In addition to personal passion and drive, working at a climate and environmental-focused organization provides additional real-world experience and an understanding of different options for solutions that might not be well-known. My connections around the state, both in urban and rural areas, provide great resources for both idea generation and collaboration.

Additional Information

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

File Uploads

You may choose to attach supplemental information, such as a professional resume, personal biography, letter of interest, or references that may further support your appointment. This is not a requirement.

Acknowledgement

This application will remain on file for three years from the date of submission. Please be advised that your completed application including any supplemental attachments, are subject to open records requests under the Freedom of Information Act.

Signature*

Britnie Renner

Date

02/17/2025

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

RESOLUTION OF THE COMMON COUNCIL

Approving Judicial Privacy Act Policy for Shielding Procedures Pursuant to Wisconsin Act 235.

Committee Action: None

Fiscal Impact: None

File Number: 25-0415

Date Introduced: April 8, 2025

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, 2023 Wisconsin Act 235 (“Act”), also known as the Judicial Privacy Act, was enacted March 27, 2024, to provide specific privacy protections for certain judicial officers and immediate family members, including exemptions from the Wisconsin Public Records Law, publicly available records of the Register of Deeds office, and other governmental websites; and

WHEREAS, the Act became effective April 1, 2025, and allows eligible judicial officers to submit written requests on forms approved by the Director of State Courts, to shield publicly accessible information available on the City’s website, or redact from other records, protected information that includes home address, telephone numbers, e-mail address, Social Security number, driver’s license number, bank account or credit or debit card information, vehicle license plate number, identity of minor children, date of birth and marital status; and

WHEREAS, all government agencies, including the City, must implement a process and procedures for implementing the requirements of the Act so that staff responding to such requests will understand and be able to carry out their obligations; and

WHEREAS, led by CCITC staff, the County and City worked together to create a consistent policy, which policy is attached.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Wausau hereby approves the attached Judicial Privacy Act Policy and directs staff to implement this policy to meet the requirements of the Act with regard to privacy protections for judicial officers.

Approved:

Doug Diny, Mayor

City of Wausau Judicial Information Shielding Procedures (Act 235)

To: All Department Heads

From: City of Wausau Judicial Privacy Team

Wisconsin Act 235, also known as the Judicial Privacy Act, was enacted to protect the personal information of judicial officers and their immediate family members. The Act, effective April 1, 2025, allows judicial officers to submit written requests to shield specific personal information from public records.

The City adopts this official policy to guide employees in the implementation of this recent law change and to ensure compliance. This memorandum shall serve as Marathon County's written policy as to the key aspects of the law and provide guidance on handling public records requests to ensure compliance.

Act 235 may be accessed here: [2023 WI Act 235](#).

To ensure compliance with this law and these policies, direct any questions to City Attorney, Anne Jacobson).

KEY PROVISIONS OF ACT 235

Protected Individuals – Who is Protected?

Under Act 235, the term “**Judicial Officer**” includes individuals who currently hold or have previously held any of the following positions:

- Supreme Court Justice
- Court of Appeals Judge
- Circuit Court Judge
- Municipal Judge
- Tribal Judge
- Temporary or Permanent Reserve Judge
- Circuit, Supplemental, or Municipal Court Commissioner

Immediate Family Members

The term “**Immediate Family**” includes:

- A judicial officer's spouse
- A minor or adult child of the judicial officer or their spouse (including fosterchildren),

provided the adult child resides with the judicial officer

- A parent of the judicial officer or their spouse
- Any other individual residing at the judicial officer's residence

Protected Information – What is Protected?

The following personal information is **shielded from public disclosure**:

- Home address (including primary and secondary addresses)
- Home or personal mobile telephone number
- Personal email address
- Social Security number, driver's license number, federal or state tax ID number
- Bank account, credit card, or debit card information
- Vehicle license plate or unique vehicle identifier
- Identification of children under the age of 18 who are related to the judicial officer or an immediate family member
- Full date of birth
- Marital status

Note: While the judicial officer's name is not a protected field, they may opt out of having their name displayed on public-facing land records websites. The intent of the law is to prevent searches for a judicial officer's name from yielding their address.

Note: Address is a protected field. Except as it relates to a public-facing land records website, an address has to be shielded even if it is not associated with the judicial officer's name. While there is a clean up bill pending in the Legislature to address this, the bill has not yet passed into law.

How is Information Shielded?

A judicial officer must submit a written request using a form prescribed by the Director of State Courts. This request must be treated as **confidential** by all government agencies. The shielding requirements of Act 235 apply only if a valid request is on file.

When Can Information Be Released?

Otherwise shielded information can only be released under specified circumstances, including:

- In response to a court order.
- If the judicial officer or their immediate family member consents.
- Under specific exemptions for law enforcement and government operations, if a confidentiality agreement is in place.

DRAFT

REQUEST HANDLING POLICY

When responding to a public records request, all department heads must follow the ensuing policy to ensure compliance. If the County has received a request to shield information, you must take necessary steps to prevent disclosure of the protected information.

If you have any questions or need clarification, please consult the Marathon County Corporation Counsel before responding to a request.

Please note that Act 235 has similar restrictions/requirements relative to our general publishing, or transmission to third parties of information that contains protected data. Before publishing or transmitting data, including large data sets, consider whether the information may contain potentially protected information and consider the least restrictive means of moving forward.

Shielding a Judicial Officer's Information

A judicial officer must submit a **written Request for Protection of Personal Identifying Information** on a form prescribed by the **Director of State Courts** to participate in the confidentiality program. This request is not a public record and is shielded from disclosure.

Marathon County is designating Corporation Counsel as its designated officer for the purpose of receiving and distributing requests made pursuant to Wisconsin judicial shielding procedures. Requests should be made directly to Corporation Counsel or forwarded to Corporation Counsel by any receiving county official.

The City of Wausau is further designating a Judicial Privacy Team to consist of representatives from the following departments:

1. Assessment
2. Inspections and Zoning
3. Finance/ City Clerk
4. Attorney

The Judicial Privacy Team shall have primary responsibility for monitoring privacy requests through use of a dedicated repository on Laserfiche. CCITC shall maintain the Laserfiche Judicial Privacy repository as a secure, internal shared space for county use, accessible only to authorized personnel. Original request forms shall be maintained electronically within the Laserfiche Judicial Privacy repository.

When Notified of a New Participant

1. Forward the request to City Attorney with the subject line: “Confidential- Privacy Request”
 - o The request is confidential and not a public record.
 - o City Attorney will upload Request to the Laserfiche Judicial Privacy repository and notify all Departments a new request has been uploaded.
 - o The request remains valid for **10 years** or until the judicial officer’s death, whichever occurs first.
 - o If a new request is submitted before the 10-year period expires, the timeline restarts.
 - o The City Attorney will maintain a running list of all Requests for Protection in the Laserfiche Judicial Privacy repository along with a running list of all individuals whose information must be protected. This form must be cross-referenced by any staff before releasing information or responding to a public records request that could include protected information.
 - o All individuals with the ability to publish on the NextRequest platform shall have access to the portion of the Laserfiche Judicial Privacy repository where the running list of protected individuals is stored.
2. Shield the requested information within **10 business days**. Confirm compliance by uploading a signed and dated Confirmation Form into the Laserfiche Judicial Privacy repository.
3. Requests may only be submitted by:
 - o The judicial officer
 - o A representative of the judicial officer’s employer
 - o The **Director of State Courts** (submitted on a quarterly basis)

POLICY FOR RELEASING SHIELDED INFORMATION

A **Consent to Release Personal Identifying Information** on a form prescribed by the **Director of State Courts** must be submitted before any protected information can be disclosed. Said Consent should be forwarded to the City Attorney if received by any other city official.

When Presented with a Consent to Release Form

1. Forward the request to the City Attorney via the Laserfiche Judicial Privacy repository.
2. Requests to release information may only be submitted by:
 - o The judicial officer
 - o A court order requiring the release
 - o A protected family member consenting to the release of their **own** information
3. Authenticate the consent before releasing any information.
4. The consent form must specify:
 - o The **duration** for which access is granted
 - o The **specific individual or entity** allowed access

POLICY ON USE OF CONFIDENTIALITY AGREEMENTS

Marathon County will grant third party access to protected information **only if** they sign a **Confidentiality Agreement**. This applies to vendors, government agencies, private data collectors, and any entity with access to the judicial officer's records.

Confidentiality Agreement Procedures

1. The **mayor**, or his or her designee, is authorized to sign confidentiality agreements on behalf of the City of Wausau.
2. Determine **which entities require agreements**, such as:
 - o Vendors and software providers with regular access
 - o State, municipal, or federal agencies (if applicable)
3. Forward signed agreements to the City Attorney by uploading to the Laserfiche Judicial Privacy repository.
4. A single confidentiality agreement per outside entity is sufficient for the entire city and all city departments.
5. Confidentiality agreements remain in effect until terminated by either the county or the entity.
 - o It is recommended to include a reminder when transmitting files to an entity with whom we have confidentiality agreements, noting that the information may contain confidential data and must not be shared.

POLICY ON STAFF ACCESS AND TRAINING

Confidential judicial information may only be accessed by city personnel **who require** it to perform their duties.

Staff Access Guidelines

1. **Identify essential personnel** who require access (e.g., a real property lister may need access, but a financial specialist may not).
2. **Develop department-specific policies** in alignment with city-wide judicial privacy procedures. Each department shall develop and maintain a process of shielding/redacting protected information from the public in conjunction with city policies and procedures. This process may:
 - o Identify what protected information their department may house.
 - o Identify vendors that use, store, or access protected information.
 - o Identify any external entities the department exchanges protected information with.
 - o Sign confidentiality agreements to continue workflows with minimal disruption.
 - o Implement a system to ensure your department has done its due diligence to comply with the request.
 - o Create a policy to ensure staff do not release protected information and secure signatures of staff which will serve to acknowledge the policy.
 - o Create a template for staff responses when inquiries come in for protected information.
3. **Provide training to staff** on judicial privacy requirements, including:
 - o **Software training** to recognize shielded records and prevent accidental disclosure.
 - o **Pre-planned responses** to public inquiries about shielded information, such as:
 - *“Unfortunately, I’m not authorized to disclose that information.”*
 - *“I’m unable to share those details, but I’d be happy to assist you with something else.”*
 - *“Our policies prevent us from sharing that type of information.”*
 - *“That’s not something we can provide at this time.”*
 - o **New hire training** for new employees and **ongoing training** to include any updates affecting this legislation should be implemented.

Compliance

The City Attorney and City Clerk are designated as compliance officers to investigate and address violations of this policy and the underlying laws.

DRAFT

TRAINING MATERIALS FOR STAFF

Steps for Handling Public Records Requests based on Act 235 Judicial Privacy Protections – Consider in Every Public Record Response

1. Determine Whether the Request Includes Protected Information

- o Check if the record contains personal information of a judicial officer or their immediate family.
- o Verify whether a **written request to shield information** has been received.

2. Review the Type of Information Being Requested

- o If the request includes home addresses, phone numbers, or other protected information, those elements must be **excluded** from disclosure.
- o Do **not** release information that could reveal the location or identity of a protected judicial officer.

3. Assess Whether an Exemption Applies

- o If the requestor is a law enforcement agency, government entity, or a party with whom the City has signed a **confidentiality agreement**, certain information may be disclosed.
- o Ensure compliance with **court orders** or **consent-based releases** before sharing information.

4. Redact or Shield Protected Information

- o Ensure personal information is protected by a shielding request is **removed or redacted** from public records before release.
- o Digital databases and land records systems must comply with shielding requests.

5. Document the Request and Response

- o Maintain a record of the public records request, including:
 - The requestor's name and details.
 - The information requested.
 - The response provided, noting any redactions made.

6. Seek Legal Guidance If Unsure

- o If uncertain whether a record should be disclosed, consult with the **City Attorney** before responding.
- o Do not process ambiguous requests without verification.

Special Considerations for Land Records and Online Data

- **GIS, tax rolls, and land records websites** must provide an opt-out mechanism for judicial officers to prevent their information from appearing in public search results.
- **Registers of Deeds** must shield digital copies of documents specifically identified in a judicial officer's request.

This guide ensures that the City of Wausau remains compliant with Act 235 while upholding transparency and privacy protections. Thank you for your diligence in implementing these procedures.

Guidance for Department Heads on Making Information Generally Available to the Public

Ensuring Transparency While Complying with Wisconsin Act 235

While **Wisconsin Act 235** protects certain judicial officer information, the City of Wausau remains committed to transparency and providing public access to government records. When making information generally available to the public, department heads must **balance transparency with legal privacy protections**. The following guidance outlines best practices for ensuring compliance while maintaining accessibility to public records.

1. Determine What Information Can Be Publicly Shared

Before making information available online, in reports, or through open data initiatives, review the following:

✓ **Publicly Accessible Information:**

- City budgets, financial reports, meeting minutes, ordinances, and policies.
- General statistical data and aggregated information.
- Records **not subject to privacy restrictions**, such as publicly recorded documents that do not include protected information.

⊘ **Restricted or Protected Information (Must Be Shielded or Redacted Before Release):**

- Any **personal information of judicial officers** if a **shielding request** has been

received.

- Home addresses, phone numbers, personal emails, and other **sensitive identifiers**.
- Confidential legal, personnel, and health records.
- Social Security numbers, driver’s license numbers, and financial account information.

If in doubt, consult the City Attorney before releasing data.

2. Apply Redaction and Shielding Protocols Before Public Release

Before publishing records, ensure that **protected information is removed**:

- **For documents and reports:** Redact protected details (e.g., home addresses of judicial officers).
- **For online databases:** Implement filtering mechanisms to prevent protected records from appearing in searches.
- **For land records and GIS systems:** Ensure judicial officers who have opted out are excluded from public search results.

3. Use Controlled Access for Sensitive Information

Certain records should not be made broadly available online but may still be shared under **controlled conditions**:

- Use **confidentiality agreements** before sharing data with third parties (e.g., contractors, intergovernmental agencies).
- **Restrict access** to sensitive data using password-protected portals or designated request-based access.
- **Limit disclosure** to what is legally required and necessary for public understanding.

4. Consider the Method of Disclosure

When deciding how to share public information, use the **least restrictive yet compliant** approach:

 Best Practices for Public Information Sharing:

Method	Best Use Cases	Privacy Considerations
City Website	Public reports, meeting agendas, policies, general notices	Ensure sensitive data is redacted before posting.
Data Portals/Open Data	Non-personal statistical data, budget details, program information	Personal information must be removed before publishing.

Method	Best Use Cases	Privacy Considerations
Records Available Upon Request	Documents containing some sensitive details (e.g., property records, personnel data)	Redact protected data and verify requestor identity when required.
Interagency Sharing	Confidential government operations, law enforcement, legal matters	Use confidentiality agreements and restrict access to authorized personnel.

5. Regularly Review and Update Public Records Practices

To maintain compliance and best serve the public, department heads should:

- **Conduct periodic audits** of publicly available records to ensure Act 235 compliance.
 - **Update policies** as laws and technology evolve.
 - **Train staff** on proper handling of records, shielding requests, and redaction protocols.
-

6. Seek Legal and IT Support When Necessary

If a department is unsure whether certain records can be released:

- **Consult the City Attorney** for legal review.
- **Work with CCITC** to ensure online data is properly filtered and shielded as required.
- **Follow established city policies** for public records management.

This approach ensures that the City of Wausau continues to provide **meaningful public access** to records while respecting legal privacy protections. If you need further guidance, please contact the **City Attorney’s Office or the City Clerk**.

Penalties

In accordance with 2023 Wisconsin Act 235 Section 7(5)(a) of judicial officer whose personal information is made public as a result of a violation of this section may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. Notwithstanding s. 814.04, if the court grants injunctive or declaratory relief, the governmental agency, business, association, data broker, or other person responsible for the violation shall be required to pay the judicial officer’s costs and reasonable attorney fees.

2023 WISCONSIN ACT 235

An Act to *amend* 19.36 (11) and 19.55 (1); and to *create* 8.10 (7), 19.36 (14), 19.55 (2) (cm), 59.43 (1r) and 757.07 of the statutes; relating to: privacy protections for judicial officers, granting rule-making authority, and providing a penalty.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

Section 1 . 8.10 (7) of the statutes is created to read:

8.10 (7) (a) Notwithstanding sub. (2) (b) and (c) and s. 8.21 (4) (b), a candidate for filling the office of a judicial officer, as defined in s. 757.07 (1) (e), who files a certification of residence with the commission before circulating nomination papers is not required to indicate his or her residential address on the nomination papers, including nomination papers circulated on behalf of the judicial officer, or on the declaration of candidacy. Notwithstanding sub. (3) (intro.), a judicial officer, as defined in s. 757.07 (1) (e), who intends to circulate nomination papers on behalf of a candidate for filling a nonpartisan office, or who intends to sign nomination papers to support such a candidate, is not required to indicate his or her residential address on the certification of a qualified circulator appended to the nomination papers or on the nomination papers as a signatory. The commission shall promulgate rules for the administration of this subsection and prescribe a certification of residence for a candidate or circulating judicial officer for use under this subsection.

(b) Certifications of residence submitted to the commission under par. (a) shall be kept confidential unless the judicial officer consents to disclosure under s. 757.07 (4) (e), except that the commission shall provide such certifications to the appropriate filing officer for the office the candidate or judicial officer seeks. Filing officers shall also keep confidential the certifications received by the commission unless the judicial officer consents to disclosure.

Section 2. 19.36 (11) of the statutes is amended to read:

19.36 (11) Records of an individual holding a local public office or a state public office. Unless access is specifically authorized or required by statute, an authority shall not provide access under s. 19.35 (1) to records, except to an individual to the extent required under s. 103.13, containing information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an individual who holds a local public office or a state public office, unless the individual authorizes the authority to provide access to such information. This Except as provided in sub. (14), this subsection does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.

Section 3. 19.36 (14) of the statutes is created to read:

19.36 (14) Privacy protections for judicial officers. If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), an authority shall not provide access under s. 19.35 (1) to a certification of residence under s. 8.10 (7) or to the personal information, as defined in s. 757.07 (1) (g), of a judicial officer, except as provided under s. 8.10 (7) (b).

Section 4. 19.55 (1) of the statutes is amended to read:

19.55 (1) Except as provided in subs. (2) to (4) and s. 19.36 (14), all records under ch. 11, this subchapter, or subch. III of ch. 13 in the possession of the commission are open to public inspection at all reasonable times. The commission shall require an individual wishing to examine a statement of economic interests or the list of persons who inspect any statements which are in the commission's possession to provide his or her full name and address, and if the individual is representing another person, the full name and address of the person which he or she represents. Such identification may be provided in writing or in person. The commission shall record and retain for at least 3 years information obtained by it pursuant to this subsection. No individual may use a fictitious name or address or fail to identify a principal in making any request for inspection.

Section 5 . 19.55 (2) (cm) of the statutes is created to read:

19.55 (2) (cm) If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), the personal information, as defined in s. 757.07 (1) (g), of a judicial officer contained in statements of economic interests, reports of economic transactions, and campaign finance reports that are filed with the commission by judicial officers or the candidate committees of judicial officers. The commission shall quarterly review the electronic campaign finance information system for the personal information of judicial officers and remove such information from the system. In addition, before providing, upon a request, a statement of economic interests of a judicial officer, the commission shall remove the personal information of the judicial officer.

Section 6. 59.43 (1r) of the statutes is created to read:

59.43 (1r) Personal information of judicial officers. The register of deeds shall shield from disclosure and keep confidential documents containing information covered by a written request of a judicial officer under s. 757.07, if the judicial officer specifically identifies the document number of any document to be shielded under this subsection. This subsection applies only to electronic images of documents specifically identified by a judicial officer as covered by a written request under s. 757.07. The register of deeds may allow access to a document subject to protection under this subsection only if the judicial officer consents to the access or access is

otherwise permitted as provided under s. 757.07 (4) (e).

Section 7. 757.07 of the statutes is created to read:

757.07 Privacy protections for judicial officers. (1) Definitions. In this section:

(a) “Data broker” means a commercial entity that collects, assembles, or maintains personal information concerning an individual who is not a customer or an employee of that entity in order to sell the information or provide 3rd-party access to the information. “Data broker” does not include any of the following:

1. A commercial entity using personal information internally, providing access to businesses under common ownership or affiliated by corporate control, or selling or providing data for a transaction or service requested by or concerning the individual whose personal information is being transferred.
2. A commercial entity providing publicly available information through real-time or near real-time alert services for health or safety purposes.
3. A commercial entity using information that is lawfully made available through federal, state, or local government records, or information that a business has a reasonable basis to believe is lawfully made available to the general public through widely distributed media, by the consumer, or by a person to whom the consumer has disclosed the information, unless the consumer has restricted the information to a specific audience.
4. A commercial entity engaged in the collection, maintenance, disclosure, sale, communication, or use of any personal information bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living by a consumer reporting agency, furnisher, or user that provides information for use in a consumer report, and by a user of a consumer report, but only to the extent that such activity is regulated by and authorized under the federal Fair Credit Reporting Act, 15 USC 1681, et seq.
5. A consumer reporting agency subject to the federal Fair Credit Reporting Act, 15 USC 1681, et seq.
6. A commercial entity using personal information collected, processed, sold, or disclosed in compliance with the federal Driver's Privacy Protection Act of 1994, 18 USC 2721, et seq.
7. A commercial entity using personal information to do any of the following:
 - a. Prevent, detect, protect against, or respond to security incidents, identity theft, fraud, harassment, malicious or deceptive activities, or any illegal activity.
 - b. Preserve the integrity or security of systems.
 - c. Investigate, report, or prosecute any person responsible for an action described under subd. 7. a. or b.

8. A financial institution, affiliate of a financial institution, or data subject to title V of the federal Gramm-Leach-Bliley Act, 15 USC 6801, et seq.

9. A covered entity for purposes of the federal privacy regulations promulgated under the federal Health Insurance Portability and Accountability Act of 1996, specifically 42 USC 1320d-2 note.

10. A commercial entity engaging in the collection and sale or licensing of personal information incidental to conducting the activities described in subds. 1. to 9.

11. Insurance and insurance support organizations.

12. Law enforcement agencies or law enforcement support organizations and vendors.

(b) “Government agency” includes any association, authority, board, department, commission, independent agency, institution, office, society, or other body corporate and politic in state or local government created or authorized to be created by the constitution or any law.

(c) “Home address” includes a judicial officer's permanent residence and any secondary residences affirmatively identified by the judicial officer. “Home address” does not include a judicial officer's work address.

(d) “Immediate family” includes any of the following:

1. A judicial officer's spouse.

2. A minor child of the judicial officer or of the judicial officer's spouse, including a foster child, or an adult child of the judicial officer or of the judicial officer's spouse whose permanent residence is with the judicial officer.

3. A parent of the judicial officer or the judicial officer's spouse.

4. Any other person who resides at the judicial officer's residence.

(e) “Judicial officer” means a person who currently is or who formerly was any of the following:

1. A supreme court justice.

2. A court of appeals judge.

3. A circuit court judge.

4. A municipal judge.

5. A tribal judge.

6. A temporary or permanent reserve judge.

7. A circuit, supplemental, or municipal court commissioner.

(f) “Permanent residence” means the place where a person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.

(g) “Personal information” means any of the following with regard to a judicial officer or any immediate family member of a judicial officer, but does not include information regarding employment with a government agency:

1. A home address.
2. A home or personal mobile telephone number.
3. A personal email address.
4. A social security number, driver's license number, federal tax identification number, or state tax identification number.
5. Except as required under ch. 11, a bank account or credit or debit card information.
6. A license plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or an immediate family member of a judicial officer.
7. The identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer.
8. The full date of birth.
9. Marital status.

(h) “Publicly available content” means any written, printed, or electronic document or record that provides information or that serves as a document or record maintained, controlled, or in the possession of a government agency that may be obtained by any person or entity, from the Internet, from the government agency upon request either free of charge or for a fee, or in response to a public records request under ch. 19.

(i) “Publicly post or display” means to intentionally communicate or otherwise make available to the general public.

(j) “Transfer” means to sell, license, trade, or exchange for consideration the personal information of a judicial officer or a judicial officer's immediate family member.

(k) “Written request” means written notice signed by a judicial officer or a representative of the judicial officer's employer requesting a government agency, business, association, or other person to refrain from publicly posting or displaying publicly available content that includes the personal information of the judicial officer or judicial officer's immediate family.

(2) Publicly posting or displaying a judicial officer's personal information by a government agency. (a) A government agency may not publicly post or display publicly available content that includes a judicial officer's personal information, provided that the government agency has received a written request in accordance with sub. (4) that it refrain from disclosing the judicial officer's personal information. After a government agency has received a written request, that agency shall remove the judicial officer's personal information from publicly available content within 10 business days. After the government agency has removed the judicial officer's personal information from

publicly available content, the agency may not publicly post or display the information, and the judicial officer's personal information shall be exempt from inspection and copying under s. 19.35 unless the government agency has received consent as provided under sub. (4) (e) to make the personal information available to the public.

(b) Nothing in this subsection prohibits a government agency from providing access to records containing the personal information of a judicial officer to a 3rd party if the 3rd party meets any of the following criteria:

1. Possesses a signed consent document, as provided under sub. (4) (e).
2. Is subject to the requirements of 15 USC 6801, et seq.
3. Executes a confidentiality agreement with the government agency.

(3) Data brokers and other persons and businesses. (a) No data broker may knowingly sell, license, trade, purchase, or otherwise make available for consideration the personal information of a judicial officer or a judicial officer's immediate family, provided that the judicial officer has made a written request to the data broker. The data broker shall cease knowingly selling, licensing, trading, purchasing, or otherwise making available personal information for consideration pursuant to the written request within 10 business days of the written request.

(b) 1. No person, business, or association may publicly post or display on the Internet publicly available content that includes the personal information of a judicial officer or the judicial officer's immediate family, provided that the judicial officer has made a written request to the person, business, or association that it refrain from disclosing or acquiring the personal information.

2. Subdivision 1. does not apply to any of the following:

- a. Personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].
- b. Personal information lawfully received from a state or federal government source, including from an employee or agent of the state or federal government.

(c) 1. After a person, business, or association has received a written request from a judicial officer to protect the privacy of the personal information of the judicial officer and the judicial officer's immediate family, the person, business, or association shall remove, within 10 business days, the publicly posted or displayed personal information identified in the request; ensure that the information is not publicly posted or displayed on any website or subsidiary website controlled by that person, business, or association; and identify any other publicly posted or displayed instances of the identified information that should also be removed.

2. After receiving a judicial officer's written request, no person, business, or

association may transfer the judicial officer's personal information to any other person, business, or association through any medium, except as follows:

a. The person, business, or association may transfer personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].

b. The person, business, or association may transfer the judicial officer's personal information at the request of the judicial officer if the transfer is necessary to effectuate a request to the person, business, or association from the judicial officer.

(4) Procedure for completing a written request for protection of personal information. (a) No government agency, person, data broker, business, or association may be found to have violated any provision of this section if the judicial officer fails to submit a written request calling for the protection of the personal information of the judicial officer or the judicial officer's immediate family.

(b) 1. A written request under this subsection is valid if the request meets the requirements of par. (d) and if the judicial officer does any of the following:

a. Sends the written request directly to a government agency, person, data broker, business, or association.

b. If the director of state courts has a policy and procedure for a judicial officer to file the written request with the director of state court's office to notify government agencies, the judicial officer sends the written request to the director of state courts.

2. In each quarter of a calendar year, the director of state courts shall provide to the appropriate officer with ultimate supervisory authority for a government agency a list of all judicial officers who have submitted a written request under subd. 1. b. The officer shall promptly provide a copy of the list to the government agencies under his or her supervision. Receipt of the written request list compiled by the director of state courts office by a government agency shall constitute a written request to that agency for purposes of this subsection.

(c) A representative from the judicial officer's employer may submit a written request on the judicial officer's behalf, provided that the judicial officer has given written consent to the representative and provided that the representative agrees to furnish a copy of that consent when the written request is made. The representative shall submit the written request as provided under par. (b).

(d) A judicial officer's written request shall be made on a form prescribed by the director of state courts and shall specify what personal information shall be maintained as private. If a judicial officer wishes to identify a secondary residence as a home address, the designation shall be made in the written request. A judicial officer's written request shall disclose the identity of the officer's immediate family

and indicate that the personal information of these family members shall also be excluded to the extent that it could reasonably be expected to reveal personal information of the judicial officer. Any person receiving a written request form submitted by or on behalf of a judicial officer under this paragraph shall treat the submission as confidential.

(e) 1. A judicial officer's written request is valid for 10 years or until the judicial officer's death, whichever occurs first.

2. Notwithstanding a judicial officer's written request, a government agency, person, data broker, business, or association may release personal information otherwise subject to the written request under any of the following circumstances:

a. As required in response to a court order.

b. If a judicial officer or immediate family member of the judicial officer consents to the release of his or her own personal information as provided under subd. 3.

c. If the judicial officer provides the government agency, person, data broker, business, or association with consent to release the personal information as provided under subd. 3.

3. A judicial officer or immediate family member of the judicial officer may consent to release personal information otherwise protected by a judicial officer's written request if the consent is made in writing on a form prescribed by the director of state courts. An immediate family member of the judicial officer may only consent to the release of his or her own personal information.

4. A judicial officer under sub. (1) (e) 1. to 3., or 6. may designate the director of state courts as the judicial officer's agent for purposes of service of process, and if the director of state courts receives service of process, notice, or demand required or permitted by law to be served on a judicial officer who has designated the director of state courts as his or her agent for purposes of service of process under this subdivision, the director of state courts shall forward the process, notice, or demand to the judicial officer's home address.

(4m) (a) In this subsection, "land records website" means a public website that allows users to search and retrieve a real estate property database or geographic records.

(b) Any provider of a public-facing land records website shall establish a process for judicial officers and immediate family members of judicial officers to opt out from the display and search functions of their names on the provider's public-facing land records website.

(5) (a) A judicial officer whose personal information is made public as a result of a violation of this section may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. Notwithstanding s. 814.04, if the court grants injunctive or declaratory relief, the governmental agency, business, association, data

broker, or other person responsible for the violation shall be required to pay the judicial officer's costs and reasonable attorney fees.

(b) Provided that an employee of a government agency has complied with the conditions set forth in sub. (2), it is not a violation of this section if an employee of a government agency publishes personal information, in good faith, on the website of the government agency in the ordinary course of carrying out public functions.

(c) It is unlawful for any person to knowingly publicly post or display on the Internet the personal information of a judicial officer or of the judicial officer's immediate family if the person intends the public posting or display of the personal information to create or increase a threat to the health and safety of the judicial officer or the judicial officer's immediate family and, under the circumstances, bodily injury or death of the judicial officer or a member of the judicial officer's immediate family is a natural and probable consequence of the posting or display. A person who violates this paragraph is guilty of a Class G felony.

(6) This section shall be construed broadly to favor the protection of the personal information of judicial officers and the immediate family of judicial officers.

Section 8 . Effective date.

(1) This act takes effect on the first day of the 13th month beginning after publication.



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

16 East State Capitol
Telephone 608-266-6828
Fax 608-267-0980

Request for Protection of Personal Information

Purpose

This form allows a judicial officer (or a representative from the judicial officer's employer on the judicial officer's behalf) to request protection of personal information of a judicial officer or their immediate family member from disclosure by a government agency, person, data broker, business, or association pursuant to Wis. Stat. § 757.07(4).

Definitions

1. DSCO – Director of State Courts Office.
2. Home Address – A judicial officer's permanent residence and any secondary residences affirmatively identified by the judicial officer. Home address does not include a judicial officer's work address.
 - Permanent Residence – The place where a person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.
3. Immediate Family Member – A judicial officer's spouse; a minor child of the judicial officer or of the judicial officer's spouse, including a foster child; an adult child of the judicial officer or of the judicial officer's spouse whose permanent residence is with the judicial officer; a parent of the judicial officer or of the judicial officer's spouse; and any other person who resides at the judicial officer's residence.
4. Judicial Officer – A person who is or formerly was a Supreme Court justice, Court of Appeals judge, circuit court judge, municipal judge, tribal judge, temporary or permanent reserve judge or a circuit, supplemental, or municipal court commissioner.
5. Receiving Entity – For purposes of this form, receiving entity means government agency, person, business, association or data broker that receives a Request for Protection of Personal Information form from a judicial officer.

Notices

1. This request for protection is valid for 10 years or until the judicial officer's death, whichever occurs first. The 10-year timeline starts on the date the receiving entity receives the request. The judicial officer can make additional requests to start another 10-year period.
2. Submission of a new request supersedes any prior request for protection and begins a new 10-year period of validity.
3. Pursuant to Wis. Stat. § 757.07(4)(d), the written request form will be treated as confidential.

Completing the Request for Protection Form

1. Above the application information, list the receiving entity or entities to whom the request is directed.
2. Specify the information to be protected by marking the appropriate checkbox and listing the information, where applicable.
3. For electronic images of documents recorded by the Register of Deeds, specifically identify the document number of any document to be shielded per Wis. Stat. § 59.43(1r).
4. Specify the immediate family members and any secondary residences covered by the request.
5. Complete and attach additional copies of the personal information page for each additional family member.
6. To avoid unnecessary disclosure, complete this form separately for each receiving entity and provide only the information in that entity's possession.
7. Provide specific examples of information, if possible.
8. For questions about what information should be included in the form, contact the receiving entity directly.

Submitting the Request for Protection Form

1. Only judicial officers (or a representative from the judicial officer's employer on the judicial officer's behalf) may submit a Request for Protection of Personal Information form.
2. Submit the Request for Protection of Personal Information form directly to each receiving entity.

Submitting Subsequent Forms

1. Complete a new Request for Protection of Personal Information form after the current request expires or to update any information to be protected.
2. Submitting a new request supersedes any prior request for protection and begins a new 10-year period of validity.
3. Submit a Consent to Release form directly to the appropriate receiving entity to consent to the limited or unrestricted release of protected personal information.

Receiving Entities:

If you have concerns about unintended disclosure, list one receiving entity below, and submit this form separately to each receiving entity in possession of personal information for which you are requesting protection.

Entity Name:	Entity Address:
_____	_____
_____	_____
_____	_____

Request for Protection of Personal Information**Applicant Information:**

Full Name of Judicial Officer [First, Middle, Last, Suffix] _____	
Businesses, permittees, or other entities with which the judicial officer is associated [if applicable]: _____ [this information is intended to assist receiving entities in locating the judicial officer's personal information]	
Wisconsin State Bar Number of Judicial Officer [if applicable]: _____	
Judicial Title/Position: _____	Court/Department [if active judicial officer]: _____ [if you are not an active judicial officer, leave number blank]
Phone Number _____	Email Address: _____
Type of Judicial Officer: ☐ Supreme Court Justice ☐ Court of Appeals Judge ☐ Circuit Court Judge ☐ Circuit Court Commissioner ☐ Supplemental Court Commissioner ☐ Municipal Court Commissioner ☐ Municipal Judge ☐ Tribal Judge	Employment Status of Judicial Officer: ☐ Active ☐ Reserve ☐ Inactive

JUDICIAL OFFICER Personal Information to be Protected:

Name of Judicial Officer (First, Middle, Last, Suffix):	

☐	Primary home address: _____ AND _____ Street City State Zip Code Parcel Identification Number (PIN)
☐	Secondary home address: _____ AND _____ Street City State Zip Code Parcel Identification Number (PIN)
☐	Home telephone number: _____
☐	Personal mobile telephone number: _____
☐	Personal email address: _____
☐	Driver's license number: _____
☐	License plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or immediate family member: _____
☐	Identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer (first, middle, last, suffix): _____
☐	Full date of birth: _____
☐	Marital status (Married/Divorced/Single/Widowed): _____
☐	Document number of any document to be shielded by Register of Deeds pursuant to Wis. Stat. § 59.43(1r): _____
☐	Social Security number: _____ (last four digits only)
☐	Federal tax identification number: _____ (last four digits only)
☐	State tax identification number: _____ (last four digits only)
☐	Except as required under ch. 11, bank account information (do not list information)
☐	Except as required under ch. 11, credit card information (do not list information)
☐	Except as required under ch. 11, debit card information (do not list information)

To assist the receiving entity in locating the personal identify information, please list the types of information (e.g., circuit court case number, zoning permits, hunting license, tax return, bank statement, etc.) in the receiving entity's custody that could include the personal information: ¹

¹ This detail will assist the receiving entity with locating your personal information to properly protect it.

IMMEDIATE FAMILY MEMBER Personal Information to be Protected:

Name of Immediate Family Member (First, Middle, Last, Suffix):	

☐	Primary home address: _____ AND _____ Street City State Zip Code Parcel Identification Number (PIN)
☐	Secondary home address: _____ AND _____ Street City State Zip Code Parcel Identification Number (PIN)
☐	Home telephone number: _____
☐	Personal mobile telephone number: _____
☐	Personal email address: _____
☐	Driver's license number: _____
☐	License plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or immediate family member: _____
☐	Identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer (first, middle, last, suffix): _____
☐	Full date of birth: _____
☐	Marital status (Married/Divorced/Single/Widowed): _____
☐	Document number of any document to be shielded by Register of Deeds pursuant to Wis. Stat. § 59.43(1r): _____
☐	Social Security number: _____ (last four digits only)
☐	Federal tax identification number: _____ (last four digits only)
☐	State tax identification number: _____ (last four digits only)
☐	Except as required under ch. 11, bank account information (do not list information)
☐	Except as required under ch. 11, credit card information (do not list information)
☐	Except as required under ch. 11, debit card information (do not list information)

To assist the receiving entity in locating the personal identify information, please list the types of information (e.g., circuit court case number, zoning permits, hunting license, tax return, bank statement, etc.) in the receiving entity's custody that could include the personal information: ²

² This detail will assist the receiving entity with locating your personal information to properly protect it.

I declare that:

- ☐ I am a judicial officer, as defined by Wis. Stat. § 757.07(1)(e), or
- ☐ I am a representative from the judicial officer's employer with written consent by the judicial officer to submit this form on the judicial officers behalf, as provided by Wis. Stat. § 757.07(4)(c), and I have attached a copy of that written consent.

Therefore, I am entitled to request protection of the above personal information pursuant to Wis. Stats. § 757.07(4).

I acknowledge that:

- ☐ Pursuant to Wis. Stat. § 757.07(4)(b)1.a., it is my responsibility to send this written request directly to the government agency, person, data broker, business, or association.
- ☐ My written request is valid for 10 years or until the death of the judicial officer, whichever occurs first.
- ☐ Submission of a new request for protection supersedes any prior request for protection and begins a new 10-year period of validity.

State of _____

County of _____

Subscribed and sworn to before me on

Notary Public/Court Official

Name Printed or Typed

My commission/term expires: _____

Judicial Officer

Name Printed or Typed

Address

Email Address

Telephone Number

Date

State Bar No.

Wisconsin Legislative Council

ACT MEMO



Prepared by: Peggy Hurley, Senior Staff Attorney

April 2, 2024

2023 Wisconsin Act 235 [2023 Assembly Bill 966]

Privacy Protections for Judicial Officers

2023 Wisconsin Act 235 allows judicial officers to request that certain information be protected from public disclosure and removed from public display. The act provides certain protection from public records disclosures, prohibits the sale and dissemination of certain private information, and limits the information that may be publicly posted on social media.

JUDICIAL OFFICERS

Under the act, a judicial officer means a person who currently is or who formerly was a Supreme Court justice, a court of appeals judge, a circuit court, a municipal, tribal, or temporary or permanent reserve judge, or a circuit, supplemental, or municipal court commissioner. The act establishes a procedure by which a judicial officer may submit a written request to protect private information relating to themselves or their immediate families from certain disclosures. A written request is valid for 10 years or until the judicial officer's death, whichever occurs first.

PERSONAL INFORMATION PROTECTED

Under the act, a judicial officer may identify the types of information he or she wishes to protect. With regard to a judicial officer or an immediate family member of a judicial officer, "personal information" means any of the following:

- A home address, including identification of a particular document recorded by a register of deeds.
- A home or personal mobile telephone number.
- A personal email address.
- A Social Security number, driver's license number, federal tax identification number, or state tax identification number.
- Except as required under ch. 11, bank account or credit or debit card information.
- A license plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or an immediate family member of a judicial officer.
- The identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer.
- The full date of birth.
- Marital status.

PROHIBITED DISCLOSURES

Upon receiving a written request for privacy from a judicial officer, no government agency, business, association, or other person may post or display publicly available content that includes the personal information of the judicial officer or judicial officer's immediate family. Additionally, upon receiving a written request for privacy, no business or other entity may sell or trade a judicial officer's personal information. The act imposes specific restrictions on governmental, commercial, and private entities.

Disclosure of Personal Information by Government Agencies

When a government agency receives a written request for privacy from a judicial officer, the agency generally may not disclose the private information identified by the officer to any requester, may not publicly post or display the information, and must remove any private information from public postings or display under the agency's control within 10 days.

The act provides certain exceptions, including for disclosures for which a judicial officer gives written permission, disclosure to another government agency that has entered into a confidentiality agreement, and information subject to federal law protections relating to financial information. Additionally, an employee of a government agency that publishes personal information, in good faith, on the website of the government agency in the ordinary course of carrying out public functions, is not in violation of the act's provisions.

Commerce of Personal Information

Under the act, within 10 business days of receiving a written request for privacy from a judicial officer, no data broker, business, association, and other person may "knowingly sell, license, trade, purchase, or otherwise make available for consideration the personal information of a judicial officer or a judicial officer's immediate family." The act defines a data broker as a "commercial entity that collects, assembles, or maintains personal information concerning an individual who is not a customer or an employee of that entity in order to sell the information or provide 3rd-party access to the information." The act excludes all of the following from the definition of a data broker:

- A commercial entity that uses personal information internally, providing access to businesses under common ownership or affiliated by corporate control, or selling or providing data for a transaction or service requested by or concerning the individual whose personal information is being transferred.
- A commercial entity that provides publicly available information through real-time or near real-time alert services for health or safety purposes.
- A commercial entity that uses information that is lawfully made available through federal, state, or local government records, or information that a business has a reasonable basis to believe is lawfully made available to the general public through widely distributed media, by the consumer, or by a person to whom the consumer has disclosed the information, unless the consumer has restricted the information to a specific audience.
- A commercial entity engaged in the collection, maintenance, disclosure, sale, communication, or use of any personal information relating to a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living by a consumer reporting agency, furnisher, or user that provides information for use in a consumer report, and by a user of a consumer report, but only to the extent that such activity is regulated by and authorized under the federal Fair Credit Reporting Act.
- A consumer reporting agency subject to the federal Fair Credit Reporting Act.

- A commercial entity using personal information collected, processed, sold, or disclosed in compliance with the federal Driver's Privacy Protection Act.
- A commercial entity using personal information to prevent, detect, or respond to security threats, including data security.
- A financial institution, affiliate of a financial institution, or data subject to federal regulation relating to financial information.
- A covered entity for purposes of the federal privacy regulations relating to health care information.
- Insurance and insurance support organizations.
- Law enforcement agencies or law enforcement support organizations and vendors.

Posting or Displaying Personal Information on the Internet

The act prohibits any person, business, or association who receives a written request for privacy from publicly posting or displaying on the internet the judicial officer's personal information. The act provides an exception for information that the judicial officer voluntarily publishes on the internet and for personal information lawfully received from a state or federal government source, including from an employee or agent of the state or federal government.

Under the act, after a person, business, or association has received a written request for privacy, the person, business, or association must do all of the following:

- Remove, within 10 business days, the publicly posted or displayed personal information identified in the request.
- Ensure that the information is not publicly posted or displayed on any website or subsidiary website controlled by that person, business, or association; and identify any other publicly posted or displayed instances of the identified information that should also be removed.
- Refrain from transferring the judicial officer's personal information to any other person, business, or association through any medium, except for information that the judicial officer or his or her family member has voluntarily published on the internet or, at the request of the judicial officer, information that is necessary to effectuate a request to the person, business, or association from the judicial officer.

PENALTIES AND CIVIL REMEDIES

A judicial officer whose personal information is made public in violation of the act's provisions may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. If the court grants the relief to the judicial officer, the person responsible for the violation must pay the judicial officer's costs and reasonable attorney fees.

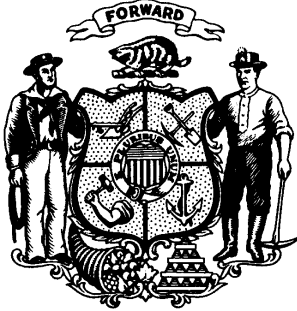
Additionally, a person who knowingly publicly posts or displays on the internet the personal information of a judicial officer or of the judicial officer's immediate family with the intent to create or increase a threat to the health and safety of the judicial officer or the judicial officer's immediate family is guilty of a Class G felony if, under the circumstances, bodily injury or death of the judicial officer or a member of the judicial officer's immediate family is a natural and probable consequence of the posting or display.

Effective date: April 1, 2025.

For a full history of the bill, visit the Legislature's [bill history page](#).

PJH:jal

State of Wisconsin



2023 Assembly Bill 966

Date of enactment: **March 27, 2024**

Date of publication*: **March 28, 2024**

2023 WISCONSIN ACT 235

AN ACT *to amend* 19.36 (11) and 19.55 (1); and *to create* 8.10 (7), 19.36 (14), 19.55 (2) (cm), 59.43 (1r) and 757.07 of the statutes; **relating to:** privacy protections for judicial officers, granting rule-making authority, and providing a penalty.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 8.10 (7) of the statutes is created to read:
8.10 (7) (a) Notwithstanding sub. (2) (b) and (c) and s. 8.21 (4) (b), a candidate for filling the office of a judicial officer, as defined in s. 757.07 (1) (e), who files a certification of residence with the commission before circulating nomination papers is not required to indicate his or her residential address on the nomination papers, including nomination papers circulated on behalf of the judicial officer, or on the declaration of candidacy. Notwithstanding sub. (3) (intro.), a judicial officer, as defined in s. 757.07 (1) (e), who intends to circulate nomination papers on behalf of a candidate for filling a nonpartisan office, or who intends to sign nomination papers to support such a candidate, is not required to indicate his or her residential address on the certification of a qualified circulator appended to the nomination papers or on the nomination papers as a signatory. The commission shall promulgate rules for the administration of this subsection and prescribe a certification of residence for a candidate or circulating judicial officer for use under this subsection.

(b) Certifications of residence submitted to the commission under par. (a) shall be kept confidential unless

the judicial officer consents to disclosure under s. 757.07 (4) (e), except that the commission shall provide such certifications to the appropriate filing officer for the office the candidate or judicial officer seeks. Filing officers shall also keep confidential the certifications received by the commission unless the judicial officer consents to disclosure.

SECTION 2. 19.36 (11) of the statutes is amended to read:

19.36 (11) RECORDS OF AN INDIVIDUAL HOLDING A LOCAL PUBLIC OFFICE OR A STATE PUBLIC OFFICE. Unless access is specifically authorized or required by statute, an authority shall not provide access under s. 19.35 (1) to records, except to an individual to the extent required under s. 103.13, containing information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an individual who holds a local public office or a state public office, unless the individual authorizes the authority to provide access to such information. This Except as provided in sub. (14), this subsection does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

SECTION 3. 19.36 (14) of the statutes is created to read:

19.36 (14) PRIVACY PROTECTIONS FOR JUDICIAL OFFICERS. If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), an authority shall not provide access under s. 19.35 (1) to a certification of residence under s. 8.10 (7) or to the personal information, as defined in s. 757.07 (1) (g), of a judicial officer, except as provided under s. 8.10 (7) (b).

SECTION 4. 19.55 (1) of the statutes is amended to read:

19.55 (1) Except as provided in subs. (2) to (4) and s. 19.36 (14), all records under ch. 11, this subchapter, or subch. III of ch. 13 in the possession of the commission are open to public inspection at all reasonable times. The commission shall require an individual wishing to examine a statement of economic interests or the list of persons who inspect any statements which are in the commission's possession to provide his or her full name and address, and if the individual is representing another person, the full name and address of the person which he or she represents. Such identification may be provided in writing or in person. The commission shall record and retain for at least 3 years information obtained by it pursuant to this subsection. No individual may use a fictitious name or address or fail to identify a principal in making any request for inspection.

SECTION 5. 19.55 (2) (cm) of the statutes is created to read:

19.55 (2) (cm) If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), the personal information, as defined in s. 757.07 (1) (g), of a judicial officer contained in statements of economic interests, reports of economic transactions, and campaign finance reports that are filed with the commission by judicial officers or the candidate committees of judicial officers. The commission shall quarterly review the electronic campaign finance information system for the personal information of judicial officers and remove such information from the system. In addition, before providing, upon a request, a statement of economic interests of a judicial officer, the commission shall remove the personal information of the judicial officer.

SECTION 6. 59.43 (1r) of the statutes is created to read:

59.43 (1r) PERSONAL INFORMATION OF JUDICIAL OFFICERS. The register of deeds shall shield from disclosure and keep confidential documents containing information covered by a written request of a judicial officer under s. 757.07, if the judicial officer specifically identifies the document number of any document to be shielded under this subsection. This subsection applies only to electronic images of documents specifically identified by a judicial officer as covered by a written request under s. 757.07. The register of deeds may allow access to a document subject to protection under this subsection only if

the judicial officer consents to the access or access is otherwise permitted as provided under s. 757.07 (4) (e).

SECTION 7. 757.07 of the statutes is created to read:

757.07 Privacy protections for judicial officers.

(1) DEFINITIONS. In this section:

(a) "Data broker" means a commercial entity that collects, assembles, or maintains personal information concerning an individual who is not a customer or an employee of that entity in order to sell the information or provide 3rd-party access to the information. "Data broker" does not include any of the following:

1. A commercial entity using personal information internally, providing access to businesses under common ownership or affiliated by corporate control, or selling or providing data for a transaction or service requested by or concerning the individual whose personal information is being transferred.

2. A commercial entity providing publicly available information through real-time or near real-time alert services for health or safety purposes.

3. A commercial entity using information that is lawfully made available through federal, state, or local government records, or information that a business has a reasonable basis to believe is lawfully made available to the general public through widely distributed media, by the consumer, or by a person to whom the consumer has disclosed the information, unless the consumer has restricted the information to a specific audience.

4. A commercial entity engaged in the collection, maintenance, disclosure, sale, communication, or use of any personal information bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living by a consumer reporting agency, furnisher, or user that provides information for use in a consumer report, and by a user of a consumer report, but only to the extent that such activity is regulated by and authorized under the federal Fair Credit Reporting Act, 15 USC 1681, et seq.

5. A consumer reporting agency subject to the federal Fair Credit Reporting Act, 15 USC 1681, et seq.

6. A commercial entity using personal information collected, processed, sold, or disclosed in compliance with the federal Driver's Privacy Protection Act of 1994, 18 USC 2721, et seq.

7. A commercial entity using personal information to do any of the following:

a. Prevent, detect, protect against, or respond to security incidents, identity theft, fraud, harassment, malicious or deceptive activities, or any illegal activity.

b. Preserve the integrity or security of systems.

c. Investigate, report, or prosecute any person responsible for an action described under subd. 7. a. or b.

8. A financial institution, affiliate of a financial institution, or data subject to title V of the federal Gramm-Leach-Bliley Act, 15 USC 6801, et seq.

9. A covered entity for purposes of the federal privacy regulations promulgated under the federal Health Insurance Portability and Accountability Act of 1996, specifically 42 USC 1320d-2 note.

10. A commercial entity engaging in the collection and sale or licensing of personal information incidental to conducting the activities described in subds. 1. to 9.

11. Insurance and insurance support organizations.

12. Law enforcement agencies or law enforcement support organizations and vendors.

(b) "Government agency" includes any association, authority, board, department, commission, independent agency, institution, office, society, or other body corporate and politic in state or local government created or authorized to be created by the constitution or any law.

(c) "Home address" includes a judicial officer's permanent residence and any secondary residences affirmatively identified by the judicial officer. "Home address" does not include a judicial officer's work address.

(d) "Immediate family" includes any of the following:

1. A judicial officer's spouse.
2. A minor child of the judicial officer or of the judicial officer's spouse, including a foster child, or an adult child of the judicial officer or of the judicial officer's spouse whose permanent residence is with the judicial officer.
3. A parent of the judicial officer or the judicial officer's spouse.
4. Any other person who resides at the judicial officer's residence.

(e) "Judicial officer" means a person who currently is or who formerly was any of the following:

1. A supreme court justice.
2. A court of appeals judge.
3. A circuit court judge.
4. A municipal judge.
5. A tribal judge.
6. A temporary or permanent reserve judge.
7. A circuit, supplemental, or municipal court commissioner.

(f) "Permanent residence" means the place where a person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.

(g) "Personal information" means any of the following with regard to a judicial officer or any immediate family member of a judicial officer, but does not include information regarding employment with a government agency:

1. A home address.
2. A home or personal mobile telephone number.
3. A personal email address.
4. A social security number, driver's license number, federal tax identification number, or state tax identification number.

5. Except as required under ch. 11, a bank account or credit or debit card information.

6. A license plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or an immediate family member of a judicial officer.

7. The identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer.

8. The full date of birth.

9. Marital status.

(h) "Publicly available content" means any written, printed, or electronic document or record that provides information or that serves as a document or record maintained, controlled, or in the possession of a government agency that may be obtained by any person or entity, from the Internet, from the government agency upon request either free of charge or for a fee, or in response to a public records request under ch. 19.

(i) "Publicly post or display" means to intentionally communicate or otherwise make available to the general public.

(j) "Transfer" means to sell, license, trade, or exchange for consideration the personal information of a judicial officer or a judicial officer's immediate family member.

(k) "Written request" means written notice signed by a judicial officer or a representative of the judicial officer's employer requesting a government agency, business, association, or other person to refrain from publicly posting or displaying publicly available content that includes the personal information of the judicial officer or judicial officer's immediate family.

(2) PUBLICLY POSTING OR DISPLAYING A JUDICIAL OFFICER'S PERSONAL INFORMATION BY A GOVERNMENT AGENCY.

(a) A government agency may not publicly post or display publicly available content that includes a judicial officer's personal information, provided that the government agency has received a written request in accordance with sub. (4) that it refrain from disclosing the judicial officer's personal information. After a government agency has received a written request, that agency shall remove the judicial officer's personal information from publicly available content within 10 business days. After the government agency has removed the judicial officer's personal information from publicly available content, the agency may not publicly post or display the information, and the judicial officer's personal information shall be exempt from inspection and copying under s. 19.35 unless the government agency has received consent as provided under sub. (4) (e) to make the personal information available to the public.

(b) Nothing in this subsection prohibits a government agency from providing access to records containing the personal information of a judicial officer to a 3rd party if the 3rd party meets any of the following criteria:

1. Possesses a signed consent document, as provided under sub. (4) (e).

2. Is subject to the requirements of 15 USC 6801, et seq.

3. Executes a confidentiality agreement with the government agency.

(3) DATA BROKERS AND OTHER PERSONS AND BUSINESSES. (a) No data broker may knowingly sell, license, trade, purchase, or otherwise make available for consideration the personal information of a judicial officer or a judicial officer's immediate family, provided that the judicial officer has made a written request to the data broker. The data broker shall cease knowingly selling, licensing, trading, purchasing, or otherwise making available personal information for consideration pursuant to the written request within 10 business days of the written request.

(b) 1. No person, business, or association may publicly post or display on the Internet publicly available content that includes the personal information of a judicial officer or the judicial officer's immediate family, provided that the judicial officer has made a written request to the person, business, or association that it refrain from disclosing or acquiring the personal information.

2. Subdivision 1. does not apply to any of the following:

a. Personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].

b. Personal information lawfully received from a state or federal government source, including from an employee or agent of the state or federal government.

(c) 1. After a person, business, or association has received a written request from a judicial officer to protect the privacy of the personal information of the judicial officer and the judicial officer's immediate family, the person, business, or association shall remove, within 10 business days, the publicly posted or displayed personal information identified in the request; ensure that the information is not publicly posted or displayed on any website or subsidiary website controlled by that person, business, or association; and identify any other publicly posted or displayed instances of the identified information that should also be removed.

2. After receiving a judicial officer's written request, no person, business, or association may transfer the judicial officer's personal information to any other person, business, or association through any medium, except as follows:

a. The person, business, or association may transfer personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].

b. The person, business, or association may transfer the judicial officer's personal information at the request of the judicial officer if the transfer is necessary to effectuate a request to the person, business, or association from the judicial officer.

(4) PROCEDURE FOR COMPLETING A WRITTEN REQUEST FOR PROTECTION OF PERSONAL INFORMATION. (a) No government agency, person, data broker, business, or association may be found to have violated any provision of this section if the judicial officer fails to submit a written request calling for the protection of the personal information of the judicial officer or the judicial officer's immediate family.

(b) 1. A written request under this subsection is valid if the request meets the requirements of par. (d) and if the judicial officer does any of the following:

a. Sends the written request directly to a government agency, person, data broker, business, or association.

b. If the director of state courts has a policy and procedure for a judicial officer to file the written request with the director of state court's office to notify government agencies, the judicial officer sends the written request to the director of state courts.

2. In each quarter of a calendar year, the director of state courts shall provide to the appropriate officer with ultimate supervisory authority for a government agency a list of all judicial officers who have submitted a written request under subd. 1. b. The officer shall promptly provide a copy of the list to the government agencies under his or her supervision. Receipt of the written request list compiled by the director of state courts office by a government agency shall constitute a written request to that agency for purposes of this subsection.

(c) A representative from the judicial officer's employer may submit a written request on the judicial officer's behalf, provided that the judicial officer has given written consent to the representative and provided that the representative agrees to furnish a copy of that consent when the written request is made. The representative shall submit the written request as provided under par. (b).

(d) A judicial officer's written request shall be made on a form prescribed by the director of state courts and shall specify what personal information shall be maintained as private. If a judicial officer wishes to identify a secondary residence as a home address, the designation shall be made in the written request. A judicial officer's written request shall disclose the identity of the officer's immediate family and indicate that the personal information of these family members shall also be excluded to the extent that it could reasonably be expected to reveal personal information of the judicial officer. Any person receiving a written request form submitted by or on behalf of a judicial officer under this paragraph shall treat the submission as confidential.

(e) 1. A judicial officer's written request is valid for 10 years or until the judicial officer's death, whichever occurs first.

2. Notwithstanding a judicial officer's written request, a government agency, person, data broker, business, or association may release personal information otherwise subject to the written request under any of the following circumstances:

a. As required in response to a court order.

b. If a judicial officer or immediate family member of the judicial officer consents to the release of his or her own personal information as provided under subd. 3.

c. If the judicial officer provides the government agency, person, data broker, business, or association with consent to release the personal information as provided under subd. 3.

3. A judicial officer or immediate family member of the judicial officer may consent to release personal information otherwise protected by a judicial officer's written request if the consent is made in writing on a form prescribed by the director of state courts. An immediate family member of the judicial officer may only consent to the release of his or her own personal information.

4. A judicial officer under sub. (1) (e) 1. to 3., or 6. may designate the director of state courts as the judicial officer's agent for purposes of service of process, and if the director of state courts receives service of process, notice, or demand required or permitted by law to be served on a judicial officer who has designated the director of state courts as his or her agent for purposes of service of process under this subdivision, the director of state courts shall forward the process, notice, or demand to the judicial officer's home address.

(4m) (a) In this subsection, "land records website" means a public website that allows users to search and retrieve a real estate property database or geographic records.

(b) Any provider of a public-facing land records website shall establish a process for judicial officers and immediate family members of judicial officers to opt out from the display and search functions of their names on the provider's public-facing land records website.

(5) (a) A judicial officer whose personal information is made public as a result of a violation of this section may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. Notwithstanding s. 814.04, if the court grants injunctive or declaratory relief, the governmental agency, business, association, data broker, or other person responsible for the violation shall be required to pay the judicial officer's costs and reasonable attorney fees.

(b) Provided that an employee of a government agency has complied with the conditions set forth in sub. (2), it is not a violation of this section if an employee of a government agency publishes personal information, in good faith, on the website of the government agency in the ordinary course of carrying out public functions.

(c) It is unlawful for any person to knowingly publicly post or display on the Internet the personal information of a judicial officer or of the judicial officer's immediate family if the person intends the public posting or display of the personal information to create or increase a threat to the health and safety of the judicial officer or the judicial officer's immediate family and, under the circumstances, bodily injury or death of the judicial officer or a member of the judicial officer's immediate family is a natural and probable consequence of the posting or display. A person who violates this paragraph is guilty of a Class G felony.

(6) This section shall be construed broadly to favor the protection of the personal information of judicial officers and the immediate family of judicial officers.

SECTION 8. Effective date.

(1) This act takes effect on the first day of the 13th month beginning after publication.

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

RESOLUTION OF THE PARKS AND RECREATION COMMITTEE

Approving the Lease of the Riverlife Park Concession Building to CMA Wausau, LLC for the Seasonal Operation of a Ice Cream and Quick Serve Food Item Business.

Committee Action: Pending

Fiscal Impact:

File Number: 25-0414

Date Introduced: April 8, 2025

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 constructed the Riverlife Park Concession Building as just one of a variety of public features in the Riverlife Park area which includes public restrooms, equipment and park maintenance storage, and a vending/concession area which could be leased to an operator; and

WHEREAS, the City released a Request for Proposal (RFP) for concession operators/vendors interested in operating in the vending area of said building in January, 2025 and received two proposals; and

WHEREAS, your Parks and Recreation Committee, at their March 3, 2025 meeting, discussed the two proposals and recommended the Parks Director prepare a draft lease with CMA Wausau, LLC; and

WHEREAS, your Parks and Recreation Committee, at their April 7, 2025 meeting, further discussed the proposal and lease and recommends entering into a lease with CMA Wausau, LLC for an initial 17 months beginning June 1, 2025 and terminating on October 31, 2026 with a lease rent of \$900 per month June through August, \$700 per month May, September and October, and \$450 per month November through April for the initial term, and may be renewed for additional successive terms of two years each with a 3% increase in rent applied at the beginning of each successive two-year term.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau does hereby approve entering into a lease with CMA Wausau, LLC at the Riverlife Park Concession Building for the seasonal operation of an ice cream and quick serve food item business, and further authorizes the proper City officials to execute a lease with CMA Wausau, LLC substantially in the form of that attached hereto which includes an initial term of 17 months beginning June 1, 2025 and terminating October 31, 2026, and may be renewed for additional successive terms of two years.

Approved:

Doug Diny, Mayor

LEASE AGREEMENT BETWEEN THE CITY OF WAUSAU AND
CMA WAUSAU, LLC

THIS AGREEMENT, made this day of , 2025, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "LESSOR," and CMA Wausau, LLC, hereinafter referred to as "LESSEE";

WITNESSETH:

WHEREAS, LESSOR presently owns property in the City of Wausau, a description of such property being attached hereto as "Exhibit 1" and incorporated herein by reference; and

WHEREAS, the property described on "Exhibit 1" contains a concession building, and LESSEE wishes to lease from LESSOR this building, and LESSOR wishes to lease to LESSEE this building, all upon terms and conditions as follows:

NOW, THEREFORE, and in consideration of the rents, covenants, and agreement herein contained, LESSOR does hereby lease to LESSEE, and LESSEE does lease from LESSOR the concession building located on that land described on "Exhibit 1" attached hereto:

1. PREMISES. LESSOR hereby leases to LESSEE and LESSEE hereby leases from LESSOR that certain building located on property described as follows:

See "Exhibit 1" attached hereto and incorporated herein by reference.

2. DURATION OF LEASE. The initial term of this lease shall be Seventeen (17) months, beginning on June 1, 2025, and terminating on October 31, 2025. Provided that LESSEE is not then in default, this lease may be renewed upon the mutual agreement of the parties subject only to the fixed renewal increase described in paragraph 3 for additional successive terms of two years each, upon notice by the LESSEE to LESSOR of its intent to renew at least 120 days prior to end of the then current term. If the LESSEE does not exercise its option to renew or the parties cannot agree on the terms for a new lease, then this agreement will terminate on the last day of the existing term.

3. RENT. LESSEE agrees to pay to LESSOR as follows:

The rent shall be Nine Hundred Dollars (\$900) per month June through August, Seven Hundred Dollars (\$700) per month May, September and October and Four Hundred Fifty Dollars (\$450) per month November through April for the initial seventeen (17) month term with a 3% increase applied at the beginning of each successive two-year term. Payments shall be made at the office of the City Clerk at City Hall, 407 Grant Street, Wausau, Wisconsin, or mailed to that address. Payment shall be received by the 1st day of each month for which the rent is due until the expiration of the lease agreement. (If the rent payment is made by mail, the money must be received by the City Clerk on or before the 1st day of each month.)

4. TAXES. (Went away 1/1/24) LESSOR shall be responsible for all real estate taxes.
5. CONDITION OF PREMISES. LESSEE having inspected the demised premises, agrees to accept the premises in its present condition and state of repair and acknowledges that LESSOR has made no representation as to the condition of the premises.
6. USE OF PREMISES. The premises shall be used for the seasonal operation of a business that serves ice cream and quick serve food items and related products, provided that any use shall be a use which is permitted by the zoning ordinances of the City of Wausau.
7. HOURS OF OPERATION. LESSEE shall be open from May 1 to (or through) May 31 and September 1-(through) October 31 Friday evenings, and Saturday and Sunday full days and Tuesdays through Sundays June 1- (through) August 31 each year, weather permitting. Hours of operation shall be daily (6 days a week) from approximately 11:00 a.m. to 8:00 p.m.
8. MAINTENANCE OF PREMISES. LESSEE agrees to keep the premises in good repair and reasonably clean at its expense, to maintain in good repair all equipment which is within the building on the premises and to return the building and the premises to LESSOR in reasonably good condition, repairing or replacing all broken or missing articles.

LESSEE shall be responsible during open season for keeping the interior space of the concession building reasonably clean at its expense. LESSEE shall be responsible during open season for maintaining all public and storage areas in and around the building, including nearby public seating areas and public waste receptacles.

LESSEE shall contract a dumpster at its expense for trash collection to be located in the combined trash enclosure provided by the City (see Exhibit 1).

LESSOR shall have the right to inspect the premises at all reasonable times and if LESSEE fails to keep the premises in a reasonably clean condition, LESSOR may clean the premises and charge the costs thereof to LESSEE.

LESSOR agrees to be responsible for daily cleaning and restocking of the public bathrooms during the months of operation. LESSEE shall assist LESSOR with daily cleaning and restocking of the public bathrooms during the months of operation.

LESSOR agrees to maintain owned areas surrounding and nearby the premises in good repair and reasonably clean during the term of this lease.

9. CHANGES/IMPROVEMENTS. It is agreed by and between the parties hereto that LESSEE shall not make any changes to or on or do anything to or on the interior or exterior of the building, the land, the parking lot, or the sign, unless specifically permitted by this agreement, such permission to change not to be unreasonably withheld by LESSOR.
10. REMOVAL OF EQUIPMENT, FIXTURES, ETC. LESSEE may remove, at its own expense and without damage to the building or grounds, any equipment, fixtures, personal property, air conditioning equipment, or other similar items owned and installed by LESSEE in or on the demised premises, provided, however, that it leave the premises in the same condition of repair and as tenantable as it was at the making of this agreement and prior to the addition of such equipment or fixtures.

11. EXTERIOR. It is agreed between the parties hereto that LESSOR shall be responsible for the exterior of the building, the doors and the windows, unless the repairs and/or maintenance is necessitated by an act or an omission of LESSEE or someone on the premises for the purpose of conducting business with LESSEE.
12. HEAT AND UTILITIES. It is agreed by and between the parties hereto that LESSOR shall pay and be responsible for natural gas, electrical, heat, water, and sewer utility charges services during the months of operation for the term of this lease. LESSEE shall pay and be responsible for any utility services needed for the operations of the business including but not limited to telephone and internet.
13. GOVERNMENTAL REGULATIONS. LESSEE agrees to keep and occupy the premises in accordance with all police, sanitary, health, safety, and other rules, laws, and regulations imposed by any governmental authority.
14. PROPERTY INSURANCE. LESSOR agrees to keep the leased premises insured for fire and extended coverage for the full insurable value thereof. LESSEE agrees to insure all of LESSEE's property on the leased premises, and any improvements that LESSEE might make to the leased premises, for fire and extended coverage for the full insurable value thereof.
15. LIABILITY INSURANCE. LESSEE agrees to carry and pay the premiums for public liability insurance, including liability under the safe place statute, insuring LESSOR against liability for injury to property for at least One Million Dollars (\$1,000,000) and against liability for injury to persons or for loss of life arising out of the use and occupancy of the demised premises, with limits of Two Million Dollars (\$2,000,000) per person and per occurrence, and shall furnish evidence of such insurance to LESSOR. In lieu of the foregoing, if LESSEE carries such public liability insurance under a blanket policy, LESSEE shall furnish LESSOR a current certificate to that effect which states the amount thereof, the type of coverage, and that LESSOR has been added as a coinsured for the demised premises. LESSOR shall have the right at any time to request LESSEE to raise the herein described limits of coverage. Such increase shall be implemented by LESSEE within thirty (30) days of notice by LESSOR.
16. INDEMNIFY AND HOLD HARMLESS. LESSEE agrees to indemnify LESSOR, and to save and hold LESSOR free and harmless from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions, and/or causes of action of any kind or of any nature, which may be sustained by reason of damage or damages or injury to any person or persons or property or death to any person or persons, or by reason of any other liability imposed by law or by anything or by anyone else upon LESSOR, as the result of and/or due to LESSEE's operations on the premises which are the subject of this lease and/or as a result of and/or due to the presence of LESSEE on the premises which are the subject of this lease agreement and/or the result of and/or due to the existence of this lease agreement; and LESSEE agrees to indemnify and save and hold free and harmless any of LESSOR's appointed, hired, and elected officers, agents, employees and designees from the aforementioned judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature, and this specifically includes within this indemnification and hold harmless, attorney's fees and other costs of defense which may be sustained by and/or occasioned to LESSOR and/or any of LESSOR's appointed, hired, and elected officers, agents, employees and designees. I'm going to rewrite this.

17. RELEASE. LESSEE hereby releases LESSOR, and its officers, agents, employees and designees from all judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature, which may result from or be due to LESSEE's operations on the premises which are the subject of this lease and/or as a result of and/or due to the presence of LESSEE on the premises which are the subject of this lease and/or as the result of and/or due to the existence of this lease agreement.
18. REPAIRS AND MAINTENANCE. LESSEE shall, during the term of this lease and any renewal or extension thereof, keep the interior of the building on the demised premises in good order, and in presentable appearance, reasonable wear and tear excepted, and shall keep the exterior premises reasonable free of debris and in good order and in a presentable manner. LESSOR's duties for maintaining the demised premises shall include, but shall not be limited to, repairs to the heating system, air-conditioning system, electrical system, plumbing system, walls, floors, ceilings, roof, and windows. In general, the structural components of the building shall be the responsibility of LESSOR to maintain.
19. ASSIGNMENT-SUBLETTING. LESSEE may not assign or sublet all or any portion of the demised premises without the approval of LESSOR, which approval shall not be unreasonably withheld. LESSOR shall have the right to sell, assign, or transfer LESSOR's interest in this lease agreement.
20. SIGNS. LESSEE may erect such signs, or place lettering or other types of identification upon the demised premises only in compliance with city ordinances and state and federal statutes and codes and with the approval of the Wausau & Marathon County Parks, Recreation & Forestry Department, such approval not to be unreasonably withheld.
21. DAMAGE OR DESTRUCTION. In the event the demised premises shall be destroyed, or so damaged by fire, explosion, windstorm, or other casualty so as to be untenable, LESSOR shall not be bound to restore the demised premises, and this lease agreement shall be immediately terminated. In the event the damage does not render the demised premises untenable, LESSOR shall restore the demised premises with reasonable dispatch and while such damage is being repaired, LESSEE shall be entitled to an equitable abatement of rent. LESSOR shall not be liable or responsible for any delays in rebuilding or repairing due to strikes, riots, acts of God, national emergency, act of a public enemy, governmental laws or regulations, inability to procure materials, labor, or any other causes beyond its control.
22. TERMINATION OF LEASE BY LESSOR. If default is made in the payment of rent, at the times above stated, or if LESSEE shall break any of the covenants and agreements herein contained, or shall willfully or maliciously do injury to the premises, or shall file a petition in bankruptcy or have an involuntary petition in bankruptcy filed against him, or make an assignment for the benefit of creditors, LESSOR or its legal representatives shall have the right at any time thereafter, without notice, to declare this lease void and the term herein contained ended, and may re-enter the premises and expel LESSEE, using such force as may be necessary, without prejudice to any remedies which LESSOR may have to collect arrears of rent.

23. LESSOR'S OPTION TO CURE LESSEE'S BREACH. In the event of any breach hereunder by LESSEE, either in payment of insurance premiums, personal property taxes, charges, rents, fees or licenses levied, charged, or assessed by governmental authority, or in the making of repairs or maintenance, or in failing to deposit policies, or in any other covenants and agreements herein contained, LESSOR may immediately, or at any time thereafter, after five (5) days written notice to LESSEE, cure such breach at the expense of LESSEE. If LESSOR, at any time, by reason of such breach, is compelled to pay, or elects to pay, any money or to do any act which will require the payment of any money, or is compelled to incur any expenses, including reasonable attorney's fees, in instituting or prosecuting any action or proceeding to enforce LESSOR's rights hereunder, the sums so paid by LESSOR with interest at the rate of 10 percent per annum from the date of payment thereof, shall be deemed additional rent hereunder and shall be due from LESSEE to LESSOR from the time of disbursement. It is agreed that after the service of any notice, or the commencement of suits, or after final judgment for possession of the premises, LESSOR may receive and collect any rent or additional rent due without prejudice to or waiver of an effect upon the said notice, suit, or judgment.
24. CUMULATIVE REMEDIES. All rights and remedies of LESSOR herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law and said rights and remedies may be exercised and enforced concurrently and whenever and as often as occasion therefore arises.
25. NOTICES. Any notice required or permitted under this lease agreement shall be deemed sufficiently given or served if sent by certified mail, return receipt requested, to LESSEE at 201811 Dubay Drive Mosinee, WI 54455, and to LESSOR at City Hall, 407 Grant Street, Wausau, WI 54403. Either party may, by proper notice, at any time from time to time, designate a different address to which notice shall be sent. Notices given in accordance with these provisions may also be made through personal receipt by the party to whom the notice is addressed.
26. INSPECTION. LESSOR or its agents or representatives shall have the right to enter and inspect the premises at reasonable times including during usual business hours and at any time in the event of an emergency that would substantially jeopardize LESSOR's interest in the leased premises.
27. SURRENDER OF PREMISES. LESSEE agrees and covenants that at the termination of this lease agreement or any renewal thereof, it will quietly and promptly yield and surrender said premises to LESSOR in as good condition of repair as when taken by it, reasonable wear and tear and damage by the elements alone excepted.

Should LESSEE remain on the premises subsequent to the termination date, LESSEE shall be considered as a month-to-month tenant upon the same terms and conditions as this lease and LESSOR shall have the right to terminate said tenancy upon thirty (30) days' notice.

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

CITY OF WAUSAU

CMA WAUSAU,LLC.

Mayor, Doug Diny

Date

Owner

Date

City Attorney

Date

Finance Director

Date

City Clerk

Date

EXHIBIT 1

Part of Lot 2 of Certified Survey Map No. 17367 recorded in the Office of Register of Deeds for Marathon County in Volume 83 of Certified Survey Maps on Page 24, being part of Sections 25 and 26, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin.

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

RESOLUTION OF THE PUBLIC HEALTH & SAFETY COMMITTEE	
Approving or Denying Various Licenses as Indicated.	
Committee Action:	Approved 5-0 Approved 4-0
Fiscal Impact:	None
File Number:	25-0108
Date Introduced:	April 8, 2025

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, your Public Health and Safety Committee considered certain license applications at its March 17, 2025 regular meeting and a March 27, 2025 special meeting, and has made recommendations that are attached hereto and recommends these actions to the Council for its approval; and

WHEREAS, Wausau Municipal Code 5.20.040 (f) states the Common Council's approval may be given only if it determines that the new type of entertainment is basically compatible with the normal activity of the neighborhood in which the licensed premises is located and the new entertainment is compatible with the proposed premises, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the City Clerk be hereby authorized to issue the licenses on the attached list, incorporated as part of this resolution, according to recommendations made by the Public Health & Safety Committee and upon successful completion and acceptable proof that all applicable state and municipal regulations and requirements have been met by the applicants.

Approved:

Doug Diny, Mayor



Council Date 04/08/2025

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
210768	9010 - Bartender/Operator New	GAMEZ, LAKEEM	1718 GRAND AVE WAUSAU WI 54403		4 FATHER'S PUB	02/18/2025	06/30/2025	No	No	
211380	9027 - Class II	,	2901 N. 7TH STREET WAUSAU WI 54403	"OVER THE HILL" 5K FUN RUN/WALK on 05/10/2025 Organized by FOREST PARK VILLAGE					Yes	
211640	9027 - Class II	SMITH, SCOTT	673 PRAIRIE GRASS RD OREGON WI 53575	THE WAUSAU MARATHON on 08/17/2025 Organized by Shannon Marie & Louis Porter Smith Foundation					Yes	
211662	9027 - Class II	WEINSCHENK, PETER	625 N 4TH ST EDGAR WI 54426	JAZZ ON THE RIVER on 07/13,20,27/2025 08/3,10,17/2025 Organized by THE RIVER VALLEY JAZZ SOCIETY					Yes	
212107	9064 - "Class B" Beer & Liquor	BARTNIK, JESSE	205269 HWY 49 WITTENBERG WI 54499		MALARKEY'S PUB	03/24/2025	06/30/2025			
211934	9076 - Tavern Entertainment	,	205269 STATE HIGHWAY 49 WITTENBERG WI 54499		MALARKEY'S PUB	03/24/2025	06/30/2025			
211389	9079 - "Class B" Beer & Liquor (1/2 Year)	,	2401 N 3RD ST WAUSAU WI 54403		WISCONSIN WOODCHUCKS			Yes	Yes	



Council Date 04/08/2025

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
196559	9076 - Tavern Entertainment	LOR, JASON	2601 STEWART AVE, SUITE B WAUSAU, WI 54401	ADDING DANCE FLOOR FOR PATRON DANCING AND BANDS WITH 3 MUSICIANS OR LESS	CW FLY BAGS					

Total Licenses

7

Kody Hart, Deputy City Clerk



TEL: (715) 261-6616
FAX: (715) 261-6626

TO: Public Health & Safety Committee

FROM: Kody Hart, Deputy City Clerk

RE: Approve or deny various licenses as indicated on the attached summary report of all applications received.

DATE: March 12, 2025 *adjusted April 2, 2025 to remove Krystin Vollmer and Tyasia Payton from the memo as the Committee deferred action on those applicants

Applications as listed have or will have a background check run by staff and reviewed by the Police Chief or a designee. In accordance with city ordinance, all permits approved are held for debts owed to the city until the debt is paid in full.

STAFF RECOMMENDATIONS

Approve or deny as indicated on the summary report attached, including those that may be introduced at the meeting. Further summaries on staff recommendations are outlined below.

1. **Denial Recommendations – New Bartender/Operator License: Lakeem Gamez** – This application is recommended for denial due to extensive criminal history including (3) OWI convictions, possession with intent THC, and theft; ~~Krystin Vollmer – This application is recommended for denial due to extensive criminal history including three OWI convictions, battery, possession of methamphetamine, theft, and disorderly conduct; Tyasia Payton – This application is recommended for denial due to two convictions for battery in 2023.~~
2. **Approval Recommendations – Special Event Class II Permit: “Over the Hill” 5k Fun Run/Walk** starting from Forest Park Village and around the Wausau East and Forest Park Neighborhoods on May 10th, 2025 from 7:00 AM to 12:00 PM, license applicant Forest Park Village, Dana Wegner; **The Wausau Marathon** start in Marathon Park and through local streets on August 17th, 2025 from 5:30 AM to 1:00 PM, license applicant Shannon Marie & Louis Porter Smith Foundation, Scott Smith; **Jazz on the River** at Kickbush Plaza on July 13, 20, 27 and August 3, 10, 17 2025 from 5:00 PM to 7:00 PM, license applicant The River Valley Jazz Society, Peter Weinschenk.
3. **Approval Recommendations – “Class B” Beer & Liquor License (1/2 year): Wisconsin Woodchucks** located at Athletic Park, license applicant Central Wisconsin Sports & Entertainment, LLC, Mark Macdonald.

Kody Hart, Deputy City Clerk



TEL: (715) 261-6616
FAX: (715) 261-6626

TO: Public Health & Safety Committee

FROM: Kody Hart, Deputy City Clerk

RE: Approve or deny various licenses as indicated on the attached summary report of all applications received.

DATE: March 21, 2025

STAFF RECOMMENDATIONS

Approve or deny as indicated on the summary report attached, including those that may be introduced at the meeting. Further summaries on staff recommendations are outlined below.

1. **Approval Recommendations – Tavern Entertainment License: CW Fly Bags** located at 2601 Stewart Avenue, license applicant, CW Sports Entertainment LLC, Jason Lor. This is an update to the current license adding dance floor and patron dancing and bands with 3 musicians or less to the license. CW Fly Bags currently holds a Tavern Entertainment License for Karaoke. The change in entertainment is in accordance with Wausau Municipal Code 5.20.040 (f). This ordinance states “Common Council's approval may be given only if it determines that the new type of entertainment is basically compatible with the normal activity of the neighborhood in which the licensed premises is located and the new entertainment is compatible with the proposed premises.” As the change just requires Common Council approval, it has not gone through the Public Health & Safety Committee which is why Resolution #25-0108 is on the suspension agenda.

Kody Hart, Deputy City Clerk



TEL: (715) 261-6616
FAX: (715) 261-6626

TO: Public Health & Safety Committee

FROM: Kody Hart, Deputy City Clerk

RE: Approve or deny various licenses as indicated on the attached summary report of all applications received.

DATE: March 25, 2025

Applications as listed have or will have a background check run by staff and reviewed by the Police Chief or a designee. In accordance with city ordinance, all permits approved are held for debts owed to the city until the debt is paid in full.

STAFF RECOMMENDATIONS

Approve or deny as indicated on the summary report attached, including those that may be introduced at the meeting. Further summaries on staff recommendations are outlined below.

1. **Approval Recommendation – “Class B” Beer & Liquor License: Malarkey’s Pub** located at 408-412 N. 3rd Street, license applicant Malarkey’s LLC, Jesse Bartnik, Paul Grinsel, Ryan Gallegher. The Liquor License Review Subcommittee will bring the recommendations to the committee meeting.
2. **Approval Recommendation – Tavern Entertainment License: Malarkey’s Pub** located at 408-412 N. 3rd Street, license applicant Malarkey’s LLC, Jesse Bartnik, Paul Grinsel, Ryan Gallegher.
3. **Approval Recommendation – Renewal Sidewalk Café with Alcohol: Malarkey’s Pub** located at 408-412 N. 3rd Street, license applicant Malarkey’s LLC, Jesse Bartnik, Paul Grinsel, Ryan Gallegher.

CITY OF WAUSAU LICENSE APPLICATION - **Tavern Entertainment**

Submit the completed application along with the license fee to the City Clerk at 407 Grant Street, Wausau, WI 54403

Date of Application: 03/20/2025 Licensing Year: 2025

Name of Business: CW Fly Bags Ownership Type: LLC

Business Address: 2601 Stewart Ave Suite B Business Phone: 715-212-8023

What is the Zoning at this location? Commercial Type of Alcohol License at Premise: Class B Beer and Liquor

Location of Performances: _____

Check all that apply:

☒ - Karaoke

☐ - Disc Jockey

☐ - Comedian or Game Show

☒ - Dance Floor for Patron Dancing

☒ - Bands with 3 Musicians or Less

☐ - Bands with 3 Musicians or More

☐ - Adult Cabaret Dancing

☐ - Other (Please describe fully) _____

(Adult Cabaret Dancing is only permitted in M-1 Zones and also requires licensing for Adult Oriented Entertainment as described in Municipal Code Chapter 5.18)

I hereby certify the foregoing answers are true and correct and that all members, officers and owners of the business has and will comply with all regulations for operation of this license as set forth in the laws of the State of Wisconsin, the Municipal Code and the rules and regulations of the various regulatory agencies and commissions the City of Wausau pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the issuing authority according to the law.

Please Submit this Application along with [permit fee](#) to:

BY (Print Name): Jason Lor

TITLE: Owner

CITY CLERK
407 GRANT ST
WAUSAU WI 54403

For Office Use:

Restriction/Conditions: _____

Staff Recommendation: _____

Reviewed by: _____

Zoning Administrator [signature required]

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the Suspension of Hourly Parking Fees in Ramp 3 (JC Penney's) During the Downtown Street Construction Project.

Committee Action: Pending

Fiscal Impact: None

File Number: 25-0419

Date Introduced: April 8, 2025

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	Difficult to estimate
	<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: reduced parking fund revenues</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 reconstruction of Washington Street from 1st Street to 5th Street, 3rd Street from Washington Street to Jackson Street, and Jackson Street from 3rd Street to 5th Street will commence mid-April 2025; and

WHEREAS, construction will temporarily eliminate convenient parking during the project; and

WHEREAS, street construction can decrease shopper and visitor foot traffic and result in financial hardship for downtown businesses; and

WHEREAS, the River District is developing a marketing campaign to encourage trips downtown during the construction and has requested the suspension of hourly parking fees in Ramp 3 (JC Penney's) to offset the shopper construction inconvenience; and

WHEREAS, the Finance Committee considered the financial impact of the suspension and recommends eliminating the hourly parking fees during the construction project.

NOW THEREFORE BE RESOLVED city staff are directed to suspend the hourly parking fees in Ramp 3 (JC Penney's) during the downtown construction project and staff will restate the hourly fees when the project is considered complete.

Approved:

Doug Diny, Mayor

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

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

Approving the Creation of a Shelter Lead and Shelter Advocate Positions, Along with Their Respective Job Descriptions and Corresponding Pay Scales and Related Budget Modification.

Committee Action: Human Resources: Pending
Finance: Pending

Fiscal Impact: \$130,190

File Number: 25-0420

Date Introduced: April 8, 2025

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: ARPA</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount: \$130,190 (estimate) Marathon County Pays 50%</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 allocated ARPA funds to the Wausau Police Department to secure year-round (365 days) emergency shelter and related services for the unhoused population; and

WHEREAS, the Common Council on 12/30/2024 authorized the execution of an interagency agreement whereby the Police Department agreed on behalf of the City of Wausau and the Mayor's office to execute contracts and issue purchase orders to further the goal of serving the unhoused population and reducing the number of unhoused in Wausau; and

WHEREAS, in March 2025, the City issued a Request for Proposals (RFP) for the operation of year-round shelter services and received one proposal, which did not include emergency shelter operations; and

WHEREAS, beginning May 1, 2025, no emergency shelter services will be available in Wausau; and

WHEREAS, the Wausau Police Department has developed a temporary plan to operate emergency shelter services from May 1, 2025, through December 31, 2025; and

WHEREAS, an appropriate facility has been identified and secured for use as an emergency

Doug Diny, Mayor



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Memorandum

From: Police Department

To: City of Wausau Common Council

Date: April 8th, 2025

Re: Budget Modification and Authorization of Shelter Positions

Dear Council Members,

As you are aware, the Wausau Police Department has been actively working to support our community's most vulnerable population through the establishment of shelter services. After issuing a Request for Proposals (RFP) to secure a 365-day shelter provider, we received only one submission—unfortunately, this proposal did not align with the required scope of services and could not be considered.

Faced with the reality that no shelter services would be available in Wausau and Marathon County after May 1st, 2025, the Police Department has taken the initiative to explore and now prepare to implement a short-term, emergency shelter operation. This is not a permanent solution, but a necessary interim step to ensure that essential services are not disrupted. Our shelter model will provide services during the evening and night hours. We are already planning for the transition to a long-term provider by year's end, and have received interest from two organizations in response to a forthcoming second RFP.

We have identified a venue to provide shelter services and are actively working to address any concerns prior to signing a lease.

To support this interim model, we are respectfully requesting your approval for a budget modification that will allow the creation of two Limited Term Employee (LTE) positions: a Shelter Lead (proposed at \$22/hour) and a Shelter Advocate (\$20/hour). These roles are critical to safely and effectively managing day-to-day shelter operations, which will be supplemented heavily by community volunteers. Our staffing model utilizes three employees per day totaling 24 hours of staff time.

The total monthly operational cost is estimated at \$21,500, with \$16,274 allocated toward wages. Per our agreement, expenses will be split evenly between the City of Wausau and Marathon County. Due to federal ARPA restrictions, we cannot use ARPA funds to cover these new LTE positions directly; however, the City may utilize ARPA investment income, as confirmed with Finance Director Groat. This

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

allows for the necessary funding while preserving flexibility for \$65,000 in ARPA allocations originally designated for homelessness response.

We acknowledge the short timeline and the significant ask, and we deeply appreciate your consideration under these urgent circumstances. I am confident in our department's ability to manage this effort responsibly and collaboratively, and I am grateful for the cross-departmental and community support already being mobilized.

We will be prepared to provide further details and answer any questions during the Council and Committee meetings this evening, April 8, 2025. Thank you for your thoughtful review of this request and for your continued partnership as we work to serve all members of our community.

Respectfully,

Chief Matthew Barnes

Wausau Police Department

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



JOB DESCRIPTION

Shelter Advocate

Job Title:	Shelter Advocate	Reports To:	Shelter Lead
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT - LTE	Occupational Code:	
Employee Group:		Training Category:	
Created:	April 2025	Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit wausau.gov. 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

The purpose of this Limited-Term Employment position is to provide essential support and services within a shelter facility serving unhoused individuals. This position is engaged in providing a safe, clean, and supportive shelter environment. Responsibilities include client interaction, record keeping, facility maintenance, and assisting clients with access to resources.

Essential Duties and Responsibilities

1. Client Support:

- Maintain a positive and respectful demeanor with shelter clients
- Facilitate a safe and respectful environment for all clients
- Engage in crisis intervention and de-escalation in calm and effective manner
- Active listening of clients' concerns and needs, documenting relevant information
- Ensure clients adhere to shelter rules and policies, promoting a safe and orderly environment

2. Intake and Resource Coordination:

- Conduct intake assessments to gather information about clients' needs and circumstances
- Assess clients' capacity to engage in and connect with appropriate resources
- Assist clients with resource access, including healthcare, employment, housing, education
- Make referrals to relevant agencies and programs
- Advocate for residents' needs and rights

3. Shelter Operations:

- Maintain a clean, organized, and safe shelter environment
- Ensure compliance with shelter policies and procedures
- Monitor and report on resident behavior and any incidents that may occur
- Work with clients to maintain the grounds, cleaning schedules, and other chores as needed
- Monitor and report any safety or security concerns

4. Record Keeping:

- Maintain accurate records of clients, including intake information, and incident reports
- Assist with data collection

Additional Duties and Responsibilities

- Updates the Shelter Lead and Community Outreach Specialist regularly on status of clients and assigned tasks.
- Perform other duties as assigned by supervisor

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Experience working with vulnerable populations is a plus.

Knowledge, Skills and Abilities

- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Ability to engage in crisis intervention and de-escalation skills.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a problem-solving approach to interacting with others.

Physical and Working Environment

The work occurs in a shelter facility serving unhoused individuals and includes working irregular hours during evenings and weekends as required. Light work with frequent standing and walking, ability to lift and carry objects weighing up to 40 pounds.

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.



JOB DESCRIPTION

Shelter Lead

Job Title:	Shelter Lead	Reports To:	Community Outreach Specialist
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT - LTE	Occupational Code:	
Employee Group:		Training Category:	
Created:	April 2025	Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit wausau.gov. 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

The purpose of this Limited-Term Employment position is to provide leadership and essential services within a shelter facility serving unhoused individuals. The position ensures a trauma-informed, clean and supportive shelter environment for clients, staff and volunteers. Responsibilities include client interaction, record-keeping, facility maintenance, supervising shelter operations, ensuring client safety and well-being, managing staff and volunteers, assisting with administrative tasks and reporting and coordinating with other organizations to provide comprehensive service.

Essential Duties and Responsibilities

1. Supervision and Support:

- Supervise and support shelter staff and volunteers, providing guidance and training as needed
- Address volunteer concerns and issues in a timely and professional manner
- Maintain a positive and supportive work environment
- Communicates and problem-solves effectively with clients, volunteers and other stakeholders

2. Client Support:

- Maintain a positive and respectful demeanor with shelter clients
- Facilitate a safe and respectful environment for all clients
- Engage in crisis intervention and de-escalation in calm and effective manner
- Active listening of clients' concerns and needs, documenting relevant information
- Ensure clients adhere to shelter rules and policies, promoting a safe and orderly environment

3. Intake and Resource Coordination:

- Conduct intake assessments to gather information about clients' needs and circumstances
- Assess clients' capacity to engage in and connect with appropriate resources

- Assist clients with resource access, including healthcare, employment, housing, education
- Make referrals to relevant agencies and programs
- Advocate for residents' needs and rights

4. Shelter Operations:

- Maintain a clean, organized, and safe shelter environment
- Ensure compliance with shelter policies and procedures
- Monitor and report on resident behavior and any incidents that may occur
- Work with clients to maintain the grounds, cleaning schedules, and other chores as needed
- Monitor and address any safety or security concerns
- Maintain inventory of shelter supplies

5. Record Keeping:

- Maintain accurate records of clients, including intake information, and incident reports
- Maintain accurate records of volunteers
- Document interactions and progress made by residents
- Assist with data collection

Additional Duties and Responsibilities

- Perform other duties as assigned by supervisor

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess and maintain an acceptable driving record and a valid Wisconsin driver's license. Social work experience or experience otherwise working with vulnerable populations is preferred.

Knowledge, Skills and Abilities

- Ability to coordinate staff and tasks (well-organized and effective time management).
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Ability to engage in crisis intervention and de-escalation skills.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a problem-solving approach to interacting with others.

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.

Physical and Working Environment

The work occurs in a shelter facility serving unhoused individuals and includes working irregular hours during evenings and weekends as required. Light work with frequent standing and walking, ability to lift and carry objects weighing up to 40 pounds.

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: _____