



*** All present are expected to conduct themselves in accordance with our City's Core Values ***

OFFICIAL NOTICE AND AGENDA - AMENDED

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

Meeting of the:	COMMON COUNCIL OF THE CITY OF WAUSAU
Date/Time:	Tuesday, July 13, 2021 at 6:30 p.m.
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Patrick Peckham, Michael Martens, Tom Kilian, Tom Neal, Jim Wadinski, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Dawn Herbst, Lou Larson, Deb Ryan

Call to Order			
Pledge of Allegiance / Roll Call / Proclamations			
Public Comment:	Pre-registered citizens for matters appearing on the agenda and other public comment.		
Presentations:	Core Values Award - Fire Department		
File #	CMT	Consent Agenda	ACT
21-0601	COUN	Minutes of previous meeting (6/15/21)	Place on file
21-0704	CISM	Ordinance Amending Section 10.20.080(a) designating no parking both sides on entrance road to Schulenburg Pool off of Summit Drive	Approved 4-0
21-0409	CISM & PLAN	Final Resolution Vacating and discontinuing an unpaved alley lying west of 827 Turner Street between North 8th Street, North 9th Street and Augusta Avenue	Approved 4-0 Approved 7-0
21-0108	PH&S	Resolution Approving or Denying Various licenses as Indicated	Approved 4-0
File #	CMT	Resolutions and Ordinances	ACT
21-0703		Mayor's Appointments	
21-0705	CISM & PLAN	Ordinance Annexing territory from the Town of Weston to the City of Wausau - Michael and Angela Grundman, Northwestern Avenue	Approved 4-0 Approved 7-0
15-0708	PLAN	Resolution Amending the General Development Plan at 1200 North River Drive to allow for 120 residential units and 6,050 square feet of commercial space, in a PUD, Planned Unit Development Zoning District	Approved 7-0
Suspend the Rules - 6(B) Filing and 12(A) Referral of Resolutions (2/3 vote required)			
21-0706	COUN	Resolution Authorizing execution of an agreement between the City of Wausau and Berry Dunn McNeil & Parker, LLC dba BerryDunn for professional services for strategic plan development and mission statement review	Pending
20-0317	COUN	Resolution Approving rules relating to meetings of governmental bodies – city employees	Pending
12-1017	FIN	Resolution Approving amendment for storage for Stone Mill historic saw mill structure with Andy Johnson	Pending
20-0317	RRC	Resolution Approving rules relating to meetings of governmental bodies – dial-in option	Approved 4-1
02-0432	RRC	Ordinance Amending Section 2.16.010 Generally	Approved 5-0
20-1109	FIN	Resolution Approving the 2021 budget modification for additional environmental testing at 1300 Cleveland Avenue	Pending
21-0707	HR	Resolution Authorizing reclassification of Stockroom Specialist position to Parts Specialist	Approved 5-0
Adjournment			

Signed by Katie Rosenberg, Mayor

This meeting is being held in person and via teleconference. Members of the media and the public may attend in person or by calling **1-408-418-9388**. The Access Code is: **1461 36 2562** Password: **suRNFPdU566** All public participants' phones will be muted during the meeting.

Members of the public who do not wish to appear in person may view the meeting live on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live 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 leslie.kremer@ci.wausau.wi.us with "Common Council public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Mayor.

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 7/12/21 @ 2:30 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) 261-6590 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.

PROCLAMATION

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in confederate territory free and paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States; and

WHEREAS, news of the signing of the Emancipation Proclamation was withheld for two and a half years, to June 19, 1865, from reaching authorities and African-Americans in the southern and southwestern U.S.; and

WHEREAS, June 19th is called "Juneteenth" combining the words June and Nineteenth, and has been celebrated by the African-American community for more than 150 years; and

WHEREAS, Juneteenth is the oldest known celebration commemorating the abolition of slavery and is also known as Freedom Day, Liberation Day, and Emancipation Day; and

WHEREAS, President Joe Biden signed a bill on June 17, 2021 making Juneteenth a federal holiday, the first new holiday created by Congress in nearly 40 years; and

WHEREAS, in honor of this important and historic event, Wausau's first annual Juneteenth Celebration will be held from 2:00-9:00pm on Saturday, June 19th at Whitewater Music Hall; and

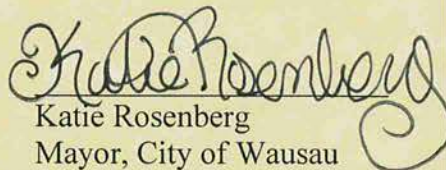
WHEREAS, the day will feature kids' activities, food trucks, vendors, live music, a vaccine clinic, the crowning of the Juneteenth queen and king, a short film about the day's history, an open mic event, and more;

NOW, THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, WI do hereby declare June 19, 2021 as

JUNETEENTH

in the City of Wausau and urge all citizens to become more aware of the significance of this celebration in African-American history and in the heritage of our nation.




Katie Rosenberg
Mayor, City of Wausau



PROCLAMATION

- WHEREAS,*** World Refugee Day is an international day designated by the United Nations to honor refugees around the globe; and
- WHEREAS,*** it falls each year on June 20th and celebrates the strength and courage of people who have been forced to flee their home country to escape conflict or persecution; and
- WHEREAS,*** the day is an occasion to build empathy and understanding for their plight and to recognize their resilience in rebuilding their lives; and
- WHEREAS,*** it was originally known as Africa Refugee Day, before the United Nations General Assembly officially designated it as an international day in December 2000; and
- WHEREAS,*** World Refugee Day was held globally for the first time on June 20, 2001, commemorating the 50th anniversary of the 1951 Convention relating to the Status of Refugees; and
- WHEREAS,*** World Refugee Day shines a light on the rights, needs and dreams of refugees, helping to mobilize political will and resources so refugees can not only survive but also thrive; and
- WHEREAS,*** Wausau welcomes all refugees, provides hope for their future, and supports their efforts to become self-sufficient, productive members of our community for all;

NOW, THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, do hereby proclaim the 20th day of June, 2021 as

WORLD REFUGEE DAY

in the City of Wausau, State of Wisconsin, and I ask all residents to recognize the obstacles refugees face each year, while also celebrating their courage and strength.




Katie Rosenberg
Mayor, City of Wausau
June 20, 2021

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL

held on Tuesday, June 15, 2021, in Council Chambers, beginning at 6:30 p.m.

Mayor Katie Rosenberg presiding

Roll Call

6/15/2021 6:30:53 PM

Roll Call indicated 11 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Kilian, Tom	YES
4	Neal, Tom	YES
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Herbst, Dawn	YES
10	Larson, Lou	YES
11	Ryan, Debra	YES

Proclamations

On the city's website: June 14th - **Flag Day**, June 6th - **D-Day**, June 4th - **Cheese Day**, June 2021 - **Pride Month**, June 2021 - **Dairy Month**, and June 6th - **National Cancer Survivors Day**.

Mayor Rosenberg proclaimed June 15, 2021 as **Elder Abuse Awareness Day**, and encouraged all Wausau's residents to recognize and celebrate the accomplishments of Wausau's seniors. Jane Graham-Jennings, Executive Director of the Women's Community, commented and accepted the proclamation.

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

- 1) Shelley Kramer, 5806 Old Coach Rd, stated the owner of Tamarack Apartments hired loggers to clear cut all the trees over Memorial Day weekend to make room for another apartment building, parking garage and driveway off of Old Coach Road. She indicated trees on her property line were also cut. The City Inspections Department stopped the project. She asked the Council for assistance and to not approve any proposals for Tamarack Apartments.
- 2) Louis Rosetti, 5801 Old Coach Rd, addressed the Council about several concerns related to the construction project at Tamarack Apartments. The removal of all the trees took away the buffer between the apartment building and existing homes; precedent of multifamily buildings in the midst of established neighborhoods; access on Old Coach Road increasing traffic and safety issues; no consideration of the negative impact on the neighborhood.
- 3) Jack Hogendyke, Hilltop Rd, commented on the Community For All Resolution, flags and inclusion, and the meaning of the American Flag representing all.
- 4) Eric Paulsen, 5707 Old Coach Rd, commented on the Tamarack Apartment project changing the peaceful wooded environment by clear cutting the trees. He stated the homes were being devalued and asked the Council to assist the neighborhood in bringing back the trees.
- 5) Bruce Grau, 1115 N 10th St, spoke in support of the Community For All Resolution and commented on the city's poverty issues.
- 6) Yee Leng Xiong, spoke by phone in support of the Community For All Resolution and urged Council to approve it.
- 7) Christine Martens, 1228 Arthur St, spoke in support of the Community For All Resolution and called on the Council to approve it.
- 8) Debra Bouche', 309 S 66th Ave, commented on the Community For All Proclamation and questioned who determines what is hate-based speech, stating an opinion that is different does not make it hate-based. She cautioned against alienating constitutions with different opinions.
- 9) Jaxon Seeger, 1200 S 50th Ave, Apt 8, in support of the Community For All Resolution as a transgender individual, founder of Wausau TransFam Alliance, and member of the Diversity and Inclusion Board.
- 10) Joanne Leonard, 923 Maple Hill Rd, spoke in opposition the Community For All Resolution and the implication that the City of Wausau is a hateful city. She felt it was divisive and unneeded and we can all work together for the good of all.
- 11) William Harris, 316 ½ N 3rd St, Apt C, Marathon County Board Supervisor District 3, expressed his support for the Community For All Resolution. He felt the statement was important to remain a vibrant and inclusive city.
- 12) Thomas (Tony) Brown, 715 N 5th Ave, indicated he supported the Community For All Resolution; and he requested a resolution be brought to the Council requiring all city employees to be vaccinated for Covid. He also proposed changing "The Best Small City in America" to "Your Great American City" to be more inclusive.

Presentations: can be viewed in entirety at <https://www.youtube.com/watch?v=m3RI8ire690>

WOZ Update – Chuck Ghidorzi

Demolition began on May 17th and prior to the demolition they tested for contamination and remediated, as well as abated asbestos. The demolition should be completed in September. The Sears building is down and the contractor will move down the center of the mall next and then pull in the Washington Street side and Hom Furniture side. In September and October, Washington Street will become a temporary street with some parking.

Wausau Fire Chief Robert Barteck – Mayor Rosenberg

Mayor Rosenberg announced Wausau's newest high level appointment of Robert Barteck as Fire Chief. She commented on his accomplishments, including being awarded the prestigious Chief Fire Officer Designation from the Center for Public Service Excellence, Commission on Public Credentialing. Chief Barteck addressed the Council telling his origin story.

Communications:

Delivery of New Fire Trucks – Chief Robert Barteck

Chief Barteck stated the new trucks are here and thanked the Council for making this possible and giving us the tools to do our job.

Consent Agenda

6/15/2021 7:26:20 PM

Motion by Herbst, second by Wadinski to adopt the Consent Agenda, which includes the following file numbers:

Mayor Rosenberg indicated File #21-0605 be removed from Consent to be voted on separately.

21-0501 Minutes of previous meeting (5/25/21)

21-0604 Ordinance of the Capital Improvements & Street Maintenance Committee Amending Section 10.20.080(a) designating no parking on the south side of West Wausau Avenue between North 1st Avenue to Cherry Street and amending Section 10.20.080(b) designating two 15 minute parking stalls on the south side of West Wausau Avenue beginning 60 feet west of the cross walk at Cherry Street and continuing west to a point 100 feet west of the cross walk at Cherry Street

21-0108 Resolution of the Public Health & Safety Committee Approving or Denying Various licenses as Indicated

95-0313 Resolution of the Public Health & Safety Committee Approving Delegation of Processing and Approval of Class III Events to Wausau and Marathon County Parks, Recreation, and Forestry Department, Accompanying Revision to the City of Wausau Events Policies and Procedures, and Removal of the \$40.00 Fee from the Comprehensive Fees and License Schedule

94-0825 Ordinance of the Public Health & Safety Committee Temporarily amending Section 8.08.010 Certain creatures forbidden (subsection (d) Exceptions)

03-0311 Resolution of the Wausau Water Works Commission Reviewing the 2020 Compliance Maintenance Annual Report for the Wastewater Plant

Yes Votes: 11 No Votes: 0 Result: PASS

21-0605 Refer back

6/15/2021 7:37:03 PM

Motion by Rasmussen, second by Herbst to refer the Resolution of the Economic Development Committee approving the City of Wausau as A Community For All - back to committee to craft a proper statement rather than a resolution.

Rasmussen pointed out this document is not ours, it is the Diversity Affairs Commission document created by County Board Supervisors. It was not created by this Council and was not reviewed by our attorneys. She felt if they wanted to do this right they needed a statement written by the Council. She indicated she had serious concerns and questions that were discussed at the Economic Development Committee. Changes were requested at that meeting, one of which was removal of the reference to the New York Times article because we don't make policy based on reaction and negative media. It was also requested the word "equity" be changed to "equality" but the majority didn't agree, so it was asked that equity be clearly defined as to its context. She stated the changes did not get made to this document in front of them and she did not feel it was ready to be voted on; it needs work.

Yes Votes: 6 No Votes: 5 Abstain: 0 Not Voting: 0 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	NO

2	Martens, Michael	YES
3	Kilian, Tom	NO
4	Neal, Tom	NO
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	NO
9	Herbst, Dawn	YES
10	Larson, Lou	NO
11	Ryan, Debra	YES

20-0404

6/15/2021 7:46:21 PM

Motion by Rasmussen, second by Wadinski to adopt the Joint Resolution of the Economic Development and Finance Committees Obligating \$350,000 of Coronavirus State and Local Fiscal Recovery Funds for the Landmark affordable housing project renovation and authorizing the proper City Officials to draft a development agreement for future consideration.

Yes Votes: 11 No Votes: 0 Result: PASS

20-0315

6/15/2021 7:48:21 PM

Motion by Neal, second by Herbst to adopt the Joint Resolution of the Economic Development and Finance Committees Authorizing the deferral of Interest and principal payments on existing City-provided loans and ground lease payments due to the City of Wausau commercial properties and businesses through December 2021 to assist small businesses who request such during the COVID-19 pandemic emergency declaration.

Yes Votes: 11 No Votes: 0 Result: PASS

03-1005

6/15/2021 7:43:54 PM

Motion by Neal, second by Wadinski to adopt the Resolution of the Economic Development Committee Approving Fourth Amendment to Development Agreement with Entrepreneurial and Education Center Inc.

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

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Kilian, Tom	NO
4	Neal, Tom	YES
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Herbst, Dawn	YES
10	Larson, Lou	YES
11	Ryan, Debra	YES

12-0208

6/15/2021 7:56:30 PM

Motion by Neal, second by Peckham to adopt the Resolution of the Economic Development Committee Approving Waiver and First Amendment to Development Agreement- CGI Technologies and Solutions.

Yes Votes: 9 No Votes: 2 Abstain: 0 Not Voting: 0 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Kilian, Tom	NO
4	Neal, Tom	YES
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES

9	Herbst, Dawn	YES
10	Larson, Lou	NO
11	Ryan, Debra	YES

Suspend the Rules

6/15/2021 7:57:07 PM

Motion by Watson, second by Martens to approve Suspending Council Rules 6(B) Filing and 12(A) Referral of Resolutions.

Yes Votes: 11 No Votes: 0 Result: PASS

20-0317

6/15/2021 7:59:28 PM

Motion by Rasmussen, second by Larson to adopt the Resolution of the Common Council terminating various COVID-related proclamations, declarations and resolutions.

Yes Votes: 11 No Votes: 0 Result: PASS

04-1207

6/15/2021 8:00:10 PM

Motion by Rasmussen, second by Watson to adopt the Resolution of the Finance Committee Approving City's Waiver of First Right of Refusal to Repurchase property 9 7120 Stewart Avenue from Toenjes Properties, LLC to Kingspan Light & Air LLC.

Yes Votes: 11 No Votes: 0 Result: PASS

94-0828

6/15/2021 8:01:43 PM

Motion by Herbst, second by Rasmussen to adopt the Joint Resolution of Me Room Tax Commission and Finance Committee Approving Tourism Entity Agreement between the City of Wausau, Room Tax Commission and Wausau Central Wisconsin Convention & Visitors Bureau, Inc.

Rasmussen indicated this passed unanimously in Finance Committee right before this meeting. She felt it was a fresh start and thanked Maryanne Groat, Anne Jacobson and the Mayor for their work on it over the last year.

Mayor Rosenberg stated there is a search for a new executive director the Room Tax Commission approved up to \$5,000 to help with a headhunter to recruit the right person.

Yes Votes: 11 No Votes: 0 Result: PASS

95-0817

6/15/2021 8:05:40 PM

Motion by Wadinski, second by Kilian to adopt the Resolution of the Finance Committee approving contract for Regional Hazardous Materials Response Team Services with the State of Wisconsin.

Chief Barteck explained they are a part of a larger state hazardous materials response system that is a three-tiered system and they are one of five type 2 teams. They receive approximately \$100,000 per year to supplement our hazardous materials response capabilities, which allows them to purchase all their equipment for that team underneath that state contract making it immediately available in the city for response. He noted they just recently expanded to taking on an agreement with the county and have already had a couple of county responses.

Yes Votes: 11 No Votes: 0 Result: PASS

Public Comment or Suggestions:

Tom Kilian commented on his support for the Community For All Resolution.

Adjourn

6/15/2021

Motion by Watson, second by Wadinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:10 pm.

Katie Rosenberg, Mayor
Leslie M. Kremer, City Clerk

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

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

Amending Section 10.20.080(a) designating no parking both sides on entrance road to Schulenburg Pool off of Summit Drive

Committee Action: Approved 4-0

Ordinance Number:

Fiscal Impact: Minimal cost to install signs

File Number: 21-0704

Date Introduced: July 13, 2021

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

Add ()

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

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

...

Entrance road to Schulenburg Pool off of Summit Drive

- Both sides of the road from Summit Drive to a point 210 feet along the drive entrance to the parking lot for Schulenburg Pool

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:

Katie Rosenberg, Mayor

Attest:

Leslie M. Kremer, Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: June 10, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, Debra Ryan, James Wadinski, Lou Larson (Tom Neal was absent)

Also Present: Eric Lindman, Allen Wesolowski, TJ Niksich, Maryanne Groat, Pat Peckham, Dustin Kraege, Solomon King, Mark Hanson, Lori Wunsch, Mercury Associates – Tony Yankovich & Scott Rood

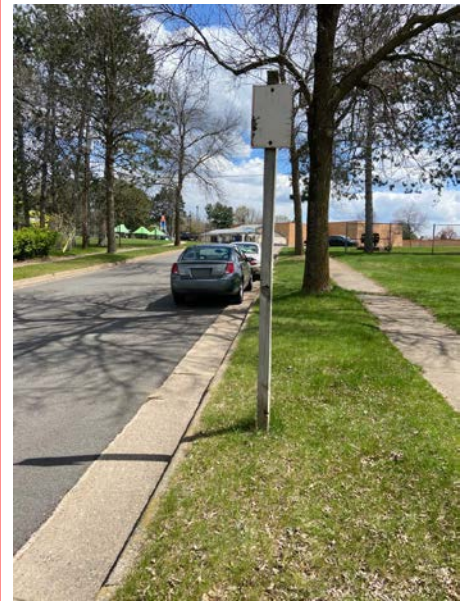
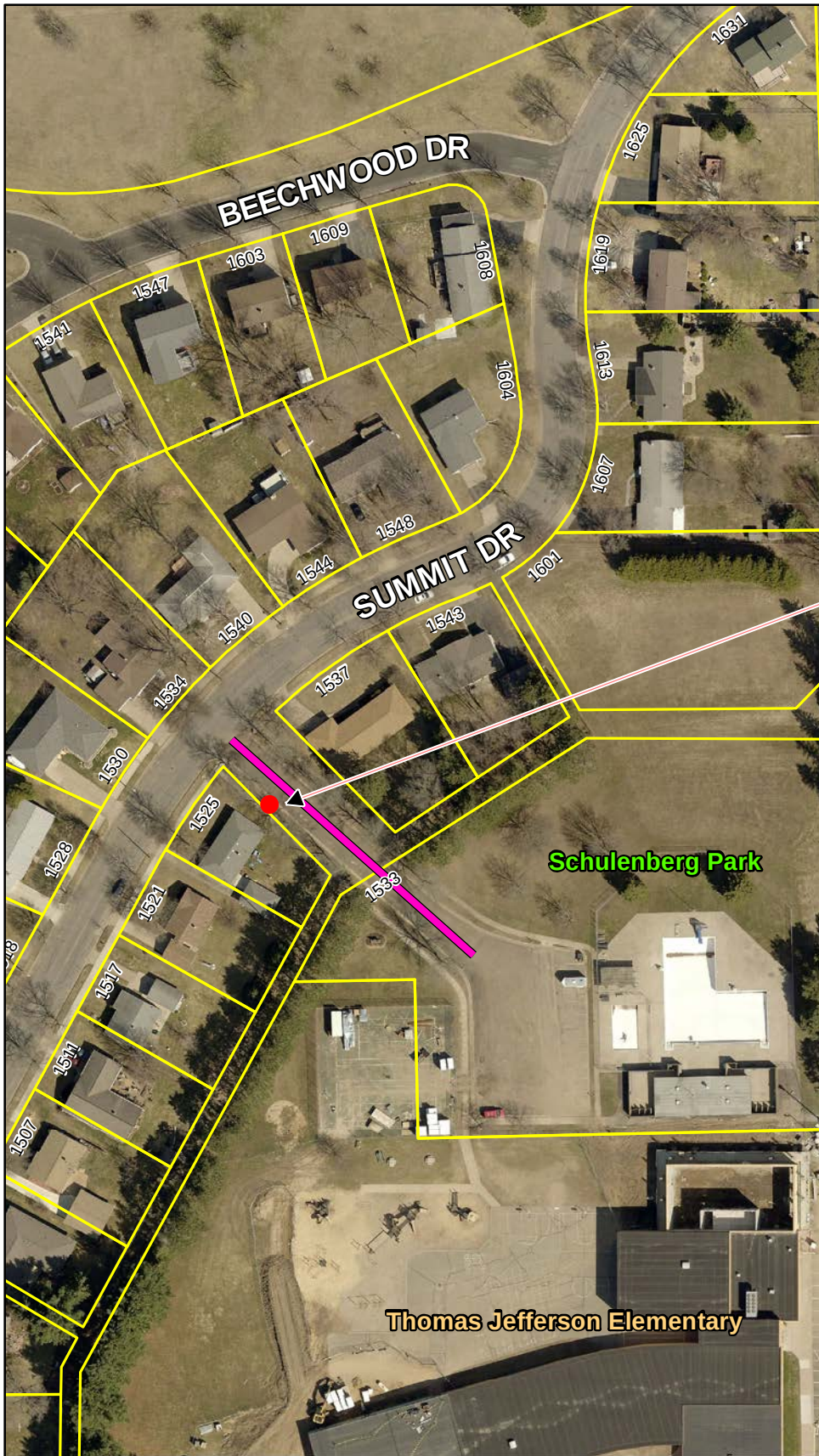
Discussion and possible action on parking restrictions on the entrance road to Schulenburg Pool off of Summit Drive

Wesolowski explained the entrance to Schulenburg Pool is an unnamed street off of Summit Drive. Staff received a complaint regarding parking. DPW had put up a no parking sign at some point, but it is deteriorated and not legible. It was found that the parking restriction is not in ordinance. The sign should either be taken down or the parking restriction placed into ordinance.

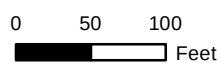
Rasmussen said the right-of-way is not wide enough to accommodate parking on both sides and still have traffic in and out. She asked if there was sufficient parking for the pool. Wesolowski spoke with Polley and Freix; both recommend restricting parking on both sides of the road. They did not see a need for parking on the street.

Wadinski moved to approve parking restrictions on both sides of the entrance road to Schulenburg Pool. Seconded by Larson and the motion carried unanimously 4-0.

AGENDA ITEM
Discussion and possible action on parking restrictions on the entrance road to Schulenburg Pool off of Summit Drive
BACKGROUND
The entrance to Schulenburg Pool off Summit Drive is currently posted as no parking on the south side of the entrance drive. The existing sign is faded and not legible. Staff was going to replace the sign but discovered the no parking restrictions are not part of the current municipal code. The options are to remove the sign or have an ordinance restricting parking. Engineering staff has spoken to the Parks Department and they would like to have both sides of the entrance road as no parking.
FISCAL IMPACT
Minimal - cost of signs to post.
STAFF RECOMMENDATION
Staff recommends approving the no parking restriction on both sides of the entrance road to Schulenburg pool from Summit Drive to a point 210 feet along the drive entrance to the parking lot for Schulenburg Pool. A map is attached.
Staff contact: Allen Wesolowski 715-261-6762



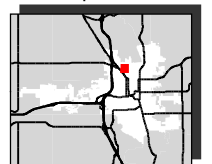
City of Wausau
Marathon County Wisconsin



Legend

- Parcels
- Sign Location
- Proposed No Parking Both Sides

Map Location



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

**FINAL RESOLUTION OF THE CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE AND PLAN COMMISSION**

Vacating and discontinuing an unpaved alley lying west of 827 Turner Street between North 8th Street, North 9th Street and Augusta Avenue

Committee Action: CISM: Approved 4-0
Plan: Approved 7-0

Fiscal Impact: None

File Number: 21-0409

Date Introduced: July 13, 2021

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, pursuant to Section 66.1003(4) of the Wisconsin Statutes, the Common Council has heretofore initiated proceedings on April 27, 2021, at a regular meeting of the Common Council to vacate and discontinue the following described alley in the City of Wausau:

Part of Block 2, Strege's Hospital Heights Addition, being part of the Southwest ¼ of the Southeast ¼, Section 24, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

All of the public alley in said Block 2, lying West of the West line of Lot 8, said Block 2, extended Southerly.

WHEREAS, a public hearing on the passage of such resolution had been set by the Common Council, which hearing was set for 5:15 p.m. in the Council Chambers of City Hall, Wausau, Wisconsin, on the 10th day of June, 2021, written notice of such meeting was duly served on the owners of all of the frontage of the lots and lands abutting upon the alley sought to be discontinued as provided by law, and notice was published in the newspaper as provided by law; and

WHEREAS, a public hearing was duly held pursuant to said notice at the time and place therefor affixed and all persons so served and interested were then and there given an opportunity to be heard; and

WHEREAS, a proper notice of the pendency of said petition for vacation and discontinuance and map covering the proposed vacation was duly filed in the Office of Register of Deeds for Marathon County, as required by the Wisconsin Statutes; and

WHEREAS, your Capital Improvements and Street Maintenance Committee and your Plan Commission, after considering the matter, have recommended that the aforescribed alley be vacated and discontinued; and

WHEREAS, Wisconsin Public Service Corporation and Frontier North Inc. have requested that they be granted easement and ingress and egress rights over, across and under the alley prior to it being vacated.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Wausau that it is hereby declared that since the public interest requires it, the herein described alley is hereby vacated and discontinued; provided, however, this resolution shall take effect and have validity only after the granting by the City to requesting utilities any and all permanent easement and ingress and egress rights deemed necessary by them.

BE IT FURTHER RESOLVED, that the proper City officials are hereby authorized and directed to execute easements to Wisconsin Public Service Corporation and Frontier North Inc., if they wish, approved by the City Attorney, granting all necessary easement and ingress and egress rights, all within and/or over the alley to be vacated, and that these entities shall have until August 13, 2021 to get these easements recorded.

BE IT FURTHER RESOLVED, that the City Clerk, upon the recording of the above-referenced easements, but no earlier than August 13, 2021, shall record a certified copy of this resolution accompanied with a map showing the location of said vacated alley in the Office of the Register of Deeds for Marathon County, and that the City Clerk shall notify the City Engineer as to when this resolution has been recorded.

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: June 10, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, Debra Ryan, James Wadinski, Lou Larson (Tom Neal was absent)

Also Present: Eric Lindman, Allen Wesolowski, TJ Niksich, Maryanne Groat, Pat Peckham, Dustin Kraege, Solomon King, Mark Hanson, Lori Wunsch, Mercury Associates – Tony Yankovich & Scott Rood

Public Hearing: Discussion and possible action on vacating and discontinuing an unpaved alley lying west of 827 Turner Street between North 8th Street, North 9th Street and Augusta Avenue

Rasmussen asked those in attendance wishing to speak on the proposed vacation to come forward and give comments. No one came forward and the public hearing was closed. Rasmussen noted staff has no objection to the vacation.

Ryan moved to approve vacating and discontinuing the unpaved alley. Wadinski seconded and the motion carried unanimously 4-0.

PLAN COMMISSION

Time and Date: The Plan Commission met on Wednesday, June 16, 2021, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Katie Rosenberg, Eric Lindman, Patrick Peckham, Tom Neal, Bruce Bohlken, Andrew Brueggeman, George Bornemann

Others Present: Brad Lenz, Brian Stahl, Sam Wessel; *By WebEx*: William Hebert, Nick Patterson, Kevin Burch

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

Discussion and possible action on vacating and discontinuing an unpaved alley lying west of 827 Turner Street between North 8th Street and Augusta Avenue.

Lindman said that the entire alley west of 827 Turner Street would be vacated. The alley area at 827 Turner Street would remain. This item went to the last CISM meeting.

Brueggeman motioned to vacate and discontinue an unpaved alley lying west of 827 Turner Street between North 8th Street and Augusta Avenue. Bohlken seconded. The motion carried unanimously 7-0. This item will go to Common Council on July 13, 2021.

AGENDA ITEM

Public Hearing: Discussion and possible action on vacating and discontinuing an unpaved alley lying west of 827 Turner Street between North 8th Street, North 9th Street and Augusta Avenue

BACKGROUND

A petition was received to vacate a portion of the alley described above. The petition and map of the alley is attached. There are no city utilities located in this section of alley.

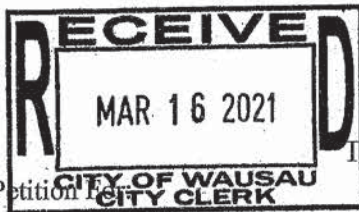
FISCAL IMPACT

Minimal, the area vacated by the alley would revert back to the abutting land owners.

STAFF RECOMMENDATION

Staff has no objection to vacating the portion of the alley as indicated on the petition and shown on the map.

Staff contact: Allen Wesolowski 715-261-6762



PETITION

TO THE MAYOR AND COMMON COUNCIL
OF THE CITY OF WAUSAU, WISCONSIN

For Office Use

3/16/21

Date Filed with City Clerk

- ☒ Alley Vacation ☐ Sanitary Sewer ☐ Storm Sewer ☐ Other as Follows: CC: Atty
☐ Blacktop Paving ☐ Street Light ☐ Watermain Engineering
☐ Curb and Gutter ☐ Street Vacation ☐ Zoning Change planner

The undersigned petitioners respectfully request that your honorable body take such action as will cause the:

unimproved alley in Block 2 Streges Hospital Heights Subdivision ex Lots 8 & 9
Wausau, WI to be vacated. Bounded by Augusta Ave, N 9th St, Turner St, N 8th St.

Signature of Electors	Print Name Clearly	Print Home Address	Date of Signing
1. <u>[Signature]</u>	Steve Kaiser	2407 N 8th St	3-14-2021
2. <u>[Signature]</u>	Keefe Westcott	824 Augusta Ave	3-14-2021
3. <u>[Signature]</u>	Dan Zvolenz	421 Turner St	3-14-2021
4. <u>[Signature]</u>	Sharon Schuetz	805 Turner St	3-14-2021
5. <u>[Signature]</u>	Namphot Yang	2415 N 8th St	3-14-2021
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

AFFIDAVIT OF CIRCULATOR

STATE OF WISCONSIN

CITY OF WAUSAU Steve Kaiser being duly sworn disposes and says that he is a resident of the affected area, residing at 2407 N 8th St in the City of Wausau; that he is personally acquainted with the persons who have signed the foregoing petition; that he knows them to be residents of the affected area; that they signed the same with full knowledge of the contents thereof; that their respective residents are stated therein; that each signer signed the same on the date stated opposite his name; and that he intends to support the petition.

Filed in the Office of the City Clerk and sworn to before me this 16th day of March, 2021

[Signature]
Signature of City Clerk or designee

[Signature]
(Signature of Circulator)

2407 N 8th St
(Address of Circulator)

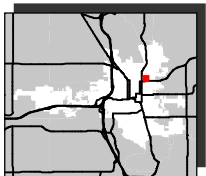


CITY OF WAUSAU

Marathon County, Wisconsin

Legend

- Existing Building
- Existing Right-of-Way
- Proposed Vacation



0 25 50 100 Feet
Map Date: March 29, 2021

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 4-0

Fiscal Impact: None

File Number: 21-0108

Date Introduced: July 13, 2021

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 June 29, 2021 meeting and has made recommendations that are attached hereto in the meeting minutes and recommends these actions to the Council for its approval, 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:

Katie Rosenberg, Mayor

CLERK'S REPORT TO PUBLIC HEALTH & SAFETY COMMITTEE

June 29, 2021 Meeting

AGENDA ITEM # 3

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

ADDITIONAL INFORMATION

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

1. **Denial Recommendation: Operator's License for Jessica Taylor** - Numerous felony convictions – most recent was 2020 felony conviction for Manufacture/Delivery of Amphetamine.
2. Application for **Class A Beer** License, Fleet Farm Group LLC, dba Fleet Farm, 1811 Badger Avenue, for beer sales in the store.
3. **Temporary Class B Retailer (Picnic)** licenses: Monk Botanical Gardens for their Luminary Walks for the 2021 season; Wausau Noon Optimists for their Wisconsin Valley Fair Beer Tent; and The Hmong American Center for The Hmong Wausau Festival.
4. Class II Special Event Application for Wausau East High School Homecoming Parade on September 24, 2021.

**Special event applications will be sent to the committee by email for review.*

STAFF RECOMMENDATION

Approve or deny as indicated on the summary report including those that may be introduced at the meeting. Please let me know if you have any question regarding any license applications listed.

Mary Goede, Deputy Clerk

Date of Report: June 25, 2021

(715) 261-6621

PUBLIC HEALTH & SAFETY COMMITTEE

Date and Time: Tuesday, June 29, 2021 at 5:15 pm, (Council Chambers)

Members Present: Lisa Rasmussen (C), Pat Peckham, Dawn Herbst, Jim Wadinski

Members Excused: Becky McElhaney

Others Present: Tara Alfonso, Leslie Kremer, Todd Baeten, Bob Barteck, Mary Goede, Eric Lindman, Kevin Fabel, Katie Rosenberg, Tom Kilian

Consider approval or denial of various license applications.

Rasmussen stated there is one denial recommendation for an Operator's License for Jessica Taylor. It was noted Ms. Taylor was not present to appeal.

Motion by Wadinski, second by Peckham to approve or deny licenses as recommended by staff. Motion carried 4-0.



PHS Date 06/29/2021

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
153050	9010 - Bartender/Operator	TAYLOR, JESSICA	525 1/2 N 3RD ST WAUSAU WI 54403		Mobile Gas Station	06/01/2021	06/30/2022	No	No	
153104	9027 - Class II	Foster, Deb	2007 N 18th St Wausau WI 54403	Wausau East Homecoming Parade on September 24, 2021 Organized by Wausau East Athletic Dept.					Yes	
153706	9060 - Class A Beer	HALL, MARK	1930 N 10TH AVE, APT 7 WAUSAU WI 54401		FLEET FARM	06/25/2021	06/30/2022	Yes	Yes	
153346	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		ROBERT W MONK GARDENS				Yes	
153351	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		ROBERT W MONK GARDENS				Yes	
152729	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152730	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152732	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152733	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152734	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152735	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152736	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	



PHS Date 06/29/2021

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
152737	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152738	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152740	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152741	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152742	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152743	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
152744	9069 - Temporary Class B Retailer (Picnic)	,	518 S 7TH AVE WAUSAU WI 54401		MONK BOTANICAL GARDENS				Yes	
150928	9069 - Temporary Class B Retailer (Picnic)	LEWITZKE, LINDSEY	316 SCOTT ST WAUSAU WI 54403		WAUSAU EVENTS				Yes	
153379	9069 - Temporary Class B Retailer (Picnic)	REISSMANN, JOSH	PO BOX 1611 WAUSAU WI 54402		WAUSAU NOON OPTIMIST				Yes	
152728	9069 - Temporary Class B Retailer (Picnic)	XIONG, YEE LENG	1109 N 6TH ST WAUSAU WI 54401		THE HMONG AMERICAN CENTER, INC				Yes	
153298	9080 - Public Transport Driver New	BRENCHLEY, BRANDEN	PO BOX 1895 WAUSAU WI 54402-1895		NORTHWOODS CAB LLC	06/10/2021	06/30/2022	Yes	Yes	
153265	9080 - Public Transport Driver New	CLARK, BRENT	215 N 10TH AVE WAUSAU WI 54401		NORTHWOODS CAB	06/10/2021	06/30/2022	Yes	Yes	

CONFIRMATION OF MAYOR'S APPOINTMENTS

to Boards, Commissions and Committees: *Affordable Housing Task Force, and the Capital Improvemtn Program (CIP) Committee*

File Number: 21-0703 **Date Introduced:** July 13, 2021

Wausau Affordable Housing Regional Task Force

Sarah Watson City Alderperson	407 Grant St	Term of Office	715-261-6833
Sandra Kelch Marathon County Community Outreach Task Force	802 August Ave	Term Exp. 4/30/23	715-574-9774
Juli Birkenmeier Community Development Authority	550 E Thomas St	Term Exp. 4/30/23	715-261-6676
Diane Sennholz North Central Community Action	2111 8th St S, Wis Rapids	Term Exp. 4/30/23	715-301-1863
Ben Lee Citizen Member - United Way of Marathon County	1814 Milwaukee Ave	Term Exp. 4/30/23	715-212-5860
Kristin Slonski Citizen Member - Attorney Wisconsin Judicare Inc	4008 Hillside Ln	Term Exp. 4/30/23	715-302-8425
Carla Baker Citizen Member - General Manger Jefferson Street Inn	201 Jefferson St	Term Exp. 4/30/23	715-261-4610

Capital Improvement Program (CIP) Committee

Carolyn Marohl (1) New citizen member	1025 Everest Blvd	*2020-2022 Term	715-571-5771
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*Two (2) year term to coincide with biennial organization of the common council

Approved:

Katie Rosenberg, Mayor



MEMORANDUM

DATE: July 8, 2021

TO: Leslie Kremer, City Clerk
Mary Goede, Deputy City Clerk

FROM: Katie Rosenberg

RE: Appointments to the Affordable Housing Task Force

Please note that I will be appointing the following individuals to the newly created Affordable Housing Task Force. Please add this to the City Council Agenda packet for the meeting scheduled for Wed, 7/13/21.

If you have any questions, feel free to call or email. Thank you.

AFFORDABLE HOUSING TASK FORCE COMMITTEE

Ben Lee
1814 Milwaukee Ave
Wausau, WI 54403
715-212-5860
blee@unitedwaymc.org

Diane Sennholz
2111 8th St S Ste 102
Wisconsin Rapids, WI 54494
715-301-1863
dsennholz@nccapinc.com

Kristin Slonski
4008 Hillside Ln
Wausau WI 54403
715-302-8425
Kristin.slonski@gmail.com

Sarah Watson
City of Wausau
Alderson
sarah.watson@ci.wausau.wi.us

Juli Birkenmeier
City of Wausau
Community Development Department
Juli.birkenmeier@ci.wausau.wi.us

Sandra Kelch
802 Augusta Ave
Wausau WI 54403
715-574-9774
Skelch66@yahoo.com

Carla Baker
201 Jefferson St
Wausau WI 54403
715-261-4610
cbaker@jeffersonstreetinn.com

Please see their bios on the following page.



Ben Lee

Ben Lee is the Director of Community Impact at the United Way of Marathon County and is involved with the Marathon County Hunger Coalition, Housing & Homelessness Coalition, Homelessness Task Force, County Transportation Coordination Committee and volunteers at The Neighbor's Place. The Affordable Housing Task Force is the next step to success for the other committees. He has dedicated his career to making this community a better place for all to live and work.

Diane Sennholz

Diane Sennholz is the Executive Director of the North Central Community Action Program Inc and has worked in Wausau for the last 35 years. She is also on the Affordable Housing Regional Task Force. The clients that come to her agency need better housing options, as they are the lower income population, and this task force would allow those clients to have a voice at the table.

Kristin Slonski

Kristin Slonski is the Managing Attorney with Wisconsin Judicare Inc and has lived in Wausau for 12 years. She works with landlord/tenant law for either side, is a residential landlord, was a low income tenant with children in the past, and has an adult child that is now a low income tenant. She is knowledgeable in Housing and Urban Development (HUD) regulations related to assisted housing and Native American Tribal Housing (NAHASDA.)

Juli Birkenmeier

Juli Birkenmeier has worked for the City of Wausau at the Community Development Authority for the last 8 years. She specifically manages Riverview Towers, an apartment complex for those 55+ or disabled that income qualify, as well as Riverview Terrace Assisted Living. Her department also provides public housing as well as Section 8 rental assistance.

Sarah Watson

Sarah Watson has lived in Wausau for 17 years and is an Economics and Sociology instructor at NTC, as well as being the Wausau Alderperson for District 8. She has extensive knowledge on the economy and personal finance that will help give a different perspective on the issues, and strongly believes that adequate shelter is a human right. She was able to attend many sessions from the Housing Solution



Submit by Insight Information in May 2021 and learned of many unique solutions to housing shortages, etc that other communities are implementing that could work here in Wausau.

Sandra Kelch

Sandra Kelch is a 21 year resident of Wausau and is the Executive Director of the Marathon County Community Outreach Task Force. As the Executive Director, she has worked to secure housing for those with limited resources. She also has a disabled son who lives in low income housing for the elderly and disabled. He spent a year in housing that was in very poor condition before she was able to get him into a much better, safe, low income building that was accessible.

Carla Baker

Carla Baker is the general manager of Jefferson Street Inn in Wausau. She has over ten years' experience working with mayors, state representatives, and other local officials, assisting with campaigning and community events. She has a desire to assist with the affordable housing project by applying knowledge of growth.



Citizen Participation Form

Thank you for your interest in becoming involved with a City of Wausau Boards Committees or Commissions. The Mayor's Office will make recommendations to the City Council for placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit the City's Web Site at www.ci.wausau.wi.us, or call the Mayor's Office at 715-261-6800. This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can be found on our website. <https://www.ci.wausau.wi.us/Departments/CityCouncil/BoardsCommitteesCommissions.aspx> Please consider becoming a part of this important community resource group.

Contact Information

First Name *

Carolyn

Last Name *

Marohl

Address *

Street Address

1025 Everest Blvd

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

wi

Country

USA

Phone *

(715)571-5771

Email *

sellwithcarrie@gmail.com

Years as a Wausau Resident, if applicable *

5

Occupation/Employer, if applicable

Over 30 years as a resident in the Wausau area

Business Information

Business Name

Address

Street Address

Address Line 2

City

Postal / Zip Code

State / Province / Region

Country

Boards, Commission and/or Committee Information

Which Boards, Commissions and/or Committees interest you?

Board, Commission and/or Committee

Capital Improvement Program Committee(CIPC)

You may choose more than one from the list provided. Order in preference.

Why are you interested in serving on these particular Committees? *

Born and raised in Wausau and have a passion for the city maintaining its charm for both residents and visitors.

What qualifications can you bring to these Committees? *

Licensed real estate agent with knowledge of current market trends. Background schooling in design

On what other City Committee(s) are you currently serving, if any?

None

Other Community Involvement

Volunteer my time at local charities like Neighbors Place.
Serve on the board of Emily's Path (501c3 Charity for local children's needs.

References(Please Include 3)

Reference

First Name *

Jennifer

Last Name *

Eaton

Address *

Street Address

301 Bay Park ct

Address Line 2

City

Wausau

Postal / Zip Code

54401

State / Province / Region

WI

Country

Marathon

Phone *

(715)571-5771

Relationship to You *

Friend

Additional Information

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

Attachment(s)

Limit to 3 upload files



MEMO FROM THE OFFICE OF THE CITY CLERK

DATE: July 6, 2021
TO: Mary Goede, Deputy Clerk
FROM: Leslie Kremer, City Clerk
SUBJECT: Mayor's Appointment to Capital Improvement Program Committee

Please place the following appointment to the City of Wausau Capital Improvement Program Committee on the 7/13/21 Council Agenda. Thank you!

Capital Improvement Program Committee
New appointment to fill vacancy

Carolyn Marohl
1025 Everest Blvd
Wausau, WI 54403
sellwithcarrie@gmail.com

Brief Bio Statement/Statement of Interest:

I was born and raised in Wausau and have a passion for the city maintaining its charm for both residents and visitors. I am a licensed real estate agent with knowledge of current market trends. I also have background schooling in design.

cc: Mayor Rosenberg
Emily Ley

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

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

Annexing territory from the Town of Weston to the City of Wausau -
Michael and Angela Grundman, Northwestern Avenue

Committee Action: CISM: Approved 4-0
Plan Comm: Approved 7-0

Ordinance Number:

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

File Number: 21-0705

Date Introduced: July 13, 2021

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

Section 1. Territory Annexed. In accordance with Chapter 66, Wisconsin Statutes, and the petition for direct annexation signed by Michael and Angela Grundman, sole owners of the land now located in the Town of Weston, Marathon County, Wisconsin, and being a part of the D.C. Everest Area School District, there being no electors residing therein, the following described land is hereby annexed to the City of Wausau:

Lot 2 of Certified Survey Map No. 2621 recorded in the office of Register of Deeds for Marathon County in Volume 10 of Certified Survey Maps on page 94, being part of the Northwest Fractional ¼, Section 6, Township 28 North, Range 8 East, Town of Weston, Marathon County, Wisconsin.

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

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

Section 4. Aldermanic District and Population of Annexed Area. The territory described in Section 1 of this ordinance is hereby made a part of the 2nd Aldermanic District and the 4th Ward of the City of Wausau, subject to the ordinances, rules and regulations of the city, county, and state, governing districts.

The population of the annexed territory is zero (0).

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

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

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

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

Adopted:
Approved:
Published:
Attest:

Approved:

Katie Rosenberg, Mayor

Attest:

Leslie M. Kremer, Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: June 10, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, Debra Ryan, James Wadinski, Lou Larson (Tom Neal was absent)

Also Present: Eric Lindman, Allen Wesolowski, TJ Niksich, Maryanne Groat, Pat Peckham, Dustin Kraege, Solomon King, Mark Hanson, Lori Wunsch, Mercury Associates – Tony Yankovich & Scott Rood

Discussion and possible action on petition for annexation – Grundman (082-2808-062-0994, Town of Weston)

This parcel is contiguous to the City and sewer and water abuts the property. Wesolowski noted that Mr. Grundman is anxious to annex.

Wadinski moved to approve the annexation. Ryan seconded and the motion carried unanimously 4-0.

PLAN COMMISSION

Time and Date: The Plan Commission met on Wednesday, June 16, 2021, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Katie Rosenberg, Eric Lindman, Patrick Peckham, Tom Neal, Bruce Bohlken, Andrew Brueggeman, George Bornemann

Others Present: Brad Lenz, Brian Stahl, Sam Wessel; *By WebEx*: William Hebert, Nick Patterson, Kevin Burch

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

Discussion and possible action on petition for annexation – Grundman (082-2808-062-0994, Town of Weston).

Lindman said that an individual wants to develop this property and would to annex into the city for city water and sewer.

Brueggeman motioned to approve the petition for annexation – Grundman (082-2808-062-0994, Town of Weston). Bornemann seconded.

Peckham asked if the city owns the property to the west. Lenz said that he believes Kraft owns that and the city of Wausau is listed on map because that is the municipality this it is in.

Bornemann asked what zoning will be given to the property. Lenz said that the zoning would need to be established if they want something other than single-family residential.

The motion carried unanimously 7-0. This item will go to Common Council on July 13, 2021.

AGENDA ITEM

Discussion and possible action on petition for annexation – Grundman (082-2808-062-0994, Town of Weston)

BACKGROUND

A petition for annexation of the parcel was received by the City Attorney's office. Engineering has provided the attached maps and legal description for the property. The parcel currently lies in the Town of Weston. The owner wants to annex to the City to connect to sewer and water facilities which currently exist in Northwestern Avenue.

FISCAL IMPACT

The City would add this property to the tax role. The City will pay the Town of Weston for a period of 5 years an amount equal to the value of the town taxes received from the annexation at the time the annexation becomes final. The petitioner will be assessed a per foot assessment based upon the actual cost of the sewer and water extension. This payment for sewer and water will be due as a condition of the annexation.

STAFF RECOMMENDATION

Staff recommends approving the annexation. The parcel is contiguous with the current city boundary and is served by existing sewer and water.

Staff contact: Allen Wesolowski 715-261-6762

PETITION FOR ANNEXATION

The undersigned, constituting 100 percent of the owners of the following-described property located in the Town of Weston, Marathon County, Wisconsin, lying contiguous to the City of Wausau, there being no electors residing therein, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached scale map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Wausau, Marathon County, Wisconsin:

SEE ATTACHED MAP AND LEGAL DESCRIPTION

There are no persons residing in the territory

Dated this 28 day of May, 2021.



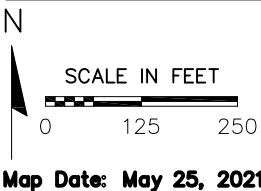
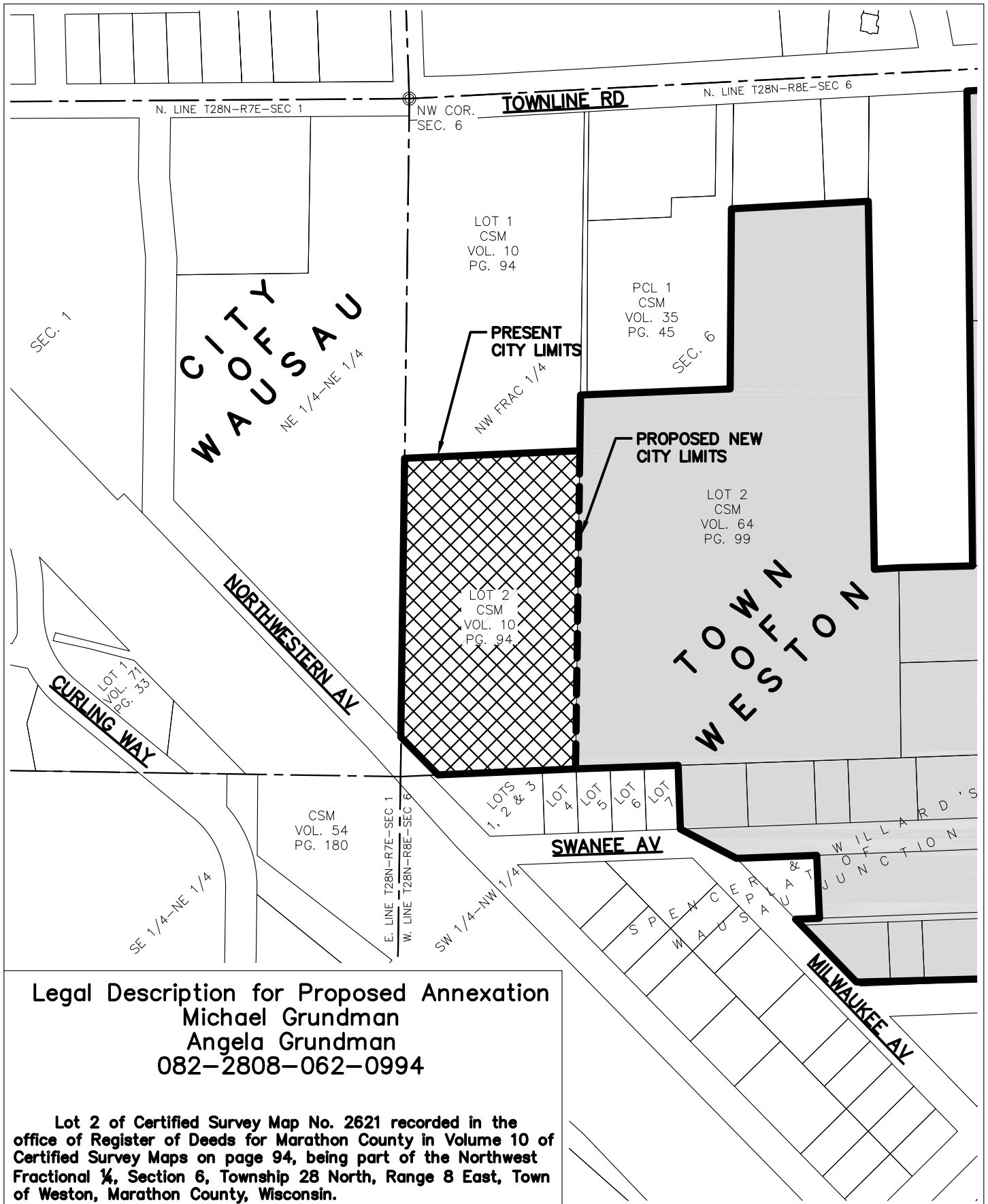
Michael Grundman, Owner

Mailing Address: 2337 Whitetail Drive
Mosinee WI 54455



Angela Grundman, Owner

Mailing Address: 2337 Whitetail Drive
Mosinee WI 54455



PROPOSED ANNEXATION MAP ANNEXING TERRITORY FROM THE TOWN OF WESTON

TOTAL AREA OF
 PROPOSED ANNEXATION
 201,247± S.F.
 4.62± AC.

RESOLUTION OF THE PLAN COMMISSION

Amending the General Development Plan at 1200 North River Drive to allow for 120 residential units and 6,050 square feet of commercial space, in a PUD, Planned Unit Development Zoning District.

Committee Action: Approved 7-0

Fiscal Impact: None.

File Number: 15-0708

Date Introduced: July 13, 2021

WHEREAS, on June 16, 2021, the Plan Commission considered a request to amend the general development plan at 1200 North River Drive to allow for 122 residential units and 6,050 square feet of special space; and

WHEREAS, the buildings would consist of ground floor commercial spaces with three stories of residential apartments above; and

WHEREAS, parking would be provided underground and on the surface; and

WHEREAS, there would be 122 residential units total across the three buildings, with a small commercial space in each; and

WHEREAS, the proposed project of mixed-use buildings fits with the original master plan for the area of creating a vibrant, urban, mixed-use riverfront that maintains public access to the river; and

WHEREAS, this project will not alter the linear public green spaces that lie adjacent to the buildings; and

WHEREAS, the architecture of the buildings is intended to fit with the existing urban fabric including some historic industrial structures; and

WHEREAS, the arrangement of the proposed buildings matches the previous general development plan and is in line with the original master plan for the area; and

WHEREAS, shared parking arrangements can be pursued on a number of the parcels in the area to meet the overall parking demand, if necessary; now therefore

BE IT RESOLVED that the Common Council of the City of Wausau hereby amends the general development plan at 1200 North River Drive to allow for 122 residential units and 6,050 square feet of commercial space, in a PUD, Planned Unit Development Zoning District.

Approved:

Katie Rosenberg, Mayor

PLAN COMMISSION

Time and Date: The Plan Commission met on Wednesday, June 16, 2021, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Katie Rosenberg, Eric Lindman, Patrick Peckham, Tom Neal, Bruce Bohlken, Andrew Brueggeman, George Bornemann

Others Present: Brad Lenz, Brian Stahl, Sam Wessel; *By WebEx*: William Hebert, Nick Patterson, Kevin Burch

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

PUBLIC HEARING: Discussion and possible action on amending the General Development Plan at 1200 North River Drive to allow for 122 residential units and 6,050 square feet of commercial space, in a PUD, Planned Unit Development Zoning District.

Lenz said that T. Wall is available on WebEx for any questions. This proposal will develop three mixed-use buildings. This will add two additional buildings to the previous plan. The additional buildings will be located on lots 7 and 8. The city accepted the proposal after an RFP. The plans for the development are located in the packet. The public amenities and pathways will not change.

Mayor Rosenberg closed the public hearing.

Neal motioned to amend the general development plan at 1200 North River Drive to allow for 122 residential units and 6,050 square feet of commercial space, in a PUD, Planned Unit Development Zoning District. Brueggeman seconded.

Peckham said that he is confused about the parking specs and asked if 1 ½ parking spaces is required per unit or if adjacent spaces are counted. Lenz said that this is a flexible zoning district and a 25% reduction in parking spaces can occur since it is a mixed-use building. There will be 120 units so the parking count would be 135 total parking spaces. There will be 82 underground spaces. The 135 parking spaces is a target, but is not mandated. The Plan Commission could cut the requirement by 50%. The total parking spaces on the plan is 106, which includes the underground and surface parking. There are other options on River Drive that can be counted. Staff feels that there is adequate parking in the area. Peckham asked if there are issues in the future, staff would be able to make changes. Lenz said that there is perpendicular parking on River Drive and some in the south parking lot; more could be built on River Drive. He said the area overall is 17 acres and there are only a couple buildings on it right now. The whole idea of this development is to not have too much surface parking.

The motion carried unanimously 7-0. This item will go to Common Council on July 13, 2021.



Memorandum

From: Brad Lenz
To: Plan Commission
Date: June 10, 2021
Subject: Amend PUD at 1200 N. River Drive to allow for three mixed-use buildings

Background

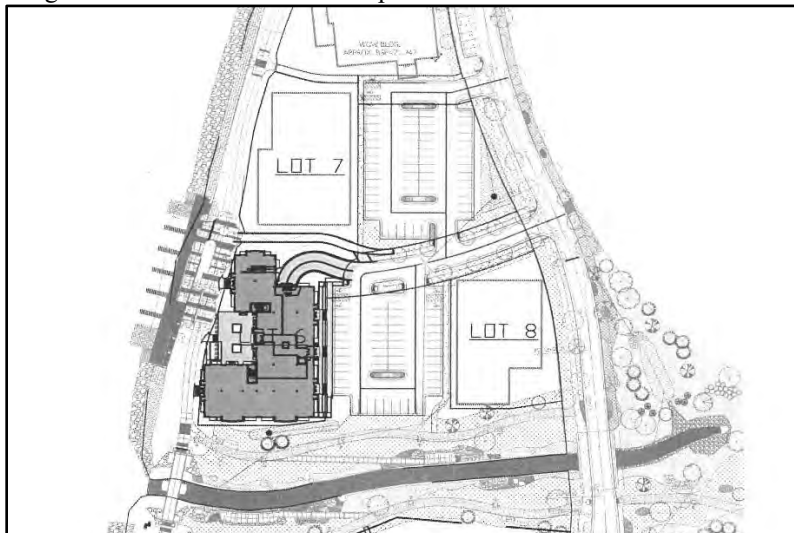
T. Wall Enterprises is proposing three new mixed-use buildings for the RiverLife area. The buildings would consist of small ground floor commercial spaces with three to four stories of residential apartments. Parking would be provided underground and on the surface.

The proposal is in response to a Request for Proposal (RFP) issued by the City for these properties. A selection committee and the city's Economic Development committee chose this proposal over another one that was received. The incentive package for this project is currently under review by the City.

As shown on the attached site plan, the arrangement of the buildings would leave a walkway to the public wharf. There would be 120 residential units total across the three buildings, with a small commercial space in each. Parking calculations from the developers are included in the packet.

The site plan below is the previous general development plan (approved in 2017) for the area north of the stream.

Image 1. Previous General Development Plan



The shaded building in the image above was the original concept for a “mixed use” building, which was actually a commercial building with different tenants. Lots 7 and 8 on the plan were being shown as building pads for future development, the particulars of which had not been decided at the time of the plan. The current action of amending the general development plan would specify the uses on lots 7 and 8 as well as change the former commercial building to a mixed-use building that is mostly residential.

The East Riverfront Master Plan, adopted by the city in 2015, conceived of the area, particularly north of the stream, as being mixed-use (with small scale commercial and residential). The buildings are shown oriented toward the river, stream, and River Drive, with some surface parking on the interior.

Image 2. Illustrative Concept from 2015 Master Plan



The green spaces in the area were designed in a linear fashion along the river and stream, with private development filling in behind them, except for the narrow area at the north end of the site which is RiverLife Park.

The plan included a market study which showed strong demand for multi-family residential use. The plan noted that the area could accommodate 40-45 new units per year, for eight to ten years, in addition to new commercial square footage. The actual and proposed density of development of this area is tracking to be under the targets set in the master plan.

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). Staff comments follow each of the criteria.

1. The proposed 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 rightfully provides zoning flexibility in order to promote a unique, urban riverfront district.

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.)

A housing objective in the plan is to encourage a variety of housing types throughout the city. The proposed mixed-use buildings along the riverfront would be the first of their kind in the city.

Under the economic development goal of stimulating community and economic growth and development, the plan encourages the use of Planned Unit Development zoning to encourage and facilitate high quality, mixed use development. This ties into the Downtown objective of creating more residential use in order to make downtown a multi-use activity center.

Similarly, the East Riverfront Master Plan envisions this area as a vibrant urban neighborhood that is anchored by new housing choices and supports high quality 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 of mixed-use buildings fits with the original master plan for the area of creating a vibrant, urban, mixed-use riverfront that maintains public access to the river. The 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 range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.

Public infrastructure was added during the remediation and site preparation phase of this brownfield redevelopment project.

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.

No buffering between uses is necessary as the uses will be compatible and complementary with each other.

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 buildings. The building designs (and their orientation) capitalize on the green spaces, which include the wharf and various pathways. Detailed landscaping plans for areas adjacent to the buildings will be part of the subsequent specific implementation plan review.

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 intended to fit with the existing urban fabric, including some historic industrial structures. The massing of the buildings is generally in line with new and old 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 matches the previous general development plan and is in line with the original master plan for the area. The site plan maintains public access to the river and stream, and arguably enhances the public connection to the wharf. The small commercial spaces will improve the visitor experience and provide amenities to residents 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.

The project as designed will bring new amenities and 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 – too much surface parking can kill the vibrancy and walkability of an area. The zoning code allows for the ability to not only limit the amount of surface parking (e.g., with parking *maximums*) but it can allow the relaxation of fixed parking standards that may result in too much parking overall. This can be done in standard zoning districts, as well as with Planned Unit Development.

For this project, the developer would be providing 82 covered/underground parking stalls for the 120 units. Between the two surface parking lots, there exists 104 parking stalls, although per previous agreements, 80 of those stalls must be open to the public and not designated to a particular residential development. This would leave 24 surface stalls to count towards the proposed project.

The zoning standard, in some zoning districts, for these mixed use buildings would be 135 spaces total. This is calculated using 1.5 stalls per unit with a 25% reduction for mixed use buildings, plus two stalls for the small commercial spaces. As noted, however, the zoning code allows for reductions of parking minimums in some zoning districts, including two districts that are adjacent to RiverLife – Urban Mixed Use (UMU) and Neighborhood Mixed Use (NMU). In these cases, the parking requirements can be reduced by as much as 50% as determined by Plan Commission. The minimum parking under this scenario would be 68 stalls, which is less than what the developer would be providing underground.

To get closer to the 135 parking spaces, there are a number of options that exist currently, plus other changes that could be made. The site overall is currently a work in progress and plenty of parking could be accommodated, if needed. The existing perpendicular street parking along River Drive could absorb some overflow parking for the apartments. There are over 70 spaces currently along the street. The City Engineering Department has also estimated that over 30 parallel spaces could be added along the east side of the street without relocating any of the street lights. Parking for RiverLife Park could be added north of the park when the meter shop relocates in the near future.

All of the above options would be located north of the stream and within approximately two city blocks of the proposed project. Other space within RiverLife is not currently slated for specific development, and could potentially accommodate additional off-street parking, again if the need arises. On-street parking could also be added along River Drive south of the stream.

Other options potentially exist adjacent to RiverLife on sites that could undergo transition in the near future. There are also large surface parking lots around RiverLife that are owned by others but are only used a portion of the time; shared parking arrangements could be pursued on a number of these parcels to relieve the overall parking demand on RiverLife.

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.

This project would essentially be developed in a single phase. A timeline is provided in the narrative supplied by the developer.

T. Wall is seeking approval of the general development plan at this time. A specific implementation plan with more detailed engineering work would need to be reviewed by the Plan Commission at a later date.



Scale 1" = 60'

MAIN STREET WAUSAU, LLC

THE DISTRICT AT RIVERLIFE
LOTS 6, 7 & 8
WAUSAU, WI



Mudrovich
architects

(c) copyright 2021

JUNE 1, 2021



T. Wall Enterprises

City of Wausau
407 Grant Street
Wausau, WI 54403

RE: The District – General Development Plan

Dear Commission Members:

Main Street Wausau, LLC is pleased to present our proposal and vision for the Riverlife North District.

Design

In designing the architecture for The District, we reimagined the history of Wausau's industrial and manufacturing district. The theme of our architecture and building is based on this history with facing of brick and large manufacturing-plant windows. Cable suspended, steel faced balconies will recall the heavy use of steel in construction of buildings in the old industrial era. We will incorporate large warehouse style windows with awning style window openings and more mullions. Above the windows and openings will be vertical Soldier Coursing brick, which is unique to industrial architecture. The arch connected to the two buildings will be made of aluminum to look like rustic iron that will say "Riverlife District" to signify the entrance into the Riverlife District. Canopies above the retail stores will be incorporated to keep with our 'old world' architecture.

The building will appear as a converted 3-story industrial building that has a newly added fourth floor. The top of the third floor will have a more defining edge than what we are showing due to limitations of the design software, but we intend to build a cornice (decorative trim) along the top of the third floor to define the separation between the 'converted industrial building' and the new 'urban industrial' fourth floor.

The District's exterior building materials will be made of natural materials such as brick, steel, aluminum, and hardiplank, including using brick of a texture and color found in old industrial buildings in Wausau.

Amenities

The district will provide students, young professionals, and empty nesters alike a place to live. We strive to make our apartments a "living community" not just a temporary apartment. This is why we include high class amenities and views at all of our properties. Amenities would include a fitness center, grilling areas, fire pit, community courtyard, club room, on site property management, and various other community spaces.



T. Wall Enterprises

As typical for our properties, the units are equipped with high-quality finishes and fixtures including granite countertops, stainless steel appliances, floor to ceiling windows, and in-unit washer and dryers. We make the additional investment to ensure long-term quality with top-of-the-line HVAC systems, wider hallways, taller ceilings and fully insulated walls.

Green Components

We believe in developing communities in an environmentally sustainable and sensitive manner. Here are several of the green components that we include in our developments:

1. Solar Arrays (dependent upon the utility provider)
2. Electric Vehicle charging stations
3. secured bicycle storage
4. Energy efficient LED Fixtures
5. Water Sense Showerheads
6. Energy Star rated appliances
7. Smart Thermostats (Wi-Fi enabled)
8. Low ozone emissions products (i.e. low VOCs; carpets, paints, etc.)

Signage

To adhere to the industrial architectural theme, vertical and horizontal signage along with blade signs will be incorporated into the design (signage examples included). The awnings, above the commercial space, will have signage and then a blade sign above each awning. The blade signs will increase pedestrian visibility when passing through the breezeway. Horizontal signage will be displayed near the center of each building that will appear as painted industrial lettering that will say "The District".

Building Data

	Apt. Units	Commercial sf.	Underground Parking	Surface Parking
Lot 6	42	2,300	33	28
Lot 7	50	2,300	29	28
Lot 8	30	1,450	20	18
Total	122	6,050	82	74



T. Wall Enterprises

Projected Development Schedule

	Construction Start	Occupancy	Stabilized
Lot 6	March 2022	March 2023	September 2023
Lot 7	April 2022	April 2023	October 2023
Lot 8	May 2022	April 2023	October 2023

Conclusion

This is more than a residential building; this is the grand entrance into The District and Riverwalk. We are designing to incorporate the old district character into the new Riverlife District. The District will memorialize the lumbering pioneers that built Wausau into the community it has become today.

Thank you for your consideration.

Sincerely,

Main Street Wausau, LLC

By: _____

Terrence R. Wall, President of
T. Wall Enterprises Manager, LLC, Its Manager







RICHT

STORE

RIVERLIFE DISTRICT

STORE

THE DISTRICT



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

RESOLUTION OF THE COMMON COUNCIL

Authorizing execution of an agreement between the City of Wausau and Berry Dunn McNeil & Parker, LLC dba BerryDunn for professional services for strategic plan development and mission statement review.

Committee Action: Pending

Fiscal Impact: ~~\$48,600.00~~ \$1,600.00

File Number: 21-0706

Date Introduced: July 13, 2021

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, strategic planning is an important process for all organizations including local government; and

WHEREAS, a strategic plan process will bring citizens and council together to develop a shared vision for the community; and

WHEREAS, a strategic plan will aid in directing efforts and resources into the priority of the community; and

WHEREAS, Mayor Katie Rosenberg provided a presentation to the Common Council on May 20, 2020, regarding strategic planning to which the Common Council provided its consensus to move forward with a City strategic planning effort; and

WHEREAS, the Finance Committee on October 27, 2020, approved a budget modification of \$50,000.00 to provide for such strategic planning, community engagement, and follow up with deliverables and presentations to the community which was approved by committee action 4-1; and

WHEREAS, this Common Council approved the budget modification on November 10, 2020 on a unanimous vote; and

WHEREAS the City issued a request for proposals (“RFP”) with a deadline to submit proposals

on April 5, 2021 at 4:30 p.m.; and

WHEREAS, 13 proposals were submitted by email to the City Clerk in response to the RFP and the selection committee deemed the proposal of Berry Dunn McNeil & Parker, LLC dba BerryDunn to be in the best interest of the City; and

WHEREAS, the total amount of the agreement for services is \$~~48,600.00~~51,600.00 and the term of the agreement is set forth as one year with other terms and conditions to be substantially in the form of the agreement which is attached hereto and incorporated herein by reference.

NOW THEREFORE, BE IT RESOLVED that the City of Wausau enter into an agreement between the City of Wausau and Berry Dunn McNeil & Parker, LLC dba BerryDunn for professional services for strategic plan development and mission statement review in substantially the form of that which is attached hereto and incorporated herein by reference, and the proper City officials are hereby authorized and directed to execute such agreement.

Approved:

Katie Rosenberg, Mayor

June 1, 2021

THE DISTRICT AT RIVERLIFE APARTMENT BUILDING DATA - LOTS 6 & 7														
FLOOR	UNITS						PARKING PROVIDED				BIKE STALLS PROVIDED			
	STUDIO	1 BR	2 BR	3 BR	TOTAL	BR's	COVERED	PUBLIC SURFACE	TOTAL	RATIOS	COVERED	PUBLIC SURFACE	TOTAL	RATIO
4	8	5	9	1	23	34								
3	8	5	9	1	23	34								
2	8	7	9	0	24	33								
1	8	7	5	0	20	25		56	56			35	35	
LL							62		62			16	16	
T	32	24	32	2	90	126	62	56	118	1.31 / UNIT	0.94 / BR	16	35	51 0.57 / UNIT
	36%	27%	36%	2%			0.69 / UNIT	0.62 / UNIT						

THE DISTRICT AT RIVERLIFE APARTMENT BUILDING DATA - LOT 8														
FLOOR	UNITS						PARKING PROVIDED				BIKE STALLS PROVIDED			
	STUDIO	1 BR	2 BR	-	TOTAL	BR's	COVERED	PUBLIC SURFACE	TOTAL	RATIOS	COVERED	PUBLIC SURFACE	TOTAL	RATIO
3	4	2	4	-	10	14								
2	4	2	4	-	10	14								
1	6	2	2	-	10	12		18	18			8	8	
LL							20		20			8	8	
T	14	6	10	-	30	40	20	18	38	1.27 / UNIT	0.95 / BR	8	8	16 0.53 / UNIT
	47%	20%	33%				0.67 / UNIT	0.60 / UNIT						

AGREEMENT BETWEEN CITY OF WAUSAU AND

BERRY DUNN MCNEIL & PARKER, LLC dba BERRYDUNN

This AGREEMENT, made and entered into this, the _____ day of _____, 2021, by and between the City of Wausau, Wisconsin, a municipal corporation, whose location is 407 Grant St., Wausau, WI 54403, hereinafter referred to as the "CITY", party of the first part, and Berry Dunn McNeil & Parker, LLC dba BerryDunn, with an office located at 2211 Congress Street, Portland, ME 04102, hereinafter referred to as the "CONSULTANT," party of the second part.

WITNESSETH: That the CONSULTANT does hereby agree with the CITY for the consideration named herein, to perform the services stipulated in this AGREEMENT.

1. CONSULTANT'S SERVICES

A. The CONSULTANT, on behalf of the CITY, shall perform and carry out in a professional manner components essential for Strategic Plan development and Mission Statement review.

B. The Scope of Work shall be defined by the CITY'S Request for Proposal entitled "City of Wausau Request for Proposals Strategic Plan and Mission Statement" distributed on March 5, 2021 (the "RFP"), and CONSULTANT'S response entitled, "Strategic Plan and Mission Statement" dated April 5, 2021 ("CONSULTANT'S Proposal Response"). The RFP and CONSULTANT'S Proposal Response are incorporated herein by reference and attached as Exhibit A. In the event of a conflict between the terms of this AGREEMENT and the terms of any document attached or incorporated herein, the terms of the RFP shall control.

C. Compensation for work provided by CONSULTANT will be as follows:

Please see Exhibit A: CONSULTANT'S Proposal Response with the Fee Schedule. In no event will the total compensation under this AGREEMENT exceed the amount set forth on the Fee Schedule. The Fee Schedule is inclusive of all expenses and costs that may be incurred by CONSULTANT.

CONSULTANT shall provide, at a minimum _____ in person meetings (including all lodging, meals and travel costs) at the Wausau City Hall for purposes of providing the services for the \$4,000 travel expense as follows:

[To be supplied]

No additional travel expenses beyond \$4000 shall be incurred by or billed to the CITY without its express, prior agreement in writing.

2. THE CITY SHALL PROVIDE

A. Access to pertinent information and available data requested by the CONSULTANT.

- B. Certain assumptions that may be necessary to the CONSULTANT.
- C. Attendance and participation at all scheduled meetings and work sessions.
- D. Timely review of draft and preliminary materials submitted by the CONSULTANT.

3. TERM

This AGREEMENT shall become effective upon execution by the Mayor on behalf of the CITY. In no case shall work commence before execution by the CITY. All work and services provided under this AGREEMENT shall be completed on or before one (1) year from the date this AGREEMENT is executed by the Mayor of the City of Wausau.

4. DOCUMENTS

All documents and services provided by the CONSULTANT pursuant to this AGREEMENT are instruments of service with respect to this project. Upon receipt of payment for services due the CONSULTANT, documents and material developed by the CONSULTANT under this AGREEMENT are the property of the CITY. The CITY shall have the right to re-use documents and computer software on extensions of the project or for other projects; such re-use shall be at the CITY'S sole risk and without liability or legal exposure to the CONSULTANT.

5. NONDISCLOSURE OF PROPRIETARY INFORMATION

The CONSULTANT shall consider all information provided by the CITY and all reports, studies, and other documents resulting from the CONSULTANT'S performance of this service to be proprietary unless such information is available from public sources or subject to disclosure pursuant to Wisconsin Public Records Law, Wis. Stat. §§19.31-19.39. The CONSULTANT shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the CITY or in response to legal process. The CONSULTANT shall maintain all originals in the CONSULTANT'S files for a period of not less than three years from the final report and shall provide CITY access to and the right to examine and copy information contained in the files pertaining to the services. The rights of access, examination, and copying thereunder shall continue until any litigation, appeals, claims, or arbitration shall have been finally disposed of.

6. CHANGES AND ADDITIONS

A. It shall be the responsibility of the CONSULTANT to notify the CITY, in writing, of any modifications or additions it might desire to make in the Scope of Work of this AGREEMENT. Compensation for changes or additions in the Scope of Work of this AGREEMENT will be negotiated and approved by the CITY and CONSULTANT in writing.

B. It is understood and agreed to by both the CITY and the CONSULTANT that such modifications or additions to this AGREEMENT shall be made only by the full execution of the CONSULTANT'S standard contract change order form.

7. ADDITIONAL SERVICES

The CITY, at its discretion, may request additional services. When requested by the CITY, in

writing, the CONSULTANT may perform additional services, associated with this project, which are outside the original scope of services. Compensation for these additional services will be based on current billing rates plus reasonable travel expenses. The CITY shall approve the scope, number of hours, and fee schedule for such services with the CONSULTANT before any additional work commences.

8. NOTICE

Any notice, demand, or request required by or made pursuant to this AGREEMENT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, or sent by nationally recognized overnight courier (with all fees pre-paid) to the representative specified below or as otherwise designated in writing and mutually agreed. However, any notice of suspension or termination pursuant to paragraph 11 hereof, if mailed, shall be sent by United States certified mail, postage prepaid, return receipt requested, or sent by nationally recognized overnight courier (with all fees pre-paid) and shall not become effective until the date of receipt. Nothing contained in this Article shall be construed to restrict the transmission or routine communications between representatives of the CONSULTANT and the CITY.

A. The CITY'S Representative for the mailing of notices will be Leslie Kremer, City Clerk, or as otherwise designated in writing: Leslie Kremer, City Clerk, City of Wausau, 407 Grant Street, Wausau, WI 54403.

B. The CONSULTANT'S Representative shall be Seth Hedstrom, Project Principal, or as otherwise designated in writing and accepted by the CITY in writing. The CONSULTANT'S Representative and address for the mailing of notices will be: _____

9. MANNER OF PAYMENT

A. The CONSULTANT shall furnish the CITY with timely progress invoices each month for services rendered to date for each project phase. The terms of payment will be net thirty (30) days.

B. Late payment charge can be assessed at the rate of one percent (1%) per month for any past due payments.

C. Should any statement be the subject of a legitimate dispute between the parties, no late payment charge shall apply to any amounts not paid by the CITY because of said dispute; CITY shall pay all amounts not reasonably deemed to be included in the dispute.

10. FORCE MAJEURE

We will endeavor and use commercially reasonable efforts to complete all work contemplated under this Agreement. However, neither party shall be liable to the other for any failure or delay of performance of any obligation under this AGREEMENT to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible. As used in this section, "force majeure" means any cause beyond the reasonable control of a party including, but not limited to, an act of God,

nature, act of aggression, fire, strike, flood, riot, war, delay of transportation, terrorism, pandemics or other widespread outbreaks of infectious diseases or inability due to the aforementioned causes to obtain necessary labor, material, or facilities.

11. TERMINATION OR SUSPENSION OF CONTRACT

A. The obligation to continue services under this AGREEMENT may be terminated by either party upon written notice in the event failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party; provided, however, that the terminating party has first given the other party written notice of the reason for such termination and the other party has failed to cure or rectify the issue or matter within fifteen(15) days of receipt of such notice.

B. In the event the CITY terminates the CONSULTANT'S services as permitted under Section 11.A of this AGREEMENT, the CITY shall pay the CONSULTANT for all services properly performed and accepted by the CITY under this AGREEMENT to the effective date of termination. The CONSULTANT shall be entitled to receive only the fair value of services rendered and direct out of pocket expenses incurred hereunder prior to the effective date of such termination. Upon restart of a project previously terminated, equitable adjustment may be made to compensation for remobilization of the project.

12. ASSIGNMENT

Neither the CITY nor the CONSULTANT shall assign or transfer their rights or obligations in the AGREEMENT without consent of the other; such consent shall not be unreasonably withheld.

13. INDEMNIFICATION

CONSULTANT shall defend, indemnify and hold harmless the CITY, its employees, agents, officers, volunteers, elected and appointed officials, from and against any and all liabilities, losses, judgments, actions, legal or administrative proceedings, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained, or asserted against the CITY, its employees, agents, officers, volunteers, and/or elected or appointed officials by reason of any bodily injury or death to any person, or on account of any loss, damage, or destruction of any property or loss of use thereof, arising from, in connection with, caused by or resulting from the CONSULTANT's and/or any sub-CONSULTANT's acts, errors, omissions or negligence in the performance of this AGREEMENT.

14. INSURANCE

CONSULTANT shall procure and maintain, during the term of this AGREEMENT, insurance coverage in the following amounts and types:

- (a) Professional Liability
 - (1) Limits
 - (i.) \$1,000,000 each claim
 - (ii.) \$1,000,000 annual aggregate

- (2) Must continue coverage for 2 years after final acceptance of service/job/work.
- (b) Commercial General Liability Coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability, and Explosion, Collapse, Underground coverage:
- (i.) \$1,000,000 each Occurrence limit
 - (ii.) \$1,000,000 Personal and Advertising Injury limit
 - (iii.) \$2,000,000 general aggregate (other than Products-Completed Operations) per project
 - (iv.) \$2,000,000 Products-Completed Operations aggregate
 - (v.) \$50,000 Fire Damage limit – any one fire
 - (vi.) \$5,000 Medical Expense limit – any one person
 - (vii.) Products-Completed Operations coverage must be carried for two years after final acceptance of work.
- (c) Automobile Liability Coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1 – “Any Auto” basis.
- (d) Worker’s Compensation and Employer’s Liability if required by Wisconsin State Statute or any Worker’s Compensation Statutes of a different state. Must carry coverage for Statutory Worker’s Compensation and an Employer’s Liability with limits of:
- (i.) \$100,000 Each Accident,
 - (ii.) \$500,000 Disease-Policy Limit
 - (iii.) \$100,000 Disease-Each Employee
 - (iv.) Employer’s Liability limits must be sufficient to meet umbrella liability insurance requirements.
- (e) Umbrella Liability Coverage at least as broad as the underlying Commercial General Liability, Automobile Liability, and Employer’s Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000. The Umbrella Liability must be primary and non-contributory to any insurance or self-insurance carried by CITY.
- (f) Additional Provisions.
- (i.) All insurance must be primary and non-contributory to any insurance or self-insurance carried by CITY.

- (ii.) Insurance is to be placed with insurers who have an A.M. Best rating of no less than A- and a Financial Size Category rating of no less than Class VII, and who are authorized as an admitted insurance company in the State of Wisconsin.
- (iii.) The following must be named as additional insureds on all liability policies: CITY, and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Worker's Compensation policies or Professional Liability policy.
- (iv.) Waivers of subrogation in favor of the City must be endorsed onto the Worker's Compensation, Commercial General Liability, Automobile Liability, and Umbrella Liability coverages.
- (v.) Any deductible or self-insured retention must be declared to the CITY.
- (vi.) Prior to execution of the Contract the CONSULTANT shall file with the City a certificate of insurance (Acord Form or equivalent for all coverages) signed by the insurer's representative evidencing the coverage required by this Contract. In addition, form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent on the Commercial General Liability coverage.

14. ETHICS IN PUBLIC CONTRACTING

The CONSULTANT certifies that its proposal is made without collusion or fraud and that CONSULTANT has not offered or received any kickbacks or inducements from any other CONSULTANT, supplier, manufacturer or sub-CONSULTANT in connection with CONSULTANT'S proposal, and that CONSULTANT has not conferred with any public employee having official responsibility for this procurement transaction nor has CONSULTANT received any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

15. SEVERABILITY

If any part, term, or provision of this AGREEMENT shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws to the extent possible. The invalidity or unenforceability of any provision or portion of this AGREEMENT or any contract document shall not affect the validity of any other provision or portion of this AGREEMENT or any contract document.

16. AGREEMENT CONSTRUED UNDER WISCONSIN LAWS

The AGREEMENT is deemed to be executed and performed in the State of Wisconsin and shall be construed in accordance with the laws of Wisconsin and venue for any legal action between

the parties shall be in the Marathon County Circuit Court.

17. ENTIRE UNDERSTANDING

This AGREEMENT, including Exhibits referenced in paragraph 1.B. comprises the entire understanding between the parties and cannot be modified, altered or amended, except in writing and signed by all parties.

18. COMPLIANCE

All services performed under this AGREEMENT shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances.

19. CONSULTANT AUTHORITY

CONSULTANT is an independent contractor and not an employee of the CITY. The CONSULTANT is engaged by virtue of the AGREEMENT to perform only those services contained herein. CONSULTANT is not authorized to contract on behalf of, to incur any liability, or make any representation on the part of, or on behalf of the CITY.

20. AUTHORITY

The parties represent and warrant that they have obtained all authorizations and approvals necessary to enter into this AGREEMENT and that the undersigned individual(s) acting on behalf of each party have been duly authorized to execute this AGREEMENT on behalf of the respective party.

21. NO WAIVER

The failure of either party to enforce any of the provisions of this AGREEMENT in whole or in part shall not be construed as a waiver of such provision or the right of the party thereafter to enforce each and every such provision.

22. NONDISCRIMINATION

During the term of this AGREEMENT, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex (including pregnancy, sexual orientation, or gender identity), physical condition, disability, sexual orientation (defined in s. 111.32(13m), Wis. Stats.) or national origin, arrest record or conviction record. CONSULTANT further agrees not to discriminate against any subcontractor or person who offers to subcontract on this AGREEMENT because of age, race, religion, color, disability, sex (including pregnancy, sexual orientation, or gender identity), or national origin.

23. COUNTERPARTS

This AGREEMENT may be executed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this AGREEMENT may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall

be as valid as an original. Copies of this AGREEMENT, fully executed, shall be as valid as an original.

23. PUBLIC RECORDS LAW

CONSULTANT shall assist CITY in complying with any public record request in connection with this AGREEMENT submitted to CITY pursuant to the Wisconsin Public Records Law, Wis. Stat. §§19.31 – 19.39.

IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.

CITY OF WAUSAU

**BERRY, DUNN, MCNEIL &
PARKER, LLC dba
BERRYDUNN**

BY: _____

BY: _____

Katie Rosenberg, Mayor

Seth Hedstrom, Principal

ATTEST:

ATTEST:

BY: _____
Leslie Kremer, City Clerk

BY: _____

Dated: _____

Dated _____



**CITY OF WAUSAU
REQUEST FOR PROPOSALS
STRATEGIC PLAN AND MISSION STATEMENT**

The City of Wausau invites consultant proposals to facilitate and coordinate the development of the City of Wausau's first strategic plan and review the City's mission statement. The City desires a citizen led process that results in an actionable plan with near and long term goals.

BACKGROUND INFORMATION

The City of Wausau is located in Northcentral Wisconsin and has a population of approximately 40,000. Wausau is the principal city and transportation hub of Northcentral Wisconsin and the gateway to Wisconsin's Northwoods. Wausau has a strong employment and business base with companies in diverse fields including building materials, advanced manufacturing, healthcare, information technology and insurance. The City offers a vibrant, historic downtown and extensive recreational opportunity for all seasons. The City operates under the mayoral form of government. The governing council consists of eleven alderpersons elected by district who serve two year terms. The elected mayor serves a four year term. The City provides a full range of municipal services including police, fire, paramedic, sanitation, water and wastewater, recreation, public works and administrative support. While water and wastewater services are funded through user fees the programs and activities are supported primarily by property taxes, state aids and some user fees.

SCOPE OF SERVICES

The following section describes the minimum components/phases of the scope of work:

1. Coordinate planning process – The consultant will conduct an initial meeting with key decision makers to refine the process and establish the time line. During this process the Strategic Steering Committee will be formed and confirmed by the City Council. The steering committee will represent a broad cross section of stakeholders and ensure community representation.
2. Community Engagement – The consultant will develop a concise summary of the citizen engagement phase. While observing pandemic precautions, the city is looking for the consultant to propose a community visioning process. This process is not limited to online surveys, stakeholder interviews and public meetings. The City is looking for a blend of involvement approaches that will engage all segments of our diverse community. The City is also looking for a strong social media communication strategy for the citizen engagement phase. The city wants to encourage feedback and participation opportunities. The process should generate excitement within the community, encourage new ideas and foster a sense of optimism about the future. The objective is to obtain a wide range of perspectives. The consultant will develop a concise summary of the citizen engagement phase; facilitate this process and compile all findings.

3. Development of the Strategic Plan – The consultant will meet with the Strategic Steering Committee to review the citizen engagement input and develop a strategic plan and city mission statement that articulates a vision of the city, develops key focus areas, highlights strategic initiatives, and establishes goals and metrics by which the success of goals and initiatives will be measured.
4. Strategic Plan Deliverable – The consultant will develop a concise strategic plan and mission statement document that identifies key strategic focus areas and highlights critical initiatives within each focus area including goals and performance criteria.
5. Plan Communication and Implementation – The consultant will provide a presentation to the Common Council. The consultant will provide recommended citizen communication strategies regarding plan results and recommendations for future follow up.

PROPOSAL SPECIFICATIONS

1. Cover Letter: A brief letter of interest in the project including a contact name, address, telephone number and email address.
2. Consultant Introduction: A brief description of the firm including number of years in existence, range of professional services offered office locations and staff size.
3. Consultant Qualifications: A summary of similar projects and other relevant experience.
4. Key Staff: Identify key staff, their responsibilities in this project and a resume of their experience.
5. Proposed Approach: Describe how you will complete the scope of work including a proposed schedule. Include public involvement and engagement activities and describe social media strategies. Alternate scopes of work will be accepted but should be accompanied by an explanation of the benefits. Identify the number of meetings included within the proposal. Provide your recommendation for future refreshments of the strategic plan and other services or recommendations for success.
6. References of Past Work: Provide at least three references of past work with a similar scope of services.
7. Cost to Perform: Submit a not to exceed cost proposal itemized by major scope of work components. Include the expected hours invested in each phase of the project. Additional or alternative services should be separately identified. Itemize any additional costs such as travel, reimbursable, data gathering or other incidental costs.

SUBMITTAL REQUIREMENTS

Eight (8) copies of the proposal along with an electronic pdf stored on a jump drive must be submitted in a sealed envelope by **4:00 p.m. CST on Monday April 5th, 2021**. Please mark “**Proposal for City of Wausau Strategic Plan**” on the envelope.

The mailing and hand delivery address is:

**Katie Rosenberg
Mayor
407 Grant Street
Wausau, WI 54403**

CONTACT PERSON

Questions about the RFP or the project should be directed to Katie Rosenberg at Katie.rosenberg@ci.wausau.wi.us or Maryanne Groat at mgroat@ci.wausau.wi.us.

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

SELECTION PROCESS

The City will create a selection committee that will be responsible for evaluating and ranking the proposals submitted. The proposals will be based on the following:

- Project understanding, scope and approach and time schedule (20 points)
- Relevant experience and qualifications of the firm and project team members (30 points)
- Experience providing similar services and references(30 points)
- Cost effectiveness of delivering the project (20 points)

The committee will select the top candidates for an interview.

TIMELINE

The estimated timeline for completion of the selection process is outlined below.

March 5, 2021	Distribution date of RFP
April 5, 2021	Deadline to submit proposal
April 6-19, 2021	RFP review and interview Period
April 27, 2021	Contract presented to Council for approval

SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of this letter to solicit bids (on this date): _____
- () familiarization with all terms, conditions, and specifications herein stated,
- () company is qualified to perform work and services as proposed,
- () that the proposal submitted is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

Title

Type of Entity (S-Corp, LLC, etc.)

Phone Number

Web Site

Email Address

BerryDunn
City of Wausau (City)
Strategic Plan and Mission Statement

Exhibit BA - Scope of Services

Below we present our detailed work plan to complete the City's requested scope of services.



Phase 1. Project Initiation and Planning

1.1 Facilitate a project planning and discovery session. We will conduct an initial project planning and discovery session with the City's project team to identify project milestones and expectations for stakeholder and public engagement in the strategic planning process. We will introduce key team members, clarify project goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and the City, as well as our approach to scope, risk, and resource management. As part of this session, we will identify stakeholder individuals and groups to include in the community engagement process. We will also review possible formats for the final Strategic Plan. These discussions will help us to refine our currently proposed Project Work Plan and Schedule.

1.2 Discuss the role and composition of a Strategic Planning Steering Committee. We will consult City leadership on what role the Strategic Planning Steering Committee plays and how to best compose that committee to support project progress. These discussions will also identify desired attributes for Strategic Planning Steering Committee members, the activities each member may take part in, and level of effort required to support the work effort. Additionally, the Strategic Planning Steering Committee will broadly represent the City's stakeholders and be leveraged to help ensure diverse and equitable community representation. The final Strategic Planning Steering Committee will be formed and confirmed by City Council.

1.3 Request documentation and data. We will request and compile documentation and data that will help us better understand the City's current environment and that will inform engagement activities.

Examples include:

- Key performance metric data
- Program descriptions and data
- Past internal and external assessments
- Existing City plans
- Previous surveys of City stakeholders, customers, residents and staff
- Organizational charts and staffing detail
- Budget summaries
- Demographic, economic, and community data and forecasted trends from the U.S. Census and the U.S. Bureau of Labor Statistics

1.4 Develop the Project Work Plan and Schedule. Based on the information gathered from our initial project planning and discovery session, as well as from those details enclosed in this proposal, we will develop the Project Work Plan and Schedule, which will outline the tasks and timelines for the strategic planning process. The Project Work Plan and Schedule will also address which stakeholders to include and agreed-upon procedures between BerryDunn and the City related to project control, including quality management and deliverable submission/acceptance management. After providing draft versions of these materials in advance, we will facilitate a videoconference with the City's project team to review the drafts and solicit feedback. This videoconference will introduce the City's project team to our document review process



Phase 1. Project Initiation and Planning

and provide an opportunity for the City to share input on a critical step in the process. We will incorporate the City's feedback and finalize the documentation before distributing it to the City in final form.

⇒ *Deliverable 1 – Project Work Plan and Schedule*

1.5 Conduct Biweekly Status Meetings. Our project manager and lead facilitator, Michelle Kennedy, will conduct Biweekly Status Meetings with the City's project manager on an ongoing basis throughout the strategic planning process. Conducted via videoconference, we will use these meetings to describe the activities and accomplishments for the reporting period; plans for the upcoming month; risks or issues encountered during the reporting period; and anticipated problems that might impact project deliverables. We will also use these meetings to highlight any work products and approaches that will contribute to deliverable development.

⇒ *Deliverable 2 – Biweekly Status Meetings*



Phase 2. Stakeholder Engagement

2.1 Review and analyze existing documentation and data. We will review the documentation and data collected in Task 1.3 to help us produce an Environmental Scan that will inform community and stakeholder engagement activities.

2.2 Develop interview and survey protocols and questions, and schedule engagement activities. In order to further understand how the City's leaders, staff, customers, residents, businesses, and community stakeholders view the current environment and issues of strategic importance—and to gather additional information for the strengths, weaknesses, opportunities, and threats (SWOT) Analysis—our project team will develop questions and protocols to help guide interviews and surveys. We will review the questions and protocols with the City's project team to build consensus and solicit feedback before updating them to final.

Some of the topics we will address in the interviews, listening sessions, and surveys are:

- What current and/or emerging trends have the biggest influence on where the City's efforts and resources should be focused?
- What are the potential scenarios that the City should be prepared for in the coming 2, 5, and 10 years?
- What is the most pressing problem or concern facing the City?
- What is the City's long-term vision for the lives of its residents?
- What are the most important and/or critical community needs the City can address in the near future?
- What opportunities could more effectively leverage the City's existing plans, efforts, resources, and capacity to achieve better outcomes for residents and businesses in terms of the City's programming, service delivery, and investments across the community?
- What does the City desire to address or accomplish on behalf of its residents and community businesses?

In addition to developing questions and protocols, we will also work with the City's project team to schedule these interviews with appropriate stakeholders.

2.3 Develop the City's Social Pinpoint site. Given the current remote environment, we will utilize tools and technology that will help to encourage collaboration with the City and its stakeholders. One of these tools, Social Pinpoint, will be customized to reflect the exact goals, needs, objectives, and background for the City's strategic planning project and leveraged to encourage community engagement. We will work in



Phase 2. Stakeholder Engagement

collaboration with the City to help ensure its landing page is built thoughtfully and speaks to the community's culture. Additionally, within this landing page, City stakeholders will have access to an external survey, idea wall, and other engagement tools that will help gather information related to the City's current environment.

2.4 Conduct an orientation session for the Strategic Planning Steering Committee. We will conduct an orientation session for the Strategic Planning Steering Committee to help ensure that committee members are made aware of the strategic planning process and understand their role in that process.

2.5 Develop and distribute stakeholder surveys, and analyze results. Using previously developed questions as the basis, we will create stakeholder surveys—one for internal stakeholders and one for external stakeholders. The surveys' layout will include an introduction to explain the project background, goals, and objectives, as well as a set of survey questions to help assess the City's current environment. While the surveys will remain active and open for participation, we will provide the project team with updates on the number and percentage of participants that have responded to the surveys and, if necessary, prepare a follow-up email reminding participants of the importance of completing the surveys to encourage increased involvement. The surveys will be distributed in a variety of channels, including email, the City's website, and the City's Social Pinpoint site.

2.6 Conduct interviews with City leadership. To establish the foundation for staff and stakeholder interviews and learning sessions, we will first conduct interviews with the City Mayor and City Council to better understand the City's current environment and identify strategic opportunities to carry out its mission, the unmet needs of the community, and improvements to programming and service delivery.

2.7 Conduct interviews and listening sessions. To further our understanding of the City's current environment gained from past information-gathering activities and interviews with City leadership and to better inform our development of an Environmental Scan and SWOT Analysis, we will conduct interviews and listening sessions with the City's managers, staff, community members, business owners, and other stakeholder groups deemed appropriate in both one-on-one and group settings. During these interviews and listening sessions, we will address topics and absorb participants' perspectives to help us understand the current environment, unmet needs of the community, strategic opportunities to carry out the City's mission, and improvements to programming and service delivery. We have planned for up to 16 hours for stakeholder interviews and listening sessions that we can configure in variety of formats to accommodate the level of stakeholder engagement the City desires.

2.8 Synthesize information gathered and develop a comprehensive Environmental Scan and SWOT Analysis. We will synthesize our findings and information gathered into a highly visual and compelling slide deck to inform the upcoming Community Forums. The presentation will provide an overview of the City's current environment, generate excitement for the process amongst stakeholders, encourage new ideas, and foster a sense of optimism about the future. We will review this slide deck with the City's project team to solicit feedback before updating it to final.

2.9 Prepare for and conduct the Community Forums. We will prepare for and facilitate three Community Forums to gather information that will guide the strategic planning process. These forums can be conducted virtually or in-person, depending on how pandemic protocols change. The forum's format will also be largely interactive, providing community members an opportunity to contribute to the brainstorming, converse with one another, and have a dialogue about their desired vision for the City. The outcomes of the Community Forums will be documented and incorporated into Environmental Scan and SWOT Analysis and will also include a wide range of perspectives. It will also help guide the City in developing and implementing strategic initiatives over the next several years.

⇒ *Deliverable 3 – Environmental Scan and SWOT Analysis*



Phase 3. Strategic Plan and Mission Statement Development

3.1 Design and develop the format and agenda for the strategic planning workshops. We will design and develop strategic planning workshops that will serve as an opportunity to guide the City's development of its vision, mission, values, and strategic goals; goals, objectives, and actions for making progress; and objectives and performance measures. We will set the context for these planning sessions using the Environmental Scan and SWOT Analysis, which will provide all participants with a shared understanding of the City's current environment, the trends that are affecting the City, its opportunities for the future, and key takeaways from the community engagement process. The meeting design will focus on building consensus and further refining the strategic priorities identified, as well as on refining the City's vision and key results. We will review the strategic planning workshop design and agenda with the City's project team before updating them to final.

3.2 Prepare for and facilitate strategic planning workshops. We will prepare for and facilitate two half-day strategic planning workshops with the Strategic Planning Steering Committee to develop the City's mission, vision, focus areas, and goals. We will document the outcomes to review with City leadership and staff and to guide the development of outcome measures and performance metrics.

3.3 Facilitate follow-up meetings to review outcomes and develop outcome measures and performance metrics. Using the strategic planning workshop outcomes as the basis, we will work with Strategic Planning Steering Committee members, department managers, and key staff to develop outcome measures and performance metrics that will help the City measure progress towards its vision. We intend to conduct up to 12 one-hour meetings as needed to support this task.

3.4 Develop the Strategic Plan and Mission Statement. We will develop the Strategic Plan in an agreed-upon format for the final document, as well as an updated City Mission Statement. The Strategic Plan will include the City's vision, key focus areas, strategic initiatives, goals, outcome metrics, and performance measures. The plan will also include recommended citizen communication strategies and future follow-up activities. We will review the Strategic Plan and Mission Statement with the City's project team to solicit feedback before updating it to final.

⇒ Deliverable 4 – Strategic Plan and Mission Statement

3.5 Present the Strategic Plan. Upon completion, we will present the final Strategic Plan to the Common Council to promote transparency in the process; to allow an opportunity for leadership to ask questions and build understanding; and to solicit feedback on the process and its outcomes. This presentation can be conducted virtually or in-person, depending on how pandemic protocols change. This presentation will also serve as an opportunity to provide recommended citizen communication strategies related to plan results and recommended future follow-up items.

3.6 Conduct project closeout. Once the strategic planning effort is complete, we will perform closeout activities, including providing the City with documentation developed and collected during the process, and conducting lessons learned and knowledge-sharing activities. By conducting this task, the City will rest assured that it is equipped to continue to progress toward its vision and to successfully implement that plan even after the project is complete.

A. Fee Schedule

The following table contains the fees for services by phase, on a fixed-fee basis. Also included is a travel expense estimate. We will submit monthly progress invoices based on the progress towards the completion of each deliverable and any actual travel expense incurred. We will not submit a final invoice for a deliverable without signed acceptance from the City.

Strategic Plan and Mission Statement Phases and Deliverables	Fees
Phase 1. Project Initiation and Planning	
D01. Project Work Plan and Schedule	\$3,500
D02. Biweekly Status Meetings	\$3,000
Phase 2. Stakeholder Engagement	
D03. Environmental Scan and SWOT Analysis	\$263,900
Phase 3. Strategic Plan and Mission Statement Development	
D04. Strategic Plan and Mission Statement	\$14,200
Strategic Plan and Mission Statement Sub-Total	\$474,600
Travel Expense Sub-Total	\$4,000
Strategic Plan and Mission Statement Total	\$4851,600

OFFICIAL PROCEEDINGS OF THE MEETING OF THE WAUSAU COMMON COUNCIL

held on Tuesday, May 26, 2020 at 6:30 pm in the Council Chambers at City Hall.

Mayor Katie Rosenberg presiding.

Roll Call

05/26/2020

Roll Call indicated 8 members present; 2 members entered the meeting after roll call bringing the members present up to 10.

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Peckham, Patrick	YES (<i>WebEx</i>)
2	Martens, Michael	YES
3	Kilian, Tom	YES (<i>WebEx</i>)
4	Neal, Tom	NO
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Herbst, Dawn	YES
10	Larson, Lou	YES
11	Ryan, Debra	YES (<i>WebEx</i>)

Proclamations:

Mayor Rosenberg proclaimed **Saturday, June 6, 2020**, as **World Migratory Bird Day**, and urged all citizens to celebrate this observance with the Wausau Bird Club on a 6:30 AM bird walk at the Monk Botanical Gardens. She asked all citizens to support all efforts to protect and conserve migratory birds and their habitats in our community and the world at large. Sue Haug, Wausau Bird Club, accepted the proclamation and announced that Wausau was again awarded "Bird City" designation.

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

None

Communications and recommendations from the Mayor: Strategic Planning

Mayor Rosenberg reviewed information on strategic planning that was added to the Council packet. She indicated she wanted to work with the Council to determine where the city wants to be in the next five to seven years and to chart out a road map to get there. She asked for the Council's and the community's guidance to pull it all together and share with goals and measurable criteria. She indicated if they were interested in moving forward she would work with them and staff to develop a general statement and then present five to six outcomes that they'd like to achieve. Following this, an oversight group will be convened consisting of people who have done this before. She suggested former County Administrator Brad Karger and former County Board Member Ken Day. An actualized purpose will be presented to the Council and when it is the way they want it she will work with staff to get our professional strategic planner (consultant) on board.

Following discussion, consensus of Council was to move forward with strategic planning.

Consent Agenda

05/26/2020

Motion by McElhaney, second by Martens to approve all the items on the Consent Agenda as follows:

Ryan requested file number 19-1109 be removed from Consent and taken separately.

20-0501 Minutes of previous meeting. (5/13/20)

20-0507 Ordinance of the Capital Improvements & Street Maintenance Committee Amending Section 10.20.080(a) designating no parking on the west side of North 4th Street from the south curb line on McIndoe Street to a point 175 feet south

20-0104 Final Resolution of the Capital Improvements & Street Maintenance Committee and the Plan Commission Vacating and discontinuing the east 235 feet of alley lying west of 912 North 9th Street

20-0317 Resolution of the Public Health & Safety Committee temporarily suspending W.M.C. 5.64.036 Drive-Up Sales for a period expiring on October 31, 2020, 11:59 p.m.

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

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2020 budget modification for \$50,000 for strategic planning consulting services

Committee Action: Approved 4-1

Fiscal Impact: \$50,000

File Number: 19-1109

Date Introduced: November 10, 2020

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes ☐ No ☒	
	Included in Budget:	Yes ☐ No ☒	Budget Source:
	One-time Costs:	Yes ☒ No ☐	Amount: \$50,000
	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 ☐		

WHEREAS, a strategic planning is an important process for all organizations including local government; and

WHEREAS, a strategic plan process will bring citizens and council together to develop a shared vision for our community; and

WHEREAS, a strategic plan will aid in directing efforts and resources into the priorities of the community; and

WHEREAS, based upon discussions with other governments the one time cost of such a process is about \$50,000; and

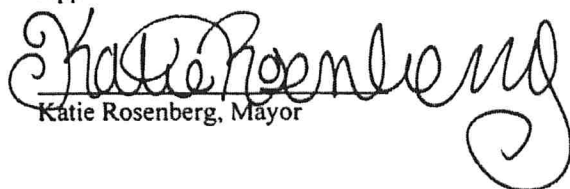
WHEREAS, by initiating a strategic plan now we will have a clear path for the 2022 budget; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to increase the permit revenue estimate and fund strategic plan consulting services in the amount of \$50,000:

Increase	110-81083210	Building Permit Revenue	\$50,000
Increase	110-2292190	Professional Services	\$50,000

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

Approved:


Katie Rosenberg, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, October 27, 2020 @ 5:15 pm., Council Chambers

Members Present *in Person*: Rasmussen (C), Martens, Herbst; *by WebEx*: Watson, and Ryan

Others Present: Groat, Goede, Barteck, Bliven, Fitzgerald, Jacobson, Kujawa, Lenz, Lindman, Rubow, Rosenberg, Van Krey, Kaiser, Sippel, Vanderboom, Peckham

Discussion and possible action regarding budget modification – Strategic Plan

Mayor Rosenberg stated they were ready to put out an RFP for a Strategic Plan. She indicated \$50,000 would provide for the strategic planning, community engagement, and follow up with deliverables and presentations to the community. Rasmussen indicated the funds could be transferred from building permit revenue. *Discussion followed.*

Motion by Martens, second by Herbst to approve the budget modification. Motion carried 4-1. *(Ryan was the dissenting vote.)*

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Martens, Michael	YES
3	Kilian, Tom	YES
4	Neal, Tom	YES
5	Wadinski, Jim	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Herbst, Dawn	NO
10	Larson, Lou	NO
11	Ryan, Debra	NO

20-1016

11/10/2020

Motion by Larson, second by Kilian to adopt the Resolution of the Capital Improvements & Street Maintenance Committee Authorizing installation of stops signs at Bopf Street and S. 8th Avenue.

Larson reviewed the additional police reports of speed enforcement that were missing from the packet at the last meeting. He felt the speed limit cannot be enforced and speeding is increasing, so he supported the four way stop signs. He noted the residents want them.

Rasmussen stated in her 12 years' experience as a member of the CISM Committee it has been reiterated many times by both our engineers and police that you do not use stop signs to control speeding, you use targeted enforcement. If the city does not have the resources for targeted enforcement, perhaps they should consider Wadinski's suggestion of the formation of a Traffic Bureau within the Police Department to target problem areas. She stated we have to follow MUTDC (Manual on Uniform Traffic Control Devices) standards and placing signs at this intersection violates those standards.

Yes Votes: 3 No Votes: 8 Abstain: 0 Not Voting: 0 Result: FAIL

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	NO
2	Martens, Michael	NO
3	Kilian, Tom	YES
4	Neal, Tom	NO
5	Wadinski, Jim	NO
6	McElhaney, Becky	NO
7	Rasmussen, Lisa	NO
8	Watson, Sarah	NO
9	Herbst, Dawn	NO
10	Larson, Lou	YES
11	Ryan, Debra	YES

19-1109

11/10/2020

Motion by Neal, second by Watson to adopt the Resolution of the Finance Committee Approving the 2020 budget modification for \$50,000 for strategic planning consulting services.

Yes Votes: 11 No Votes: 0 Result: PASS

19-1109

11/10/2020

Motion by Rasmussen, second by Neal to adopt the Resolution of the Finance Committee Authorizing 2020 Annual Budget Adjustment.

Yes Votes: 11 No Votes: 0 Result: PASS

20-1104

11/10/2020

Motion by Rasmussen, second by Watson to adopt the Joint Resolution of the Economic Development Committee and the Finance Committee Approving tax increment financing incentives of \$175,000 and the sale of 920 North First Street for \$140,000 to Cherry Street Dental for the construction of a \$2.2 million clinic facility in the Riverlife district.

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

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
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RESOLUTION OF THE COMMON COUNCIL

Approving rules relating to meetings of governmental bodies – city employees

Committee Action: Pending

Fiscal Impact: None

File Number: 20-0317

Date Introduced: July 13, 2021

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 Common Council, at their meeting of April 27, 2021 approved several rules relating to meetings of governmental bodies; and

WHEREAS, pursuant to authority granted by the Proclamation of State of Emergency, one of those rules included giving city employees wishing to attend government meetings, but whose personal appearance is not required or requested by the Chair, the option of appearing remotely, with the exception of the Board of Public Works, which meet in person; and

WHEREAS, since the Proclamation of State of Emergency has been terminated, the rule shall be amended as follows, “City employees participating in meetings shall appear in person, unless excused or permitted to appear virtually, by the Presiding Officer or Chair.”

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the rule regarding city staff appearing for meetings shall be amended as follows, “City employees participating in meetings shall appear in person, unless excused or permitted to appear virtually, by the Presiding Officer or Chair.”

Approved:

Katie Rosenberg, Mayor

RESOLUTION OF THE COMMON COUNCIL

Approval of rules relating to meetings of governmental bodies

Committee Action: Approved 10-1

Fiscal Impact: None

File Number: 20-0317

Date Introduced: April 27, 2021

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, on the 29th day of October, 2020, the undersigned Mayor of Wausau proclaimed a State of Emergency pursuant to Wis. Stat. §§323.11 and 323.14(4)(b) ("Proclamation" – Executive Declaration No. 6); and

WHEREAS, such Proclamation, among other things, provides that it is necessary and expedient for the health, safety, and protection of the City to temporarily suspend or modify applicable ordinances or resolutions to allow immediate response to meet the needs of the extraordinary existing conditions for as long as the public health emergency remains in effect in this state, or the Common Council terminates such Proclamation, whichever is later; and

WHEREAS, such Proclamation, among other things, provides that the Mayor of the City of Wausau may authorize that all appropriate measures be taken related to City employees in addressing and responding to this state of emergency; and

WHEREAS, such Proclamation was approved by the Common Council on November 10, 2020; and

WHEREAS, the Common Council, previously amended, by ordinance, its Council Rules 2 and 4, on March 18, 2020, to allow for the members to appear by any method of remote technology, which amendment was renewed on June 9, 2020, and September 22, 2020, effective through December 31, 2020; and

WHEREAS, on April 13, 2021, the Common Council failed to approve the extension of such amendments, thereby returning to the requirement that 2/3's of all members of the council be present to constitute a quorum for the transaction of any council business; and

WHEREAS, due to CDC guidance regarding social distancing and the limited space in the Council Chambers, members of the public should still be able to monitor the government's meetings in person or by a call-in option; and

WHEREAS, in balancing the rights of the citizenry to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business and to reasonable accessibility to publicly held meetings, against the continuing COVID restrictions regarding social distancing, it is necessary to establish rules regarding the conduct of business of the City's various committees, commissions and boards.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the following rules shall apply to the conduct of governmental bodies of the City, as that term is defined in Wis. Stats. §19.85(1):

1. All standing committees of the Common Council must be physically present to establish a quorum, participate in the discussion and vote, both in open and closed sessions. Additionally, those special and sub-committees consisting only of alders (Committee of the Whole, Rules Review Committee) shall also be required to appear in person.

2. Pursuant to authority granted by the Proclamation of State of Emergency, approved by the Common Council, city employees wishing to attend government meetings, but whose personal appearance is not required or requested by the Chair, may continue to appear by virtue of remote technology, for the purpose of preserving limited space for attendance by the public, with the exception of the Board of Public Works, which shall meet in person.

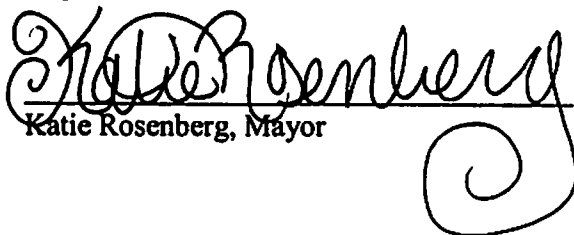
3. All voting members of other committees, commissions and boards must be physically present to establish a quorum, participate in the discussion and vote, both in open and closed sessions.

4. All committees, commissions and boards shall allow only those members personally present to attend closed sessions.

5. Those staff and Chairs responsible for the creation and noticing of agendas shall ensure that a dial-in option is made available and noticed on each agenda of every government meeting, for the purpose of allowing members of the public to attend in person or monitor the meetings by telephone.

6. These rules shall take effect and apply to all meetings beginning on May 3, 2021 and shall remain in effect until amended or terminated by the Common Council.

Approved:


Katie Rosenberg, Mayor

Excerpt From: RULES REVIEW COMMITTEE

Date and Time: Wednesday, June 23, 2021 @ 5:30 pm., Council Chambers

Discussion and Possible Action on amending rules relating to meetings of governmental bodies, relating to requiring dial-in option be placed on agenda and be made available at all meetings of governmental bodies

No. 5 of the April 27, 2021 *Rules Related to Meetings of Governmental Bodies* provides that a dial-in option must be included on all meeting agendas. Jacobson explained now that Council and Committees are meeting in person again and restrictions on gatherings have been removed, the Committee should determine whether to continue to require the dial-in option on agendas. Neal stated that he is in favor of removing the dial-in option requirement. Watson stated that she is in favor of continuing to provide the dial-in option as a matter of transparency and an additional option for the public to listen to the meeting. Martens questioned whether removing the dial-in option would mean staff are required to attend meetings in person. Jacobson stated that staff would continue to be allowed to appear virtually by WebEx unless or until the Mayor designates differently.

Discussion continued and can be heard in full at this link:

<https://www.youtube.com/watch?v=C59g37bYcOs&list=PLTKmYFdIHPXfj2w5p02CC-AdeUbx9VU35&index=3>

Watson questioned why we wouldn't also strike No. 2 of the Rules as she stated that we should either allow a virtual option or not allow. Jacobson noted that the language of Rule No. 2 will need to be updated since the Proclamation of State of Emergency has ended. Jacobson commented that the Council could vote to require staff to attend in person if it chooses.

Motion by Wadinski, second by Neal, to remove No. 5 of the Rules and discontinue including a dial-in option on agendas for the public to attend meetings. Motion carries 4-1, with Watson as the dissenting vote.

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Amendment for storage space for Stone Mill historic saw mill structure with Andy Johnson

Committee Action: Pending

Fiscal Impact: \$183.33 per month

File Number: 12-1017

Date Introduced: July 13, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: 110-17092470</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount: \$2,200 for 2021</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☒	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☒ No ☐	<i>Amount: \$</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☒ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, an agreement was entered into on January 17, 2013 with Andy Johnson for the storage of the Stone Mill historic saw mill structure which was dismantled and stored on Mr. Johnson's property for a period of up to five years; and

WHEREAS, the City approved an amendment to the agreement extending the term for storage through June 30, 2021; and

WHEREAS, the City does not yet have a location to reconstruct the mill and wishes to enter into an Amendment on a month to month basis; and

WHEREAS, your Finance Committee, at their July 13, 2021 meeting, discussed and recommends the amendment to extend the period of storage on a month to month basis.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wauau that the proper city officials are hereby authorized to execute an amendment to the original agreement with Andy Johnson for storage of the Stone Mill historic saw mill, extending the period of storage on a month to month basis.

Approved:

Katie Rosenberg, Mayor

THIRD AMENDMENT TO AGREEMENT FOR STORAGE SPACE

THIS AMENDMENT to the Agreement for Storage Space between the City of Wausau, (“CITY”) and Andy Johnson (LESSOR”), dated January 17, 2013, is hereby made this ____ day of July, 2021.

WITNESSETH:

2. The Lessor hereby grants use of the building for indoor storage to the City on a month to month basis.

The remainder of the terms in the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

In the Presence of

CITY OF WAUSAU BY:

Katie Rosenberg, Mayor

Leslie M. Kremer, Clerk

LESSOR BY:

Andy Johnson

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

RESOLUTION OF THE RULES REVIEW COMMITTEE

Approving rules relating to meetings of governmental bodies – dial-in option

Committee Action: Approved 4-1

Fiscal Impact: None

File Number: 20-0317

Date Introduced: July 13, 2021

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 Common Council, at their meeting of April 27, 2021 approved several rules relating to meetings of governmental bodies; and

WHEREAS, one of those rules included a dial-in option be made available and noticed on each agenda of every government meeting, for the purpose of allowing members of the public to attend in person or monitor the meeting by telephone; and

WHEREAS, your Rules Review Committee, at their June 23, 2021 meeting, discussed and recommended discontinuing the dial-in option for all government meetings.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the rule regarding the dial-in option for all government meetings be discontinued.

Approved:

Katie Rosenberg, Mayor

Excerpt From: RULES REVIEW COMMITTEE

Date and Time: Wednesday, June 23, 2021 @ 5:30 pm., Council Chambers

Discussion and Possible Action on amending rules relating to meetings of governmental bodies, relating to requiring dial-in option be placed on agenda and be made available at all meetings of governmental bodies

No. 5 of the April 27, 2021 *Rules Related to Meetings of Governmental Bodies* provides that a dial-in option must be included on all meeting agendas. Jacobson explained now that Council and Committees are meeting in person again and restrictions on gatherings have been removed, the Committee should determine whether to continue to require the dial-in option on agendas. Neal stated that he is in favor of removing the dial-in option requirement. Watson stated that she is in favor of continuing to provide the dial-in option as a matter of transparency and an additional option for the public to listen to the meeting. Martens questioned whether removing the dial-in option would mean staff are required to attend meetings in person. Jacobson stated that staff would continue to be allowed to appear virtually by WebEx unless or until the Mayor designates differently.

Discussion continued and can be heard in full at this link:

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Watson questioned why we wouldn't also strike No. 2 of the Rules as she stated that we should either allow a virtual option or not allow. Jacobson noted that the language of Rule No. 2 will need to be updated since the Proclamation of State of Emergency has ended. Jacobson commented that the Council could vote to require staff to attend in person if it chooses.

Motion by Wadinski, second by Neal, to remove No. 5 of the Rules and discontinue including a dial-in option on agendas for the public to attend meetings. Motion carries 4-1, with Watson as the dissenting vote.

RESOLUTION OF THE COMMON COUNCIL

Approval of rules relating to meetings of governmental bodies

Committee Action: Approved 10-1

Fiscal Impact: None

File Number: 20-0317

Date Introduced: April 27, 2021

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, on the 29th day of October, 2020, the undersigned Mayor of Wausau proclaimed a State of Emergency pursuant to Wis. Stat. §§323.11 and 323.14(4)(b) ("Proclamation" – Executive Declaration No. 6); and

WHEREAS, such Proclamation, among other things, provides that it is necessary and expedient for the health, safety, and protection of the City to temporarily suspend or modify applicable ordinances or resolutions to allow immediate response to meet the needs of the extraordinary existing conditions for as long as the public health emergency remains in effect in this state, or the Common Council terminates such Proclamation, whichever is later; and

WHEREAS, such Proclamation, among other things, provides that the Mayor of the City of Wausau may authorize that all appropriate measures be taken related to City employees in addressing and responding to this state of emergency; and

WHEREAS, such Proclamation was approved by the Common Council on November 10, 2020; and

WHEREAS, the Common Council, previously amended, by ordinance, its Council Rules 2 and 4, on March 18, 2020, to allow for the members to appear by any method of remote technology, which amendment was renewed on June 9, 2020, and September 22, 2020, effective through December 31, 2020; and

WHEREAS, on April 13, 2021, the Common Council failed to approve the extension of such amendments, thereby returning to the requirement that 2/3's of all members of the council be present to constitute a quorum for the transaction of any council business; and

WHEREAS, due to CDC guidance regarding social distancing and the limited space in the Council Chambers, members of the public should still be able to monitor the government's meetings in person or by a call-in option; and

WHEREAS, in balancing the rights of the citizenry to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business and to reasonable accessibility to publicly held meetings, against the continuing COVID restrictions regarding social distancing, it is necessary to establish rules regarding the conduct of business of the City's various committees, commissions and boards.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the following rules shall apply to the conduct of governmental bodies of the City, as that term is defined in Wis. Stats. §19.85(1):

1. All standing committees of the Common Council must be physically present to establish a quorum, participate in the discussion and vote, both in open and closed sessions. Additionally, those special and sub-committees consisting only of alders (Committee of the Whole, Rules Review Committee) shall also be required to appear in person.

2. Pursuant to authority granted by the Proclamation of State of Emergency, approved by the Common Council, city employees wishing to attend government meetings, but whose personal appearance is not required or requested by the Chair, may continue to appear by virtue of remote technology, for the purpose of preserving limited space for attendance by the public, with the exception of the Board of Public Works, which shall meet in person.

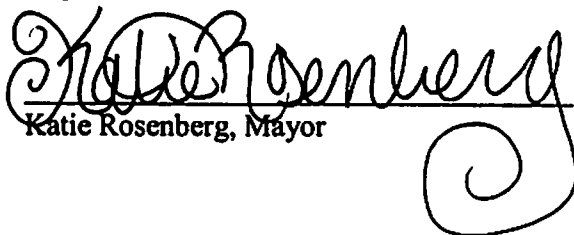
3. All voting members of other committees, commissions and boards must be physically present to establish a quorum, participate in the discussion and vote, both in open and closed sessions.

4. All committees, commissions and boards shall allow only those members personally present to attend closed sessions.

5. Those staff and Chairs responsible for the creation and noticing of agendas shall ensure that a dial-in option is made available and noticed on each agenda of every government meeting, for the purpose of allowing members of the public to attend in person or monitor the meetings by telephone.

6. These rules shall take effect and apply to all meetings beginning on May 3, 2021 and shall remain in effect until amended or terminated by the Common Council.

Approved:


Katie Rosenberg, Mayor

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

ORDINANCE OF THE RULES REVIEW COMMITTEE			
Amending Section 2.16.010 Generally			
Committee Action:	Approved 5-0	Ordinance Number:	
Fiscal Impact:	None		
File Number:	02-0432	Date Introduced:	July 13, 2021

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

Add ()

Delete ()

Section 1. That Section 2.16.010 Generally is hereby amended to read as follows:

Section 2.16.010 Generally.

The standing rules of the Common Council, as well as its Standing Committees, are set forth as follows:

...

RULE 2 QUORUM REQUIRED

A quorum is necessary for the transaction of any council business. Two-thirds of all members of the Council, excluding the Mayor, shall constitute a quorum. Vacant seats shall be counted to determine whether or not a quorum is present. ~~Members may appear in person or by any method of remote technology, including by telephone or videoconference, for any agenda item in which the discussion and/or action will occur in open session. A quorum may be established through participation by any method of remote technology and members shall be allowed to vote by telephone by roll call vote, for any agenda item in which the discussion and/or action will occur in open session. Members shall not be counted for purposes of establishing a quorum, or be allowed to vote, on any matter which is held closed session, unless such member is present for the discussion and action of the closed session matter in person.~~

RULE 3 CALL TO ORDER

The presiding officer **or Chairperson** shall at the hour appointed call the members to order. If both the Mayor and the Council President are absent from the meeting, the Clerk shall call the Council to order and preside until the Council selects a member to preside at that meeting. **In the absence of the Chairperson, the Vice Chairperson shall preside at the meetings of the Committee.** If both the Chairperson and Vice Chairperson are absent, a Committee member shall call the meeting to order and preside until the Committee selects a member to preside at the meeting.

RULE 4 ABSENCE OF MEMBERS

If an Alderman **or Committee Member** for any reason cannot attend ~~either in person or by telephonic or videoconference means~~, a regularly scheduled meeting, he or she shall notify the City Clerk, before the meeting in question, of his or her anticipated absence. The **Alder's or Committee Member's** ~~Alderman's~~ absence shall be entered into the Council's record.

RULE 5 ORDER OF BUSINESS

The business of the Council shall be conducted in the following order:

...

12. Comments and suggestions from citizens present during Public Comment occurring both before and after the business meeting **(as authorized under Rule 16).**

RULE 6 INTRODUCTION OF BUSINESS

- A. *Introduction requirements.* All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member/committee, and, prior to their consideration by Council, be delivered to the Clerk. At the first permitted opportunity, the presiding officer **or Chairperson** or designee shall read each by title at a meeting of the Council **or Committee**. Any Alderman **or Committee member** may require at any time the reading in full of any matter while it is before the Council **or Committee**.

RULE 7 PRESIDING OFFICER **AND CHAIRPERSON**

- A. *Designation Of.* The Mayor shall be the presiding officer **of the Common Council and the Chairperson shall be the presiding chairperson of the Committee**. In the absence of the Mayor, the president of the Council shall preside at the meetings of the Council and be styled "Acting Mayor." If both the Mayor and Council President are absent, the Clerk shall call the meeting to order and preside until the Council selects a member to preside at the meeting. **In the absence of the Chairperson, the Vice Chairperson shall preside at the meetings of the Committee. If both the Chairperson and Vice Chairperson are absent, a Committee member shall call the meeting to order and preside until the Committee selects a member to preside at the meeting.**
- B. *Function.* The presiding officer **and presiding chairperson** shall preserve order and conduct the proceedings of the Council **and Committee, respectively**. If a member does

not follow the Council's rules **Standing Rules found in Chapter 2.16**, the presiding officer **or presiding chairperson** may, on his or her own motion, or shall, at any member's request, call the offending member to order. The Council **or Committee**, if appealed to, shall decide the matter. The City Attorney shall act as its **the Council's** parliamentarian.

- C. *Questions of order.* Any ~~Alderman~~ **member** may raise a point of order or question of the order ("question of order"). The question of order must be raised at the time of the alleged breach of order occurs. The presiding officer **or presiding chairperson** shall, in turn, immediately rule on the question of order, subject to an appeal by a member to the Council **or Committee**. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer. **The City Attorney may advise the presiding officer or the Council on questions of order.**
- D. *Motion.* The Mayor may speak on any question or make any motion if he or she vacates the chair and designates the Council president to preside temporarily. **The presiding chairperson does not need to vacate the chair to speak on any question or make any motion.**

...

RULE 8 PRESIDENT OF THE COUNCIL

- A. *Selection.* The Council President shall be selected by a majority vote of all Council members at the organizational meeting conducted on the third Tuesday of April.
- B. *Absence of Mayor.* During the Mayor's absence or inability to serve, the Council president shall be acting Mayor and shall be vested with the powers and duties of the Mayor, except the Council President may not approve a Council act that the Mayor has vetoed. When presiding, the Council President retains his or her right to vote as ~~Alderman~~ and may not vote in case of a tie.

RULE 9 VOTING

- A. *Mode of voting.*
- (1) Any ~~Alderman~~ **or Committee member** may demand an aye and no vote on any matter. However, the vote shall be by ayes and noes if the Council **or Committee** is: (a) confirming appointments; (b) adopting any measure that assesses or levies taxes; (c) appropriating or disbursing money; or (d) creating any liability or charge against the City or any fund of the City.

...

- B. *Majority of vote required.* A majority vote of all members of the Council **or Committee** in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for Council **or Committee** action, provided a quorum has voted.

...

D. *Abstentions.*

(1) All Council **or Committee** members present shall vote on all matters or issues placed before them; unless required to abstain due to a direct pecuniary or personal interest not common to other members of the Council **or Committee**. Members shall identify for the record whether the conflict is pecuniary or personal.

(2) A Council **or Committee** member who is required by law to abstain from voting on any particular matter shall not be counted for determining (a) the number of "members present" if passage of that measure requires a favorable vote by a majority or other fractional vote (i.e., two-thirds or three-fourths) of the Alderman **or Committee member** "present," or (b) the presence of a quorum for purposes of that particular vote.

E. *Vote change.* A Council **or Committee** member may change his or her vote on a matter up to the time the result of the vote is announced.

F. *Absentee voting.* No member may cast an absentee vote on any proposed ordinance, order, resolution or proposition before the Council **or Committee** regardless of whether the absence is planned or unplanned.

...

RULE 11 ORDINANCES

A. *Referral of ordinances.* All ordinances under consideration shall have been first reviewed by the appropriate committee who shall make an action recommendation on the matter to Council, unless an Alderman moves for immediate consideration of the ordinance.

B. *Immediate consideration of ordinance.* Upon a motion for immediate consideration, the presiding officer shall put the question, "Is there any objection to an immediate consideration of the ordinance?" If an objection is voiced by an Alderman, a roll call vote on the motion for immediate consideration is required. If no objection is voiced, then the Clerk shall record unanimous consent to the motion for immediate consideration. The presiding officer shall then state the principal question.

...

RULE 12 RESOLUTIONS

A. *Referral of resolutions.* All resolutions under consideration shall have been first considered by the appropriate committee who shall make an action recommendation on the matter to Council, unless an Alderman moves for immediate consideration of the resolution.

B. *Immediate consideration of resolution.* Upon a motion for immediate consideration, the presiding officer shall put the question, "Is there any objection to an immediate consideration of the resolution?" If an objection is voiced by an Alderman, a roll call vote on the motion for immediate consideration is required. If no objection is voiced, then the Clerk shall record unanimous consent to the motion for immediate consideration. The presiding officer shall then state the principal question.

...

- D. *Affirmative rule.* All resolutions under consideration shall be written in the affirmative whereby the Council **or Committee** votes to approve the measure by voting yes or not to approve the measure by voting no.

...

RULE 16 CITIZENS' RIGHT TO ADDRESS COUNCIL

- A. *Right declared.* A citizen may address the council under either or both:
1. Rule 5 (12);

...

3. The term "citizen" excludes the members of the governmental body who have been appointed to that Council or committee, while in session, pursuant to Wisconsin Statutes § 19.82 and § 19.84.

...

RULE 17 MANNER OF DELIBERATION

- A. *Manner of.* No Alderman **or Committee member** shall address the Council **or Committee** until recognized by the presiding officer **or presiding chairperson**. The Alderman **or Committee member** shall then address the presiding officer **or presiding chairperson** and keep all remarks to the question under discussion. The Alderman **or Committee member** shall also avoid personal confrontations when speaking.
- B. *Recognition.* When two ~~of~~ **or** more members simultaneously seek recognition, the presiding officer **or presiding chairperson** shall name the member who is to speak first.
- C. *Motions.* No motion shall be discussed or acted upon until it has been seconded, unless these rules specifically permit one Alderman **or one Committee member** to initiate action. If a motion is withdrawn, the second to the motion must also be withdrawn.

...

- E. *Termination of debate.* Any member wishing to terminate the debate may move the previous question (call for the question). The presiding officer **or presiding chairperson** shall then announce the question as, "Shall the question before the Council **or Committee** not be put?" **Any Alder or Committee member who was in the queue to speak on the issue before the question was called will be allowed to speak before calling the question is voted on. Once all Alder or Committee members who were in the queue have spoken, the presiding officer or presiding chairperson shall bring the main question to a vote.** If no objection is voiced, the Clerk **or presiding chairperson** shall record unanimous consent to terminate debate. If an objection is voiced by an Alderman **or Committee member**, a roll call vote on the motion for termination of debate is required. If two-thirds of the members present vote in the affirmative, the question before the Council **or Committee** shall be taken without further debate. The presiding officer **or presiding chairperson** shall

then state the principal question. The Council **or Committee** then votes, first on any pending amendments and then on the main question.

RULE 18 CONSENT AGENDA

- A. *Clerk's responsibilities.* The City Clerk may create a subsection on any Council agenda entitled "consent agenda." In a consent agenda, the Clerk shall place matters that, in the Clerk's judgment, are routine and noncontroversial and do not require a special vote or specific action by the Council.
- B. *Procedure for adoption.* The following procedure shall apply when a consent agenda is used:
1. No separate discussion of debate may be permitted on any matter listed on the consent agenda.
 - ...
 3. Any Alderman may request removal of any item or part of an item included in the consent agenda. At the time of the consent agenda is considered, that item, requested by the Alderman, shall be removed without debate or vote.

RULE 19 ROBERT'S RULES OF ORDER TO GOVERN COUNCIL **AND COMMITTEES**

In the absence of a standing rule, the Council **and Committees, both standing and non-standing,** shall be governed by the most current edition of Robert's Rules of Order Newly Revised, unless contrary to state law.

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:

Approved:

Published:

Attest:

Katie Rosenberg, Mayor

Attest:

Leslie M. Kremer, Clerk

Excerpt from RULES REVIEW COMMITTEE

Date and Time: Wednesday, June 23, 2021 @ 5:30 pm., Council Chambers

Discussion and Possible Action on draft rules prepared by attorney's office related to the Role, rights and responsibilities of a Committee Chair

Assistant City Attorney Nathan Miller discussed the updates made to Section 2.16.010, Rule 7, relative to the Committee's request to define the role of a Committee Chair. Miller asked the Committee to determine how it wants to handle situations where a Committee Chair and Vice Chair may both be absent. Miller explained the procedure the Council follows. Does the Committee want the same procedure for Committee meetings or does it want the meeting to be canceled/rescheduled in this circumstance? Watson questioned whether it would be acceptable to have a Committee member call the meeting to order and determine, based upon the nature of the agenda items, whether to hold the meeting or reschedule. The Committee consensus was that this would be the best option.

Martens questioned whether we should consider changing the word *Alderman* to a gender neutral term in our Rules. City Attorney Anne Jacobson stated that this issue is already addressed and codified in our ordinances through stating that all pronouns have the meaning of being gender neutral and applying to everyone.

Miller stated Rule 17E. also was updated to include the Committee's request to codify the procedure that, any Alder/member who was in que to speak prior to another Alder/member moving to Call the Question, shall be allowed to speak before the main question is brought to a vote.

Motion by Watson, second by Neal, to approve the Ordinance of the Rules Review Committee amending Section 2.16.010, minus the phrase "the Committee meeting shall be rescheduled" at Rule 7 A. Motion carried 5-0.

Excerpt From: RULES REVIEW COMMITTEE

Date and Time: Monday, March 29, 2021 @ 5:15 pm., Council Chambers (McElhaney excused)

Discussion and Possible Action on the Rules Review Committee developing rules/guidance related to the Role of a Chair and related to when it is appropriate for a Member of the Body to "Call the Question"

Attorney Jacobson discussed written guidance put out by UW Extension Local Government Center on Role of the Chair and on how to handle the motion to Call the Question. Jacobson discussed that a Chair of a Committee has the same rights during the meeting as all other Committee members. The only difference is when the Mayor leads a Council meeting, if she wants to voice an opinion on the issue or second a motion, she would hand the gavel to the Council President to temporarily run the meeting while she makes her comments.

When a member of the body calls the question, the Chair can ask if there is unanimous consent to end debate. If there is, debate ends. If there is not unanimous consent, then a second to the motion must be obtained and a vote has to be taken.

If the Committee wants to codify these rules, Jacobson suggests putting them under Rule 7.

Watson asked if anything under our Rules that deals specifically with the role of a Chair of a Committee. Jacobson stated that the section on Presiding Officer is the closest that exists. Jacobson stated that if the Committee wants to make specific rules for Standing Committee Chairs, these can be added to our Ordinance. Jacobson also stated that if the Committee wants Council Rules to apply the same to Standing Committees, we should specifically state that in our Rules.

Watson stated that she has been watching meetings of the County Board and she likes how the County deals with the situation of a member calling the question in that if someone is in the que to speak, they are allowed to speak before the vote on calling the question is done. Watson stated that this eliminates a member from using "Call the Question" to stifle the discussion when there are other members in que to speak on the issue. Martens and Jacobson both agreed that they are in favor of this procedure as well.

Motion by Watson to add a Subsection under Rule 7 about Calling the Question and include that people who are in que to speak are allowed to speak before Calling the Question is voted on, second by Neal. Motion passed 4-0. (Committee asked that Jacobson draft the language and that it go directly to Council for review/approval)

Excerpt From: RULES REVIEW COMMITTEE

Date and Time: Wednesday, June 23, 2021 @ 5:30 pm., Council Chambers

Discussion and Possible Action on procedures for Alderpersons requesting to provide public comment to Council as a citizen

Jacobson discussed the research she performed on whether an Alderperson can be considered a citizen as that designation relates to giving Public Comment at a meeting of the body. The Department of Justice and Wisconsin League of Municipalities' guidance states that an Alderperson is not considered a member of the public for purposes of giving public comment at a meeting. Jacobson stated that Alderpersons should make comments during the discussion of an agenda item and, based upon the research conducted, should not be allowed to comment on items that are not on the agenda. Jacobson stated that if an Alderperson desires to make an announcement or comment on Committee activities, etc., the Alderperson would need to contact the Clerk ahead of time and make sure the topic is properly agendaized under the appropriate agenda heading outlined in Section 2.16.010, Rule 5.

Jacobson explained that there is nothing in our Rules about this issue, so the only action to take on this item would be if the Committee requests that this be codified in our Council Rules.

Watson questioned whether an Alderperson would be allowed to make public comment at a Committee meeting that the Alder was not a member of. Jacobson stated that this would be permissible for an item that appears on the agenda. McElhaney stated that this occurs frequently at CISM and that it is important for an Alderperson to be able to ask questions and gather information at Committee meetings in order to properly address questions and concerns of constituents.

The Committee, by consensus, directed Jacobson to include a clarification statement in our Council Rules about Alderpersons not being allowed to make public comment as a citizen and bring that to the July Council meeting for consideration. Jacobson stated that this could be easily done under Rule 16.



Open Meeting Law FAQ 12

Can a member of a governmental body, as a member of the public, bring up items not specifically designated on the agenda under the period of noticed public comment allowed by the Open Meetings law?

No. Wisconsin Statute sec. 19.84(2) provides a limited exception to the general notice requirements of the Open Meetings law which allows members of the public to bring up items not specifically on the agenda during a period of noticed public comment. It is intended to allow local governments to be responsive to their constituents and to allow the governing body to receive information from members of the public. However, it was not intended to allow members of governmental bodies to bring up items for discussion without placing the items on the agenda and giving notice to the public. Given that members of governmental bodies have ready access to agendas of the body, use by members of the 19.82(4) exception to discuss unnoticed matters will likely be seen as an impermissible attempt to circumvent the notice requirements of the Open Meetings law.



Governing Bodies: General FAQ 2

Does the public have the right to speak at a meeting of a governmental body?

No. Although Wisconsin's open meetings law requires that the public be allowed to attend an open meeting of a governmental body, the public does not have the right to address a governmental body unless the meeting is a public hearing specifically designed to give the public input on a particular matter. However, it is not uncommon for governing bodies to designate a public comment period on the agenda so they can hear constituent concerns. Some governing bodies establish rules governing public comment (e.g., time limit for each speaker), to balance the need to listen to the public's concerns with the need to run meetings in an efficient and orderly manner. (rev. 6/19)

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2021 budget modification for additional environmental testing at 1300 Cleveland Avenue

Committee Action: Pending

Fiscal Impact: \$98,500

File Number: 20-1109

Date Introduced: July 13, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: Environmental Fund</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> ☐		

WHEREAS, GEI Consultants on behalf of the City of Wausau has submitted a site investigation plan for 1300 Cleveland Avenue to the WDNR on April 21, 2021 and

WHEREAS, the GEI Consultants has provided the City with a scope of services totaling \$98,500 which is subject to change order; and

WHEREAS, the work will commence with acceptance of the proposal and the budget modification; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to increase professional services within the Environmental Fund with funding to come from Environmental Fund reserves:

Increase Environmental Fund – Professional 128-228092190 \$98,500

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above and enter into the proposal with GEI Consultants.

Approved:

Katie Rosenberg, Mayor

Consulting
Engineers and
Scientists

June 22, 2021

VIA EMAIL: eric.lindman@ci.wausau.wi.us

Mr. Eric Lindman
Director of Public Works & Utilities
City of Wausau
407 Grant Street
Wausau, Wisconsin 54403

**Re: Proposal for Initial Site Investigation Services
Wausau Business Incubator (Former)
1300 Cleveland Avenue
Wausau, Wisconsin 54403
WDNR BRRTS# 02-37-587081**

Dear Mr. Lindman,

GEI Consultants, Inc. (GEI) has prepared this proposal to outline a scope, cost, and schedule for supporting the City of Wausau (City or Client) with initial Site Investigation (SI) activities related to the Wausau Business Incubator (Former) site at 1300 Cleveland Avenue in the City of Wausau, Marathon County, Wisconsin (the “site”).

GEI, on behalf of the City, previously submitted a SI Work Plan (Work Plan) for the site to the Wisconsin Department of Natural Resources (WDNR) on April 14, 2021. The WDNR subsequently reviewed and provided comments on the Work Plan in a letter dated June 11, 2021. The WDNR generally agreed with GEI’s approach and scope for the SI but requested that a few additional soil sample analytes be included at several of the proposed assessment locations to further characterize subsurface conditions. These analytes include volatile organic compounds (VOCs) at locations beneath the slab foundation associated with the former building, polycyclic aromatic hydrocarbons (PAHs) at two additional locations along the east site boundary, and bis(2-ethylhexyl) phthalate (a semi-volatile organic compound [SVOC] reportedly associated with wood finishing products historically used at the site) at representative locations, primarily in the east-southeast portions of the site.

Consistent with our telephone correspondence on June 15, 2021, this proposal includes labor, expenses, and subcontractor costs associated with amending elements of the Work Plan to address comments received from the WDNR on June 11, 2021, preparing for the initial SI fieldwork, completing the initial SI fieldwork, reviewing and summarizing the results of the initial SI, correspondence and meetings with the City and WDNR regarding results of the initial SI, and re-amending elements of the Work Plan to include supplemental assessment that may be necessary (based on the initial SI results) to further define the degree and extent of environmental impacts.

Following the initial SI, we anticipate subsequent Change Orders/Proposals being submitted to complete supplemental sampling and remedial action activities that may be necessary to pursue regulatory closure; support the City with pursuit of regulatory case closure through preparation of regulatory submittals, including a formal SI Report, Remedial Action Options Report, Remedial Action Documentation Report, and/or Case Closure Request; and support the City with site redevelopment through preparation of a Soil Management Plan, documentation of soil management during redevelopment, and/or amendment of regulatory case closure documents to reflect site conditions following redevelopment.

Scope of Services

Task 1 – Initial Site Investigation Planning

Prior to commencing with the SI field work, we will amend the soil analytical table (Section 3.4.1) and the proposed assessment location map (Figure S2) in the SIWP and prepare an email correspondence for submittal to the WDNR in response to their review letter dated June 11, 2021. The objective of the email correspondence is to confirm our understanding of the requested changes to the SI approach prior to proceeding with SI fieldwork. We anticipate providing the email correspondence with table and figure attachments to the City for initial review, and upon receipt and reconciliation of City comments, sending the email with table and figure attachments to the WDNR for their consideration. Based on a recent discussion with Mr. Matt Thompson of the WDNR, we do not anticipate a need for full revision and resubmittal of the SIWP to the WDNR or payment of additional WDNR review fees.

We also anticipate completing the following activities to facilitate safe and efficient execution of the SI:

- Update the Health and Safety Plan (originally prepared for use during the Phase 2 services completed for the City in October 2020) to account for additional chemical hazards identified at the site as a result of that sampling and address additional activities proposed as part of the initial SI.
- Submit a new utility clearance notification to Wisconsin Digger's Hotline to re-establish locations of public utilities on the site and in the right-of-way surrounding the site.
- Review site plans (if available from the City) and/or historical information related to the site that may illustrate the locations and depths of all aboveground and underground utilities at the site. The WDNR's letter dated June 11, 2021, requested that the locations of storm inlets, drain lines, and other utilities be included on all future detailed site maps.
- Complete a site visit to re-establish the original boring and monitoring well locations and stake/mark the additional SI sampling locations using Trimble Geographical Positioning System (GPS) equipment (e.g., Trimble R8S Receiver). GEI may also use GPS equipment to obtain coordinates of utilities marked on the site and in the immediate right-of-way areas surrounding the site. We will assess sampling locations for public utility clearance, aboveground obstructions, and other issues that may preclude sampling as planned, and anticipate meeting with the City at the site to discuss clearing, grubbing, and other activities (e.g., moving materials that may be currently stored at the site by the City and/or contractors) that may be necessary to complete the initial SI.

- Subcontract with a soil probing/drilling firm, and arrange for dates to complete soil probing, soil drilling, and monitoring well installation activities, including the re-marking of any private underground utilities near the proposed sampling locations. We anticipate discussing potential dates with the City and obtaining approval from the City before securing dates for the SI fieldwork.
- Subcontract with an environmental laboratory for analysis of soil and groundwater samples, and arrange for sampling containers, chain-of-custody documents, and other supplies to be provided before the start of SI fieldwork.

We have assumed that the City will complete and/or coordinate site clearing, site grubbing, and other activities (e.g., moving stored materials) that may be necessary to provide access to the proposed sampling locations. However, if requested, we can amend this proposal to include those services for an additional fee.

Task 2 – Initial Site Investigation Field Work

GEI and a subcontract probing/drilling firm will mobilize to the site to complete the soil probing, soil borings, monitoring well installations, and soil and groundwater sampling activities summarized in the Work Plan, with the following amendments being made to address formal comments received on the Work Plan from the WDNR:

- Collect VOC soil samples from locations SIWP-1, SIWP-2, SIWP-3, SIWP-4, and SIWP-5. We anticipate VOC laboratory samples being collected from four of the six intervals proposed for each of those locations (20 VOC samples total).
- Collect PAH soil samples from locations SIWP-8 and SIWP-15. We anticipate PAH laboratory samples being collected from each of the intervals proposed for those locations (15 PAH samples total).
- Collect bis(2-ethylhexyl) phthalate (DEHP) soil samples from the following planned locations and intervals, which results in 61 DEHP samples total:
 - o SB-2R (0'-2', 2'-4', 8'-10' and 22'-24').
 - o SB-6R (0'-2', 2'-4', 8'-12' and 22'-24').
 - o SB-14R (0'-2', 2'-4', 4'-8', 8'-12', 16'-18', and 22'-24').
 - o SIWP-2 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-3 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-5 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-6 (0'-2', 2'-4', 8'-12' and 22'-24')
 - o SIWP-9 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-10 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-11 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-15 (0'-2', 2'-4', 4'-8', 12'-14', and 22'-24')
 - o SIWP-16 (0'-2', 2'-4', 4'-8', 12'-14', and 22'-24')

In our opinion, the sample locations proposed for DEHP analysis will provide sufficient data to establish whether DEHP is a significant concern at this site. A majority of the sample locations are at/near areas where wood finishing products were historically stored and/or used on the site (former industrial building [SIWP-2, SIWP-3 and SIWP-5] and former aboveground storage tank and drum storage areas [SB-14R, SIWP-9, SIWP-10, and SIWP-11]) and/or where prior reports prepared for the site suggest that waste disposal may have occurred (generally near the southeast portion of the site [SB-2R, SB-6R, SIWP-15, and SIWP-16]).

The near-surface and at-depth intervals from which the samples above and other samples identified in the Work Plan may be adjusted based on field screening completed at the time of sampling. Including the samples above, we anticipate the following number of soil and groundwater analytical samples being submitted for laboratory analysis:

- VOCs – 20 soil samples
- PAHs – 112 soil samples and 6 groundwater samples
- DEHP – 61 soil samples
- Priority Pollutant Metals – 37 soil samples and 2 groundwater samples
- Metals (one or a combination of the following: antimony, arsenic, cadmium, copper, lead, and thallium) – 304 soil samples, 3 groundwater samples
- Mercury – four soil samples
- Per- and Polyfluoroalkyl Substances (PFAS) – 12 soil samples and 1 equipment blank water sample.

We anticipate the analytical samples being submitted for analysis using standard laboratory reporting times, which are typically 7 to 10 business days from sample submittal, except for PFAS, which can be 15 to 20 business days from sample submittal.

Prior to collecting samples from new locations at the site (i.e., locations that were not previously assessed), a private utility locator retained by the subcontract probing/drilling firm will assess the locations for private underground utilities. If existing utilities preclude the collection of samples from a proposed location, GEI will attempt to offset the sample location to obtain data from an alternate nearby location.

Based on feedback from possible subcontract probing/drilling firms, we anticipate that the advancement of soil probes, collection of soil samples, and installation of groundwater monitoring wells can be completed in 5 workdays. Following the installation of groundwater monitoring wells, we anticipate GEI staff being at the site one additional day for development of the wells and establishing elevations of the wells (for evaluation of groundwater flow direction), and one additional day for collecting analytical water samples from the wells.

Per the Work Plan, all investigation-derived soil and groundwater that is not collected for laboratory analysis (soil cuttings, well development water, and well purge water) will be placed in steel drums and stored on the site (at a location approved by the City) until the SI is complete. Costs associated with characterization and disposal of drummed soil and water are not included in this proposal.

Task 3 – Initial Data Review and Interpolation

Following the completion of initial SI fieldwork and receipt of laboratory analytical results, GEI will complete field summary and analytical data summary tasks to facilitate technical review and interpolation of the initial SI results. We anticipate the following activities:

- Preparation of soil boring logs, well construction forms, and well development forms using WDNR templates (e.g., Form 4400-113A),
- Preparation of data tables to summarize soil and groundwater results and compare the results to regulatory standards (e.g., Residual Contaminant Levels [RCLs]), and
- Preparation of plan view figures/maps to identify sample locations, estimate the horizontal extents of analytes in soil and groundwater above regulatory standards, and illustrate groundwater flow direction. Per the WDNR's request, figures/maps will include locations of storm inlets, drain lines, and other utilities to the extent that information is reasonably ascertainable through visual observation during the SI fieldwork; markings by Wisconsin Digger's Hotline and/or the private utility locator; and/or interpretation of survey maps, site plans, or other information that may be provided by the City.

Completed logs/forms, data tables, and figures will be reviewed and compared to existing information generated during the previous Phase 2. Possible correlations between soil intervals, soil/fill characteristics, and analytical results will be identified if they are evident (e.g., comparison of thallium results in upper fill versus native soil layers). Where appropriate, statistical methods (e.g., 95% upper confidence limit for the mean of concentrations) may be used to evaluate data sets for particular analytes with respect to RCLs. Additionally, initial SI results will be evaluated for potential data gaps that may necessitate amendment of the Work Plan and completion of additional subsurface sampling.

Task 4 – Work Plan Update and Meetings

Following the initial data review and interpolation, we anticipate an initial virtual meeting with you to discuss the results of the SI and provide our opinion on whether additional investigation may be required to characterize environmental and human health risks and/or develop a remedial strategy to pursue regulatory closure and support site redevelopment. At this time, the City may wish to provide updates on cleanup objectives and/or possible redevelopment scenarios that are being considered. We currently anticipate that both Mr. Mike DeBraske and Mr. Roger Miller of GEI will participate in an approximately 1-hour meeting.

Based on the site history and information obtained during the Phase 2, we anticipate that additional soil and/or groundwater sampling will likely be necessary to address some of the findings of the initial SI. At a minimum, an additional round of groundwater samples may be required to either confirm groundwater concentrations are below regulatory standards, begin to establish analyte concentration trends in groundwater, and/or assess groundwater for additional analytes not included during the initial SI (e.g., DEHP or VOCs). Accordingly, we anticipate the preparation of a letter or technical memorandum (including tables, figures, and/or boring logs developed during Task 3) to outline our interpretation of the SI results, provide recommendations for additional site investigation activities, and if appropriate, provide a conceptual remedial action

approach. The letter/memorandum will be provided to you for initial review and, following receipt and reconciliation of your comments, will be shared with the WDNR for their consideration. At this time, we do not anticipate development of a comprehensive remedial action plan or estimates of probable cost for completing remedial action or obtaining regulatory closure.

Following issuance of the letter/memorandum to the WDNR, we will request a virtual meeting between the City, GEI and the WDNR to review the results of the initial SI, provide updates on cleanup objectives and/or possible redevelopment scenarios that are being considered by the City, and obtain feedback from the WDNR on our recommendations for additional site investigation and/or our conceptual remedial action approach. We currently anticipate that Messrs. DeBraske and Miller will both participate in an approximately 1-hour meeting. After this meeting, at your request, we will prepare a proposal/change order for your review and approval to complete the additional site investigation activities and prepare a formal SI report.

Following the WDNR meeting, we anticipate virtual participation in a Committee of the Whole (COTW) meeting to discuss the results of the initial SI, feedback received from the WDNR, and plans for additional site investigation. We currently anticipate that both Mike DeBraske and Roger Miller of GEI will participate in an approximately 2-hour meeting. We anticipate that tables, figures, and other information prepared as part of Tasks 3 and 4 will be sufficient visual aides to present at the COTH meeting.

Task 5 – Project Management

This project will be managed by Mr. DeBraske, Senior Project Engineer at GEI. Mr. Miller, Senior Hydrogeologist at GEI, will continue to provide technical support and quality assurance/quality control review of project deliverables. As part of Task 5, we anticipate routine email and/or phone communications with the drilling/probing subcontractor and environmental laboratory subcontractor concerning schedule and field/lab results and with the City and/or WDNR regarding the project progress and subsurface conditions encountered during the SI fieldwork. This task will also include effort related to review and processing of subcontractor invoices and preparation and submittal of project invoices to the City.

Task 6 – Contingencies

Due to uncertainties regarding subsurface characteristics and delays that may be encountered due to subsurface conditions, equipment malfunctions, weather conditions, and/or other unforeseen events, we recommend including contingencies for the following:

- One additional workday for completion of probing/drilling and monitoring well installation activities (total of 6 days instead of 5 days).
- Collection and laboratory analysis of up to 16 additional VOC samples, 16 additional DEHP samples, and 16 additional PAH samples from the locations already planned as part of the initial SI (e.g., should field screening of a location or locations planned for metals analyses only suggest that other analyses may be warranted).

We also recommend a contingency for additional WDNR review fees, should the WDNR request additional fees for a meeting and/or to provide constructive feedback on the letter/memorandum planned as part of Task 5.

Schedule

We can initiate these services promptly after receiving notification to proceed (NTP). Based on our telephone correspondence on June 15, 2021, we anticipate NTP being provided in early- to mid-July, after the proposal is reviewed and costs are approved by appropriate City departments and committees. If NTP is provided later, the schedule and estimated costs herein may need to be reevaluated.

To facilitate completion of these services in a timely manner, we will tentatively reserve the week of July 26-30 with the probing/drilling subcontractor for completion of the soil sampling and monitoring well installation activities. Completion of those services the week of July 26-30 will require Task 1 and Task 2 activities (including clearing/grubbing of the site to access sampling locations) to be completed no later than July 23. We anticipate completing well development and well survey activities within one week following well installation (August 2 to August 6) and the well sampling activities approximately one week after well development. If groundwater samples are collected by August 13, we anticipate all analytical results being available by the end of August.

We anticipate preparation of summary tables, figures, and boring/well logs within 2 to 3 weeks following receipt of all soil and groundwater data. We anticipate preparation of the summary letter/memorandum within 1 to 2 weeks following review of the results with the City and meeting with the WDNR.

Assumptions

Exact sample locations will be determined during the fieldwork based on field conditions observed at that time. Sample locations may need to be repositioned to reduce the potential for damage to known and/or suspected underground utilities and other subsurface structures, if any.

Unknown subsurface conditions (buried slabs, large boulders, etc.) may not allow for completion of probes/borings at the proposed locations or to the proposed depths using the proposed methods. If so, re-mobilization to the site and use of more costly drilling methods may be required. GEI anticipates these services can be completed with a standard truck- or track-mounted Geoprobe that is capable of turning augers (Geoprobe Models 7800, 6620DT, etc.). Should other equipment be required (e.g., D120 heavy-duty drill rig), we will communicate with you once we are aware of that necessity, and provide an estimate of the effect on the project schedule and cost.

Our project budget does not include costs associated with disposal or arrangement for disposal of the exploration-derived materials.

Fee and Conditions of Service

We propose to complete these services on a time-and-materials basis in accordance with the terms and conditions previously negotiated between the City and GEI for Phase 2 services completed in October 2020, or other mutually-agreeable terms and conditions. Based on the anticipated level of effort required to complete the services outlined above, we recommend establishing a primary budget of \$90,000 and a contingency of \$8,500, for a total budget of **\$98,500**.

The attached Table 1 and Fee Schedule outline our estimated effort, expenses, personnel categories, and associated rates associated with these services. It is understood that the expenses, personnel categories, hours and cost subtotals for each task may vary depending on when receive NTP, what staff is available at the time these services are completed, and the site conditions encountered during sampling and revealed by laboratory analyses. However, GEI will not exceed the total estimated fee for these services (\$98,500) without first contacting you to explain the need, outline any additional costs, and obtain authorization.

Given the challenges created by the on-going COVID-19 crisis, the performance of the services included in this proposal as well as the satisfaction of the schedule described herein, are contingent and conditioned upon GEI having the ability to deploy the required resources as well as having access to the required site and data/documents to complete the services. These resources include, but are not limited to GEI staff, subcontract vendors and materials providers.

If you have any questions regarding the scope of services, fee, or work schedule as presented herein, please contact us.

Sincerely,

GEI CONSULTANTS, INC.



Michael L. DeBraske, P.E.
Senior Project Engineer



Roger A. Miller, P.G., C.P.G.
Senior Hydrogeologist

Enclosures:

Table 1 – Cost Estimate
Fee Schedule

Accepted By:

Name of Authorized Representative

Title

Signature

Date

Table 1 - Cost Estimate
Initial Site Investigation
1300 Cleveland Avenue, Wausau, WI

TASK NO.	ACTIVITY DESCRIPTION	PERSONNEL				REIMBURSABLE EXPENSES						TOTAL
		PERSONNEL CATEGORY	HOURLY RATE	HOURS	COST	ITEM	Quant.	Unit Cost	Bare Cost	Percent Markup	Billed Cost	
1	Site Investigation Planning											
	-Proposal Development/Initial SIWP Update	Staff Professional-Grade 2	\$ 86.00	8.00	\$ 688.00	Field Expenses/Equip	1	\$250.00	\$ 250.00		\$ 250.00	
	-Review/research utility information	Project Professional-Grade 3	\$ 102.00	10.00	\$ 1,020.00	Mileage	400	\$0.56	\$ 224.00		\$ 224.00	
	-Mark original and new sampling locations	Project Professional-Grade 4	\$ 116.00	2.00	\$ 232.00							
	-Meet with city to review locations and discuss clearing of trees/brush to access locations	Senior Professional-Grade 6	\$ 149.00	20.00	\$ 2,980.00							
	-Subcontractor scheduling and contracts	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00							
	-Health & Safety Plan	Senior Technician	\$ 116.00	8.00	\$ 928.00							
	-Kickoff Meeting											
	-Pre-Sampling Field Coordination - Soil											
	-Pre-Sampling Field Coordination - GW											
SUBTOTAL				50.00	\$ 6,214.00				\$ 474.00		\$ 474.00	\$ 6,688.00
2	Initial Fieldwork											
	-Fieldwork (assume 3.5 days for probes)	Staff Professional-Grade 2	\$ 86.00	84.00	\$ 7,224.00	Probe/Drill Sub	1	\$16,500.00	\$ 16,500.00	10	\$ 18,150.00	
	-Fieldwork (assume 1.5 days for augers)	Project Professional-Grade 3	\$ 102.00	88.00	\$ 8,976.00	Hotel	8	\$100.00	\$ 800.00		\$ 800.00	
	-Sample Preparation/Lab Delivery - Soil	Senior Professional-Grade 6	\$ 149.00	16.00	\$ 2,384.00	Per Diem	8	\$25.00	\$ 200.00		\$ 200.00	
	-Fieldwork (assume 1 day for well development)	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00	Mileage	800	\$0.56	\$ 448.00		\$ 448.00	
	-Fieldwork (assume 1 day for well sampling)	Senior Technician	\$ 116.00	8.00	\$ 928.00	Field Expenses/Equip	1	\$1,200.00	\$ 1,200.00		\$ 1,200.00	
	-Sample Preparation/Lab Delivery - GW											
	-Survey Monitoring Wells for GW Flow Estimate											
						Lab -Soil						
						VOC	20	\$52.00	\$ 1,040.00	10	\$ 1,144.00	
						PAH	112	\$60.00	\$ 6,720.00	10	\$ 7,392.00	
						PP Metals	37	\$90.00	\$ 3,330.00	10	\$ 3,663.00	
						Ind. Metals (5-8)	195	\$7.00	\$ 1,365.00	10	\$ 1,501.50	
						Ind. Metals (2-4)	51	\$8.00	\$ 408.00	10	\$ 448.80	
						Ind. Metals (1)	58	\$15.00	\$ 870.00	10	\$ 957.00	
						Mercury	4	\$18.00	\$ 72.00	10	\$ 79.20	
						PFAS	12	\$250.00	\$ 3,000.00	10	\$ 3,300.00	
						DEHP	61	\$90.00	\$ 5,490.00	10	\$ 6,039.00	
						Dry Weight	174	\$5.00	\$ 870.00	10	\$ 957.00	
						Lab-Water						
						VOC		\$52.00				
						PAH	6	\$60.00	\$ 360.00	10	\$ 396.00	
						PP Metals	2	\$90.00	\$ 180.00	10	\$ 198.00	
						Ind. Metals (2-4)		\$12.00				
						Ind. Metals (1)	3	\$15.00	\$ 45.00	10	\$ 49.50	
						PFAS	1	\$250.00	\$ 250.00	10	\$ 275.00	
SUBTOTAL				198.00	\$ 19,878.00				\$ 43,148.00		\$ 47,198.00	\$ 67,076.00

Table 1 - Cost Estimate
Initial Site Investigation
1300 Cleveland Avenue, Wausau, WI

TASK NO.	ACTIVITY DESCRIPTION	PERSONNEL				REIMBURSABLE EXPENSES						TOTAL
		PERSONNEL CATEGORY	HOURLY RATE	HOURS	COST	ITEM	Quant.	Unit Cost	Bare Cost	Percent Markup	Billed Cost	
3	Initial Data Review/Interpolation											
	-Tabular Summary of Results	Staff Professional-Grade 2	\$ 86.00	16.00	\$ 1,376.00							
	-Figures to Display Extent/Results & GW Flow	Project Professional-Grade 3	\$ 102.00	16.00	\$ 1,632.00							
	-Prepare probe, boring, and well logs	Senior Professional-Grade 6	\$ 149.00	20.00	\$ 2,980.00							
	-Review Results and Evaluate Add'l Assessment	Senior Consultant-Grade 8	\$ 183.00	4.00	\$ 732.00							
		Admin	\$ 86.00	16.00	\$ 1,376.00							
		Senior CADD Drafter and Designer	\$ 113.00	8.00	\$ 904.00							
	SUBTOTAL			80.00	\$ 9,000.00				\$ -		\$ -	\$ 9,000.00
4	Work Plan Update & Calls/Meetings											
	-SIWP Update - Memo/Letter for WDNR	Senior Professional-Grade 6	\$ 149.00	18.00	\$ 2,682.00							
	-Meetings with City & WDNR (Virtual) 2 @ 1 hr	Senior Consultant-Grade 8	\$ 183.00	8.00	\$ 1,464.00							
	-Prep/Attend COTW Meeting (Virtual) 1 @ 4 hr	Admin	\$ 86.00	2.00	\$ 172.00							
	SUBTOTAL			28.00	\$ 4,318.00						\$ -	\$ 4,318.00
5	Project Management											
	-Progress updates/communication (City/WDNR)	Senior Professional-Grade 6	\$ 149.00	16.00	\$ 2,384.00							
	-Field staff coordination/management/updates	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00							
	-GEI Invoicing	Admin	\$ 86.00	2.00	\$ 172.00							
	SUBTOTAL			20.00	\$ 2,922.00						\$ -	\$ 2,922.00
6	Contingency				\$ -							
	-1 additional field day for probing/drilling	Staff Professional-Grade 2	\$ 86.00	12.00	\$ 1,032.00	Probe/Drill Sub	1	\$1,500.00	\$ 1,500.00	10	\$ 1,650.00	
	-Additional analytes for existing sample locations	Project Professional-Grade 3	\$ 102.00	12.00	\$ 1,224.00	Mileage	1	\$200.00	\$ 200.00		\$ 200.00	
	-WDNR review/meeting fees					Lab -Soil						
						VOC	16	\$52.00	\$ 832.00	10	\$ 915.20	
						PAH	16	\$60.00	\$ 960.00	10	\$ 1,056.00	
						DEHP	16	\$90.00	\$ 1,440.00	10	\$ 1,584.00	
						Dry Weight	16	\$5.00	\$ 80.00	10	\$ 88.00	
						WDNR Review Fees	1	\$750.00	\$ 750.00		\$ 750.00	
	SUBTOTAL			24.00	\$ 2,256.00						\$ 6,243.20	\$ 8,499.20
	Total			376.00	\$ 44,588.00						\$ 53,915.20	\$ 98,503.20

FEE SCHEDULE

<u>Personnel Category</u>	<u>Hourly Billing Rate</u> <u>\$ per hour</u>
Staff Professional – Grade 1	\$ 75
Staff Professional – Grade 2	\$ 86
Project Professional – Grade 3	\$ 102
Project Professional – Grade 4	\$ 116
Senior Professional – Grade 5	\$ 125
Senior Professional – Grade 6	\$ 149
Senior Professional – Grade 7	\$ 168
Senior Consultant – Grade 8	\$ 183

Senior Drafter / GIS	\$ 113
Drafter and Designer / GIS	\$ 101
Field Professional	\$ 94
*Senior Technician	\$ 116
*Technician	\$ 100
Word Processor, Administrative Staff	\$ 86
<u>Office Aide</u>	<u>\$ 74</u>

Rates will increase up to 5% annually, at GEI's option, for all contracts that extend beyond twelve (12) months after the date of the contract. Rates for Deposition and Testimony are increased 1.5 times.

- *The scope of work is based on a normal work week, Monday through Friday, eight (8) hours per day and work on Saturday. Overtime will be charged at 1.3 times the specified rate; Sunday and holiday hours will be charged at two times the personnel rate, with a minimum charge of eight (8) hours

OTHER PROJECT COSTS

Subconsultants, Subcontractors and Other Project Expenses - All costs for subconsultants, subcontractors and other project expenses will be billed at cost plus a 10% service charge. Examples of such expenses ordinarily charged to projects are subcontractors; subconsultants: chemical laboratory charges; rented or leased field and laboratory equipment; outside printing and reproduction; communications and mailing charges; reproduction expenses; shipping costs for samples and equipment; disposal of samples; rental vehicles; fares for travel on public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; state and local sales and use taxes and state taxes on GEI fees. The 10% service charge will not apply to GEI-owned equipment and vehicles or in-house reproduction expenses.

Field and Laboratory Equipment Billing Rates – GEI-owned field and laboratory equipment such as pumps, sampling equipment, monitoring instrumentation, field density equipment, portable gas chromatographs, etc. will be billed at a daily, weekly, or monthly rate, as needed for the project. Expendable supplies are billed at a unit rate.

Transportation and Subsistence - Automobile expenses for GEI or employee owned cars will be charged at the rate per mile set by the Internal Revenue Service for tax purposes plus tolls and parking charges or at a day rate negotiated for each project. When required for a project, four-wheel drive vehicles owned by GEI or the employees will be billed at a daily rate appropriate for those vehicles. Per diem living costs for personnel on assignment away from their home office will be negotiated for each project.

PAYMENT TERMS

Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract (proposal, project, or agreement document that is signed and dated by GEI and CLIENT).

Payment is due upon receipt of the invoice. Interest will accrue at the rate of 1% of the invoice amount per month, for amounts that remain unpaid more than 30 days after the invoice date. All payments will be made by either check or electronic transfer to the address specified by GEI and will include reference to GEI's invoice number.

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Authorizing reclassification of Stockroom Specialist position to Parts Specialist.

Committee Action: Approved 5-0

Fiscal Impact: \$300 annual plus benefits

File Number: 21-0707

Date Introduced: July 13, 2021

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the City of Wausau Motor Pool Division of the Public Works Department is currently authorized for one (1) full time Stockroom Specialist position classified in Salary Grade 22 (\$32,489.60 - \$45,468.80); and

WHEREAS, the current incumbent in the position has notified the City of her intent to retire and has retired; and

WHEREAS, the Fleet Manager and Director of Public Works have reviewed the position and added responsibility for maintenance and oversight of the underground fuel tank storage facilities which in turn brings additional certification and licensure requirements; and

WHEREAS, the Fleet Manager also requests the position be retitled from Stockroom Specialist to Parts Specialist; and

WHEREAS, the Fleet Study conducted by Mercury recommends independent purchasing authority within the limits of the established budget and City's Procurement Policy; and

WHEREAS, the Human Resources Department evaluated the Parts Specialist position using the Decision Band Matrix and classified the position into salary grade 19 (\$40,934.40 – \$57,304); and

WHEREAS, your Human Resources Committees reviewed the position and support the reclassification request; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau to reclassify the Stockroom Specialist position (Salary grade 22 \$32,489.60 - \$45,468.80) to Parts Specialist (Salary grade 19 \$40,934.40 – \$57,304).

Approved:

Katie Rosenberg, Mayor

DRAFT

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

DATE/TIME: April 12, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney
MEMBERS ABSENT: James Wadinski
Also Present: Mayor Rosenberg, T. Vanderboom

Discussion and Possible Action Reclassifying Stockroom Specialist to Parts Specialist.

Vanderboom explained that the Stockroom Specialist position would be vacant in the near future due to a retirement and a requisition to fill to position included additions to the current job duties and responsibilities that make the position eligible for reclassification to a higher salary grade, including the management of the underground fuel storage tank facilities. Vanderboom recommended that the position be reclassified two pay grades higher that it currently is.

Martens asked who was responsible for the management of the underground fuel tank storage before the responsibility was moved to this position. Vanderboom said that the Fleet & Facilities Manager, Mark Hanson, currently manages this.

Motion by Martens to approve reclassifying the Stockroom Specialist to Parts Specialist. Second by Herbst. All ayes. Motion passed 4 – 0.

DRAFT

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

DATE/TIME: June 14, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, Lisa Rasmussen, Deb Ryan, T. Vanderboom

Discussion and Possible Action Reclassifying Parts Specialist.

Vanderboom explained that this item is returning to the committee to be classified one salary grade higher than previously approved based on information received by the Mercury Fleet Study, which clarified some of the job duties that were unclear when the position was first brought forward. Vanderboom said that some additional minor changes may be made to the position before it is posted, but those changes would not impact the classification.

Herbst asked if this is a new position. Vanderboom said that this position was previously the Stockroom Specialist position, from which someone recently retired. Herbst asked why we were not able to have a replacement ready to go when the previous person retired. Vanderboom explained that the Public Works Department was waiting for information from a Fleet Study and has used that information to revamp the position and did not want to post the position with inaccurate information or requirements.

Larson said that he would approve this item based on the information presented by Mercury at the CISM meeting.

Martens asked who the additional duties for this position will be taken from. Vanderboom said that the additional duties are not assigned to any other position at this time, but were recommendations from Mercury. Eric Lindman added that currently the mechanics will find and order parts needed; the Mercury study recommended having a position able to perform these tasks so that the mechanics are not losing time performing mechanic work by finding and ordering parts.

Motion by Wadinski to approve reclassifying Parts Specialist. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action reclassifying the Parts Specialist position.
Background
In April, the Human Resources Committee recommended reclassifying the Stockroom Specialist (Salary Grade 22, \$32,489.60-\$45,468.80) position to Parts Specialist (Salary Grade 20, \$38,126.40-\$53,372.80). This reclassification was made because the position now requires and Class A and B operator certification and will be responsible for the operation of the underground fuel storage tank facilities. Since that HR Committee meeting, a draft report of the Fleet Study has been received by the City. The Fleet Study recommends a parts specialist position have “an extensive fleet background and take a more active and technical role in the sourcing, acquisition, and disbursement of fleet parts and supplies to free up the technicians to ‘turn wrenches’” and that the parts position should be “picking and disbursing parts to the technicians.” The job description has been updated to clarify the purchasing and selection responsibilities of the position. The position has the authority to make budgeted purchases and vendor selections within the established budget and Procurement Policy guidelines, and to identify maintenance trends and make adjustment recommendations to the Fleet Manager. The Human Resources Department has evaluated the position responsibilities under the Decision Band Matrix and recommends the position be reclassified into Salary Grade 19, \$40,934.40 – \$57,304.
Fiscal Impact
Fiscal impact is difficult to determine, as it depends on the salary negotiated by the new employee. Fiscal impact can be as high as \$12,000 plus benefits.
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745).



JOB DESCRIPTION

Stockroom Specialist

Job Title:	Stockroom Specialist	Reports To:	Fleet & Facilities Manager
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Streets & Maintenance	EEO Code:	6-Administrative Support
Salary Grade:	19	Occupational Code:	4440
Employee Group:	General Employee	Training Category:	D-Staff
Created:	December 2013	Last Revision:	June 8, 2021

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

Purpose of the Position

This position is responsible for day-to-day operations and record-keeping of inventory of the Department of Public Works stockroom. Work is performed in accordance with departmental procedures and budgetary limitations requiring careful monitoring of supplies under a just-in-time philosophy.

Essential Duties and Responsibilities

1. Process requests for automotive and heavy equipment supplies in coordination with Equipment Service Mechanics and Management for the operation of the facility within the existing budget. This includes making purchasing selections within the guidelines established by the City's Procurement policy and preparing requisitions for supplies and equipment. Responsible for identifying compatible parts, selecting the best vendor and part available, and processing invoices for payment into both the fleet maintenance and financial systems.
2. Receives goods for inventory including verification of receipt, ticketing into inventory system, and proper placement in stockroom/designated areas.
3. Maintains Petro-Vend system including vendor, contracts, fuel, fuel supplies, and operating equipment for the system. Coordinates with the Environmental Engineer in accordance with Wis. Admin code ATCP 93.145.
4. Maintains and operates the automated inventory supply system which includes outside vendors, order tracking, price management, and order change capability. Ability to run system reports on an as needed bases.
5. Responsible for assisting the Fleet Manager in the development of a budget including inventory, parts, fuel and other supplies based on reports and forecasts. Identifies maintenance trends and presents budget and preventative maintenance adjustments to the Fleet Manager.
6. Enter and update as needed all parts warranty information into the fleet support system.
7. Assist in the bidding process by following the guidelines under the City of Wausau Procurement Policy, including purchase requests submission to the Board of Public Works.
8. Oversees the purchase and distribution of hazardous chemicals and related supplies including SDS forms and entry into MSDS System.
9. Prepare lists of obsolete equipment and coordinate disposal of such equipment.
10. Responsible for outbound shipping and shipping regulations.

11. Establish and maintain effective relationships with employees, other City departments, the public, and vendors.
12. Provide technical and administrative functions and assistance to department managers and/or department head. May coordinate work with other administrative assistants within the department.
13. Responsible for maintaining department records, bookkeeping and other financial operating control procedures.
14. Performs related work as assigned.

Additional Duties and Responsibilities

- Ability to operate a fork lift.
- Ability to work accurately under pressure and meet deadlines.
- Ability to understand and carry out oral and/or written instructions.
- Ability to establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner.
- Assist Fleet Manager in his/her absence as required.

Education and Experience Requirements

This position requires considerable knowledge of inventory control methods and practices.

High School diploma or equivalent with supplemental education with a minimum of two years of experience in a supply or storeroom handling automotive/diesel mechanical materials or professional experience in mechanic repair.

Possession of a valid Wisconsin Driver's license is required.

Ability to obtain and maintain UST Operator Certification for underground storage tanks. PASS' Class A/B Operator through the Wisconsin Department of Agriculture, Trade, and Consumer Protection within 6 months of hire.

ASE Inventory Certification preferred.

Knowledge, Skills and Abilities

MS-Word-Basic

MS-Excel- Basic

This position must be proficient with specific inventory software for departmental functions.

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of judgement.
- Ability to compare, count, differentiate measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Strong ability to maintain records, compile data, and prepares accurate reports.
- Ability to advise and provide interpretation to others how policies apply, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability communicate orally and written with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

- Ability to use functional reasoning in and independently apply rational judgement in performing diversified work activities.
- Ability to exercise the judgement, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Physical and Working Environment

May be exposed to disagreeable elements of high and low outdoor temperatures. Employee may be exposed to repetitive activities; and chemical hazards.

Employee performs standard activates requiring physical effort the duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 100 pounds or less with the assistance of one, pushing pulling objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or request for information), seeing/observing/ bending/twisting of the neck, back, or torso in order to reach, lift.

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.