



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the: **FINANCE COMMITTEE**

Date/Time: **Tuesday, February 9, 2021 at 5:45 PM**

Location: **City Hall (407 Grant Street) - *Council Chambers**

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

AGENDA ITEMS

- 1 Minutes of the previous meetings: (1/26/21)
- 2 Discussion and possible action regarding modifications to the Procurement Policy to reflect Federal micro-purchase threshold limit of \$10,000
- 3 Discussion and Approval of the Reprogramming of Homeowner Rehabilitation Revolving Loan Funds into a Public Facility Project – acquisition of 364 Grand Avenue for Community Partners Campus and the Substantial Amendment for 2020 Community Development Block Grant (CDBG) Action Plan
- 4 Discussion and Approval of the Reprogramming of Rental Energy Assistance funds to a Non-Profit Energy Assistance Forgivable Loan Fund
- 5 Discussion and possible action regarding sole source request for purchase and installation of alerting system for Station 1 and 3
- 6 Discussion and possible action regarding November 2020 General Fund Financial Report

Adjourn

Lisa Rasmussen, Chairperson

*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling **1-408-418-9388**. The **Access Code is: 146 320 9182 Password: xPwasrcp634**

Individuals appearing in person will either be seated in the Council Chambers or an overfill room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live over the internet 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 "Finance Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 2/05/21 at 10:30 AM

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.

Other Distribution: Media, (Alderspersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, January 26, 2021 @ 5:15 pm., Council Chambers

Members Present: *In Person:* Lisa Rasmussen, Michael Martens, Deb Ryan, and Dawn Herbst; *By WebEx:* Sarah Watson

Others Present: Leslie Kremer, Maryanne Groat, Tara Alfonso, Ben Bliven, Tracey Kujawa, Eric Lindman, Katie Rosenberg, Pat Peckham, William Harris

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The meeting was called to order by Chair, Lisa Rasmussen.

Minutes of the previous meeting(s). (1/12/21)

Motion by Herbst, second by Martens to approve the minutes of the previous meeting on 1/12/21. Motion carried 5-0.

Discussion and possible action authorizing the City of Wausau's participation in the Guaranteed Income Research Program for Mayors for a Guaranteed Income (MGI) and the University of Pennsylvania School of Social Policy & Practices Center for Guaranteed Income Research and the acceptance of \$100,000 in grant funding to start a pilot MGI program in the City.

Mayor Rosenberg stated this is an opportunity to help with poverty in our community. She noted Madison signed onto the program last year and she contacted the organizers for conversation about it. She explained the idea is for a guaranteed income targeted for people with the most need. Part of this research project is to provide a grant of \$100,000 and we decide on the criteria. It could be used for 18 people up to 150 people, depending on the funding, where they are given \$500 per month for a year or year and a half. The researchers then study what people are buying; ask how their life is improved; how are they changing their habits, etc. She suggested the city participate in the project and come up with a plan on how to deploy it. She indicated she has preliminarily spoken with United Way on perhaps helping us to come up with the criteria, possibly through a mini task force.

Lisa Rasmussen asked her to speak to those who feel this is a disincentive to work. Rosenberg explained ALICE households (Asset Limited Income Constrained and Employed), as measured by the United Way, is where the funds would be targeted. It is not necessarily for the people that are homeless, rather it is targeted for the working poor and families trying to make ends meet that can't quite get there. She noted it is a grant from the Mayors for a Guaranteed Income, not city money and no requirement of a match.

Rasmussen felt it was important to point out that the end of the program is the end and we would not seek to continue the program or infuse it with taxpayer funds to extend it. Rosenberg responded there is no requirement to extend; the research timeline is a year and a half, they collect the data and it's done. *Discussion followed.*

William Harris, Marathon County Supervisor District Three, spoke in support of the initiative.

Motion by Watson, second by Ryan to approve the participation in the Guaranteed Income Research Program and forward to Council. Motion carried 5-0.

Discussion and possible action regarding funding and sole source purchase of Priority Based Budgeting

Mayor Rosenberg explained Priority Based Budgeting is a software that helps municipalities figure out programmatically how they are spending their money. She indicated Marathon County uses this software in which department heads enter all their information on their budgets, as well as where the money was going and how much programs were costing and ranked how they were performing based on specific criteria. It is a basis for deciding how you want to continue funding programming.

Maryanne Groat, Finance Director, commented this program will help the city prioritize spending and give us tools to try to engage the citizens. She stated another benefit is that using the same software as the county is advantageous, especially for joint city/county department heads, like Parks Department, not have to use two separate software programs. It provides institutional knowledge and enables us to partner with the county on a joint project.

Rosenberg stated one of the things the county has not implemented yet, but that she thought would be very useful is the citizen side, where citizens can dive into the budget and pull out what they are interested in.

Deb Ryan indicated she would like to learn more about the program first and felt they should wait to take action on this request until it can be looked at by the Council once the year end surplus is determined. *Discussion followed.*

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

Discussion and possible action regarding 2021 budget modification request for Robotic Total Station

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

Discussion and possible action regarding 2021 budget modification request for DPW Material Crushing Proposal

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

Discussion and possible action regarding funding LED lighting for McClellan Parking Ramp

Michael Martens questioned why they were considering replacing the lights when the McClellan Street ramp has a timeline for replacement.

Eric Lindman, DPW & Utilities Director, stated they have been looking at the lifespan of the ramp and a recent plan would give the ramp another five to seven years. He indicated they received such a good discount on the lights at \$37,500, which would normally cost about \$120,000 on the market. He noted the payback on electricity savings would be less than a year on these lights.

Motion by Martens, second by Herbst to approve the funding for LED lighting. . Motion carried 4-1 (*Ryan was the dissenting vote.*)

Discussion and possible action regarding 2020 budget modification Storm Sewer Emergency Repair

Rasmussen explained there was a very large storm sewer failure along North 3rd Avenue a month or so ago so they have allocated some fund transfers to cover those costs.

Motion by Martens, second by Herbst to approve the budget modification. Motion carried 5-0.

Discussion and possible action regarding the Motor Pool Fund 2020 Financial Preview

Groat presented a PowerPoint report on the Motor Pool Fund, which can be viewed online at:

[Wausau Finance Committee 1/26/21 - YouTube](#)

Discussion and possible action on the November 2020 General Fund Financial Report

Deferred to next meeting.

Adjourn

Motion by Herbst, second by Martens to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:18 pm.

CITY OF WAUSAU, WISCONSIN PROCUREMENT POLICY

POLICY OBJECTIVE

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

COVERAGE

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

GOALS

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made in compliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

ETHICAL STANDARDS

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.

4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.
7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

GENERAL GUIDELINES

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
 - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
 - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.
4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.

6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.
8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of ~~\$5,000~~ \$10,000.
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.
10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City’s procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1) the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

PURCHASE OF GOODS

1. Purchase of Goods under ~~\$5,000~~\$10,001 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods ~~\$5,000~~\$10,001 to \$25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department MUST obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of \$25,000 – a formal bid process is required.
 - a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
 - b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
 - c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of

bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.

- d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the City's best interest to award the contract to other than the lowest responsible bidder.
4. Commodities ~~\$5,000~~\$10,001-\$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.
6. The following items must be purchased using a centralized purchasing process:
 - a. Copiers - coordinated by the CCITC.
 - b. Computer hardware/software - coordinated by CCITC.
 - c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
 - d. Furniture – coordinated by Department of Public Works.
 - e. Office Supplies – coordinated by the Finance Department.
 - f. Janitorial Services – coordinated by Department of Public Works.
 - g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
 - h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.

PURCHASE OF SERVICES

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of

construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.

- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.

1. Request for Proposal Required

- a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head.
- b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
- c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
- d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
- e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
- f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.
- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
- h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

2. Attorney Professional Services.

- a) The City Attorney shall hire and manage all outside legal counsel engaged to represent and/or advise the city regarding all matters of any character, in which the city is interested, before

any court or tribunal.

- b) The City may enter into negotiated contracts without a competitive selection process for the procurement of services if the services are for professional services to be provided by attorneys who charge on an hourly basis, or who are designated by the city's liability insurance carriers. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed. The City Attorney shall have authority to sign engagement letters on behalf of the City.
- c) The invoices of Counsel designated or engaged by the City's insurance carriers shall be monitored by the City Attorney and paid by the City up to the City's self-insured retention level for that matter, without further approval from the Finance Committee or Common Council. In all other matters, where the aggregate legal fees for any one matter, regardless of the time period during which work was performed, exceed \$50,000, the City Attorney shall inform the Common Council of the status of the matter and the amount of fees incurred to date.
- d) Billing Frequency and Format
 - i) Time Changes. Actual time should be billed in one-tenth (.10) hour increments.
 - ii) Billing Frequency. Invoices for legal services or expense shall be invoiced every 30 days from the date of initial suit assignment and monthly thereafter.

In any event, invoices submitted more than 60 days after the last date of legal services will require explanation of the billing delay to the City Attorney.

Invoices submitted more than one (1) year after the last date of legal services or expense will be rejected.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

SOLE SOURCE

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

1. Sole source purchase under ~~\$5,000~~ \$10,001 shall be evaluated and determined by the Department Head. No written documentation required.
2. Sole source purchase of ~~\$5,000~~ \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director in advance of the purchase, who will concur with the sole source or assist in locating additional competitive sources.
3. Except for the purchases related to the Water and Sewer Utility, sole source purchase exceeding \$25,000 must be approved by the Finance Committee.
4. Sole source purchases related to the Water and Sewer Utility exceeding \$25,000 must be approved by the Wausau Waterworks Commission.

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Utility Services and Charges.
5. Marathon County Landfill
6. Services and products purchased from CCITC

BUDGET

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when the following conditions have been met:
 - a) The funds for services are included in the approved City budget.
 - b) The procurement for services complies with the procurement policy.
 - c) The City Attorney has reviewed and approved the form of the contract.
 - d) The contract complies with other laws, resolutions and ordinances.
 - e) The contract term meets one of the following criteria:
 1. The contract is for a period of one year or less, or
 2. The contract is for a specific project, or
 3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.
3. The following contracts require council approval:
 - (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any

collective bargaining unit representing City employees.

- (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
- (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
- (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
- (e) Intergovernmental Contracts in excess of \$5,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
- (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
- (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
- (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.

4. The common council delegates contract approval to the department level for the following:

- (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase contracts for goods or services valued at ~~\$5,000-\$10,000~~ or less may be signed by individual department directors as long as the purchase is provided in the budget.

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Planning, Community and Economic Development

MEMO

TO: Finance Committee members

FROM: Tammy Stratz, Community Development Manager

DATE: February 1, 2021

RE: Reprogramming Community Development Block Grant Funds

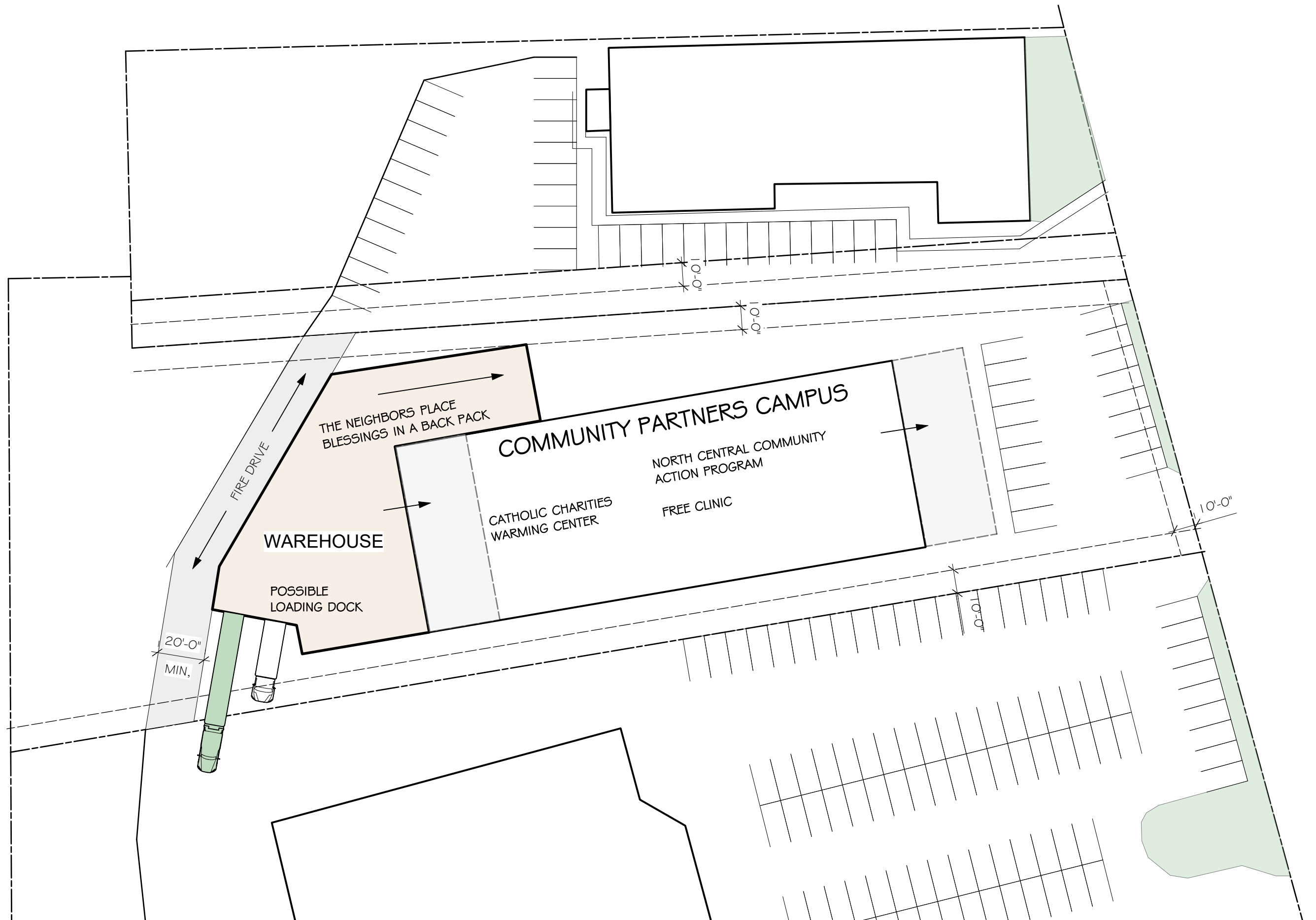
The City of Wausau was approached by the new non-profit Community Partners Campus (CPC) to assist with the acquisition of 364 Grand Avenue, Wausau. This facility will house 8 – 15 nonprofit partners under one roof (see attached proposal). This idea has been in the works for several years of which many nonprofits have been working together to make this idea a reality.

The City of Wausau has a revolving loan fund for its Homeowner Rehabilitation Loan program. As loans are repaid, these funds are recycled into new loans. The amount of funds that is in this account is also included in the federal timeliness test the City must meet each year. The higher amount of funds, the harder it is to meet this goal. Currently, there is just over \$150,000 in this account plus an additional \$177,756 in uncommitted new funds for this program. Attached is a breakdown of the program funds and a history of reprogramming higher amounts into other projects over the past few years. Currently there are only 6 families on the waiting list. The reason this program moves slowly is due to the ability to receive bids from contractors these past two years. Contractors are busy with private jobs and are not as interested in federal projects so obtaining quotes has been difficult and the timeframe to get the projects done has doubled.

The Citizens Advisory Committee held a public hearing on Wednesday, January 14, 2021 to accept comments and to vet the proposal and recommendation for the reprogramming of funds. There were no comments from the general public and the committee unanimously approved the reprogramming of the funds. We hope that you agree with their recommendation. Also attached is a Substantial Amendment to our 2020 Community Development Block Grant Action Plan. This plan will be submitted to HUD for their approval before these funds can be disbursed.

If you have any questions, please feel free to call me at 715-261-6682 or e-mail me at tammy.stratz@ci.wausau.wi.us.

Thank you.



**A SUBSTANTIAL AMENDMENT TO THE CITY OF WAUSAU'S
FY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL ACTION PLAN/FIVE-YEAR CONSOLIDATED PLAN**

A. General Information

Jurisdiction: City of Wausau, Wisconsin

CDBG Contact Person: Tammy Stratz, Community Development Manager
Department of Planning, Economic and Community Development
407 Grant Street
Wausau, WI 54403
Telephone: (715) 261-6682
Fax: (715) 261-4192
Email: tammy.stratz@ci.wausau.wi.us

Jurisdiction Web Address: www.ci.wausau.wi.us

The City of Wausau proposes to amend the above Action Plan and Consolidated Plan for the purpose of re-allocating a portion of the Homeowner Rehabilitation Loan Revolving Loan Fund to an approved Non-Profit Public Facility activity.

B. CDBG by Activity

Activities:

(1) Activity Name: Non-Profit Public Facility

Activity Narrative: Re-programming a portion of the Homeowner Rehabilitation Revolving Loan Funds into a Non-Profit Facility. The funding will assist the newly formed non-profit, Community Partners Campus, to purchase the building at 364 Grand Avenue, Wausau, to house a campus of 8 – 15 non-profit agencies whose missions are to serve disadvantaged families and individuals. With many organization under one roof. Clients can receive non-duplicated assistance without having to travel from one agency to another. This will allow the agencies to better communicate between each other for the benefit of the client and guarantee the non-duplication of services. Funding to assist with the acquisition of this public facility in the amount of \$150,000.

- (2) Responsible Organization: Department of Planning, Community and Economic Development
407 Grant Street
Wausau, WI 54403
Telephone: (715) 261-6682
Fax: (715) 261-4192
Email: tammy.stratz@ci.wausau.wi.us

C. Public Comment

A notice was published in the Wausau Daily Herald, the City's official newspaper on January 2, 2021 regarding the public hearing held through the Citizen's Advisory Committee of the reprogram revolving loan funds. Another notice is published on January 18, 2021 about this Substantial Amendment and notification to start the 10-day public comment period per the City's Citizen Participation Plan addendum. On January 18, 2021, the Substantial Amendment was posted for public viewing on the City's official website with hard copies in the lobby of City Hall.

The public comment will be open from January 18, 2021 through February 9, 2021. The proposal will also be vetted through the City's Finance Committee and Common Council. Approximately on February 24, 2021, the Substantial Amendment will be submitted to HUD along with a copy of the resolution from the City of Wausau's Common Council approving such reprogramming of funds and CARES funding allocations.

The following is a summary of public comments received regarding this Substantial Amendment and the City of Wausau's response to each:

Public comments from the public hearing were positive about the non-profit (Community Partners Campus) locating a building and moving this project forward. No comments from community members outside the Citizen's Advisory Committee were received. (This section will be finalized after the public comment period is over and after it is vetted through the City's Finance Committee and Common Council and before submitted to HUD.)



COMMUNITY PARTNERS CAMPUS

Supporting area nonprofits in a shared space.

January 6, 2021

City of Wausau

Public Hearing, Citizens Advisory Council

RE: Request for Block Grant Funding

Dear Representatives of the City of Wausau:

BOARD OF DIRECTORS

Mark Craig

Lisa Grill Dodson, M.D.

Amy Ebeling

Thomas Grimm

Brian Gumness

Kevin Noel

Kathy Strasser

Community Partners Campus Mission Statement;

Support the efforts of community nonprofit partners by offering functional, collaborative, shared space facilities housing organizations having a mission driven purpose to serve disadvantaged individuals and families of the greater Wausau area with basic needs in a single location.

Community Partners Campus (CPC) is a 501 (c) (3) Corporation whose sole purpose is to develop and operate a shared space nonprofit center. The mission of CPC is to help our community nonprofits meet client needs with an emphasis on food, clothing, shelter, medical, mental health and social well-being. CPC intends to lease office and warehouse space and provide services such as; a robust information technology system, meeting rooms, medical and distribution space designed for efficiency, an executive director, facility maintenance, community room with kitchen and other services to tax-exempt organizations at below market rates thereby building a community in which charitable, educational, medical and social services can be more efficiently administered to the greater Wausau area individuals and families in need.

EXECUTIVE DIRECTOR

Cari Logemann

CPC has an accepted offer to purchase the structure located at 364 Grand Avenue, Wausau, WI. Our plans are to completely remodel the existing structure and add an approximately 8,000 sq. ft. food bank/warehouse. The remodeled facility will house 8 – 15 nonprofit partners having a mission driven purpose to serve disadvantaged families and individuals.

In addition to providing more services to more people, CPC will allow our nonprofit partners to focus efforts on their missions without the distractions of owning their own building or renting a dysfunctional facility at market rate. Finally, CPC will benefit the entire community by reducing tax dollars spent within the medical, legal, law enforcement and educational systems by providing the services families and individuals need under one roof.

At the time of this writing the need for this Campus has never been greater. Unemployment is surging and will result in more homeless; people are hungry and food banks are facing unprecedented demand from a limited food supply. This is not our effort but the effort of a community. We are asking for your help and guidance to make Community Partners Campus a reality in Wausau. We're in this together.



COMMUNITY PARTNERS CAMPUS

Supporting area nonprofits in a shared space.

BOARD OF DIRECTORS

Mark Craig

Lisa Grill Dodson, M.D.

Amy Ebeling

Thomas Grimm

Brian Gumness

Kevin Noel

Kathy Strasser

Our request is \$150,000.00 to be allocated from the City of Wausau Community Development Block Grant Funds for the sole purpose of the acquisition of 364 Grand Avenue, Wausau, WI.

At the time of this writing CPC has commitments of \$350,000.00 toward our vision. Fundraising for CPC is in its infancy. Contributions are expected to increase substantially over the course of the next few weeks.

Attached to this request is our operating budget, leadership biographies, and letters of support and intent from some of CPC's partners. Following is a link to our CPC informational video; <https://www.youtube.com/watch?v=WjK33EHsy8w&t=22s>

CPC wishes to thank you for your kind consideration in partnering to make Community Partners Campus a reality for Wausau and surrounding communities.

"The true measure of any society can be found in how it treats its most vulnerable members." – Gandhi

Respectfully Submitted,

Brian Gumness and Kevin Noel

EXECUTIVE DIRECTOR

Cari Logemann

Community Partners Campus
Operating Financial Plan[illegible]

Community Partners Campus
Operating Financial Plan

Water / Sewer	\$ 875.00	\$ 2,500.00	\$ 2,650.00	\$ 2,279.50	\$ 2,811.39	\$ 2,895.73	\$ 2,982.60	\$ 3,072.08	\$ 3,154.24	\$ 3,239.17	\$ 3,326.94
Quarterly Sprinkler	\$ 175.00	\$ 500.00	\$ 505.00	\$ 510.05	\$ 515.15	\$ 520.30	\$ 525.51	\$ 530.76	\$ 536.07	\$ 541.43	\$ 546.84
Trash Pickup Expense	\$ 821.50	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02	\$ 2,706.08	\$ 2,760.20	\$ 2,815.41	\$ 2,871.71	\$ 2,929.15	\$ 2,987.73
Total Grounds Maintenance	\$ 9,748.75	\$ 27,975.00	\$ 28,854.25	\$ 29,484.28	\$ 30,538.59	\$ 31,417.32	\$ 32,322.99	\$ 33,154.57	\$ 34,213.44	\$ 35,200.40	\$ 36,218.29
TOTAL EXPENSES	\$ 100,856.00	\$ 229,761.00	\$ 165,279.40	\$ 164,805.63	\$ 172,450.13	\$ 179,241.60	\$ 182,082.85	\$ 186,010.38	\$ 189,006.22	\$ 194,132.45	\$ 199,311.20
Program Development											
Leadership Management Program	\$ -	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02	\$ 2,706.08	\$ 2,760.20	\$ 2,815.41	\$ 2,871.71	\$ 2,929.15	\$ 2,987.73
Other	\$ -	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04	\$ 5,412.16	\$ 5,520.40	\$ 5,630.81	\$ 5,743.43	\$ 5,858.30	\$ 5,975.46
TOTAL EXPENDITURES	\$ 100,856.00	\$ 229,761.00	\$ 170,379.40	\$ 174,007.63	\$ 177,756.17	\$ 183,653.76	\$ 187,603.25	\$ 191,641.19	\$ 195,759.65	\$ 199,990.75	\$ 204,306.66
Total Expenses	\$100,856.00	\$229,761.00	\$170,379.40	\$174,007.63	\$177,756.17	\$183,653.76	\$187,603.25	\$191,641.19	\$195,759.65	\$199,990.75	\$204,306.66
Total Revenue	\$210,604.32	\$186,604.32	\$186,604.32	\$191,192.32	\$195,714.52	\$199,161.14	\$202,556.51	\$206,480.99	\$209,673.96	\$213,342.83	\$216,498.17
Collected for Reserves	\$0	\$0	\$8,000	\$8,000	\$6,000	\$6,000	\$5,000	\$5,000	\$5,000	\$4,000	\$4,000
Revenue over Expenses	\$109,748.32	\$-43,156.68	\$16,224.92	\$17,184.69	\$18,958.35	\$15,507.16	\$14,957.26	\$14,839.80	\$13,914.31	\$13,652.08	\$12,191.50
Cash on hand	\$131,110	\$93,954	\$104,113	\$121,409	\$121,345	\$127,403	\$134,182	\$140,018	\$145,329	\$151,014	\$156,250
Reserve Projects				\$70,000							
RESERVES											
Reserves added from Revenue over expenses	70,000.00	70,000.00	8,000.00	8,000.00	6,000.00	6,000.00	5,000.00	5,000.00	5,000.00	4,000.00	4,000.00
TOTAL RESERVES		70,000.00	140,000.00	148,000.00	156,000.00	162,000.00	167,000.00	172,000.00	177,000.00	181,000.00	185,000.00

Letter of Intent from Proposed Tenants

The Neighbors' Place

First Presbyterian Church of Wausau

Catholic Charities of the Diocese of La Crosse

North Central Health Care

DC Everest/ Wausau Blessings in a Backpack

North Central Community Action Program

Wausau Police Department

Wausau Area Mobile Meals

Society of St. Vincent de Paul, Inc.



The Neighbors' Place

745 Scott St., Wausau, WI 54403, 715/845-1966

"People helping people"

April 22, 2020

Mr. Brian Gurness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

Dear Mr. Gurness and Mr. Noel:

On behalf of The Neighbors' Place (TNP) Board of Directors and Staff, we wish to communicate to you our wholehearted support for the development of the Community Partners Campus (CPC). We understand the proposed 7-acre site to be developed is located behind St. Vincent de Paul Thrift Store, at the intersection of Thomas and Cleveland Streets. The campus and its main building will permanently house The Neighbors' Place food bank, food pantry, and other outreach programs. Plans are to design a modern Food Bank that will allow our staff and volunteers to serve those in need in a more efficient and safe space. The need for food assistance has increased every year since 2014. By working closely with the Marathon County Hunger Coalition, we make a significant impact in combating food insecurity in our community. We believe this is a perfect location for TNP - near to downtown, along a bus route, a few blocks from the Marathon County Social Services Center, close to subsidized housing, and in the midst of a HUD designated low to moderate income census tract.

In addition to The Neighbors' Place, the 27,000 square foot CPC building will house many other critical safety net, social service providers our community relies upon. The collaboration, coordination, and concentration of needed services at the CPC facility will have a profound and immediate impact on the health and wellbeing of literally thousands of community residents who need emergency shelter, food, counseling, and medical care.

The Neighbors' Place is committed to be a charter member of this innovative community facility. Thank you for your leadership in making this exciting and vitally important community resource possible.

Sincerely,

Donna Ambrose
Executive Director

Michelle Schaefer
TNP Board President



FIRST PRESBYTERIAN CHURCH *of* WAUSAU

March 24, 2020

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

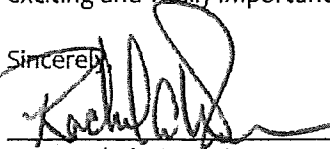
Dear Mssrs. Gumness and Noel:

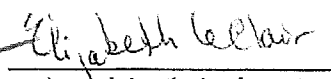
On behalf of the Session of First Presbyterian Church, its Mission Team and the Free Clinic Steering Team, we wish to communicate to you our wholehearted support for the development of the Community Partners Campus (CPC). We understand the proposed 7-acre site to be developed is located behind St. Vincent de Paul Thrift Store, at the intersection of Thomas and Cleveland Streets. The campus and its main building will permanently house the FPC Free Clinic, which we have been working to create for over two years. We currently operate out of a small, makeshift clinical space at Catholic Charities Warming Center on 3rd Avenue. Plans are to design a modern 2,800 – 3,000 square foot clinic facility that will allow our physicians, nurses, and support staff volunteers to serve hundreds of uninsured, low income local residents. We believe this is a perfect location for the CPC - near to downtown, along a bus route, a few blocks from the Marathon County Social Services Center, close to subsidized housing, and in the midst of a HUD designated low to moderate income census tract.

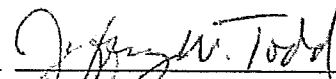
In addition to the FPC Free Clinic, the 27,000 square foot CPC building will house many other critical safety net, social service providers our community relies upon, such as The Neighbors Place and Catholic Charities. The collaboration, coordination and concentration of needed services at the CPC facility will have a profound and immediate impact on the health and wellbeing of literally thousands of community residents who need emergency shelter, food, counseling and medical care.

The First Presbyterian Church and its Free Clinic is committed to being a partner in and charter member of this innovative community facility. As such, we pledge to enter a five year lease for an estimated 2,800 square feet of space, with the proviso design requirements can be accommodated and costs remain competitive in the \$7.50 - \$8.00 per SF per annum range. Thank you for your leadership in making this exciting and vitally important community resource possible.

Sincerely,

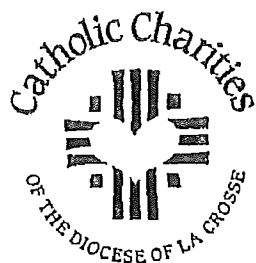

Rev. Rachel Wann, Sr. Pastor


Beth LeClair, Clerk of Session


Jeffrey Todd, Clinic Manager

First Presbyterian Church

715.842.2116 406 Grant Street firstpreswausau.org
Wausau WI 54403



April 3, 2020

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

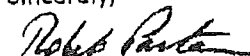
Dear Mssrs. Gumness and Noel:

I am pleased to provide an endorsement from Catholic Charities Diocese of LaCrosse (CCDLC) for the development of the Community Partners Campus (CPC) located on a 7 acre site at the intersection of Thomas and Cleveland Streets. The campus and its main building will house Catholic Charities DLC operations that serve the community as we believe that this is a great location for the CPC, being only a few blocks from Marathon County Social services and in the midst of a HUD designated low to moderate income census tract. We know that this new facility will have a significant positive impact on the Wausau community by providing a welcoming place and much needed services to individuals and families in need.

Catholic Charities provides many services to members of the Wausau community. Through its St. Lawrence program provides case management and financial assistance to hundreds of individuals and families that need help with rent, housing counseling, utilities, food, disaster recovery and other basic human needs. Our Warming Center provides thousands of shelter nights for the homeless. Through our pregnancy support program we provide confidential and compassionate assistance to birth parents, and many children have found forever families through our adoption program. We also provide long term housing for the individuals experiencing chronic homelessness.

Catholic Charities is committed to being a partner in this exemplary community facility and we are committed to this plan. We are grateful for the opportunity to participate and we thank you for your leadership in making this important community project possible.

Sincerely,


Roberto Partarrieu
Executive Director



3710 East Avenue South
La Crosse, Wisconsin 54601
608-782-0710
www.cclse.org

Please remember Catholic Charities in your will and estate plans.



North Central Health Care

Person centered. Outcome focused.

April 27, 2020

Mr. Brian Gunness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

To Whom It May Concern,

On behalf of North Central Health Care, I am writing to offer my support for the development of the Community Partners Campus (CPC) in their application to the City of Wausau for the redevelopment of the site located behind St. Vincent de Paul Thrift Store. We believe this aggregation of community supports would empower the clients we serve, and others, with a more comprehensive hand-up approach. Our organization is interested in accessing market rate office space as part of this project to provide a landing spot for our Community Treatment team and Crisis Assessment Response Team (C.A.R.T.).

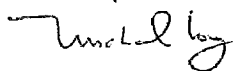
North Central Health Care's Community Treatment program provides case management services for individuals with severe and persistent mental illness. The goal of this program is to keep our clients community-based by providing the necessary supports for their ongoing and prolonged recovery. Over the years we have found that we can successfully engage individuals into services and given the proper supports they are capable of thriving despite life-long challenges of mental illness and addiction.

Our Crisis Assessment Response Team (C.A.R.T.) is a full-time partnership between Law Enforcement and our Crisis Professionals to provide stabilization services as opposed to incarceration and/or emergency detention. The results of this program speak for themselves. We have increased the number of mental illness related dispatch calls to the Marathon County Sheriff's Office and Wausau Police Department but we have also achieved a reduction in the percentage of those calls where someone is taken into custody. In offering a landing spot for this program, our two teams can establish a presence and supports for individuals they frequently engage with in less ideal settings in the community.

We would be interested in leasing approximately 500-750 square feet of office space within the CPC development for these teams. Further, the demands for supported housing and the co-location of future developments on the development site for these purposes would fill a great need in the community. We are excited about this potential development for our clients. Offering short-term housing to prevent homelessness and then a continuum of supportive housing within the same ecosystem could greatly assist individuals in their path to recovery by filling in this pronounced community gap.

At NCHC, our Vision is *Lives Enriched and Fulfilled*, we appreciate the opportunity to partner with you in making our Vision more of a reality of clients through the CPC project.

Make it a great day,



Michael Loy
Chief Executive Officer

www.norcen.org

Wausau Campus
1100 Lake View Drive
Wausau, Wisconsin 54403
715.849.4600

Merrill Center
607 N. Sales Street, Ste. 309
Merrill, Wisconsin 54452
715.535.9432

Mount View Care Center
2400 Marshall Street
Wausau, Wisconsin 54403
715.849.4300

Antigo Center
1225 Langlade Road
Antigo, Wisconsin 54409
715.627.6694

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

To Whom It May Concern:

On behalf of DC Everest / Wausau Blessings in a Backpack, we wish to communicate to you our wholehearted support for the development of the Community Partners Campus (CPC). We understand the proposed 7-acre site to be developed is located behind St. Vincent de Paul Thrift Store, at the intersection of Thomas and Cleveland Streets. The campus and its main building will permanently house our warehouse and office for Blessings in a Backpack. We currently operate out of the back warehouse of the DC Everest Idea School. Plans are house our warehouse with partnerships with other organization to help feeding the community. We believe this is a perfect location for the CPC - near to downtown, along a bus route, a few blocks from the Marathon County Social Services Center, close to subsidized housing, and in the midst of a HUD designated low to moderate income census tract.

Our Mission is to make sure no child goes hungry on the weekend. We currently serve 1800 children in the DC Everest, Wausau, and Mosinee school districts each weekend. With this location we will be able to receive food, distribute the food and save costs with the collaboration with other nonprofits. The collaboration within this organization will help Blessings in a Backpack reach more children and family's in our community to make sure no one goes hungry on the weekends. With the growing need in our community, this will give us the opportunity to keep growing and offering more services to children and families in need.

Sincerely,

Elizabeth Hynes
Program Coordinator



2111 8th Street South Suite 102 Wisconsin Rapids, WI 54494
911 Jackson Street, Wausau, WI 54403
211 E 2nd St Suite 123, Marshfield, WI 54449
503 S Center Avenue, Suite 1, Merrill, WI 54452
W 3620 Artisan Dr., Glen Flora, WI 54526

April 6, 2020

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

Development of the Community Partners Campus

On behalf of North Central Community Action Program, Inc. and its mission to provide services and programming to low income households for the purpose of increasing self-sufficiency, we wish to communicate our support for the development of the Community Partners Campus (CPC).

We believe there is much merit in being housed in the same facility as our community partners and even though we work collaboratively now, the campus will allow us to take advantage of an even closer partnership as well as benefitting from the amenities a space like this could provide to all of its partners.

North Central CAP is committed to being a partner in CPC utilizing approximately 750 square feet of space for approximately \$7,500 per year including utilities. We understand utilities are included along with shared space of a board room, waiting area for our clientele, and potentially shared office equipment and/or technology.

We appreciate the opportunity to be part of this endeavor in making our community stronger.

Best Regards,

Donna Rozar, Board President

Diane Sennholz, Executive Director



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

April 23, 2020

Mr. Brian Gunness
Mr. Kevin Noel

Re: Community Partners Campus Proposal

Mr. Gunness and Mr. Noel:

It has been my distinct pleasure to be involved in discussions about the development of the Community Partners Campus in Wausau. Undoubtedly the culmination of this project will positively impact many lives in our community by providing a continuum of resources to people in need at one location. This collaboration of nonprofit organizations sets a tremendous example for what is possible when people and organizations work together to enhance the quality of life.

The Wausau Police Department fully supports the work of the Community Partners Campus team. We have historically worked with many of the Partners separately, but look to a brighter future where alliances abound. These alliances allow our work to provide more significant community impact than ever before.

While the Police Department will not be a tenant of the Community Partners Campus, we will surely be there regularly in our work to build relationships and partner with our community. Our Crisis Assessment Response Team (CART), Victim Resource Therapist, and our regular patrol officers will be able to provide onsite assistance to many citizens at this new facility. This gives us the opportunity to be more effective and efficient in our delivery of services. Thank you for your leadership and continued dedication to our great community.

Best Regards,

Benjamin K. Bliven
Chief of Police
Wausau Police Department
715-261-7802
Benjamin.Bliven@ci.wausau.wi.us

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

Wausau Area

Mobile Meals, Inc.

609 Scott Street
Wausau, WI 54403
715-848-5848

Board Members

Beverly Burrill
Gary France
Pamela Frary
Pat Gosz
David Hartman
Marilyn Indermuhle
Betty Jo Klingberg
Joanne Lapinske
Ann Lucas
Joseph Mella
Henry Osswald
Linda Starr
Mary Weller
Virginia Weinkauff

Executive Director

Doris Spooner

April 7, 2020

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

Dear Messrs. Gumness and Noel:

On behalf of Wausau Area Mobile Meals Inc, we wish to communicate to you our support for the development of the Community Partners Campus (CPC) located behind St. Vincent de Paul Thrift Store, at the intersection of Thomas and Cleveland Streets. The campus could house the office of Wausau Area Mobile Meals and would allow us to work closely with other services in the Wausau Community which will have a profound impact on the health and well-being of many residents in our community.

The Wausau Area Mobile Meals is possibly interested in being a partner in and charter member of this innovative community facility. We are looking to get 200 SF of office space, if costs remain competitive in the \$7.50 - \$8.00 per SF per anum range with access to shared board room, bathrooms, and possibly a small storage area. Thank you for your leadership in making this exciting and vitally important community resource possible.

Sincerely,

Doris Spooner,
Executive Director



Gary France,
Board President



Society of St. Vincent de Paul, Inc.
Cabrini Conference Wausau



COMMUNITY PARTNERS CAMPUS
FUNDING CHALLENGE

April 1, 2020

Mr. Brian Gumness
Mr. Kevin Noel
Community Partners Campus
c/o B.A. and Esther Greenheck Foundation
500 N. First Street, Suite 2200
Wausau, WI 54403

Dear Messrs. Gumness and Noel:

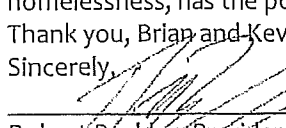
On behalf of the St Vincent de Paul Cabrini Conference (SVdP), and its Advisory Council, we wish to communicate to you our wholehearted support for the development of the Community Partners Campus (CPC). The proposed site for the CPC, located just south of our Thrift Store, will facilitate better collaboration between SVdP and the other human services providers residing in the CPC.

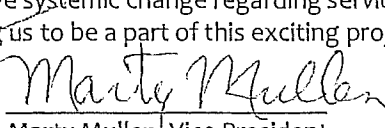
SVdP's primary outreach ministry is providing financial assistance for basic human needs to disadvantaged individuals and families in the Wausau area through our unique Home Visit process conducted by our 30+ volunteers. We also own three apartments that are used as Transitional Family Housing sites by NCCAP and Catholic Charities, who supply the Case Management resource. The Thrift Store profits, fund raisers, and private donations fund our ministry. The Thrift Store also makes available a selection of furniture, clothing, and household goods that become in-kind gifts to our clients. We frequently collaborate with many of the potential CPC partners as well as other human service providers in Wausau to combine financial and other resources to help an individual or family in need.

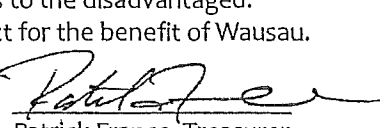
Although SVdP is not considered an actual CPC partner because we won't be leasing space, we strongly believe we can make a significant contribution to the project through collaborative efforts. Items being considered include:

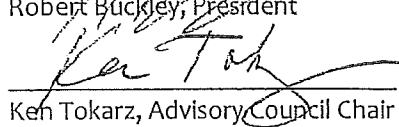
- Join with other CPC directors to conceive and implement process improvements in the human services delivery system.
- Potential for a low-cost way for CPC Partners to acquire used furniture, clothing, and household goods for their clients.
- Potential easements for CPC delivery truck right-of-way, and a WATS bus stop.
- Potential for SVdP to provide delivery, lawn care and snow removal services at reasonable rates
- Participate in the North Central Continuum of Care network, with CPC partners and others, to develop and implement an aligned vision and strategy for better housing solutions for the homeless community. This could lead to subsequent phases to the CPC project.

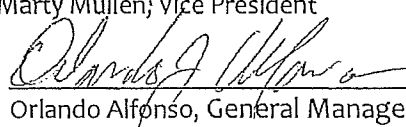
In addition to the collaborative space developed by the CPC, we believe the community-wide momentum behind this project, coupled with the work by the United Way and City of Wausau to address homelessness, has the potential to drive systemic change regarding services to the disadvantaged. Thank you, Brian and Kevin, for inviting us to be a part of this exciting project for the benefit of Wausau. Sincerely,


Robert Buckley, President


Marty Mullen, Vice President


Patrick France, Treasurer


Ken Tokarz, Advisory Council Chair


Orlando Alfonso, General Manager

Strategic Planning Committee Biographies

Brian Gumness

Brian Gumness currently serves as the CEO of the B.A. & Esther Greenheck Foundation. Since beginning his role as Executive Director and now CEO, Brian has been active in several community projects. He previously volunteered his time as a presenter for Grant Writing Workshops offered by the Community Foundation of North Central Wisconsin as well as served on the panel of the Community Arts Grant program locally and statewide. He has worked with the Department of Public Instruction assisting with the High School Leadership Program's Grant Writing Workshops. Brian served as co-chair for The Women's Community capital campaign and was part of the selection committee for the Marathon County Chapter of the Red Cross Real Heroes Program. He served on the Board of Directors of the UWMC Foundation, YMCA Foundation and the Wausau Curling Club. He has worked with two of United Ways initiative programs, the Housing and Homelessness Coalition and the Early Years Coalition. He also served as part of the strategic planning group for the City of Wausau's Community Block Grant Selection committee.

Prior to his role at the B.A. & Esther Greenheck Foundation, Brian spent 10 years working at Greenheck Fan in Sales and Marketing. He and his wife Sandy enjoy traveling, spending time with their grandchildren and their golden retrievers. Brian also enjoys time spent on the golf course as well as the ice at the Wausau Curling Club.

Kevin Noel

Kevin is the of President Home Insulation Co of Wausau Inc., a 2nd generation insulation and roofing contractor established in Wausau in 1938, is the recipient of the 2010 Wausau Region Small Business of the Year Award and has been a continuous member of the Wausau Area Chamber member since 1942.

Integrity First Bank, Wausau, Founding Charter Member and Director 2005-2017

Community Service:

- MCDEVCO, Loan Committee 2004-current
- Founding member of Community Partners Campus, current
- Noel Family Foundation, current
- City of Wausau Homelessness Roundtable member, current
- Boys and Girls Club of Wausau, Member Facilities Committee, current
- Ascension Medical Group, Chairman and Board Member 2014-2018
- Ministry Medical Group, Chairman and Board Member 2009-2014
- Wausau Area Events, Founding Member, VP 1989-1999
- Badger State Winter Games, Chair Opening Ceremonies 1989-1995
- Habitat for Humanity of Wausau, past board member and founder of current recycled building materials and office facility, 2009-2017
- Habitat for Humanity International, Jimmy Carter Work Project, Philippines, house leader for 2 tiny homes of 293 homes constructed during a 7-day period in 1999.
- Habitat for Humanity International, Jimmy Carter Work Project, Houston, Green Team, initiative in promoting energy-efficient, environmentally friendly construction practices 2001.
- Central Wisconsin Contractors Association, Founding Member and VP 1999-2001
- Wisconsin Focus on Energy, member of steering committee to set standards for energy efficient construction methods, and student curriculum, 2004.



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Services

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Planning
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Tax Exempt Organizations

Focus Teams

Manufacturing &
Distribution
Agriculture
COVID-19

Amy is an attorney with a passion for tax and tax efficient planning.

She advises individuals and businesses on a variety of business and tax matters, including corporate governance and tax compliance issues, business and farm succession planning, and the negotiation of various commercial transactions. Tax affects all industries, most notably Amy works with the agriculture, manufacturing, distribution, and health care industries. She brings a practical, solution-oriented approach to the complex legal issues present in the formation and operation of domestic and international entities, mergers and acquisitions, and business succession planning. Working closely with clients, their financial advisors, and accountants, she creates and implements tax-efficient structures for business operations and investment holdings that meet the client's goals and objectives. In addition to working with for-profit businesses, Amy also works with nonprofit organizations including public charities and private foundations. She assists with the development and creation of such organizations and provides guidance on obtaining and retaining tax exempt status and compliance with federal laws and regulations.

Amy is also involved in resolving numerous tax controversy matters at federal, state, and local levels. She has expertise in laws applicable to, and policies and procedures followed by, the IRS and state and local taxing authorities. Her experience with tax disputes includes representing clients in tax examinations and audits, voluntary disclosures, and other tax amnesty programs.

Amy's experience includes:

- Developing innovative tax-efficient structures to diminish tax implications.
- Assisting clients with strategic mergers and acquisitions, including asset and equity sales/purchases, spin-offs/split-offs, and various tax-deferred restructurings.
- Representing buyers, sellers, and other participants in acquisitions, dispositions, and other commercial transactions.
- Resolving a multitude of succession planning issues for families and closely held businesses, including facilitating productive discussions and creating complex plans to assure a successful and tax efficient transfer of management responsibilities and ownership.
- Representing individuals and businesses in income and other tax audits as well as assisting accounting professionals with tax audit responses.

Recent engagements have included:

- Structuring the sale of assets of a closely held business to minimize adverse tax consequences to the owners.
- Developing a tax-efficient succession plan that met the client's objectives and goals in transferring their large farm operation to succeeding generations.
- Assisting a nonprofit agribusiness with tax compliance matters and negotiating commercial contracts for growth of the agribusiness.
- Successfully representing a closely held business and its owners before the IRS by

negotiating a settlement.

Amy posts to the [Tax Deductions](#) blog.

Civic Activities

- Good News Project – Volunteer (2013)
- UW-Marathon County – Volunteer Income Tax Assistance (VITA) Volunteer (2012 – 2013)
- UW Alumni Wausau Chapter – Board Member (2014 – present)
- YWCA Foundation of Wausau – Board Member, Treasurer (2013 – 2016)
- YWCA Task Force – Member (2014)
- Wausau Curling Club – Member (2014 – present); Rookie Clinic Co-Chair (2015 – present); Golf Outing Committee Member (2015 – present); Volunteer Instructor (2014 – present); Board Member (2019 – present)

Professional Activities

Partnership for Progressive Agriculture – Board Member (2016 – present)

Education

- B.A., University of Wisconsin – Madison (2005)
- J.D. (*cum laude*), University of Wisconsin Law School – Madison (2008)
- LL.M. in Taxation, New York University School of Law – New York, NY (2009)

Admissions

- Illinois Supreme Court
- Iowa Supreme Court
- New Jersey Supreme Court
- New York Supreme Court
- Wisconsin Supreme Court
- U.S. District Court for the Western District of Wisconsin
- United States Tax Court

wausau | eau claire | green bay

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Dave Bliven

David Bliven is a retired Business Manager and Project Manager focusing on real estate facility creation and management.

David served his country in the US Navy for 8 years, stationed 3 years on board the USS Andrew Jackson a fleet ballistic submarine. The Andrew Jackson is one of the '*41 for Freedom*' nuclear deterrent submarines deployed during the cold war.

During 27 years at Aspirus (Director of Real Estate, Facilities and Projects) graduated Summa Cum Laude with a Bachelor's degree in Business Administration and a Masters Certificate in Project Management.

David has experience as a volunteer Project Manager for Tyler's Home for Kids, Wausau Area Boys and Girls Club, Marathon County Humane Society, and the Women's Community. Taking each project from concept to operational.

Since retiring in 2013, David has enjoyed spending time with family, traveling, volunteering, and other hobbies.

Jeffrey W. Todd

Jeff retired in 2015 from a 43-year career in health care. Most recently, Jeff served as the Bureau Chief for Quality Management at the Illinois Department of Healthcare and Family Services. He and his team were responsible for the quality of medical care received by the state's 3.3 million Medicaid recipients. For nearly a decade immediately preceding, Jeff managed an array of primary and specialty care clinics for Aspirus, a large integrated health system in north central Wisconsin and the Upper Peninsula of Michigan. He is a Certified Medical Practice Executive (CMPE).

In the 80s and 90s, Jeff served as public health administrator for four local health departments in Illinois. He became the first chief executive officer of the Illinois Public Health Association in 1984, serving for over 10 years. He managed home health, mental health and substance abuse agencies in his early career.

He holds a bachelor's degree in psychology and a master's degree in counseling psychology/administration-organizational behavior. Since 1981, he has held teaching appointments in health care administration with a number of universities, including the University of St. Francis, University of Illinois at Springfield, Northern Illinois University, and most recently with Concordia University of Wisconsin. He has served on the governing boards of numerous local, state and national organizations, including the American Public Health Association and the Wisconsin Association of Free and Charitable Clinics.

He currently volunteers in social justice mission work for his local church, was a credentialed mission co-worker with the Presbyterian Church in Colombia (IPC). He has been an ordained Elder in the Presbyterian Church (USA) since 1981.

Ken Tokarz

Ken Tokarz and his family moved to Wausau in 1989 to join the Greenheck Fan Corporation. He worked as a Manufacturing Engineering Manager, Plant Manager, and General Manager of the Fan & Ventilator Business Unit. He retired in 2016, but occasionally does consulting work for his son-in-law, Will Reif, who owns Roastar Inc.

Ken helped found the St. Vincent de Paul Cabrini Conference in Wausau in 2008, and the Thrift Store in 2013. He is a past President, and currently chairs the Advisory Council. He has also been a member of United Way's Housing & Homelessness Coalition since its inception, and currently is the Secretary for the North Central Continuum of Care, the purpose of which is to advocate, plan, and maximize resources for those experiencing homelessness in Lincoln, Marathon, and Wood Counties.

Barbara Brown

Barbara Brown currently serves as the Operations Administrator of the B.A. & Esther Greenheck Foundation. She has been part of the B.A. & Esther Greenheck Foundation for twenty years and during that time she has volunteered with several local non-profits. She served on the Aspirus Golf Classic committee for 6 years and was the chairperson for 3 of those years. She has also served on the Festival of Trees committee for Aspirus. She has been a volunteer on the committee for The Women's Community's Hooray for Hollywood benefit. Since 2016, she and her husband Mike have been a Big Couple with Big Brothers Big Sisters.

Prior to her role at the B.A. & Esther Greenheck Foundation, Barb worked 11 years working at SNE Enterprises. She has bachelor's degrees in Business Administration and Managerial Accounting.

Community Partners Campus Steering Committee Members

Orlando Alfonso, St. Vincent de Paul Cabrini Conference

Donna Ambrose, The Neighbors' Place

Pam Anderson, Marathon Cty Housing & Homelessness Coalition

Gary Bezucha, Salvation Army

Dave Bliven, Retired Aspirus Director of Real Estate, Facilities & Projects

Chief Ben Bliven, Wausau Police Department

Barbara Brown, BA & Esther Greenheck Foundation

Amy Ebeling, Ruder Ware Law Firm

Eileen Eckardt, Marathon County Health Department

Dave Eisenreich, Marathon County Hunger Coalition

Brian Gumness, BA & Esther Greenheck Foundation

Beth Hynes, Blessings in a Backpack

Lance Leonhard, Marathon County Deputy Administrator

Kevin Noel, Home Insulation

Roberto Partarrieu, Catholic Charities

Tracy Rieger, Catholic Charities

Jeff Sargent, United Way of Marathon County

Michelle Schaefer, The Neighbors' Place

Diane Sennholz, North Central Community Action Program

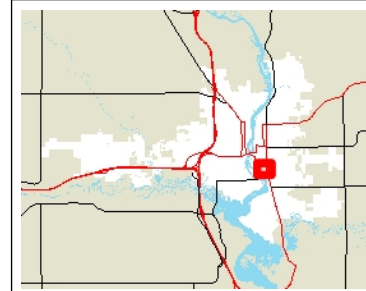
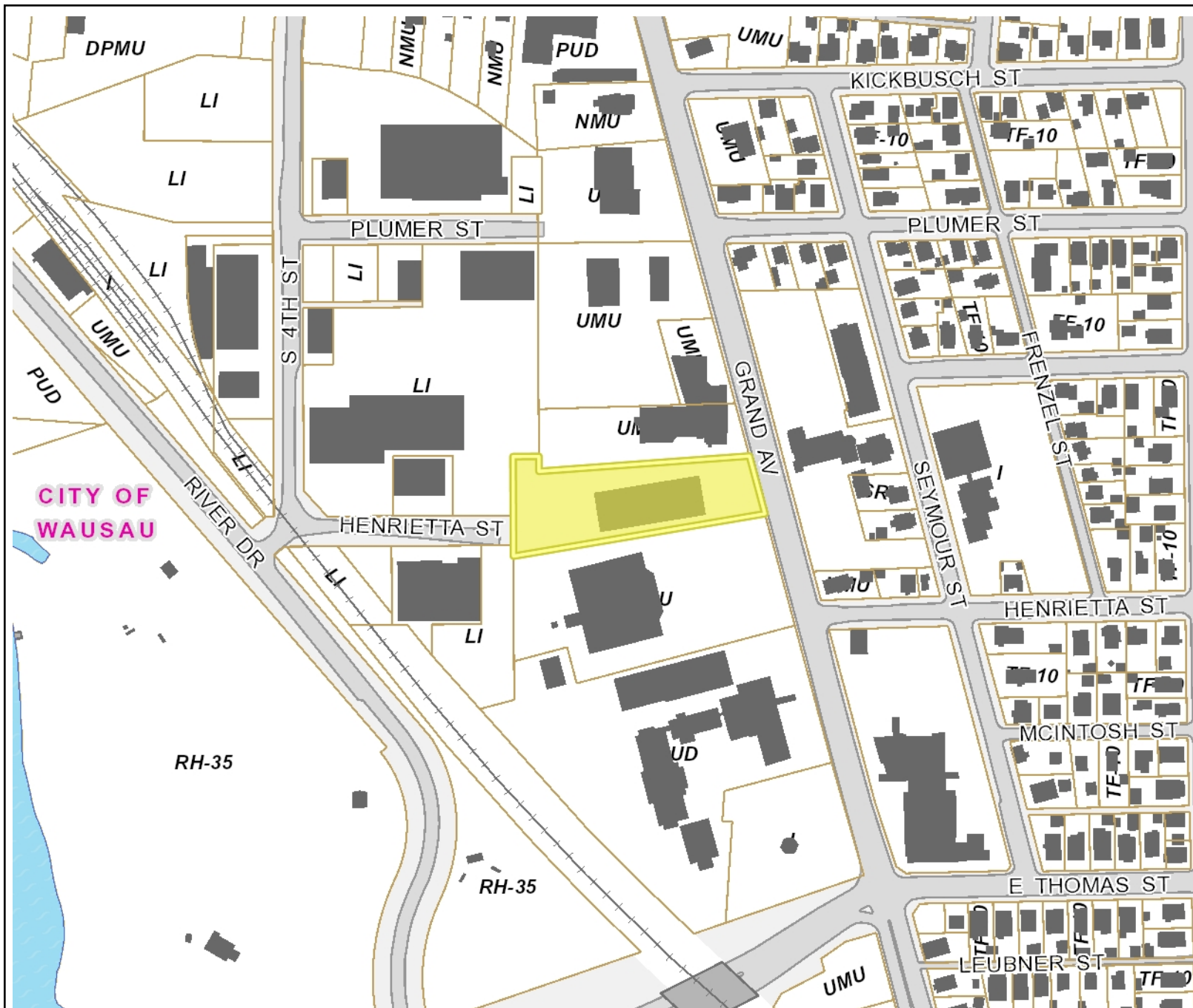
Lt. Donna Thammavongsa, Salvation Army

Jeffrey Todd, First Presbyterian Free Clinic

Ken Tokarz, St. Vincent de Paul Cabrini Conference

Cari Logemann

Prior to joining Community Partners Campus as its Executive Director, Cari Logemann served as Senior Vice President and General Counsel for Aspirus, Inc. She began employment with Aspirus as its first Assistant General Counsel in 2007, taking over the role of Senior Vice President and General Counsel in 2011. She took on the added role of Interim Chief Compliance and Privacy Officer for a year, from July 2017 through July 2018. As General Counsel, through June 2020, Cari was the principal legal advisor to all Aspirus entities; provided legal analysis, guidance, education, and documents; and ensured Aspirus' organizational structure, business transactions, and activities were in compliance with the law and Aspirus' principals and mission. As Interim Chief Compliance and Privacy Officer, she was responsible for the strategic development, implementation, and tactical oversight of an effective Corporate Compliance program for Aspirus, Inc., including its subsidiaries and affiliated entities. Prior to joining Aspirus, Cari was a shareholder at Ruder Ware in Wausau, where she practiced employment law and litigation. She is a recent past President of The Performing Arts Foundation and the Community Foundation of North Central Wisconsin and is a member of the State Bar of Wisconsin and the State Bar of Michigan. She received her bachelor's degree in management in 1991, magna cum laude and her law degree in 1994 from Marquette University Law School, cum laude.



Legend

- Stream - River
- Pond - Lake
- Wausau Wetland
- Swamp
- Parcel
- Building
- + Railroad
- Bridge
- Overpass
- Paved Road
- Divided Highway
- Right Of Way
- Zoning (Label Only)



Map Created: 1/6/2021

142.84 0 142.84 Feet



NAD_1983_2011_WISCRS_Marathon_Feet

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the Reprogramming of Homeowner Rehabilitation Revolving Loan Funds into a Public Facility Project – acquisition of 364 Grand Avenue for Community Partners Campus and the Substantial Amendment for 2020 Community Development Block Grant (CDBG) Action Plan.

Committee Action:

Fiscal Impact: \$150,000 in reprogrammed CDBG funding

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the City has received a request from new non-profit Community Partners Campus (CPC) to assist with the acquisition of 364 Grand Avenue, Wausau. This facility will house 8 – 15 nonprofit partners under one roof to better assist their clientele.

WHEREAS, the Community Development Department maintains a Revolving Loan Fund through its Homeowner Rehabilitation Loan Program of which there is a substantial balance of loan repayments in this fund,

WHEREAS, the Citizens Advisory Committee for Community Development held a public hearing for the reprogramming of a portion of the revolving loan fund into a public facility project to assist with the acquisition cost associated with CPC purchasing 364 Grand Avenue, Wausau,

WHEREAS, HUD has previously approved the City's 2020 Action Plan for CDBG funding programs and reprogramming these funds for an additional activity require an amendment to that plan,

BE IT RESOLVED, by the Common Council of the City of Wausau that the reprogramming of \$150,000 from the Homeowner Rehabilitation Revolving Loan funds into the public facility activity to assist CPC with the purchase of 364 Grand Avenue, Wausau be approved and authorize the Mayor and appropriate City staff to complete filings and execute documents with the appropriate agencies to implement said agreements and amendment to the previously HUD approved 2020 Action Plan.

Approved:

Katie Rosenberg, Mayor



MEMO

TO: Finance Committee

FROM: Tammy Stratz, Community Development Manager

DATE: February 1, 2021

RE: Reprogramming Rental Energy Assistance program income funds

The City of Wausau had received through the State of Wisconsin, funds for a Rental Energy Assistance Program. This funding was received over 25 years ago and the funds had been recycled many times to assist with energy upgrades for rental units. This program has been defunct now for years of which currently there is \$9,571 left in this program income account.

Staff recognizes that energy efficiency is an important issue but upgrades can be costly. Many Non-Profits find that they do not have the funds necessary to make even minor upgrades that could reflect in energy savings which will decrease their monthly/annual energy costs. Therefore, staff proposes to utilize this small pot of money to assist Non-Profits located within the City of Wausau with a one-time grant of up to \$1,500 to assist with energy assistance upgrades. These upgrades could be anything from a new energy-efficient furnace, a new energy-efficient water heater, solar panels for the building, or something as simple as changing out old light fixtures and replacing them with LED fixtures. The non-profits would need to provide documentation as to what upgrades are being planned, what the quotes are coming in at and who is performing the work. After the work is completed, an invoice or proof of payments would be required, copy of necessary permits and inspections have been completed, and then the City would either pay the contractor directly or reimburse the Non-Profit for those eligible expenses. This program would be first-come, first-serve and could assist approximately 6/7 agencies.

Tammy Stratz

NON-PROFIT ENERGY EFFICIENCY FORGIVABLE LOAN PROGRAM

Grant program to assist Non-Profit agencies located in the City of Wausau to invest in energy efficient upgrades to their buildings. Program is offered on a first-come, first-serve basis and until the funds are depleted.

- Non-profit **MUST** be physically located within the City of Wausau and have its 501(c) or 501(c)(3) status.
 - Either own their own building OR rent but needs to be responsible for utilities.
- Upgrades must be rated as Energy Star and must be performed by licensed contractors who must pull necessary permits and have necessary inspections performed.
- Potential projects **MUST** be preapproved by the Community Development Department.
- Funds can be paid towards the contractor directly OR reimburse the non-profit with proof of payment
- A maximum of \$1,500 per non-profit. \$500 per year will be forgiven as long as the non-profit stays in the unit the upgrades were performed at – total of three (3) years.

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the Reprogramming of Rental Energy Assistance funds to a Non-Profit Energy Assistance Forgivable Loan fund.

Committee Action:

Fiscal Impact: \$9,571 in reprogrammed funding

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the City has operated a Rental Energy Assistance Loan program which was originally funded by the State of Wisconsin and is now defunct,

WHEREAS, energy efficiency upgrades are identified as important for cost effectiveness but upfront costs may be an expense that many Non-Profit agencies may not be able to afford,

WHEREAS, the Citizens Advisory Committee for Community Development held a public hearing for the reprogramming of the Rental Energy Assistance Loan program funds into a Non-Profit Energy Assistance Forgivable Loan Program,

BE IT RESOLVED, by the Common Council of the City of Wausau that the reprogramming of \$9,571 from the Rental Energy Assistance Loan program into the Non-Profit Energy Assistance Forgivable Loan Program be approved and authorize the Mayor and appropriate City staff to operate the program and execute documents with the approved agencies for such assistance.

Approved:

Katie Rosenberg, Mayor



CITY OF WAUSAU

SOLE SOURCE PURCHASE JUSTIFICATION

REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000

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

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

☐

Ongoing Sole Source – 365 days

☒

One Time Sole Source Request

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

We were approved for the installation of the USDD G2 fire station alerting system for Station 1 and 3 through the 2021 CIP process. This is the same system that was installed at Station 2 and the same installers. The request is for the purchase of the G2 system, the installation of the equipment by General Communication, a certified installer of this specific system, and PGA to provide the connection between the equipment and the network. The amount approved through the CIP is \$146,083.51. We have since completed a walk through to get finalized quotes so the actual amount might vary a bit but will not exceed the amount approved.

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

Full purchase and installation for the alerting system.

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

The alerting system is a continuation of the system that we currently installed at Station 2. General Communications is the closest "certified" installer for the system that was purchased. If a non-certified installer would have been hired, the alerting system company would have required them to become certified which is very costly. PGA has worked with General Communications in the installation of this system so has experience in what type of CAD wire to use and install.

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

Again, they were certified and the closest vendor for this service.

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

We did discuss with the general contractor for Station 2 and the alerting system company.

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

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

Department: Wausau Fire Department

Preparer: Tracey Kujawa

Vendor Name: General Communications/PGA/USDD G2 Alerting System

Expected amount of purchase or contract: \$146,083.51

Department Head Signature:

Date: 2/4/2021

Finance Director Signature:

Date:

CITY OF WAUSAU 2020 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
NOVEMBER 30, 2020
NARRATIVE

REVENUES

Licenses – In June, the finance committee approved a resolution to provide a 50% fee reduction on Class B and Class C liquor licenses due to the significant financial impacts of COVID-19 on local restaurants and bars in the City. We believe that many of the bars and restaurants that are now open and following CDC and WEDC reopening guidelines are running with limited staffing due to restrictions on table spacing and capacities. For these reasons, and considering COVID-19 continues to spread, we expect actual revenues to fall short of budget for the year.

Permits – Permit revenue, for the fourth year in a row, is on the incline. Early in 2020, a majority of these revenues stemmed from the Mountain Lanes Apartments project. Portions of this surplus in revenues over budget has been assigned to one-time unbudgeted expenditures such as consulting services for strategic planning and emergency government planning.

Fines, Forfeitures, and Penalties – This line item continues to be problematic. In 2019 we discussed how this line item fell short of expectations due to the Police Department issuing significantly fewer traffic citations than they had in 2018. In early 2020, the safer-at-home order issued by Gov. Evers had many people avoiding leaving their residences, and therefore there has been fewer traffic violators on the roads. The budget shortfall will likely be around \$100,000.

Interest on General Investments – 2020 was off to a great start regarding interest earned on investments. The vast majority of the City's investments are in federal agency bonds, CD's and other municipal bonds, which are adjusted to market value on a monthly basis. Those investments netted the City gains (realized and unrealized) of about \$575,000 through October. The City's cash deposits with the LGIP have realized about \$100,000 in interest through October, although current interest rates are very low compared to those realized earlier in the year.

Public Charges for Services – Most of the areas will fall short of the budget and prior years. EMS run revenue is down due to the decrease in 2020 runs. Much of the population has been avoiding seeking medical attention due to COVID risks. Street public charges are down due to lack of snow. We also experienced less damage to street lighting extra as a result of COVID closing and less traffic. Park revenue is also down and will not make budget due to limited activity in the parks and pool closures.

Other Miscellaneous Revenues – A one-time grant for \$50,000 was received from The Center for Tech and Civic Life to provide the City with funding covering the planning and operationalizing of a safe and secure election. This grant is not reflected in the budget.

EXPENSES

Emergency Government (COVID-19) – The City is tracking the expenditures it incurred as a direct result of the COVID-19 pandemic in this line item. Additional payroll expenses incurred by the Police and Fire Depts as a direct result of COVID-19 have been kept in each departments line items. The City was approved for up to \$702,954 of reimbursement aid through the State's "Roads to Recovery" grant program, which will cover these costs.

Elections budget is over budget after the presidential election. The City did qualify for a two separate grants which are finance the excess costs.

Fire Department – The department has several yearend retirements pending and the sick leave payments will negatively impact the budget.

Overall, the expenses to date appear in good shape with 87.3% of the budget spent and 91.7% of the year complete.

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended November 30, 2020

	Budgeted Amounts			Variance with	2019
	Original	Final	Actual	Final Budget	Actual
TAXES					
General property taxes	\$ 18,863,394	\$ 18,863,394	\$ 18,863,394	\$ -	\$ 18,232,895
Mobile home parking fees	27,900	27,900	26,480	(1,420)	28,070
Payments in lieu of taxes	113,000	113,000	17,236	(95,764)	50,163
Other taxes	67,684	98,039	115,055	17,016	251,427
Total Taxes	19,071,978	19,102,333	19,022,165	(80,168)	18,562,555
INTERGOVERNMENTAL					
State shared taxes	4,599,391	4,599,391	4,628,789	29,398	4,764,651
Expenditure restraint	854,574	854,574	874,574	20,000	853,021
Fire insurance tax	130,000	130,000	128,264	(1,736)	124,674
Municipal services	161,711	161,711	161,404	(307)	148,232
Transportation aids	2,984,793	2,984,793	2,981,077	(3,716)	2,725,149
Roads to recovery aid - COVID-19	-	35,000	486,884	451,884	
Other grants	184,000	184,000	184,056	56	270,086
Total Intergovernmental	8,914,469	8,949,469	9,445,048	495,579	8,885,813
LICENSES AND PERMITS					
Licenses	193,420	193,420	144,691	(48,729)	205,451
Franchise fees	337,402	337,402	255,237	(82,165)	338,156
Permits	275,235	350,235	497,286	147,051	501,959
Total Licenses and Permits	806,057	881,057	897,214	16,157	1,045,566
FINES, FORFEITURES, AND PENALTIES					
	380,030	380,030	226,428	(153,602)	309,266
PUBLIC CHARGES FOR SERVICES					
General government	91,830	91,830	105,024	13,194	111,292
Public safety	1,744,170	1,744,170	1,436,740	(307,430)	1,781,573
Streets and related facilities	139,950	139,950	118,634	(21,316)	207,993
Recreation	179,800	179,800	77,399	(102,401)	183,545
Public areas	140,010	140,010	53,581	(86,429)	119,576
Total Public Charges for Services	2,295,760	2,295,760	1,791,378	(504,382)	2,403,979
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,350	11,350	-	(11,350)	15,133
County and other municipalities	240,373	240,373	81,579	(158,794)	248,806
City departments	780,825	780,825	287,162	(493,663)	1,078,969
Total Intergovernmental Charges for Services	1,032,548	1,032,548	368,741	(663,807)	1,342,908

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended November 30, 2020

	<u>Budgeted Amounts</u>			Variance with	2019
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Actual</u>
COMMERCIAL					
Interest on general investments	\$ 500,000	\$ 500,000	\$ 698,567	\$ 198,567	\$ 1,237,162
Interest on special assessments	-	-	287	287	419
Other interest	<u>18,000</u>	<u>18,000</u>	<u>118,351</u>	<u>100,351</u>	<u>71,173</u>
Total Commercial	<u>518,000</u>	<u>518,000</u>	<u>817,205</u>	<u>299,205</u>	<u>1,308,754</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	127,333	127,333	158,516	31,183	171,676
Sale of City property/loss compensation	20,600	20,600	21,699	1,099	13,856
Other miscellaneous revenues	<u>30,605</u>	<u>30,605</u>	<u>88,416</u>	<u>57,811</u>	<u>38,249</u>
Total Miscellaneous Revenues	<u>178,538</u>	<u>178,538</u>	<u>268,631</u>	<u>90,093</u>	<u>223,781</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,730,000</u>	<u>1,730,000</u>	<u>1,542,438</u>	<u>(187,562)</u>	<u>1,609,405</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 34,927,380</u>	<u>\$ 35,067,735</u>	<u>\$ 34,379,248</u>	<u>\$ (688,487)</u>	<u>\$ 35,692,027</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended November 30, 2020

	<u>Budgeted Amounts</u>			Variance with	2019
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Actual</u>
GENERAL GOVERNMENT					
City Council	\$ 93,336	\$ 93,336	\$ 71,825	\$ 21,511	\$ 85,063
Mayor	198,304	198,304	161,957	36,347	190,005
City Promotion	105,000	155,000	99,565	55,435	92,178
Finance department	553,436	553,436	487,669	65,767	511,162
Data processing	800,586	800,586	699,325	101,261	749,028
City clerk/customer service	427,600	427,600	384,953	42,647	388,292
Elections	70,543	227,306	256,396	(29,090)	20,950
Assessor	513,902	513,902	442,286	71,616	467,415
City attorney	620,171	660,171	594,338	65,833	517,307
Municipal court	151,106	151,106	104,217	46,889	120,516
Human resources	386,975	386,975	310,082	76,893	340,686
City hall and other municipal buildings	301,014	301,014	292,940	8,074	285,489
Unclassified	76,000	188,246	132,456	55,790	91,373
Total General Government	<u>4,297,973</u>	<u>4,656,982</u>	<u>4,038,009</u>	<u>618,973</u>	<u>3,859,464</u>
PUBLIC SAFETY					
Police department	10,050,381	10,114,791	8,863,596	1,251,195	9,716,278
Fire department	4,304,282	4,309,282	3,974,310	334,972	4,156,221
Ambulance	3,268,675	3,268,675	3,013,686	254,989	3,181,791
Emergency government (COVID-19)	-	10,000	224,527	(214,527)	
Inspections	883,600	883,600	810,685	72,915	889,514
Total Public Safety	<u>18,506,938</u>	<u>18,586,348</u>	<u>16,886,804</u>	<u>1,699,544</u>	<u>17,943,804</u>
TRANSPORTATION AND STREETS					
Engineering	1,364,111	1,364,111	1,213,315	150,796	1,323,700
Department of public works	6,963,084	6,963,084	5,704,277	1,258,807	7,924,426
Total Transportation and Streets	<u>8,327,195</u>	<u>8,327,195</u>	<u>6,917,592</u>	<u>1,409,603</u>	<u>9,248,126</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	929,000	929,000	847,388	81,612	905,302
NATURAL RESOURCES/RECREATION					
Parks and recreation	3,074,171	2,871,633	2,119,779	751,854	2,694,161
OTHER FINANCING USES					
Transfers out	-	153,000	188,000	(35,000)	310,000
TOTAL EXPENDITURES AND OTHER FINANCING USES					
	<u>\$ 35,135,277</u>	<u>\$ 35,524,158</u>	<u>\$ 30,997,572</u>	<u>\$ 4,526,586</u>	<u>\$ 34,960,857</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended November 30, 2020

BUDGET REVENUES RECONCILIATION

2020 ADOPTED BUDGET	\$ 34,927,380
Roads to recovery aid - \$35,000 of aid to be used for election purposes	35,000
Permits - \$15,000 realized revenue over budget given to Catholic Charities homeless housing project	15,000
Permits - \$50,000 realized revenue over budget assigned to fund strategic plan consulting services	50,000
Permits - \$10,000 realized revenue over budget assigned to fund emergency consulting services	10,000
Other taxes - \$30,355 adjustment to projected actual revenues; assigned to various expenses	<u>30,355</u>
2016 MODIFIED BUDGET	<u><u>\$ 35,067,735</u></u>

BUDGET EXPENDITURES RECONCILIATION

2020 ADOPTED BUDGET	\$ 35,135,277
Elections - Budget carryover from 2019	74,173
Elections - Reclass funds from Police dept. and increase is roads to recovery aid to fund elections	82,590
City promotion - Assign part of permit revenue budget surplus to strategic planning consulting services	50,000
City attorney - Adjustment to cover projected actual expenditures	40,000
Fire department - Budget carryover from 2019	5,000
Police department - Special events staffing	42,462
Police department - Physical therapy services for police department	20,000
Police department - Reduce budget planned for staffing events that were cancelled and apply to elections	(47,590)
Police department - apply excess budgeted funds from special event cancellations to capital replacement	(43,000)
Transfer out - apply excess budgeted funds from the police dept. to capital replacement fund	43,000
Unclassified - Net settlement of property tax challenges by US Bank N.A.	14,353
Unclassified - Contribution given to Catholic Charities homeless housing project	15,000
Unclassified - Increase to budget for tax settlement with US Bank	47,893
Unclassified - Transfer to cover public access projected deficit	10,000
Unclassified - Transfer to cover excess motor pool costs related to fall leaf pickup	25,000
Emergency government - Assign part of permit revenue budget surplus to emergency consulting services	<u>10,000</u>
2020 MODIFIED BUDGET	<u><u>\$ 35,524,158</u></u>