



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, June 23, 2020 at 6:00 PM**
Location: **City Hall (407 Grant Street) - *Council Chambers**
Members: Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson

AGENDA ITEMS

- 1 Minutes of the previous meeting(s). (6/09/20)
- 2 Discussion and possible action on amendment for storage space of Stone Mill historic saw mill structure with Andy Johnson
- 3 General Fund Report of Revenues and Expenditures May 31, 2020
Adjourn

*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling **1-408-418-9388**. The **Access Code is: 146 922 3414**. **Password: 3k2tSs4C4Jp**

Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live over the internet by <https://waam.viebit.com/?folder=ALL>, on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail mary.goede@ci.wausau.wi.us with "Finance Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 6/18/20 at 3:00 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, (Alderspersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, June 9, 2020 @ 5:15 pm., Council Chambers

Members Present Rasmussen, Martens, Herbst, and Watson, Ryan

Others Present: Groat, Rosenberg, Jacobson, Kremer, Bliven, Klein, Kujawa, Polley, Larson, Van Krey, Gary Gisselman

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

Minutes of the previous meeting(s). (5/26/20)

Motion by Watson second by Herbst, to approve the minutes of the meeting on 5/26/20. Motion carried 5-0.

Discussion and possible action regarding Municipal Court Software Acquisition

Groat stated the reason for presenting this is due to irregularity in the RFP process. She explained an RFP was sent to several companies inviting them to submit. Shortly prior to RFP deadline, a call was received from TIPSS software indicating they would not submit an RFP, as it is not something they are accustomed to doing. Groat felt it is in the City's best interest to get as many RFPs as possible. TIPSS was Municipal Court's first choice and is the most widely used software in Wisconsin. Municipal Court software is needed for many activities that are involved in the Municipal Court process. The current software does not have a lot of workflow built in so there is a lot of manual labor involved. TIPSS indicated they could not submit an RFP due to COVID and because they not accustomed to submitting proposals due to their widely known reputation in Wisconsin. Groat indicated she let them know they should submit some type of proposal to be considered. The proposal they submitted did not contain everything we normally request in an RFP, but we do have leeway in what we can accept. She noted TIPSS is located in Madison with an integration in the Wisconsin statewide system and uses the same payment system as the City of Wausau, which would also fit nicely into our workflow system.

Rasmussen commented the fact that a company is known in Wisconsin and has good references is a huge plus. She questioned if any benchmarks in the RFP were not met. Groat advised that all critical information requested was submitted so the proposal did not lack information that would be necessary to make a decision. Groat commented that IT and Municipal Court already had two demonstrations from TIPSS in the past and it has been a company we have wanted to work with for quite some time.

Motion by Ryan, second by Herbst to recommend we move ahead with contracting with Titan Public Safety Solutions Inc. for the TIPSS software. Motion carried 5-0.

Discussion and possible action on amendment to agreement between City of Wausau and Associated Trust Company, N.A. and withdrawal of funds from Wausau Cemetery Perpetual Trust fund

Rasmussen stated the City of Wausau has operated as the flow through under this Agreement for quite some time for the maintenance and care of Pine Grove Cemetery. The request is to make a principal withdrawal for equipment needed.

Motion by Martens and second by Watson to approve the amendment to agreement and withdrawal of funds. Motion carried 5-0.

Discussion and possible action on Intergovernmental Agreement for Law Enforcement Services for the two0two0 Democratic National Convention in Milwaukee, Wisconsin

Rasmussen stated in the spirit of mutual aid, police departments from throughout the state are asked to send help. Deb Ryan expressed she understands that salary and travel expenses are covered by the City of Milwaukee for any officers we would send, but wondered if that includes overnight accommodations. Lt. John Phillips of the City of Wausau Police Department stated there would be zero fiscal impact because the Milwaukee Police Department is covering housing and meals as well.

Motion by Ryan, second by Herbst to recommend entering into the Intergovernmental Agreement. Motion carried 5-0.

Discussion and possible action regarding Budget modification for two019 Townline Road Project

Ryan questioned why Canadian National Railroad would not be responsible for taking care of the section of track at this location. Lindman explained that the majority of cost for improvements and maintenance to railways within city limits does fall upon the City.

Motion by Martens and second by Watson to approve the Budget modification. Motion carries 5-0.

Discussion and possible action regarding budget modification Parks Department for swimming pool operations

Rasmussen stated there were a couple of meetings last week about opening pools. The Park & Rec Committee on a split recommendation voted to open two pools. In PH&S, the discussion suggested opening all three pools to spread out people further as opposed to crowding them all in to two pools. The Parks Department Director had indicated they had the staffing available to open three pools. Rasmussen explained this item is being presented in the event the Council votes to open all three pools tonight. She stated they need to discuss where the extra funds of just under \$15,000 that would be needed for operations would come from.

Jamie Polley, Parks Director, confirmed she did feel there is enough staffing to staff all three facilities. If opening two pools, two guards would patrol social distancing. If opening three pools, then there would be four guards for this purpose. She noted the pool season would close August 9th, but if Kaiser Pool is kept open one extra week as we normally do, we would have additional expenses of \$8,350. She clarified we are under budget if we only open two pools, but would be over budget if three are opened.

Lengthy discussion followed. The meeting can be viewed at: <https://www.youtube.com/watch?v=iQEGS2kEiog>

Motion by Martens, second by Watson to request funding from either vacancies or surplus for a budget modification of approximately \$14,600 to fund shortfall related to the opening of three pools for five weeks.

Polley indicated she just found her notes regarding what she gave to the Finance Director back in early May on anticipated budget adjustments. The notes state if the pools were not opened, the Woodchucks canceled their games and we did not do ball diamond, the expenditure savings just from seasonal staff alone, would be approximately \$105,000. She indicated it is now likely the Woodchucks will play and if we assume the Council will open the softball and soccer fields, we would hire some seasonal staff back. This would reduce the budget savings from \$105,000 to approximately \$56,000. This \$56,000 could be used for pool operations if they are opened, so she did not believe a budget modification was needed any longer.

Martens and Watson withdrew motion and second. Rasmussen indicated she would let Council know this when the agenda item comes up.

Motion by Herbst, second by Martens to adjourn the meeting. Motion carried unanimously. Meeting Adjourned at 5:53 pm.



Office of the City Attorney

TEL: (715) 261-6590

FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Nathan Miller
Assistant City Attorney

Memorandum

From: Anne L. Jacobson, City Attorney 
To: Finance Committee
Date: June 18, 2020
Re: Amendment for Storage Space of the Stone Mill Historic Saw Mill Structure

Purpose: To obtain your approval of an amendment between the City of Wausau and Andy Johnson for the storage of the Stone Mill historic saw mill structure which was located at 102 Central Bridge Street.

Facts: An agreement was entered into on January 17, 2013 with Andy Johnson for the storage of the Stone Mill historic saw mill structure which was dismantled and stored on Mr. Johnson's property. An amendment was approved on November 28, 2017 extending the storage period through June 30, 2020. The City does not yet have a location for the mill and would like to extend the time period of the agreement through June 30, 2021.

Payment for the storage was previously paid by the Community Foundation of North Central Wisconsin. The city will pay for the storage through June 30, 2021.

Recommendation: Approval.

AGREEMENT FOR STORAGE SPACE

THIS AGREEMENT is made this 17th day of January 2013, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "CITY", and Andy Johnson, hereinafter referred to as "LESSOR" located at 851 W. 17th Street, Edgar, WI, hereinafter referred to as "PROPERTY."

WHEREAS, the LESSOR is the absolute and legal owner and landlord of PROPERTY;
and

WHEREAS, the LESSOR has agreed to rent space in an existing building on the PROPERTY to the CITY for the storage of building materials from an historic lumbering mill currently located in the city of Wausau; and

WHEREAS, the CITY has requested the LESSOR allow the CITY use of, and access to, the storage building on the PROPERTY for storage of building materials and related activities such as loading and unloading of materials; and

WHEREAS, the purpose of the Agreement is to document the arrangement between CITY and LESSOR.

NOW, THEREFORE, the parties hereto agree as follows:

1. The LESSOR hereby agrees to grant permission to the CITY to use the PROPERTY for indoor storage of building materials, starting on January 10, 2013.
2. The LESSOR hereby grants use of the building for indoor storage to the CITY for a period of up to five (5) years.
3. The LESSOR agrees to maintain the storage building for the duration of this agreement in such a way as to protect the indoor storage area from the outside elements.
4. The LESSOR agrees to secure the building and restrict access to anyone but the CITY or the LESSOR.
5. The LESSOR shall maintain insurance coverage on the storage building for the full term of this agreement.
6. The CITY shall insure its storage materials for the full term of this agreement.
7. The CITY may remove the building materials and thereby terminate this agreement at any time with a 30-day notice to LESSOR.
8. The CITY agrees to pay LESSOR biannually for storage fees based on monthly usage of the storage building. The monthly storage fee is calculated at \$183.33 per month, such that biannual payments (if the building is used the entire six months) equal one thousand one hundred and 00/dollars (\$1,100.00).

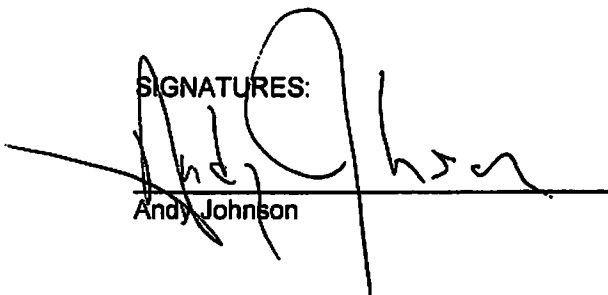
MISCELLANEOUS

1. Relation of Parties. This Agreement does not create the relationship of principal and agent, or of partnership, joint venture, or of any association or relationship between CITY and CONTRACTOR.
2. Severability. If any covenant, condition, provision, term or agreement of this Agreement is, to any extent, held invalid or unenforceable, the remaining portion thereof and all other

~~covenants, conditions, provisions, terms, and agreements of this Agreement will not be~~
affected by such holding, and will remain valid and in force to the fullest extent by law.

3. Governing Law. This Agreement is governed by, and must be interpreted under, the internal laws of the State of Wisconsin. Any suit arising or relating to this Agreement must be brought in Marathon County, Wisconsin.
4. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, and which taken together shall constitute one and the same document.

SIGNATURES:



Andy Johnson

James E. Tipple, Mayor

Attest:

Toni Rayala, Clerk

AMENDMENT TO AGREEMENT FOR STORAGE SPACE

THIS AMENDMENT to the Agreement for Storage Space between the City of Wausau, ("CITY") and Andy Johnson (LESSOR"), dated January 17, 2013, is hereby made this 22nd day of November, 2017.
January, 2018.

WITNESSETH:

2. The Lessor hereby grants use of the building for indoor storage to the City for a period through June 30, 2020.

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

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

In the Presence of

CITY OF WAUSAU BY:

Kathi J. Shoemaker

Robert B. Mielke
Robert B. Mielke, Mayor

Anna Farnach

Toni Rayala
Toni Rayala, Clerk

LESSOR BY:

Andy Johnson

Andy Johnson
Andy Johnson

CITY OF WAUSAU 2020 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
MAY 31, 2020
NARRATIVE

REVENUES

When comparing current year to prior year some revenue timing differences are apparent, yet not indicative of problems.

Other Grants - \$41,000 was received through the federal CARES act program in April. The City was also approved for up to \$635,507 of aid through the State's "Roads to Recovery" grant program, which reimburses the City for unbudgeted expenditures incurred this year due to the COVID-19 pandemic. The City is tracking expenses under the line item titled "Emergency Government (COVID-19)". Considering the state aid covers more categories of expenses than the federal aid does, and that we feel the state aid will be more than sufficient in covering all COVID-19 related expenses incurred by the City, we plan to return the federal aid in June.

Licenses – Bartender and Liquor operator licenses collections are down over 40% compared to last year. The bartender license renewals were initiated late this year due to the COVID 19 shut down. Liquor licensing is also lagging as a result of the COVID-19 pandemic shutting down bars and restaurants since mid-March. We hope to see an uptick in June.

Permits – Permit revenue, for the fourth year in a row, is on the incline. Revenues through May 2020 are up 24.4% from May 2019. Please note, permit revenues can significantly vary from one month to the next depending on what individual large projects/developments are going on at the time. Early in 2020 a majority of these revenues stemmed from the Mountain Lanes Apartments project.

Fines, Forfeitures, and Penalties – This line item continues to be problematic. In 2019 we discussed how this line item fell short of expectations due to the Police Department issuing significantly fewer traffic citations than they had in 2018. In early 2020, the safer-at-home order issued by Gov. Evers had many people avoiding leaving their residences, and therefore less people being issued traffic citations.

Interest on General Investments – 2020 was off to a great start regarding interest earned on investments. The vast majority of the City's investments are in federal agency bonds, CD's and other municipal bonds, which are adjusted to market value on a monthly basis. Those investments netted the City total realized and unrealized gains of over \$500,000 through May. The City's cash deposits with the LGIP have realized about \$100,000 in interest through May.

EXPENSES

Elections – There are 5 elections planned for 2020, with the local spring primary and Mayoral and City Council elections already complete. A special election took place in May and two more elections will take place this fall, including the Presidential election. We project this line item to be overspent by the end of the year.

Emergency Government (COVID-19) – See "Other Grants" revenue discussed above.

Overall, the expenses to date appear in good shape with 39.5% of the budget spent and 41.7% of the year complete. Last year 39.2% of the budget was spent through May.

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended May 31, 2020

	Budgeted Amounts			Variance with	2019
	Original	Final	Actual	Final Budget	Actual
TAXES					
General property taxes	\$ 18,863,394	\$ 18,863,394	\$ 18,863,394	\$ -	\$ 18,232,895
Mobile home parking fees	27,900	27,900	8,444	(19,456)	16,004
Payments in lieu of taxes	113,000	113,000	1,000	(112,000)	14,526
Other taxes	67,684	67,684	41,407	(26,277)	53,367
Total Taxes	19,071,978	19,071,978	18,914,245	(157,733)	18,316,792
INTERGOVERNMENTAL					
State shared taxes	4,599,391	4,599,391	109,606	(4,489,785)	254,422
Expenditure restraint	854,574	854,574	-	(854,574)	-
Fire insurance tax	130,000	130,000	-	(130,000)	-
Municipal services	161,711	161,711	161,404	(307)	148,232
Transportation aids	2,984,793	2,984,793	1,490,539	(1,494,254)	1,362,855
Other grants	184,000	184,000	75,697	(108,303)	77,550
Total Intergovernmental	8,914,469	8,914,469	1,837,246	(7,077,223)	1,843,059
LICENSES AND PERMITS					
Licenses	193,420	193,420	78,609	(114,811)	141,208
Franchise fees	337,402	337,402	73,476	(263,926)	84,303
Permits	275,235	275,235	250,701	(24,534)	201,588
Total Licenses and Permits	806,057	806,057	402,786	(403,271)	427,099
FINES, FORFEITURES, AND PENALTIES	380,030	380,030	146,235	(233,795)	162,523
PUBLIC CHARGES FOR SERVICES					
General government	91,830	91,830	44,512	(47,318)	38,474
Public safety	1,744,170	1,744,170	621,695	(1,122,475)	616,506
Streets and related facilities	139,950	139,950	38,328	(101,622)	115,289
Recreation	179,800	179,800	77,549	(102,251)	76,065
Public areas	140,010	140,010	35,307	(104,703)	28,370
Total Public Charges for Services	2,295,760	2,295,760	817,391	(1,478,369)	874,704
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,350	11,350	-	(11,350)	-
County and other municipalities	240,373	240,373	72,579	(167,794)	48,918
City departments	780,825	780,825	93,195	(687,630)	209,815
Total Intergovernmental Charges for Services	1,032,548	1,032,548	165,774	(866,774)	258,733

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended May 31, 2020

	Budgeted Amounts			Variance with	2019
	Original	Final	Actual	Final Budget	Actual
COMMERCIAL					
Interest on general investments	\$ 500,000	\$ 500,000	\$ 614,467	\$ 114,467	\$ 744,571
Interest on special assessments	7,000	7,000	42	(6,958)	147
Other interest	<u>18,000</u>	<u>18,000</u>	<u>38,857</u>	<u>20,857</u>	<u>63,997</u>
Total Commercial	<u>525,000</u>	<u>525,000</u>	<u>653,366</u>	<u>128,366</u>	<u>808,715</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	127,333	127,333	92,633	(34,700)	95,067
Sale of City property/loss compensation	20,600	20,600	2,570	(18,030)	4,514
Other miscellaneous revenues	<u>30,605</u>	<u>30,605</u>	<u>11,347</u>	<u>(19,258)</u>	<u>5,373</u>
Total Miscellaneous Revenues	<u>178,538</u>	<u>178,538</u>	<u>106,550</u>	<u>(71,988)</u>	<u>104,954</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,876,355</u>	<u>1,876,355</u>	<u>559,387</u>	<u>(1,316,968)</u>	<u>731,525</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 35,080,735</u>	<u>\$ 35,080,735</u>	<u>\$ 23,602,980</u>	<u>\$ (11,477,755)</u>	<u>\$ 23,528,104</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended May 31, 2020

	<u>Budgeted Amounts</u>			Variance with	2019
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Actual</u>
GENERAL GOVERNMENT					
City Council	\$ 93,336	\$ 93,336	\$ 32,072	\$ 61,264	\$ 30,368
Mayor	198,304	198,304	76,620	121,684	78,816
City Promotion	105,000	105,000	46,754	58,246	65,534
Finance department	553,436	553,436	224,982	328,454	196,953
Data processing	800,586	800,586	358,019	442,567	212,619
City clerk/customer service	427,600	427,600	176,175	251,425	164,368
Elections	70,543	144,716	116,117	28,599	16,606
Assessor	513,902	513,902	201,592	312,310	179,959
City attorney	620,171	620,171	281,257	338,914	196,550
Municipal court	151,106	151,106	50,002	101,104	47,397
Human resources	386,975	386,975	144,231	242,744	128,735
City hall and other municipal buildings	301,014	301,014	132,404	168,610	128,077
Unclassified	76,000	90,353	83,940	6,413	12,497
Total General Government	<u>4,297,973</u>	<u>4,386,499</u>	<u>1,924,165</u>	<u>2,462,334</u>	<u>1,458,479</u>
PUBLIC SAFETY					
Police department	10,050,381	10,205,381	4,057,812	6,147,569	3,781,003
Fire department	4,314,282	4,319,282	1,815,708	2,503,574	1,577,506
Ambulance	3,268,675	3,268,675	1,369,532	1,899,143	1,261,929
Emergency government (COVID-19)	-	-	98,810	(98,810)	-
Inspections	883,600	883,600	372,019	511,581	367,079
Total Public Safety	<u>18,516,938</u>	<u>18,676,938</u>	<u>7,713,881</u>	<u>10,963,057</u>	<u>6,987,517</u>
TRANSPORTATION AND STREETS					
Engineering	1,364,111	1,364,111	556,974	807,137	525,747
Department of public works	6,963,084	6,963,084	2,736,873	4,226,211	3,385,882
Total Transportation and Streets	<u>8,327,195</u>	<u>8,327,195</u>	<u>3,293,847</u>	<u>5,033,348</u>	<u>3,911,629</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	929,000	929,000	385,115	543,885	376,474
NATURAL RESOURCES/RECREATION					
Parks and recreation	3,074,171	3,074,171	663,811	2,410,360	621,776
TOTAL EXPENDITURES AND OTHER					
FINANCING USES	<u>\$ 35,145,277</u>	<u>\$ 35,393,803</u>	<u>\$ 13,980,819</u>	<u>\$ 21,412,984</u>	<u>\$ 12,207,396</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended May 31, 2020

BUDGET REVENUES RECONCILIATION

2020 ADOPTED BUDGET	\$ <u>35,080,735</u>
---------------------	----------------------

BUDGET EXPENDITURES RECONCILIATION

2020 ADOPTED BUDGET	\$ 35,145,277
Elections - Budget carryover from 2019	74,173
Fire department - Budget carryover from 2019	5,000
Police department - Special events staffing	135,000
Police department - Physical therapy services for police department	20,000
Unclassified - Net settlement of property tax challenges by US Bank N.A.	<u>14,353</u>
2020 MODIFIED BUDGET	\$ <u>35,393,803</u>