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, March 22, 2022 at 5:15 PM**
Location:	**City Hall (407 Grant Street) - Council Chambers**
FIN Members:	Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson

AGENDA ITEMS

1 Minutes of the previous meeting(s): (3/08/22)
2 Discussion and Possible Action regarding creating a Paid Internship Program
3 Discussion and Possible Action regarding amending Section 10.01.080 Penalty
4 Discussion and possible action on Memorandum of Understanding between Marathon County, North Central Health Care and Metro Ride for specialized transportation assistance
5 Discussion and possible action regarding the sole source approval of the First Amendment to Airport Fixed Base Operation Agreement and First Amendment to Airport Management Agreement
6 Discussion and possible action on authorizing execution of the First Amendment to Airport Fixed Base Operation
7 Discussion and possible action on authorizing execution of the First Amendment to Airport Management Agreement and related budget modification
8 Discussion and possible action regarding budget modification for the purchase of seven buses through the VW State of Wisconsin Grant Assistance Program and Transit Reserves
9 Discussion and possible action regarding Adoption of the Standard Allowance of Revenue Loss Pursuant to the American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program
10 Discussion and possible action regarding current American Rescue Plan Grant Requests
11 Discussion and possible action regarding licensing the use of the Special Assessment software purchase
12 Discussion and possible action regarding authorization to charge back uncollectible 2020 personal property taxes
13 Discussion and possible action regarding survey software
14 Discussion and possible action regarding February 2022 General Fund financial report

Adjourn

Lisa Rasmussen, Chairperson

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

The Access Code is: 2497 163 9903 Password: Wausau1

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.

NOTICE: It is possible and likely that members of, and possibly a quorum of members of the Committee of the Whole or other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting. No action will be taken by any such groups.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 3/18/22 at 12:00 PM

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, (Alderpersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

JOINT FINANCE COMMITTEE and WAUSAU WATER WORKS COMMISSION
Date and Time: Tuesday, March 8. 2022 @ 5:15 pm., Council Chambers
Finance Members Present: Lisa Rasmussen, Sarah Watson, Michael Martens, Dawn Herbst, and (Deb Ryan *entered late*)

Others Present: Maryanne Groat, Toni Vanderboom, Ben Bliven, Randy Fifrick, Anne Jacobson, Scott Boers, Eric Lindman, Emily Ley, Gerald Klein, Valerie Swanborg, Mary Goede, Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The Finance Committee was called to order by Chair, Lisa Rasmussen at 5:15 pm.

Minutes of the previous meeting(s): (2/22/22)
Motion by Watson, second by Herbst to approve all the minutes of the 2/22/22 meeting. Motion carried 4-0.

Discussion and Possible Action regarding modifying the meal per diem rates and Professional Development Policy
Motion by Watson, second by Martens to approve. Motion carried 4-0.

Discussion and Possible Action authorizing the execution of Airport Ground Lease - Keith Mathews
Motion by Herbst, second by Martens to approve. Motion carried 4-0.

Discussion and Possible Action authorizing the execution of Airport Ground Lease - MDB Ventures, LLC
Motion by Herbst, second by Martens to approve. Motion carried 4-0.

Discussion and Possible Action regarding Budget Modification Sidewalk Construction Contract
Motion by Herbst, second by Watson to approve. Motion carried 4-0.

Discussion and Possible Action regarding Budget Modification Recycling Fund transfer
Motion by Watson, second by Martens to approve. Motion carried 4-0.

Discussion and Possible Action regarding Budget Modification Leaf Baler Contract
Maryanne Groat explained this was approved at a previous meeting, but when preparing the resolution for Council we realized we had not anticipated the rent increase for the equipment in the 2022 Budget. This corrects the amount to up to $6,000.

Motion by Martens, second by Herbst to approve the contract. Motion carried 4-0.

Discussion and Possible Action regarding creating a Paid Internship Program
Toni Vanderboom stated this is the broad framework to allow us to start a paid internship program for which each department has different internship needs. This lays out the general expectation of hours and a general range of pay that would be the framework and would let each department decide if they want to participate. It could be project based or job based to develop skills. The funding request would allow for two to three interns depending on the nature of the work they are doing: the harder the work, the more the pay.

Sarah Watson questioned how much the budget was and if it was to be annual. Vanderboom stated it is a one-time request of $25,000 just for this year to see how it works out. Rasmussen suggested this item be held for the next meeting for more information and to determine a funding source.

Discussion and Possible Action regarding Budget Modification Bottled Water
Rasmussen stated at Committee of the Whole there was discussion on short-term, interim, and long-term solutions to the PFAS issue. She indicated the Mayor was approached by the Emergency Management Director offering to procure pallets of bottled water to be distributed by social service agencies within the community. She noted EM Director verified the water he would source is properly filtered and packaged not to contain PFAS. The resolution before them is for the delivery/shipping costs of $13,200. Groat stated the transfer would come from contingency.

Dawn Herbst commented the resolution states they could also purchase filtered water for similar or less cost from other vendors and questioned why they weren't doing that instead of paying $13,200 for shipping. She also wanted to make sure all the water was NSF53. She stated she researched filters and things and found there is a lot of stuff that could be purchased for a lot less. *Discussion on options continued.*

Motion by Watson, second by Martens to approve the resolution for the purchase of safe PFAS free bottled water not to exceed $13,200 from the cheapest vendor. Motion carried 4-0.

JOINT SESSION   **Meeting video:** https://www.youtube.com/watch?v=-gvfqra_Qig
The Wausau Water Works Commission was called to order by Chairperson Mayor Katie Rosenberg at 5:45 pm.
WWW Members Present: Katie Rosenberg, Dawn Herbst, Jim Force, Joe Gehin, and John Robinson

Discussion and possible action on options for potential rapid response solutions and long term strategies to address PFAS compounds in Wausau's drinking water and funding for same

**See attached minutes of Wausau Water Works for discussion.*

Finance Committee Vote
Motion by Martens, second by Watson to designate $150,000 of ARPA funds to be used for immediate mitigation of the PFAS in the municipal water supply through the purchase of a combination of bottled water and filter devices, the mixture of which to be determined by staff. Motion carried 5-0.

Adjourn
Motion by Watson, second by Herbst to adjourn the Finance Committee. Motion carried unanimously.
Motion by Gehin, second by Robinson to adjourn the Wausau Water Works Commission. Motion carried unanimously. The meeting was adjourned at 6:45 pm.

Minutes of March 8, 2022

A meeting of the Joint Wausau Water Works Commission & Finance Committee was called to order at 5:46 p.m. in City Hall on Tuesday, March 8th, 2022. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on March 4th, 2022.

Members Present: President Rosenberg, Commissioners Herbst, Gehin, Force, Robinson
Finance Committee Members: Lisa Rasmussen, Michael Martens, Dawn Herbst, Sarah Watson via WebEx: Deb Ryan
Others Present: Eric Lindman, Scott Boers, Ben Brooks, Valerie Swanborg, Maryanne Groat, Toni Vanderbom, Tom Kilian, Becky McElhaney, Stephen Opatik/ Becher-Hoppe, Susan Wojtkiewicz/ Donohue, Mike Gerbitz/ Donohue

1) **Discussion and Possible Action on Options for Potential Rapid Response Solutions and Long-Term Strategies to Address Perfluoroalkyl and Polyfluoroalkyl (PFAS) compounds in Wausau's Drinking Water and Funding for Same.**

   Rasmussen began that the Committee and Commission working together on issues of mutual interest is good because the Finance Committee has flexibility and latitude with certain fund sources to approve things faster than what the Commission can do using utility and rate payer revenue so we can work through some action plans and have the right combination for filter/treatment process of PFAS at the new plant when it opens. Both Water and Finance Committee support a pilot study research which is going to the Council tonight. We do need to look at something interim that they can employ separate from bottled water to reduce the level of PFAS. At the faucet level we are about a 30 ppt. The Department of Natural Resources (DNR) board adopted 70 ppt with the Environmental Protection Agency (EPA) but there is an expectation that the EPA may reduce the level but the further we are ahead of that requirement, the better position the utility will be to meet requirements.

   Lindman started that staff has been asked to prepare potential scenarios for immediate/interim response to PFAS results in the drinking water: 1) Pilot Study 2) Purchasing/make available bottled water & filter pitchers for in-home use 3) Establish reverse osmosis filling stations around the city 4) Set up/deploy a large filtration system for all distributed water at the existing treatment facility but the cost and timing may present challenges.

   Rasmussen stated that the Committee of the Whole had some interest in option 4 in attaching mobile units to the existing plant but the cost would be somewhere around $2,000,000. We have to look at the cost to benefit analysis and where are we at as far as the logistics for this solution.

   Lindman replied the biggest hurdles would be the timelines for approvals by the DNR and Public Service Commission (PSC) because those take about 3-4 months plus the timing for set ups. Donohue is here for specific questions. Approvals take a lot of time because when we start touching the drinking water system, we start changing the water chemistry and we could have other problems potentially downstream like compromising the corrosion control, disinfection and other things that could cause an actual health risk to the public.

Rosenberg stated the importance of the downstream effects but in speaking with DNR, they have advised they could expedite the approval through the PSC and DNR on these rapid response strategies if needed but she didn't know exact timelines but anticipates that it would not be as long as 2 months.

Watson questioned if option 4 could be accelerated and what the timeline looked like with the estimation of 6 weeks for approval from the DNR.

Gerbitz replied that the ranges in the Memo from Donohue on Page 3 showed from 16-23 weeks which entailed authorization to commissioning. This was assuming best case scenarios with DNR/PSC process we have to work through. The blue bar is the procurement timeline from getting materials from the shop, piping and then installing. It doesn't mean that it would be 14 weeks but could be in the range of 16-23 weeks assuming the DNR/PSC doesn't slow it down.

Watson stated she is concerned about the chemistry testing because if we inject something into the drinking water that impacts corrosion control but brings up higher lead levels, then there's a bigger problem. She questioned if the 16-23 weeks or 4-6 months have a chem testing included or if it was just for approvals.

Gerbitz stated it was independent of the approvals. The blue bars are independent of any testing, it's the amount of time with the supply shortage. The 16 weeks estimates getting the material in contractors' hands and fabrication then it goes out in field to get it installed.

Rasmussen stated it was the most expensive option, people want a reasonable solution and much quicker option than that time frame.

Watson questioned if this would be for all the wells and if we need all the wells to run to feed all the utility customers?

Gerbitz replied it would be one system that goes into the front yard of the existing water treatment facility before it goes out into the water distribution system. It would be like a supplemental treatment before it goes out into the system.

Robinson questioned if the granular activated carbon (GAC) vessels were looked at and if this was for the vessels or media and why would it take 3-5 weeks.

Gerbitz stated we didn't look at the universe of strategies we are showing the ion exchange because the six vessels are sitting at the warehouse ready to go right now. If you decide tonight it would be 3-5 weeks largely for the piping. One contractor said they can get stainless steel piping in 8 weeks and a couple of weeks to fabricate it, another contractor said nickel went up 250% and there's a huge shortage, another contractor stated if you are in a hurry, rather than use stainless steel you could use carbon steel and coat the interior to satisfy the drinking water requirement. We weren't able to find any GAC in short order that was in stock ready to go.

Gehin wanted a description of how it would be connected at the plant, would we have enough flow or do we do bypass in the event of an emergency. Do we have to do any additional pilot?

Gerbitz replied the 3rd figure shows where it comes up and goes through the building. We do have 60 year old pipes, but the information suggests that those pumps would get the flow through these vessels in series because there would be less pressure loss. If the City moved forward with this, we suggest field testing of those pumps to look for the amp draws and performance at different back pressures. The probability looks good from a flow capacity standpoint. The maximum flow would be 6.8 million gallons a day.

Wojtkiewicz replied to Gehin's question and stated they've been working with the DNR and in an emergency they would approve ion exchange or GAC technology without pilot testing.

Gerbitz clarified this was not the universe of temporary solutions but the thing driving the schedule is all the interconnections/piping and not the regulatory process. The construction is what's taking the time. The effort was to give you a realistic understanding and quickly procure for a 5-7 million gallon a day system. The cost given defines the brackets from ceiling to the floor but the cost could fall somewhere in between there.

Rosenberg stated if we could use the mobile GAC that stated they could roll in a week?

Gerbitz stated we could talk with them to see how they were going to connect it. We are working with Evoqua and 2 large contractors who gave us the 16-week timeframe.

Force questioned the status of the pilot study approved a week ago and if we did any tests at various taps regarding the 30 ppt? Do we know the PFAS levels coming out of our homes and business?

Gerbitz stated we were waiting on council approval but materials have been ordered. The folks providing the equipment are looking forward to providing material once we submit a Purchase Order (PO).

Wojtkiewicz added they have already submitted the pilot test protocol to DNR who provided review questions that her colleague was working on the answers this evening and should be expecting DNR approval this week. Will be getting initial results within a month of beginning the pilot, not final answer but will have information.

Lindman replied testing was done at the points where the finished water enters the distribution system after the treatment facility. We do not know the level of PFAS in homes/business but we are not losing PFAS out in the system anywhere.

Rasmussen stated if it leaves the plant at 30 then there's a reasonable assumption that it arrives at the house at 30. We could look at option 3- multiple reverse osmosis filling station around the city.

McElhaney stated the urgency to do something now, she's hearing from her residences that they don't believe the water is safe. Since the Water Advisory, she's gotten calls from residents she's never heard from. The landlord at the Job Center turned off all the water, how many businesses have turned off water and people are trying to find bottled water to take in for work. Someone went into a restaurant and was asked if they wanted poison water or soda. This is what's happening around the City. With the portable system we talked about a month ago, I didn't understand that, you did or didn't look at it?

Rasmussen stated that was what we were just talking about, the mobile filtration system that attaches to the existing water plant but that was the 16 weeks. It sounds like the residents are not willing to wait 4 months. They love that it's an equitable solution, but is there an array of options that we could put out more sooner?

Force stated it would be option 1- bottled water. His research was that other people had volunteers help load the water into the cars and had multiple pick up locations. If we are talking about spending $1.5- $2 million to wait 16 weeks to hook up, are we not better off expanding the bottled water effort and spending the money there?

Rasmussen stated that would be the question we are discussing but option 2- bottled water and filter pitcher on the memo would be an option and option 1 was for the pilot study in which we already approved but if the council approves that then its already in progress. If we want to skip to item 2 we could.

Waston wanted to hear option 3- multiple reverse osmosis filing stations within the city.

Lindman stated this is another option, we would be serving more than 25 individuals so we would need approval with DNR maybe not the PSC but challenges would be disinfection with these units, the reverse osmosis removes the disinfection from the water in the storage unit. The taps can also get infected as well, we also have installation time at various locations along with ordering them and there availability.

Boers replied cost would be $25-$35 thousand per unit and would be between 30-60 days depending on what company and what they have available at the time of order.

Ryan stated she has been using the Berkey filter system. PFAS is priority but we still have a lot of Lead. She questioned if we have a definitive filter that is best to buy in bulk and give options to neighbors instead of lugging water around?

Rasmussen stated that Boers did some research but there are a lot of filtration devices. The question is if these filtration devices work because some that we see sold in the stores were more about the water tasting and not water quality, some filter certain substances but they don't all filter PFAS. This is the fastest option, but if there is a pitcher that works, is it something we could source? Starting with a smaller quantity and see the demand. Is there an item we could get 1500 and distribute those items, then place another order once we run low.

Boers replied he contacted 3 companies and proposed 1,000 per unit. 1) Berkey- which has a travel size of 1.5 galloon, for $241/unit and could ship 250 units every 6-8 weeks. 2) Hydroviv- goes under the sink filter but only lasts 6 months, online price is a little over $200, they would knock it down to $105/unit for a 1,000 order and could deliver us 1000 in 30 days. 3) Aquasana- is a countertop unit which is good for 450 gallons and could sell us 1,000 for $61/unit and could be delivered in 90 days.

Rosenberg stated she didn't like the idea of waiting 18-22 weeks to fix something and doesn't love the idea of people installing something in their home but questioned what are the needs, what do we want to spend and how quickly could we fix this?

Force stated he agreed we needed to move quickly and couldn't sit around. He advocated that bottled water be made available and in more places.

Watson stated she was disappointed of the 3 months wait time but would also like it to be more user friendly.

Rasmussen questioned if the Berkey really filtered both PFOA and PFOS?

Boers replied they sent certification for both PFOA and PFOS.

Rasmussen stated if we estimate 90 days with Aquasana, and under counter systems may be cumbersome for people to install, we are looking at $105 thousand dollars approximately.

Robinson requested that we look at bottled water for an interim solution but asked if we could look at emergency management to see if there was a way we could access piping and vessels quicker for emergency situation where they may have the ability to accelerate the delivery of vessels and/or piping? He was concerned about in-home solutions because there are about 17 thousand housing units. If it were something under sink, would landlords let you in, would they have plumbers who know how to do it, lets see if emergency management could get us some assistance.

Kilian agreed that more bottled water is useful. There's a Drinking Water Advisory from the State, how many people would want bottled water. Regulators were able to intervene because there was no middle organization at those private wells but in this case it is the Commission so in action is not an option anymore, bottled water doesn't seem to work out mathematically but a portfolio with a mix and match may bring up some solutions of scale.

Rasmussen questioned if the Aquasana was a pitcher or a countertop unit?

Rosenberg replied countertop and it attaches through the sink.

Rasmussen questioned the concern last time was because it may not fit everyone's faucet properly. It seems to be a practical solutions for those who are concerned. It would be easier if we had supply of filters that people could come down to City Hall to obtain. All of these units, have a slow delivery. We approved a purchase of bottled water up to $13,200 from a water source that could get us pure water the fastest. This buys us about 2 months but it wouldn't give us enough time to roll out the Aquasana system. If you purchased 1000 Aquasanas thats

$61,000, that's a reasonable price vs $100-$250 thousand. The plant is on schedule to open late Summer, if we have the right mix, we really have about a 5 month problem.

Watson questioned if GAC filters were investigated for their small sized pitchers.

Boers stated we didn't look at the single or short term use pitchers because there didn't seem to be much interest in those at the Committee of the Whole, typically pricing ranges around $40-$60 per unit.

Rasmussen stated stores in this area were out but she researched and discovered that most of the big store filters off the shelves don't filter PFAS. They are readily available at Steven's Point but not in Wausau. That weekend, she went to Sam's Club and every other cart had bottled water so there is a widespread concern. We need to address those concerns with an interim palatable solution. We don't have 4-6 months to do it and if we could do it for less than $2 million all the better. She'd like to see an interim solution but not take 4-6 months to roll out and if there's an item we could distribute whether it be a countertop or a pitcher that would allay some of these fears between now and the opening date. The advisory is about consumption, it's not about laundry or showering, it's about drinking water. We want a practical solution that could come a little quicker.

Watson stated most of the options she sees are interim but not really rapid because rapid would be within 1-2 weeks. Maybe the rapid solution would be to have these filters for pick up or bottled water distribution. She questioned what could we do now?

Rasmussen replied stating the Finance Committee has money to spend but we need some type of movement on what people want to buy. If we are going to fund it with the rescue plan funding we have, we could approve that right now if somebody makes a motion to order 1,000 of something. Are we going to sit for 2 more weeks and wait? Indecision is where most of the frustration with the public is coming from and we know we can get the right mixture of filter media and strategy for the new plant but what we do in the meantime because people feel like we are doing a lot of talking and not a lot of acting.

Force questioned the funding for the bottled water because it seemed to come out from the contingency funding. Is that a fund within the City?

Rasmussen replied it was an Emergency Funding but we are talking about the American Rescue Plan Act (ARPA) Funding which is about $15 million.

Force stated bottled water is super expensive but for the time being bottled water would make more sense if you wanted to do something within a few days but the Neighbor's place is only open 4 days a week.

Rasmussen stated we approved that order and could look at other avenues for distribution as well.

Force questioned what the budget was or the cost.

Rasmussen stated one of the American Rescue Plan approved uses is clean water projects and whether or not it includes emergency measures, we'd have to ask the Finance Director. Do we want to devote a substantial amount to this project not based on amount we received but if the solutions are between $61,000-$250,000, we have that kind of money, we don't want to cheap out on a solution, but we want one that is effective and reasonable that wouldn't break the bank and take long to implement?

Watson requested for more numbers and stated we couldn't keep kicking the can but we don't have enough information either. We could make a decision on spending $2.5 million on it at the source but it wouldn't be done for another 4 months. Should we schedule another joint meeting for more clear-cut information being timeframe and money.

Rasmussen replied so option 3 of reverse osmosis, we are looking at $35,000 per unit sold be deployed 30-60 days and how many units?

Lindman stated around 6 units. 3 on each side of river but people would have to bring their own bottles to fill up.

Gehin questioned those reverse osmosis because we would need someone to man those due to cross contamination.

Lindman replied that the quick response would be the bottled water and then on the interim combining a couple different filters that remove PFAS and ordering from different companies but they would have to be on order, most of the companies are at least 30-60 days out before they are delivered.

Rasmussen stated that Finance is managing the cost of the solution but not designing the solution. As a Committee should we earmark a sum of money to be used on a combination of bottled water and filter solutions to get some of this off the ground.

Rosenberg replied that's a start.

Martens motioned to earmark $60,000 to be used in any way for immediate mitigation of the PFAS via bottled water or Pitcher. Seconded by Watson.

Rasmussen summarized the motion to earmark/allocate $60,000 from the ARPA funding to a combination of bottled water and filter devices and the mixture of which to be determined by the professional team.

Watson questioned if we could have a discussion monthly to revisit this because she'd actually like to up the amount.

Lindman requested if we could up the amount to $150,000, he stated he was not sure what we could find and the availability for purchases but will try to keep it down as much as we could or we could bring an update back if you wanted.

Martens motioned to up the amount from $60,000 to $150,000. Seconded by Watson.

Herbst stated she got a chance to do research and found some pitchers with NSF53 filters and there were some really good ones. If we were going to do some combination that would be something to check into but stated she wasn't sure of the time frame for delivery either.

Rasmussen stated the sooner they can place the order and have the funds, the better.

Watson questioned if this could be placed on tonight's City Council Agenda.

Rosenberg stated we could have a special session to act on this.

Groat stated that the resolution for the bottled water for $13,200 could be amended to change the financing source to ARPA and the dollar amount to $150,000 to include not just bottled water but a mixture of filters too that could be accomplished tonight.

Rasmussen recapped the motion already seconded on the floor to allocate $150,000 from the ARPA funding to a combination of solutions outlined in the memo of item 2 which includes in-home filter devices and bottled water. Finance Committee Passed with Motion 5-0.

Rasmussen questioned if the Water Committee needed to act since Finance is doing the funding.

Rosenberg stated if it's the ARPA Funding, we do not have jurisdiction over that.

Rasmussen stated now the money is there, we just need to figure out the ordering and the logistics.

Motion for Finance Committee to adjourn by Watson. Seconded by Herbst.

Motion for Wausau Water Works Committee to adjourn by Gehin. Seconded by Robinson.

Link to view meeting in its entirety: https://tinyurl.com/wausaucitycouncil

Gina Vang, Recording Secretary
S:\WaterWorks\Common\WaterCommission\2022\April\WWWC_20220308_Minutes.doc.

Human Resource Committee Packet

February 14, 2022

Agenda Item
Discussion and possible action creating a paid internship program
Background
The City of Wausau is looking for ways to expand the skilled workforce in Wausau and extend developmental in the community. Seasonal positions offer shorter term and sometimes developmental opportunities, but an internship or apprenticeship program will offer more flexibility and longer employment opportunities. This program would establish a general policy approving the employment of interns for 10-15 hours per week with pay ranging from $10-20/hour, depending on the position. The program would limit participation to individuals 16 years of age or over. Departments could develop internship opportunities based on their needs and the community needs. For example, the HR department currently could use a project based intern to digitize our filing system. An ideal candidate would be an information science graduate student looking to develop and implement an organization system. Another department could develop a program to develop skilled workers in their subject area, or we could create programs based on student/citizen needs as we are contacted by interested parties. This flexibility will let us adjust as needs change, but the departments would be limited to function within the budget established by Council. Interns shall not be used to displace any other workers. I've attached a job posting for a Finance Intern for the City of Wauwatosa as an example of another municipal intern opportunity. HR will ensure regulations regarding the employment of minors are followed if needed as intern opportunities are developed, including: • no work during school hours unless work-based learning program for employees under 18 years of age • no work hour limits for employees aged 16-17, but overtime is paid at time and a half for anything over 10 hours/day or 40 hours/week
Fiscal Impact
Recommend establishing a staring budget of $20,000. This would support approximately three intern opportunities for the year.
Staff Recommendation
Approve the creation of a paid intern program for the City of Wausau.
Staff contact: Toni Vanderboom (715-261-6634)

DRAFT

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME:	February 14, 2022 at 4:30 p.m.
LOCATION:	City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT:	Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:	
Also Present:	Mayor Rosenberg, T. Vanderboom

Discussion and Possible Action Creating a Paid Internship Program.

Vanderboom explained that this item would provide the groundwork to create paid internship positions with the City of Wausau for various departments. Departments could develop internship opportunities based on their needs and the needs of the community. Mayor Rosenberg said she is very supportive of this item and the opportunities it will create. Vanderboom said the budget she presented would fund approximately 3 interns for they year. McElhaney said this would be a great idea and hopes that people of all abilities would be able to intern and gain experience.

Motion by Larson to create a paid internship program. Second by Herbst. Martens asked if the number of hours would be limited. Vanderboom said they would use WRS eligibility as a limit so that interns would not be eligible for the Wisconsin Retirement System. All ayes. Motion passed 5-0.

DATE:
March 8, 2022

TO:
City of Wausau Finance Committee

RE: Proposed Ordinance Change (10.01.080)

We are requesting the Committee to agree to modifying the penalty section included in Wausau Municipal Code (WMC) 10.01.080.

The specific request is to WMC 10.01.080(d), currently stated as follows: *The forfeiture for any parking violation for which no penalty is provided shall be $10.00*. The proposed modification is to change the "default" penalty from $10 to $20.

The reason for the requested change is related to commonly enforced violations that are not included within the "penalty schedule" outlined in WMC 10.20.080(c) or elsewhere within the WMC. Among the examples of such violations are those related to trailers (WMC 10.20.025) and to heavy vehicles (WMC 10.20.060).

The requested increase to the default penalty may help to increase the incentive for adherence to those restrictions that currently incur the default penalty amount. The increase would also align with penalties assigned to the majority of various other codified parking restrictions.

Thank you for your consideration

Cord Buckner
Lieutenant, Patrol Services
Wausau Police Department
515 Grand Ave.
Wausau, WI 54403
715 261-7803 office
715-261-0340 fax
cord.buckner@ci.wausau.wi.us

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

ORDINANCE OF FINANCE COMMITTEE

Amending Section 10.01.080 Penalty

Committee Action: **Ordinance Number:**

Fiscal Impact: None

File Number:	**Date Introduced:**

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

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

Add ( )
Delete (~~———~~)

Section 1. That Section 10.01.080 Penalty, is hereby amended to read as follows:

10.01.080 Penalty

. . . .
(d) The forfeiture for any parking violation for which no penalty is provided shall be $~~1~~20.00.
…

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted:
Approved:
Published:
Attest:

Approved:

____
Katie Rosenberg, Mayor

Attest:

____
Kaitlyn Bernarde, Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MARATHON COUNTY
AND
NORTH CENTRAL HEALTH CARE AND THE WAUSAU AREA TRANSIT SYSTEM
FOR
SPECIALIZED TRANSPORTATION ASSISTANCE
2022**

This Memorandum of Understanding hereinafter referred to as the "AGREEMENT" is made and entered into between Marathon County, hereinafter referred to as the "COUNTY" and the North Central Health Care, hereinafter referred to as "NCHC" and the Wausau Area Transit System, d/b/a Metro Ride, hereinafter referred to as "METRO RIDE."

RECITALS

WHEREAS, s.85.21 Wis. Stats., authorizes a program of state financial assistance to counties for specialized transportation; and,

WHEREAS, s.20.395(1) (cr), Wis. Stats., appropriates funds for this assistance program; and,

WHEREAS, such funds are made available to each county of Wisconsin based upon the ratio of the number of elderly and disabled persons residing in each county bears to the total number of elderly and disabled persons residing in the state, but limited so that no county receives less than a minimum base amount; and,

WHEREAS, the COUNTY has applied to the WisDOT for its proportionate share; and,

WHEREAS, 1983 Wisconsin Act 27 amended s.85.21(3)(c), Wis. Stats., to permit a county to hold state aid in trust beyond the end of a program year for future expenses or the acquisition or maintenance of transportation equipment; and

WHEREAS, Recipient has by resolution of its Board of Supervisors dated 5/22/1984 authorized state aid to be held in trust according to administrative rules promulgated by the Department under TRANS 1.05(2), Wis. Admin. Code (January 1984) and has submitted a plan, approved by the Department, for using the aid to be held in trust.

NOW THEREFORE, the parties agree as follows:

SECTION I: TERM

Except for the trust conditions established under Section VI, the term of this Grant Agreement shall extend from January 1, 2022, through December 31, 2022. The trust conditions established under Section VI shall remain in effect until they are terminated or amended.

SECTION II: PAYMENT BY THE COUNTY

The COUNTY will receive $361,767 from the State and with $72,390 as the local match, the total program funds available is $434,341. The funds will be distributed as follows:

- NCHC $260,472 (with a $52,094 local match) to implement its portion of the elderly and disabled County Transportation Program.
- METRO RIDE $72,353 (with a $14,471 local match) to implement its portion of elderly and disabled transportation in the City of Wausau area.
- The County Conservation, Planning and Zoning (CPZ) Department $28,942 (with a $5,788 local match) for administering the grant program for Marathon County.

SECTION III: RESPONSIBILITIES

A. NCHC and Metro Ride agree to undertake and complete the transportation project(s) as described in the 2022 85.21 grant application to WisDOT, which is hereby incorporated by reference into this agreement as Attachment I. The COUNTY may amend its application during the effective period of this AGREEMENT with the WisDOT's and NCHC's and Metro Ride's concurrence, however the COUNTY agrees that the allocated aids will address the issue of the need for transportation services that are accessible to the developmentally and physically disabled population of that county and shall go towards efforts of making accessible transportation available to all seniors and individuals with a disability.

B. NCHC and Metro Ride agree that it will comply with the Americans with Disabilities Act (ADA) of 1990 and all U.S. Department of Transportation regulations relating to enforcement of that Act.

C. The COUNTY assures at least $72,390 to match the state assistance it receives under this AGREEMENT will be available. No in-kind services, no federal or state categorical financial aids and no passenger revenue shall be allowed as part of the COUNTY match.

D. NCHC and Metro Ride agree to expend the grant funds on the projects described in the 2022 COUNTY 85.21 grant application. NCHC and Metro Ride agree to expend the required 20% local match amount within the term of this Grant Agreement before expending any grant dollars on the projects described in the application approved by the Department. No portion of the local match amount may be placed or held in Trust.

E. NCHC and Metro Ride assure that it will use the state assistance granted under this AGREEMENT and its appropriated match only to assist specialized transportation services outlined in the 85.21 grant application. These services should be designed to primarily serve elderly and disabled individuals. If excess capacity is available on these services, NCHC and Metro Ride may make this capacity available to persons who are neither elderly nor disabled.

F. Equipment purchased with state assistance under this AGREEMENT must be used in the performance of specialized transportation services for the duration of its useful life. NCHC and Metro Ride shall reimburse the COUNTY for the state's share of the value of such equipment, if it is sold or removed from specialized transportation service prior to the end of its useful life, unless the proceeds are spent for replacement equipment or for transportation services described in the COUNTY'S current, future or amended application.

SECTION IV: PROGRAM INCOME

Program income is the gross income earned from the transportation services receiving assistance under this Agreement. Program income includes passenger donations, fares and co-payments. Program income earned must be used to offset expenses incurred in transportation activities receiving assistance under this Agreement. If revenue for other purposes is solicited from passengers in the course of transportation activities, the solicitation must explicitly state the intended use of the revenue.

SECTION V: ALLOWABLE COSTS FOR CURRENT COUNTY POLICY

Expenditures shall be reimbursable from the assistance under this Agreement if they meet all of the requirements set forth below. They must:

A. Be made in conformance with the COUNTY's 85.21 grant application and all other provisions of this Agreement;

B. Be necessary in order to accomplish the projects described in the COUNTY's 85.21 grant application;

C. Be reasonable in amounts for the goods or services purchased;

D. Be actual net costs (i.e., the price paid minus any refunds, rebates, or other items of value which have the effect of reducing the cost actually incurred);

E. Be made for work performed or materials, supplies or equipment acquired during the effective period of this AGREEMENT;

F. Be in conformance with the cost standards set forth in the Attachment I to this AGREEMENT and;

G. Be satisfactorily documented and be treated uniformly and consistently.

SECTION VI: STATE AID HELD IN TRUST

A. Recipient may hold in trust, according to s.85.21(3)(c), Wis. Stats. (1983), aid received under this Grant Agreement for future expenses, or the purchase or maintenance of transportation equipment used for specialized transportation.

B. The balance and any expenditures of aids, allocated under this and previous Grant Agreements, held in trust shall be subject to the trust conditions that are attached to this Grant Agreement in Attachment I. The balance and expenditures of aid held in trust shall be consistent with Recipient's plan for using aid held in trust in which the plan has been reviewed and approved by the WisDOT Program Manager.

C. The Recipient agrees that the balance of aid held in trust may not exceed, on a quarterly basis, an average daily balance of $80,000 as per state Administrative Rule Trans. 1.05(2)(b). Any balance exceeding this allowance shall be refunded to the Department 30 days after the end of the quarter.

SECTION VII: STATE AID BALANCE

NCHC and Metro Ride agree to refund to the COUNTY the balance of state aid received in 2022 under Section II that has not been expended. Such a refund shall be made no later than March 31, 2023.

SECTION VIII: RECORDS AND AUDITS

A. The COUNTY and any organizations (i.e. NCHC and Metro Ride) to which it gives its financial assistance under this AGREEMENT shall establish and maintain accounts for the specialized transportation services receiving assistance under this AGREEMENT. The accounts may be separate or parts of current accounting systems. If the transportation services are integrated with non-transportation activities, the accounts shall distinguish the costs and revenues attributable to the transportation activity from those of other activities. Such accounts shall cover the transportation activity throughout the effective period of this AGREEMENT.

B. All costs charged to the assistance covered by this AGREEMENT shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers indicating the nature and propriety of the charges.

C. The accounts and records as required above shall be retained for a period of three years and shall be available upon request to the COUNTY, its officials, employees or designees for inspection and audit purposes.

D. NCHC and Metro Ride shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Code of Federal Regulation 2 CFR Part 200).

E. This audit shall be performed in accordance with federal regulations 2 CFR Part 200, subparts A-F issued by the federal Office of Management and Budget (OMB) and the State Single Audit Guidelines issued by the Wisconsin Department of Administration (DOA). Selected state programs will be included in the scope of the single organization-wide financial and compliance audit.

SECTION IX: REPORTING REQUIREMENTS

A. NCHC and Metro Ride shall submit quarterly financial and ridership reports to the COUNTY using forms supplied by the WisDOT. The reports shall be submitted within the first month following the end of each quarter. The fourth quarter report for the year is due in January 2023, as follows:

   a. The first period shall cover January 1 – March 30; due no later than April 22, 2022.
   b. The second period of April 1 – June 30; due no later than July 22, 2022.
   c. The third period of July 1 – September 30; due no later than October 21, 2022.
   d. The final period shall cover October 1 – December 31; due no later than January 20, 2023.

B. NCHC and Metro Ride shall also submit an annual report for each of the transportation projects receiving assistance under this AGREEMENT using forms supplied by the WisDOT. The annual report shall be due no later than March 25, 2022.

SECTION X: THIRD-PARTY CONTRACTS

A. NCHC and Metro Ride may not use the aids under this AGREEMENT to purchase service from, or make grants to, any third party without a contract, agreement, purchase-of-service order or other legal equivalent.

B. A third-party contract for transportation services purchased with allocated aids shall, at least once every 5 years, be awarded through a competitive procurement process when the total amount of the contract is $10,000 or more.

C. Third-party contracts, agreements or purchase-of-service orders shall be available for inspection by the COUNTY, its officials, employees, or designees upon request.

SECTION XI: TERMINATION

A. Voluntary Termination. NCHC and Metro Ride may terminate aid allocated under this AGREEMENT for any reason pursuant to the notice provisions set forth below.

B. Involuntary Termination. The COUNTY may terminate the aid allocated under this AGREEMENT at any time that it determines that the purpose of the assistance program, as expressed in s.85.21(1), Wis. Stats., is not being fulfilled. Failure of NCHC and Metro Ride to comply with the terms and conditions of this AGREEMENT or with the provisions of s.85.21, Wis. Stats. and Chapter TRANS 1, Wis. Admin. Code shall be considered evidence of failure to fulfill the purpose of the assistance program. The COUNTY may also terminate the aid allocated under this AGREEMENT by formal action of its Board of Supervisors.

C. In the event that the aid allocated under this AGREEMENT is terminated by any party, the COUNTY agrees to reimburse NCHC and/or Metro Ride for the state share of eligible costs incurred prior to the termination date. The COUNTY shall reallocate the balance of state aid allocated under this AGREEMENT that has not been spent to the other party. Notwithstanding any other provision of this AGREEMENT, NCHC and/or Metro Ride shall refund any state assistance received under this Agreement that has not been spent or retained in full accordance with this AGREEMENT; s.85.21 Wis. Stats.; and any applicable administrative rule.

D. In the event that any party terminates the arrangement by which COUNTY holds unspent state aid in trust, COUNTY shall refund to the WisDOT the balance of aid held in trust as well as any accumulated interest.

E. All parties agree that a notice of intent to terminate shall be made by "return- receipt certified mail" at least 90 days prior to the proposed termination date.

SECTION XII: COUNTY TRANSPORTATION PROGRAM

Under the terms of this AGREEMENT, NCHC and Metro Ride agrees to act as the COUNTY's agent in providing demand responsive transportation services for the COUNTY. NCHC and Metro Ride will provide demand responsive transportation services in conformance and compliance with all items set forth in this AGREEMENT.

SECTION XIII: INSURANCE/INDEMNITY

A. NCHC and Metro Ride agree to provide insurance for workers' compensation, general liability, and property damage for claims or losses which may arise as a result of the provision of specialized transportation services outlined in this agreement.

B. NCHC and Metro Ride hereby agree to release, indemnify, defend and hold harmless Marathon County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the provision of specialized transportation services under this agreement by NCHC and Metro Ride, its officers, officials, employees, agents, subcontractors or assigns. Marathon County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

SECTION XIV: EXECUTION

IN WITNESS WHEREOF this AGREEMENT shall become effective upon its complete execution by the COUNTY, NCHC and Metro Ride.

METRO RIDE/CITY OF WAUSAU

By ________________________________
Mayor of Wausau

Name ______________________________

Date _______________________________

COUNTY OF MARATHON

By ________________________________
County Administrator

Name ______________________________

Date _______________________________

NORTH CENTRAL HEALTH CARE

By_________________________________
NCHC CEO

Name ______________________________

Date_______________________________

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.

Wausau Flying Service has served as the City of Wausau's Airport Manager and Fixed Base Operator for the last 20 plus years. The Airport has been managed very well during that time and experienced great growth including obtaining sizeable grants for security fencing and the snow removal equipment storage. In addition, the City has invested in successful commercial hangar facilities and has now accommodated private hangar development on the airport property. Wausau Flying Services provides two distinct services for the City: As Airport Manager the City pays them a monthly service fee to maintain the properties and provide administrative services necessary to keep the Airport running efficiently and effectively. Within their Fixed Base Operator contract they provide ancillary services necessary for an active vibrant Airport. As FBO they receive income from the airport customers not the City of Wausau. Services as FBO include fuel sales, mechanic services, flight instruction, airplane rental and airplane charters services. In this relationship the Fixed Base Operator pays rent to the City for the use of the property to conduct this business.

Our current contract with Wausau Flying Services was a twenty year contract which expires on March 20th, 2018. The contract provides that the financial terms of the contract be renegotiated every five years. The last financial negotiation was August of 2010 for a two year period. Wausau Flying Services has received no increase in their airport manager's contract since 2010. Wausau Flying Service has requested that rather than negotiate financial reconsideration that is significantly overdue that we renegotiate a long term contract with them.

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

Wausau Flying Service would continue to provide Airport Manager and Fixed Base Operator Services for the City of Wausau.

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.
   Airport Manager and Fixed Based Operator services are very specialized. The current operator understands our small market, has developed relationships with the customer base, is aware of the facility needs and respected in the industry. Wausau Flying Service is creative in generating new business for the airport; is community minded, and a considerate, respectful neighbor. The

Company maintains positive relationships with the FAA and BOA. The City benefits greatly from long term contracts when the service provider is offering exceptional service. Changes in providers would be disruptive to services at the Airport and could jeopardize future success of opertions. The proposal process would be very time consuming for staff. Proposer's would find difficulties in responding as the net profits generated by the Fixed Base Operations would not be available.

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

No work has been done to seek alternate vendors or services.

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

The City surveyed similar airports to determine the prices paid to their airport managers. The Human Resources Director looked at the salary without benefits of the Airport manager but this may not be a good comparison because overall services of the airport are provided by multiple employees at the airport.

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) Obligations of the decree and other PRP's and the litigation potential if we fall out of compliance.

☒ 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: Finance

Preparer: Maryanne Groat

Vendor Name: Wausau Flying Service

Expected amount of purchase or contract: Annual Airport Manager Contract is $135,000 plus a $35 hourly rate for snow removal and profit sharing in the commercial hangar revenue.

Department Head Signature: ***Date:***

Finance Director Signature: ***Date: 3/18/2022***

AIRPORT COMMITTEE
Date and Time: Wednesday, March 16, 2022 @ 6:00 pm, in the Council Chambers
Members Present *in person*: Lisa Rasmussen (VC), Jim Wadinski, Doug Diny, Fred Prehn, Dennis Seitz, Lou Larson, and Members Present *by WebEx*: Pat Peckham
Others Present: John Chmiel, Angela Uhl, Nathan Miller, Maryanne Groat

Discussion and Possible Action Regarding Execution of Airport Management Contract Between Wausau Flying Service, Inc. (John P. Chmiel and Angela Uhl) and the City of Wausau - Chmiel
Lisa Rasmussen noted the FBO and the Airport Management contracts work together to manage the Wausau Downtown Airport. She explained there was some discussion and documentation n the packet regarding the potential under the city's Procurement Policy for an RFP (Request for Proposal) to secure those services; however, when services provided are unique in nature such that there is either a limited number of providers or the current provider has a unique niche and/or vast experience, the city can then sole source that activity. It is important to have documentation of that and it was done this way the last time the contracts were considered.

Motion by Prehn, second by Seitz to approve the Airport Management Contract between Wausau Flying Service, Inc. (John P. Chmiel and Angela Uhl) and the City of Wausau. Motion carried 7-0.

SUMMARY OF AIRPORT CONTRACT TERMS

Airport Management Contract ("Management Contract")

- Ten Year Term: August 24, 2016 -August 23, 2026. This is a legally binding obligation upon both parties. There is no termination for convenience provision.
- City has option to extend term for two (2) additional ten (10) year periods upon approval by Common Council.
- Monthly payment of $6,190 per month beginning January 1, 2017, subject to CPI increases beginning January 1, 2018.
- CPI Adjustment History:

- Manager may not assign rights or obligations under contract without advance written consent of the City. Shareholders of Manager shall not transfer 50% or more of the ownership interest without express written consent of the City.

In addition, at the inception of the contract the Manager was separately paid for grass cutting and snow removal at a rate of $25.00/hour. In November, 2021, the Airport Manager requested an increase in both rates to $35.00/hour. The Airport Committee made a motion to recommend approval of a rate of $35.00/hour for snow removal but leave the mowing rate at $25.00/hour. There is no indication this has progressed to the Finance Committee and then to Common Council for approval. According to DPW, the City provides the equipment for snow removal and provides the maintenance for the equipment.

- The Common Council approved the use of CARES funding designated specifically for use at the Airport for the down payment of a front end loader for snow removal for the Airport.

Airport Fixed Base Operation Agreement ("FBO Contract")

- Ten Year Term: August 24, 2016 -August 23, 2026. This is a legally binding obligation on both parties. There is no termination for convenience provision.
- City has option to extend term for two (2) additional ten (10) year periods upon approval by Common Council
- Rental paid by FBO: $1,000 per month annual adjusted for CPI on anniversary date of agreement
- CPI Adjustment History:

- 0.12/gallon fuel flow fee paid by FBO to City monthly.
  FBO keeps all other fuel profits, if any.
- Hangars 1-4 ("T-Hangars"):
  FBO retains 60% of the rental revenues

FBO responsible for 60% of all utilities
City receives 40% of rental revenues
City pays 40% of cost of hangar operation.

- FBO may not assign rights or obligations under contract without advance written consent of the City. Shareholders of FBO shall not transfer 50% or more of the ownership interest without express written consent of the City.
- The Common Council approved a resolution forgiving the FBO for rent, utilities, and its share of fuel flow revenue for the period of March 13, 2020, through May 13, 2020.

Both the Management Contract and FBO Contract were sole-source contracts and no RFP was issued.

The current Management and FBO Contracts were the result of a request by Wausau Flying Service, Inc. to renegotiate the contracts that existed at that time. The former contracts were entered into on March 20, 1998, and provided for a twenty year term which should not have expired until March 19, 2018.

For comparison purposes, the City of Waupaca is currently conducting a search for an Airport Manager in two different position structures: an RFP for a contracted manager and alternatively an employee recruitment as a city position within the Public Works Department. As an employment recruitment the position has an hourly wage range of $22.89 - $25.43. Applications and RFPs are due Friday, March 11, 2022. The current contracted airport Manager (Plane Guys Aviation) contract expires April 30, 2022. The City RFP provides that it is open to entering into a single contract that would cover Airport Manager and FBO services, or enter into separate contracts resulting in different providers for mechanical services and flight school services.

Toni Vanderboom
Director of Human Resources

TEL: (715) 261-6634
FAX: (715) 261-0323

HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: Nathan Miller
FROM: Toni Vanderboom
DATE: March 16, 2022
RE: Market Analysis for Fixed Base Operator and/or Airport Manager

At your request, the Human Resources Department conducted a market analysis for FBO (Fixed Base Operator) and airport management responsibilities.

When Human Resources staff conduct an internal market analysis (without the assistance of an outside contractor), we use comparable markets to establish a fair market rate for the position. When establishing comparable cities, provided we do not have a list of comparables established via prior arbitration or mediation, I usually compare population and size of the city/village/county. I also usually include neighboring municipalities even if services and/or size is dissimilar to Wausau since those municipalities are competition due to close proximity.

I struggled to establish comparable markets for the Wausau Downtown Airport because community population and size identifiers do not correlate to similar airport services. According to the 2021-2022 Wisconsin Airport Directory, there are at least 128 airports in the state of Wisconsin. 35 of the airports in the directory are listed as municipal airports. According to the 2020 Wisconsin DOT Airport Survey, there are at least 36 FBOs in the state of Wisconsin. The Airport Committee packet from February 9, 2022 included an Airport Comparison Survey. Without service and classification benchmarks of services, it is difficult to establish a list of comparable airports or confirm whether the provided survey includes appropriate comparable airports.

I contacted Stevens Point, as a local municipality with a presumably similar airport. Their airport is run by an airport manager with a pay range of $66,144-$84,448.

Without a list of comparable airports, I searched for advertisements for similar jobs. I located the following advertisements for similar positions:

City		Title	Pay Range
Appleton	Ad	Airport FBO General Manager	$65,021-70,054
Appleton	Ad	Operations Supervisor Fulltime FBO	$54,954-68,994
Waupaca	Ad	Airport Manager	$47,611.20-52,894.40

The City of Waupaca has also listed an RFP for Airport manager which closed on 3/11/22

Based on the limited information I was able to locate, the current contract rate appears to be within but at the high end of the market rate for the duties. A more comprehensive analysis can be conducted after establishing either comparable airports or criteria to establish comparables.

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

JOINT RESOLUTION OF THE AIRPORT COMMITTEE AND FINANCE COMMITTEE

Authorizing execution of First Amendment to Airport Fixed Base Operation Agreement

Committee Action: Airport approved: 7 - 0
Finance approved:

File Number:	**Date Introduced:**

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☐No☐	
	Included in Budget:	Yes☐No☐	*Budget Source:*
	One-time Costs:	Yes☐No☐	*Amount:*
	Recurring Costs:	Yes☐No☐	*Amount:*
SOURCE	*Fee Financed:*	Yes☐No☐	*Amount:*
	Grant Financed:	Yes☐No☐	*Amount:*
	Debt Financed:	Yes☐No☐	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☐	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

RESOLUTION

WHEREAS, the City owns and operates an airport within the corporate limits of the City of Wausau known as the Wausau Downtown Airport ("Airport"); and

WHEREAS, Wausau Flying Service, Inc. has continuously provided certain aeronautical services ("FBO Services") to the public at the Airport and to that end has leased from the City certain premises located on the Airport property for such purposes under a current agreement dated March 20, 1998; and

WHEREAS, City is desirous of having Wausau Flying Service, Inc. continue to provide such FBO Services at the Airport; and

WHEREAS, the City and Wausau Flying Service, Inc., are parties to a certain Airport Fixed Base Operation Agreement ("Original Agreement") dated August 24, 2016; and

WHEREAS, the parties wish to amend this Original Agreement; and

WHEREAS, the Airport Committee, at its March 16, 2022 meeting and the Finance Committee at its

March 22, 2022 meeting did approve the First Amendment to Airport Fixed Base Operation Agreement for a period of five (5) years with an option to extend the term of the agreement for three (3) additional five (5) year periods, amend the hours of operation, termination clauses, and amendment clauses and a $0.06 per gallon fuel flow fee to be paid to the City for every gallon of fuel sold as set forth in the amended agreement which is attached as Exhibit 1.

WHEREAS, the Finance Committee authorized the sole source purchase of FBO Services from Wausau Flying Services, Inc. on March 22, 2022; and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the appropriate City officials are hereby authorized and directed to execute, substantially in the form of that which is attached, the First Amendment to Airport Fixed Base Operation Agreement between the City of Wausau and Wausau Flying Service, Inc.

Approved:

____

Katie Rosenberg, Mayor

AIRPORT COMMITTEE
Date and Time: Wednesday, March 16, 2022 @ 6:00 pm, in the Council Chambers
Members Present *in person*: Lisa Rasmussen (VC), Jim Wadinski, Doug Diny, Fred Prehn, Dennis Seitz, Lou Larson, and Members Present *by WebEx*: Pat Peckham
Others Present: John Chmiel, Angela Uhl, Nathan Miller, Maryanne Groat

Discussion and Possible Action Regarding Execution of FBO Contract Term Assessment Between Wausau Flying Service, Inc. (John P. Chmiel and Angela Uhl) and the City of Wausau - Chmiel
Rasmussen stated the renegotiation done by the Airport Manager along with the City Attorney's Office allows for some consecutive renewals, but also a review period at the five-year mark. John Chmiel explained they wanted a 20-year agreement, but it they wrote a 20-year agreement we would not be able to look at the terms every five years, which both parties feel is fair. It will be renewal every five years but allows us to come to the table after five years to look at the terms and make sure both parties are happy with it.

Fred Prehn commented he did some research on other contracts from cities of similar size and felt the City of Wausau did an excellent job of negotiating and that it is a fair contract. The provision to allow it to be revisited every five years is prudent and he did not see any areas of the contract that had deficiencies.

Chmiel questioned what needs to be done after they have established the agreement with Charlie Turner, since he and Angela Uhl are currently in negotiations to purchase the company (Wausau Flying Service Inc.). Rasmussen questioned if they were changing names or taking over the same corporation's name. Chmiel explained they would be buying the assets and forming a new corporation.

Prehn thought they would have to come back to this committee to reaffirm the contracts with the new name. Assistant City Attorney Nathan Miller stated it would come back to committee because it states if any shares of 50% or more are transferred to a new entity it will need to be approved.

Pat Peckham indicated he appreciated the research done by Fred Prehn on the contract because that research along with Prehn's knowledge of airports gave him additional comfort with this decision.

Motion by Prehn, second by Larson to approve the FBO Contract between Wausau Flying Service, Inc., (John P. Chmiel and Angela Uhl) and the City of Wausau. Motion carried 7-0.

FIRST AMENDMENT TO AIRPORT FIXED BASE OPERATION AGREEMENT

THIS FIRST AMENDMNET TO AIRPORT FIXED BASE OPERATION AGREEMENT (the "Agreement") is made this _____ day of ____________, 2022, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "City," and Wausau Flying Service, Inc., a Wisconsin corporation, hereinafter referred to as "FBO."

WITNESSETH:

WHEREAS, City and FBO are parties to that certain Airport Fixed Base Operation Agreement dated August 24, 2016 (the "Original Agreement"); and

WHEREAS, the parties hereto wish to amend the Original Agreement as provided herein;

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. <u>FUEL FLOW FEE</u> is deleted in its entirety and replaced as follows:

4. <u>FUEL FLOW FEE</u>. The price of all fuel sold at Airport shall be a price which encourages utilization of the Airport by air traffic (a current schedule of fuel prices shall be provided to City), and a $0.06 per gallon fuel flow fee, effective June 1, 2022, shall be paid by FBO to City, on a monthly basis, for every gallon of fuel sold, and all appropriate and necessary reports concerning fuel flow shall be furnished by FBO to City upon request. This fuel flow fee specifically applies to all sales of petroleum products, including gasoline.

2. <u>TERM OF</u> AGREEMENT is deleted in its entirety and replaced as follows:

6. <u>TERM OF AGREEMENT</u>. The term of this Agreement shall be for a period of five (5) years commencing on the date above first written. The City, upon approval by the Common Council, shall have the option to extend the term of this Agreement for three (3) additional five (5) year periods subject to all of the provisions of this Agreement, upon providing FBO with sixty (60) days advance written notice before the last day of the current term.

3. <u>HOURS OF OPERATION</u> is deleted in its entirety and replaced as follows:

11. <u>HOURS OF OPERATION</u>. Hours of operation shall be the following:

Monday through Saturday – 8:00 a.m. to 5:00 p.m., except for in the event of inclement weather at the discretion of the Manager who will remain on call.

Airport will be closed for National Holidays. Availability of FBO services outside of the foregoing hours shall be on an on-call basis, as requested by airport patrons and at the discretion of the FBO.

4. <u>TERMINATION BY CITY</u> is deleted in its entirety and replaced as follows:

30. <u>TERMINATION</u>

A. <u>DEFAULT</u>

1. City may terminate this Agreement by giving FBO sixty (60) days advance written notice upon or after any one of the following events of default:

a. The filing by FBO of a voluntary petition in bankruptcy.

b. The institution of proceedings in bankruptcy against FBO and the adjudication of FBO as bankrupt pursuant to such proceedings.

c. The taking by a court of jurisdiction of FBO and its assets pursuant to proceedings brought under the provisions of any federal reorganization act.

d. The appointment of a receiver of FBO's assets or any general assignment for the benefit of FBO's creditors.

e. The abandonment by FBO of the Premises except in connection with its surrender to an assignee, sublease, mortgagee, or other party succeeding to FBO's interests or portion thereof hereunder which has been approved by the advance written consent of the City Common Council.

f. The default by FBO in the performance of any obligation required herein to be performed by FBO, and FBO's failure to correct such default within thirty (30) days after notice thereof from City.

In the event of termination for default by FBO, the City shall have the right at once and without further notice to the FBO to take possession of the Premises.

B. City may terminate this Agreement upon sixty (60) days' written notice to FBO upon the happening of any of the following events:

1. The lawful assumption by the United States Government or any authorized agency thereof, or by the State of Wisconsin, or any authorized agency thereof, without inducement by City, of the operation, control or use of Airport and facilities, or any substantial part or parts thereof, in such manner as to substantially restrict FBO, for a period of at least sixty days, from operating from the premises leased to FBO under the FBO Agreement.

2. The termination of that certain Airport Management Agreement entered into by and between the City and FBO, dated August 24, 2016, by either party.

C. <u>FOR CAUSE</u>

1. If the FBO shall fail to fulfill in timely and proper manner any of the obligations under this Agreement, the City shall have the right to terminate this Agreement by written notice to the FBO. In this event, the FBO shall be entitled to compensation for any satisfactory work completed.

D. FOR CONVENIENCE

1. The City may terminate this Agreement at any time by giving written notice to the FBO no later than two months before the termination date. If the City terminates under this paragraph, then the FBO shall be entitled to compensation for any satisfactory work performed to the date of termination.

This Agreement is subject to termination before the expiration of the original term or any extension term under the following circumstances:

i. By mutual agreement of the parties at any time.

ii. At the sole discretion of the City, if the FBO materially fails to perform any of the FBO's obligations under the Agreement and such failure is not cured within a reasonable time after the FBO's receipt of a written notice from the City.

iii. At the sole discretion of the FBO, if the City materially fails to perform any of the City's obligations under the Agreement and such failure is not cured within a reasonable time after receipt of a written notice from the FBO.

The rights and remedies under this paragraph shall be in addition to those otherwise allowed by law or in equity. Any and all rights and remedies which either party may have under this Agreement, at law or in equity, shall be cumulative and shall not be deemed inconsistent with each other, and any two or more of all such rights and remedies may be exercised at the same time insofar as permitted by law. Failure of City to declare this Agreement terminated upon the default of FBO for any of the reasons set out above shall not operate to waive the right of City to terminate this Agreement by reason of any subsequent violation of the terms of this Agreement.

5. 42. AMENDMENT is being added to provide as follows:

42. AMENDMENT. No waiver, amendment, or variation of the terms of this Agreement shall be valid unless in writing and signed by the City and FBO, and then only to the extent specifically set forth in writing.

Except as amended hereby, the Original Agreement is not otherwise amended and remains in full force and effect.

[DOCUMENT CONTINUES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first set forth above.

CITY OF WAUSAU BY:

____
Katie Rosenberg, Mayor

____
Kaitlyn Bernarde, City Clerk

WAUSAU FLYING SERVICES, INC., BY:

____
President

____
Secretary

TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: March 17, 2022

RE: Airport Manager Agreement

The first amendment of the Airport Agreement provides the following financial changes effective June 1, 2022:

- Management fee from the current rate of $7,070.28 to $11,250
- Reduction in the City's share of fuel flow from $.12 to $.06 per gallon

The annual impact and the 2022 financial impact are computed below:

Airport Agreement		
Fuel Flow		
2015	$	19,556
2016		19,314
2017		18,052
2018		20,356
2019		23,906
2020		24,759
2021		32,995
Average	$	22,705
Estimated Annual Impact	$	11,353
2022 Impact	$	6,622
Airport Manager		
Current Rate	$	7,070.28
Proposed Rate	$	11,250.00
Increase	$	4,179.72
Annual Impact	$	50,156.64
2022 Impact	$	29,258
Transfer from General Fund	**$**	**35,880**

The change would require a transfer from the General Fund

Increase	110-25099260	Transfer to Airport Fund	$36,000
Increase	166-90089210	Transfer from General Fund	$36,000
Increase	166-90092190	Other Professional Services	$29,300
Decrease	166-90085531	Fuel Flow Revenue	$ 6,700

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

JOINT RESOLUTION OF THE AIRPORT COMMITTEE AND FINANCE COMMITTEE

Authorizing execution of First Amendment to Airport Management Agreement

Committee Action: Airport approved: 7 - 0
Finance approved:

File Number:	**Date Introduced:**

	FISCAL IMPACT SUMMARY		
COSTS	*Budget Neutral*	Yes☐No☒	
	Included in Budget:	Yes☐No☒	*Budget Source: General Fund Transfer*
	One-time Costs:	Yes☐No☒	*Amount:*
	Recurring Costs:	Yes☒No☐	*Amount: Annual Increase $61,000*
SOURCE	*Fee Financed:*	Yes☒No☐	*Amount: Airport is financed from user fees and property taxes*
	Grant Financed:	Yes☐No☐	*Amount:*
	Debt Financed:	Yes☐No☐	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☐	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

RESOLUTION

WHEREAS, the City owns and operates an airport within the corporate limits of the City of Wausau known as the Wausau Downtown Airport ("Airport"); and

WHEREAS, Wausau Flying Service, Inc. has continuously managed the Airport for the City under a current agreement dated March 20, 1998; and

WHEREAS, City is desirous of having Wausau Flying Service, Inc. continue to manage the Airport for City and be its airport manager; and,

WHEREAS, the City and Wausau Flying Service, Inc., are parties to a certain Airport Management Agreement ("Original Agreement") dated August 24, 2016; and

WHEREAS, the parties wish to amend this Original Agreement; and

WHEREAS, the Airport Committee, at its March 16, 2022 meeting and the Finance Committee at its

March 22, 2022 meeting did approve the First Amendment to Airport Management Agreement for a period five (5) years with an option to extend the term of the agreement for three (3) additional five (5) year periods and an initial monthly management fee of Eleven Thousand Two Hundred Fifty and No/100 ($11,250.00) which management fee will be effective June 1, 2022, and grass cutting and snow removal services at a rate of Thirty Five Dollars ($35.00) per hour and other terms as set forth in the amended agreement which is attached as Exhibit 1.

WHEREAS, the Finance Committee authorized the sole source purchase of airport management services from Wausau Flying Services, Inc. on March 22, 2022; and

WHEREAS, your Finance Committee has considered and recommends a budget modification as follows:

Increase	110-25099260	Transfer to Airport Fund	$36,000
Increase	166-90089210	Transfer from General Fund	$36,000
Increase	166-90092190	Other Professional Services	$29,300
Decrease	166-90085531	Fuel Flow Revenue	$ 6,700

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the appropriate City officials are hereby authorized and directed to execute, substantially in the form of that which is attached, the First Amendment to Airport Management Agreement between the City of Wausau and Wausau Flying Service, Inc.

NOW THEREFORE BE IT RESOLVED, that the proper city officials modify the 2022 budget as presented above.

Approved:

____

Katie Rosenberg, Mayor

FIRST AMENDMENT TO AIRPORT MANAGEMENT AGREEMENT

THIS FIRST AMENDMNET TO AIRPORT MANAGEMENT AGREEMENT (the "Agreement") is made this _____ day of ____________, 2022, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "City," and Wausau Flying Service, Inc., a Wisconsin corporation, hereinafter referred to as "Manager."

WITNESSETH:

WHEREAS, City and Manager are parties to that certain Airport Management Agreement dated August 24, 2016 (the "Original Agreement"); and

WHEREAS, the parties hereto wish to amend the Original Agreement as provided herein;

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. MANAGEMENT FEE is deleted in its entirety and replaced as follows:

3. MANAGEMENT FEE. In return for all of the aforedescribed and hereinafter described services provided by Manager, a monthly management fee shall be paid by City to Manager ("Management Fee"), which amount is due Manager by the fifth day of the month as follows:

A. Eleven Thousand Two Hundred Fifty and No/100 Dollars ($11,250) per month effective as of June 1, 2022 through December 31, 2022. The monthly Management Fee shall thereafter be adjusted annually on January 1 beginning January 1, 2023, based upon any increase in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Midwest Region, All Items Index.

In addition to the Management Fee, Manager shall be paid for grass cutting and snow removal required under this Agreement at a rate of Thirty Five and No/100 Dollars ($35.00) per hour.

2. TERM OF AGREEMENT is deleted in its entirety and replaced as follows:

4. TERM OF AGREEMENT. The term of this Agreement shall be for a period of five (5) years commencing on the date above first written. The City, upon approval by the Common Council, shall have the option to extend the term of this Agreement for three (3) additional five (5) year periods subject to all of the provisions of this Agreement, upon providing Manager with sixty (60) days advance written notice before the last day of the current term.

3. HOURS OF OPERATION is deleted in its entirety and replaced as follows:

6. HOURS OF OPERATION. Hours of operation shall be the following:

Monday through Saturday – 8:00 a.m. to 5:00 p.m., except for in the event of inclement weather at the discretion of the Manager who will remain on call.

Airport will be closed for National Holidays. Manager shall be available on call after hours and on National Holidays as reasonably needed to maintain the continuous operation of the airport.

4. TERMINATION BY CITY is deleted in its entirety and replaced as follows:

19. TERMINATION

A. DEFAULT

1. City may terminate this Agreement by giving Manager sixty (60) days advance written notice upon or after any one of the following events of default:

a. The filing by Manger of a voluntary petition in bankruptcy.

b. The institution of proceedings in bankruptcy against Manager and the adjudication of Manager as bankrupt pursuant to such proceedings.

c. The taking by a court of jurisdiction of Manager and its assets pursuant to proceedings brought under the provisions of any federal reorganization act.

d. The appointment of a receiver of Manager's assets or any general assignment for the benefit of Manger's creditors.

e. The abandonment by Manager of the premises leased to Manager under the Airport Fixed Base Operation Agreement entered into by and between the parties dated August 24, 2016, ("FBO Agreement") except in connection with its surrender to an assignee, sublease, mortgagee, or other party succeeding to Manager's interests or portion thereof hereunder which has been approved by the advance written consent of the City Common Council.

f. The default by Manger in the performance of any obligation required herein to be performed by Manager, and Manger's failure to correct such default within thirty (30) days after notice thereof from City.

B. FOR CAUSE

1. If the Manager shall fail to fulfill in timely and proper manner any of the obligations under this Agreement, the City shall have the right to terminate this Agreement by written notice to the Manager. In this event, the Manager shall be entitled to compensation for any satisfactory work completed.

C. FOR CONVENIENCE

1. The City may terminate this Agreement at any time by giving written notice to the Manager no later than two months before the termination date. If the City terminates under this paragraph, then the Manager shall be entitled to compensation for any satisfactory work performed to the date of termination.

This Agreement is subject to termination before the expiration of the original term or any extension term under the following circumstances:

i. By mutual agreement of the parties at any time.

ii. At the sole discretion of the City, if the Manager materially fails to perform any of the Manager's obligations under the Agreement and such failure is not cured within a reasonable time after the Manager's receipt of a written notice from the City.

iii. At the sole discretion of the Manager, if the City materially fails to perform any of the City's obligations under the Agreement and such failure is not cured within a reasonable time after receipt of a written notice from the Manager.

The rights and remedies under this paragraph shall be in addition to those otherwise allowed by law or in equity. Any and all rights and remedies which either party may have under this Agreement, at law or in equity, shall be cumulative and shall not be deemed inconsistent with each other, and any two or more of all such rights and remedies may be exercised at the same time insofar as permitted by law. Failure of City to declare this Agreement terminated upon the default of Manager for any of the reasons set out above shall not operate to waive the right of City to terminate this Agreement by reason of any subsequent violation of the terms of this Agreement.

D. City may terminate this Agreement upon sixty (60) days' written notice to Manager upon the happening of any of the following events:

1. The lawful assumption by the United States Government or any authorized agency thereof, or by the State of Wisconsin, or any authorized agency thereof, without inducement by City, of the operation, control or use of Airport and facilities, or any substantial part or parts thereof, in such manner as to substantially restrict Manager, for a period of at least sixty days, from operating from the premises leased to Manager under the FBO Agreement.

2. The termination of the FBO Agreement by either party.

5. 30. AMENDMENT is being added to provide as follows:

30. AMENDMENT. No waiver, amendment, or variation of the terms of this Agreement shall be valid unless in writing and signed by the City and Manager, and then only to the extent specifically set forth in writing.

Except as amended hereby, the Original Agreement is not otherwise amended and remains in full force and effect.

[DOCUMENT CONTINUES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first set forth above.

CITY OF WAUSAU BY:

____
Katie Rosenberg, Mayor

____
Kaitlyn Bernarde, City Clerk

WAUSAU FLYING SERVICES, INC., BY:

____
President

____
Secretary

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the Budget Modification for the Purchase of Seven Buses through the VW State of Wisconsin Grant Assistance Program and Transit Reserves

Committee Action:

Fiscal Impact: $3,053,963

File Number:	21-1109	**Date Introduced:**	March 22, 2022

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☐No☒	
	Included in Budget:	Yes☐No☒	*Budget Source: Re-establishing bus purchase*
	One-time Costs:	Yes☒No☐	*Amount: $3,053,963.29*
	Recurring Costs:	Yes☐No☒	*Amount:*
SOURCE	*Fee Financed:*	Yes☐No☒	*Amount:*
	Grant Financed:	Yes☒No☐	*Amount: $2,891,985 VW funding*
	Debt Financed:	Yes☐No☒	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☒	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

RESOLUTION

WHEREAS, the Common Council approved Resolution 18-0915 which authorized the application for Transit Grant Capital Assistance funds under the VW Mitigation Program to purchase 7 buses on September 25, 2018; and

WHEREAS, Resolution 18-0915 also authorized funding the local share from the municipal revenue program reduction proposed by the State of Wisconsin, and

WHEREAS, on July 9, 2019 the Common Council authorized a budget adjustment Resolution 18-1109 to fund optional equipment not included in the bus base price and for the application of the producer price index; and

WHEREAS, on October 13, 2020 the Common Council authorized a budget adjustment Resolution 19-1109 to increase an additional $93,813.69 of the local share from Transit reserves to fund the final budget gap; and

WHEREAS, during the 2022 budget deliberations the Transit Director outlined the use of the Cares Funding for the local share; and

WHEREAS, the seven buses were delivered in 2022 and invoices totaling $3,053,963.29 are due for payment; and

WHEREAS, the City Council annually re-establishes multi-year capital budgets known as a carryover budget in April and

WHEREAS, your Finance Committee has considered and recommends a budget modification so that the bills can be paid timely as follows:

150-237598300	TRANSIT CAPITAL BUDGET	$3,053,963.29
150-237588416	GRANT PROCEEDS – VW Capital Grant	$2,891,985.00
164-30009	TRANSIT RESERVES	$ 161,978.29

NOW THEREFORE BE IT RESOLVED, that the proper city officials modify the 2022 budget as presented above.

Approved:

____

Katie Rosenberg, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the Adoption of the Standard Allowance of Revenue Loss Pursuant to the American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program

Committee Action:

Fiscal Impact: $10,000,000

File Number:	21-1109	**Date Introduced:**	

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☒No☐	
	Included in Budget:	Yes☐No☒	*Budget Source:*
	One-time Costs:	Yes☒No☐	*Amount:*
	Recurring Costs:	Yes☐No☒	*Amount:*
SOURCE	*Fee Financed:*	Yes☐No☒	*Amount:*
	Grant Financed:	Yes☒No☐	*Amount: $10,000,000*
	Debt Financed:	Yes☐No☒	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☒	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

RESOLUTION

WHEREAS, the US Department of Treasury, published the Coronarivus State & Local Fiscal Recovery Funds Final Rule on January 6, 2022 with an effective date of April 1, 2022; and

WHEREAS, the Final Rule provided a standard allowance of $10,000,000 as an alternative to the revenue loss formula provided in the interim rule; and

WHEREAS, the Final Rule specifies that the Revenue Loss category can be used to fund Government Services; and

WHEREAS, the Final Rule further clarifies that this includes expenses related to services traditionally provided by a government including but not limited to: road building, maintenance and other infrastructure, health services, government administration, staff and administrative facilities; environmental remediation; providing police fire and other public safety services(including the purchase of fire trucks and police vehicles); and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have restrictions including prohibiting the deposit into pension funds, satisfaction of settlements and judgements, retirement of existing debt and contributions to financial reserves; and

WHEREAS, the US Department of Treasury describes this category of spending as the most flexible use category under the SLFRF program and further indicates that the category is subject to streamlined reporting and compliance requirements; and

WHEREAS, the use of the standard allowance also reduces audit risk since the revenue loss calculation would be subject to audit compliance procedures; and

WHEREAS, the adoption of the standard allowance does not eliminate the requirement for budget modifications before spending the federal dollars;

NOW, THEREFORE, BE IT RESOLVED, by the City of Wausau Common Council that:

1. The City of Wausau elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services; and
2. The proper City officials are authorized and directed to report that the City of Wausau is electing to use the standard allowance of up to $10 million for revenue loss purposes in the federal reporting system.

Approved:

____

Katie Rosenberg, Mayor

TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: March 17, 2022

RE: American Rescue Plan Funding

The departments have submitted the first round of application requests which are attached along with a ranking form. As we discussed before you have no obligation to fund the requests immediately and could offer partial funding as well.

A summary of existing committed funds is included. If you could submit your rankings via email to me by noon on Tuesday we will get them summarized. Thank you!

ARPA FUNDING

	Revenue Loss: Government Services	Public Sector Capacity through Staffing	Effective Service Delivery through IT Improvements	Public Health Emergency	Negative Economic Impact of COVID	Water, Sewer, Stormwater and Broadband Infrastructure	Total
Landmark Project					$ 350,000		$ 350,000
2022 Budget:							
Public Access Server for Closed Caption			49,224				49,224
Internet Firewall Replacement	33,800						33,800
Core Switch Replacement	50,000						50,000
Financial ERP Software Replacement	850,000						850,000
Drinking Fountain Replacement Parks				81,000			81,000
Resolution							
Temporary Water Supplies	150,000						150,000
PFAS Pilot Study						240,375	240,375
Total Obligated to date	$ 1,083,800	$ -	$ 49,224	$ 81,000	$ 350,000	$ 240,375	$ 1,804,399
Requests 2022							
LED Street Lighting Conversion	881,971						881,971
Fixed Station Automated License Plate Readers	255,000						255,000
Police Department Sit-Stand Configuration	50,000						50,000
Skate Park					225,000		225,000
Total Requests	1,186,971				225,000		1,411,971
Obligated and Requested							3,216,370
CITY ALLOCATION							**15,586,461**

CITY OF WAUSAU
ARPA FUNDS EVALUATION CRITERIA

CRITERIA	POSSIBLE SCORE 0 points	1-5 points	6-10 points	LED Street Lighting Project	Police Automated LPR	Police Sit Stand Configuration	Parks Skate Park
ALIGN WITH PRIORITIES:How well does the proposal align with the community's funding priorities? Does it support a livable community, fiscally sustainable government, environmentally sustainable community, and an improved & equitable quality of life?	Project is inconsistent with community priorities and does not advance community service.	Project is partly consistent with priorities but does not significantly advance community service.	Project is directly related to the community priorities and community service.				
OTHER FUNDING SOURCES: Are there other federal/state ARPA alternative funding opportunities (such as the federal infrastructure bill) that could replace or supplement the request? Have these other funding sources been considered? Could the project/proposal be phased to accomodate other federal/state ARPA sources?	Alternative funding sources may be available but have not been explored, considered or leveraged.	Alternative funding sources may be available and will be leveraged if possible.	No alternate funding sources exist or alternative funding sources have already been leveraged to maximize the investment.				
TIMELINE : Can the proposal be implemented and completed within the ARPA program deadlines? Obligated by 12/31/2024 and expended by 12/31/2026	Project timeline is not well defined and does not clearly establish a work completion within the timeline. Project completion is near the end the ARPA requirements	Project timeline is lengthy but demonstrates that completion is within the ARPA requirements.	Project timeline clearly demonstrates that work will conclude within the short term (1 year or less).				
COST: While projects funded with ARPA should be impactful best practices indicate the funds should be spread over the qualifying period to enhance budgetary and financial stability. Does the proposal represent a reasonable allocation of resources relative to other community proposals?	Project exhausts all or the majority of funds immediately.	Project ARPA funding request is requires a significant ARPA allocation. However, the project provides for phases which allows for flexibility of unexpected City needs and priorities.	Project ARPA funding request is reasonable to the City overall ARPA allocation. The funding request allows the City to diversify the ARPA investments. Significant projects may be allocated in phases to provide future flexibility of unexpected needs and priorities.				
RESIDENT IMPACT: What portion of the community would benefit from this proposal?	Proposal fails to identify positive impact nor identifies populations benefitted	Proposal demonstrates a positive impact on a material portion of the population 25-75%	Project demonstrates a strong positive impact on a significant portion of the population >75%				
IMPACT ON FUTURE BUDGETS: Will this proposal require ongoing funding? Will it reduce or increase ongoing operating expenses? Will the project produce additional annual revenues?	Project creates a new funding dependency and future tax levy pressure.	Project would have a neutral impact on personnel or other operating costs or revenues. Project is budget neutral.	Project decreases future operating costs, increase operating revenues, eliminates future debt issuance requirements				
COMPLEXITY AND READINESS: Is the project or proposal complex with multiple phases before implementation can begin? Does the project or proposal require outside approvals or oversight? Does a clear implementation plan exist? What complications could arise to prevent this project from achieving its intended goals?	Project is unable to proceed due to obstacles such as land acquisition, easements, designs and other approvals. Project is not shovel ready.	Minor obstacles, plans or details exist but should not impact a timely implementation.	Project is entirely ready to proceed. No obstacles exist.				
CENSUS TRACT ELIBILITY: Does the proposal/project fall within a census tract or benefit those vulnerable popuations and those disproportionately negatively impacted by COVID19?	This project/proposal is not located in a census tract and not designed to benefit those disporpostionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is not located in a census tract but will benefit all citizens including those disporpostionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is located in a census tract or is considered to benefit those disporpostionately negatively impacted by COVID as interpreted by ARPA regulations?				
IMPACT OF DEFERRAL: What is the impact of the deferral? Will costs go up? Will the City be out of compliance with mandates or regulations? Are there health and safety risks impacting residents that will remain unaddressed? Does this proposal improve the environmental quality of the city?	Deferral causes limited impact to service or disruptions.	Deferral will have limited impact on regulatory mandates, health and safety risks or environmental qualities.	Deferral will have a detrimental impact on regulatory mandates, health and safety risks or environmental qualities.				
PROJECT PRIORITY AND IMPACT: Regardless of any other scores, do you believe this project should be a priority? Do you believe that the project is transformational for the community? Do you believe that the project will make a big impact?	Low priority, impact, transformational power	Some priority, impact and transformational power	High priority, impact and transformational power				
			TOTAL				

CITY OF WAUSAU

AMERICAN RESCUE PLAN - SLFRF APPLICATION

REPLACING LOST PUBLIC SECTOR REVENUE

SPENDING ON GOVERNMENT SERVICES

Government Services include *any* service traditionally provided by a government. Common examples would include:
*Road building and maintenance and other infrastructure
*Construction of government buildings
*General government administration and staff
*Provision of police, fire, and other public safety including purchase of fire trucks and police vehicles
*Environmental remediation

Project Title	**LED street lighting conversion**		
Department	**DPW Electrical**	Contact Name:	**Rick Pergolski**
Priority 1-6 (low-high)	**4**		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type (Check all that apply)

	881,970.50		Ongoing Operational Expenses

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

We would like to convert all of the city's street lighting to LED. This would save the city maintenance and operating costs.

PROJECT PURPOSES: (Check all statements that apply)

	Addresses critical health or safety hazard.	x	Serves to eliminate blight
x	Provides developed area with a comparable level of city services or facilities.		Encourages economic development
x	Maintains or enhances systems that support existing city services.	x	Encourages revitalization, community aesthetics, or historic preservation
	Provides new service, facility, system or equipment.		Provides other rehabilitation, replacement or new construction.
	Expands existing service into an undeveloped area.		This project was identified and deferred on prior years capital/operating budget
x	Repairs, replaces or prevents a breakdown of an existing city facility, system, service or equipment.	x	Improves resident quality of life in terms of recreational activities, personal enrichment or living conditions
	Supports a revenue generating service		Increases FTE's within the department
x	Contributes to a safe community		Other

PROJECT OR PURCHASE JUSTIFICATION

Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition

Our existing HID lighting is reaching end of life. The LED conversion will reduce energy usage by more than half while reducing the maintence costs.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

The cost of waiting on this project is that the city will continue to have high energy usage and maintenance costs. It will also take our electricians away from projects that we could be doing while they maintain lights.

RETURN ON INVESTMENT

Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits

The reduced operation cost is cut in half between HID and LED lighting.

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - FINANCIAL DETAIL

LED street lighting conversion

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Construction/Maintenance						-
Equipment/Vehicle/Furnishings Purchase						-
Other(Describe)						-
Total Costs	$ -	$ -	$ -	$ -	$ -	$ -
FUNDING SOURCES						
ARPA Funding						-
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe)						-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	$ 881,971	$ -	$ -	$ -	$ -	$ -
FUNDING SOURCES						
ARPA Funding						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	$ -	$ -	$ -	$ -	$ -	$ -
Shortfall	$ 881,971	$ -	$ -	$ -	$ -	$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

This would reduce our electricity bills.

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - CALENDAR
LED street lighting conversion

YEAR 2022	TIME FRAME (Start/End by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2023	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2024 ***funds must be obligated by 12/31/2024***	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2025	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2026	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

Street Lighting			ATB0 w/node= $602.80
	HID		GVN2 Retro w/node=$621.50
Bridge St	122	$73,541.60	GVN2 Complete=$1450.90
Westwood Dr	60	$36,168.00	
Highway U	50	$30,140.00	
Merrill Ave	44	$26,523.20	
Badger Ave	18	$10,836.00	
Campus Dr	30	$18,084.00	
1st Ave	18	$10,836.00	
3rd Ave	22	$13,261.60	
Highland Park Blvd	21	$13,051.50	
18th St and E Wausau Ave	5	$3,012.50	
Gowen St	20	$12,430.00	
W Union St	3	$1,808.40	
Wind Ridge Rd	6	$3,616.80	
Summit	7	$4,219.60	
E Wausau Ave	8	$4,822.40	
Mobile Ave	8	$4,972.00	
5th St	62	$38,533.00	
6th St	23	$13,864.40	
2nd St	3	$1,864.50	
N River Dr	5	$3,107.50	
1st St	54	$33,561.00	
3rd St	48	$29,832.00	
4th St	24	$14,916.00	
Scott St	67	$41,640.50	
McClellan St	4	$2,486.00	
Grant St	2	$1,243.00	
Jefferson St	43	$26,724.50	
Washington St	43	$26,724.50	
McIndoe St	4	$2,486.00	
Forest St	43	$26,724.50	
Green Vistas	31	$2,480.00	Corncob LED
Library	13	$8,079.50	
Slough Bridge	22	$13,673.00	
Stewart Ave	146	$88,008.80	
52 Parkway	38	$22,906.40	
28th Ave	53	$31,948.40	
Sherman St	10	$6,028.00	
Edgewood St	9	$5,593.50	
Tate Ct	4	$2,486.00	
Sunset Dr	5	$3,014.00	
Airport	3	$1,808.40	
Elm St	3	$1,808.40	
S 22nd Ave	7	$4,350.50	

St Austin and Lillie Ave	20	$12,430.00
SouthEast Side	40	$58,036.00
Grand Ave	11	$6,836.50
McCleary Bridge	30	$18,645.00
17th Ave	60	$36,168.00
Financial way	4	$5,803.60
Werle Ave	19	$11,808.50
Lots	15	$9,027.00

Totals	1410	$881,970.50

CITY OF WAUSAU

AMERICAN RESCUE PLAN - SLFRF APPLICATION

REPLACING LOST PUBLIC SECTOR REVENUE

SPENDING ON GOVERNMENT SERVICES

Government Services include *any* service traditionally provided by a government. Common examples would include:
*Road building and maintenance and other infrastructure
*Construction of government buildings
*General government administration and staff
*Provision of police, fire, and other public safety including purchase of fire trucks and police vehicles
*Environmental remediation

Project Title	**Fixed Station Automated License Plate Readers (ALPR)**		
Department	**Police**	Contact Name:	**Ben Graham**
Priority 1-6 (low-high)	**3**		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type (Check all that apply)

X	One Time Expense	X	Ongoing Operational Expenses

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

The Police Department is seeking ARPA funds to enhance quality of life for the Wausau community through the purchase of fixed station automated license plate readers (ALPR). ALPR is proven to deter crime and to increase clearance rates. ALPR sees like a detective to make actionable evidence available when needed that is easily searchable by vehicle type, make, model, color, timeframe, or plate details. ALPR provides immediate alerts for wanted or stolen vehicles and records 30 days of vehicle traffic wherever cameras are installed. Fixed station ALPR has a growing footprint in WI, with Flock Safety ALPR leading the way, having contracts with 14 Wisconsin cities (including Appleton, Green Bay, and many cities in the Milwaukee metro area). We have researched the technology and have met with our current LPR vendor (Genetec) and Flock Safety. Flock Safety is the preferred vendor. **Cost?** Annual all-in subscription of $2,500/camera. One-time installation fee of $250/camera. Minimum subscription of 5 cameras, or $12,500/year + one-time installation cost of $1,250 = $13,750 in year 1. **Infrastructure?** Flock ALPRs have built in LTE connectivity and can run off solar power, all included in the price. This allows Flock Safety to deploy fixed ALPRs virtually anywhere without a major infrastructure project. Flock installs, manages, and services their equipment with no additional cost. **Capabilities?** Captures up to 2 lanes of single-direction traffic. Standard capture of plates, temp plates, and state detection. Advanced capture of “vehicle fingerprint,” meaning a flag/search for a vehicle can be performed based on the description (type, make, and color of vehicle) even without a license plate number. This allows investigators to go from a vehicle description, to a license plate, to a suspect. **Privacy?** Flock cameras only capture the rear of vehicles on public roadways. There is no facial recognition technology. Data is the property of the owner/agency and is deleted after 30 days. **Costs?** Full coverage = approximately 17 cameras = $42,500/year + $4,250 installation costs. Partial coverage = approximately 10 cameras = $25,000/year + $2,500 installation costs. Minimal Coverage (one-side of river) = approximately 5 cameras = $12,500/year + $1,250 installation costs.

PROJECT PURPOSES: (Check all statements that apply)

	Addresses critical health or safety hazard.	X	Serves to eliminate blight
	Provides developed area with a comparable level of city services or facilities.	X	Encourages economic development
	Maintains or enhances systems that support existing city services.		Encourages revitalization, community aesthetics, or historic preservation
X	Provides new service, facility, system or equipment.		Provides other rehabilitation, replacement or new construction.
	Expands existing service into an undeveloped area.		This project was identified and deferred on prior years capital/operating budget
	Repairs, replaces or prevents a breakdown of an existing city facility, system, service or equipment.	X	Improves resident quality of life in terms of recreational activities, personal enrichment or living conditions
	Supports a revenue generating service		Increases FTE's within the department
X	Contributes to a safe community		Other

PROJECT OR PURCHASE JUSTIFICATION

Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition

A fixed station ALPR solution would deter crime and enhance our ability to solve crime when it is committed. With a growing network of Flock Safety ALPR in Wisconsin, coupled with the fact crime is inherently multi-jurisdictional, adopting Flock Safety ALPR would enable us to leverage region and state-wide technology to increase our efficiency and effectiveness in our investigations.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

Deferred or denial of purchase would likely force us to look for alternative means for financing. We believe the technology is worth purchasing, it's just a matter of finding a funding source.

RETURN ON INVESTMENT

Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits

The return on investement is 2 fold: (1) improves investigatory efficiency; and (2) increases clearance rates resulting in favorable outcomes for the community (e.g. recovery of stolen property (theft/retail theft/stolen vehicles/etc) and increased accountability for offenders).

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - FINANCIAL DETAIL

Fixed Station Automated License Plate Readers (ALPR)

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Construction/Maintenance						-
Equipment/Vehicle/Furnishings Purchase						-
Other(Describe)						-
Total Costs	$ -	$ -	$ -	$ -	$ -	$ -
FUNDING SOURCES						
ARPA Funding						-
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe)						-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services	55,000	50,000	50,000	50,000	50,000	255,000
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	$ 55,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 255,000
FUNDING SOURCES						
ARPA Funding	55,000	50,000	50,000	50,000	50,000	255,000
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	$ 55,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 255,000
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

TBD. Costs may be off-set by discontinuing existing contracts, if necessary, but would likely be looking for an increase in budget to subsidize the costs.

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

n/a

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - CALENDAR

Fixed Station Automated License Plate Readers (ALPR)

	TIME FRAME (Start/End by Month)											
YEAR 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award			X									
Task: Contract Execution				X								
Task: Installation					X							
Task:												
Task:												
Task:												
Task:												

	TIME FRAME (Start/End Dates by Month)											
YEAR 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

	TIME FRAME (Start/End Dates by Month)											
YEAR 2024 ***funds must be obligated by 12/31/2024***	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

	TIME FRAME (Start/End Dates by Month)											
YEAR 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

	TIME FRAME (Start/End Dates by Month)											
YEAR 2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

CITY OF WAUSAU

AMERICAN RESCUE PLAN - SLFRF APPLICATION
REPLACING LOST PUBLIC SECTOR REVENUE
SPENDING ON GOVERNMENT SERVICES

Government Services include *any* service traditionally provided by a government. Common examples would include:
*Road building and maintenance and other infrastructure
*Construction of government buildings
*General government administration and staff
*Provision of police, fire, and other public safety including purchase of fire trucks and police vehicles
*Environmental remediation

Project Title	**Department-Wide Sit-Stand Configuration**		
Department	**Police**	Contact Name:	**Ben Graham**
Priority 1-6 (low-high)	**3**		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type (Check all that apply)

X	One Time Expense		Ongoing Operational Expenses

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

Each year, the Department receives requests from its staff for sit-stand desk options to enhance the workspace and improve employee health (i.e. alleviate back-pain). Sit-stand desks ensure a workspace is ergonomic and grants an employee the option to reduce sedentary habits and increase mobility.

We are seeking ARPA funds to covert all remaining desks department-wide into motorized sit-stand configuations. 41 workstations remain. We currently have a quote to convert 1 desk, which is estimated at $1,200 (includes product and installation).

PROJECT PURPOSES: (Check all statements that apply)

	Addresses critical health or safety hazard.		Serves to eliminate blight
	Provides developed area with a comparable level of city services or facilities.		Encourages economic development
X	Maintains or enhances systems that support existing city services.		Encourages revitalization, community aesthetics, or historic preservation
	Provides new service, facility, system or equipment.		Provides other rehabilitation, replacement or new construction.
	Expands existing service into an undeveloped area.		This project was identified and deferred on prior years capital/operating budget
	Repairs, replaces or prevents a breakdown of an existing city facility, system, service or equipment.		Improves resident quality of life in terms of recreational activities, personal enrichment or living conditions
	Supports a revenue generating service		Increases FTE's within the department
	Contributes to a safe community		Other

PROJECT OR PURCHASE JUSTIFICATION

Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition

Employee health and retention have been topics of conversation and concern, not only in our Department, but city-wide. Providing a more ergonomic, adaptive, and comfortable workspace would pay dividends in employee health and satisfaction.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

If deferred or denied, we would continue to convert existing workstations on an annual basis based on available funding.

RETURN ON INVESTMENT

Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits

Some studies have shown that affording employees a sit-stand option increases health (i.e. employee burns more calories and experiences less back pain) and increases productivity.

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - FINANCIAL DETAIL

Department-Wide Sit-Stand Configuration

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Construction/Maintenance						-
Equipment/Vehicle/Furnishings Purchase	50,000					50,000
Other(Describe)						-
Total Costs	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
FUNDING SOURCES						
ARPA Funding	50,000					50,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe)						-
Total Sources	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	$ -	$ -	$ -	$ -	$ -	$ -
FUNDING SOURCES						
ARPA Funding						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	$ -	$ -	$ -	$ -	$ -	$ -
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

n/a

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

n/a

LOSS REVENUE - SPENDING ON GOVERNMENT SERVICES - CALENDAR

Department-Wide Sit-Stand Configuration

YEAR 2022	TIME FRAME (Start/End by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award			X									
Task: Contract Execution				X								
Task: Construction					X							
Task:												
Task:												
Task:												
Task:												

YEAR 2023	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2024 ***funds must be obligated by 12/31/2024***	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2025	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

YEAR 2026	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Planning/ Design/Recruiting												
Task: RFP/ RFQ/ Bid/ Award												
Task: Contract Execution												
Task: Construction												
Task:												
Task:												
Task:												
Task:												

CITY OF WAUSAU

AMERICAN RESCUE PLAN - SLFRF APPLICATION

Public Health c Impacts of COVID 19

SPENDING ON RESPONDING TO NEGATIVE ECONOMIC IMPACT

While the pandemic impacted millions of American households and businesses it caused disporportionate impacts or more severe impacts to certain communities and populations. These severe and disporportionate households, communities, small businesses and nonprofits are presumed eligible for services that respond to the impact they experience.

Project Title	Replacement of Wausau Skate Park		
Department	**Parks, Recretation & Forestry**	Contact Name:	**Jamie Polley**
Priority 1-6 (low-high)	**5**		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Program Administration (Check all that apply)

X	Internal Administration		Subrecipient (Identify)

Impacted Households Small Business, Nonprofit and Impacted Industries (Check all that Apply)

X	Assistance to Low or Moderate income households	X	Assistance to Small Business (Describe) -Local Skate Shop and downtown businesses
X	Assistance in a Qualified Census Tract		Aid to Impacted Industries (Describe)
	Assistance to Nonprofits (Describe)		Other (Describe)

PROGRAM DESCRIPTION
attach additional information if needed

The Skatepark at Oak Island is one of its kind within the City of Wausau. It therefore serves residents young and old and enhances the quality of life for the resident of the City as well as surrounding communities. The Skate Park was installed in 2002 and is 20 years old this year. Over the years staff has made multiple repairs to the ramps and surfacing. The current equipment is reaching a point where larger repairs are needed. The surfacing of the skateboard park is blacktop which is not an adequate surfacing and poses multiple safety concerns each year as the blacktop changes with the freeze and thaw. The City has also recieved mutliple emails this past year with safety concerns and other complaints. This project would include concrete surfacing, refurbishing the existing equipment and the addition of a few new modern pieces. The skateboard park would remain in its current location. Oak Island is a community parks that serves the City of Wausau and the surrounding communities. The park serves small family and group gatherings to large community events. The park also falls within a qualified census tract and provides a free public park space to the local residents. The skate park is also free and like the park, provides a space for the surrounding neighborhood to gain the social, physical and mental benefits that parks and the outdoors provide. The current skatepark has some areas that if not addressed do pose safety hazards. If these items are unable to be addressed the result will be to shut down of the skate park. The skate park enhances the park system by providing a different type of recreational activity that cannot be found anywhere else in the City and is only one of two in the area. Providing a few new modern pieces of equipment will enhance the recreational experience. The skate board park could provide a location to hold skate board clinics or lessons resulting in increased revenue to recreation programs and local skate board businesses. In addition, the skate board park provides a safe place for youth and adults to recreate in our community, enhancing their quality of life.

PROGRAM ADMINISTRATION
Describe how the proposed program will be administered, the recipient eligibility requirements and the outreach plan

The program will be administered by the Parks, Recreation & Forestry Department. A certified skate park designer and developer will be consulted to evaluate the current site and current equipment. This consultant will work with department staff and key stakeholders in the community to develop preliminary plans based on space available, current equipment condition and new amenities suitable for the site. Community outreach will then be conducted through a series of public meetings, surveys on social media and department website to gather input on the concept plans and desired amenities. The users of the skate park will be highly involved in the design process to ensure that the City is planning a park that is accessible and available to all generations. Staff has been in contact with a local skate shop owner who is extremely interested in the project and has already donated $5,000 towards the effort. Staff will partner with the owner to communicate with the neighborhood, and current and future users of the park. This project exists within a census tract that has been effected by COVID-19. This park provides a free space that is safe, benefits the social, emotional and physical well being of the users and enhances the quality of life for the neighborhood, residents of Wausau and surrounding communities. The project site is ready for this project to take place and there are no foreseen issues to completing this project within the ARPA program deadline. The cost of the project is approximately $300,000. An advisory group will raise $75,000 towards the project. The project will benefit the immediate neighborhood surround the park and, since it is a destination amenity, it will also benefit the residents of the City of Wausau and surrounding communities. The skate park is typically utilized by individuals under 30 years old however there area some users over 30 years of age. Since this project will be to replace in existing amenity there is minimal added costs to maintenance and operations. As with any amenity there is a life expectancy of the equipment which is approximately 15 years for the ramps and 20-25 years for the concrete features. The state of the current equipment and blacktop surface is a high priority concern. If the surface cannot be replaced and the equipment is not fixed the skate park becomes a safety hazard and will result in closure of the skate park. Regardless of funding staff does feel that is project is a priority project and will make a big impact on the youth and adults around the park and within the community. This project was submitted to the City Council as a Capital Improvement Project for 2022 and was not funded due to the possibility of ARPA funding. It will be resubmitted if not funded through ARPA dollars because it is a high priority project.

OTHER AVAILABLE FUNDING SOURCES FOR THE PROGRAM (check all that apply)

	2022 Budget	X	Other (Describe)	Donations and Grants

RESPONDING TO NEGATIVE ECONOMIC IMPACTS - FINANCIAL DETAIL

Replacement of Wausau Skate Park

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Administrative Costs	45,000					45,000
Financial Assistance Grants						-
Financial Assistance Loans						
Neighborhood Investments	255,000					255,000
Lead Remediation						-
Improvements to vacant and abandoned Properties						-
Other(Describe)						-
Total Costs	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
FUNDING SOURCES						
ARPA Funding	225,000					225,000
Donations	75,000					75,000
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe)						-
Total Sources	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
Shortfall	$ -	$ -	$ -	$ -	$ -	$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Administrative Costs						-
Financial Assistance Grants						-
Financial Assistance Loans						-
Neighborhood Investments						
Lead Remediation						
Improvements to vacant and abandoned Properties						
Other (Describe) Maintenance & Operations		1,500	1,500	1,500	1,500	6,000
Total	$ -	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 6,000
FUNDING SOURCES						
ARPA Funding						-
Donations		1,000	1,000	500	500	3,000
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total	$ -	$ 1,000	$ 1,000	$ 500	$ 500	$ 3,000
NET LEVY REQUIREMENT	$ -	$ 500	$ 500	$ 1,000	$ 1,000	$ 3,000

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

Events or circumstances that would prevent costs from being obligated by December 31, 2024 and expended by December 31, 2026 are minimal however if the fundraising of $75,000 is not obtained the project will be reduced to the ARPA and donated funds received by December 1, 2024.

RESPONDING TO NEGATIVE ECONOMIC IMPACTS - CALENDAR

Replacement of Wausau Skate Park

YEAR 2022	TIME FRAME (Start/End by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Program Design												
Task: Program Outreach												
Task: Program implementation												
Task:												
Task:												
Task:												
Task:												
Task:												

YEAR 2023	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Program Design												
Task: Program Outreach												
Task: Program Implementation												
Task: Program Completion												
Task:												
Task:												
Task:												
Task:												

YEAR 2024 ***funds must be obligated by 12/31/2024***	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Program Design												
Task: Program Outreach												
Task: Program Submissions												
Task: Program Disbursements												
Task:												
Task:												
Task:												
Task:												

YEAR 2025	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Program Design												
Task: Program Outreach												
Task: Program Submissions												
Task: Program Disbursements												
Task:												
Task:												
Task:												
Task:												

YEAR 2026	TIME FRAME (Start/End Dates by Month)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task: Program Design												
Task: Program Outreach												
Task: Program Submissions												
Task: Program Disbursements												
Task:												
Task:												
Task:												
Task:												




TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: March 17, 2022

RE: Special Assessment Software

August of 2021 the Finance Committee approved the sole source purchase related to ETI Corporations Special Assessment Software. The sole source was submitted after comparing other vendor software capabilities and finding ETI the only software that met the City's requirements.

The City entered into contract negotiations. The attorney's office has invested time to propose the strongest contract that included insurance and indemnification language. The contractor has agreed to carry insurance including $1 million of Cyber insurance but refuses to provide indemnification.

During the negotiations city staff reviewed our software requirements and reached out to alternate vendors to explore other options. We were not able to find a vendor that could satisfactorily meet our reduced requirements.

It is now a business decision as to whether the City is willing to enter into a contract without indemnification. The CCITC staff have evaluated our proposed use of the software and believe that our risk is low.

Other communities who have accepted his contract terms include: Fond du lac, Marshfield, Eau Claire, Wauwatosa, West Bend, West Port and Whitefish Bay.

I have attached the sole source considered in October.

We are seeking authority to move forward with the best contract language that is acceptable to the vendor. This will provide insurance coverage without indemnification.

CITY OF WAUSAU

SOLE SOURCE PURCHASE JUSTIFICATION

REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING $10,000

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 $10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $10,000 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.

The City currently uses an in-house software program to manage our special assessments. The software tracks assessments by parcel, produces an invoice, calculates interest and transfers unpaid assessments to the tax roll. This is a DOS based program. All of the employees who know this obsolete programming language have retired. This software needs to be retired because the server is being eliminated.

We have been searching for replacement software and have found limited vendors. During our ERP software reference checks we spoke with the City of Wauwatosa who recommended ETI Corporation. CCITC conducted demonstrations with ETI Corporation and the other vendors we found that offered this software. We believe the ETI software best meets the city's needs due to the flexibility and comprehensiveness of the software and its ability to track special charges. We received cost estimates and would like to select ETI without going through a formal RFP process. Funding of $90,000 was included in the 2020 budget.

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

The software system will be used to compute, track and invoice special assessment and special charges. The software will replace in-house software that needs to be retired.

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.

Based upon demonstrations we felt this software best suited our needs.

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

CCITC researched and we spoke with other communities about the software they used.

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

Based upon other similar purchasing activities and scope of work.

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: FINANCE

Preparer: MARYANNE GROAT

Vendor Name: ETI Corporation

Expected amount of purchase or contract: $51,000

Department Head Signature: Maryanne Groat Date: 8/4/2021

Finance Director Signature: Maryanne Groat Date:8/4/2021

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the write off of certain uncollectible delinquent personal property tax accounts from the City's accounting records

Committee Action:

Fiscal Impact: $ 39,360.22

File Number:	03-0306	**Date Introduced:**	March 22, 2022

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☐No☒	
	Included in Budget:	Yes☒No☐	*Budget Source: Bad Debt Expense*
	One-time Costs:	Yes☒No☐	*Amount: $*
	Recurring Costs:	Yes☐No☒	*Amount:*
SOURCE	*Fee Financed:*	Yes☐No☒	*Amount:*
	Grant Financed:	Yes☐No☒	*Amount:*
	Debt Financed:	Yes☐No☒	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☒	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

WHEREAS the City of Wausau has an ongoing program for the collection of delinquent personal property taxes, however there are always some personal property taxes which are uncollectible due to various reasons and

WHEREAS, there is always a continuous effort to recover delinquent personal property taxes, and

WHEREAS, Wisconsin Statutes dictates the timeline of charge backs occur annually by April 1; and

WHEREAS, the Finance Committee has reviewed the list of 2020 delinquent personal property taxes on Attachment A and recommends the write off **and** charge back of these taxes as provided within the State of Wisconsin Statutes, and

WHEREAS, staff will continue to collect on these delinquencies and then chargeback to the Schools, County and Technical College as prescribed by law; Now Therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City Official(s) be and are hereby authorized and directed to write off the delinquent personal property taxes as outlined on Attachment A, from the Tax Adjustment account #110-25097410 in order to provide sound financial management.

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the proper City Official(s) be and are hereby authorized and directed to charge back to the appropriate governmental entities their share of these delinquent personal property taxes as outlined on Attachment A.

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the list of delinquent personal property taxes be entered into the minutes and published in the newspaper.

Approved:

Katie Rosenberg, Mayor

Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
CITY OF WAUSAU (Personal Property)										
29100000001051	ABSOLUTE HAIR	D	0.00	0.00	0.00	0.00	113.07	113.07	0.00	113.07
29100000001087	DA CONSULTING LLC	D	0.00	0.00	0.00	0.00	40.21	40.21	0.00	40.21
closed o/e 29100000001097	ADVANCED PAIN MANAGEMENT SC	D	0.00	0.00	0.00	0.00	2,143.30	2,143.30	0.00	2,143.30
closed o/B 29100000001128	ARAMARK HEALTHCARE TECHNOLOGY	D	0.00	0.00	0.00	0.00	1,922.18	1,922.18	0.00	1,922.18
29100000001152	ALIMI, OEMAL	D	0.00	0.00	0.00	0.00	402.03	402.03	396.17	5.86
mail returned undeliverable 29100000001440	ALZHEIMERS ASSOCIATION	D	0.00	0.00	0.00	0.00	65.34	65.34	0.00	65.34
mail returned last year undeliverable 29100000001497	AMERICAN TELEPSYCHIATRY	D	0.00	0.00	0.00	0.00	113.07	113.07	0.00	113.07
29100000001662	ANGEL ANTHONY GROUP LLC	D	0.00	0.00	0.00	0.00	125.63	125.63	0.00	125.63
Pd. 29100000002386	~~NEIL BERENS CONSTRUCTION~~	D	0.00	0.00	0.00	0.00	339.20	339.20	0.00	339.20
mail returned undeliverable 29100000002467	BITE SQUAD	D	0.00	0.00	0.00	0.00	188.45	188.45	0.00	188.45
mail returned undeliverable 29100000002476	BIRCH TREE WELLNESS	D	0.00	0.00	0.00	0.00	20.10	20.10	0.00	20.10
29100000002551	BODY WISDOM	D	0.00	0.00	0.00	0.00	25.14	25.14	0.00	25.14
mail returned undeliverable 29100000002556	BOHO FARMHOUSE	D	0.00	0.00	0.00	0.00	12.56	12.56	0.00	12.56
29100000002586	BOOST MOBILE GRANADA LLC	D	0.00	0.00	0.00	0.00	246.24	246.24	0.00	246.24
Bankrupky 29100000002635	CHRISTOPHER & BANKS INC	D	0.00	0.00	0.00	0.00	1,610.62	1,610.62	0.00	1,610.62
Pd. 29100000002797	~~BUCHKOSKI, BRUCE~~	D	0.00	0.00	0.00	0.00	213.59	213.59	0.00	213.59
mail returned last year undeliverable 29100000002970	BYLINE BANK	D	0.00	0.00	0.00	0.00	17.58	17.58	0.00	17.58

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

	Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
	CITY OF WAUSAU (Personal Property)										
	29100000003067	CAPTURED MEMORIES PHOTOGRAPHY	D	0.00	0.00	0.00	0.00	170.87	170.87	0.00	170.87
mail returned undeliverable	29100000003726	CPR CELL PHONE REPAIR	D	0.00	0.00	0.00	0.00	100.51	100.51	0.00	100.51
Sue	29100000003824	COUNTRY COIN & COLLECTIBLES	D	0.00	0.00	0.00	0.00	115.58	115.58	0.00	115.58
mail returned undeliverable	29100000003834	COX & ASSOCIATES	D	0.00	0.00	0.00	0.00	37.69	37.69	0.00	37.69
	29100000004002	DFK CHARTERED DF KNAPP & ASSOCIATES	D	0.00	0.00	0.00	0.00	160.80	160.80	0.00	160.80
	29100000004129	EXPRESSIONS INK GUY DANIELS	D	0.00	0.00	0.00	0.00	130.65	130.65	41.48	89.17
	29100000004340	DRILLWORX	D	0.00	0.00	0.00	0.00	138.20	138.20	136.27	1.93
closed o/B	29100000004652	MUTAZ CELL, LLC	D	0.00	0.00	0.00	0.00	432.18	432.18	0.00	432.18
closed o/B	29100000004767	DORADO SURFACES	D	0.00	0.00	0.00	0.00	45.22	45.22	0.00	45.22
closed o/B	29100000004973	EASY LIVING MANAGEMENT INC	D	0.00	0.00	0.00	0.00	105.53	105.53	0.00	105.53
mail returned last year undeliverable	29100000005101	ECCENTRIC CO.EMPORIUM	D	0.00	0.00	0.00	0.00	105.53	105.53	0.00	105.53
	29100000005372	EL ZEBAS	D	0.00	0.00	0.00	0.00	628.17	628.17	0.00	628.17
	29100000005876	ESSENTIAL MASSAGE & WELLNESS BY AMY	D	0.00	0.00	0.00	0.00	125.63	125.63	118.62	7.01
mail returned last year undeliverable	29100000005991	ELLA BAY TRANSPORT LLC	D	0.00	0.00	0.00	0.00	15.07	15.07	0.00	15.07
	29100000006057	FARMHOUSE FITNESS LLC	D	0.00	0.00	0.00	0.00	603.04	603.04	0.00	603.04
mail returned 2019 undeliverable	29100000006133	FERMANICH, BRUCE	D	0.00	0.00	0.00	0.00	32.66	32.66	0.00	32.66
mail returned last year undeliverable	29100000006377	FIRST BUSINESS BANK	D	0.00	0.00	0.00	0.00	45.22	45.22	0.00	45.22

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
CITY OF WAUSAU (Personal Property)										
29100000006838	FRANKIE & FLETCHER MERCANTILE	D	0.00	0.00	0.00	0.00	55.28	55.28	0.00	55.28
29100000007024	GET WELL HEALTH SERVICES	D	0.00	0.00	0.00	0.00	70.35	70.35	19.04	51.31
mail returned undeliverable 29100000007544	GRANDADS.COM INC	D	0.00	0.00	0.00	0.00	140.72	140.72	0.00	140.72
29100000007910	GREAT KIDS INC	D	0.00	0.00	0.00	0.00	271.37	271.37	267.63	3.74
29100000008020	HALO SALON	D	0.00	0.00	0.00	0.00	246.24	246.24	0.00	246.24
mail returned undeliverable 29100000008326	HEMP ETC	D	0.00	0.00	0.00	0.00	125.63	125.63	0.00	125.63
29100000008560	HIAWATHIA THE INC	D	0.00	0.00	0.00	0.00	1,381.97	1,381.97	1,362.69	19.28
mail returned undeliverable 29100000008568	HIP POCKET DESIGNS LLC	D	0.00	0.00	0.00	0.00	188.45	188.45	0.00	188.45
closed o/B 29100000008703	HOLLY ANN MUSIC STUDIO	D	0.00	0.00	0.00	0.00	75.38	75.38	0.00	75.38
closed o/B 29100000008895	HOULE, GAYE M	D	0.00	0.00	0.00	0.00	213.59	213.59	0.00	213.59
mail returned last year undeliverable 29100000009180	IGNITE	D	0.00	0.00	0.00	0.00	17.58	17.58	0.00	17.58
29100000009497	NEMEC INSURNACE SERVICES	D	0.00	0.00	0.00	0.00	180.91	180.91	168.46	12.45
closed o/B 29100000010150	JACKMAN LAW FIRM LLC	D	0.00	0.00	0.00	0.00	1,070.40	1,070.40	0.00	1,070.40
mail returned undeliverable 29100000010177	JOJO'S ONLINE SALES	D	0.00	0.00	0.00	0.00	30.15	30.15	0.00	30.15
29100000010211	JALAPENOS OF WAUSAU LLC	D	0.00	0.00	0.00	0.00	4,397.18	4,397.18	0.00	4,397.18
mail returned last year undeliverable 29100000010411	JENNY'S FAMILY RESTAURANT	D	0.00	0.00	0.00	0.00	45.22	45.22	0.00	45.22
29100000010513	EDWARD D JONES & CO	D	0.00	0.00	0.00	0.00	92.96	92.96	89.07	3.89
29100000010514	EDWARD JONES	D	0.00	0.00	0.00	0.00	123.12	123.12	117.96	5.16

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Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
CITY OF WAUSAU (Personal Property)										
29100000010518	EDWARD D JONES & CO LP	D	0.00	0.00	0.00	0.00	115.58	115.58	110.74	4.84
29100000010519	EDWARD JONES INVESTMENTS	D	0.00	0.00	0.00	0.00	148.25	148.25	142.05	6.20
29100000010866	GLISCH, JORDAN	D	0.00	0.00	0.00	0.00	20.10	20.10	0.00	20.10
closed 0/B 29100000010872	JOURNEY ELEVEN LLC	D	0.00	0.00	0.00	0.00	369.37	369.37	0.00	369.37
29100000011276	KIMKAR LLC	D	0.00	0.00	0.00	0.00	62.82	62.82	0.00	62.82
mail returned undeliverable 29100000011661	KASA DELIVERY LLC	D	0.00	0.00	0.00	0.00	10.05	10.05	0.00	10.05
29100000012373	LAZY ACRES MHC WI LLC	D	0.00	0.00	0.00	0.00	439.71	439.71	433.21	6.50
29100000012409	LEANING DOG YOGA	D	0.00	0.00	0.00	0.00	15.07	15.07	0.00	15.07
29100000012520	LEVIT-JONES LAW OFFICES LLC	D	0.00	0.00	0.00	0.00	565.35	565.35	565.23	0.12
29100000012605	LIFT	D	0.00	0.00	0.00	0.00	1,884.49	1,884.49	0.00	1,884.49
29100000012742	LITTLE BULL FALLS SOAP WORKS AND GIFTS	D	0.00	0.00	0.00	0.00	7.54	7.54	0.00	7.54
mail returned undeliverable 29100000013116	MANDA JULAINE DESIGN	D	0.00	0.00	0.00	0.00	12.56	12.56	0.00	12.56
29100000013334	MARLIN LEASING	D	0.00	0.00	0.00	0.00	40.21	40.21	39.12	1.09
29100000013563	MERAKI SALON & TATTOO	D	0.00	0.00	0.00	0.00	45.22	45.22	0.00	45.22
Pd. 29100000013603	~~MIDAS AUTO SERVICE & TIRES~~	D	0.00	0.00	0.00	0.00	623.14	623.14	0.00	623.14
Pd. 29100000013738	~~MITCH'S TEXAS TACO'S~~	D	0.00	0.00	0.00	0.00	87.93	87.93	0.00	87.93
mail returned undeliverable 29100000013751	MILLIMAN LLC	D	0.00	0.00	0.00	0.00	30.15	30.15	0.00	30.15
29100000013907	MOUNTAIN VIEW MONTESSORI	D	0.00	0.00	0.00	0.00	1,130.70	1,130.70	1,130.47	0.23

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

	Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
	CITY OF WAUSAU (Personal Property)										
Closed O/B 2018	29100000013926	MYSTIC MASSAGE	D	0.00	0.00	0.00	0.00	80.41	80.41	0.00	80.41
mail returned last year undeliverable	29100000014042	NAILS BY PAULA	D	0.00	0.00	0.00	0.00	25.14	25.14	0.00	25.14
closed O/B	29100000014200	NAWROCKI, TIMOTHY	D	0.00	0.00	0.00	0.00	70.35	70.35	0.00	70.35
mail returned undeliverable	29100000014375	NEUMEYER CHIROPRACTIC OFFICE	D	0.00	0.00	0.00	0.00	261.31	261.31	0.00	261.31
	29100000014727	NATURZ REMEDY VINCENT RAMOS	D	0.00	0.00	0.00	0.00	125.63	125.63	0.00	125.63
mail returned undeliverable	29100000015320	OUTCOME HEALTH	D	0.00	0.00	0.00	0.00	113.07	113.07	37.67	75.40
mail returned last year undeliverable	29100000015602	OPA GYROS	D	0.00	0.00	0.00	0.00	155.79	155.79	0.00	155.79
closed O/B	29100000015742	OUTLOOK INVESTMENT GROUP	D	0.00	0.00	0.00	0.00	55.28	55.28	0.00	55.28
closed O/B	29100000016031	PAIN CENTER OF WISCONSIN WAUSAU	D	0.00	0.00	0.00	0.00	8,631.03	8,631.03	0.00	8,631.03
	29100000016032	PC PORTAL	D	0.00	0.00	0.00	0.00	95.49	95.49	0.00	95.49
	29100000016071	PLOVER RIVER LAND COINC	D	0.00	0.00	0.00	0.00	37.69	37.69	36.65	1.04
Sue	29100000016771	HYDRO KLEAN	D	0.00	0.00	0.00	0.00	4,733.89	4,733.89	0.00	4,733.89
	29100000016881	PROMETRIC LLC	D	0.00	0.00	0.00	0.00	314.08	314.08	0.00	314.08
payment plan	29100000017092	REGNER, CHARLES	D	0.00	0.00	0.00	0.00	296.50	296.50	0.00	296.50
closed O/B 2018	29100000017454	SAFE ALERT LLC	D	0.00	0.00	0.00	0.00	95.49	95.49	0.00	95.49
mail returned last year undeliverable	29100000017754	SCHULZ'S RECYCLING INC	D	0.00	0.00	0.00	0.00	1,356.83	1,356.83	0.00	1,356.83
mail returned last year undeliverable	29100000017842	SEA SIREN TATTOO & PIERCINGS	D	0.00	0.00	0.00	0.00	95.49	95.49	0.00	95.49

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
CITY OF WAUSAU (Personal Property)										
29100000017869	SEDGWICK CLAIMS MANAGEMENT SERVICES INC	D	0.00	0.00	0.00	0.00	2,588.04	2,588.04	2,476.59	111.45
29100000017921	SENIOR SPECIALISTS INSURANCE	D	0.00	0.00	0.00	0.00	150.75	150.75	0.00	150.75
mail returned undeliverable 29100000017928	715 DELIVERY.COM	D	0.00	0.00	0.00	0.00	130.65	130.65	0.00	130.65
mail returned undeliverable 2016 & 2018 29100000018350	STEPPERT, ROULAND	D	0.00	0.00	0.00	0.00	1,175.92	1,175.92	0.00	1,175.92
29100000018381	TERRACE COURT SENIOR LIVING	D	0.00	0.00	0.00	0.00	821.64	821.64	809.50	12.14
29100000018495	SWEETS ON THIRD	D	0.00	0.00	0.00	0.00	663.36	663.36	0.00	663.36
mail returned undeliverable 29100000018566	TRUE NORTH COUNSELING & WELLNESS	D	0.00	0.00	0.00	0.00	108.04	108.04	0.00	108.04
29100000018667	TERRADEA SALON/SPA	D	0.00	0.00	0.00	0.00	271.37	271.37	0.00	271.37
29100000018668	TERRADEA SALON/SPA ISLAND PL	D	0.00	0.00	0.00	0.00	62.82	62.82	0.00	62.82
29100000018708	THE BARK ACADEMY	D	0.00	0.00	0.00	0.00	120.61	120.61	0.00	120.61
closed 0/6 29100000018718	THE LASH BOUTIQUE PLUS LLC	D	0.00	0.00	0.00	0.00	70.35	70.35	0.00	70.35
Pd. 29100000018737	THE GAMING EMPORIUM DAVID MILLER	D	0.00	0.00	0.00	0.00	12.56	12.56	0.00	12.56
29100000018738	THRIVENT FINANCIAL REGIONAL FIELD OFFICE	D	0.00	0.00	0.00	0.00	125.63	125.63	120.22	5.41
closed 0/13 29100000018768	THEMES	D	0.00	0.00	0.00	0.00	30.15	30.15	0.00	30.15
29100000019402	WAUSAU ENGINES INC	D	0.00	0.00	0.00	0.00	22.62	22.62	0.00	22.62
29100000019581	WAUSAU MUSIC CENTER	D	0.00	0.00	0.00	0.00	655.81	655.81	0.00	655.81
29100000019631	SALELYTICS F/K/A WEST REVENUE GENERATION	D	0.00	0.00	0.00	0.00	1,713.64	1,713.64	1,688.32	25.32

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

Parcel Number	Owner	Sts*	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
CITY OF WAUSAU (Personal Property)										
Pd. 29100000019709	~~WEISENBECK, TODD~~	D	0.00	0.00	0.00	0.00	85.43	85.43	0.00	85.43
Pd. 29100000019903	~~WEST, BRIAN~~	D	0.00	0.00	0.00	0.00	100.51	100.51	0.00	100.51
29100000020369	WHISKEY RIVER BAR & GRILL	D	0.00	0.00	0.00	0.00	633.19	633.19	0.00	633.19
29100000020500	ZOOMSYSTEMS	D	0.00	0.00	0.00	0.00	72.87	72.87	0.00	72.87
29120000033475	POLYWOOD FABRICATIONINC	D	0.00	0.00	0.00	0.00	3,070.50	3,070.50	3,025.79	44.71
Total for CITY OF WAUSAU (Personal Property)			**0.00**	**0.00**	**0.00**	**0.00**	**54,155.53**	**54,155.53**	**13,332.95**	**40,822.58**

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

	Sp Chrg	Sp Assmt	Delq Chrg	MFL/Drng	Gen Tax	Total Tax	Amnt Pd	Current Due*
Total for report	**19,175.72**	**1,083.22**	**40,916.04**	**0.00**	**418,220.84**	**479,395.82**	**31,531.80**	**447,864.02**

	Postponed	Delinquent
Omitted Taxes**	0.00	0.00
Real Estate Total	0.00	407,041.44
Personal Property Total	0.00	40,822.58
Total Value	0.00	447,864.02

*Current due does not include interest and penalty. *Status: P= Postponed, D = Delinquent, N = None, M = Must be paid in full

TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: March 17, 2022

RE: FlashVote Survey Update

In response to the committee's questions I had the following communication with the vendor:

--How do you go about generating your enrollment for a panel of residents?

We provide invitation content for you to push out through your existing communication channels (lowest cost) and/or we can use our fancy 270 million US adult database to push invitations directly to local residents (SMS, postcard, letter). If we do both approaches, we can use our database to target any demographics that might be lower than others (younger ages for example) after an initial push through your channels.

--How do you ensure that the vote is statistically valid?

--Is there a minimum number of votes to consider it statistically valid?

Here is a customer explaining this really well in one minute: https://www.flashvote.com/videos#scientific The real key is making sure that participants take surveys at the same high rate (50% to 70%) regardless of the topic, which we are able to do because of our first 18 months of testing and improving the user experience for participants. Along with unbiased participants (and unbiased questions we draft/edit) we need a large number of participants. The ideal number is 200 (+/- 7%) to 600 responses (+/- 4%) which would translate to about 300 to 1000 participants, but anything from 100 responses (+/- 10%) and up can bey good enough to figure out where the community stands or to cut through some noise. We have a whole page and calculator you can play around with for more details on this stuff too: https://www.flashvote.com/margin-of-error

--With a community the size of Wausau how many can we expect to enroll?

The number of participants just depends on the number and type of invitations, so we just adjust our invitation work to get into the 300+ range above. The panel tends to grow over time too, so we could start as soon as we hit a number like 300 or 400 and then grow organically larger from there for future surveys.

TO: FINANCE COMMITTEE
FROM: MARYANNE GROAT
DATE: February 18, 2022
RE: ARPA Survey

Citizen input is important in many policy decisions. The City conducted a couple ARPA input sessions and experienced very low resident turnout. Another way to increase resident input is through surveys.

In reviewing other government survey methods I found several communities that had used FlashVote to conduct their community surveys. I thought that this was a very interesting product that may be helpful for Wausau. While they don't have Wisconsin clients they do have a number of communities in Minnesota along with government clients throughout the United States.

Flashvote's method starts by building a panel of residents willing to commit a few minutes to poll on community topics. These residents sign up to be panel members. Once signed up they become the survey panel. Sign up is continually open so residents can join the group at any time. Residents can remain anonymous and are prevented from repeat voting on a single survey.

Benefits of Flashvote include:

- Surveys are designed to be short and concise limiting the time needed to participate.
- Residents can participate in the voting through email, text, and phone.
- Results are statistically valid and available in 48 hours.
- Flash vote provides assistance in drafting the questions.
- The city would pay $6,900 annually for 6 surveys. In addition, there would be a one time set up fee to establish the survey panel.

Since the City would have 6 survey opportunities available, we could re-engage the community for additional feedback on ARPA spending or get feedback on other issues. I have attached information from their website along with a link for further information.

https://www.flashvote.com/mini-case-studies

https://www.flashvote.com/in-the-news

Serve the many, not just the noisy few

Get statistically valid public input in 48 hours on any issue. Solve problems and serve your whole community better with truly informed decisions.

CONTACT US

Trusted by leading local governments in 20+ states, including:

Top 10 ***"best companies working with local government"***

(#9 overall – see the award and review here)

"I can't imagine not having FlashVote available to me!"

Laurie Hokkanen – Administrative Services Director
City of Plymouth, MN

questions? We're happy

SEE MORE TESTIMONIALS

1	48	967,945	$250,000,000+
minute to take a survey	Hours for results	Answers collected	Mistakes avoided

How it works

FlashVote makes scientific survey data ridiculously easy, fast and useful

How FlashVote Works

FlashVote gets large samples of representative residents to answer professionally designed questions – quickly, frequently and automatically.

Governments use our timely and scientific data to serve residents better, to save serious money, and to build broad community trust.

Why you need better input

Without statistically valid data, you get a false representation of community needs

Is Community Engagement Bad Data? - Get Representat...

questions? We're happy

You probably know that the public input you get from your meetings, complaints, emails and online surveys is not a good representation of your whole community.

But do you know how badly that input misrepresents reality? And how often?

We searched for examples of public input (and perceptions) from our customers that we could directly compare to our scientific survey data. We found lots of examples ranging from offline meetings to online surveys.

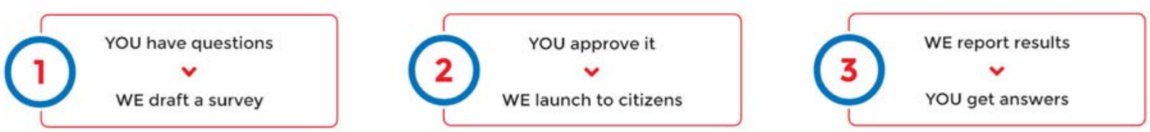
We learned that this input was *usually misleading* and *wrong enough to be the opposite of reality*.

We learned that when it comes to making decisions, “free” input can cost you millions of dollars – hundreds of millions in mistakes avoided for FlashVote customers.

We kept seeing that the noisy few were manipulating and fooling officials, with imminent harm to the many. We saw that “85% in favor” is really only 33%. We saw that “overwhelming opposition” was just a few people. We saw online input get hijacked by special interests within minutes.

We also saw FlashVote data validated against traditional scientific survey data. And we saw how good data could turn the tables and build amazing trust.

The 7 minute video above is made from these examples. It is the quickest way to understand and share the value of better input.



FlashVote does everything you want

We’re government and technology experts who’ve spent years working to understand and address all your public input needs.

You want…	FlashVote…
✔ to reach people who don’t use email	reaches residents by email, text and phone
✔ professionally designed questions	will write questions and answers for you
✔ help picking topics and questions	has proven recommendations for you
✔ good surveys for every service you have	has a survey library you can use
✔ automatic data collection and reports	does everything after a survey is

You don’t want…	FlashVote…
✘ people taking surveys multiple times	is user-based and secured by logins
✘ outsiders skewing results	filters results by physical addresses

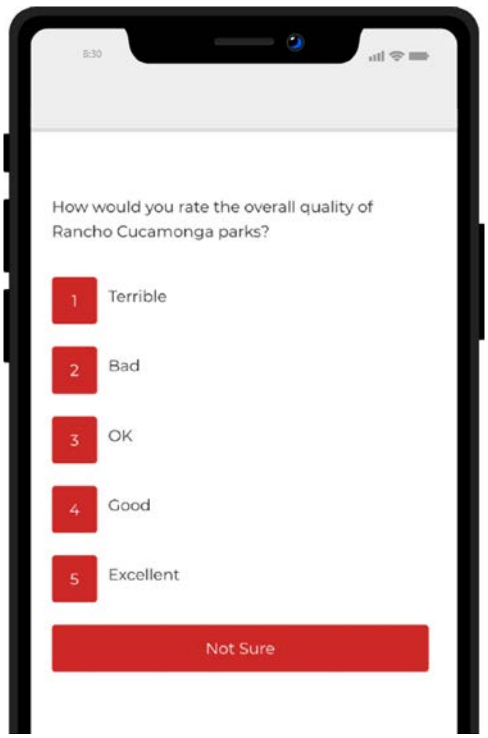
- survey results that take months
- to calculate [illegible] results
- confusing data analysis

- reports results 48 hours after launch
- compiles and sends results for you
- has simple built-in charts and filters

FlashVote is super-easy for residents and governments

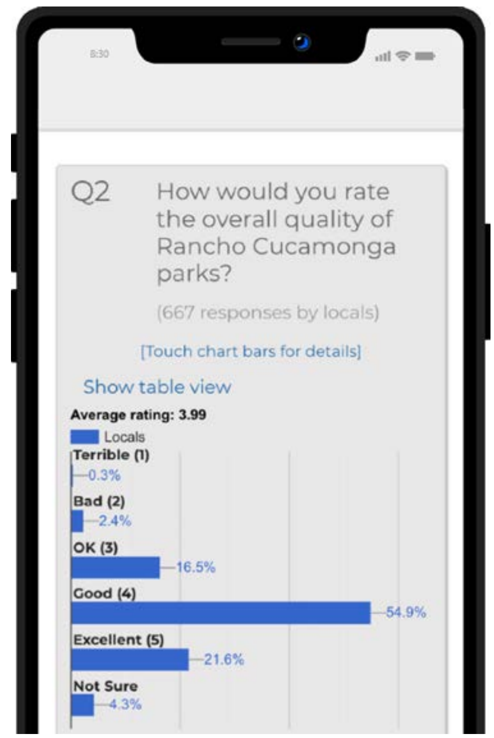
RESIDENTS GET SURVEYS

Participation by email, text or phone call



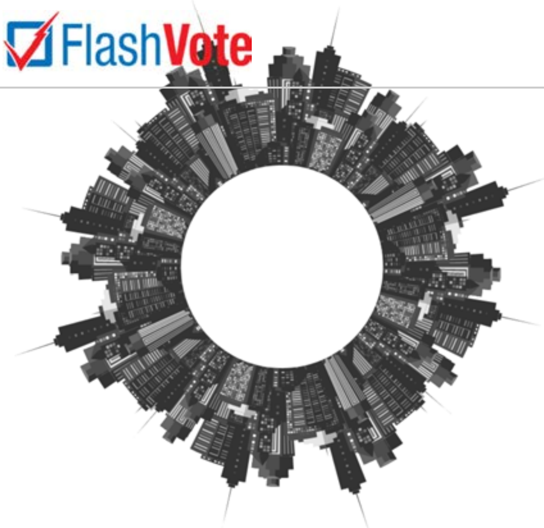
SEE RESULTS IN 48 HOURS

Easy access to full results dashboard



See how one city overcame the noisy few to boost staff morale

questions? We're happy

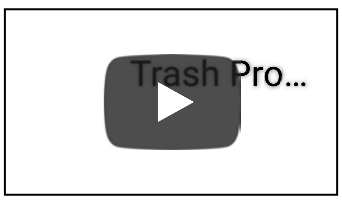


Budget cutbacks led to less park maintenance which led to complaints. But were the complainers representative of the whole community? Read the case study and see the survey that immediately fixed staff morale.

READ THE CASE STUDY SEE THE SURVEY

Watch these short case study videos from

Nevada



WATCH VIDEO (1:04)

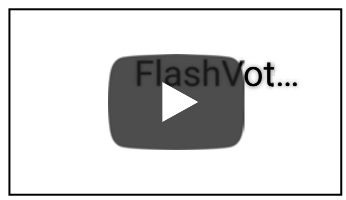
Prevented a bad service change and saved serious money.

Massachusetts

WATCH VIDEO (1:08)

Dodged a $30 million mistake by using our survey data.

California



WATCH VIDEO (1:30)

Helped save $10 million in a budget while building trust.

Or visit our case studies page for more examples

A city wanted to know what "defunding the police" meant to their community

Demands to defund the police were dominating meetings and social media. B
heard that crime prevention was a priority for all residents, including minority
neighborhoods. They learned that their community actually wanted more polic
– by a 6 to 1 ratio – but less police social work.

questions? We're happy

- A **town** wanted to know how residents were **impacted by the coronavirus**
- A **state** wanted to encourage more voting by mail for **public health**
- A **county** hoped to overcome the NIMBY noise on **housing affordability**
- A **city** wondered if opposition to a **new community center** was representative

Join all the other counties, cities, towns and special districts who have discovered the benefits of FlashVote.

- Have Questions?
- Ready to see more?
- Need pricing?

CONTACT US

What can you do with FlashVote?

SURVEY

Get scientific data, 90% faster, cheaper and easier

ENGAGE

Engage 10x more residents in productive new ways

INFORM

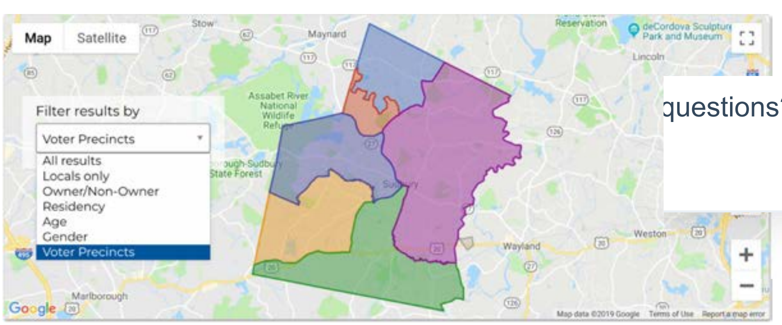
Inform the public and find out what they don't know

MEASURE

Measure performance and satisfaction automatically

SURVEY

Don't you love having scientific survey data from residents?
Don't you hate all the effort and expense to do surveys?



questions? We're happy

Good survey data makes everyone's job easier. But professional surveys are a ton of work for governments. From drafting questions to collecting input to calculating and reporting results, they take months of staff time and calendar time (plus tens of thousands of dollars for consultants).

FlashVote combines expert consulting and patent-pending software technology into an automated scientific survey service for governments. No more guessing what residents want or think. No more speculation and disagreements among officials. FlashVote is effortless for staff and fun for residents. We've even made data analysis so simple that anyone can do it. Goodbye cross-tabulations, hello dropdown menus.

CONTACT US

ENGAGE

How many residents are giving you useful input each month?
Less than 100? Less than 10? Any?

You're not getting the engagement numbers you want. Public trust is suffering as a result. About 70% of local governments say they don't have sufficient staff, knowledge and financial resources to do public engagement at all. This is a tragedy for everyone.

FlashVote has cracked the code for getting people engaged. And we've made it into a simple and affordable service for governments. Participation is so easy and fun for residents that they will routinely give you input, by the hundreds or thousands. How often will residents answer FlashVote surveys? Here's what they told us after using the service:

You can do a few surveys to a few dozen each year with your residents. You'll get great input from people you've never heard from. As you engage your quiet and busy majorities, you'll build trust with your whole community.

CONTACT US

INFORM

Are your residents getting the information they need?
How do you know which messages are getting through?

Think of the money and staff time that is wasted because of misinformation in your community. If you're like most governments, its one of the main complaints you have. You'd love better informed residents.

FlashVote customers use our "Did You Know _____?" questions to inform people and measure how informed they are, all in one simple step. From service tips to upcoming events, residents get the information they need in a way that also helps them learn and remember it.

CONTACT US

MEASURE

Are you doing a good job serving your community?
Are you sure?

Governments with performance data do a better job for their community. They also uncover little problems or mistakes early, before they blow up into expensive messes. Too bad its always been really hard to get the data that you need.

Now its ridiculously easy. Whether you want annual satisfaction metrics or open-ended suggestions, the FlashVote software application and automated survey platform can be set up so you never have to lift a finger. The helpful data you want will be collected and reported automatically. You'll always have the information you need to make your community happier.

CONTACT US

What can you do with FlashVote?

questions? We're happy

Your residents are waiting to help you. What are you waiting for?

You've seen what FlashVote has done for others. Now let's about all the great things it can do for you.

775-235-2240

FlashVote

10
Civic Points

For Governments ▾ For Residents ▾ Log In Sign Up

FlashVote helps you make a difference in your community

TRY FLASHVOTE

Do you have one minute a month to help make your local government better?

YES NO

FlashVote helps you make a difference in your community

TRY FLASHVOTE

Congratulations, you just completed your first FlashSurvey!

Yes, it was that fast and easy and it always will be. That is the FlashVote commitment to users.

As an independent "good government" service, we ensure that:

- Surveys are brief and unbiased
- Your responses are anonymous
- Results are shared with users and governments

FlashVote will regularly ask for your input. You can make your voice heard from any device, any time.

NEXT

FlashVote

10 Civic Points

For Governments For Residents Log In Sign Up

FlashVote helps you make a difference in your community

TRY FLASHVOTE

Sign Up Now!

It's free, fast and fun

FlashVote gives you a voice in your local government, with just one minute a month, and gives your government the input it needs to make the best possible decisions.

Help make your local government better. Civic participation has never been easier.

Take a minute to register now and be heard many times in the future.

Full privacy. No spam. We will not share your personal information with anyone.

Have a sign-up code?

SIGN UP WITH YOUR FACEBOOK ACCOUNT

SIGN UP WITH YOUR GOOGLE ACCOUNT

SIGN UP WITH YOUR TWITTER ACCOUNT

Sign up with your email:

Email

First name Last name

Password

Password confirmation

Female Male

Year of Birth e.g. 197

By clicking **"Sign up"** you agree with our TERMS AND CONDITIONS
Review our PRIVACY POLICY

SIGN UP

FlashVote helps you make a difference in your community

HOW FLASHVOTE WORKS

You decide how to interact with FlashVote by choosing email, text and voice options. You provide anonymous inputs and decide what information about yourself and your activities that other users can see. You decide how much (or how little) to participate but the more input you give, the more you make your voice heard and help make your community better.

FlashVote ensures that your personal data stays within the FlashVote system and is not used or shared for any other purposes. Your input is always anonymous. We also make sure that surveys can be completed in one minute with maximum value for your effort. We don't allow biased questions or waste your valuable time.

Governments get statistically valid community input in 48 hours. They see the same anonymous results dashboard that you see. Our exceptional participation rates ensure valid sampling on issues. Governments get the most useful input that residents can provide because FlashVote does professional quality control on every survey question.

Feeling your civic duty aroused? Get started now with your first FlashSurvey above.

GET STARTED

CITY OF WAUSAU 2022 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
February 28, 2022
NARRATIVE

REVENUES

General Fund revenues for the month ending February 28, 2022, were $23.1 million. This amount is an increase of $1,089,000, or 5.0%, above actual revenues for the same period last year. The revenue increase from last year is primarily due to an increase in tax revenues collected in 2022 and the timing of the City's aid payments.

When compared to February of 2021, General Fund revenue collections are outpacing last year. Except for interest earnings, 2022 year to date revenues from licenses and permit sales, court fines, and public charges for services exceed February 2021 earnings, which is a sign of general economic recovery. However, like all of 2021, the City's interest earnings on general investments remain below average. As a result of accounting adjustments of investments to market value, the City's current earnings on investment are negative.

Total General Fund revenues are at 60.8% of the annual estimate for Budget Year 2022.

EXPENSES

As of February 28, 2022, of total General Fund expenditures are $4.9 million, which is a decrease of approximately $184,000 (-3.6%) from the same period last year. Much of the decrease is related to the timing. For example, the City has not reimbursed the County for 2022 Parks expenses yet. Additionally, Public Works Department's winter maintenance expenses, which can significantly vary from year to year based on winter weather, are below February of 2021 levels.

At 16.7% of the way through the year, 2022 expenditures across the departments are consistent with budget estimates (General Government 15.2%, Public Safety 14.7%, Garbage 16.7%, and Parks and Recreation Departments 0.0%). Current expenditures are at acceptable levels; there are no known areas of concern or expectations to exceed 2022 budget.

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended February 28, 2022

	2022 Budget Original	2022 Budget Final	YTD Actual	Variance with Final Budget	2021 YTD
TAXES					
General property taxes	$ 21,167,861	$ 21,167,861	$ 21,167,861	$ -	$ 20,185,188
Mobile home parking fees	28,000	28,000	2,914	(25,086)	3,760
Payments in lieu of taxes	100,000	100,000	10,032	(89,968)	200
Other taxes	70,500	70,500	14,912	(55,588)	5,855
Total Taxes	21,366,361	21,366,361	21,195,718	(170,643)	20,195,003
INTERGOVERNMENTAL AID					
State shared taxes	4,749,932	4,749,932	-	(4,749,932)	-
Expenditure restraint	889,038	889,038	-	(889,038)	-
Fire insurance tax	135,000	135,000	-	(135,000)	-
Municipal services	223,000	223,000	207,951	(15,049)	222,838
Transportation aids	3,124,336	3,124,336	779,089	(2,345,247)	764,450
Other grants	481,095	481,095	1,627	(479,468)	362
Total Intergovernmental	9,602,401	9,602,401	988,667	(8,613,734)	987,649
LICENSES AND PERMITS					
Licenses	185,320	185,320	7,255	(178,065)	6,883
Franchise fees	329,005	329,005	58,768	(270,237)	-
Permits	275,403	275,403	96,679	(178,724)	34,177
Total Licenses and Permits	789,728	789,728	162,702	(627,026)	41,059
FINES, FORFEITURES, AND PENALTIES	341,030	341,030	51,575	(289,455)	21,636
LEGAL JUDGEMENTS, AWARDS AND DAMAGES	-	-	132,186	132,186	146,618
PUBLIC CHARGES FOR SERVICES					
General government	95,780	95,780	15,701	(80,079)	14,558
Public safety	1,810,224	1,810,224	310,986	(1,499,238)	137,163
Streets and related facilities	136,200	136,200	2,367	(133,833)	3,830
Recreation	196,450	196,450	1,950	(194,500)	5,912
Public areas	146,475	146,475	3,927	(142,548)	1,538
Total Public Charges for Services	2,385,129	2,385,129	334,930	(2,050,199)	163,002
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,990	11,990	-	(11,990)	-
County and other municipalities	294,122	294,122	49,809	(244,312)	47,742
City departments	763,500	763,500	47,775	(715,725)	42,547
Total Intergovernmental Charges for Services	1,069,612	1,069,612	97,584	(972,027)	90,289

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended February 28, 2022

	Budgeted Amounts			Variance with	2021
	Original	Final	Actual	Final Budget	YTD
COMMERCIAL					
Interest on general investments	$ 250,000	$ 250,000	$ (220,082)	$ (470,082)	$ (19,213)
Interest on special assessments	7,000	-	2	2	2
Other interest	54,703	61,703	28,261	(33,442)	28,548
Total Commercial	311,703	311,703	(191,819)	(503,522)	9,337
MISCELLANEOUS REVENUES					
Rent of land and buildings	128,000	128,000	21,900	(106,100)	21,733
Sale of City property/loss compensation	20,950	20,950	2,395	(18,556)	4,730
Other miscellaneous revenues	34,105	34,105	4,554	(29,551)	418
Total Miscellaneous Revenues	183,055	183,055	28,848	(154,207)	26,881
OTHER FINANCING SOURCES					
Transfers in	1,906,355	1,906,355	271,443	(1,634,912)	301,443
TOTAL REVENUES AND OTHER FINANCING SOURCES	$ 37,955,374	$ 37,955,374	$ 23,071,836	$ (14,883,538)	$ 21,982,918

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended February 28, 2022

	2022 Budget		YTD	Variance with	2021
	Original	Final	Actual	Final Budget	YTD
GENERAL GOVERNMENT					
City Council	$ 91,328	$ 91,328	$ 10,662	$ 80,666	$ 11,198
Mayor	182,213	182,213	26,712	155,501	26,219
City Promotion	101,500	126,500	30,488	96,012	18,215
Finance department	573,266	573,266	85,558	487,708	74,747
Data processing	965,115	965,115	154,788	810,327	130,000
City clerk/customer service	449,257	449,257	64,317	384,939	63,477
Elections	120,823	120,823	9,391	111,432	27,342
Assessor	610,584	610,584	87,394	523,191	73,450
City attorney	639,578	639,578	89,400	550,179	89,742
Municipal court	142,326	142,326	21,762	120,565	21,052
Human resources	440,742	440,742	51,911	388,831	48,333
City hall and other municipal buildings	502,527	502,527	92,273	410,254	98,443
Unclassified	30,000	30,000	14,776	15,225	695
Total General Government	4,849,260	4,874,260	739,431	4,134,829	682,912
PUBLIC SAFETY					
Police department	10,940,961	10,940,961	1,539,527	9,401,434	1,506,013
Fire department	4,438,068	4,438,068	714,752	3,723,316	617,912
Ambulance	3,762,143	3,762,143	619,161	3,142,982	516,819
Emergency government (COVID-19)	-	13,200	-	13,200	1,940
Inspections	1,944,572	1,944,572	225,204	1,719,368	224,519
Total Public Safety	21,085,745	21,098,945	3,098,645	18,000,300	2,867,203
TRANSPORTATION AND STREETS					
Engineering	1,472,906	1,472,906	172,433	1,300,473	191,506
Department of public works	6,408,402	6,408,402	762,229	5,646,173	879,865
Total Transportation and Streets	7,881,308	7,881,308	934,662	6,946,646	1,071,371
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	965,000	965,000	161,362	803,638	157,707
NATURAL RESOURCES/RECREATION					
Parks and recreation	3,174,061	3,174,061	-	3,174,061	339,069
OTHER FINANCING USES					
Transfers out	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER FINANCING USES	$ 37,955,374	$ 37,993,574	$ 4,934,100	$ 33,059,474	$ 5,118,263

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended February 28, 2022

BUDGET REVENUES RECONCILIATION	
2022 ADOPTED BUDGET	$ 37,955,374
BUDGET EXPENDITURES RECONCILIATION	
2022 ADOPTED BUDGET	$ 37,955,374
File #21-1109 150th Celebration	25,000
File #21-1109 Emergency Government Bottled Water Purchase	13,200
2022 MODIFIED BUDGET	$ 37,993,574