



OFFICIAL NOTICE AND AGENDA - REVISED

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

Meeting of the:	COMMON COUNCIL OF THE CITY OF WAUSAU
Date/Time:	Tuesday, September 28, 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.		
Presentation:	Jerry Deschane, Wisconsin League of Municipalities: Role of City Council Members		
File #	CMT	Consent Agenda	ACT
21-0901	COUN	Minutes of previous meeting (9/14/21)	Place on file
21-0908	CISM	Resolution Establishing Assessment Rates for 2022 New Street Construction Projects	Approved 4-0
21-0909	CISM	Resolution Approving temporary limited easement with Wausau Opportunity Zone, Inc. at 301 Washington Street	Approved 4-0
21-0910	CISM	Resolution Approving utility easement with Green Acres at Greenwood Hills LLC at 3115 Townline Road	Approved 4-0
21-0912	CISM	Resolution Accepting Easement with Wisconsin Public Service to install underground utility facilities at 1801 Burek Avenue	Approved 4-0
21-0911	CISM	Ordinance Amending Section 10.20.080 No parking and restricted parking areas designated	Approved 4-0
File #	CMT	Resolutions and Ordinances	ACT
21-0903		Mayor's Appointments	
21-0808	COW	Resolution in Support of Environmental Justice	Approved 10-1
20-1109	FIN	Resolution Authorizing the execution of contracts related to the Enterprise Resource Planning System (ERP) and related 2021 budget modification and establishing the project priority in the 2022 budget.	Approved 5-0
20-1109	FIN	Resolution Approving the 2021 budget modification for Open Meeting Technologies Meeting Manager electronic voting software	Approved 5-0
20-1109	FIN	Resolution Authorizing the 2021 budget modification for the Motor Pool Fund to transfer 2020 surplus.	Approved 5-0
Suspend the Rules - 6(B) Filing (2/3 vote required)			
12-0219	HR & FIN	Joint Resolution Amending Employee Handbook Section 5.08 – Shift Differential	Approved 5-0 Pending
94-0828	RTC & FIN	Joint Resolution Approving Tourism Entity Agreement between the City of Wausau, Room Tax Commission and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc.	Pending Pending
Public Comment & Suggestions			
CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to contracting with the Wausau Central Wisconsin Convention and Visitors Bureau as a tourism entity to provide tourism promotion and tourism development in the City			
CLOSED SESSION pursuant to Wis. Stat. Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, for the purpose of conferring with legal counsel regarding a mediated settlement in Marathon County Case No. 19CV162 (Kenneth Stankowski)			
RECONVENE into Open Session to take action on Closed Session item, if necessary			
Adjournment			

Signed by Katie Rosenberg, Mayor

This meeting is being held in person and via teleconference. The lines of those public members monitoring the meeting will be muted during the meeting. Members of the media and the public may attend in person or by calling **1-408-418-9388**.

The Access Code is: 2497 452 7652 Password: wausau1

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 mary.goede@ci.wausau.wi.us with “Common Council public comment” in the subject line prior to the meeting start.

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 9/24/21 @ 9:30 AM. 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, breast cancer has the second highest mortality rate in women, and is the second most diagnosed cancer; and

WHEREAS, every two minutes a woman is diagnosed with breast cancer, and 30% of new women's cancer diagnoses will be for breast cancer; and

WHEREAS, 1 out of every 8 women in the United States will be diagnosed with breast cancer during her lifetime; and

WHEREAS, by the end of December, 2021, there will be an estimated 281,550 new cases of invasive breast cancer diagnosed, and 49,290 cases of non-invasive, for a total of 330,840 new cases; and

WHEREAS, men can also get breast cancer, and an estimated 2,650 men will be diagnosed with it in 2021; and

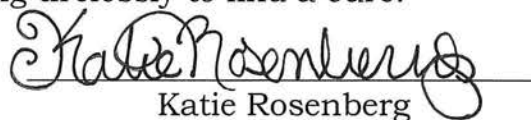
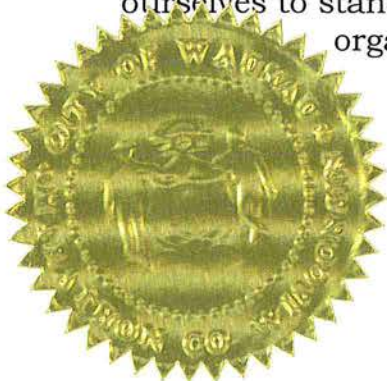
WHEREAS, as of January, 2021, there were 3.8 million breast cancer survivors in the United States; and

WHEREAS, the lights on the Bridge Street and Scott Street bridges will "Go Pink" for the month to raise awareness about breast cancer; now,

THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, do hereby proclaim the month of October, 2021 as

Breast Cancer Awareness Month

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens, and encourage all women and men to learn more about how this disease may affect their lives, and to take the necessary steps for early detection and prevention. I ask that during this month, we also recommit ourselves to standing by survivors and their families, and support worthy organizations working tirelessly to find a cure.



Katie Rosenberg
Mayor, City of Wausau
October 1, 2021

Proclamation

WHEREAS, life Wausau is enriched by knowledge of our history and a celebration of all cultures; and

WHEREAS, before European contact, Native Americans lived throughout the areas where Wisconsin is today. The Menominee, Ojibwa, Potawatomi, and Ho-Chunk, are among the original inhabitants of Wisconsin. They lived off the land, farming, hunting and gathering, and maintained strong family ties and cultural traditions within their respective tribes. The presence of Europeans settlers dramatically altered their way of life; and

WHEREAS, by 1871, Wisconsin was a state and most Native Americans had been placed on a reservation. The government changed its focus to "de-Indianization" of the native population, creating "boarding schools" to rid them of their cultural traditions, breaking tribal ties and molding them into the dominate culture; and

WHEREAS, each tribe has a unique history and culture; and

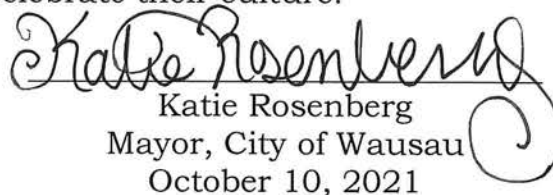
WHEREAS, the descendants of Indigenous Peoples in Wausau represent an important and valued part of our community, and their history remains our history; now,

THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, do hereby proclaim October 11, 2021 as

Indigenous Peoples' Day

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens, and encourage them to learn more about the history of Indigenous Peoples and to celebrate their culture.



A handwritten signature in black ink that reads "Katie Rosenberg".
Katie Rosenberg
Mayor, City of Wausau
October 10, 2021

Proclamation

WHEREAS, approximately 1 in 5,000 people are born with dwarfism and it is estimated that 80% of people with dwarfism are born to average height parents; and

WHEREAS, there are over 400 types of dwarfism; and

WHEREAS, this year is the 30th anniversary of the Americans with Disabilities Act and dwarfism is covered under the ADA in the United States; and

WHEREAS, the term disability is not a bad word. Structural and physical access continue to be a significant issue for people with dwarfism and people with dwarfism may still face discrimination or harassment; and

WHEREAS, many of the barriers and obstacles are put in place by society, even before any potential medical complications of dwarfism are considered; and

WHEREAS, people with dwarfism come from all walks of life and contribute to Wausau's economy by being productive members of the workforce holding a variety of different careers; and

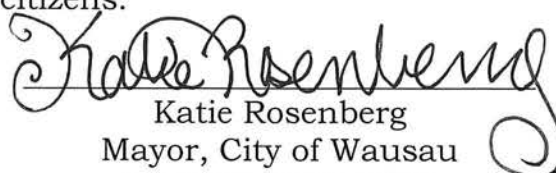
WHEREAS, October 25th is recognized as Dwarfism Awareness Day and aims to raise awareness and further educate individuals about dwarfism; now,

THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, do hereby proclaim October, 2021 as

Dwarfism Awareness and Acceptance Month

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens.




Katie Rosenberg
Mayor, City of Wausau
September 30, 2021

Proclamation

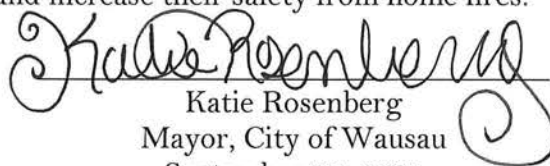
- WHEREAS,** the city of Wausau, Wisconsin is committed to ensuring the safety and security of all those living in and visiting Wausau; and
- WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and
- WHEREAS,** home fires killed 2,770 people in the United States in 2019, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 339,500 home fires; and
- WHEREAS,** smoke alarms sense smoke well before you can, alerting you to danger in the event of fire, in which you may have less than two minutes to escape to safety; and
- WHEREAS,** working smoke alarms cut the risk of dying in reported home fires in half; and
- WHEREAS,** Wausau's residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and
- WHEREAS,** Wausau's residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and
- WHEREAS,** Wausau's residents will make sure their smoke and CO alarms meet the needs of all their family members, including those with sensory or physical disabilities; and
- WHEREAS,** Wausau's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and
- WHEREAS,** Wausau's residents are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and
- WHEREAS,** the 2021 Fire Prevention Week theme, "Learn the Sounds of Fire Safety!" works to educate everyone about the different sounds the smoke and carbon monoxide alarm make, and what to do when you hear them; now,

THEREFORE, be it resolved that I, Katie Rosenberg, Mayor of the City of Wausau, do hereby proclaim October 3-9, 2021 as

Fire Prevention Week

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens so they can be more prepared and increase their safety from home fires.




Katie Rosenberg
Mayor, City of Wausau
September 30, 2021

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL
held on Tuesday, September 14, 2021, in Council Chambers, beginning at 6:30 p.m.,
Mayor Katie Rosenberg presiding.

Roll Call

9/14/2021 6:30:55 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

Mayor Rosenberg stated the following Proclamations were on the city's website: Ovarian Cancer Month, National Rail Safety Week, National Suicide Prevention and Action Month, Childhood Cancer Awareness Month, International Week of Deaf People, Domestic Violence Awareness Month, and Hispanic Heritage Month.

Mayor Rosenberg proclaimed **September 17 – 23, 2021** as **Constitution Week** in the City of Wausau, State of Wisconsin, and commended this observance to all citizens, and encouraged them to demonstrate our commitment to the United States of America and appreciation for the liberty our constitutional framers secured for us.

The proclamation was accepted by Jane Johnson, 918 Franklin St, on behalf of the Wausau Chapter of the Daughters of the American Revolution.

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

- 1) Dan Barth, 206540 Hrebik Ln, Mosinee, spoke regarding the 1300 Cleveland Avenue property in relation to Environmental Justice. He suggested other options for the property to be used for a solar garden to produce cleaner electricity, and electronic car charging stations.
- 2) Terry Kilian, 133 E Thomas St, Co-spokesperson for Citizens for Clean Wausau, stated they are strongly opposed to the funding for the DPW feasibility study for 1300 Cleveland Avenue. Citizens want it remediated to the highest standards and no more industrial expansion.
- 3) Thomas Brown, 715 N 5th Ave, addressed the Council to require city employees be vaccinated or identified as non-vaccinated and tested weekly. He also suggested doing all the proclamations for the year at one time.

Consent Agenda

9/14/2021 6:41:44 PM

Motion by Herbst, second by Watson to adopt all the items on the Consent Agenda as follows:

Mayor Rosenberg stated he had a request to remove 21-0104 from the Consent Agenda to consider separately.

21-0801 Minutes of the previous meetings (8/10/21 & 8/12/21)

21-0914 Joint Resolution of the Airport Committee and the Capital Improvements & Street Maintenance Committee Approving electrical and telecommunications easement with Wisconsin Public Service and Charter Communications, LLC of the converting of overhead electric facilities to underground electric facilities over the north side of the airport parking lot near the Zimmerman Street entrance and installing telecommunications at the Wausau Downtown Airport.

21.0905 Resolution of the Capital Improvements & Street Maintenance Committee Approving Agreement for the Management and Maintenance of a Stormwater Facility (Aspinus 716 North 3rd Street).

21-0906 Ordinance of the Capital Improvements & Street Maintenance Committee Designating two restricted parking stalls on the 300 Block of N. 3rd Street from 4:00 p.m. to 10:00 p.m. Thursday through Saturday for valet parking purposes only.

21-0907 Ordinance of the Capital Improvements & Street Maintenance Committee Amending Section 10.20.080(a) designating no parking on the north side of Highland Park Boulevard from the east side of the driveway at 1220 Highland Park Boulevard 50 feet east toward Highland Court.

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

Yes Votes: 11 No Votes: 0 Result: PASS

21-0104 Amendment

9/14/2021 6:43:29 PM

Motion by Rasmussen, second by Wadinski to amend the Final Resolution of the Capital Improvements & Street Maintenance Committee Levying Special Assessments for the 2021 Street Construction Projects - to remove "North 3rd Avenue from Randolph to Bos Creek" from the first Whereas

Lisa Rasmussen indicated she requested the item be pulled from Consent because the special assessments include the project that is currently underway on North 3rd Avenue, which continues to be severely delayed based on the conduct of the contractor. The engineering team indicated today that based on the completion date of the project it would be more important to levy those special assessments to the residents of North 3rd Avenue at a later date.

Yes Votes: 11 No Votes: 0 Result: PASS

21-0104

9/14/2021 6:49:45 PM

Motion by Peckham, second by Larson to adopt the Final Resolution of the Capital Improvements & Street Maintenance Committee Levying Special Assessments for the 2021 Street Construction Projects, as amended on Council floor.

Deb Ryan felt the assessment would be difficult for many people and they should have more time to pay it off or look for other options to make it more affordable.

Rasmussen stated the assessment rate is set at the beginning of year and are fairly assessed based on the amount of frontage for each home. Residents receive advance notice to prepare and are allowed to spread the payment out over three years. Anne Jacobson clarified the resolution states if assessments are \$300 - \$20,000 it is a five-year payment schedule, and if assessments are over \$20,000 it is a ten-year payment schedule.

Ryan felt payment schedules for assessments of \$3,000 - \$5,000 should be put on a ten-year plan and moved to table this resolution until that can be done. Motion died for lack of a second.

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	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	NO

21-0903

9/14/2021 6:56:26 PM

Motion by Wadinski, second by Neal to confirm the Mayors Appointments to the Citizens Advisory Committee - Community Development Block Grant.

Ryan felt there should be representatives in the populations of disabled, hearing and visually impaired, homeless or previously homeless. She felt Emily Voss had a conflict of interest and moved to table the appointments until there was more information of the qualifications of the appointees. Mayor Rosenberg stated we do not collect data points on gender identity, ethnicity or income level. Motion died for lack of a second.

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	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	NO

21-0809

9/14/2021 6:59:45 PM

Motion by Neal, second by Watson to adopt the Resolution of the Economic Development Committee Approving contract with Aplomb PR to canard campaign through February, 2022.

Ryan felt it was time to put out an RFP to have other women and minority contractors rather than keeping the same people and not opening it up. Rasmussen stated there was a short term extension of the contract to give our new Director time to get settled and after which time an RFP would be put out.

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	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	NO

16-0112

9/14/2021 7:00:17 PM

Motion by Rasmussen, second by Herbst to adopt the Resolution of the Finance Committee Approving the adoption of vehicle lease pricing from Sourcewell.

Yes Votes: 11 No Votes: 0 Result: PASS

20-1109 Amendment

9/14/2021 7:47:46 PM

Motion by Kilian, second by Peckham to Amend the Resolution of the Finance Committee Approving 2021 funding to perform engineering conceptual layouts to determine feasibility of a proposed new Fleet Facility Maintenance Shop; review of properties located at 1300 Cleveland Ave, 213-233 Myron St and 400 Myron St – to add in the Now Be it Resolved "with the exception of 1300 Cleveland Ave"

NOTE: Full discussion can be accessed at: https://www.youtube.com/watch?v=9EqmV0a_0MI

Deb Ryan stated she was on both Finance Committee and CISM and following the consultant's presentation she had questioned if they should be looking at different locations around the city or even have multiple locations because DPW is somewhat landlocked where it is currently located. She was surprised that these three locations, that are less than a mile from the current DPW, are the only recommended plans. She felt this should go back to CISM to look at other options since the residents have made it clear they don't want anything industrial in the Cleveland Avenue neighborhood.

Tom Kilian expressed concern that 1300 Cleveland Avenue was being considered. He pointed out the results of the second round of soil and groundwater tests from that property have not yet been received. He stated without those results they don't have a complete

picture of what is happening with that property or the nature and extent of contamination. We have absolutely no idea the full condition of that property and this address should be removed from consideration.

Lisa Rasmussen felt they needed to keep all three options active in their research because the Council has requested a robust plan for testing that is already in progress. She believed testing can happen in parallel with the feasibility study because it is not final action nor is it a site selection. She pointed out this is following a similar track for site selection that they followed with Fire Station #2. She commented we need information to make decisions and all this is doing is determining if that site is useful or not; is it the right size or not; is the access a challenge, etc. The study in the end may find that the Cleveland Avenue site is no good for it, but if we don't fund the study we can't get those answers.

Lou Larson disagreed and questioned why they would spend money on a property that is not available. He was in full support of removing 1300 Cleveland Avenue, which borders his district. He was afraid it could lead to a bait and switch whereby the property would not be cleaned up to residential standards if DPW used it.

Pat Peckham questioned if engineering feasibility work had already begun on 1300 Cleveland Avenue. Eric Lindman stated it did start on 1300 as well as on the existing site with funds in the Engineering Professional Services Account. This was to start gathering information but they will have to take something off of the study if they don't get additional money.

Peckham questioned if 213 - 233 Myron Street would acquisition of residential properties. Lindman stated one parcel was commercial and four small residential lots would need to be purchased. He noted the consultant recommended 10 - 12 acres for what we are asking and the Cleveland Avenue property is 6.5 acres. Peckham questioned if it is too small, why spend money studying it? Lindman responded the thought was possibly putting just the shop or storage there and use other property, too; just looking at all the options other than just one site. *Discussion continued.*

Vote on Amendment to remove 1300 Cleveland Avenue:

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

20-1109

9/14/2021 7:48:30 PM

Motion by Rasmussen, second by Martens to adopt the Resolution of the Finance Committee Approving 2021 funding to perform engineering conceptual layouts to determine feasibility of a proposed new Fleet Facility Maintenance Shop; review of properties located at ~~1300 Cleveland Ave~~, 213-233 Myron St and 400 Myron St., as amended on Council floor.

Yes Votes: 11 No Votes: 0 Result: PASS

20-0310

9/14/2021 7:50:40 PM

Motion by Herbst, second by Neal to adopt the Resolution of the Human Resources Committee Ratifying Revised Policy for Employees with Symptoms or Exposure of Novel COVID-19 (Coronavirus).

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

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Martens, Michael	NO
3	Kilian, Tom	NO
4	Neal, Tom	YES
5	Wadinski, Jim	YES

6	McElhaney, Becky	YES
7	Rasmussen, Lisa	NO
8	Watson, Sarah	YES
9	Herbst, Dawn	YES
10	Larson, Lou	YES
11	Ryan, Debra	YES

Suspend the Rules

9/14/2021 7:51:13 PM

Motion by Neal, second by Kilian to Suspend Rule 12(A) Referral of Resolutions.

Yes Votes: 11 No Votes: 0 Result: PASS

09-0213

9/14/2021 7:52:41 PM

Motion by Rasmussen, second by Neal to adopt the Resolution of the Common Council Approving Termination of Memorandum of Developer Agreement with Union Station of Wausau II, LLC and 411 Westwood Drive, LLC.

Anne Jacobson explained this is out by Rasmussen College and the memorandum was recorded as a summary of the developer agreement. We have been asked to terminate the development agreement because all of the obligations have been met.

Yes Votes: 11 No Votes: 0 Result: PASS

Public Comment or Suggestions:

Pat Peckham encouraged attendance at La Fiesta, Saturday afternoon and evening, at Brockmeyer Park, sponsored by the Hispanic Organization.

Adjourn

9/14/2021

Motion by Larson, second by Peckham to adjourn the meeting. Mayor Rosenberg declared the meeting adjourned at 7:55 pm.

Katie Rosenberg, Mayor
Mary Goede, Deputy City Clerk

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

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

Establishing Assessment Rates for 2022 New Street Construction Projects

Committee Action: Approved 4-0

Fiscal Impact: Amount of 2022 special assessments will depend on what projects are included in the budget.

File Number: 21-0908

Date Introduced: September 28, 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 September 9, 2021, your Capital Improvements and Street Maintenance Committee reviewed the 2021 costs for the street construction projects; and

WHEREAS, your Committee recommends the 2022 assessable costs per foot per side of adjusted front footage be established at \$42.00 per foot and \$500 for the replacement of sewer laterals; with rates for replacement of defective sidewalk assessed at 25% of the bid price, installation of new sidewalk assessed at 50% of the bid price, and replacement of drive approaches assessed at 100% of the bid price; now therefore

BE IT RESOLVED the Common Council of the City of Wausau does hereby establish \$42.00 per foot per side as the assessable rate for 2022 street construction projects and \$500 for the replacement of sewer laterals; with rates for replacement of defective sidewalk assessed at 25% of the bid price, installation of new sidewalk assessed at 50% of the bid price, and replacement of drive approaches assessed at 100% of the bid price.

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: September 9, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, James Wadinski, Lou Larson, Debra Ryan, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Niksich, Nathan Miller, Cord Buckner, Tom Kilian, Tammy Stratz, Lori Wunsch

Discussion and possible action on establishing assessment rates for 2022 construction projects

Rasmussen explained assessment rates are set every year. The recommendation is to keep the same rate as last year. Based upon feedback, Wesolowski feels raising the rates would be a tough sell to residents. Bid prices did go up a bit in 2021. We do not know where bid prices will be in 2022. The thought was to keep the assessment rate the same. Given the pandemic, Rasmussen feels it makes sense to have another year with the same rate.

Wadinski moved to approve the assessment rates for 2022 construction projects as proposed. Larson seconded and the motion carried unanimously 4-0.

AGENDA ITEM
Discussion and possible action on establishing assessment rates for 2022 construction projects
BACKGROUND
Each year the city establishes assessment rates for street reconstruction projects. The past practice has been established to assess approximately 60% of the street reconstruction cost (excluding storm sewer or utilities). The assessment rate for the 2021 construction season was \$42 per assessable foot. This means a resident with a 60 foot wide lot would be assessed \$2,520 (60' x \$42/ft.). Assessable footage for each lot is determined for each individual lot. Assessable footage on each project varies and it is difficult to determine 60% of the cost due to irregular lot dimensions and corner lots. It is also unknown how prices will be impacted in 2022. Sewer lateral replacement during street projects was set at \$500 in 2021. Replacement of defective sidewalk is assessed out at 25% of the bid price. New sidewalk would be assessed at 50% of the bid price. Drive approach replacement is assessed out at 100% of the bid price.
FISCAL IMPACT
Raising the assessment rate brings more funds back to the City's budget.
STAFF RECOMMENDATION
Staff recommends keeping the assessment rate at \$42 per assessable foot and the \$500 sewer lateral replacement rate for 2022 street construction projects. Bid prices were up in 2021 and it is obviously an unknown as to how bid prices will be impacted by inflation or contractor availability in 2022. All other assessment rates are based on bid prices as noted above.
Staff contact: Allen Wesolowski 715-261-6762

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

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

Approving temporary limited easement with Wausau Opportunity Zone, Inc. at 301 Washington Street

Committee Action: Approved 4-0

Fiscal Impact: None

File Number: 21-0909

Date Introduced: September 28, 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, Wausau Opportunity Zone, Inc. (WOZ) recently purchased the Wausau Center Mall for future development; and

WHEREAS, as part of the development a portion of Washington Street, beginning at N. 5th Street and extending to the west, will be temporarily widened to the south to allow for angle parking on the south side of Washington Street; and

WHEREAS, due to the narrow right-of-way on Washington Street, the City requests, and WOZ supports granting an easement to construct the stalls and allow parking; and

WHEREAS, your Capital Improvements and Street Maintenance Committee, at their September 9, 2021 meeting, discussed and recommended entering into a temporary limited easement with WOZ.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that it hereby approves the execution of the attached temporary limited easement with Wausau Opportunity Zone, Inc. and the proper City officials are hereby authorized and directed to execute said easement.

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: September 9, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, James Wadinski, Lou Larson, Debra Ryan, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Niksich, Nathan Miller, Cord Buckner, Tom Kilian, Tammy Stratz, Lori Wunsch

Discussion and possible action on Easement with Wausau Opportunity Zone Inc. at 301 Washington Street

Rasmussen explained this easement is to add angle parking. Wadinski asked if this is a temporary easement. Wesolowski confirmed it is a temporary easement for parking. The permanent right-of-way will be dedicated to the City when the road is reconstructed.

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

AGENDA ITEM
Discussion and possible action on Easement with Wausau Opportunity Zone Inc. at 301 Washington Street
BACKGROUND
It is proposed to temporarily widen Washington Street to the south to allow for angle parking on the south side of Washington Street as shown in the attached plan. Due to the narrow right-of-way on Washington Street, the City will need an easement to construct the stalls and allow parking.
FISCAL IMPACT
None.
STAFF RECOMMENDATION
Staff recommends approving the easement.
Staff contact: Allen Wesolowski 715-261-6762

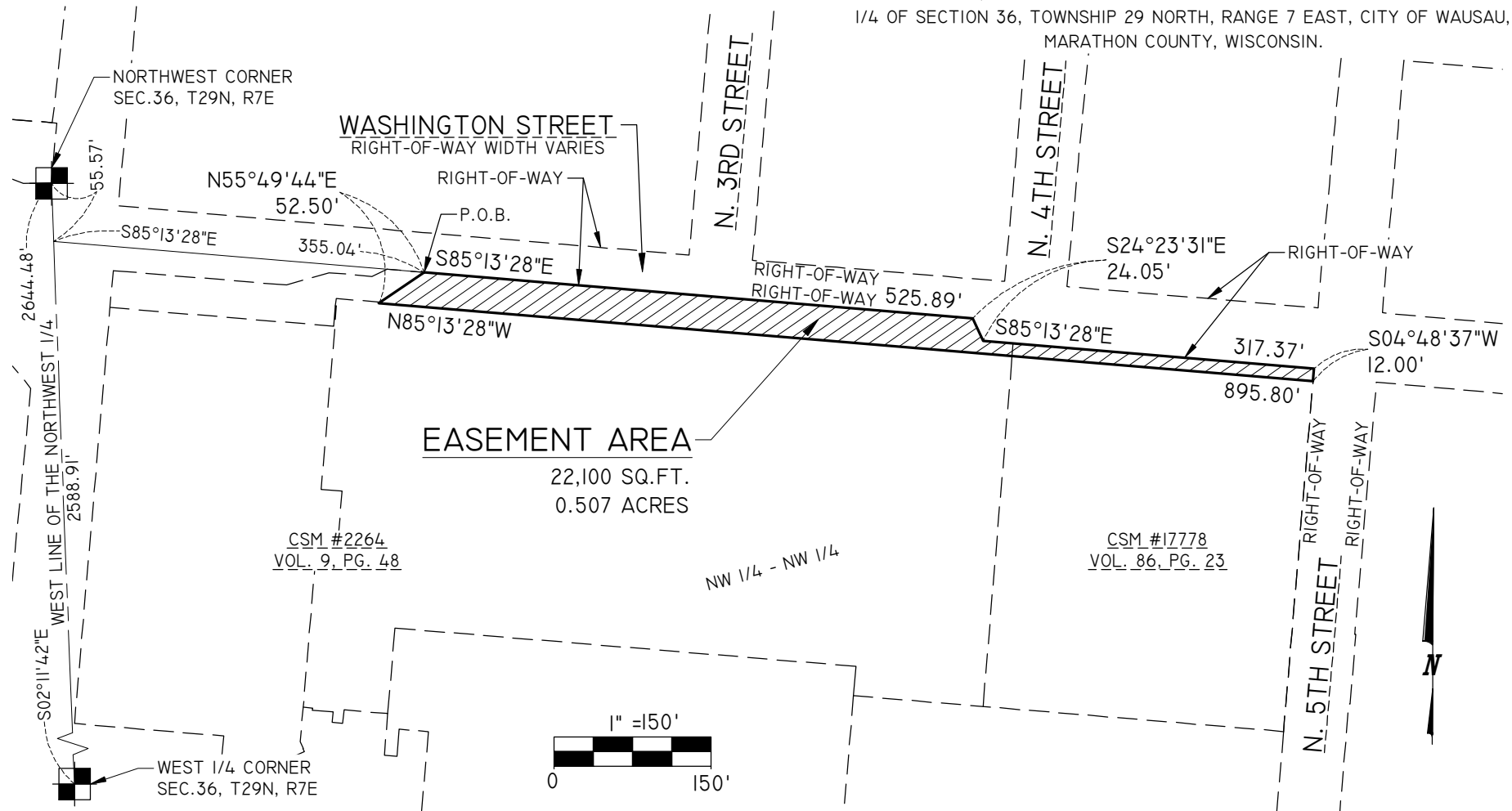


EXHIBIT MAP

NOTES:

I. BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM NAD 83(2011) DATUM AND REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 29 NORTH, RANGE 7 EAST, MEASURED TO BEAR SOUTH 02°11'42" EAST.

OF PART OF CERTIFIED SURVEY MAP NUMBER 2264, RECORDED IN VOLUME 9,
ON PAGE 48, AS DOCUMENT NUMBER 756295 AND PART OF CERTIFIED SURVEY
MAP NUMBER 17778, RECORDED IN VOLUME 86, ON PAGE 23, AS DOCUMENT
NUMBER 1740752, BOTH FILED IN THE MARATHON COUNTY REGISTER OF
DEEDS OFFICE; BEING A PART OF THE NORTHWEST 1/4 OF THE NORTHWEST
1/4 OF SECTION 36, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU,
MARATHON COUNTY, WISCONSIN.



REI Engineering, INC.

WAUSAU OPPORTUNITY ZONE INC.
WASHINGTON STREET
WAUSAU, WISCONSIN

EXHIBIT MAP

PROJECT NO.

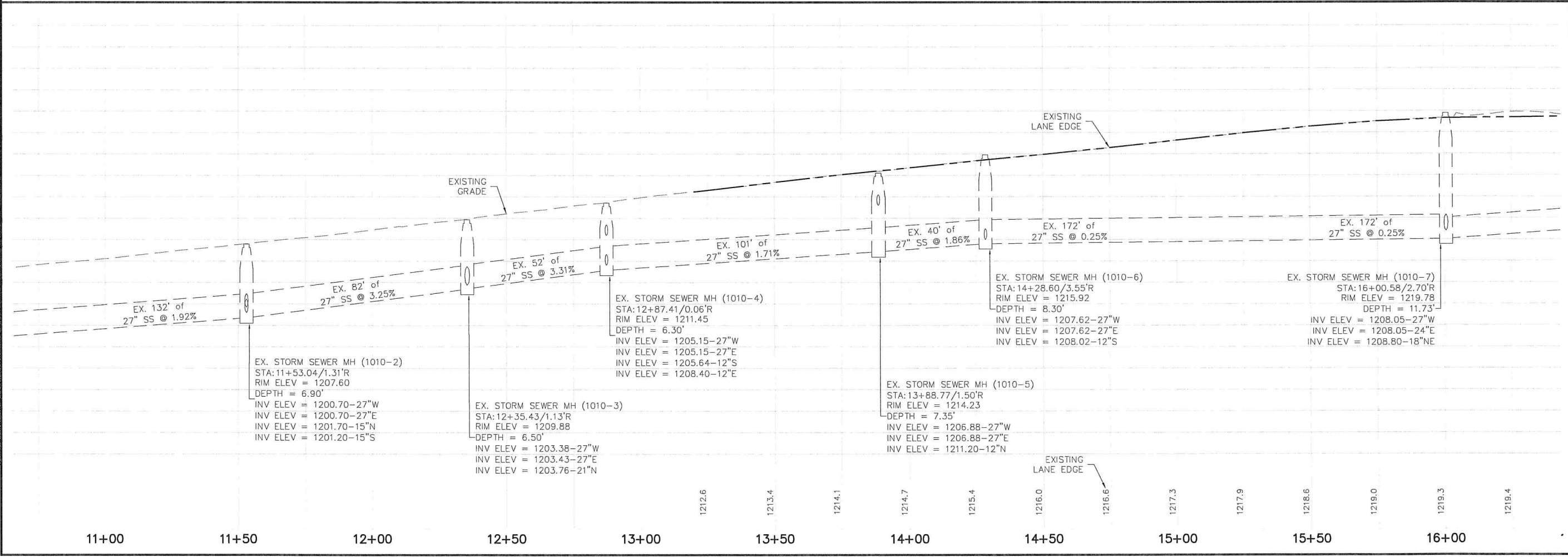
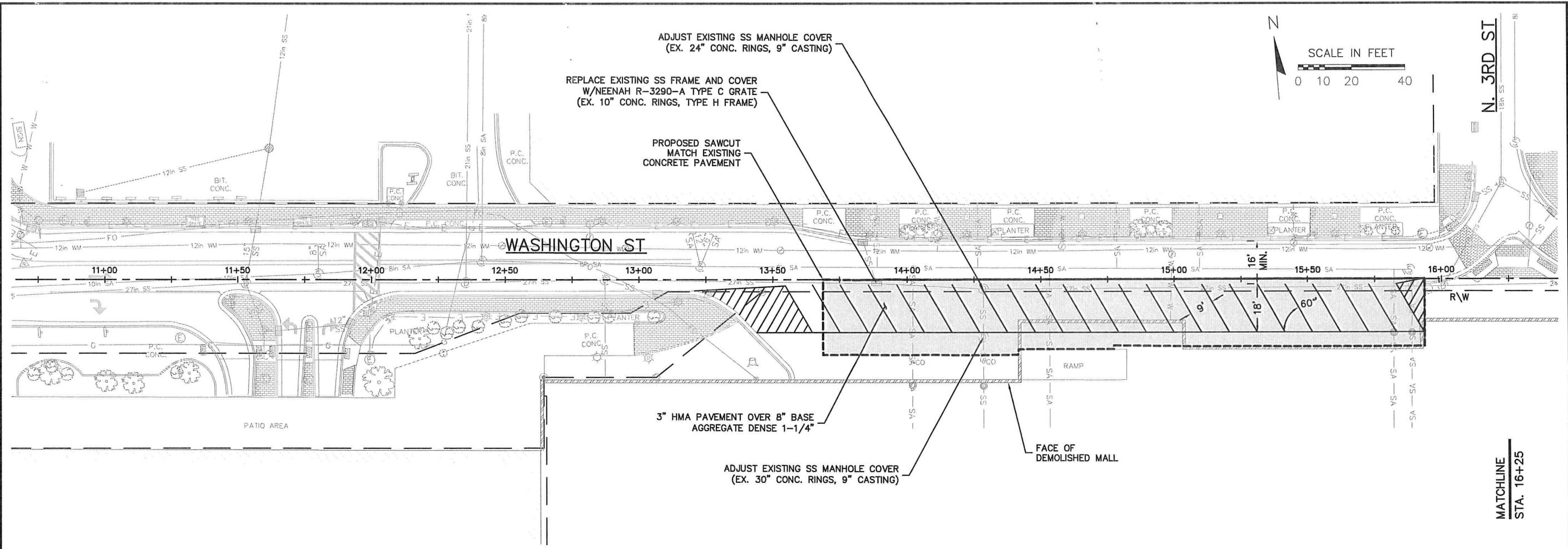
9485

DRAWN BY:
JLR

DATE: _____

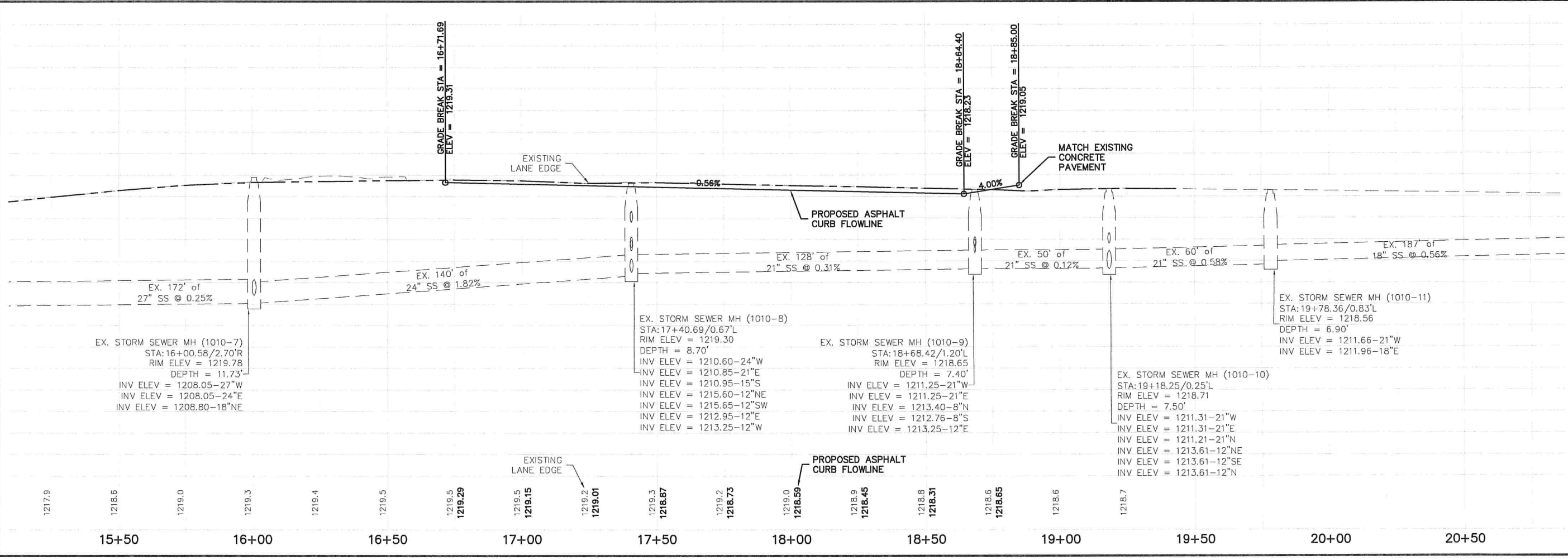
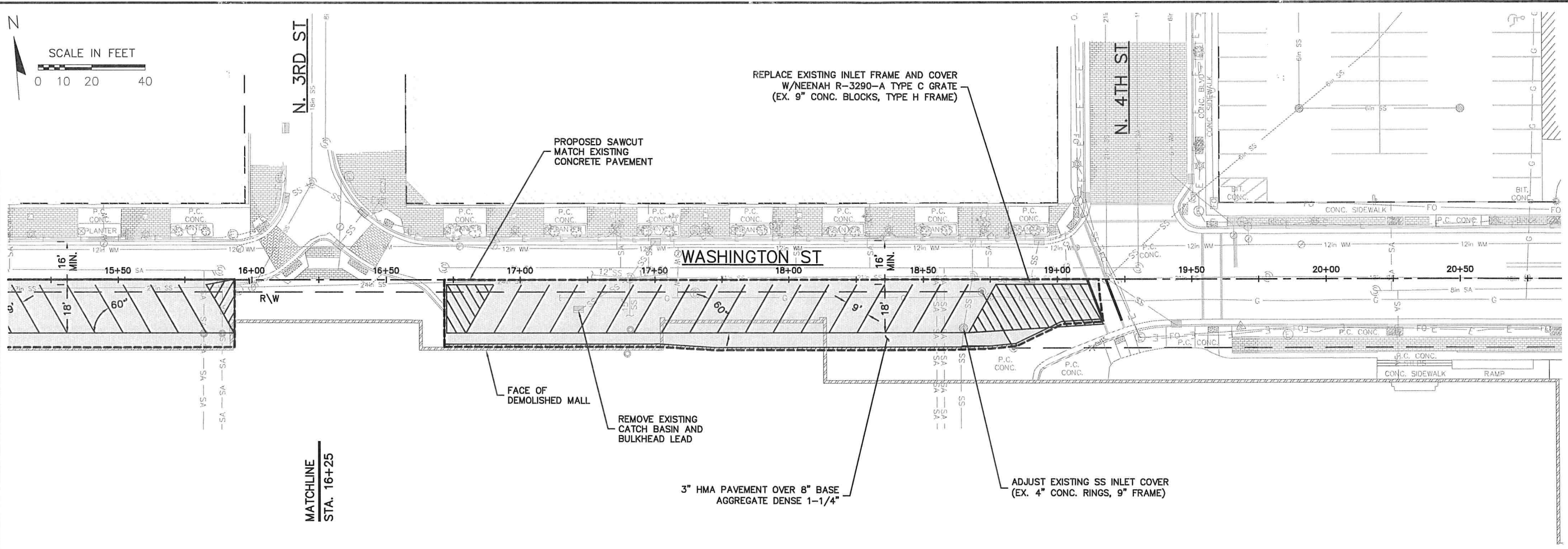
08/23/2021

DWG FILE NAME: O:\Engineering\DWG\PROJ\1110\DWG\1110_WashingtonSt_PlanAndProfile.dwg, 8/27/2021 10:47:05 AM, City of Wausau - Engineering Department, Plotted by: LD, VanBoxel



CITY OF WAUSAU Engineering Department 407 GRANT STREET WAUSAU, WI 54403-4783 (715) 261-6740 FAX (715) 231-6759	
WASHINGTON STREET N. 1ST STREET TO N. 5TH STREET PLAN AND PROFILE WASHINGTON STREET IMPROVEMENT PROJECT	
ISSUED FOR: ☒ PRELIMINARY ☐ REVIEW/APPROVAL ☐ BIDDING/CONST. ☐ REC. REF. DWG. ☐ OFFICE USE	REVISIONS: J.D.VANBOXEL 03/17/2021
SURVEYED BY: ENG. DEPT. FIELD BOOK NO. PG. PROJ. ENGINEER: T.J. NIKSICH DRAWN BY: J.D. VANBOXEL APPROVED BY: A.M. WESOLOWSKI POINT FILE:	DATE: 03/17/2021
SHEET NO. 1 OF 2 SHEETS FILE NUMBER 21-03-17	

DWG FILE NAME: Q:\Engineering\DWG\PROJ\1110\DWG\1110 Washington St. Plan and Profile.dwg, 8/27/2021 10:49:13 AM, City of Wausau - Engineering Department, Plotted by: J.D. VanBoxel



CITY OF WAUSAU Engineering Department 407 GRANT STREET WAUSAU, WI 54403-4783 (715) 261-6740 FAX (715) 261-6759	
WASHINGTON STREET N. 1ST STREET TO N. 5TH STREET PLAN AND PROFILE WASHINGTON STREET IMPROVEMENT PROJECT	
ISSUED FOR ☒ PRELIMINARY ☐ REVIEW/APPROVAL ☐ BIDDING/CONST. ☐ REC. REF. DWG. ☐ OFFICE USE	REVISIONS J.D. VANBOXEL
DATE 03/17/2021	DEPT. PG.
SURVEYED BY: J.D. VANBOXEL PROJ. ENGINEER: T.J. NIKSICH DRAWN BY: J.D. VANBOXEL APPROVED BY: A.M. WESOLOWSKI POINT FILE:	
SHEET NO. 2 OF 2 SHEETS FILE NUMBER 21-03-17	

**TEMPORARY LIMITED
EASEMENT AGREEMENT**

THIS AGREEMENT, made this _____ day of _____, 2021,
by and between, WAUSAU OPPORTUNITY ZONE, INC., Grantor,
and the CITY OF WAUSAU, a municipal corporation of the State of
Wisconsin, Grantee;

WITNESSETH:

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

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

An easement being part of Certified Survey Map Number 2264,
recorded in Volume 9, on Page 48, as Document Number 756295 and part of Certified Survey Map Number 17778,
recorded in Volume 86, on Page 23, as Document Number 1740752, both filed in the Marathon County Register of
Deeds Office; being a part of the Northwest 1/4 of the Northwest 1/4 of Section 36, Township 29 North, Range 7 East,
City of Wausau, Marathon County, Wisconsin, more particularly described as follows:

Commencing at the Northwest corner of said Section 36; thence South 02°11'42" East, coincident with the West line
of said Northwest 1/4, 55.57 feet; thence South 85°13'28" East, 355.04 feet to a point being on the South right-of-way
line of Washington Street and the point of beginning; thence continuing South 85°13'28" East, coincident with said
South right-of-way line of Washington Street, 525.89 feet; thence South 24°23'31" East, coincident with said South
right-of-way line of Washington Street, 24.05 feet; thence South 85°13'28" East, coincident with said South right-of-
way line of Washington Street, 317.37 feet to the West right-of-way line of North 5th Street; thence South 04°48'37"
West, coincident with said West right-of-way line of North 5th Street, 12.00 feet; thence North 85°13'28" West,
895.80 feet; thence North 55°49'44" East, 52.50 feet to said South right-of-way line of Washington Street and the
point of beginning.

Said easement contains 22,100 square feet, or 0.507 acres, more or less.

Said easement is subject to easements, restrictions and rights-of-way of record.

This temporary easement shall expire on the later to occur of (1) when that portion of Washington Street referenced
in the above legal description is reconstructed, or (2) three (3) years from the date of this Easement.

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

Recording Area

Name and Return Address

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

PIN: 291-2907-362-0260

No buildings or structures except surface improvements such as, but not limited to, asphalt pavement, curb and gutter, etc. shall be constructed upon or across the temporary easement lands; nor shall large trees be planted upon the temporary easement lands.

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

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

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

CITY OF WAUSAU BY:

WAUSAU OPPORTUNITY ZONE, INC. BY:

Katie Rosenberg, Mayor

David Eckmann, President

Mary A. Goede, Deputy Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2021, the above named Katie Rosenberg, Mayor, and Mary A. Goede, Deputy Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

My commission expires: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2021, the above named, _____
_____ to me known to be the person(s) who executed the
foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

My commission expires: _____

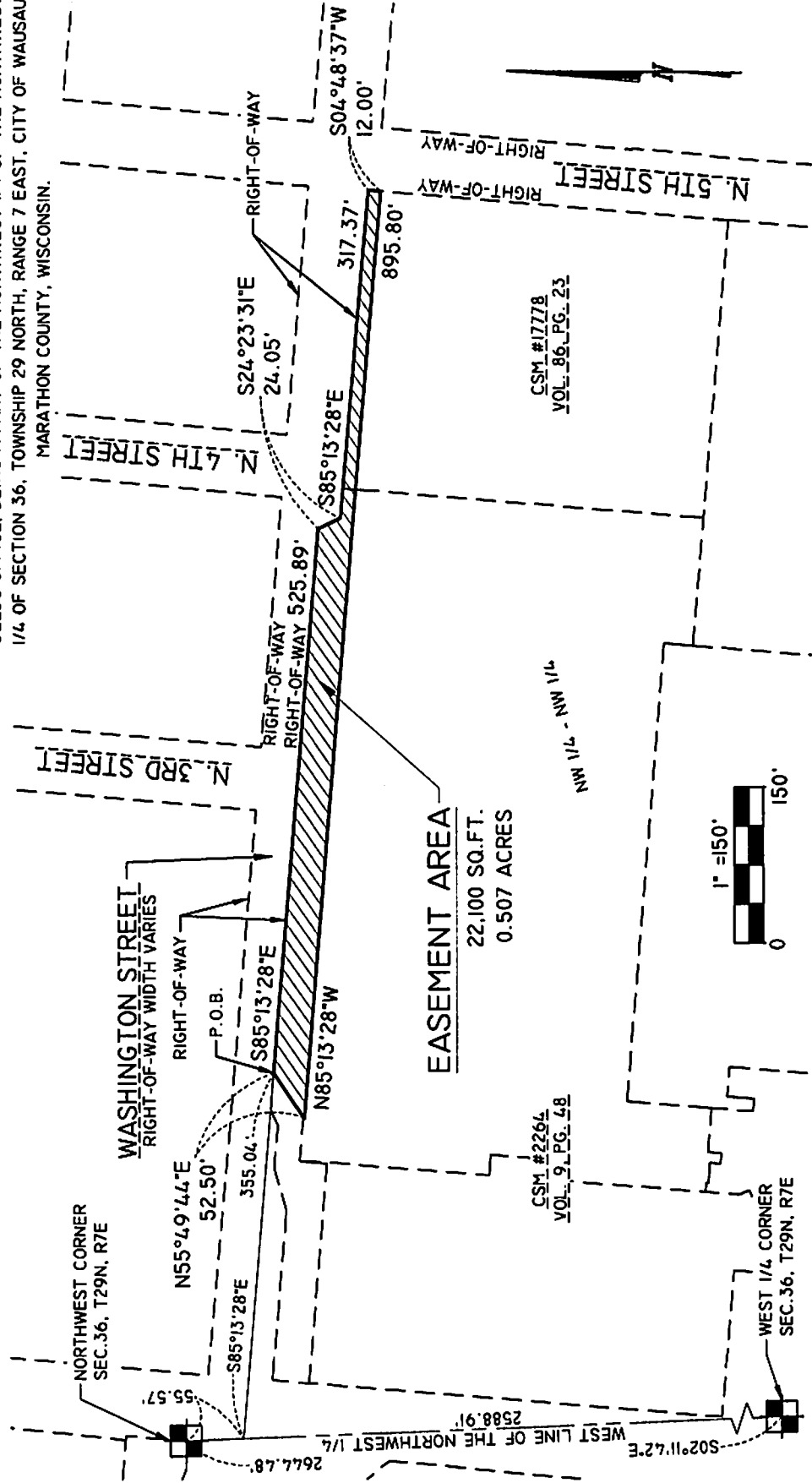


EXHIBIT MAP

NOTES:

1. BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM NAD 83(2011) DATUM AND REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 29 NORTH, RANGE 7 EAST, MEASURED TO BEAR SOUTH 02°11'42" EAST.

OF PART OF CERTIFIED SURVEY MAP NUMBER 2264, RECORDED IN VOLUME 9, ON PAGE 48, AS DOCUMENT NUMBER 756295 AND PART OF CERTIFIED SURVEY MAP NUMBER 17778, RECORDED IN VOLUME 86, ON PAGE 23, AS DOCUMENT NUMBER 1740752, BOTH FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; BEING A PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.



REI Engineering, INC.

WAUSAU OPPORTUNITY ZONE INC.
WASHINGTON STREET
WAUSAU, WISCONSIN

EXHIBIT MAP

PROJECT NO.

9485

DRAWN BY:

JLR

DATE:

08/23/2021

DRAWING FILE: P:\0400-9499\9485 GMD062 - MALLIDG\3\SURVEY\9485 EXHIBIT DWG LAYOUT EXHIBIT MAP-HORIZONTAL PLOTTED: AUG 23, 2021 - 2:14PM PLOTTED BY: JESSER

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

Approving utility easement with Green Acres at Greenwood Hills LLC at 3115 Townline Road

Committee Action: Approved 4-0

Fiscal Impact: None

File Number: 21-0910

Date Introduced: September 28, 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, Green Acres at Greenwood Hills LLC owns property located at 3115 Townline Road;
and

WHEREAS, there currently exists a sanitary sewer, lift station, and watermain across the property
and it was discovered the City does not have easement rights to repair or replace these utilities; and

WHEREAS, your Capital Improvements and Street Maintenance Committee, at their September 9,
2021 meeting, discussed and approved entering into an easement with Green Acres at Greenwood Hills
LLC; now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that it hereby approves the
execution of the attached easement agreement and the proper City officials are hereby authorized and
directed to execute said easement.

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: September 9, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, James Wadinski, Lou Larson, Debra Ryan, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Niksich, Nathan Miller, Cord Buckner, Tom Kilian, Tammy Stratz, Lori Wunsch

CONSENT AGENDA

A. Approve minutes of the August 12, 2021 meeting

B. Action authorizing downtown snow/ice removal

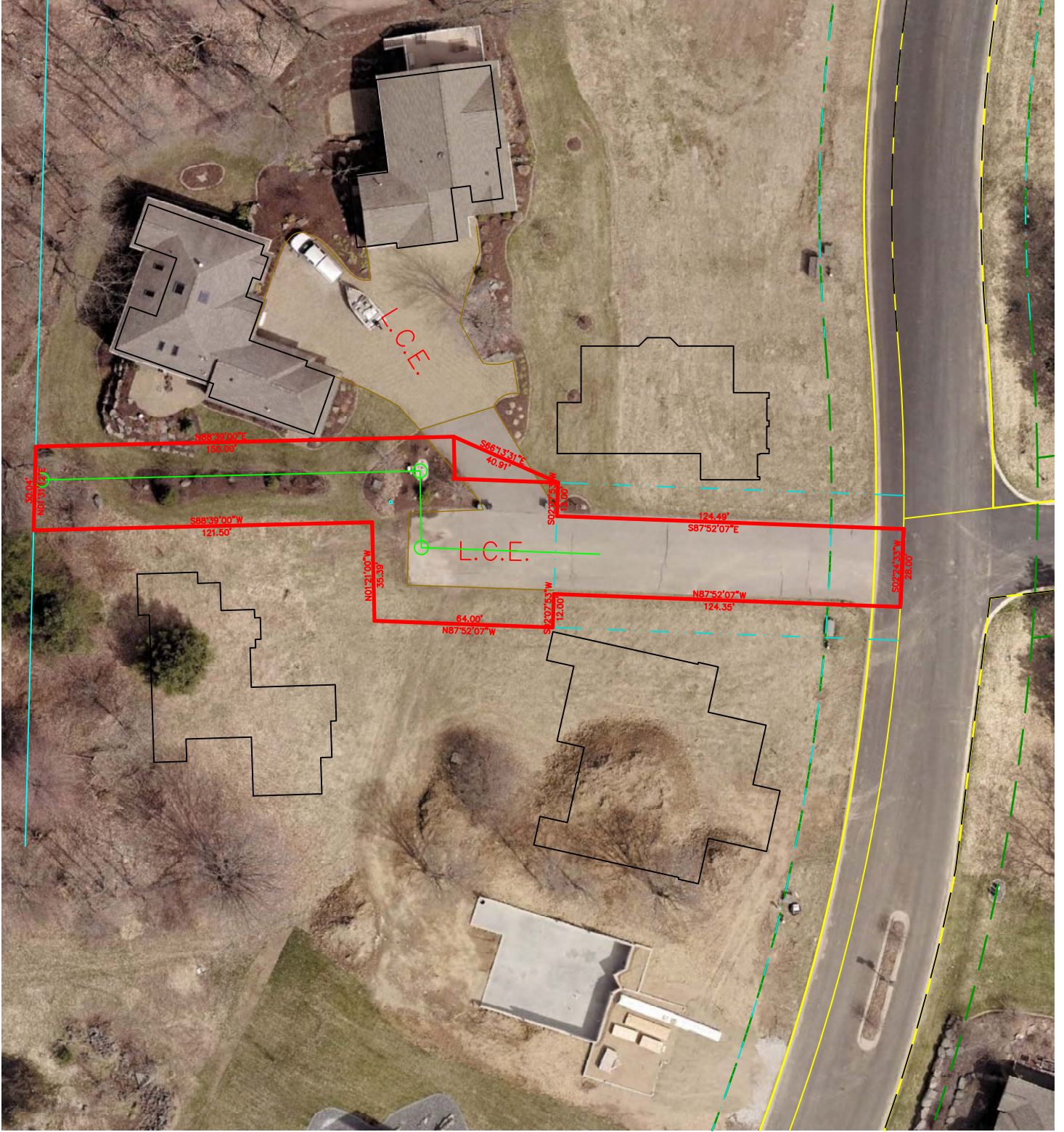
C. Action on Easement with Green Acres at Greenwood Hills LLC at 3115 Townline Road

Larson moved to approve the consent agenda items. Ryan seconded and the motion carried unanimously 4-0.

Agenda Item No.
2C

STAFF REPORT TO CISM COMMITTEE – September 9, 2021

AGENDA ITEM
Action on Easement with Green Acres at Greenwood Hills LLC at 3115 Townline Road
BACKGROUND
An easement was never granted or recorded for the existing sewer and water mains as shown on the attached map.
FISCAL IMPACT
None
STAFF RECOMMENDATION
Staff recommends approving the easement. Sewer and water utility staff will need this easement to maintain the system.
Staff contact: Allen Wesolowski 715-261-6762



Document No.

EASEMENT AGREEMENT

Document Title

THIS AGREEMENT, made this _____ day of _____, 2021, by and between, GREEN ACRES AT GREENWOOD HILLS LLC., Grantor, and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, Grantee;

WITNESSETH:

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

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

Part of Second Addendum to Vistas at Greenwood Hills

Condominium Plat, recorded in the Office of Register of Deeds for Marathon County as Document No. 1772016, being part of the Northwest ¼, Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the intersection of the Southerly line of the Private Road shown as West Green Vistas Drive on said Second Addendum, and the Westerly line of the Private Road shown as Green Vistas Drive on said Second Addendum, the point of beginning;

Thence N 87°52'07" W, along said Southerly line, 124.35 feet to the Westerly end of said West Green Vistas Drive; thence S 2°07'53" W, along said Westerly end extended Southerly, 12.00 feet; thence N 87°52'07" W, 64.00 feet; thence N 1°21'00" W, 35.39 feet; thence S 88°39'00" W, 121.50 feet to the West line of said Second Addendum to Vistas at Greenwood Hills Condominium Plat; thence N 1°31'12" E, along said West line, 30.04 feet; thence N 88°39'00" E, 150.00 feet; thence S 66°13'31" E, 40.91 feet to said Westerly end of West Green Vistas Drive extended Northerly; thence S 2°07'53" W, along said Westerly end extended Northerly, 12.00 feet to the Northerly line of said West Green Vistas Drive; thence S 87°52'07" E, along said Northerly line, 124.49 feet to said Westerly line of Green Vistas Drive; thence along said Westerly line and along the arc of a curve to the right having a chord bearing of S 2°24'33" W and a chord distance of 28.00 feet and a radius of 664.00 feet to said Southerly line of West Green Vistas Drive, the point of beginning.

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

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

Recording Area

Name and Return Address
City Attorney's Office
407 Grant Street
Wausau WI 54403

PIN: 291-2808-052-0142

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

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

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

GREEN ACRES AT GREENWOOD
HILLS LLC

CITY OF WAUSAU BY:

Katie Rosenberg, Mayor

Mary A. Goede, Deputy Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this____day of_____, 2021, the above named Katie Rosenberg, Mayor, and Mary A. Goede, Deputy Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission expires:_____

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this____day of_____, 2021, the above named _____
_____to me known to be the person who executed the foregoing
instrument and acknowledged the same.

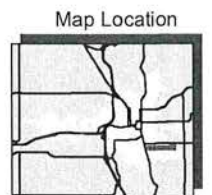
Notary Public, Wisconsin
My commission expires:_____



City of Wausau
Marathon County Wisconsin

0 50 100
Feet

- Legend**
- Parcels
 - Building Footprints
 - Proposed Sanitary & Water Easement



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

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

Accepting Easement with Wisconsin Public Service to install underground utility facilities at 1801 Burek Avenue

Committee Action: Approved 4-0

Fiscal Impact: Cost of the service is included in the project budget.

File Number: 21-0912

Date Introduced: September 28, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☒ No ☐	<i>Budget Source: Water Utility</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 new Drinking Water Treatment Facility Plant is being constructed at 1801 Burek Avenue; and

WHEREAS, Wisconsin Public Service has requested an easement on the property to install underground utility facilities to service the Drinking Water Treatment Facility; and

WHEREAS, your Capital Improvements and Street Maintenance Committee met on September 9, 2021 to review the proposed easement and recommends approval; now therefore

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

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: September 9, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

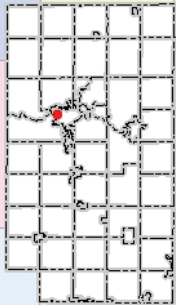
Members Present: Lisa Rasmussen, James Wadinski, Lou Larson, Debra Ryan, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Niksich, Nathan Miller, Cord Buckner, Tom Kilian, Tammy Stratz, Lori Wunsch

Discussion and possible action on Easement with WPS at 1801 Burek Avenue

This easement is to get utilities into the new Water Plant site. Ryan moved to approve. Seconded by Larson and the motion carried unanimously 4-0.

AGENDA ITEM
Discussion and possible action on Easement with WPS at 1801 Burek Avenue
BACKGROUND
WPS is requesting an easement to install underground electrical conductors and natural gas piping to serve the new Drinking Water Treatment Facility at 1801 Bugbee Ave.
FISCAL IMPACT
Cost of the service is approximately \$2,700 and included in the project budget.
STAFF RECOMMENDATION
Staff recommends approving the easement.
Staff contact: Eric Lindman 715-261-6745



Legend

- Road Names
Parcels
Parcel Lot Lines
Land Hooks
Section Lines/Numbers
Right Of Ways
Named Places
Municipalities
2020 Orthos Countywide
Red: Band_1
Green: Band_2
Blue: Band_3



68.76	0	68.76 Feet
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NAD_1983_HARN_WISCRS_Marathon_County_Feet

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means.

Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

ELECTRIC UNDERGROUND AND GAS EASEMENT

THIS INDENTURE is made this _____ day of _____, _____, by and between **City of Wausau, a Municipal Corporation**, ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the Parcel described in Marathon County Register of Deeds, recorded as Document Number 1745569, being part of the Northeast Quarter of the Northwest Quarter (NE 1/4-NW 1/4) of Section 24, Township 29 North, Range 7 East, **City of Wausau, County of Marathon, State of Wisconsin**, as shown on the **attached Exhibit "A"**.

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)
29129072420985

- 1. Purpose: ELECTRIC UNDERGROUND AND GAS** - The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground, as well as pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of electric energy, signals, television and telecommunications services; natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written.

City of Wausau, a Municipal Corporation

Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
COUNTY OF _____)SS

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____

City of Wausau, a Municipal Corporation, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name _____
Print Name _____

Notary Public, State of _____
My Commission expires: _____

This instrument drafted by: Katherine Troudt
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
August 31, 2021	Marathon	City of Wausau	700 Bugbee Ave	29129072420985
Real Estate No.	WPSC District	WR#	WR Type	I/O
1059030	Wausau-61	3281255	JCA	6000272

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY

NORTH

****Temporary Exhibit****
****Final Exhibit will be sent for approval at a later date****
****NOT FOR RECORDING****

12 FOOT WIDE EASEMENT

BUGBEE AV

BUGBEE AVE

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

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

Amending Section 10.20.080 No parking and restricted parking areas designated

Committee Action: Approved 4-0

Ordinance Number:

Fiscal Impact: Minimal to install signs

File Number: 21-0911

Date Introduced: September 28, 2021

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

Add ()

Section 1. That Section 10.20.080 No parking and restricted parking areas designated, is hereby amended to read as follows:

10.20.080 No parking and restricted parking areas designated.

....

(b) There shall be restricted parking in the following locations:

...

McIndoe Street

- 15-minute parking, south side of the street, beginning at the intersection with North 6th Street, extending 65 feet
- 2-hour parking for three spaces, north side of the street, at the 400 block east of North 4th Street

....

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

Section 3. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Katie Rosenberg, Mayor

Attest:

Mary A. Goede, Deputy Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: September 9, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, James Wadinski, Lou Larson, Debra Ryan, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Niksich, Nathan Miller, Cord Buckner, Tom Kilian, Tammy Stratz, Lori Wunsch

Discussion and possible action on creating two hour parking stalls on McIndoe Street between North 5th Street and North 4th Street

Wesolowski was contacted by Mary Forer of the Historical Society. If this roadway was still State Highway 52, adding parking would not be ideal. Wesolowski would like to mark the stalls so people get used to cars possibly parking there. He would also like to add some diagonal markings and cross hatching up to the stalls to move traffic over.

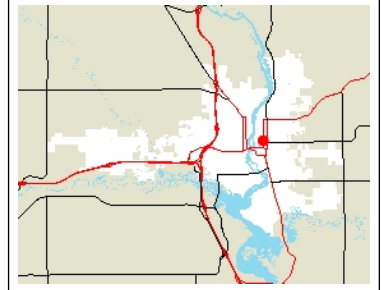
Wadinski questioned the number of stalls proposed, if this would be safe with traffic coming around the corner, and if parking should be all the way to 3rd Street. Wesolowski said there is no room for more than three parking stalls up to 4th Street because of a driveway and the intersection. There was not a request to add stalls between 3rd Street and 4th Street. The stalls are far enough west that the pavement markings Wesolowski described should control the flow coming off the corner.

Larson moved to approve adding three parking stalls as proposed. Ryan seconded.

Miller indicated this would have to be added to the ordinance. An ordinance resolution will be included in a future Council packet.

There being a motion and a second, motion to approve carried unanimously 4-0.

AGENDA ITEM
Discussion and possible action on creating two hour parking stalls on McIndoe Street between North 5 th Street and North 4 th Street
BACKGROUND
The Marathon County Historical Society located at 410 McIndoe Street has requested the City Engineering Department look at parking on McIndoe Street and the possibility of adding parking on the 400 block. After reviewing the street conditions and conversations with Mary Forer, Executive Director, Engineering is recommending parking stalls be added to the north side of McIndoe Street at the location shown on the attached map. The parking stalls are requested to be 2 hour parking. The stalls would be painted to delineate traffic.
FISCAL IMPACT
Minimal, marking stalls and sign.
STAFF RECOMMENDATION
Staff recommends approving the parking stalls with 2 hour parking.
Staff contact: Allen Wesolowski 715-261-6762



Legend

- Parcel
- Section Line/Number
- Municipality

Map Created: 9/2/2021

25.00 0 25.00 Feet



NAD_1983_HARN_WISCRS_Marathon_County_Feet

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

Notes

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

CONFIRMATION OF MAYOR'S APPOINTMENTS

to Boards, Commissions and Committees: *Liberation and Freedom Committee*

File Number: 21-0903 **Date Introduced:** September 28, 2021

Liberation and Freedom Committee

Chris Norfleet (1)
New Citizen member

221 Scott St

Term Exp. 4/30/24

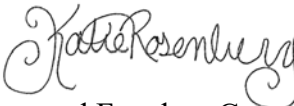
715-203-2093

Approved:

Katie Rosenberg, Mayor



MEMORANDUM

DATE: September 23, 2021
TO: Mary Goede
FROM: Mayor Katie Rosenberg 
RE: Appointment to Liberation and Freedom Committee

Please add the following appointment to the agenda for the Council Meeting on Tuesday, 9/28/21. If you have any questions, please call my office.

Thank you.

LIBERATION AND FREEDOM COMMITTEE

New appointment

Chris Norfleet (Term expires 4/30/24)
221 Scott St
Wausau, WI 54403
715-203-2093
Chrisnorfleet007@gmail.com

Interest Statement: The goal is to get the community on the same page when representing all community members as citizens, a healthy, cooperative working and living relationship as a community from different backgrounds. My qualifications are my character and love of the community that I have participated in for the past 4 years. I believe as a black man, I bring a necessary perspective to the discussion of inclusion.



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 *

Chris

Last Name *

Norfleet

Address *

Street Address

221 Scott st

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

Wisconsin

Country

Marathon

Phone *

(715)203-2093

Email *

chrisnorfleet007@gmail.com

Years as a Wausau Resident, if applicable *

6 years

Occupation/Employer, if applicable

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

Liberation and Freedom Committee

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

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

The goal is to get the community on the same page when representing all community members as citizens.

A healthy cooperative working and living relationship as community from different backgrounds.

What qualifications can you bring to these Committees? *

Character, love of the community and I have participated in community for past 4 years, I do believe as a black man I bring a necessary perspective to the discussion of inclusion.

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

None

Other Community Involvement

References(Please Include 3)

Reference

First Name *

Sandra

Last Name *

Marvel

Address *

Street Address

616 Wisconsin St

Address Line 2

City

Eau Claire

Postal / Zip Code

54703

State / Province / Region

Wisconsin

Country

Chippewa county

Phone *

(715)456-5544

Relationship to You *

Partner

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

Resolution in Support of Environmental Justice – COW Updates 9/8/2021

Drafted by Wausau City Council

WHEREAS, Wausau has affirmed our commitment to being a community for everyone in aspiration and in reality, including building an inclusive, and welcoming place to live, learn, work, and enjoy life; and

WHEREAS, we continue to rise to meet the challenges that misunderstandings about our diverse experiences may present. We seek to listen to understand each other. We aspire to learn from each other about our diverse experiences and barriers so we can empathetically and soundly inform our community's policies; and

WHEREAS, the City of Wausau is committed to engaging the community on policies that affect residents, citizens, workers, employers, and visitors; and

WHEREAS, the principles of environmental justice can help build public policy based on respect and equity for all people, free from discrimination or bias; and

WHEREAS, Environmental Justice is defined by the United States Environmental Protection Agency as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies; and

WHEREAS, the City of Wausau seeks to actualize the goal of ensuring residents, citizens, workers, employers, and visitors enjoy the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work; and

WHEREAS, the federal government has iteratively established robust policy addressing the fair treatment of all citizens, residents, visitors, and businesses with special focus on how policies may impact minority and low-income areas across departments and divisions from the Civil rights Act of 1964 to the Environmental Protection Agency's 1992 establishment of an Environmental Justice Office to President Joe Biden's 2021 Executive order 12898; and

WHEREAS, the Wisconsin Department of Natural Resources reaffirms the state of Wisconsin's commitment to clean air and healthy landscapes as foundations of Wisconsin's environment and quality of life; and

WHEREAS, both the EPA and the DNR are vested with wide regulatory authority to ensure public and private land users and businesses are adhering to the laws, guidelines, and orders that protect our air, land, and water quality in addition to obeying standards as they relate to investigation and cleanup of environmental contamination and redevelopment of contaminated properties; and

WHEREAS, the City of Wausau seeks to affirm our commitment as good partners to all citizens, residents, visitors, and businesses who seek to live and thrive in the city by committing to work with the DNR and EPA in our respective authorities to ensure our work together meets environmental justice standards; and

WHEREAS, the City of Wausau has supported work toward achieving these goals over the last decade through policy writing, participation in, supporting the East Riverfront Brownfields Area-Wide Plan and application for the EPA planning grant in 2013, the 2015 the North Central Wisconsin Regional Planning Commission's Regional Livability Plan, the 2017 Metro Region Economic Development Assessment, the 2019 resolution supporting HR763 – the Energy Innovation and Carbon Dividend Act, and the 2021 We Are Wausau resolution supporting our diverse community; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Wausau, Marathon County, Wisconsin that The City of Wausau will use environmental justice principles during policymaking and develop a plan with clear goals for meaningful public engagement. The plan should ensure that those responsible for decisions that could affect the quality of life for residents, citizens, workers, employers, visitors, neighborhoods and our City at large hear and consider meaningful, timely, inclusive, accessible public comment, with the intention of being responsive to that public input; and

BE IT FURTHER RESOLVED that the City will develop and maintain an active GIS-based inventory of environmental justice areas in Wausau using the EPA's EJSCREEN, the EPA's Environmental Justice Screening and Mapping Tool. The inventory will be updated every two years and be provided to city alders at the beginning of their terms as well as city staff as appropriate.

COMMITTEE OF THE WHOLE A STANDING COMMITTEE OF THE COMMON COUNCIL

Date and Time: Wednesday, September 8, 2021 at 6:30 pm., Council Chambers

Members Present: Pat Peckham, Michael Martens, Tom Kilian, Tom Neal, Jim Wadinski, Becky McElhaney, Lisa Rasmussen, Dawn Herbst, Sarah Watson, Lou Larson, Deb Ryan and Mayor Katie Rosenberg

A quorum was present. Chairperson Becky McElhaney called the meeting to order.

Becky McElhaney stated there are three Environmental Justice resolutions in the COW packet. *Link to packet:* https://www.ci.wausau.wi.us/Portals/0/Departments/Council/Archives/Council/Committee%20of%20the%20Whole/2021/COTW_20210908_Packet.pdf

McElhaney explained the first resolution (*on pages 2-4*) was originated in the Liberation and Freedom Committee, reviewed by the legal department, considered by Public Health & Safety Committee, and forwarded to Council August 8th. Council referred this Version #1 resolution to this Committee of the Whole for further discussion and public comment. A second resolution was submitted by Alder Lisa Rasmussen (*pages 24-25*) and will be referred to as Version #2. A third resolution submitted by Mayor Katie Rosenberg (*pages 98-99*) will be referred to as Version #3. McElhaney opened the floor for public comment.

Public Comment

- 1) Bruce Grau, 1115 N 10th St, spoke in favor of Environmental Justice and the inclusion of “equity”
- 2) David Eckmann, 200 Washington St, President and CEO of Chamber of Commerce, spoke on behalf of business and industry in the community and expressed concerns of adverse effects from the resolution.
- 3) Terry Kilian, 133 E. Thomas St, Co-Spokesperson for Citizens for Clean Wausau, spoke in support of Environment Justice and the importance of including the word “equity” in the resolution.
- 4) Gary Gisselman, 319 Park Ave, former Alderperson District 5, spoke in favor of the resolution and the history of the word “equity.”
- 5) Michael Tomsyck, 1323 S. 11th Ave, on behalf of Kolbe & Kolbe Millwork, did not feel a separate EJ resolution was necessary, nor additional regulations, but if adopted, favored Version #2 over the others.
- 6) William Harris, 316 ½ N. 3rd St, Apt C, Marathon County Board Supervisor, District 3, spoke in support of Version #1 or #3 and of including the word ‘equity.’

Discussion and Possible Action Regarding Resolution Supporting Environmental Justice

Full meeting discussion can be accessed on YouTube: https://www.youtube.com/watch?v=PL_Ecj-mejA

Lisa Rasmussen explained she submitted Version #2 with the help of city staff’s research, to incorporate by reference the provisions of Title 6, the work of the agencies; and the skill sets of the agencies that are tasked with carrying out the tenants of environmental justice, both the EPA and Wisconsin DNR. She wanted it to recognize that we respect and support their authority and support the work that they do. She stated Version #2 includes the programs that are currently available and managed by those two agencies, and also makes a positive statement toward safe living environments and neighborhoods for all citizens. It incorporates the word “equity” on page 2 as part of the operating message of the DNR.

Rasmussen indicated her concern with Version #1 is that it calls for series of subsequent actions by the Council that could have lasting negative impacts on commerce and growth in this area. Her only concern with Version #3 from the Mayor, is the Be It Resolved clause at the end which states the city will use an environmental justice lens when discussing how to use Federal Infrastructure Funds, should Congress approve the trillion dollar Federal Infrastructure Bill. She felt this is earmarking funds we don’t have yet or know if we are ever getting, while the city is sitting on a backlog street projects and unfixed infrastructure worth \$96 million.

Tom Kilian clarified regarding the origins of Version #1, noting that Evanston, Illinois was the first municipality in the Midwest to pursue something like this. He pointed out the EPA Region 5 interfaced with Evanston on the resolution and the EJ mapping. He stated equity is inherent in environmental justice by definition and application, as well as public engagement, and these are two critical elements that should not be removed.

Kilian felt Version #1 was the more robust comprehensive resolution and Version #3 was a positive potential alternative. The portion in Version #3 that states: “Now therefore, be it resolved... that the City of Wausau will use

environmental justice principles during policy making *by developing a plan* with clear goals for meaningful public engagement.” He suggested it would be a little more comprehensive if “*by developing a plan...*” was changed to “*and develop a plan...*” He also suggested where it states “the principles of environmental justice can help build policy based on *respect and equality* for all people...” to be changed to “*respect and equity*.”

Lou Larson stated he fully supported Version #1 because he felt it was fair and equitable; he did not thin Version #2 was a good fit for Wausau; he could support Version #3 if the word “equity” was included.

Mayor Katie Rosenberg provide the background of her version, stating she based it on the conversation she heard here at Council, as well as the draft by Kilian. She indicated she did not have a problem with adding “equity” to her version and that they should feel free to amend it however they wished. She explained she included the Federal infrastructure portion because it has been reported this Federal framework will include those racial equity guidelines and implementation. She reiterated the Council should decide how they want to implement this.

Sarah Watson stated Version #2 seemed very Federal and State focused and not enough of the City of Wausau. She liked Version #3, but agreed it was premature to put in the Federal Infrastructure plan. She suggested using Version #3, replacing the word “equality” with “equity” in the fourth Whereas; removing the eighth Whereas which includes the infrastructure framework; removing the final Be It Resolved and put “the environmental justice lens” somewhere else; and switch the Be It Further Resolved, so that the inventory is first and then the policy making tool. She stated she liked that Version #2 gave a bit more of a shout out to the EPA and the DNR for what they do and suggested bringing this component over into Version #3.

Tom Neal stated he felt Version #1 was very ponderous and needlessly redundant, with some things he didn’t feel should even be included in it because they were not germane. He wanted something more to the point and had an element of the City of Wausau’s statement within it. He found Version #2 to be a very informative document but not a statement of philosophy. He agreed they should take a little of the Version #2 content to add to Version #3 to add a little meat or information and use Version #3 as our city statement.

Motion by Kilian, second by Peckham to approve Version #3 with the amendments to: 1) change “by developing a plan” to “and develop a plan”; 2) change “respect and equality” to “respect and equity”; 3) add historical information from Version #2; 4) remove the last Be It Resolved paragraph regarding the Federal funding; and 5) remove the 8th Whereas.

Deb Ryan indicated she did not review her packet until Tuesday and did not understand which documents were the three versions, so she did not feel she could not make an informed decision or vote on anything tonight. Discussion continued.

Vote on the motion on the floor: Motion carried 8-3. (*Rasmussen, Ryan, and Herbst were the dissenting votes*)

Motion by Peckham, second by Kilian to amend Version #3 to add language to the last Be It Resolved after the first sentence which states “The city will develop and maintain an active GIS-based inventory of environmental justice areas...” add the sentence: “The inventory will be updated every two years and will be provided to each city alderperson at the beginning of their terms, as well as city staff as appropriate.” Motion carried 10-1. (*Ryan was the dissenting vote*)

Motion by Neal, second by Watson to direct the Mayor to choose which informational/historical elements of Version #2 should be included in Version #3. Motion carried 9-2. (*Larson and Ryan were the dissenting votes*)

Motion by Wadinski, second by Larson to approve and forward Version #3 as amended to the full Council. Motion carried 10-1. (*Ryan was the dissenting vote*)

Adjourn

Motion by Watson, second Wadinski to adjourn the meeting. Chair McElhaney declared the meeting adjourned at 8:00 pm.

Resolution in Support of Environmental Justice – ~~Version 9/3/2021~~COW Updates 9/8/2021

Drafted by ~~Wausau Mayor Katie Rosenberg~~Wausau City Council

WHEREAS, Wausau has affirmed our commitment to being a community for everyone in aspiration and in reality, including building an inclusive, and welcoming place to live, learn, work, and enjoy life; and

WHEREAS, we continue to rise to meet the challenges that misunderstandings about our diverse experiences may present. We seek to listen to understand each other. We aspire to learn from each other about our diverse experiences and barriers so we can empathetically and soundly inform our community's policies; and

WHEREAS, the City of Wausau is committed to engaging the community on policies that affect residents, citizens, workers, employers, and visitors; and

WHEREAS, the principles of environmental justice can help build public policy based on respect and ~~equality~~equity for all people, free from discrimination or bias; and

WHEREAS, Environmental Justice is defined by the United States Environmental Protection Agency as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies; and

WHEREAS, the City of Wausau seeks to actualize the goal of ensuring residents, citizens, workers, employers, and visitors enjoy the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work; and

WHEREAS, the federal government has iteratively established robust policy addressing the fair treatment of all citizens, residents, visitors, and businesses with special focus on how policies may impact minority and low-income areas across departments and divisions from the Civil rights Act of 1964 to the Environmental Protection Agency's 1992 establishment of an Environmental Justice Office to President Joe Biden's 2021 Executive order 12898; and

WHEREAS, the Wisconsin Department of Natural Resources reaffirms the state of Wisconsin's commitment to clean air and healthy landscapes as foundations of Wisconsin's environment and quality of life; and

WHEREAS, both the EPA and the DNR are vested with wide regulatory authority to ensure public and private land users and businesses are adhering to the laws, guidelines, and orders that protect our air, land, and water quality in addition to obeying standards as they relate to investigation and cleanup of environmental contamination and redevelopment of contaminated properties; and

WHEREAS, the City of Wausau seeks to affirm our commitment as good partners to all citizens, residents, visitors, and businesses who seek to live and thrive in the city by committing to work with the DNR and EPA in our respective authorities to ensure our work together meets environmental justice standards; and

WHEREAS, the City of Wausau has supported work towards achieving these goals over the last decade through policy writing, participation in, supporting the East Riverfront Brownfields Area-Wide Plan and application for the EPA planning grant in 2013, the 2015 the North Central Wisconsin Regional Planning Commission's Regional Livability Plan, the 2017 Metro Region Economic Development Assessment, the 2019 resolution supporting HR763 – the Energy Innovation and Carbon Dividend Act, and the 2021 We Are Wausau resolution supporting our diverse community; and

~~WHEREAS, environmental justice principles are a part of the trillion-dollar federal infrastructure framework that passed the US Senate in August 2021 and it includes directing 40% of climate and clean energy investments into communities of color and low-income neighborhoods; and~~

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Wausau, Marathon County, Wisconsin that The City of Wausau will use environmental justice principles during policymaking ~~by and~~ developing a plan with clear goals for meaningful public engagement. The plan should ensure that those responsible for decisions that could affect the quality of life for residents, citizens, workers, employers, visitors, neighborhoods and our City at large hear and consider meaningful, timely, inclusive, accessible public comment, with the intention of being responsive to that public input; and

BE IT FURTHER RESOLVED that the City will develop and maintain an active GIS-based inventory of environmental justice areas in Wausau using the EPA's EJSCREEN, the EPA's Environmental Justice Screening and Mapping Tool. The inventory will be updated every two years and be provided to city alders at the beginning of their terms as well as city staff as appropriate.; ~~and~~

~~BE IT FURTHER RESOLVED that the City will use an environmental justice lens when discussing how to use federal infrastructure funds should Congress approve the trillion-dollar federal infrastructure bill.~~

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the execution of contracts related to the Enterprise Resource Planning System (ERP) and related 2021 budget modification and establishing the project priority in the 2022 budget.

Committee Action: Approved 5-0

Fiscal Impact: \$1,689,469

File Number: 20-1109

Date Introduced: September 28, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☒ No ☒	<i>Budget Source: A small portion - \$167,000 in 2021</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount: \$1,689,469</i>
	<i>Recurring Costs:</i>	Yes ☒ No ☐	<i>Amount: \$155,229 increased maintenance costs annually beginning 1/1/2024</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☒ No ☐	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City/County financial software is 27 years old, lacks necessary Human Resource modules and is considered obsolete; and

WHEREAS, the 2021 budget provided \$167,000 for year one of a multi-year funding of the ERP software replacement; and

WHEREAS, the City and County have completed a robust competitive evaluation process and unanimously selected the vendors and completed the negotiation process; and

WHEREAS, the implementation process will be rigorous and the ideal implementation schedule proposes a project start of October 2021 with go live on January 2023; and

WHEREAS, the capital cost of \$5,892,367 will be shared by the City and County in the amount of \$1,689,469 and \$4,202,898 respectively which is higher than originally projected; and

WHEREAS, the City and County desire to enter into a contract to begin the implementation which requires that funding be authorized; and

WHEREAS, Marathon County approved moving forward with the project at their meeting on September 21, 2021

WHEREAS, the CIP committee ranked the 2022 project as number 2 followed only by an Airport project that was funded primarily by FAA funding; and

WHEREAS, your Finance Committee has reviewed and recommended the City proceed with the execution of the contract and the related financial obligation; and

WHEREAS, the additional costs will be funded through the 2022 and 2023 CIP program.

NOW, THEREFORE BE IT RESOLVED the Common Council of the City of Wausau does hereby authorize the following:

1. The City shall amend the 2021 CIP Fund budget to reflect the full amount of the estimated implementation cost of \$1,689,469
2. The 2022 CIP ranking shall reflect the ERP project as the highest priority project as identified by the committee's rankings.
3. The proper officials are authorized and directed to finalize negotiations and project acceptance, execute the necessary contracts and initiate implementation of the project.

Approved:

Katie Rosenberg, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, August 10, 2021 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Dawn Herbst, Sarah Watson Michael Martens, and Deb Ryan (*entered late*)

Others Present: Maryanne Groat, Anne Jacobson, Bob Barteck, Matt Barnes, Gerald Klein, Eric Lindman, Katie Rosenberg, Toni Vanderboom, Tom Neal, Mary Goede, Michelle Van Krey,

Discussion and presentation on Workday enterprise resource planning (ERP) software evaluation and implementation

Groat stated the city is undertaking migration to new Enterprise Resource Planning (ERP) software as one of the biggest implementations that the IT Department/city staff has undertaken.

An in-depth PowerPoint Presentation was made by Groat and can be viewed in its entirety on YouTube:

<https://www.youtube.com/watch?v=8GqTrZ2eEwE>

Motion by Watson, second by Herbst to move this item to Council for consideration on August 24, 2021. Motion carried 5-0.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: August 3, 2021

RE: ERP Software purchase

The City, County and CCITC have been running Cayenta financial software since 1993. Twenty eight years is a very long time and the software lacks many of the technology capabilities found in modern software. The software relies on paper transaction processing that requires paper to document each transaction and the approval process. The system is missing important functional human resource management modules. The software shortcomings results in staff maintaining and reconciling supporting spreadsheets.

Extensive Selection Process

The City and County received partial funding for new ERP software as part of the 2021 budget. The group hired Berry Dunn consulting to assist with the RFP process. They were also commissioned to review our existing procedures and develop new workflows that maximized efficiency and improved information accessibility.

The robust and comprehensive process started in June of 2020 when a survey was distributed to all departments seeking feedback regarding their current software experiences and expectations for the new software. Berry Dunn used the survey and information sessions to develop our software requirements. The first draft of the RFP was completed by mid-October 2020. The RFP was released later in 2020 and 12 proposals were received in early 2021. The group reviewed the proposals with our system requirements in hand and narrowed the proposals to the top three candidates. In March 2021, we scheduled demonstration sessions with the three vendors. All departments were invited to attend the sessions. Each vendor session was 2.5 days long with dual tracks of HR and financial modules. The vendors were provided scripts in advance to ensure that all aspects and capabilities of the software were presented. After demonstrations concluded the oversight committee narrowed the selection to the top 2 vendors. Staff invested significant hours speaking with references on the software capabilities and implementation processes. At the end of May 2021 another software session was conducted with the two top candidates. These organization wide sessions allowed staff to actually use the software and provided an opportunity to further understand each vendor's implementation approach. In June 2021, after five months of rigorous evaluation work the oversight committee unanimously selected Workday software and their installation partner Collaborative Solutions as the vendors of choice.

Since June the group has been working with Workday and Collaborative Solutions to develop the statement of work and establish implementation schedules.

The project was submitted in the 2022 CIP budget and cost figures are still being refined. The final numbers are:

	2021	2022	2023	2024**
TOTAL COSTS	\$1,301,729	\$4,450,319	\$1,618,609	\$889,832
IMMEDIATE SAVINGS		(13,000)	(119,505)	(388,985)
NET COSTS	\$1,301,729	\$4,437,319	\$1,499,104	\$500,847
COUNTY SHARE	\$922,765	\$3,129,266	\$1,078,358	\$338,435
CITY SHARE	\$378,964	\$1,308,053	\$420,746	\$162,413

Massive Project Undertaking

ERP is an acronym for Enterprise Resource Planning. This will be the largest implementation undertaking and will impact every department in the City and County. An ERP system is a comprehensive software that manages and automates key business processes. A list of systems included in this conversion are:

Accounts payable	Procurement
Accounts receivable	Employee Recruiting and selection
Payroll	Employee training management and monitoring
General ledger	Employee onboarding
Operating budget	Employee benefit management
Capital budget	Compensation management
Financial and compliance Reporting	Employee performance management
Job costing	Employee leave management
Grant management	Inventory management
Point of sale(Revenue Receipting)	Fleet tracking
Time tracking	Purchasing card automation
Fixed asset accounting	Travel tracking and reimbursement
Debt and investment tracking	Document imaging
Banking	

While most of these components will reside in Workday additional implementations are included in the project scope including Can/Am technology point of sale, Cartegraph Public Work, and

Tracker debt, and investment management software. In addition, integrations will be built for many existing and new systems including municipal court software, tax software, special assessment software, utility billing, parking enforcement and community development loan software.

The new software will provide significant advancements that will improve financial information accessibility and quality. Examples of these advancements include:

- Employee portal that provides employees with online access to their payroll stubs, W-2's and other pertinent information.
- Integrated workflow which creates transaction and moves the transaction through the review, approval and creation electronically. This eliminates paper and reduces time spent shuffling papers from desk to desk. It also improves access to documents since they are created and stored electronically.
- Improved financial reporting will eliminate all of the excel spreadsheets used to track information not available in our existing system.
- The software incorporates flexible customizable dashboards that organize and display important information in one easy to access location.
- Improved capital, project and grant management accounting.
- The new software supports improved security which will protect data and work continuity.

The efficiencies gained will allow staff to redirect saved time to financial planning, spending management and resident service efforts.

Project Timing and Sustained Momentum is Critical

The project is expected to take 14-16 months. The implementation schedule must consider existing peak workloads such as yearend payroll compliance reporting. The implementation schedule usually targets go live dates at the beginning of a year or quarter to ensure payroll data is intact for timely compliance reporting.

The implementation is going increase staff workloads since existing work will continue while the planning, design, implementation and testing of the new system occurs. During our reference checks we were counseled to expect significant turnover due to employee fatigue. The budget includes additional part time temporary staff to help manage the increased workload.

Many hours of staff and consultant time have been invested to select a vendor. We need to keep the momentum going so that the benefits can be realized.

Collaboration Increased

The implementation of the Workday software will increase the collaboration of the City and County. The new software will utilize a single chart of accounts, vendor and customer list for the City, County and CCITC. Procedures will be standardized across all organizations. This will help with the training new employees and manage staffing vacancies. It will also allow CCITC to

manage and maintain our software in an efficient manner. This collaboration and savings can only be achieved if implementation occurs across all three entities.

Northcentral Technical College is also implementing Workday software.

Approval and Project Start

CIP ranking occurred on August 9th. The current implementation schedule envisions contract negotiations would be completed in September/October with the project kick off to occur immediately after contract signing. Since this is ahead of the 2022 budget adoption the finance committee and common council would need to adopt a resolution authorizing the contract execution and commit of funds.

A presentation will be presented to the Finance Committee and Common Council on August 10th. We are hoping that this presentation will provide the council with an opportunity to ask questions and seek clarification prior to the contract execution and commitment of funds resolution.



Moving Wausau Forward : The Value Of A Workday Investment

Prepared For The City of Wausau Wisconsin

ERP Software – Enterprise Resource Planning

Largest IT Undertaking

Accounts payable

Accounts receivable

Payroll

General ledger

Operating budget

Capital budget and management

Financial and compliance Reporting

Job costing

Grant management

Point of sale(Revenue Receipting)

Time tracking

Fixed asset accounting

Debt and investment tracking

Banking

Procurement

Employee Recruiting and selection

Employee training management and monitoring

Employee onboarding

Employee benefit management

Compensation management

Employee performance management

Employee leave management

Inventory management

Fleet tracking

Purchasing card automation

Travel tracking and reimbursement

Document imaging

Extensive Selection Process

June 2020- June
2021

- Outside consultant, Barry Dunn, to develop requirements, write RFP, manage vendor review and selection, develop efficient workflows
- Oversight Committee CCITC, County and City Finance and HR personnel
- Surveyed all departments for needs
- 12 proposals received
- Top 3 vendor demonstrations over 8 days – organization wide - stakeholders in attendance.
- Hours of reference interviews regarding implementation, support, fees, software maintenance and upgrades, efficiencies gained
- Top 2 vendors – 2nd vendor session – test drive the software – organization wide – stakeholders in attendance.
- Top 2 vendors – additional implementation approach review.

Unanimous selection of Workday software and installation partner Collaborative Solutions

Workday Understands the ERP Project Goals for the City of Wausau

- Electronic workflows and approvals
- Eliminate paper-based processes and manual entries
- Improve processes like capital and grant mgmt



- Use new technology and harness efficiencies
- Increased collaboration with Marathon County

- Improve access to data and information
- Improve financial reporting
- Provide access to analytical tools in order to make better-informed decisions across all entities



Benefits For the City of Wausau

Technology Simplification



Reduced cost of ownership

Reduced cost of ongoing IT support

Reduced cyber security risk and lower associated maintenance

Eliminated infrastructure costs

\$87K

HR and Finance Transformation



Eliminated exporting and reconciliation of HR, payroll and financial data

Removal of paper forms and manual processes provide self service portals

Improved visibility into Finance and HR processes

Re-focusing of staff on strategic tasks that directly benefit the City

TBD

Increased collaboration with county

Business Effectiveness



Reduced cost of payroll

Improved cost center accountability

Reduced supplier spend

Increased insight into payroll and procurement

TBD

... As well as Bottlenecks That Inhibit Efficiency

DISPARATE SYSTEMS

- **Producing Information** requires heavy lifting
- **Ad Hoc** information is difficult to obtain
- **Difficult** to get a complete picture of the City



ANTIQUATED PROCESSES

- **Spreadsheets** and paper govern processes
- **Manual** keying of data into multiple systems
- **Verification** of data is time consuming



SUPPORT HEAVY TECHNOLOGY

- **Current IT Applications** create a need for workarounds
- **Information** becomes fragmented and unreliable
- **Finance and HCM Processes** become cumbersome and lengthy



LIMITED ENABLEMENT

- **Self Service** is limited
- **Mobile capabilities** don't exist
- **Transactional work** supersedes business partnering



It's time for something new that will benefit everybody

The Current Technology Also Creates Risk

Government Data Breaches

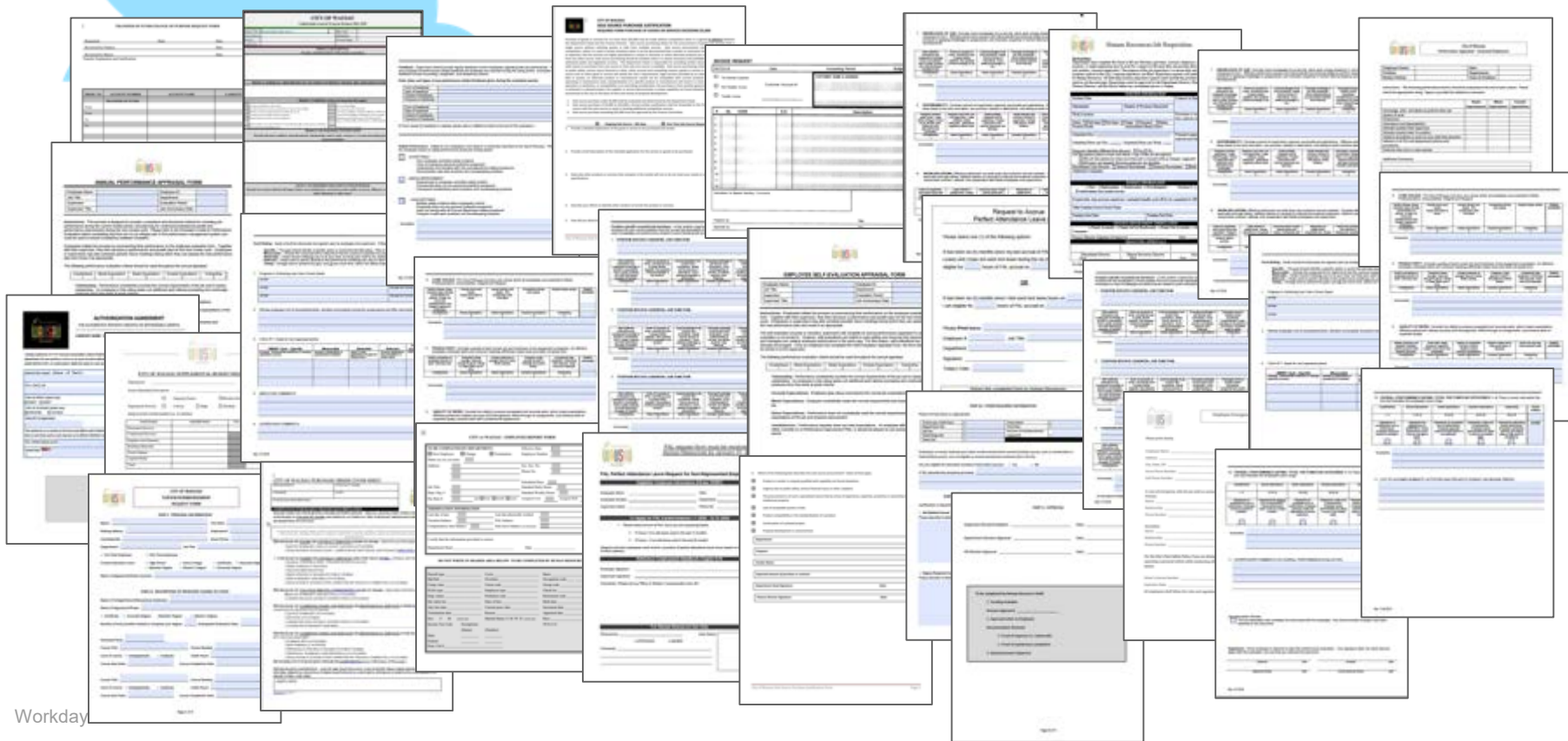
65K+

Employee records that were hacked
by an outside party or infected by
malware across state and local
government Between 2015 and 2018
(Privacy Rights Clearinghouse)

\$78

Avg. cost for each lost
or stolen record
(IBM Ponemon 2019)

Paper Forms and Manual Processes Inhibit Efficiency



HR and Finance Transformation With Workday



Eliminated exporting and reconciliation of finance, payroll and HR data

Increased insight into Payroll and Procurement

Improved visibility into finance and HR processes

Re-focusing of staff on strategic functions that directly benefit the City



When COVID hit, we immediately set up remote management for payroll, receivables, and other critical finance processes and continued operating without a hitch. We couldn't have done that without Workday

Mark Gassaway, Finance Director, Clark County (WA)

A number of HR roles have changed for the better following our implementation of Workday HCM. Now our HR staff has more time to develop new initiatives and programs to benefit employees and the city

Karen Niparko, Executive Director, HR, City and County of Denver



DENVER
THE MILE HIGH CITY

City and County Collaboration Benefits Everyone

SHARING

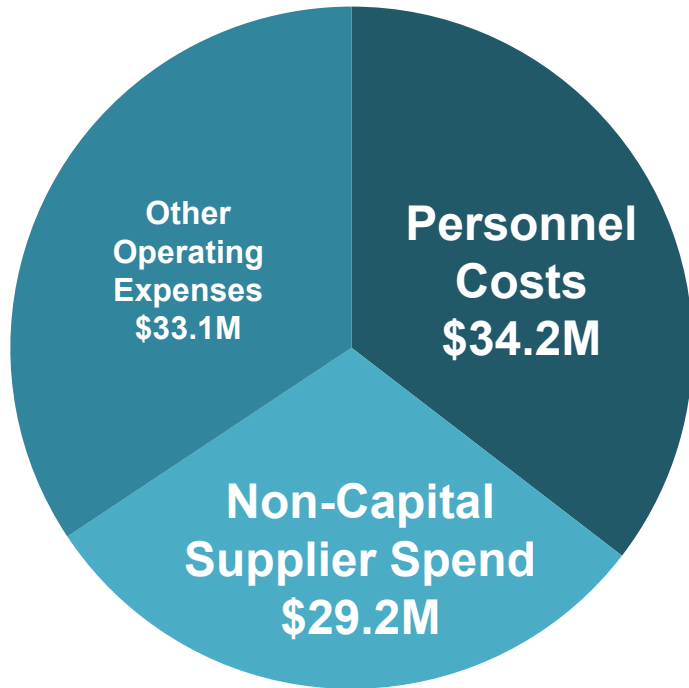
- Shared software for all 27 processes noted earlier
- Single chart of accounts
- Single vendor list
- Single customer list
- Standardized workflow for processes

REAPS BENEFITS

- Reduced software costs
- Reduced IT support efforts
- Efficient staff training
- Improved knowledge sharing



Can Personnel and Supplier Costs Be Better Controlled?



- **Approx. 35%** of the City's FY21 Expenditures are for **Personnel Services** while another **30%** is for **Operating Costs** *
- Could the City further **maximize the impact of its talent and supplier investment** to drive strategic goals?
- How could reductions in these costs help fund the City's mission to **provide services in the most effective and efficient manner** ?

Improved Payroll Accuracy Rationale & Potential Opportunity Improvement



Why It's Important

Public sector payroll error rates *average between 1% and 2%* of payroll



Human calculation payroll error rates *range between 1% - 8%* of total payroll



Quantitative Breakdown

Total Personnel Costs*	\$34,241,904
Estimated Reduction in Payroll Costs	1.0%
Annual Benefit	\$342,419

Savings Potential
\$342K



City of Rochester, NY

40% Reduction in payroll errors resulting in overpayments



In a 5-month period, there was an **89% decrease** in the number of manual payroll adjustments

Increased Spend Controls Rationale & Potential Opportunity Improvement

Why It's Important

- **Billions of dollars are lost** each year through fraud, waste, abuse and mismanagement across numerous programs
- **Obsolete and inefficient** financial management systems and **insufficient financial reporting** data results in incomplete, inconsistent, unreliable and untimely information
- **Financial reporting timeliness is often lacking**, which can delay management decisions needed to drive the business
- **Reporting that is available is often Incomplete, inconsistent, unreliable**

“At long last, career financial managers have the ability to propose cutting out redundancies and inefficiencies across government.”



Quantitative Breakdown

Applicable Non-Capital Spend*	\$29,219,548
Estimated Reduction in Spend	3%
Annual Benefit	\$876,586

Savings Potential
\$876K



15% Reduction in out of policy maverick spending



The City of Orlando can more accurately create cost projections and has improved coordination between procurement and accounts payable

Business Transformation With Workday



Reduced cost of payroll

Improved cost center accountability

Reduced supplier spend

Increased insight into payroll and procurement

Pierce County provides a vast array of government services that include a Sheriff's Department with a S.W.A.T Team, a ferry system and two airports, plus the Chambers Bay Golf Course. Workday has been able to support the variety of payroll practices associated with the complex compensation environment of the County

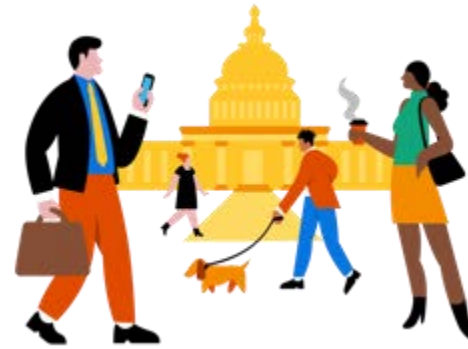
Gary Robinson, Budget & Finance Director, CFO, Pierce County



And to be clear, because we are launching Workday Financial Management and Workday HCM with payroll at the same time, that encouraged a lot of integration between HR and finance, and we've improved a lot of business processes

Jane Davis, ERP Project Manager, City of Port Orange

Workday Enables Governments Like the City of Wausau



Workers in 100+ states, cities, counties, and special districts rely on Workday everyday



The Power of One: Workday brings Finance and HCM together in a single platform along with the reporting, analytics, business intelligence and data warehousing that the City needs to make informed business decisions



Continuous Innovation: Workday is delivering on future technology today that will ensure the City's success for years to come



Customer Success: Our public sector customers give Workday a 97% customer satisfaction rating



On Time and On Budget Delivery: Workday continues to ensure that our customers go live with their HCM and Finance projects despite the challenges of a global pandemic

Workday Customers You May Know

Northcentral
Tech too!



Organizations Like You



Your Daily Life



Wisconsin Based



PROJECT COSTS

	2021	2022	2023**	2024**
TOTAL COSTS	\$1,249,992	\$3,899,408	\$1,595,138	\$865,887
SAVINGS EXISTING SOFTWARE		(13,000)	(88,505)	(357,985)
NET ADDITIONAL COSTS	\$1,249,992	\$3,886,408	\$1,506,633	\$507,902
COUNTY SHARE	\$886,549	\$2,756,629	\$1,155,582	\$352,673
CITY SHARE	\$363,443	\$1,142,779	\$413,705	\$155,229

- Based upon a 1/1/2023 Go live date.
- Comprehensive costs include point of sale software, public works fleet, debt and investment tracking.
- 2024 and beyond represent annual subscription costs in excess of existing costs. Future years will be subject to inflationary increases.
- 10 Year contract proposed.

Project timing and collaboration is crucial!!

Implementation to begin in October 2020

Go live 1/1/2022 important for payroll processes!

Pricing based upon city and county implementation.
Collaboration provides savings in software, CCITC
staff time, employee training and knowledge transfer

Sustained momentum is important

City budgeted \$167,000 in 2021 which will require a
budget modification.



RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2021 budget modification for Open Meeting Technologies Meeting Manager electronic voting software

Committee Action: Approved 5-0

Fiscal Impact: \$11,000

File Number: 20-1109

Date Introduced: September 28, 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 \$11,000</i>
	<i>Recurring Costs:</i>	Yes ☒ No ☐	<i>Amount: \$3,500</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☒	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

WHEREAS, the Common Council voting equipment and software is obsolete and replacement parts are no longer available or supported; and

WHEREAS, the Clerk has experienced increased performance issues with the existing system with software locking and sluggish response times; and

WHEREAS, CCITC searched for alternate solutions for city council and county board meetings; and selected open meeting technology software as the best solution; and

WHEREAS, the software improves meeting efficiencies and operates on multiple platforms including Android, IOS and windows or any combination; and

WHEREAS, it would be most efficient for the city and county to implement this new product at the same time to leverage training, installation services and maintenance efforts; and

WHEREAS, Marathon County is prepared to implement in 2021; and

WHEREAS, the initial cost of the product is \$11,000 with annual maintenance of \$3,500 in future years; and

WHEREAS, cost savings in personnel services have been realized in the Finance Department budget due to several vacancies which has created a funding source for the project; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to fund the software

Increase	Clerk data processing equipment	110-8098132	\$11,000
Decrease	Accounting salaries	110-4091110	\$11,000

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above

Approved:

Katie Rosenberg, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, August 10, 2021 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Dawn Herbst, Sarah Watson Michael Martens, and Deb Ryan (*entered late*)

Others Present: Maryanne Groat, Anne Jacobson, Bob Barteck, Matt Barnes, Gerald Klein, Eric Lindman, Katie Rosenberg, Toni Vanderboom, Tom Neal, Mary Goede, Michelle Van Krey,

Discussion and possible action regarding funding new council voting meeting manager software from Open Meeting Technologies

Maryanne Groat stated the voting system used in the Council Chambers has been in place for years and the technology and individuals that know how to maintain it are retired and gone. There has been continued problems with the software locking up which has been aggravated as the computers in the chambers have been updated. She indicated the County is also interested in using electronic voting. The IT Department helped the two organizations evaluate software and made a recommendation for Open Meeting Technologies. She noted one of its strongest amenities is the ability to use multiple types of hardware to do the voting, such as an iPad or Android, and if necessary in the future to vote remotely.

Groat stated the cost is approximately \$11,000 for the city's share to implement the program in the first year. By partnering with the County it will be helpful for the IT Department to implement both organizations at one time. She indicated there were some savings in accounting salaries within the Finance Department because of turnover in staff which can be used to fund the project.

Gerry Klein, Director of IT, stated in order to vote the Council members would have to use either their cell phones or their iPads. He noted if it should ever happen that they had to vote remotely from home and are participating by WebEx on their iPads, they would have to switch over to this App to vote. He commented it would probably be more convenient to have the meeting on the iPad and the cell phone next to it to vote with.

Rasmussen questioned if the App would function with a Laptop as well, for the Council members that use them. Klein indicated he would have to check into that.

Motion by Ryan, second by Martens to the funding for Open Meeting Technologies contingent upon full functionality review. Motion carried 5-0.

Cost & Payment Summary for Approval

The information below summarizes the cost of software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this proposal.

Organization Name: **City of Wausau, WI**
Billing Contact: **Leslie Kremer, City Clerk**

Issue Date: **7/7/2021**

Summary of initial upgrade subscription license & support fees:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
1	OMT Meeting Manager - Standard - Initial License Fee	1	\$ 6,250	\$ 6,250
2	OMT Initial Year 1 Subscription/Support - MM Standard	1	\$ 3,500	\$ 3,500
3	OMT Initial Year 1 Virtual Remote Hosting (One-Time Set-Up)	1	\$ 1,200	\$ 1,200
4	OMT Initial Year 1 Virtual Remote Hosting (Annual Hosting Fee)	1	\$ 1,200	\$ 1,200
5	Add-On Subgroup Initial License Fee - Local - Standard	0	\$ 2,400	\$ -
Year 1: Initial Amount Due to OMT				\$ 12,150

Year 2 and following - annual subscription/support fee renewals:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
6	OMT Meeting Manager - Standard - renewal Year 2+	1	\$ 3,500	\$ 3,500
7	OMT Virtual Remote Annual Hosting Fee - renewal Year 2+	1	\$ 1,200	\$ 1,200
8	Add-On Subgroup renewal - Local - renewal Year 2+	0	\$ 1,200	\$ -
Years 2+: Ongoing Annual Amount Due to OMT				\$ 4,700

** A 10% discount can be applied to the initial purchase license as well as 4 additional years of ongoing renewals if all fees are paid in-full upfront.

\$ 30,950 Total of initial fees plus 4 years ongoing fees. **5 Year - 10% Discount: \$ 27,855**

Acceptance of Proposal:

Please select and initial the preferred payment / licensing option below and complete signature area. By initialing and per the authorized signature below, customer hereby accepts the above prices and conditions and any special conditions noted on attached pages herein (if any). Payment is due to OpenMeeting upon receipt of invoice to be sent upon signature below.

Select and initial the preferred terms of payment and license subscription method:

☐ Payment of first year (Yr 1) licenses and then ongoing annual license fees.

☐ Pre-paid five years (Yrs 1-5) of licenses and ongoing fees. 10% Discount.

Authorized Signature: _____

Printed Name & Title: _____

Date of Acceptance: _____

Cost & Payment Summary for Approval

The information below summarizes the cost of software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this proposal.

Organization Name: **City of Wausau, WI**
Billing Contact: **Leslie Kremer, City Clerk**

Issue Date: **5/21/2021**

Summary of initial upgrade subscription license & support fees:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
1	Meeting Manager - Standard - Initial License Fee	1	\$ 6,250	\$ 6,250
	Initial Year 1 Subscription/Support - MM Standard	1	\$ 3,500	\$ 3,500
	Add-On Subgroup Initial License Fee - Local - Standard	0	\$ 2,400	\$ -
Year 1: Initial Amount Due to OMT				\$ 9,750

Year 2 and following - annual subscription/support fee renewals:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
4	Meeting Manager - Standard - renewal Year 2+	1	\$ 3,500	\$ 3,500
5	Add-On Subgroup renewal - Local - renewal Year 2+	0	\$ 1,200	\$ -
Years 2+: Ongoing Annual Amount Due to OMT				\$ 3,500

** A 10% discount can be applied to the initial purchase license as well as 4 additional years of ongoing renewals if all fees are paid in-full upfront.

\$ 23,750 Total of initial fees plus 4 years ongoing fees.

5 Year - 10% Discount: \$ 21,375

Acceptance of Proposal:

Please select and initial the preferred payment / licensing option below and complete signature area. By initialing and per the authorized signature below, customer hereby accepts the above prices and conditions and any special conditions noted on attached pages herein (if any). Payment is due to OpenMeeting upon receipt of invoice to be sent upon signature below.

Select and initial the preferred terms of payment and license subscription method: ☐ Payment of first year (Yr 1) licenses and then ongoing annual license fees.

☐ Pre-paid five years (Yrs 1-5) of licenses and ongoing fees. 10% Discount.

Authorized Signature: _____

Printed Name & Title: _____

Date of Acceptance: _____

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the 2021 budget modification for the Motor Pool Fund to transfer 2020 surplus.

Committee Action: Approved 5-0

Fiscal Impact:

File Number: 20-1109

Date Introduced: September 28, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: 2020 Surplus</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 completed 2020 with a General Fund surplus increase of \$1,041,962 and an unassigned fund balance of \$10,111,154; and

WHEREAS, the fund balance policy requires the City maintain 16.67% of General Fund Expenditures in unassigned reserves or \$5,984,390; and

WHEREAS, the Motor Pool Fund financial projections indicate future deficits due to increased investment in rolling stock replacement; increased maintenance costs due to an aging fleet and decreased revenues due to COVID 19 service restrictions and the mild 2020 winter; and

WHEREAS, the City recently replaced approximately \$2,000,000 of fire engines which also contributed to the depletion of funds; and

WHEREAS, your Finance Committee has reviewed and recommends a one-time transfer of \$900,000 to the Motor Pool Fund from the General Fund unassigned reserves and a corresponding budget modification:

Transfer to Motor Pool Fund 110-25099270

\$900,000

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above and transfer \$900,000 to the Motor Pool Fund.

Approved:

Katie Rosenberg, Mayor

FINANCE COMMITTEE

Date and Time: Wednesday, September 8, 2021 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Dawn Herbst, Sarah Watson Michael Martens, and Deb Ryan

Others Present: Maryanne Groat, Anne Jacobson, Bob Barteck, Eric Lindman, Katie Rosenberg, Mary Goede, Michelle Van Krey

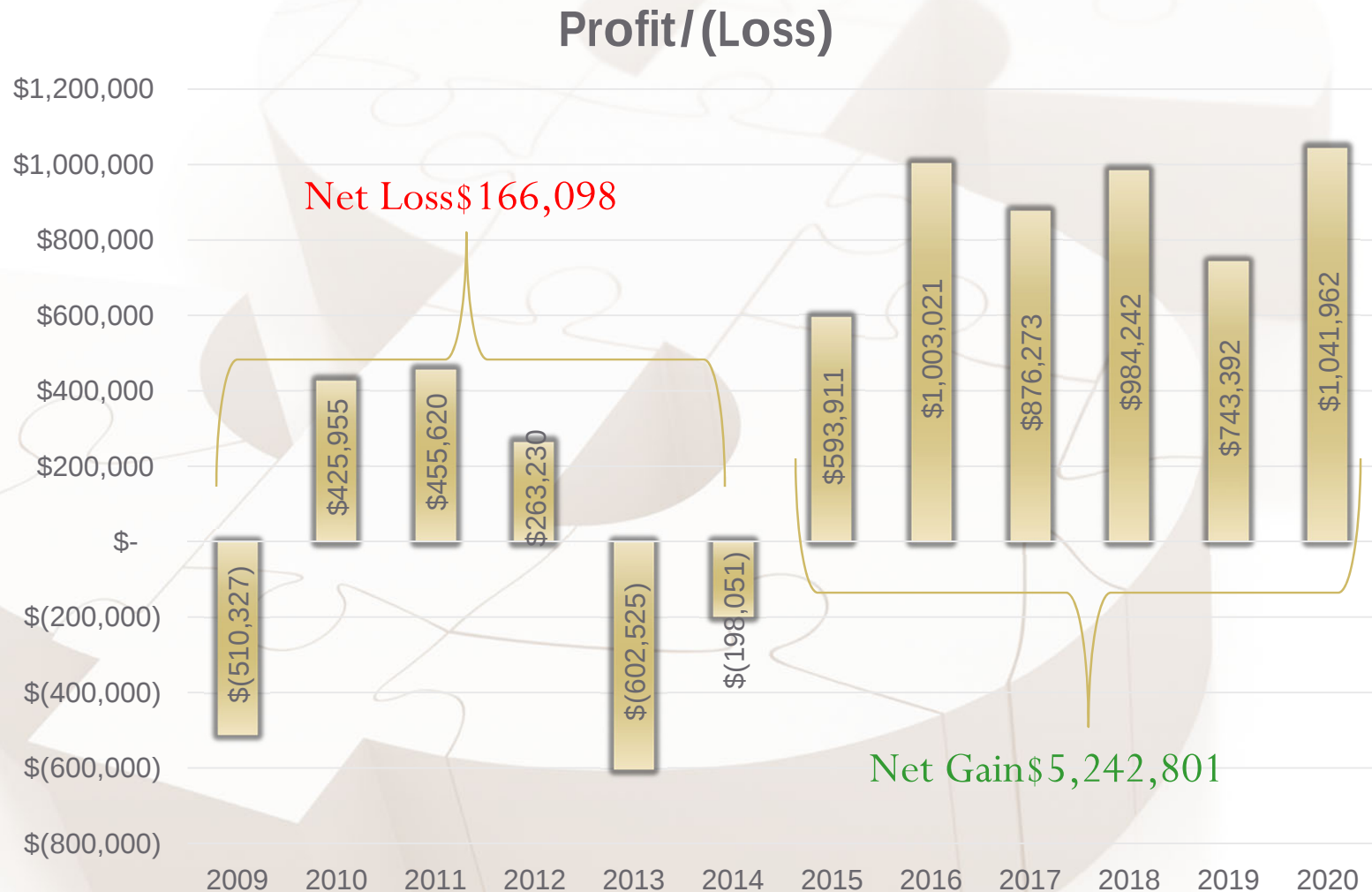
Discussion and possible action regarding transfer of 2020 financial surplus to the Motor Pool Fund

Maryanne Groat stated the Motor Pool is trying to recover the cost to purchase new rolling stock. She recommended a one-time transfer of \$900,000 from the 2020 financial surplus to the Motor Pool Fund. She commented one reason there was a \$1.41 million surplus last year is due to the mild winter. Discussion followed regarding putting the remainder of the surplus into contingency.

Motion by Watson, second by Herbst to approve the transfer of \$900,000 to the Motor Pool Fund. Motion carried 5-0.



General fund Profit Loss History





General fund Balance History

Total Fund Balance

2009 \$ 6,048,941

2015 \$10,024,148

2016 \$11,026,055

2017 \$11,903,441

2018 \$12,887,683

2019 \$13,631,075

2020 \$14,673,037

Nonspendable:

Advances:

TID #3 \$1,367,897

TID #7 \$859,801

TID #9 \$198,982

TID #12 \$898,159

Inventory \$470,511

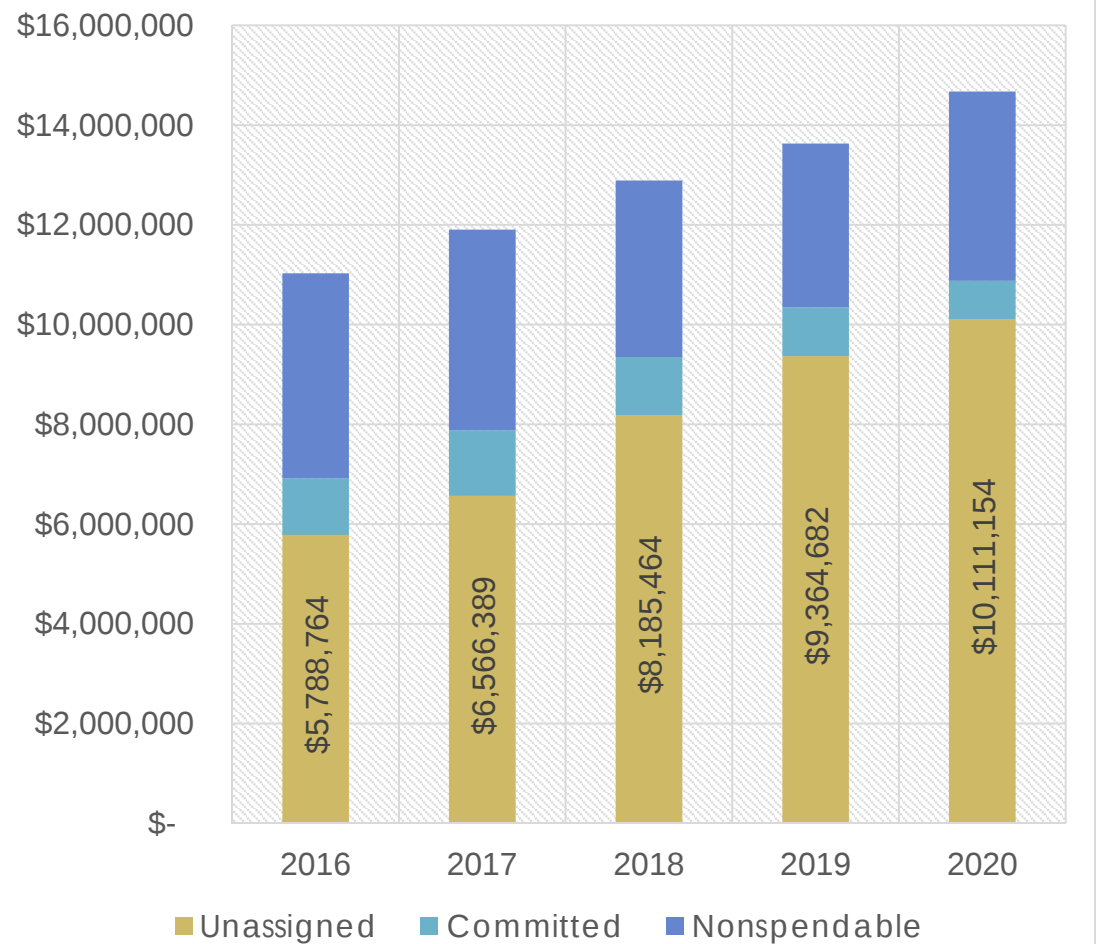
Committed:

Contingency \$163,059

Comm Rehab Fund \$500,000

Carryover Funding \$73,474

Per Fund Balance Policy unassigned
fund balance should be no less than
16.67% of expenditures or \$5,313,215





Motor Pool Financial Concerns

	2021	2022
BALANCE AVAILABLE 1/1/2021	\$ 1,639,535	\$ (166,727)
ADD: 2021 CASH PROFITS	1,300,000	1,500,000
DEBT PROCEEDS	1,000,000	-
LESS: 2021 EQUIPMENT PURCHASES		
DPW	(1,841,259)	(2,045,008)
FIRE	(2,243,583)	
POLICE	(21,420)	(309,060)
PROJECTED YE BALANCE	\$ (166,727)	\$ (854,068)

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

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

Amending Employee Handbook Section 5.08 – Shift Differential

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

Fiscal Impact: \$12,875.91 annual

File Number: 12-0219

Date Introduced: September 28, 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, Section 5.08 of the Employee Handbook establishes that regular non-exempt employees who is assigned a shift with four (4) or more work hours after 4:30 p.m. receives \$0.45/hour in addition to their normal rate and an employee who is assigned a shift with four (4) or more work hours after 12:00 midnight receives \$0.60/hour in addition to their normal rate; and,

WHEREAS, the City of Wausau currently has five positions regularly assigned to second and third shift positions: two (2) Equipment Services Mechanics, one (1) Senior Equipment Services Mechanic, one (1) Street Maintainer, one (1) Equipment Operator (3rd Shift); and,

WHEREAS, on average since 2015 Public Works employees have worked 7629.04 hours that qualified for second shift pay differential and 5246.87 hours that qualified for third shift pay differential; and

WHEREAS, your Public Works management team report that second shift work is critical in providing service to the City, particularly in the Motor Pool division; and

WHEREAS, your Human Resources Department contacted Wisconsin municipalities and local private employers and found that on average municipalities are paying \$0.35/hour shift differential for second shift work and \$0.50/hour for third shift while private employers on average are paying \$0.83/hour shift differential for second

shift work and \$1.05/hour for third shift work; and

WHEREAS, your Human Resources Committee recommends a change to the Employee Handbook language to lead the market in shift differential by increasing the City's shift differential pay by one dollar per hour in each category; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the Employee Handbook Section 5.08 be amended upon action of this Council, as specified above and in supporting documents.

Approved:

Katie Rosenberg, Mayor

DRAFT

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

DATE/TIME: August 9, 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, T. Vanderboom

Discussion and Possible Action Amending Shift Differential (Employee Handbook 5.08)

Vanderboom said that the Public Works Department had asked to have the shift differential looked at. Public Works has been having a difficult time filling its 2nd shift positions, and one of the items thought to contribute to the difficulty is the pay for shift differential. Human Resources surveyed other municipalities as well as private employers in the area for their shift differential pay. Human Resources also gathered data regarding average number of employees and hours for 2nd shift employees and determined that increasing the shift differential will not be a big impact on the City's budget.

Discussion took place regarding who receives shift differential, determining new amount of shift differential, and process moving forward for this item.

Motion by Wadniski to approve the increasing the current shift differential rates by \$1.00 to be effective upon Council approval. Second by Larson. Larson shared that he felt this item would have a hard time passing the Finance Committee. Wadniski asked if the item could be considered in the budget if it is not approved at Finance, to which McElhaney said yes. Motion passed 5–0

Human Resource Committee Packet

August 9, 2021

Agenda Item
Discussion and Possible Action Amending Shift Differential (Employee Handbook 5.08)
Background
Chapter 5.08 of the Employee Handbook currently grants a shift differential for employees who work second and third shift: Any regular non-exempt employee who is assigned to work a schedule that requires four (4) or more work hours after 4:30 p.m. shall receive forty-five cents per hour (\$.45/hour) in addition to their regular hourly rate. For any regular employee who is assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$.60/hour) in addition to their hourly rate. Shift differential shall be paid as described above for leave time and would include vacation, sick days, and holidays. No differential shall be paid for an employee working overtime. HR conducted a survey to compare our current shift differential pay to shift incentives offered by other public and private employers. We reached out to 40 municipal employers, and 42.5% do not offer shift differentials. Among municipal employers, the average second shift differential is \$0.35/hour and third shift differential is \$0.50/hour. Among the local private employers we contacted, eight employers responded who offered some type of shift differential. Shift differentials were largely offered in manufacturing employers. The average second shift differential is \$0.83/hour and the third shift differential is \$1.05/hour. There are currently five positions second and third shift positions in DPW: 2 Equipment Services Mechanics, 1 Senior Equipment Services Mechanic, 1 Street Maintainer, 1 Equipment Operator (3rd shift). Other positions may receive a shift differential on a non-regular basis, such as DPW staff during a snow emergency. Amendment from Department before Finance Committee: Second shift work has proved an impediment for recruiting and hiring, particularly in the Motor Pool Department. However, the department evaluated the need for second shift and finds that second shift is very beneficial to the City: • Less equipment downtime (second shift workers repair and prepare equipment on second shift so it is ready when operators return the following morning) • current shop facility cannot accommodate all 6 mechanics on the same shift • Reduced overtime for after-hours call-in • Flexibility to switch to 12 hour shifts and round the clock service by extending shift hours in cases of emergency • Provides our Police and Fire Departments immediate access to a full service mechanic after regular business hours

Human Resource Committee Packet

August 9, 2021

Fiscal Impact
\$12,875.91 annual average
Staff Recommendation
The Committee should determine the City's pay strategy for shift differential pay. Compared to public employers, our current shift differential leads the market. Compared to private manufacturing employers, the City is below average. Finance Update: The Human Resources Committee established that they wanted to lead the market in shift differentials, and approved an increase in shift differential pay to \$1.45/hour for second shift and \$1.60/hour for third shift.
Staff contact: Toni Vanderboom (715-261-6634)

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

**JOINT RESOLUTION OF THE ROOM TAX COMMISSION
AND FINANCE COMMITTEE**

Approving Tourism Entity Agreement between the City of Wausau, Room Tax Commission and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc.

Committee Action: Room Tax Comm: Approved 5-0
Finance: *Pending*

Fiscal Impact:

File Number: 94-0828

Date Introduced: September 28, 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 June 15, 2021, Council approved the execution of a Tourism Entity Agreement between the City of Wausau, its Room Tax Commission and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc.(CVB); and

WHEREAS, CVB's counsel recommended removing the City's right to unilaterally terminate the Agreement without cause within the first 6-9 months of the Agreement; and

WHEREAS, your Room Tax Commission, on September 27, 2021, recommended approval of a change proposed by the CVB, to paragraph 10. Termination. b. of the attached draft Tourism Entity Agreement, to read that the City or its Room Tax Commission may terminate the Agreement upon thirty days' written notice, without cause, prior to the beginning of the fourth quarter of the Agreement, rather than prior to the beginning of each calendar quarter; further, that during the trial one-year term, results and reporting be requested of the CVB; that the term run for a calendar year beginning January 1, 2022, and that on or before September 1, 2022, the Room Tax Commission will meet to review the results and reporting and evaluate the performance of the CVB to date;

WHEREAS, your Finance Committee met prior to the Council meeting on September 28, 2021, and its recommendation will be shared with the Council.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to execute the attached Tourism Entity Agreement between the City of Wausau, its Room Tax Commission and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc., with the requested change made to paragraph 10.b., as noted above.

Approved:

Katie Rosenberg, Mayor

ROOM TAX COMMISSION

Date and Time: Monday, September 27, 2021 at 5:30 pm, Board Room

Members Present: Tom Neal (C), Lisa Rasmussen, Michael Martens, Margaret Pagoria, Tim VanDeYacht

Others Present: Mayor Rosenberg, Anne Jacobson, Maryanne Groat, Mary Goede

Chair Tom Neal called the meeting to order.

Discussion and Possible Action on approving a Tourism Entity Agreement between the City of Wausau, Room Tax Commission, and the Wausau Central Wisconsin Visitor's Convention and Visitor's Bureau, Inc.

Anne Jacobson explained CVB's attorney did not like the provision that allowed the city to terminate the agreement without cause upon 30 days' notice within the first nine months. CVB proposed an amendment to the termination section, paragraph 10 (b) to limit the ability to terminate without cause until 30 days prior to the beginning of the fourth quarter of the agreement. She indicated their reasoning is that it is hard for them to attract an Executive Director when they don't have contracts signed; can only get a one-year contract; and it can be terminated on just 30 days' notice in advance of any quarter.

Mayor Katie Rosenberg commented she is willing to give this agreement with the CVB a chance and has had some conversations with some of the other municipalities. She stated if they chose to make this change on the termination issue, she did not have a problem with that.

Lisa Rasmussen liked the one-year term to start with because it is basically a test and if we get informational reports and find measureable results, perhaps a longer term can be considered. Rosenberg suggested terms could be further discussed if they convened in closed session.

CLOSED SESSION pursuant to 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to contracting with the Wausau Central Wisconsin Convention and Visitors Bureau as a tourism entity to provide tourism promotion and tourism development in the City

Motion by Martens, second by Rasmussen to convene in Closed Session. Roll Call Vote: Ayes: Martens, Rasmussen, VanDeYacht, Pagoria, and Neal. Motion carried unanimously.

Reconvened into Open Session.

Motion by Rasmussen, second by Pagoria to accept the contract with the CVB as drafted, including the proposed change to 10 (b) with the caveat that this is a one-year term as a trial; the Room Tax Commission will review the success of the contract arrangement on or after September 1, 2022; results and reporting will be requested to measure effectiveness; and with the contract start date of January 1, 2022. Motion carried 5-0.

STAFF MEMORANDUM

TO: Finance Committee
Room Tax Commission

FROM: Anne Jacobson, City Attorney

DATE: September 15, 2021

RE: Tourism Entity Agreement between the City of Wausau, Room Tax Commission and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc.

Purpose: Consider a Tourism Entity Agreement with the Wausau Central Wisconsin Convention & Visitors Bureau, Inc. (CVB)

Council approved a Tourism Entity Agreement on June 15, 2021. The Agreement was forwarded to CVB for execution. The City was contacted by CVB's attorney requesting the removal of the City's right to unilaterally terminate the Agreement without cause within the first 6-9 months of the Agreement. CVB is proposing amendments to both paragraphs (a) and (b) of the Termination section in Paragraph 10, essentially limiting the City's and Room Tax Commission's ability to terminate without cause until 30 days prior to the beginning of the fourth quarter of the Agreement.

The Room Tax Commission and the City will have to determine whether they wish to contract with the CVB under these proposed terms.

It is my current understanding that the Town of Rib Mountain has worked out a temporary arrangement with the CVB. Rothschild has contracted with Mosinee to provide tourism services. Weston has not contracted with the CVB.



TOPIC: Modify language to Tourism Entity Agreement

DATE: August 18, 2021

The Wausau Central Wisconsin Convention & Visitors Bureau, Inc. (the "CVB") and the City of Wausau have been negotiating a new Tourism Entity Agreement (the "Agreement"). The only unresolved term of the Agreement is paragraph 10 relating to Termination.

The CVB is looking for a new Executive Director to replace Richard Barrett. In order to attract quality candidates to fill this position, the CVB needs assurance that as long as it performs its responsibilities in accordance with the Agreement, the City cannot unilaterally terminate the Agreement without cause within the first 6-9 months of the Agreement. Therefore, the CVB proposes the following language for Paragraph 10 of the Agreement.

"10. Termination.

- a. The City or its Room Tax Commission may terminate this Agreement at any time for cause, if:
 - i. The CVB, or its agents, has committed a material breach of this Agreement, which material breach is not cured within thirty (30) days of the CVB's receipt of written notice from the City or its Room Tax Commission containing a sufficient description of the alleged material breach; or
 - ii. The CVB is no longer acting as a "tourism entity" as defined in the Room Tax Act.
 - iii. For purposes of this section, "material breach" shall include, but not be limited to, the Events of Default identified in Paragraph 8 and the termination shall be effective immediately upon expiration of the thirty (30) day cure period.
- b. During the initial term of this Agreement, the City or its Room Tax Commission may terminate this Agreement upon thirty (30) days' notice prior to the beginning of the fourth quarter of the Agreement. The City and Room Tax Commission will remain liable for the room tax owed through the last day of the termination period."

TOURISM ENTITY AGREEMENT

This TOURISM ENTITY AGREEMENT ("Agreement") is entered into by and between the City of Wausau, a Wisconsin municipal corporation ("City"), its Room Tax Commission ("Commission"), and the Wausau Central Wisconsin Convention & Visitors Bureau, Inc., a Wisconsin Non-Profit 501(c)(6) Non-Stock Corporation ("CVB"), effective on this ____ day of June, 2021.

WHEREAS, the City is authorized by the laws of Wisconsin to impose, collect, and distribute a portion of the proceeds of hotel/motel room taxes to promote and develop tourism and for the purpose of improving the economic well-being of the entire community, and has funded such a program since at least 1990; and

WHEREAS, the City has enacted an ordinance imposing a uniform tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations which are available to the public pursuant to sec. 66.0615 Wis. Stats. ("Room Tax Act"); and

WHEREAS, within the Room Tax Ordinance, the City has imposed a Room Tax of eight percent (8%); and

WHEREAS, the City has created a Room Tax Commission ("Commission") to oversee the proper expenditures of room taxes in accordance with the requirements of the Wisconsin Room Tax Act; and

WHEREAS, the City and its Commission desire to enter into a non-exclusive contract with the CVB, as a qualifying "tourism entity" as defined in Section (1)(f) of the Room Tax Act, for it to provide the City or its Commission with staff, support services and assistance in developing and implementing programs that foster tourism promotion and tourism development in the City to visitors as provided in Section (1)(b)4 of the Room Tax Act and the CVB desires to enter into such a contract with the City and its Room Tax Commission; and

WHEREAS, the agreements of the parties as to such services shall be as set forth herein.

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Recitals. The foregoing Recitals are hereby incorporated in and made a part of this Agreement.
2. Definitions.
 - a. "CVB" shall mean the Wausau Central Wisconsin Convention & Visitors Bureau, Inc., a Wisconsin Non-Profit 501(c)(6) Non-Stock Corporation.
 - b. "Room Tax" shall mean a tax imposed on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators and other persons

furnishing accommodations which are available to the public pursuant to the Room Tax Act. The municipality shall impose a room tax in the amount of eight (8%) percent.

- c. "Municipality" shall mean the governmental unit as identified in this Agreement in which an operating lodging property is located and which collects a room tax.
 - d. "Remitted Room Taxes" shall mean the amount of room taxes that the City has collected and forward to the CVB under this agreement.
 - e. "Room Tax Act" shall mean Section 66.0615 Wis. Stats., as amended during the term of this agreement.
 - f. "Tourism promotion and tourism development" means any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment on which a tax under Section (1m)(a) of the Room Tax Act may be imposed, that are owned by different persons and located with a municipality in which a tax under this section is in effect:
 - i. Marketing projects, including but not limited to advertising media buys, creation and efforts to recruit conventions, sporting events, programs, or motor coach groups.
 - ii. Transient tourist informational services.
 - iii. Tangible municipal development, including a convention center.
 - iv. Room taxes shall not be used to construct or develop a lodging facility.
3. Purpose. The purpose of this Agreement is to set forth the respective responsibilities, powers, duties and obligations of the parties hereto in collecting and utilizing Room Tax Revenues generated in the Municipality under the provisions of the Room Tax Act and spent in accordance with the requirements of the Room Tax Act as stated in paragraph 2.
4. Room Tax Revenues. The City has imposed and will collect an 8% room tax on transient visitors who stay at the lodging properties within the City.
- a. The City will retain the greater of either 30% of its current year room tax revenues, effective with taxes collected and expenditures made on January 1, 2021, and going forward, Room Tax amount retained in FY 2010. The City will forward to its Room Tax Commission, any room tax revenue exceeding the amount it may retain by the Room Tax Act.
 - b. The Room Tax Commission, in turn, will remit 37.5% of room tax collected to the CVB on a quarterly basis, 6.25% of which is designated for the Central Wisconsin Sports Authority to fund opportunities to host major sports tournaments, within 45 days after the end of each calendar quarter, all of which shall be used for tourism promotion and tourism development in the City as outlined by state statute. If the Sports Authority or Badger State Games dissolves under the CVB, the Commission shall not be liable for the 6.25% of the total room tax collection. It shall then only remit 31.25% of the total collected in room taxes by the municipality for general tourism promotion.
 - c. The CVB shall submit an invoice to the City on a Quarterly basis. The invoice shall contain such detail by property as may be required by the city. It is expressly

understood that the City or its Room Tax Commission is obligated to pay only the CVB for any expenses incurred in carrying out the terms of this agreement.

5. CVB Responsibilities. The CVB shall be responsible for the following:
- a. Executive Director Selection Committee. The CVB shall establish a selection committee that will be responsible for establishing position qualifications, selection procedures and conducting preliminary interviews for the position of Executive Director. Included on the selection committee shall be one person appointed by the Mayor of Wausau and another appointed by the Weston Village President. The CVB shall make the final hiring decision from the group of candidates referred to it by the selection committee.
 - b. Annual Meeting. The CVB shall hold an annual meeting to which will be invited the CVB Board, CVB Staff, Council Members of the City of Wausau, Board Members of the Village of Weston and Town of Rib Mountain and other community leaders involved in supporting tourism. During the annual meeting, the CVB Board shall present reports on:
 - i. CVB results in relation to operational goals.
 - ii. Goals and plans for the upcoming year.
 - iii. Financial plans and results.
 - iv. Distribution of contracts with municipal partners with an explanation of changes from the prior year and the opportunity for municipal leaders to voice concerns, propose changes and/or ask to have changes to terms considered. Following the annual meeting, the City of Wausau shall have 45 days to negotiate changes, discuss the contract with a committee of jurisdiction and subject to Council approval, submit an approved contract to the CVB.
 - c. Administrative Support. The CVB will be required to obtain staff, support services, and assistance in developing and implementing programs to promote tourism promotion and tourism development with the City. Any notices or documentation required to be provided to the City or its Room Tax Commission by the CVB for the funds it receives shall be forwarded to the Mayor and Chairperson of the Room Tax Commission. It is further acknowledged that, upon reasonable prior notice, the CVB will attend meetings called by the City or its Room Tax Commission to discuss issues pertaining to room tax collection and expenditures and otherwise cooperate to achieve the purposes of the room tax statute.
 - d. Accounting. The CVB shall provide the City or its Room Tax Commission with an accounting of the activities and of the expenditures of the room tax revenues, on a quarterly basis, and the CVB shall have not more than thirty (30) days following each quarter to respond; additionally, the CVB shall provide to the City or its Room Tax Commission, a copy of its annual audit within thirty (30) days of it having been produced. The City or its Room Tax Commission shall have the right to examine such records at all reasonable times. Progress reports and reviews by the City or its Room Tax Commission may be called for at any time.

- e. Financial Budget Plan. Not later than January 1st of each year, or as otherwise agreed, the CVB shall generate a written Financial Budget Plan for the year. This Plan of Business shall be made available to the City or its Room Tax Commission within sixty (60) days of the City's or Room Tax Commission's written request for the same. The parties agree that the Financial Budget Plan may be revised from time to time and, if so, the City or its Room Tax Commission will be so notified and provided a revised Financial Budget Plan. It is understood that the City or its Room Tax Commission shall have no approval rights of the Financial Budget Plan but may provide comment or recommendation to the CVB which may be implemented at the CVB's discretion.
- f. Reports. The CVB agrees to prepare a separate DOR Form that is created and provided by the Department of Revenue ("DOR") for the City, on or before April 1, beginning in 2021 as provided in section (4) of the Room Tax Act, unless an extension in filing the Form to the DOR has been approved. If so, the CVB shall submit the DOR Form to the City on or before thirty (30) days before it is due to the DOR. The City and its Room Tax Commission agree to cooperate with the CVB in completing this form.
- g. Compliance. The CVB agrees to comply with applicable laws pertaining to its non-profit status. However, consistent with open meetings practice and a high level of transparency, the CVB agrees to:
 - i. Post its meeting agendas and meeting minutes on its website, which may include closed session as permitted by the open meetings law.
 - ii. Provide the municipal clerks of participating local governments with an electronic copy of all minutes and agendas at the same time each is distributed to CVB Board Members.
 - iii. Post the names and contact information of CVB Board Members on the CVB website.
 - iv. Meeting agendas shall include an item at or near the end of the meeting where CVB Board Members can suggest agenda items for an upcoming meeting.
- 6. Acknowledgment of Compliance. The CVB acknowledges and agrees that the imposition of a total Room Tax in the amount of eight (8%) percent by the City complies with the Room Tax Act.
- 7. Room Tax Delinquencies. The parties agree that they shall work together toward the collection of any delinquent room tax owed to the City in the way of sharing information and the parties shall cooperate with the City to assist it in the collection of any delinquent or deficient amounts owed by any operator required to collect and remit Room Tax proceeds under City ordinance., but in no event shall the CVB nor any of its staff take any affirmative action to collect delinquent room tax owed to the City and required by law to be remitted directly to the City.
- 8. Events of Default. Each of the following shall be considered to be an Event of Default (only following the applicable cure period) by the CVB:

- a. The failure to provide an accounting or audit hereunder after thirty (30) days written notice of CVB's failure to do so by the City or its Room Tax Commission, as applicable.
 - b. The failure to provide a Financial Budget Plan hereunder after thirty (30) days written notice of CVB's failure to do so by the City or its Room Tax Commission.
 - c. The failure to provide the DOR Form to the City hereunder, unless excused by the City or the CVB is unable to provide the form in a timely manner due to circumstances beyond its control.
 - d. The collection of room tax owed to the City.
9. Term. This Agreement shall remain in effect for a period of one (1) year from the effective date of this Agreement.
10. Termination.
- a. The City or its Room Tax Commission may terminate this Agreement at any time for cause, if(i) it is found that the CVB, or its agents, has committed a material breach of this Agreement, including but not limited to, the intentional misuse of the Room Tax revenues for purposes outside of which are permitted by the Room Tax Act, which material breach is not cured within thirty (30) days of the CVB's receipt of written notice from the City or its Room Tax Commission containing a sufficient description of the material breach alleged, or (ii) the CVB is no longer acting as a "tourism entity" as defined in the Room Tax Act.
 - b. The City or its Room Tax Commission may terminate this Agreement upon thirty (30) days' written notice, without cause, prior to the beginning of each calendar quarter. The City and Room Tax Commission will remain liable for room tax owed during the quarter that notice is given.
 - c. In the event of termination, the funds in the Room Tax Account shall be the property of the City or its Room Tax Commission. All other funds in the possession of the CVB shall remain the property of CVB. However, the City shall make no further remittances to the CVB under this Agreement.
 - d. Following termination, the City or its Room Tax Commission shall have no further obligation to the CVB. However, the obligations of CVB to provide an accounting or audit as described in paragraph (6)(b) and a report as described in paragraph (6)(d), shall survive termination of this Agreement.
11. Indemnification and Hold Harmless. The CVB shall indemnify, save and hold harmless the City and all its officers, agents, employees and Room Tax Commission from any and all claims, demands, action, or causes of actions of whatever nature and character, arising out of or by reason of the execution or performance of work or services provided herein, except upon the sole negligence or willful misconduct of the City or its Room Tax Commission and further agree to defend, at its sole cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatever character arising hereunder.
12. Modification. This Agreement shall not be modified without an express written agreement executed by the parties.

13. Severability. If any provision or provisions of this Agreement shall be held to be invalid, such holding shall not in any way whatsoever affect the validity of the remainder of this Agreement.
14. Governing Law. This Agreement has been drawn and executed and shall be performed in the State of Wisconsin and shall be governed by the laws of the State of Wisconsin.
15. Waiver. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.
16. Enforcement. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party.
17. Entire Agreement. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings relating to the subject matter hereof. There are no representations, arrangements, understandings, or agreements, oral or written, not contained herein.
18. Authority. In signing this Agreement, the parties represent and warrant that the terms herein have been approved by their respective governing bodies and that appropriate authority rests in the signatories on behalf of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, comprising 17 paragraphs, as of the date first above written.

CITY OF WAUSAU

By: _____

Katie Rosenberg Mayor

Countersigned: _____

Leslie Kremer, Clerk

CITY OF WAUSAU ROOM TAX COMMISSION

By: _____

Tom Neak, Chair

Attest: _____

Michael Martens, Vice Chair

Wausau Central Wisconsin Convention & Visitors Bureau, Inc.

By: _____
_____, Executive Director

Attest: _____
Jodi Maguire, Secretary