



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	COMMON COUNCIL OF THE CITY OF WAUSAU
Date/Time:	Tuesday, November 22, 2022 at 6:30 p.m.
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Carol Lukens, Michael Martens, Tom Kilian, Doug Diny, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Dawn Herbst, Lou Larson, Chad Henke

Call to Order

Pledge of Allegiance / Roll Call / Proclamations

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

File #	CMT	Consent Agenda	ACT
22-1101	COUN	Minutes of previous meetings (11/09/22)	Placed on file
03-0511	P&REC	Resolution Adopting the Updated Comprehensive Outdoor Recreation Plan 2023-2027	Approved 5-0
22-1113	P&REC	Ordinance Amending Sections 9.20.010 Vehicle regulation, 9.20.020 Regulation of persons, 12.56.040 Damage to trees and shrubs, 12.56.080 Permit to plant, remove, maintain and protect trees and shrubs, 12.56.090 Power to plant, remove, maintain and protect trees and shrubs and 12.56.150 Arboricultural specifications and standards, and creating Section 12.56.165 Emerald ash borer	Approved 5-0

File #	CMT	Resolutions and Ordinances	ACT
22-1103		Mayor's Appointments	
22-1109	FIN	Resolution Adopting the 2023 City of Wausau Budget and General Property Tax to Support Same.	Approved 3-1
22-1110	CISM	Preliminary Resolution Levying Special Assessments for 2023 Street Construction Projects	Approved 5-0
		Suspend Rules 6(B) Filing (2/3 vote required)	
22-1111	HR & FIN	Joint Resolution Reclassifying the Payroll Coordinator to Accountant (Payroll)	Approved 5-0 Pending
22-1112	HR & FIN	Joint Resolution Authorizing reclassification of Wastewater Plant Operations Supervisor.	Approved 5-0 Pending

Public Comment & Suggestions

Adjournment

Signed by Mayor Katie Rosenberg

Members of the public who do not wish to appear in person may view the meeting live on the Internet, by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail kaitlyn.bernarde@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 11/18/22 @ 2:00 PM. Questions regarding this agenda may be directed to the City Clerk.

In accordance with the requirements of Title II of the Americans with Disabilities Act 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.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL – SPECIAL

held on Tuesday, November 9, 2022, in Council Chambers, beginning at 5:30 p.m.,

Mayor Katie Rosenberg presiding.

Roll Call

11/09/2022

Roll Call indicated 11 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Tom	YES
4	Diny, Doug	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Herbst, Dawn	YES
10	Larson, Lou	YES
11	Henke, Chad	YES

Closed Session

11/09/2022

Motion by Rasmussen, second by Watson to convene into CLOSED SESSION pursuant to s. 19.85 (1)(g), Wis. Stats., 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, regarding delays to substantial completion of Wausau Drinking Water Treatment Facility.

Roll Call Vote:

Yes Votes: 11

No Votes: 0

Abstain: 0

Not Voting: 0

Result: PASS

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

Reconvened into Open Session

17-0717

11/09/2022

Motion by Rasmussen, second by Herbst to adopt the Resolution of the Common Council Approving Change Order Request No. 9 from Miron Construction regarding Project Close-out and Work Change Directive 16, revision 1, chemical Tubing Modifications – Wausau Drinking Water Treatment Plant Facility Project.

Lisa Rasmussen questioned Dave Voss of Miron Construction, if he was committed or able to devote the appropriate amount of manpower and equipment to get this project across the finish line in 30 days. He responded that he was confident that he could and requested permission to read a statement to the Council. <https://www.youtube.com/watch?v=oiSwQ4Ego4>

Tom Kilian wanted the city to share any and all non-privileged information and facts with our public and community that includes the media regarding these matters prior to approving anything. He requested a factual and un-editorialized chronology and summary of how we ended up here. He understood it was a complex situation but in the end the public had the right to have a thorough accounting of what happened and what they are paying for. He indicated he would not approve anything until this was provided.

Yes Votes: 9

No Votes: 2

Abstain: 0

Not Voting: 0

Result: PASS

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

Adjournment

11/09/2022

Motion by Kilian, second by Henke to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:30 pm.

Katie Rosenberg, Mayor
Kaitlyn Bernarde, City Clerk

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

RESOLUTION OF THE PARK & RECREATION COMMITTEE

Adopting the Updated Comprehensive Outdoor Recreation Plan 2023-2027

Committee Action: Approved 5-0

Fiscal Impact: None. However, adoption of the plan will qualify the City for various recreation and natural resources grant-in-aid programs from the State and Federal governments.

File Number: 03-0511

Date Introduced: November 22, 2022

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the Park and Recreation Committee was established to investigate and make recommendations concerning the City's parks and recreation programs and to recommend ways of improving present or needed park and recreation programs of the City; and

WHEREAS, to qualify for various State and Federal grant-in-aid programs intended to assist local communities with the implementation of park improvement programs, an updated comprehensive outdoor recreation plan which meets the criteria established by the Wisconsin Department of Natural Resources must be prepared and adopted by the City; and

WHEREAS, this updated *Comprehensive Outdoor Recreation Plan* is an important element of the ongoing planning program for the growth, development, and improvement of the community and is intended to provide guidance to City staff and officials in the acquisition, development, and programming of parks, playgrounds, and special recreation areas throughout the City, with focus on the adequacy of existing facilities and opportunities for future recreational facilities; and

WHEREAS, this *Comprehensive Outdoor Recreation Plan* was prepared for the Wausau and Marathon County Parks, Recreation, and Forestry Department, under the direction of the City of Wausau

Park and Recreation Committee, with public input generated through public meetings and a random survey and through public review solicited from user groups and the general public; and

WHEREAS, the Park and Recreation Committee met on November 7, 2022 and unanimously recommend adoption of the *City of Wausau Comprehensive Outdoor Recreation Plan 2023-2027*.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau hereby adopts the *City of Wausau Comprehensive Outdoor Recreation Plan 2023-2027* as an element of the *City of Wausau Comprehensive Plan 2017-2021*, to serve as a guide for policy, development, and financial decisions related to the sustainability, improvement, and expansion of the City's park and outdoor recreation lands, facilities, and programs.

Approved:

Katie Rosenberg, Mayor

DRAFT

CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: November 7, 2022 at 4:30 p.m. Location: Council Chambers, City Hall

Members Present: Dawn Herbst (c), Carol Lukens, Tom Kilian, Sarah Watson, Lou Larson

Others Present: Jamie Polley-Parks Director, Anne Jacobson-City Attorney, Jason Valerius-MSA Consultant, Sandy Kelch-Director of the Community Outreach Task Force

CITY OF WAUSAU COMPREHENSIVE OUTDOOR RECREATION PLAN 2023 – 2027 LINK:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:5014c140-e83d-3a35-a1ae-d15c280bcbf9>

4. Discussion and Possible Action Adopting the Updated City Comprehensive Outdoor Recreation Plan 2023-2027 –Jason Valerius, MSA Consultant, discussed details of the plan including its purpose; information about Wausau; mission, goals and objectives; analysis of needs and demands; recommendations and existing parks inventory; and implementation. He identified some areas that would benefit from additional park development. He gave highlights from the community survey and mentioned that all the parks have high, medium and low priority listed in the plan. He discussed some of their recommendations which include adding more kayak launches, enhancing the webpage to include a parks location map, establishing a community wide wayfinding system that identifies key parks and bicycle routes along primary transportation corridors, expanding recreational programs for youth ages 2-17, and implementing low maintenance plantings and landscaping. Kilian requested that removing the shelter at Big Bull Falls Park is taken out of the plan and if it would ever be replaced that it be as an open shelter. Polley explained that had been a carryover from the previous plan. She will speak with staff about what maintenance is needed for the shelter and note those needs specifically under the shelter. Polley noted that ADA accessibility is identified in the plan and is something the Department is working on. Polley mentioned there is a section pertaining to bike and pedestrian facilities. A document she just received from the City Planning Department that identified the MPO Plan so that will be incorporated into the document. **Motion** by Larson, second by Kilian to update the City Comprehensive Outdoor Recreation Plan 2023-2027 and move it to City Council for adoption. Motion **carried** by voice vote, vote reflected as 5-0.

ORDINANCE OF PARKS & RECREATION COMMITTEE

Amending Sections 9.20.010 Vehicle regulation, 9.20.020 Regulation of persons, 12.56.040 Damage to trees and shrubs, 12.56.080 Permit to plant, remove, maintain and protect trees and shrubs, 12.56.090 Power to plant, remove, maintain and protect trees and shrubs and 12.56.150 Arboricultural specifications and standards, and creating Section 12.56.165 Emerald ash borer

Committee Action: Approved 5-0

Ordinance Number:

Fiscal Impact: None

File Number: 22-1113

Date Introduced: November 22, 2022

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

Add ()

Delete (——)

Section 1. That Section 9.20.010 Vehicle regulation is hereby amended to read as follows:

9.20.010 Vehicle regulation.

....

- (b) No person shall operate or park any motor vehicle as defined in Wis. Stats. § 340.01(35), except as provided in this subchapter, upon any paved trail, hiking trail, beach area, playground, picnic area or any other area other than established roads, parking areas, boat ramps and service areas or contrary to posted notice or within any park seasonally closed to vehicular traffic.

....

- (d) No person shall operate an all-terrain vehicle (ATV) or utility task vehicle (UTV) as defined in Wis. Stats. § 340.01(2g), in any City park, except on established paved roads.

Section 2. That Section 9.20.020 Regulation of persons is hereby amended to read as follows:

9.20.020 - Regulation of persons.

Persons using the public parks shall comply with the following:

....

- (f) No person shall hike, walk or run or allow a dog or any other animal on groomed cross-country ski and snowshoe trails, during that period of the

year when such trails are open for cross-country skiing or snowshoeing in any City park unless in the case of an emergency or injury.

Section 3. That Section 12.56.040 Damage to trees and shrubs is hereby amended to read as follows:

12.56.040 Damage to or illegal removal of trees and shrubs.

....

Illegal removal of trees or shrubs within the public way shall be replaced at a 1:1 caliper inch or a per tree fee will be assessed as determined by the City Forester.

Section 4. That Section 12.56.080 Permit to plant, remove, maintain and protect trees and shrubs is hereby amended to read as follows:

12.56.080 Permit to plant, remove, maintain and protect trees and shrubs.

No person shall plant trees or shrubs in any public area unless a written permit is first obtained from the City forester. No person shall trim, prune, remove, treat, spray, inject, fertilize, brace, do surgery work, cut above or below ground, or otherwise disturb any tree or shrub in any public area without obtaining a written permit from the City Forester. The permittee shall adhere to the arboricultural specifications and standards of workmanship set forth in the permit and outlined in the Tree Planting and Preservation Manual. A permit shall not be required to water trees and shrubs.

Section 5. That Section 12.56.090 Power to plant, remove, maintain and protect trees and shrubs.

12.56.090 Power to plant, remove, maintain and protect trees and shrubs.

The City Forester shall have the authority to plant, remove, maintain, and protect trees and shrubs on all public areas as may be necessary to insure safety or preserve the symmetry and beauty of or such grounds.

Section 6. That Section 12.56.150 Arboricultural specifications and standards.

12.56.150 Arboricultural specifications and standards.

The following specifications and standards are established for the planting, trimming, and removal of trees and shrubs in the streets, parks and public places of the City:

....

(b) Trimming:

....

~~(2) All saw cuts exceeding one inch in diameter shall be waterproofed with proper paint.~~

and (3) shall be renumbered to (2).

Section 7. That Section 12.56.165 Emerald ash borer is hereby created to read as follows:

12.56.165 Emerald Ash Borer.

- (a) Public nuisances declared. The Common Council having determined the health of the ash trees within the City is threatened by a fatal insect known as "Emerald Ash Borer" declares the following to be public nuisances:
 - (1) Any living or standing ash tree or part thereof infested with the Emerald Ash Borer beetle.
 - (2) Any dead ash tree or part thereof, including logs, branches, stumps, firewood or other ash material not buried, burned or chipped.
- (b) Nuisances prohibited. No person shall permit any public nuisance as defined in subsection (a) of this section to remain on any premises owned or leased by him/her within the City.
- (c) Abatement of Emerald Ash Borer nuisance. Abatement of Emerald Ash Borer nuisance shall be pursuant to section 12.56.110.

Section 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 9. This ordinance shall be in full force and effect on the day after its publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Katie Rosenberg, Mayor

Attest:

Kaitlyn A. Bernarde, Clerk

DRAFT

CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: November 7, 2022 at 4:30 p.m. Location: Council Chambers, City Hall

Members Present: Dawn Herbst (c), Carol Lukens, Tom Kilian, Sarah Watson, Lou Larson

Others Present: Jamie Polley-Parks Director, Anne Jacobson-City Attorney, Jason Valerius-MSA Consultant, Sandy Kelch-Director of the Community Outreach Task Force

6. Discussion and Possible Action Amending Municipal Code Chapter 9.04.040, 9.20 and 12.56 - Polley explained that the proposed amendments are recommendations to clarify some of the ordinances. In Chapter 9.04 General Offenses under 9.04.040 Littering prohibited, the recommendation is to change the sentence to read, No person shall “*leave or*” throw any glass, rubbish, waste, “*personal items*” or filth upon the streets, alleys, highways, public parks, etc. This was recommended based on items left in the parks that may not meet the definition of garbage such as blankets, towels, baby gear, etc.

Jacobson felt Ordinance 9.04.040 would typically go to the Public Health and Safety Committee because it’s going to have general overall applicability not only to the parks but to the entire City and that Committee would be the ones that would typically change those chapters of the Code. She understood that Polley had brought this item here because it was happening within the parks. Kilian felt having a legal opinion on search and seizure of “personal items” was important. He also didn’t want to see, if someone was penalized, that it was used as a method to ban them from a public park for a period of time. Polley discussed the protocol the Department follows from the housing chapter in the ordinances when it deals with personal items in a park that’s part of a dwelling. Jacobson said her office would be willing to do more research on any questions that Kilian had. Lukens noted her district has had some issues with large items being left repeatedly on a boulevard.

Polley discussed the rest of the amendments and the reasons why the changes were proposed. Under Ordinance 9.20.010 the words “*paved trail*” were added to places vehicles usually cannot be driven on and the words “*paved roads*” were changed to “*established roads*” for consistency in the ordinances. Under Ordinance 9.20.020 the words “*groomed*” and “*snowshoe*” were added to clarify that people cannot walk, hike, run or allow dogs on these types of trails when they are open for their activity. Under Chapter 12.56 Street Trees, additional language was added to cover illegal removal of trees and shrubs and to allow the City Forester to address Emerald Ash Borer concerns both in the public right of way as well as working with homeowners of private trees. Questions were answered and discussion occurred. **Motion** by Lukens, second by Watson to recommend that Ordinance 9.04.040 Littering prohibited is sent to the Public Health and Safety Committee and to recommend the changes to Chapter 9.20 Park Regulations and Chapter 12.56 Street Trees are sent to the City Council for approval. Motion **carried** by voice vote, vote reflected as 5-0.

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

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

Preliminary Resolution Levying Special Assessments for 2023 Street Construction Projects

Committee Action: Approved 5-0

Fiscal Impact: None at this time. Construction would take place in 2023 and the special assessments would be levied when the project is substantially completed.

File Number: 22-1110

Date Introduced: November 22, 2022

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

BE IT RESOLVED by the Common Council of the City of Wausau as follows:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes and Section 3.24.020 of the Wausau Municipal Code to levy special assessments upon property for special benefits conferred upon such property by the improvement of the following streets under Street Construction projects to take place in 2023:

Henrietta Street from Bellis Street to 13th Street
Grant Street from North 6th Street to North 7th Street
North 17th Avenue from Stewart Avenue to Elm Street
North 10th Avenue from Oak Street to West Wausau Avenue

2. The public improvement shall include the removal and replacement of bituminous concrete and/or Portland cement concrete pavement, curb and gutter, drive approaches; installation and/or replacement of sidewalk and sanitary sewer, water and storm sewer laterals where necessary.

3. The total amount assessed against the properties in the defined assessment district shall not exceed the total cost of the City's share of the improvements. The City Council determines that the improvements constitute an exercise of the police power and the assessment against each parcel shall be upon a reasonable basis. The final assessment bill will be sent to property owners upon substantial completion of the project.

4. Unless other installment plans are determined at the hereinafter stated public hearing, the assessment against any parcel shall be paid as follows:

Assessments under \$300: If payment is not made prior to November 1, 2023, the special assessment will be placed on the 2023 real estate tax bill and be due in full on or before January 31, 2024. There is no interest charged when paid in full. Assessments totaling less than \$300 must be paid in full and do not qualify for the five-year payment schedule.

Assessments totaling \$300 but less than \$20,000: If full payment is not made prior to November 1, 2023, assessments totaling \$300 but less than \$20,000 will automatically be placed on the five-year payment schedule on the 2023 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2023 real estate taxes **OR**
- B. Payment of the first one-fifth of the assessment with the 2023 real estate taxes without interest. The remaining balance is paid in equal installments on the next four real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2024, on the unpaid balance. (The 2022 rate was 4.8507%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

Assessments over \$20,000: If payment is not made prior to November 1, 2023, assessments totaling \$20,000 or more will automatically be placed on the ten-year payment schedule on the 2023 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2023 real estate taxes **OR**
- B. Payment of the first one-tenth of the assessment with the 2023 real estate taxes without interest. The remaining balance is paid in equal installments on the next nine real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2024, on the unpaid balance. (The 2022 rate was 4.8507%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

Real estate taxes may be paid in full or in three installments (January 31, April 30, July 31), however, the special assessments must be paid on or before January 31, 2024. No payments can be applied to real estate taxes if the special assessments are not paid. Section 74.12(11)(a), Wisconsin Statutes, specifically states if a treasurer receives a payment from a taxpayer which is not sufficient to pay all general

property taxes, special assessments and special taxes due, the treasurer shall apply the payment to the amounts due, including interest and penalties, in the following order: (1) personal property taxes; (2) delinquent utility charges; (3) special charges; (4) special assessments; (5) special taxes; (6) real property taxes.

5. The Engineering Department shall prepare a report which shall consist of the preliminary plans for the proposed work, an estimate of the cost of the work, a schedule of the proposed assessments for each parcel; a copy of the report shall be filed with the City Clerk for public inspection. In accordance with Section 66.0703(7)(a), Wisconsin Statutes, notice shall be given of a public hearing on the project; the hearing shall be held by the Board of Public Works in the Council Chambers of City Hall and will be scheduled early in late 2022 or early 2023.

6. The installation of said improvements shall be accomplished according to the provisions of Title 12 and Chapter 3.24 of the Wausau Municipal Code, where applicable.

Approved:

Katie Rosenberg, Mayor

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: November 10, 2022, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lou Larson, Doug Diny, Chad Henke, Lisa Rasmussen, Gary Gisselman

Also Present: Mayor Katie Rosenberg, Eric Lindman, TJ Niksich, Dustin Kraege, Lori Wunsch

Discussion and possible action on preliminary resolution levying special assessments for 2023 Street Construction Projects

Lindman explained that every year we are required to hold public hearings because of special assessments. Typically, this is brought forward in December after the budget is approved and then to Council. Staff is asking for approval contingent upon budget approval, which would allow us to bring this to Council on November 22nd with the budget. We can then start to prepare for the public hearings, schedule them sooner and get projects out to bid earlier.

Rasmussen moved to approve the list and move the process forward. Seconded by Diny and the motion carried unanimously 5-0.

AGENDA ITEM

Discussion and possible action on preliminary resolution levying special assessments for 2023 Street Construction Projects

BACKGROUND

The following streets are proposed in the 2023 budget:

- Henrietta Street from Bellis Street to 13th Street
- Grant Street from North 6th Street to North 7th Street
- North 17th Avenue from Stewart Avenue to Elm Street
- North 10th Avenue from Oak Street to West Wausau Ave

FISCAL IMPACT

Streets have been included in the proposed 2023 budget.

STAFF RECOMMENDATION

Staff recommends approving the preliminary resolution levying special assessments for 2023 Construction Projects contingent upon budget approval. Public hearings would be scheduled in December or January.

Staff contact: Allen Wesolowski 715-261-6762

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

CONFIRMATION OF MAYOR'S APPOINTMENTS

to Boards, Commissions and Committees: *CIP Committee, Room Tax Commission*

File Number: 22- 1103

Date Introduced: November 22, 2022

Capital Improvement Projects (CIP) Committee

Carolyn Marohl (2)
*Reappointment

1025 Everest Blvd

Term Exp 04/30/24

715-571-5771

Room Tax Commission

Tim VanDeYacht (4)
*Reappointment

310 Gerald Ct

Term Exp 10/25/23

715-212-3732

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

Approved:

Katie Rosenberg, Mayor

Office of the Mayor
Katie Rosenberg



TEL: (715) 261-6800
FAX: (715) 261-6808

MEMORANDUM

DATE: November 11, 2022
TO: Mary Goede, Deputy City Clerk
FROM: Katie Rosenberg
RE: Appointment

Please place the following appointment on the city council agenda for Tuesday, November 22, 2022:

CAPITAL IMPROVEMENT PROJECTS COMMITTEE

Carolyn Marohl (Re-appointment – 1)
1025 Everest Blvd
Wausau, WI 54403
715-571-5771
sellwithcarrie@gmail.com
Term ends 4/30/2024

Office of the Mayor
Katie Rosenberg



TEL: (715) 261-6800
FAX: (715) 261-6808

MEMORANDUM

DATE: November 14, 2022
TO: Mary Goede
FROM: Mayor Katie Rosenberg
RE: Re-Appointment to Room Tax Commission

Please place the following re-appointment on the Council Agenda for 11/22/2022.

Room Tax Commission

Tim VanDeYacht (4th term)
310 Gerald Court
Wausau, WI 54401
715-212-3732
tim.vandeyacht@gmail.com
Term expires 10/31/2023

October 19, 2016

Tim VanDeYacht

310 Gerald's Court
Wausau, WI 54401
920-268-8118

Tim.vandeyacht@gmail.com

I have lived and worked in Wausau for the past nine years. My experience over the past decade is in the fields of marketing and sales, and I currently hold the position of Sales Director for Wausau-based Ghidorzi Hotel Group. Through my experience, I have learned and understand what drives hotel profitability and the overall economic impact tourism has on our community.

I would be honored to serve on the Room Tax Commission.

Tim Van De Yacht

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

RESOLUTION OF THE FINANCE COMMITTEE

Adopting the 2023 City of Wausau Budget and General Property Tax to Support Same.

Committee Action: Approved 3-1

Fiscal Impact: Levy of \$34,610,710.94 including city share of tax increment

File Number: 22-1109

Date Introduced: November 22, 2022

WHEREAS, the City of Wausau's Finance Committee conducted multiple budget meetings to review the budget for the City of Wausau and evaluate project and services additions and deletions, and

WHEREAS, a summary of the proposed budget for the year 2023 has been posted on the City's web site, is available for review in the City Clerk's office and was published in the official newspaper on October 31, 2022, together with the notice of public hearing; and

WHEREAS, a public hearing was conducted at the November 15, 2022 Common Council meeting to obtain public input,

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, the 2023 budget, a summary of which is attached, is hereby adopted, and

BE IT FURTHER RESOLVED, that this summary is supported by a line item detail budget which by this reference is made part of this resolution and represents the official city budget, and

BE IT FURTHER RESOLVED, that budget control is maintained pursuant to the City's budget policy for fund, program department and projects; and

BE IT FURTHER RESOLVED, there is hereby levied a tax of \$34,610,710.94 including Tax Increment upon all taxable property within the City of Wausau, as returned by the Assessor in the year 2022, for the uses and purposes as set forth in said budget; and the City Treasurer be and is hereby authorized and directed to spread the tax levy upon the current tax roll of the City of Wausau, and

BE IT FURTHER RESOLVED, the City Treasurer be and is hereby authorized and directed to spread the additionally certified State, County, and Schools tax levies upon the current tax roll of the City of Wausau as indicated in the tax levy certifications.

Approved:

Katie Rosenberg, Mayor

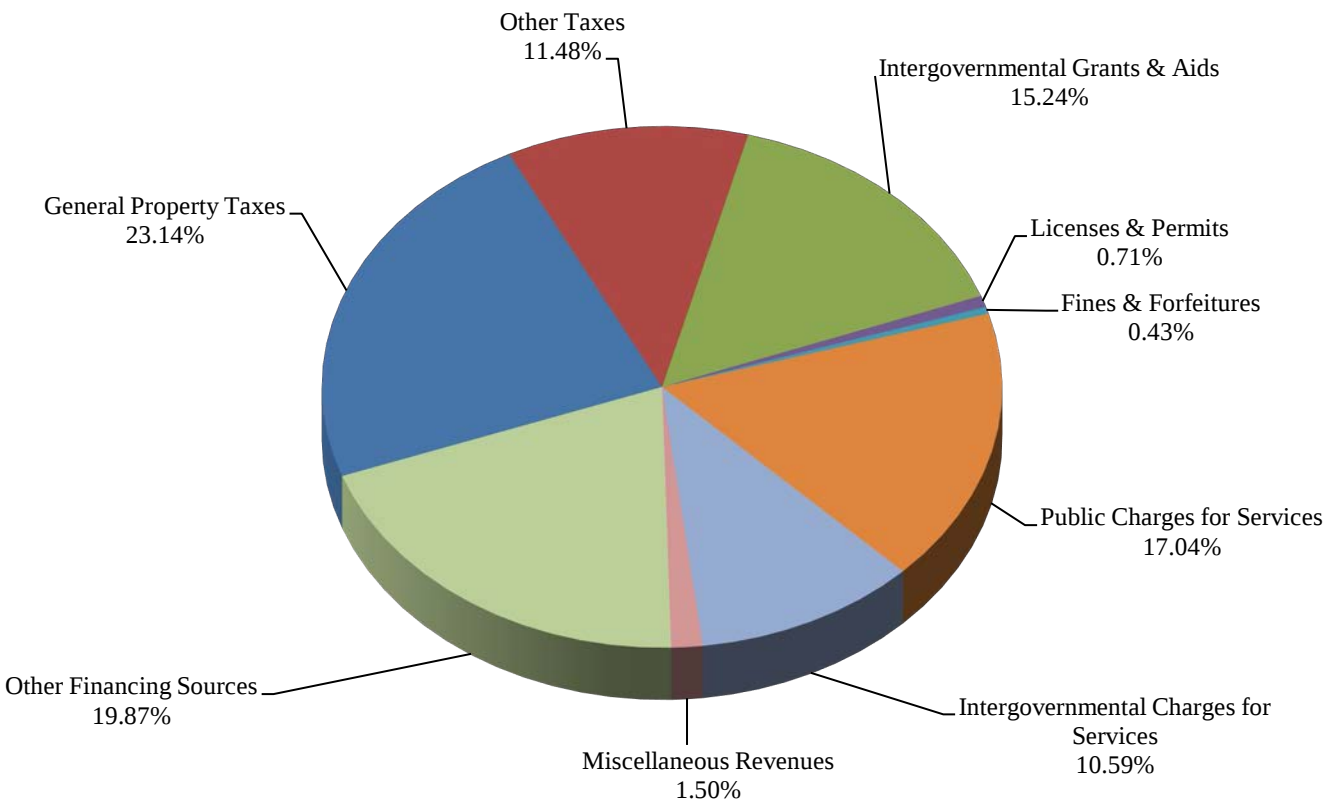
CITY OF WAUSAU
2023 ADOPTED BUDGET ANALYSIS- LEVY DEPENDENT FUNDS

	2023 PROPOSED BUDGET	FINANCE BUDGET ADJUSTMENTS	2023 PROPOSED BUDGET	2022 ADOPTED BUDGET	CHANGE INCREASE (DECREASE)	PERCENT CHANGE
GENERAL FUND						
Expenditures	\$40,577,999	\$84,500	\$40,662,499	\$37,955,374	\$2,707,125	7.132%
Revenues	18,141,958		18,141,958	16,787,513	1,354,445	8.068%
Fund Balance Application	300,000		300,000	-	300,000	0.000%
Fund's Net Levy Requirement	22,136,041	\$84,500	22,220,541	21,167,861	1,052,680	4.973%
RECYCLING FUND						
Expenditures	812,668		812,668	777,460	35,208	4.529%
Revenues	147,800		147,800	147,300	500	0.339%
Fund Balance Application	0		0	-	-	0.000%
Fund's Net Levy Requirement	664,868		664,868	630,160	34,708	5.508%
COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT FUND						
Expenditures	756,812		756,812	759,313	(2,501)	-0.329%
Revenues	264,051		264,051	264,051	-	0.000%
Fund Balance Application	216,184		216,184	216,184	-	0.000%
Fund's Net Levy Requirement	325,000	-	325,000	279,078	45,922	16.455%
DEBT SERVICE FUND						
Expenditures	11,689,676		11,689,676	12,285,959	(596,283)	-4.853%
Revenues	7,306,929		7,306,929	7,950,207	(643,278)	-8.091%
Fund Balance Application	184,747		184,747	212,752	(28,005)	
Fund's Net Levy Requirement	4,198,000		4,198,000	4,123,000	75,000	1.819%
CAPITAL PROJECT FUND						
Expenditures	9,463,490		9,463,490	9,725,764	(262,274)	-2.697%
Revenues	4,493,884		4,493,884	3,847,796	646,088	16.791%
Debt Proceeds	4,474,606		4,474,606	4,883,260		
Fund Balance Application	-		-	-	-	0.000%
Fund's Net Levy Requirement	495,000	-	495,000	994,708	(499,708)	-50.237%
CENTRAL EQUIPMENT AND FACILITY CAPITAL FUND						
Expenditures	653,000	17,500	670,500	597,054	73,446	12.301%
Revenues	-		-	-	-	0.000%
Fund Balance Application	55,946		55,946	-	55,946	
Fund's Net Levy Requirement	597,054	17,500	614,554	597,054	17,500	2.931%
METRO RIDE FUND						
Expenditures	4,394,232		4,394,232	3,690,924	703,308	19.055%
Revenues	3,504,340		3,504,340	3,302,041	202,299	6.126%
Fund Balance Application	-		-	0	0	
Fund's Net Levy Requirement	889,892	-	889,892	388,883	501,009	128.833%
PARKING FUND						
Expenditures	1,134,543		1,134,543	834,046	300,497	36.029%
Revenues	777,509		777,509	602,709	174,800	29.002%
Fund Balance Noncash Depreciation	60,000		60,000	75,050	(15,050)	0.000%
Fund's Net Levy Requirement	297,034	-	297,034	156,287	140,747	90.057%
WAUSAU DOWNTOWN AIRPORT FUND						
Expenditures	374,336		374,336	471,186	(96,850)	-20.555%
Revenues	158,000		158,000	170,967	(12,967)	-7.585%
Fund Balance & Noncash Depreciation			0	140,000	(140,000)	-100.000%
Fund's Net Levy Requirement	216,336		216,336	160,219	56,117	35.025%
ANIMAL CONTROL						
Expenditures	238,189		238,189	232,903	5,286	2.270%
Revenues	173,210		173,210	173,210	0	0.000%
Fund Balance Application	5,286		5,286	0	5,286	
Fund's Net Levy Requirement	59,693		59,693	59,693	0	0.000%
TOTAL LEVY BEFORE INCREMENT	29,878,918	102,000	29,980,918	28,556,943	1,423,975	4.986%
City's Share of TIF Increment	4,614,041	15,751	4,629,792	4,329,448	300,344	6.937%
TOTAL LEVY	\$34,492,959	117,751	\$34,610,710	\$32,886,391	\$1,724,319	5.243%
Assessed Value	\$3,246,642,417		\$3,264,070,400	\$3,224,073,900	\$39,996,500	1.241%
Tax Rate Per \$1,000 of Assessed Value	\$10.62419		\$10.6035430	\$10.200260	\$0.40328	3.954%
Equalized Value	\$3,680,737,900		\$3,680,737,900	\$3,265,016,200	\$415,721,700	12.733%
Tax Rate Per \$1,000 of Equalized Value	\$9.37121		\$9.403199	\$10.0723520	(\$0.669153)	-6.643%

CITY OF WAUSAU 2023 BUDGET
COMBINED STATEMENT OF EXPENDITURES - BY ACTIVITY (ALL FUNDS)

			2022		2023		BUDGET	BUDGET	
	2020	2021	ADOPTED	MODIFIED	ESTIMATED	BUDGET	ADOPTED	INCREASE	PERCENT
	ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUEST	BUDGET	(DECREASE)	INC/(DECREASE)
GENERAL GOVERNMENT									
Council	81,180	77,640	91,328	91,328	89,049	90,979	90,979	\$ (349)	-0.38%
Mayor	192,638	172,382	182,213	182,213	180,630	188,246	188,246	6,033	3.31%
Customer Service	1,590,393	1,535,929	1,478,073	1,504,073	1,548,457	1,542,001	1,534,999	56,926	3.85%
City County Information Technology	810,178	818,064	965,115	1,015,115	1,015,115	1,351,973	1,351,973	386,858	40.08%
Property Assessment	484,680	496,087	610,584	610,584	579,157	683,979	683,980	73,396	7.61%
Legal Affairs	645,063	624,642	639,578	739,578	734,830	679,948	679,947	40,369	6.61%
Human Resources	349,308	351,895	440,742	540,742	377,696	512,377	492,376	51,634	8.07%
Municipal Court	115,289	126,018	142,326	142,326	124,011	147,187	147,187	4,861	1.10%
Public Access Fund	62,498	39,451	77,498	77,498	74,875	71,915	71,914	(5,584)	-7.21%
Liability Insurance Fund	1,026,161	703,391	951,450	991,450	859,574	920,805	920,805	(30,645)	-3.22%
Employee Benefits Fund	5,624,378	5,956,195	6,401,027	6,401,027	6,073,437	6,702,824	6,702,824	301,797	4.71%
Unclassified	918,335	1,198,520	131,500	672,405	672,125	150,000	150,000	18,500	14.07%
Total General Government	11,900,100	12,100,216	12,111,435	12,968,340	12,328,957	13,042,233	13,015,230	903,795	7.46%
PUBLIC SAFETY									
Police Department	9,905,819	10,309,290	11,108,762	11,108,762	10,382,566	11,832,776	11,853,775	745,013	6.71%
Fire Department	7,948,283	7,827,372	8,200,212	8,200,212	8,265,927	8,469,685	8,545,688	345,476	4.21%
Emergency Government	233,127	12,657	-	9,000	10,000	10,000	10,000	10,000	
Hazardous Materials Contract Fund	51,921	90,086	63,800	188,800	201,800	76,800	76,800	13,000	20.38%
Animal Control Fund	239,717	200,861	232,903	232,903	237,480	238,189	238,188	5,285	2.27%
SAFER Grant Fund	390,476	332,704	-	-	-	1,054,921	1,054,921	1,054,921	
EMS Grant Fund	10,543	1,471	11,000	11,000	29,407	11,000	11,000	-	0.00%
Total Public Safety	18,779,887	18,774,441	19,616,676	19,750,676	19,127,181	21,693,371	21,790,372	2,173,696	11.08%
TRANSPORTATION									
Airport Fund	454,103	448,630	471,186	500,486	478,758	374,336	369,336	(101,850)	-21.62%
Public Works	8,794,225	8,421,129	9,825,880	9,863,236	9,323,291	10,452,469	10,593,466	767,586	7.81%
Metro Ride	3,405,659	3,289,068	3,690,924	3,690,924	3,551,295	4,394,232	4,394,232	703,308	19.06%
Motor Pool Fund	3,421,316	3,386,026	7,098,584	7,533,584	6,139,268	7,364,103	7,522,005	423,421	5.96%
Parking Fund	1,517,258	857,120	1,468,046	1,468,046	1,490,203	1,768,543	971,543	(496,503)	-33.82%
Total Transportation	17,592,561	16,401,973	22,554,620	23,056,276	20,982,815	24,353,683	23,850,582	1,295,962	5.75%
SANITATION, HEALTH & WELFARE									
Refuse Collection	924,445	946,422	965,000	965,000	976,000	996,000	996,000	31,000	3.21%
Recycling Program	862,130	777,150	777,460	777,460	801,285	812,668	812,668	35,208	4.53%
Water Utility	5,712,346	6,753,787	7,507,635	7,507,635	9,107,871	10,666,572	11,146,574	3,638,939	48.47%
Waste Water Utility	5,434,450	6,385,373	6,478,628	6,478,628	8,134,276	11,354,931	11,301,931	4,823,303	74.45%
Enviornmental Clean Up Fund	269,196	213,507	181,523	210,123	218,123	197,523	197,523	16,000	8.81%
Total Sanitation, Health & Welfare	13,202,568	15,076,238	15,910,246	15,938,846	19,237,555	24,027,694	24,454,696	8,544,450	53.70%
ECONOMIC/COMMUNITY DEVELOPMENT									
TID Number Three Fund	7,808,129	2,705,053	3,012,935	3,059,855	3,000,139	1,895,398	1,895,398	(1,117,537)	-37.09%
TID Number Five Fund	1,227,508	0	0	0	0	0	0	-	
TID Number Six Fund	5,210,523	6,035,587	2,886,148	2,886,148	2,926,148	2,803,525	2,803,525	(82,623)	-2.86%
TID Number Seven Fund	1,145,451	412,060	455,829	455,829	332,983	3,718,768	1,881,684	1,425,855	312.80%
TID Number Eight Fund	3,981,189	1,279,550	990,170	1,149,215	1,131,221	3,208,023	3,208,023	2,217,853	223.99%
TID Number Nine Fund	67,271	66,498	64,730	64,730	64,730	63,035	63,035	(1,695)	-2.62%
TID Number Ten Fund	143,339	363,496	146,873	236,059	343,520	456,179	456,179	309,306	210.59%
TID Number Eleven Fund	7,129,316	5,316,239	2,170,486	2,195,486	1,764,918	1,957,313	4,201,902	2,031,416	93.59%
TID Number Twelve Fund	641,523	5,692,067	5,464,444	5,728,444	826,370	6,606,744	6,606,744	1,142,300	20.90%
Community Development Funds	2,054,551	2,085,201	759,313	759,313	1,047,686	1,148,422	1,048,586	289,273	38.10%
Economic Development Fund	1,620	3,575	5,000	5,000	40,144	10,082	10,082	5,082	101.64%
Housing Stock Improvement Fund	379,987	517,117	40,147	40,147	627,718	50,000	50,000	9,853	24.54%
400 Block/Riverlife Fund	26,732	47,487	85,389	85,389	84,995	93,189	93,189	7,800	9.13%
Room Tax Fund	434,731	641,745	444,133	444,133	844,345	999,850	999,850	555,717	125.12%
Total Economic/Community Development	30,251,869	25,165,676	16,525,597	17,109,748	13,034,917	23,010,528	23,318,197	6,792,600	41.10%
PARKS AND RECREATION	2,383,435	3,087,652	3,174,061	3,194,061	2,952,816	3,343,883	3,343,883	169,822	5.35%
DEBT SERVICE FUND	19,088,003	22,258,181	12,285,959	12,285,959	12,290,363	11,566,267	11,689,676	(596,283)	-4.85%
CAPITAL PROJECTS FUNDS									
Capital Projects Fund	5,648,268	4,899,002	8,661,740	13,561,394	8,836,709	34,314,413	9,463,490	801,750	9.26%
Central Capital Purchasing Fund	503,975	434,136	597,054	878,110	733,524	653,000	670,500	73,446	12.30%
CAPITAL PROJECTS FUNDS	6,152,243	5,333,138	9,258,794	14,439,504	9,570,233	34,967,413	10,133,990	875,196	9.45%
TOTAL EXPENDITURES	\$119,350,666	\$118,197,515	\$111,437,388	\$118,743,410	\$109,524,838	\$156,005,072	\$131,596,626	\$20,159,238	18.09%

CITY OF WAUSAU
2023 REVENUES BY CATEGORY
ALL FUNDS



	2023 BUDGET	2022 BUDGET
General Property Taxes	\$ 29,980,918	\$ 28,556,943
Other Taxes	14,873,910	12,663,881
Intergovernmental Grants & Aids	19,747,342	15,263,094
Licenses & Permits	921,955	991,486
Fines & Forfeitures	551,200	554,989
Public Charges for Services	22,066,824	17,688,678
Intergovernmental Charges for Services	13,715,229	12,397,139
Miscellaneous Revenues	1,944,383	1,272,962
Other Financing Sources	25,733,596	19,192,913
Total Revenues	\$ 129,535,357	\$ 108,582,086

CITY OF WAUSAU
2023 BUDGET
SUMMARY OF PROPERTY TAXES BY FUND

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
GENERAL FUND	15,570,606	15,843,883	16,200,627	16,749,259	17,579,529	17,863,207	18,232,895	18,863,394	20,185,188	21,167,861	22,220,541
SPECIAL REVENUE FUNDS:											
Community Development	-	50,000	48,500	156,375	191,375	210,187	215,085	239,232	264,232	279,078	325,000
Recycling Fund	473,462	497,750	517,275	462,165	487,763	517,451	562,744	564,007	586,910	630,160	664,868
DEBT SERVICE FUND	4,088,000	4,088,000	4,123,000	4,123,000	4,123,000	4,123,000	4,123,000	4,123,000	4,123,000	4,123,000	4,198,000
CAPITAL PROJECTS FUNDS:											
Capital Projects Fund	337,345	371,080	406,090	450,000	505,828	498,890	498,890	446,865	493,699	994,708	495,000
Central Equipment Capital Fund	-	-	-	110,800	250,300	295,050	406,482	475,000	552,404	597,054	614,554
ENTERPRISE FUNDS:											
Animal Control	-	-	78,489	37,105	50,139	50,676	40,747	40,747	45,247	59,693	59,693
MetroRide Fund	679,289	679,289	647,342	547,342	601,600	809,906	830,413	1,114,341	889,892	388,883	889,892
Parking Fund	300,000	224,000	211,052	211,052	-	-	50,000	105,108	150,000	156,287	297,034
Wausau Downtown Airport Fund	68,677	70,000	80,000	80,000	90,000	94,000	101,000	125,000	145,674	160,219	216,336
SUBTOTAL	21,517,379	21,824,002	22,312,375	22,927,098	23,879,534	24,462,367	25,061,256	26,096,694	27,436,246	28,556,943	29,980,918
TAX INCREMENT	<u>1,660,891</u>	<u>1,758,798</u>	<u>1,795,196</u>	<u>2,044,472</u>	<u>2,204,850</u>	<u>2,495,739</u>	<u>2,794,541</u>	<u>3,449,306</u>	<u>3,144,748</u>	<u>4,329,448</u>	<u>4,629,792</u>
TOTAL LEVY	<u>\$23,178,270</u>	<u>\$23,582,800</u>	<u>\$24,107,571</u>	<u>\$24,971,570</u>	<u>\$26,084,384</u>	<u>\$26,958,106</u>	<u>\$27,855,797</u>	<u>\$29,546,000</u>	<u>\$30,580,994</u>	<u>\$32,886,391</u>	<u>\$34,610,710</u>
INCREASE OVER PRIOR YEAR	<u>(\$55,751)</u>	<u>\$404,530</u>	<u>\$524,771</u>	<u>\$863,999</u>	<u>\$1,112,814</u>	<u>\$873,722</u>	<u>\$897,691</u>	<u>\$1,690,203</u>	<u>\$1,034,994</u>	<u>\$2,305,397</u>	<u>\$1,724,319</u>
% INCREASE	<u>-0.24%</u>	<u>1.75%</u>	<u>2.23%</u>	<u>3.58%</u>	<u>4.46%</u>	<u>3.35%</u>	<u>3.33%</u>	<u>6.07%</u>	<u>3.50%</u>	<u>7.54%</u>	<u>5.24%</u>

MINUTES FROM BUDGET SESSIONS

FINANCE COMMITTEE – BUDGET SESSION #1

Date and Time: Tuesday, October 11, 2022 @ 5:30 pm., Council Chambers

Members Present: Lisa Rasmussen, Sarah Watson, Michael Martens, Carol Lukens, Doug Diny

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule

Lisa Rasmussen stated this was the kickoff of the budget planning and this be a standing item on the next four agendas.

Maryanne Groat stated in 2020 a study was done on the Motor Pool due to a financial decline in the fund, increasing financial pressures, increase in vacancies, customer dissatisfaction, internal griping on the age of the vehicles, and proper maintenance. She noted there was a link in the memo in the committee packet to hearsummary of the findings of that study. *Full meeting discussion on the Motor Pool Budget*

<https://www.youtube.com/watch?v=6pCguuKOxR8>

FINANCE COMMITTEE – BUDGET SESSION #2

Date and Time: Wednesday, October 19, 2022 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Carol Lukens, Doug Diny, and Sarah Watson -(entered late)

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule

Maryanne Groat presented a PowerPoint on the 2023 City of Wausau Budget, focusing on the Tax Increment Districts and Internal Service Funds. *View on YouTube at:*

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

The next budget sessions are Thursday, October 20th at 5:30 pm., and Monday, October 24th at 6:30 pm./ as well as the regular meeting on Tuesday, October 25th at 5:15 pm.

FINANCE COMMITTEE – BUDGET SESSION #3

Date and Time: Thursday, October 20, 2022 @ 5:30 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Carol Lukens, Doug Diny

Members Excused: Sarah Watson

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule

Maryanne Groat stated the bond sale took place today and indicated she would be revising the budget document to reflect the sale information and will re-print the budget books. She stated the Council previously adopted a parameters resolution which provides that if the bids met specific thresholds that we could approve them. The sale was successful; there were two bids, and the winning bid was Robert W. Baird with a true interest rate of 3.85%. They have given us a premium whereby the interest is higher, and we pay that interest with that premium. There is typically either a premium or a discount. She indicated Moody's sustained our AA3 rating. She noted Moody's rates water & sewer separately because the city's is general obligation debt that is based on our taxing power, and the water & sewer debt is paid for by the consumer water & sewer users, which has different risks.

Groat continued with the 2023 City of Wausau Budget PowerPoint presentation. She noted Budget Influences: Personnel costs: 9.5% increase to health insurance; 3% COLA salary increase; union contracts; Salary Study with accelerated progression; and Wisconsin Retirement employer rate increase. Non-Personnel costs: CCITC increased from 21% to 25%; increased cost due to Workday software and maintenance; utility increases expected by WPS, general inflation impacts; and Motor Pool charges increased 12%.

The presentation can be viewed on YouTube at: https://www.youtube.com/watch?v=7VIR_9sbvpg

Lisa Rasmussen stated the next budget meeting will be Monday, October 24th at 6:30 pm., to have department heads present their Supplemental Requests and the committee can rank them for the October 25th Finance meeting.

FINANCE COMMITTEE – BUDGET SESSION #4

Date and Time: Monday, October 24, 2022 @ 6:30 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Sarah Watson, Doug Diny

Members Excused: Carol Lukens

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule

Maryanne Groat referred to page 116 of the Budget Book regarding three Airport capital projects: 1) Airport 523 Runway for \$2 million, of which \$1.6 million is to be paid with Federal dollars; 2) Taxiway Rehab for \$1.5 million, of which \$1.2 million is to be paid by grants; and 3) Concrete and Apron Refurbishment for \$750,000, of which \$37,500 is from property taxes and \$712,500 from grants.

Groat indicated she and John Chmiel, Airport Director, met with the FAA and learned the first two large projects have been pushed back by the FAA to 2025 or 2026. The Apron Refurbishment project would get rolled up with that, but they will need design and engineering work for these three big projects. It will be \$750,000 and the FAA will pay the \$712,500 and the city would pay the \$37,500. If they pursue all of these grants the design and engineering would put us in position to be awarded the \$2 million, the \$1.5 million, and the \$750,000 in the future. So, it will be \$750,000 for pavement, engineering, and design to cover all these projects, but our match is \$37,500.

Supplemental Budget Requests: To view full discussion: <https://www.youtube.com/watch?v=k2JpWhnhsnk>

- **Fire Department**

Fire Fighter Specialty Training - \$13,100

Chief Barteck explained they would like to send their Training Division Chief to the Annual Fire Department Instructors Conference in Indianapolis and would also like to add some other staff that assist him in the training. It is the largest Fire Instructor conference in the world with 30,000 firefighters. He felt it was necessary for him to go and continue to attend throughout his tenure.

Mobile Fire Investigation Software Annual License - \$1,020

Barteck stated they went to a new software last year for the inspectors when Firehouse was phased out. Now they want to add a module that will help them with their investigations. It will be a recurring expense.

Mental Wellness Annual Chick-In Program - \$12,500

Barteck stated this is the person the Police Department hired a couple years ago who is a public safety specialist for mental health and has an office in Wausau. He indicated he'd like to offer this to the firefighters, which consists of a once-a-year mandatory mental wellness check-in that they would schedule. They can sit mute or engage with her and there is money built in for another two visits, after which they can use their health insurance or EAP. He commented mental wellness in our trade is the highest concern for first responders and she specializes in law enforcement, fire, and EMS.

Chief Ben Bliven stated all the PD staff go through the annual mental health check, partly to break down the barrier of people seeking out mental health treatment because now everyone knows that everyone is going to go. She is here for critical and stress debriefs, as well as regular training with staff. The goal is to get people to follow-up additionally when they need help; it is a proactive measure. He encouraged the Fire Department to have this service.

- **Parks Department**

Emerald Ash Borer Management - \$85,000

Jamie Polley, Parks Director, indicated she has submitted this for the last three years on a plan the Council adopted knowing the Emerald Ash Borer had been found in the city and now it is more and more places. It is still being managed but at some point, we could see a lot of standing dead trees. She indicated to fund it fully it would cost approximately \$251,000 per year, but we have only put \$107,000 in our budget and have not raised the amount the last three years. This request is for additional funding because it is becoming more apparent in the city, and we will have to throw more resources at. She stated they will work with what they have within our budget but if they could work to getting the budget up to what the plan actually called for in 2019, we can be more proactive.

Tree Planting - \$8,000

Polley explained this is for any other tree other than ash tree replating, that we lose from storm damage, cars, or dying. She estimated they want to plant approximately 400 trees per year to keep up with what we are removing or losing. She indicated there was currently a set amount within their budget they can work with, but it won't be able to cover 400 trees, it would cover about 320.

Pool Pump Maintenance Service - \$5,200

Polley stated the pools are five to six years old and annually we should be taking the pool pumps for maintenance, but it is expensive. They would have to do one pool at a time per year, so the \$5,200 is take out the pump for refurbishing and preventative maintenance.

Non-Ash Tree Removal Service - \$3,000

Polley explained this goes along with the tree planting if we have a significant number of trees go down in a storm. She stated we have a certain amount in our budget to cover as far as removal, but this is for when there are additional trees that come down that our staff can't get to. This would increase the Other Professional Services budget to help when we need other assistance from private contractors.

Invasive Species Removal - \$12,000

Polley stated they have funded the goats on Barker-Stewart Island the last couple years for the cleanup. The Council has moved the rest of those funds into an account to get the design plans finished for the mill building on the couth riverfront. Starting next year there will not be funding, so this something new to our general budget if we want to continue brining in the goats, as well as additional resources to put together an Invasive Species Plan to be more proactive.

- **Department of Public Works**

Hot Mix Asphalt - \$50,000

Eric Lindman, DPW Director, stated we have been trying to ramp up our Hot Mix budget the last three years to do more in-house street repairs. This past year we were up to \$150,000 and this request would put that up to \$200,000. He noted it is a recurring expense.

Fleet Analyst Position - \$76,755

Lindman stated this is a Motor Pool position the was recommended in the Mercury Study. He indicated there was a temporary person currently in the position being funded through vacancies. Dustin Kraege, DPW Superintendent, stated they would like to start the hiring process in January. He expected the temporary person currently working for them to apply for it.

Mechanic Position - \$90,000

Dustin Kraege stated they have multiple shifts so even though there is not a lot of room, he felt they could find the space for this person. He stated they are short of help so this additional position would be a real benefit. He noted outsourcing mechanics is more expensive than this request.

Safety & Training Specialist Position - \$82,394

Lindman stated with all of the divisions, water, sewer, streets, there is a significant amount of training annually that they have to go through. He indicated he was trying to get it all centralized under one entity to ensure everyone gets the training they need. Currently a lot of it is done through Human Resources Department, but he felt there would be a lot of efficiencies through a person to coordinate training through the entire department.

- **Community Development Department**

Administrative Assistant Position - \$11,500

Liz Brodek, ED/CommDev Director, stated she has been in her position for just over a year and this is the second time she has made this request. She indicated she identified an additional funding source from the last time because we know that we can allocate some of the person's time to TID funding. She noted the allocations shown for CDBG and TID funding are approximate. She pointed out currently some of their hourly employees are working significant overtime to assist with all the committee management and various aspects of the job that we don't have anyone else to do.

- **Police Department**

OWI Blood Draws Service Contract - \$12,000

Chief Ben Bliven explained as long as he has been with the Police Department, they have taken some people arrested for OWI to Aspirus for a blood draw rather than use the breathalyzer. Aspirus turns the bottle of blood over to us and we mail to Madison for a test for prosecution purposes. He noted 8 or 10 years ago they transitioned to blood only testing. He indicated Aspirus did not charge additional for it at the time but that has changed, and we started receiving bills in March of this year for OWI blood draws. He noted the cost is \$33 per draw and estimated 330 – 350 OWI's per year.

Additional Body Cameras & Docks - \$17,500

Chief Bliven stated they currently have body cameras for all of the patrol bureau, officers, basically everyone in uniform. There are seven detectives and two detective lieutenants that do not have assigned body worn cameras. When they go into the field to do field interviews or executing a search warrant, they borrow another camera from someone who is not working. There is administration time that goes into that to properly assign the cameras and possible mis-tagging can be a problem for court cases. There was a complaint filed with the Police & Fire Commission a year ago where we were directed to have an external law enforcement agency investigate. The Neenah Police Chief investigated that complaint and one of the outcomes was he recommended we have body-worn cameras assigned specifically to our detective bureau.

Community Outreach/Homelessness Expenses - \$5,000

Lisa Rasmussen stated she asked the PD to submit this for consideration because when the Community Outreach Coordinator was hired there was discussion about resources. Sometimes homeless individuals need a copy of a birth certificate or to replace an ID but don't have the money to do it, and in some cases the need is as simple as a bus ticket. This request is for a small allocation of funds to use when necessary to help get people on the right path. Bliven agreed and commented sometimes people may just need a meal before they can communicate their other needs or may need money for an application fee for a rental unit. Rasmussen noted Tracey had some other sources she'd use first before using this and would keep a log on what its used for.

Rasmussen stated the supplemental requests will be ranked and submitted for the October 25th Finance meeting.

Maryanne continued with the 2023 Budget PowerPoint focusing on Water Utility debt and Water & Sewer preliminary budgets. *Link to view:* <https://www.youtube.com/watch?v=k2JpWhnhsnk>

Conclusion: Estimated Assessed Tax Rate of \$10.62 versus \$10.20, increase of .42 cents or 4.156%, so a \$100,000 home would have a \$42 increase in their taxes, based upon estimated value. Equalized Tax Rate of \$9.37 versus \$10.07, decrease of .70 cents.

Rasmussen pointed out this rate is just for the cost to continue and does not include any supplemental requests.

FINANCE COMMITTEE – BUDGET SESSION #5

Date and Time: Tuesday, October 25, 2022 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Doug Diny, and Carol Lukens *entered late at 5:28 pm*, Sarah Watson *entered late at 5:31 pm*.

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule *Meeting Video for full discussion:* <https://www.youtube.com/watch?v=4JXqJ9zeIMM>

(Sarah Watson entered the meeting at 5:31 pm.)

Rasmussen indicated Maryanne Groat had compiled the committee rankings of the Supplemental Budget requests from the last meeting, along with the estimated tax rate impact. ***Link to ranked requests document below:*** [https://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/2023 Supplemental Requests Ranked.pdf](https://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/2023%20Supplemental%20Requests%20Ranked.pdf)

Parks Department

Rasmussen noted within the Parks Department there is unspent carryover that may remain from the end of this year that could perhaps cover some of their smaller projects. Jamie Polley stated there were leftover funds this year because they put off the Barker-Stewart Island Bridge Decking Project because quotes came in too high. She indicated that could take care of the smaller projects, like the pool pumps and possibly tree planting and tree

removals, however, the Emerald Ash Borer Project, which she felt was critical, could not be taken care of by those funds. She indicated it did not necessarily have to be all or nothing, but any amount to get us closer to our goal. She stated they will continue to be as proactive as they can and if they get behind, they will come and request more.

Fire Department

Sarah Watson felt they should focus on the Mental Health Check-in request, but the others seemed less critical. Rasmussen questioned what amount would send two people to the specialty training convention and Chief Barteck indicated about half of the \$13,100 request would make a difference. Consensus was to fund \$5,000 of the \$13,100 requested.

Police Department

The OWI Blood draws scored high as well as the Community Outreach Coordinator funding and the Body Cameras for the detectives. Consensus was to approve all three requests.

ED/Community Development

Discussion regarding sharing another administrative assistant with the Inspections Department or another department. Mayor Rosenberg indicated she would continue this discussion at the departmental staff meetings.

Public Works & Streets

Hot Mix was highest ranked and agreed upon. Rasmussen suggested funding the additional mechanic beginning on July 1, 2023, to reduce the budget impact to \$45,000. Watson suggested doing that for all of the requested positions and get a report at the end of the year to determine if there are substantial savings. Eric Lindman indicated the training was currently being managed; it is just not as efficient as it should be. He stated if he had to sacrifice or defer one of these positions, it would be the Safety Coordinator.

Recap of the requests approved: Hot Mix, OWI Blood Draws, Body Cameras, Outreach Coordinator operating expense, Mental Wellness Program for Fire, Mechanic starting July 1st, Fleet Analyst starting July 1st, and Fire Training at \$5,000; the rest were put on hold. Supplemental Requests totaling .16 cents was reduced to .039 cents. This would increase the impact from \$42 per \$100,000 to \$45 per \$100,000.

Doug Diny stated his only objection was that he would like to see more offsets committed especially based on cost savings. He did not feel they should go back and revisit adding any of these unapproved requests back on.

Discussion continued.

Rasmussen indicated the mill rate will be set at a .45 cent increase from last year for publication, based on an estimated Assessed Value. She noted we are still waiting for the numbers from the School District, County, and NTC. **She noted the Public Hearing on the budget was moved from November 9th to November 15th with the budget adoption on November 22nd.**

Motion by Watson, second Martens to accept the items on the Supplemental Requests as discussed and direct the Finance Director to publish the draft budget. Motion carried 4-1. (*Diny was the dissenting vote.*)

FINANCE COMMITTEE – FINAL BUDGET SESSION

Date and Time: Wednesday, November 9, 2022 @ 6:30 pm., Council Chambers

Finance Members Present: Lisa Rasmussen, Michael Martens, Carol Lukens, Doug Diny, and Sarah Watson

Budget Discussions and Actions regarding Recommending a 2023 Budget including setting the 2023 Fee Schedule

Groat stated it was discussed at a previous meeting that the tax equivalent for the water utility is a formula governed by the PSC and because the new plant is coming on, it has increased the tax equivalent. This is a payment made by the water utility to the city. In the 2022 budget the city would get just under \$1.6 million from the water utility. Groat's estimate for what is still owed for 2022 is just under \$2 million—\$400,000 more than the budget was relying on. The 2023 budget would be about \$2.1 million but she did not increase the 2023 budget from the 2022 budgeted amount. To give rate payers time to adjust to the rate increase, they could pass a resolution that would set aside what the utility owes in 2022 and set \$1.59 million for 2023, that would bring \$400,000 to water utility to help with new rates being contemplated.

Rasmussen asked if the committee would consider \$500,000 in the 2023 budget, and Groat create a resolution with the amount for 2022 that was included in the budget and remove the excess.

Diny asked if the water utility general fund has a shortfall in 2023. Groat confirmed the shortfall for 2022 and 2023. Rasmussen stated that the Council controls the sewer rate, the PSC controls the water rate. We are lifting off the financial obligations the utility is shouldering, forgiving the unforeseen revenue, the utility generated.

Groat stated the PSC determines what the rate increase is for the water utility. The city is submitting the rate study to the PSC next week after Council, because if you approve the 2023 capital grants out of ARPA, that will be included in projections. We will submit another rate study once pfas costs are known and could reconsider it year by year.

Rasmussen mentioned that the 2022 budget modification was not agendaized, so will hold for a future meeting. By consensus, agree \$500,000 forgiveness on the pilot for the 2023 budget.

Groat noted the draft budget was published in the newspaper per state statutes and that publication will be in the packet for the public hearing on November 15th.

Motion by Diny, second by Martens to approve the draft 2023 Budget and forward to Council. Motion carried 3-1. *(Diny was the dissenting vote.)*

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND THE FINANCE COMMITTEE

Reclassifying the Payroll Coordinator to Accountant (Payroll).

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

Fiscal Impact:

File Number: 22-1111

Date Introduced: November 22, 2022

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the Finance Department currently has position authority for Payroll Coordinator; and

WHEREAS, the Finance Department has recently revised the responsibilities and job description of the Payroll Coordinator position to Accountant (Payroll) due to responsibilities with the implementation of Workday software; and

WHEREAS, the new decision-making responsibilities were evaluated according to the Decision Band Matrix used to classify the city's non-represented positions; and

WHEREAS, upon reevaluation, the position is recommended to be titled Accountant (Payroll) and placed in salary grade 15 (\$54,974 -\$82,430); and

WHEREAS, your Human Resources Department recommends the reclassification and adjusted job description position;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the Finance Department Payroll Coordinator position be reclassified to Accountant (Payroll).

Approved:

Katie Rosenberg, Mayor

Human Resource Committee Packet

November 14, 2022

Agenda Item
Discussion and Possible Action Reclassifying the Payroll Coordinator position in the Finance Department to Accountant (Payroll).
Background
The Finance Department has revised the Payroll Coordinator position to the Accountant (Payroll) job description, revising the responsibilities for this position. Attached, please find a copy of the updated responsibilities for this position. The current incumbent in the Payroll Coordinator position has taken on many responsibilities that were vacant when the Financial Systems Analyst employee retired. The position requested is a hybrid of the Payroll Coordinator and the Financial Systems Analyst position. With the implantation of Workday, the need has risen for the Payroll Coordinator to take on more responsibilities, thus justifying the reclassification and job description adjustment.
Fiscal Impact
Changing position from non-exempt to exempt also changing pay grade from 18 to pay grade 15.
Staff Recommendation
Approve the reclassification request, including a compensation adjustment for the incumbent.
Staff contact: Anne Keenan (715)261-6632



JOB DESCRIPTION

Accountant (Payroll)

Job Title:	Accountant (Payroll)	Reports To:	Assistant Finance Director
Department:	Finance	FLSA Status:	Exempt
Division:	Finance	EEO Code:	2-Professionals
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	C-Professionals
Created:		Last Revision:	November 2022

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

Purpose of the Position

The purpose of this classification, under general direction, performs professional accounting work with emphasis in managing the automated and integrated payroll and time keeping systems and related filings and financial reports; formulating and evaluating personnel service budgets and special financial analysis and accounting. Employee will provide technical and specialized assistance to departments regarding accounting, payroll, and fiscal activities. Employee will follow complex accounting principles, contracts and regulations. Employee will develop and manage automated systems that comply with human resource contracts, laws, policies and procedures.

Essential Duties and Responsibilities

1. Manages and implements city-wide accounting functions specifically in the payroll, human resource and timekeeping areas.
2. Collaborates with and advises Human Resources with confidential matters as it pertains to payroll, union contract negotiations and budget preparation.
3. Advises department managers regarding accounting functions, financial reporting, contracts and agreements.
4. Develops solutions to work issues that improve processes and efficiencies.
5. Coordinates professional financial and accounting activities particularly in the areas of the City's payroll and timekeeping systems; including processing, reviewing, researching and analyzing financial data and transactions; specifically payroll and time keeping.
6. Establishes, implements, and maintains methods and procedures to assure all personnel actions are processed correctly and in a timely manner.
7. Advises and trains city department staff regarding the timekeeping systems and payroll entry.
8. Calculates partial pay, retroactive pay for late contract settlements, final termination checks, clothing allowance payments, etc.
9. Answers questions, addresses concerns, and provides information to employees and the public regarding City payroll and other related tax, retirement, and benefit components.
10. Performs professional accounting work including, preparing, maintaining, analyzing, verifying and reconciling , complex financial transactions, statements, records and reports, maintaining the accuracy of the City's financial records and general ledger; prepares financial and statistical reports, provides information to City staff regarding accounting practices and procedures; prepares year-end reports,

returns and schedules; trains and provides technical advice to departments and staff, and performs related work as required.

11. Prepares and remits a variety of regulatory returns, filings and related deposits including but not limited tax deposits, 941 monthly filings, W-2's, annual retirement reconciliations and monthly payments, other payroll related deductions and taxes.
12. Maintains and updates employee leave records and distributes related reports to departments on a regular basis.
13. Researches and analyzes regulatory updates and other information impacting the payroll system; implements required changes to system.
14. Aids independent auditors in their performance of annual audit.
15. Participates in the development of the City's annual budget; including but not limited to preparing payroll budgets for each department on an individual employee basis; prepare revenue and expense projections and analyze budget variances; provide support and assistance to individual departments on budget development; and prepare financial reports and correspondence as required.
16. Maintains effective cooperative relationships both internally and with external entities.
17. Assists in completing various accounting projects by conducting research, gathering information and
18. Statistics, performing reconciliations and generating reports.

Job Requirements

Bachelor's degree in Accounting with four to six years of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Technical Skills

MS Word and Excel -**Intermediate**

Financial Systems – **Intermediate**

Crystal Report Writing - **Proficient**

10 Key Calculator – **Proficient**

Performance Specifications

- Knowledge of professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles and audit standards.
- Knowledge of internal financial control practices.
- Knowledge of applicable federal, state, and local laws, rules, and regulations and the ability to apply them to specific circumstances.
- Knowledge of Federal, State and local policies, procedures, laws and regulations as it pertains to employee pay, deductions and income.
- Knowledge of the State of Wisconsin Retirement system rules, regulations and processes.
- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to persuade and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as union contracts and handbooks and regulatory documents.
- Ability to communicate orally and in writing with City Finance personnel, bankers, City residents/taxpayers, collection agency personnel, bond consultants, other City department personnel, attorneys, City Council members and auditors.

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard, computer printer, calculator, and telephone and fax machine.

Work Environment

The employee must have the ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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

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

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

Authorizing reclassification of Wastewater Plant Operations Supervisor.

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

Fiscal Impact:

File Number: 22-1112

Date Introduced: November 22, 2022

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the City of Wausau Wastewater Department of the Utility is currently authorized for one (1) full time Wastewater Plant Operations Supervisor position classified in Salary Grade 17 (\$49,171 - \$68,868); and

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

WHEREAS, the Superintendent and Director of Public Works have reviewed the position and added responsibility for preparing budges, preparing RFP's, managing the bi-annual bio-solids land applications and WDNR approval applications with daily operations of the treatment plant; and

WHEREAS, the Human Resources Department evaluated the Wastewater Plant Operations Supervisor position using the Decision Band Matrix and classified the position into salary grade 16 (\$53,601 – \$75,004); and

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau to reclassify the Wastewater Plant Operations Supervisor position Salary grade 17, \$49,171 - \$68,868, to Salary grade 16 \$53,601 – \$75,004.

Approved:

Katie Rosenberg, Mayor

Human Resource Committee Packet

November 14, 2022

Agenda Item
Discussion and Possible Action Reclassifying the Wastewater Plant Operations Supervisor Position.
Background
The current Wastewater Plant Operations Supervisor (salary grade 17 \$49,171-\$68,868) has given retirement notice. The Director of Public Works is proposing to reclassify the position and to expand the position to include responsibilities beyond the current incumbent. If expanded, the Wastewater Plant Operations Supervisor position would assume responsibility for preparing budgets, preparing RFP's, managing the bi-annual bio-solids land applications and WDNR approval applications along with the daily operations of the treatment facility. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Wastewater Plant Operations Supervisor position be classified at salary grade 16 (\$53,601-\$75,004).
Fiscal Impact
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Anne Keenan (715-261-6632) and Eric Lindman (715-261-6745)



JOB DESCRIPTION

Wastewater Plant Operations Supervisor

Job Title:	Wastewater Plant Operations Supervisor	Reports To:	Wastewater Superintendent
Department:	Public Works & Utilities	FLSA Status:	Exempt
Division:	Wastewater Operations	EEO Code:	7-Skilled Craft
Salary Grade:	16	Occupational Code:	3211
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	November 2022

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

Purpose of the Position

The Wastewater Plant Supervisor manages schedules all work on the wastewater treatment plant and lift stations. This position supervises the wastewater treatment facility operations and maintenance staff.

Essential Duties and Responsibilities

1. Responsible for the daily operations and maintenance of the Wastewater Treatment Facility.
2. Supervise the plant operations and maintenance staff, prioritize work assignments, coordinate equipment for jobs, and review work performance.
3. Assists in employee hiring, training, performance evaluations, discipline; recommends personnel actions according to City policies and procedures.
4. Respond to emergency call-in as necessary; manage and direct work of the maintenance crew in emergency situations to mitigate damage and violations.
5. Responsible for the accuracy of the employee's time records, approves vacations and leaves under the City's policies.
6. Prepare short-term and long-term work plans. Establish work and project priorities, schedule and coordinate repairs/projects.
7. Assists the Superintendent with the organization and preparation of the annual and capital budgets.
8. Track maintenance costs and expenses; authorize expenditures within the approved budget.
9. Prepare RFP's for professional service work including specifications, scope of service, deliverables, cost, selection process, and evaluations.
10. Manage and schedule bi-annual bio-solids land application, obtain WDNR approvals for field applications.
11. Seek to identify problems with plant processes, determine a solution, and make adjustments to correct.
12. Review proposed changes to plant equipment with superintendent, consulting engineers, and contractors to assure the equipment will function as intended and is compatible with existing equipment and processes.

13. Review treatment plant and lift station design plans by private contractors and ensure policies and ordinances are followed. Comment and request plan changes as required.
14. Maintain work order system to document maintenance and repair activities.
15. Respond to public complaints, service requests, and inquiries regarding wastewater projects.
16. Monitor equipment, and safety equipment inventory. Determine equipment replacement needs, repairs, and maintain inventory of spare parts for critical equipment.
17. Maintain policies that ensures compliance with industry standards and OSHA safety policies and procedures.
18. May perform maintenance and repairs of lift station and wastewater plant equipment.
19. Troubleshoot and make adjustments to SCADA controls.
20. Review work completed by other mechanics or contractors to assure compliance with safety and operational standards.

Additional Duties and Responsibilities

1. Write S.O. P's/outlines for equipment operation and job task procedures
2. Participate in staff/employee and public meetings
3. Research and schedule demonstrations of specialized tools and equipment
4. Properly maintain safety equipment and schedule training as required for crew members
5. Repair gas detectors and ensure a safe work environment

Education and Experience Requirements

High school diploma or equivalent and four or more years of experience related to wastewater plant operations and maintenance. Working knowledge of wiring, electrical codes, and digital control systems.

Ability to obtain Wisconsin Wastewater Operator Certification for all subclasses as required for the wastewater plant and collection system within 3 years of hire.

Necessary Requirements: Possession of a valid State of Wisconsin Commercial Driver's license (CDL) class B with N endorsement within 1 year of hire.

Preferred Qualifications: Supervisory experience

Knowledge, Skills and Abilities

- Detailed knowledge of wastewater treatment operations and processes. Ability to adjust plant operations to optimize effluent quality, energy efficiency, and maintenance requirements.
- Ability to direct crews and maintain a safety culture.
- Working knowledge of mechanical equipment such as vehicles, engines, and pumps. Ability to diagnose and repair equipment.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to counsel, mediate, and provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Ability to utilize a wide variety of descriptive data and information, such as timecards, complaints, work requests, permits, blueprints, spreadsheets, work sheets, lists, purchase orders, maps, accident/incident forms, and general operating manuals.
- Ability to communicate effectively with City staff and personnel, residents, inspectors, vendor representatives and utility company personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, calculator, two-way radio, computer keyboard/terminal, copier, and fax machine.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as construction equipment operation.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and odors associated with job-related objects, materials, and tasks.
- Computer proficiency to use programs such as Word, Excel, and SCADA interface. Knowledge of PLC programming.

Physical and Working Environment

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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