



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 24, 2025, at 5:15 PM**
Location: **City Hall (407 Grant Street) - Council Chambers**
Finance Members: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

FINANCE COMMITTEE AGENDA ITEMS

- 1 Minutes of a previous meeting(s) (05/27/2025, 06/10/2025).
- 2 Discussion and possible action regarding budget modification for Wausau Downtown Airport Projects - Airport Terminal Furnishings and Airport Apron Project.
- 3 Discussion and possible action to approve the reclassification of selected jobs in the City of Wausau Assessment Department.
- 4 Discussion and possible action regarding budget modification for legal services for the City Attorney's Department.
- 5 Discussion and possible action regarding sole source purchase request and budget modification for the purchase of the Ladder 2 for the Wausau Fire Department.
- 6 Discussion and possible action approving sale of Wausau Fire Department Ladder Truck 2.
- 7 Discussion and possible action accepting response from Bridge Street Mission to operate a year round emergency shelter at 325 N. 1st Ave.

CLOSED SESSION pursuant to §19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to negotiating a contract with Bridge Street Mission upon recommended acceptance of their proposal.

RECONVENE into Open Session, if necessary, to take action on Closed Session items.

Adjourn

Michael Martens, Chairperson

NOTICE: It is possible that a quorum of members of 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.

Any person wishing to offer public comment who does not appear in person to do so, may e-mail kody.hart2@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 transmitted to the Daily Herald newsroom 06/20/2025 at 4:00 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.

FINANCE COMMITTEE

Date and Time: Tuesday, May 27, 2025, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

Others Present: Maryanne Groat, Tammy Stratz, Eric Lindman, John Chimel

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:18 p.m.

Minutes of the previous meeting (05/13/2025).

Motion by Henke, seconded by Gisselman, to approve. Motion carried 5-0.

Discussion and possible action to waive the fees for Firework Display permit and Temporary "Class B" Picnic License for Man of Honor Annual Raffle Event.

Motion by Gisselman, seconded by Tierney, to approve. Motion carried 5-0.

Discussion and possible action on the Approval of the 2025 Community Development Block Grant Program Year and the 2025 – 2029 Consolidated Plan.

Motion by Henke, seconded by McElhaney, to approve. Motion carried 5-0.

Discussion and possible action approving change/addition to the City of Wausau Comprehensive Fee Schedule for the Portable Stage and Stage Canopy.

Martens questioned if this would cover the labor and transportation costs to set up and take down the stage within use outside of the city. It was stated this comes close to covering those costs.

Motion by Gisselman, seconded by McElhaney, to approve. Motion carried 5-0.

Discussion and possible action regarding approval of land lease and private hangar construction for 128' x 120' hangar on Southeast corner of apron.

Motion by Gisselman, seconded by Tierney, to approve the land lease and private hanger construction for a 120' x 120' hanger. Motion carried 5-0

Discussion and possible action terminal area project and temporary sponsor only funding.

Motion by Tierney, seconded by Henke, to approve. Motion carried 5-0.

Adjourn

Motion by Henke, seconded by Tierney, to adjourn the meeting. Motion carried. Meeting adjourned at 5:31 p.m.

For full meeting video on YouTube: <https://www.youtube.com/watch?v=bM5T5JMJPqs>

FINANCE COMMITTEE

Date and Time: Tuesday, June 10, 2025, at 6:00 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

Others Present: Maryanne Groat, John Chimel

Noting the presence of a quorum Chairperson Martens called the meeting to order at 6:00 p.m.

Discussion and possible action terminal area project and temporary sponsor only funding.

Martens stated this was originally approved for \$75,000 but the amount is actually \$135,000 with a 95% match from state and federal funding.

Motion by Gisselman, seconded by Tierney, to approve. Motion carried 5-0.

Discussion and possible action on amendments to Chapter 3.25 Room Tax of Wausau Municipal Code.

Motion by Henke, seconded by Tierney, to approve. Motion carried 5-0.

Discussion and possible action regarding budget modification for hot mix to complete additional mill and overlay street maintenance for the Department of Public Works.

Motion by Henke, seconded by Gisselman, to approve the transfer of funds. Motion carried 5-0.

Discussion and possible action regarding request for approval to purchase new truck pending sale of Lader 2 and use of GEMT funds.

Tierney questioned if the deal would be closed in time. It was stated the sale would be complete by the end of the month if approved.

Henke questioned if the sale fell through, would the department be able to recalibrate to other options. It was stated there are other options to make purchases of a truck.

Martens questioned if the GEMT funds were already in hand. It was stated that the securing of funding is being worked on and will be submitted for the revenue reimbursement.

Motion by Gisselman, seconded by Tierney, to approve. Motion carried 5-0.

Adjourn

Motion by Henke, seconded by Tierney, to adjourn the meeting. Motion carried. Meeting adjourned at 6:08 p.m.

For full meeting video on YouTube: <https://www.youtube.com/watch?v=zVcQ-aOjDuw>



TO: The Finance Committee

FROM: Finance Director Maryanne Groat

DATE: June 18, 2025

The Airport has several projects underway. Two projects are experiencing budget shortfalls.

Airport Terminal building – no funds were budgeted for furnishings. Two companies provided furnishing estimates of nearly \$90,000. John Chmiel has conducted extensive research and believes that furnishing can be completed for \$37,000. The project is to be completed within the next month.

Airport Apron project – max budget shortfall expected of \$37,400. This is due to necessary work in areas that are not eligible for federal or state funding, and the addition of work for the Jones Hangar pavement, which was completed using competitive bid pricing.

On Wednesday, I met with John Chmiel, Karl Kemper, an engineer from Becher Hoppe, and Evan from the State of Wisconsin Bureau of Aeronautics. Evan explained that the State continually reviews federal and state funding sources to maximize project allocations. He stated that the state will likely provide superseding funding to the City, resulting in a return of approximately \$90,000 of prior year local share funds. The timing and reliability of this funding are currently unknown.

Two possible budget modifications are available:

- The city has \$80,666.40 set aside for the 13/31 runway reconstruction. This project is not scheduled until 2026. The city could apply these funds to the 2025 shortfalls. If the city received a return of the prior year's local share funds, we could replenish the 13/31 runway project. If the funding did not materialize, the 13/31 project could be funded in the 2026 budget, or added to the 2025 budget if needed before then.
- Another option is to add to the 2025 budget with borrowing.

John Chmiel and Karl Kemper will be attending the meeting to answer questions.

Human Resource Committee Packet

June 9, 2025

Agenda Item
Discussion and possible action approving the reclassification of selected jobs in the City of Wausau Assessment department.
Background
In September of 2023 the City of Wausau engaged in a compensation study which sampled various jobs within the City. Jobs that did not have benchmark data were individually slotted. The analysis of the tasks and duties explained in the packet illustrates a more accurate depiction of the scope of the Assessment Department roles.
Fiscal Impact
\$54,662.20
Staff Recommendation
Reclassify the City Assessor position to the appropriate grade 5, Property Appraiser I to grade 17, Senior / Property Appraiser II to grade 16, and Deputy City Assessor to grade 12.
Staff contact: Lisa Nowak (715-261-6634)

Background Summary

Gallager conducted a comp study in June of 2023, which impacted certain jobs. 53 jobs were selected out of 124 unique job titles. This process was not the same as the comprehensive 2018 compensation analysis conducted, as noted in the September 2023 Human Resources Committee Packet memo.

When there is not enough data collected to be used in Gallagher's proprietary calculation method, manual "slotting" of a position occurs to make the structure whole. Methodologies and applications range in assessing internal alignment. This can happen for various reasons, for example, job titles not aligning with job tasks and duties, rendering ill-matched jobs and unreliable data.

The manual slotting and grading rubric utilized is unknown in documentation, however anecdotally I've learned that the philosophy applied to the Assessment Department is that they are mandated by laws and regulations, therefore do not require capabilities such as independent discretionary judgement skills or authority and were relegated to a lower-ranking job grade.

2023 Assessor's Department Raw Data Summary

Property Appraiser		2080	n/a	n/a	n/a	n/a	
City Assessor		2080	n/a	n/a	n/a	n/a	
Property Appraiser		2080	n/a	n/a	n/a	n/a	
City Assessor	NOT A CITY EMPLOYEE	2080	n/a	n/a	n/a	n/a	
Property Appraiser	NOT A CITY EMPLOYEE	2080	n/a	n/a	n/a	n/a	
City Assessor	Treasurer (Elected)	2080	n/a	n/a	n/a	n/a	Elected - Salary set by resolution
Property Appraiser	No similar position	2080	n/a	n/a	n/a	n/a	
City Assessor		2080	n/a	n/a	n/a	n/a	
Property Appraiser	Property Appraiser	2080	n/a	46363.2	52124.8	57886.4	
City Assessor	City Assessor	2080	68734	n/a	68734	n/a	
Property Appraiser	Property Appraiser I	2080	n/a	48073.38	59671.77	71270.16	
City Assessor							
Property Appraiser							

*Data-source identifying information removed

Ultimately the Assessment Department was not included in any data-driven decision-making in this compensation exercise. Survey data illustrated variables such as other municipalities contracting services out (which cannot be considered for a market match), they were not city employees, or they were elected into their positions and their salaries were set by resolution.

City Assessor

In analyzing crowdsourced data, enclosed in this packet, I've found ranges reported through MAAO, WAAO, CVMIC, and other municipalities where pay is starting as low as \$75,884 and ranging upwards of \$149,748 annually. This speaks to the variances in job duties performed by those who may hold the same title but have less responsibility and independent discretionary authority. Qualifications used to benchmark against this role are as follows:

Bachelor's degree in Real Estate, Appraisal, Public Administration, or Accounting with 10 or more years of experience in commercial/residential valuation is required. At least three years' experience valuing complex commercial properties and six years' experience working with a mass appraisal computer-based valuation system is preferred. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Certification from the Wisconsin Department of Revenue as an Assessor II is required.
- Must have a valid Wisconsin motor vehicle operator's license.

Using an internal-equity approach, the current City of Wausau Directors are in grade 5 (except Public Works and City Attorney), and the City Assessor should fall in line with this peer group.

Deputy Assessor

The Deputy Assessor is currently slotted at a grade 15; where their peers Assistant Finance Director and Deputy Transit Director are in a grade 12. Given the range collected from internally-collected data also falls in this range, \$76,440 - \$93,330, I recommend this position fall in line as well.

Property Appraiser

All Assessment staff need to be state certified to work in any capacity within an Assessment department. For candidates with zero appraisal experience, we provide the training on state laws affecting assessments and training on professionally accepted appraisal practices. (§70.32). This fact alone lends itself to the necessity of creating job levels within the Property Appraiser category. To learn and understand the assessment process takes a new inexperienced appraiser over three years to be competent. This would constitute an Appraiser I position. As one becomes more familiar with the role, their career trajectory will logically be an Appraiser II, consisting of more responsibility and autonomy. These independent judgments calls require skill and experience, and can have severe consequences to the department and the municipality when performed wrong. Therefore, it is extremely important to have qualified appraisal staff to perform fair and equitable valuations.

Assessment Technician

This position yields no change at this time.

Assessor Certification

Under state law (sec. [73.09](#), Wis. Stats.), each individual who completes assessment work must have an assessor certification from the State of Wisconsin. Certification helps ensure a minimum knowledge of those who complete assessment work.



Thinking about making a career change or pursuing a career in real estate assessment? Watch our video [How to become an assessor](#) to see how easy it can be to begin a career in property assessment.

Video: [How to become an assessor](#) (9:28 min.)

Five Levels of Assessor Certification in Wisconsin

1. Assessment Technician
2. Property Appraiser
3. Assessor 1
4. Assessor 2
5. Assessor 3

Required Certification Level

Each town, village, and city has an assessor with a specific certification level depending on the property's complexity. See [Chapter 2 of the Wisconsin Property Assessment Manual](#) for a list of assessor certification levels by municipality.

Certification level required is determined by the work:

- Each certification level is authorized to complete specific types of assessment work
- The assessment work is progressively more complex as the level of certification becomes higher
- An individual certified at the higher level is allowed to perform work of any lower level certification. An exception is the Assessor 3 level. An Assessor 3 can only perform work associated with the Assessor 3 certification.
- Assessor Certification is not required for clerical work.

To address the philosophical rubric utilized in the previous compensation exercise, below are some FAQ's compiled:

1. Who oversees real estate property tax exemptions and has the authority to accept or deny?

- By Wisconsin statute only the City Assessor can make the determination if a property is exempt from real estate assessments.

2. Who can override the City Assessor's authority on tax exemptions or valuation?

- Wisconsin Statutes §74.35 (5) requires the taxpayer to file a claim for Recovery of an Unlawful Tax on the City Clerk by January 31 in the year seeking recovery. The municipality can accept or deny the claim. By accepting the claim, the municipality is only forgiving the property tax that was imposed that year on the property. The action does not exempt the property from taxation in that year or in future years. The action does not require or force the assessor to change the property classification from taxable to exempt or its value. The municipality can only forgive the tax for the year claimed and the assessment remains.
- If the claim is denied, under the same statute above or under Wis. Stat. §74.37 (Claim on Excessive Assessment) the property owner would have to bring litigation in the form of a lawsuit to circuit court against the municipality. Circuit court is the only authority that can overrule an assessor's determination that a property was not exempt from property taxes. Under Wis. Stat. §74.37, circuit court also has the authority to change the assessment through litigation. This can have major monetary implications to a municipality. As lawsuits of this type typically take several years to settle it exposes the municipality to very large

attorney fees for the defense of the assessment. It is not uncommon for the repayment of property taxes to be in the hundreds of thousands, which exposes the city to unbudgeted repayment expenses. For example, a million dollar change in assessed value in 2024 is equal to \$19,330 dollars in taxes, multiplied by the number of years to have the case heard, or to settle the valuation in mediation.

3. Can anyone object to how a property was assessed that is not owned by them?

- No. Only the property owner or the property owner's agent can ask how a property was assessed and are allowed to file an objection to the value. §70.47 (7)(a)

4. Who can change an Assessor's valuation on any property if objected by the property owner?

- Board of Review based on oral testimony and documentation.
- Department of Revenue if the property is under 1 million in valuation.
- Circuit Court
- The municipalities governing body can only forgive the tax and cannot change the assessment.

5. Who can change an Assessor's valuation on any property that was not objected by the property owner?

- No one can dictate or advise the Assessor as to what the value of a property should or shouldn't be prior to signing the assessment roll.

6. Who can change an Assessor's submission to the Department of Revenue of the Municipal Assessors report filed for taxation?

- No one can file or amend the Municipal Assessors report except the statutory Assessor or assessment staff who are designated to the Department of Revenue.

7. Who at a municipality checks the Assessors work, gives the Assessor direction, informs them on law changes and how to implement changes in appraisal law and filing requirements that can have a negative impact on the municipality?

- No one. There are no persons elected or non-elected in a municipality that gives the City Assessor direction. The City Assessor is required to be informed on law changes that affect the municipality and their work. The Department of Revenue expects the Assessor to research the topic and decide based on their best judgment on the implementation. The Department of Revenue is a resource to make informed decisions that can have negative consequences to a municipality.

8. Can a municipality, the governing body or Mayor direct an Assessor to re-value a property?

- No. It would be unethical for them to do so. The City Assessor is independent of political pressures to value.

9. Can the governing body or Mayor direct the Assessor on when to submit the Municipal Assessor Report, when to have Open Book or Board of Review?

- No. Wisconsin chapter 70 of the state statutes states the time frame when reports need to be submitted. It is the sole discretion of the City Assessor to meet any deadlines in statutes.

10. Who has the authority to discipline an Assessor for assessment practice violations or fraudulent valuations?

- Wisconsin Department of Revenue has the authority to suspend, censure or revoke an Assessor's certification.
- Under Wis. Statute §70.501 there are forfeiture penalties for intentionally fixing valuations.
- Under Wis. Statute §70.503 the City Assessor can be held civilly liable for damages to any person who sustained a loss or injury for tortious or wrongful acts. This statute also applies to all Assessment Department staff.

For Consideration

The current City Assessor's qualifications surpass those benchmarked nation-wide. The City Assessor holds a Certification from the Wisconsin Department of Revenue as an Assessor III – far more qualified than the benchmarked Assessor II. The City Assessor has been appointed by the Governor and confirmed by the Senate to serve as the only Assessor Member on the Real Estate Appraisers Board for the State of Wisconsin. He is also the Monitoring Liaison for disciplinary orders.

Internally-collected data

	DATE	CITY	Minimum CERT	SALARY	SALARY RANGE		AVERAGE	
PROPERTY APPRAISER								
Property Appraiser I	10/29/2023	Madison	Assessment Tech	\$30.98			\$30.68	\$38.67
Property Appraiser	8/25/2023	New Berlin	Assessor 2		\$25.92	\$35.00		
Appraiser 1	2/9/2023	Village of Pleasant Prairie	Assessor 1		\$29.55	\$35.46		
Appraiser Commercial	5/13/2022	Kenosha	Assessor 2		\$29.79	\$38.31		
Property Appraiser I	9/4/2022	Janesville	Property Appraiser	\$23.11				
Property Appraiser Commercial	1/7/2021	Fitchburg	Assessor 2		\$33.36	\$38.12		
Senior Appraiser	4/5/2020	Fitchburg	Assessor 2		\$32.70	\$37.37		
Property Assessment Specialist (PAS)	11/13/2023	DOR	Trainee (Assessor 2)	\$28.59				
Property Assessment Specialist(PAS- J)	11/13/2023	DOR	Assessor 2		\$28.49	\$33.87		
Property Appraiser 1	4/7/2024	Brookfield	Trainee (Assessor 2)		\$31.65	\$36.19		
Property Appraiser 2	4/7/2024	Brookfield	Assessor 2		\$34.24	\$39.13		
Senior Appraiser	3/5/2024	Waukesha	Assessor 2		\$28.19	\$38.06		
Appraiser 1	7/10/2024	Village of Pleasant Prairie	Trainee (Assessor 2)		\$28.46	\$39.52		
Appraiser 2	7/10/2024	Village of Pleasant Prairie	Assessor 2		\$34.62	\$47.69		
Property Appraiser	2/16/2025	Fitchburg	Trainee (Property Appraiser)		\$29.01	\$33.15		
Property Appraiser 1	9/13/2024	Milwaukee	Trainee (Property Appraiser)		\$29.84	\$39.19		
Appraiser 1	2/15/2025	Village of Pleasant Prairie	Trainee (Assessor 2)		\$29.03	\$40.31		
Appraiser 2	2/15/2025	Village of Pleasant Prairie	Assessor 2		\$35.31	\$48.65		

DEPUTY ASSESSOR								
DEPUTY ASSESSOR	3/23/2023	Brookfield	Assessor 2		\$35.35	\$45.95	\$36.75	\$44.87
DEPUTY ASSESSOR	1/6/2023	Janesville	Assessor 2 & 3		\$30.57	\$40.76		
DEPUTY ASSESSOR	5/1/2024	La Crosse	Assessor 2 & 3		\$40.55	\$46.44		
DEPUTY ASSESSOR	1/23/2025	Fitchburg	Assessor 2		\$40.52	\$46.31		

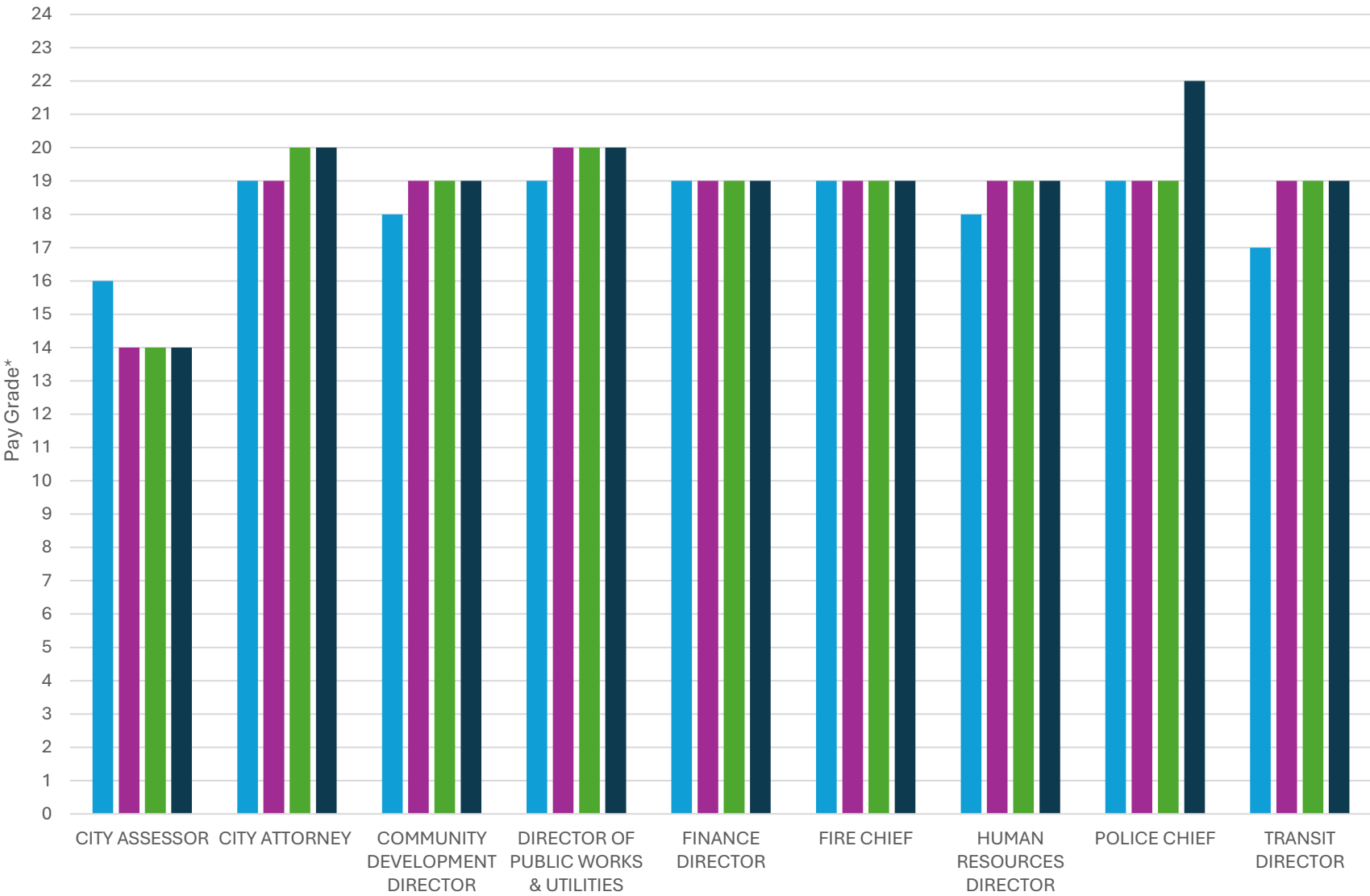
Assessor 3

-An exception is the Assessor 3 level. An Assessor 3 can only perform work associated with the Assessor 3 certification.

Recommendation

[illegible]

2014-2024 Department Head Pay Grade Chart



* Pay Grades shown as if all systems used 1 as lowest grade; current system is reversed with 1 being highest grade, therefore chart does not reflect actual grade.

2014 2019 2023 2024

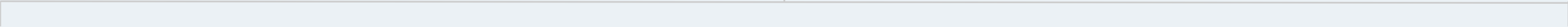


Doug Diny ☐

Rick Rubow ☒

Rick Rubow

Rick Rubow
City Assessor
City Hall



MELANI LEMANSKI

Assessment Technician
City Hall

Henry King

Property Appraiser
City Hall

JEFF WAGNER

Deputy City Assessor
City Hall

Kristeen Quale

Property Appraiser
City Hall

Stacey Severson-De...

Property Appraiser
City Hall

13145 Property App...



JOB DESCRIPTION CITY ASSESSOR

Job Title:	Assessor	Reports To:	Mayor
Department:	Assessment	FLSA Status	Exempt
Division:	Assessment	EEO Code	1-Officials & Administrators
Salary Grade:	40-5	Occupational Code	5006
Employee Group:	General Employee	Training Category:	A-Leaders/Department Heads
Created:		Last Revision:	May 2025

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

Purpose of the Position

The City Assessor manages and directs all **assessment** work and processes of the City Assessment division by preparing and maintaining; appraisal and administrative procedures **required by statute**, department budget, long range goals, department policy, assessment staffing, **all property valuation to insure a fair and equitable assessment roll for real estate as required by law, and personal property, maintains the** computerized assessment system, and day-to-day operations.

Essential Duties and Responsibilities

1. **Assess and value all real property that is not exempt by Wisconsin Statute Chapter 70. Develop and maintain department assessment practices and procedures to comply with Wisconsin Law and to maintain uniform assessments among seven different property classes of real estate.**
2. **Assesses and Supervises assessments of all real estate and personal property not exempt by statute within two municipalities. City jurisdiction.** Gathers information regarding the size, type, quality, methods and materials used in building construction; measures, lists, and values commercial property, mobile homes, and buildings on leased land. Reads and interprets construction plans and blueprints.
3. Supervises, trains, directs, schedules, assigns evaluates and disciplines assessment staff.
4. **Oversee issuance of municipal parking permit fee for mobile homes located in mobile home parks and the monthly billing for the permit fee.**
5. Reviews computerized data entry and maintains **valuation** tables and assessment computations and procedures in a Computer Assisted Mass Appraisal (CAMA) software system.
6. Reviews and supervises assessment maps, assigns parcel identification numbers, surveys, assessor plats, annexations and detachments preparation and maintenance of assessment maps.
7. Determines property taxation exemptions. Analyze exemption request documentation and determine if the property USE meets **the** exemption statutes. Defend decision made with taxpayers and **circuit** court.
8. **Collects and** analyze, interprets, and critiques a wide range of taxpayer business income and expense, rent rolls **using accounting principles and procedures. In addition to** construction cost, investment and bank appraisals, and other proprietary financial data.

9. Advises the city on unlawful taxation and excessive assessment ~~claims appeals~~ against the ~~municipality~~ ~~city~~.
10. Collaborate with outside attorneys in the defense of litigated property ~~on~~ tax appeals. Provide recommendations to the ~~governing body~~ ~~city~~ as to the strength or weakness of the lawsuit against the city.
11. Attend mediation on assessment litigation and provide recommendations to the city.
12. Advise the city of property taxation and exemption issues involving city projects that involve taxpayer funds.
13. Responds to taxpayer inquiries concerning assessments and defends assessments at the Board of Review, the Department of Revenue, the Circuit Court, and the Supreme Court levels.
14. Proposes and seeks implementation of legislative changes that would affect City of Wausau taxpayers.
15. Inspects, appraises, and reviews valuations for ~~personal property~~, ~~manufacturing~~, commercial, residential and ~~exempt residential~~ properties. Compiles and analyzes sales data and other pertinent statistical information to ensure assessment equity.
16. Analyze factors which influence property value from market data and exercise sound objective judgment in determining fair and equitable property valuations.
17. Processes and/or supervises the processing of legal instruments and documents including property transfer forms, warranty deeds, quit claim deeds, foreclosures, divorce actions, etc.
18. ~~Prepares, signs, and delivers an annual assessment roll certified for taxation. Develop and file~~ ~~Department of Revenue~~ assessment reports, ~~assessment rolls~~, and other documents in accordance with State ~~Statutes. Laws.~~
19. Review and analyze manufacturing and utility assessments established by the Department of Revenue for equitability. Provide recommendations to appeal manufacturing assessments.
20. Develops reassessment cycles based on economic factors to keep the City of Wausau and other contracting jurisdictions in compliance with current law regarding the municipality level of assessment.
21. Develops, implements, and interprets policies and procedures for the uniform and equitable assessment of general property and property exempt by statute. Maintains considerable knowledge of Wisconsin assessment law, court decisions, and rules and regulations governing property tax assessment.
22. Attends and participates in Board of Review hearings. Researches and prepares comprehensive reports in defense of assessments. Attends, testifies, and defends assessment valuation appeals to the Wisconsin Department of Revenue and Circuit Court.
23. Develop, prepare, balance parcel counts, assessment values and certify statute required Annual Assessor Reports, the Clerks Statement of Assessment (SOA) and Treasures Mobile Home report to the Department of Revenue in accordance to state statutes.
24. Conduct Open Book conferences with property owners, agents and attorneys. Discuss assessment policy and procedures prior to appearance before the Board of Review.
25. Establishes and maintains good public relations. Provides information and assistance to the general public regarding public records related to property records and assessment. Respond to telephone and mail inquiries. Give presentations to elected officials, city staff, developers, service groups and other organizations regarding assessments.

26. Develops, submits and monitors annual assessment department budget.

Additional Duties and Responsibilities

- **Preform all statutory duties of the City Assessor for the City of Schofield.**
- ~~Performs various duties and special projects as assigned.~~
- **Responsible for the implementation of new or changed assessment law passed by State legislation.**

Education and Experience Requirements

Bachelor's Degree in Real Estate, Appraisal, Public Administration, or Accounting with 10 or more years of experience in commercial/residential valuation is required. At least five years' experience valuing complex commercial properties and six years' experience working with a mass appraisal computer-based valuation system is preferred. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Certification from the Wisconsin Department of Revenue as an Assessor 2 is required.
- **Certification from the Wisconsin Department of Revenue as an Assessor 3 is required.**
- **USPAP Certification is recommended.**
- Must have a valid Wisconsin motor vehicle operator's license.

Knowledge, Skills and Abilities

Advanced – Core Logic/Marshall and Swift

Advanced – Working a CAMA system updating tables and creating reports.

Intermediate Level – MS Word and PowerPoint

Advanced Level – Excel

Knowledge of software specific to Assessment departmental functions

- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, in order to determine consequences and to identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to provide formal instruction in a classroom or other structured setting.
- **Thorough working knowledge of Market Approach, Cost Approach, and Income Approach to value.**
- **Thorough working knowledge of statutes governing property assessment and Wisconsin property tax law.**
- Ability to utilize a variety of advisory data and information such as financial statements, budget, personnel records and forms, billing statements, blueprints and building plans, real estate deeds, mortgages and transfer documents, real estate sales studies, real estate listings, leases, professional journals, assessment reports, payment vouchers, purchase orders, expense reports, technical operating manuals, State statutes, City ordinances, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with taxpayers, property owners, mayor, city council, city department heads, attorneys, appraisers, realtors, county treasurer, county register of deeds, **department of revenue** and taxpayer groups.
- **Identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.**
- Ability to approach others in a tactful manner; react well under pressure; treat others with respect and

consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- ~~Ability to work~~ Through knowledge in static mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, camera, fax machine, telephone, measuring instruments, drafting instruments and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as tightening, inserting and mixing.
- Ability to recognize and identify individual characteristics of forms associated with job-related objects, materials and tasks.
- Ability to perform basic functions of all MS Office suite products.

Physical and Working Environment

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

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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



JOB DESCRIPTION

Deputy City Assessor

Job Title:	Deputy City Assessor	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	
Created:	September 2020	Last Revision:	May 2025

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

Purpose of the Position

The purpose of this position is to assist the City Assessor in development, implementation, and administration of fair and equitable assessments of real and personal property not exempt by statute, for assessments in the City of Wausau.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as market valuation analyst for computer assisted mass appraisal system.
2. ~~Assists in assigning duties for appraisal staff and prioritizes staff work assignments.~~ Assists City Assessor in supervising, planning, and coordinating assessment staff. Assist in planning duties to delegate to appraisers in areas of assessment, application, and strategy of current law. Implement changes in scheduling, field work, develop reference manual and policies, organization skills, problem solving, recommending, and setting up staff meetings.
3. Designs and generates sales ratios, land studies and reports to verify costs, market value and income value. Prepares valuation sheets and tables for depreciation.
4. Assumes City Assessor duties in his/her absence. Enforces laws and policies regarding assessment issues.
5. Provides assistance to the City Assessor in developing and completing Annual Assessment Rolls and State- required final reports. Enters necessary changes on the property blotters and supervises data input into CAMA computer system by appraisal staff.
6. Liaison to the (CCITC) City-County IT Commission for software integration and functionality.
7. Research Wisconsin case law as it applies to assessments and the effect to the City of Wausau.
8. Reviews the work and trains appraisal staff Train appraisers to department policy, procedures and guidelines as outlined by the Wisconsin Property Assessment Manual and Wisconsin statutes case law.
9. Develops market value appraisals of all types of real estate using field, market, Cost manuals and Income and Expense information.

10. Performs complete physical inspections of new, existing, and remodeled property and structures. Collects information on condition, quality, age, and size to determine market value and property classification.
11. Responsible for public relations involving the explanation of property and real estate assessments and assessment procedures, requirements, rules, and guidelines. Where conflicting interpretations may exist, this position has the authority to make changes directly affecting the tax base of the city. When conflicting interpretations cannot be negotiated, this position is required to defend decisions in a quasi-judicial court.
12. Conducts open book conferences with the public to explain valuation methods and listen to public concerns regarding property valuation. Presents and defends valuations at the Board of Review proceedings before the DOR 70.85 hearing and in Circuit Court.
13. Develops residential land values for new City sub-divisions, un-platted and annexed land.
14. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions.
15. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.
16. Assist City Assessor with interviewing candidates, analyzing results from interviews, organization, and discussion with City Assessor on choosing candidate, offer education and training methods with ongoing training to all assessment staff. As training supervisor do reviews of assessment staff to see where more training is needed.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Assist City Assessor in the implementation of new or changed assessment law passed by State legislation.
- Attends quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

Education and Experience Requirements

Bachelor's degree in real estate, property appraisal or related field with four to six years of work experience is required or equivalent education and experience providing the requisite equivalent knowledge, skills and abilities of the position. Wisconsin Assessor 2 and Assessor 3 Certifications are required, along with a minimum of three years' experience in commercial valuation and five years' experience in assessment or appraisal field are preferred. Completion of IAAO Course 101 Fundamentals of Real Property Appraisal and Course 300 Mass Appraisal Modeling also preferred.

- Certification from the Wisconsin Department of Revenue as an Assessor 2 is required.
- Ability to achieve Assessor 3 certification from Wisconsin Department of Revenue within three (3) months of hire is required.
- USPAP Certification is recommended.
- A valid Wisconsin motor vehicle operator's license and access to reliable transportation required.

Knowledge, Skills and Abilities

MS-Word and Power Point – Intermediate

MS-Excel – Advanced

Adobe Acrobat – Advanced

Core Logic/Marshal and Swift – Advanced

CAMA system – Advanced

The employee must be able to utilize other software specific to position and department functions

- Ability to provide formal instruction in a classroom or other structured setting.
- Knowledge of local, social, and economic factors affecting real estate property values.
- **Knowledge of Assessor's office budget and processes.**
- Ability to effectively communicate with, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to make independent decisions in accordance with established policies and procedures.
- Ability to read and interpret blueprints and legal descriptions. Ability to utilize computerized commercial valuation systems.
- Ability to utilize a variety of advisory data and information such as financial statements, maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, appraisals, assessor's reports, tax and assessment rolls, a variety of statistical and narrative real estate related reports, State statutes, property cost manuals, procedures, guidelines, Wisconsin Assessment Manuals and non-routine correspondence. Knowledge of the law as it pertains to the assessment of real property.
- Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company personnel, Realtors, County Treasurer, property description personnel, County Register of Deeds, and data processing personnel.
- Knowledge of mathematical and statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledge of the principals and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to work independently and to exercise judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and textures associated with job-related objects, materials and tasks.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

Normal mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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



JOB DESCRIPTION

Property Appraiser II

Job Title:	Property Appraiser II	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Non-Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:		Occupational Code:	0213
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	May 2025

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

Purpose of the Position

The purpose of this position is to ~~inspect~~ discover, list and value real property properties in a multi-jurisdictional environment by considering property attributes and factors that affect such as market value assessments, based on state law and professionally accepted appraisal practices in accordance with the Department of Revenue. ~~location of property and building or replacement costs to determine properties assessed values.~~

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Conducts real estate interior and field property inspections to gather and record information regarding related to the building construction, quality of materials used, property condition, size, type, quantity quality, methods, and other physical property characteristics. ~~materials used in building construction.~~
2. Conducts field and office real estate appraisals of complex residential properties, condominiums, vacant land, agriculture, apartment complexes and light commercial properties; ~~gathers and records data, reappraise as required.~~
3. Responsible for monthly mobile home valuations and the monthly valuation reporting to Park owners, mobile homeowners, Finance and the City Clerk.
4. Develops market value appraisals of real estate using the mass appraisal process. Conducts sales and dispersion studies, comparison sales studies for individual appraisals. ~~field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.~~
5. Research and validate real estate sale transactions for Arm's Length compliance and economic sales studies. Report sale findings and property characteristics to the Department of Revenue for market comparable analysis and ratio studies aiding in the equalization process.
6. ~~Provides assistance to the City Assessor in developing and completing annual assessment rolls, and State required final reports.~~

7. Responsible to communicate to ~~taxpayers the public~~ involving the explanation of ~~complex assessment laws, regulations and procedures under which assessments are determined.~~ ~~property valuation of real estate assessments and assessment procedures, requirements, rules, and regulations.~~
8. Analyzes, collects and verifies assessment information from appraisals, rents, income and expenses, sales permits, market trends, interest rates and allowances for economic and functional obsolescence.
9. Analyzes and maintains a variety of data such as zoning, home sale prices, income, lease information, and building costs to determine appraised values.
10. Conducts open book conferences with the public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuations at the Board of Review ~~hearings and/or~~ proceedings before the DOR \$70.85 ~~appeal hearings~~ and in ~~circuit~~ court.
11. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
12. Conducts statistical and special studies by comparing neighborhood ~~land and sales studies~~ values for uniformity.
13. Assist ~~Deputy Assessor~~ with the development of residential land values for new City sub-divisions, unplatted and annexed lands.
14. Reads and analyzes legal descriptions, ~~CSM~~ and plat maps ~~and blueprints~~ to determine assessed values ~~and prepares, produces computerized sketches.~~
15. Prepares various property and real estate records. ~~Enters~~ ~~Data entry of~~ field work changes ~~by updating property record card~~ and ~~CAMA~~ ~~updated~~ information into computer and software systems. Use of all available technology to efficiently complete assignments.
- ~~16. Analyze building blue prints and prepares, produces computerized sketches.~~
- ~~17. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential appeals cases, testifies as to value at the Board of Review and/or court appeals and 70.85 hearings and assists with commercial assessment as needed.~~
- ~~18. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.~~
- ~~19. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.~~
- ~~20. Cooperative and productive member of the assessment and City team and a goodwill ambassador of the City.~~

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Maintains, analyzes and updates real estate advertising files.
- Attends WAAO quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education

courses.

Education and Experience Requirements

Bachelor degree in real estate, property appraisal or related field with ~~two to four~~ **three to five** years of work experience **in the assessment profession or fee appraisal valuing real estate.** Providing the requisite equivalent knowledge, skills and abilities of the position. ~~Certifications as an Assessor 1 or Assessor 2 by the Department of Revenue or training as Real Estate Salesperson, Broker or as a Licensed Appraiser is favorable. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.~~

- Ability to achieve ~~Assessor 1~~ **Assessor 2** certification from the Wisconsin Department of Revenue within ~~three~~ **six (6) (3)** months of hire.
- Prefer the completion of IAAO course 101, Fundamentals of Real property Appraisal.
- USPAP Certification is recommended.
- A valid Wisconsin motor vehicle operator's license **and good driving record.**
- **Required to provide a personal vehicle for use on the job.** ~~access to reliable transportation required.~~

Knowledge, Skills and Abilities

MS-Word – ~~Basic~~ – **Intermediate**

MS-Excel – Intermediate

The employee must be **proficient with** ~~able to utilize~~ other software specific to position and department functions. **Software experience in Department of Revenue PAD system, Arc GIS, Evolve, Ascent Land Records, Land Link, Patriot Assess Pro.**

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to **professional accepted appraisal practices and established criteria/standards.** Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to communicate effectively with, and/or train others. Ability to advise and interpret how to apply **assessment law**, policies, procedures, and assessment **appraisal practices standards** to specific situations. Ability to make independent decisions in accordance with **professionally accepted appraisal practices, Department of Revenue established policies and case law. procedures.**
- Ability to read and interpret **building blueprints, metes and bounds and CSM and** legal descriptions.
- **Aid staff with preparing appraisal defense documentation for the tax payer and board of review.**
- Ability to utilize a variety of advisory data and information such as **case law**, financial statements, **CSM and GIS** maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, **bank** appraisals, assessor's **software** reports, tax **rates** and assessment rolls, a variety of statistical **data** and narrative real estate related reports, State statutes, property cost manuals, ~~procedures, guidelines,~~ Wisconsin Assessment Manuals and non-routine correspondence.
- Ability to establish and maintain effective working relationships with **city** staff and the **general** public.
- Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company ~~personnel~~, Realtors, County Treasurer, **property lister**, property description personnel, County Register of Deeds. ~~and data processing personnel.~~
- Knowledgeable of **in algebra mathematics mathematical and statistics to verify** statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and

spatial relationships. Ability to interpret ~~basic~~ descriptive statistical reports.

- Knowledgeable of the principles and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities **to generate fair and equitable valuations.**
- Ability to work independently, exercise judgement and effectively utilize authority, decisiveness, and creativity required in situations involving the evaluation of information **gathered** against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as **reading a tape measure**, computer keyboard/terminal, calculator, camera, drafting **instruments**, **copier**, and telephone.
- Ability to recognize and identify degrees of similarities or differences between **property** characteristics **and attributes by** of colors, forms and textures associated with job-related **activities** ~~objects~~, **and housing materials used.** ~~and tasks.~~
- **Ability to handle reasonably necessary stress and to get along with others.**

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

~~Normal~~ **Advanced** mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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JOB DESCRIPTION

Property Appraiser I

Job Title:	Property Appraiser	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Non-Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:		Occupational Code:	0213
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	May 2025

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

Purpose of the Position

Under the direction of the Deputy Assessor, the Property Appraiser I is a beginning appraiser position that ~~inspect~~ discovers, lists and value real property ~~properties~~ in a multi-jurisdictional environment by considering ~~property attributes~~ and factors that affect ~~such as~~ market value ~~assessments~~, based on state law and professionally accepted appraisal practices in accordance with the Department of Revenue. ~~location of property and building or replacement costs to determine properties assessed values.~~

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Conducts real estate ~~interior~~ and field ~~property~~ inspections to gather ~~and record~~ information ~~regarding related to the building construction quality of materials used, property condition, size, type, quantity quality, methods, and other physical property characteristics.~~ materials used in building construction.
2. Conducts ~~field and office~~ real estate appraisals of ~~complex~~ residential properties, condominiums, ~~vacant land~~ apartment complexes and light commercial properties; gathers and records data, reappraise as required
3. ~~Responsible for mobile home valuations and the monthly reporting to Park owners, mobile homeowners and City Clerk.~~
4. Develops market value appraisals of real estate using ~~the mass appraisal process.~~ Conducts sales and dispersion studies, comparison sales studies for individual appraisals. ~~field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.~~
5. Research and validate real estate sale transactions for Arm's Length compliance and economic sales studies. Report sale findings and property characteristics to the Department of Revenue for market comparable analysis and ratio studies aiding in the equalization process.

- ~~6. Provides assistance to the Assessor in developing and completing annual assessment rolls, and State-required final reports.~~
7. Responsible to communicate to **taxpayers** the public involving the explanation of **complex assessment laws, regulations and procedures under which assessments are determined.** ~~property valuation of real estate assessments and assessment procedures, requirements, rules, and regulations.~~
8. Analyzes, collects and verifies assessment information from appraisals, rents, income and expenses, sales permits, market trends, interest rates and allowances for economic and functional obsolescence.
9. Analyzes and maintains a variety of data such as zoning, home sale prices, income, lease information, and building costs to determine appraised values.
10. Conducts open book conferences with the public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuations at the Board of Review **hearings.** ~~and/or proceedings before the DOR 570.85 appeal hearings and in circuit court.~~
11. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
12. ~~Conduct~~ **Aid Property Appraiser II** in statistical and special studies by comparing neighborhood **land and sales studies** values for uniformity.
13. ~~Assist with the development of residential land values for new City sub-divisions, un-platted and annexed land.~~
14. Reads and analyzes legal descriptions, **CSM** and plat maps **and blueprints** to determine assessed values **and prepares, produces computerized sketches.**
15. Prepares various property and real estate records. ~~Enters~~ **Data entry of** field work changes **by updating property record card** and **CAMA** ~~updated information into computer and software systems.~~ Use of all available technology to efficiently complete assignments.
- ~~16. Analyze building blue prints and prepares, produces computerized sketches.~~
- ~~17. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential appeals cases, testifies as to value at the Board of Review and/or court appeals and 70.85 hearings and assists with commercial assessment as needed.~~
- ~~18. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.~~
- ~~19. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.~~
20. Cooperative and productive member of the assessment and City team and a goodwill ambassador of the City.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Maintains, analyzes and updates real estate advertising files.
- Attends WAAO quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

Education and Experience Requirements

Associate's degree in real estate, property appraisal or related field with two to four years of work experience providing the requisite equivalent knowledge, skills and abilities of the position. Certification or training as Real Estate Salesperson, Broker, Appraiser **Assessment technician** is favorable. Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Ability to achieve Assessor I certification from the Wisconsin Department of Revenue within **three (3)** ~~six (6)~~ months of hire.
- ~~Prefer the completion of IAAO course 101, Fundamentals of Real property Appraisal.~~
- ~~USPAP Certification is recommended.~~
- A valid Wisconsin motor vehicle operator's license **and good driving record.**
- **Required to provide a personal vehicle for use on the job.** ~~access to reliable transportation required.~~

Knowledge, Skills and Abilities

MS-Word Basic

MS-Excel – Intermediate

The employee must be able to utilize other software specific to position and department functions.

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to **professionally accepted appraisal practices and established criteria** /standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy ~~and~~ record ~~and~~ transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to communicate effectively with, ~~and/or train~~ others. Ability to advise and interpret how to apply policies, procedures, and assessment standards to specific situations. Ability to make independent decisions in accordance with **professionally accepted appraisal practices, Department of Revenue established policies and case law.** ~~procedures..~~
- Ability to read and interpret **building** blueprints, **metes and bounds and CSM** ~~and~~ legal descriptions.

Ability to utilize a variety of advisory data and information such as **case law**, financial statements, **CSM and GIS** maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, **bank** appraisals, assessor's ~~software~~ reports, tax **rates** and assessment rolls, a variety of statistical **data** and narrative real estate related reports, State statutes, property cost manuals, ~~procedures, guidelines,~~ Wisconsin Assessment Manuals and non-routine correspondence.

- Ability to establish and maintain effective working relationships with **city** staff and the **general** public.

Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company ~~personnel~~, Realtors, County Treasurer, **property lister**, property description personnel, County Register of Deeds. ~~and data processing personnel.~~

- Knowledgeable of **in algebra mathematics** ~~mathematical~~ and **statistics to verify** statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and

spatial relationships. Ability to interpret ~~basic~~ descriptive statistical reports.

- Knowledgeable of the principles and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities **to generate fair and equitable valuations.**
- Ability to work independently, exercise judgement and effectively utilize authority, decisiveness, and creativity required in situations involving the evaluation of information **gathered** against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as **reading a tape measure**, computer keyboard/terminal, calculator, camera, drafting **instruments, copier**, and telephone.
- Ability to recognize and identify degrees of similarities or differences between **property** characteristics **and attributes by** of colors, forms and textures associated with job-related **activities** ~~objects~~, **and housing** materials **used.** ~~and tasks.~~
- **Ability to handle reasonably necessary stress and to get along with others.**

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel within the city limits.

Normal mental and visual attention to detail is required. Light physical demands to include bending, twisting, turning, and light lifting, walking on unlevel or hazardous surfaces, walking up and down stairs. Limited exposure to workplace hazards.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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DRAFT

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

DATE/TIME: June 9, 2025, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Mayor Diny, Lisa Nowak

Discussion and Possible Action to Approve the Reclassification of Selected Jobs in the City of Wausau Assessment Department.

Nowak said that the City Assessor brought this item to her attention upon her arrival and felt that the previous wage study done in 2023 did not provide equitable compensation for four positions within his department. Nowak said that she reviewed the compensation study that was done in 2023 and determined that it was not a comprehensive review, as outlined in the handbook, that was to be done every five years. Nowak said only 53 jobs were selected for review out of 124 unique jobs, and mentioned that there is an opportunity to revise the job descriptions to outline essential job functions rather than provide high level job instructions to provide better information for future compensation studies. Nowak said that these jobs had no comparables in the study, and based on her analysis, she suggests moving the positions as outlined in the packet.

Kilian said that upon review of the information provided that it appeared the City Assessor was well below other department heads, and that the City needs to recognize the importance and function of the role. Kilian mentioned the pay scale that Nowak had sent her upon request and asked if using the mid-range or maximum range would create more equality for the Assessment Department wages with other departments and positions, and other municipalities to be competitive. Nowak said she doesn't recommend starting out at the maximum because then an employee is red-lined, and explained that she would keep the employees at the same step if their grade change is approved. Kilian said Nowak's assessment was very thorough and she agreed with Nowak's recommendations.

Tierny said that she agreed with the information provided but asked if Nowak thought the information should be reviewed by someone else based on Nowak's relationship with the City Assessor to avoid any optics of preferential treatment or wrongdoing. Nowak said that she would welcome a review by someone else if the committee felt it was necessary.

Mayor Diny said that this item was something that was being considered long before Nowak was hired as HR Director, that he was aware of it as well as the previous HR Director, and he

supports the recommendations. Tierny said that she was concerned about any negative optics for Nowak but was not doubting the assessment.

Gisselman said that he would not support the item because of the relationship of Nowak and Rubow and would like the City to do a comprehensive compensation study instead.

Martens said that looking at the information provided, he can see the imbalance between the Assessment Department and other departments and the issues with some of Gallagher's results. Martens said that he would be supporting this item.

McElhaney said that even if a wage study was approved immediately, the information would not be ready for the 2026 budget. Nowak agreed and said that the job descriptions need an overhaul before a wage study is started. Gisselman said that they could start the process by approving a wage study so that an RFP can be put out and a wage study could be done in 2026. Tierny said that she is supporting this item because of the obvious discrepancy but will not support bringing more jobs forward for consideration, but rather would then want to see a wage study conducted. Nowak agreed and said that she would not feel comfortable putting out an RFP before the job descriptions are revised, as it would be a waste of money.

Motion by Kilian to approve the reclassification of selected sobs in the City of Wausau Assessment Department. Second by Martens. Motion passed 4-1 (*Gisselman was the dissenting vote.*)

Rebecca McElhaney
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=toi_1vsSUJQ

Assessment Property Appraiser Vacancy Cost Savings Estimate
1/23/2025 - 8/30/2025

Total Estimated Savings		45,626.66
Estimated Salary Savings		39,714.61
Estimated Tax and Benefits Savings		5,912.05

Scott Krueger - Cost Savings from 1/23/2025 - 8/30/2025 (15 paychecks)

Employer Biweekly Costs	Monthly (x2)		x 13 paychecks missed
Biweekly Wages (80 hours)	2,496.00	4,992.00	32,448.00
Auto allowance/mileage	92.31	200.00	1,200.00
WRS	173.47	346.94	2,255.14
FICA	198.01	396.01	2,574.07
Workers Comp	4.24	8.49	55.16
Total Bi-weekly	2,964.03	5,943.44	38,532.37
Employer monthly costs			
	Multiply by 1 month		x 7 months missed
Monthly Employer Life	7.30	7.30	51.10
Monthly EAP	2.50	2.50	17.50
Total Monthly	9.80	9.80	68.60

**Scott's final paycheck consisted of 53.8848 hours, including vacation payout. He would have been paid for 80 hours if he had worked the full month.*

Vacant 2025 Property Appraiser Position - Assuming Scott's pay rate at pay step 12 (above midpoint); annual salary of \$39,714.61

Employer Biweekly Costs	Monthly (x2)		x 2 paychecks missed
Biweekly Wages (80 hours)	2,533.60	5,067.20	5,067.20
Auto allowance/mileage	92.31	200.00	184.62
WRS	176.09	352.17	352.17
FICA	200.88	401.76	401.76
Workers Comp	4.31	8.61	8.61
Total Bi-weekly	3,007.18	6,029.75	6,014.36
Employer monthly costs			
	Multiply by 1 month		x 1 months missed
Monthly Employer Life	7.30	7.30	7.30
Monthly EAP	2.50	2.50	2.50
Total Monthly	9.80	9.80	9.80

Total Savings	45,626.66
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Total Wage Savings	39,714.61
Total Tax and Benefits Savings	5,912.05

Final paycheck (2/7) - partial/missed amounts*

814.79

121.43

62.33

2.97

1,001.53

0 hours had he remained employed.

versary date would be 8/4 - Assuming a step increase effective 8/3/2025 (start of a pay period)

Assessment Property Appraiser Vacancy Cost Savings Estimate
1/23/2025 - 6/7/2025

Total Estimated Savings	27,736.58
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Estimated Salary Savings	24,109.56
Estimated Tax and Benefits Savings	3,627.02

Scott Krueger - Cost Savings from 1/23/2025 - 6/7/2025 (9 paychecks)

Employer Biweekly Costs	Monthly (x2)		x 9 paychecks missed
Biweekly Wages (80 hours)	2,496.00	4,992.00	22,464.00
Auto allowance/mileage	92.31	200.00	830.77
WRS	173.47	346.94	1,561.25
FICA	198.01	396.01	1,782.05
Workers Comp	4.24	8.49	38.19
Total Bi-weekly	2,964.03	5,943.44	26,676.26
Employer monthly costs	Multiply by 1 month		x 6 months missed
Monthly Employer Life	7.30	7.30	43.80
Monthly EAP	2.50	2.50	15.00
Total Monthly	9.80	9.80	58.80

**Scott's final paycheck consisted of 53.8848 hours, including vacation payout. He would have been paid for 8*

Vacant 2025 Property Appraiser Position - Assuming Scott's pay rate at pay step 12 (above midpoint); ann

Total Savings	27,736.58
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Total Wage Savings	24,109.56
Total Tax and Benefits Savings	3,627.02

Final paycheck (2/7) - partial/missed amounts*

814.79

121.43

62.33

2.97

1,001.53

30 hours had he remained employed.

anniversary date would be 8/4 (no step increase included)



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

STAFF MEMO

TO: Mayor Diny
Common Council Members

FROM: Anne Jacobson, City Attorney

RE: Wausau Fire Department sale of Ladder Truck 2 and purchase of 75-foot ladder truck

DATE: June 18, 2025

Factual and Procedural Background

On November 26, 2024, at a joint meeting of the Finance Committee and Human Resources Committee, discussion focused on the potential sale of Ladder Truck 2 and the timing of a purchase of a replacement truck, and the potential impact of any pending legal claims on the sale of the equipment. The Chair directed staff to move this item to the Public Health and Safety Committee for discussion on any pending litigation and different equipment costs.

On December 16, 2024, the Public Health and Safety Committee recommended to the Finance Committee to move forward with the sale of Ladder Truck 2 and work with city staff to finance the amount and timing of the purchase [of a replacement truck].

On January 14, 2025, the Finance Committee discussed the sale of Ladder Truck 2 and a proposed budget modification for potential replacement. The Committee recommended to Council that the sale of the fire apparatus be handled through Brindlee Mountain Fire Apparatus. A Listing and Marketing Commission Agreement was executed with Brindlee Mountain Fire Apparatus. For any apparatus sold for a price above \$300,000, Brindlee will collect a commission of 5% of the sales price.

On January 28, 2025, the Council considered a Joint Resolution from the Public Health & Safety Committee and Finance Committee, and resolved to sell Ladder Truck 2 through Brindlee Mountain Fire Apparatus.

On March 11, 2025, a Resolution approving the sale of Ladder Truck 2 for \$1,050,000 to a fire department in Connecticut was removed from the agenda for consideration by the Council, upon being notified that the buyer had withdrawn their offer.

On June 10, 2025, the Finance Committee recommended:

- approval of the purchase of a 75-foot ladder truck from Reliant Fire Apparatus, Inc., for \$1,358,197, with a discount of \$70,175 if payment is made before June 30, 2025, reducing the total cost to \$1,288,022;
- approval of utilizing Ground Emergency Medical Transport (GEMT) funds to fund the balance of the purchase of a replacement truck, beyond the proceeds received from the sale of Ladder Truck 2; and
- approval of utilizing Ground emergency Medical transport (GEMT) funds in the amount of \$50,000 to pay the estimated commission to Brindlee Mountain Fire Apparatus upon the sale of Ladder Truck 2.

On June 24, 2025, the Finance Committee will consider approving the sale of Ladder Truck 2 to the Warner Robins, Georgia, Fire Department, as well as a budget modification not previously considered by Finance for the purchase of a ladder truck from Reliant Fire Apparatus, Inc.

Current Resolutions

Before you for your consideration on Tuesday, June 24, 2025, are two resolutions:

- 1) Approving the sale of Ladder Truck 2 to the Warner Robins Fire Department in Warner Robins, Georgia, for the offered price of \$1,100,000 and authorizing staff to execute documents necessary for the sale and submission of 5% of the sales price (\$55,000) to Brindlee Mountain Fire Apparatus within 10 days of the sale, for their commission; and
- 2) Approving the purchase of a 75-foot ladder truck from Reliant Fire Apparatus, Inc. for a reduced total cost (if paid before June 30, 2025) of \$1,288,022, with the application of the proceeds of the sale of Ladder Truck 2 and Ground Emergency Medical Transport funds and additional funds through a budget modification making up the difference. The purchase is contingent upon selling Ladder Truck 2.

Sale: \$1,100,000

Proceeds: \$1,100,000

Purchase: **\$1,288,022**

Expenditures	Sale Proceeds	\$1,100,000
	GEMT funds	\$ 238,022
	- Toward purchase:	\$188,022
	- Toward commission:	\$ 50,000

**JOINT RESOLUTION OF THE PUBLIC HEALTH & SAFETY COMMITTEE
AND FINANCE COMMITTEE**

Approving Sale of Wausau Fire Department Ladder 2.

Committee Action: PH&S 4-0 to refer to Finance
Finance Approved 5-0

Fiscal Impact:

File Number: 24-1108

Date Introduced: January 28, 2025

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, Ladder 2, a critical piece of equipment in the Wausau Fire Department's fleet, was involved in a significant legal matter following an injury to a firefighter in March of 2024; and

WHEREAS, given the need to maintain high standards of safety and operational effectiveness, it is being recommended to sell Ladder 2 and acquire a replacement apparatus that meets the Fire Department's needs; and

WHEREAS, Section 3.14.020 of the Wausau Municipal Code permits sale of items of special or limited interest to be advertised in the official City newspaper or other publications in order that a fair market sale is realized; and

WHEREAS, the Fire Department is looking to utilize Brindlee Mountain Fire Apparatus, a reputable company specializing in the sale of fire equipment, to sell Ladder 2; and

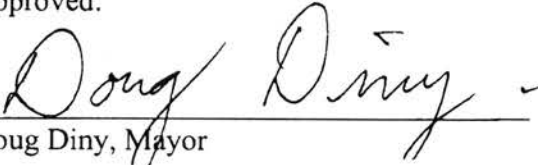
WHEREAS, your Finance Committee, on November 26, 2024, discussed and referred the sale of Ladder 2 and the acquisition of a replacement apparatus to the Public Health and Safety Committee; and

WHEREAS, your Public Health and Safety Committee, on December 16, 2024, discussed the sale of Ladder 2 and the acquisition of a replacement apparatus and recommended referring the item back to the Finance Committee; and

WHEREAS, your Finance Committee, on January 14, 2024, discussed and recommended selling Ladder 2 through Brindlee Mountain Fire Apparatus.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Wausau hereby approves selling Ladder 2 through Brindlee Mountain Fire Apparatus.

Approved:



Doug Diny, Mayor

PUBLIC HEALTH & SAFETY COMMITTEE

Date and Time: Monday, December 16, 2024, at 5:15 p.m., Council Chambers

Members Present: Lisa Rasmussen (C), Lou Larson (VC), Becky McElhaney, Carol Lukens

Members Excused: Sarah Watson

Others Present: Anne Jacobson, Mathew Barnes, Jeremy Kopp, Peter Fish, Tracy Durante

Noting the presence of a quorum Chairperson Rasmussen called the meeting to order at 5:15 p.m.

Discussion and possible action on sale of Wausau Fire Department Ladder 2 and potential replacement purchase.

Rasmussen questioned if the fire department had experience with other truck manufacturers under consideration for replacing ladder 2. It was stated the department did not have direct experience with the manufactures, but a particular company was more prevalent in the state. Rasmussen stated a preference for working with manufacturers with proven quality and experience. It was stated the committee was to decide the policy of selling the equipment and moving forward to having the Finance Committee decide on the purchase of a replacement.

Larson stated it would be difficult to sell equipment when the cause of a potential malfunction had not been determined. It was stated liability is limited as there would be full disclosure when selling the equipment. Larson stated approval of selling the equipment should liability not fall on the city.

McElhaney questioned what would happen should a further investigation determine the malfunction was caused by the equipment. It was stated the sale would have to be done in coordination to allow for an additional investigation.

Lukens stated the department needed equipment to replace this and the liability is a work compensation claim for the city and not a liability on the equipment itself from the city. Lukens stated the city will gain from the sale.

Rasmusen stated replacement equipment should be based on quality and experience as opposed to speculation on equipment that has not been tested in this climate before.

Motion by Lukens, seconded by Larson, to recommend to the Finance Committee to move forward with the sale of Ladder 2 and work with city staff to finance the amount and timing of the purchase. Motion carried 4-0.

JOINT FINANCE COMMITTEE AND HUMAN RESOURCES COMMITTEE

Date and Time: Tuesday, November 26, 2024 @ 5:15 P.M., Council Chambers

Finance Committee Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

Human Resources Committee Members Present: Becky McElhaney (C), Gary Gisselman, Michael Martens, Vicki Tierney

Human Resources Committee Members Excused: Terry Kilian (VC)

Others Present: Mayor Diny, MaryAnne Groat, Eric Lindmen, Jeremy Kopp, Matt Barnes

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 P.M.

Discussion and possible action on sale of Wausau Fire Department Ladder 2 and potential replacement purchase.

McElhaney stated concerns selling something that had liability and operations concerns and questioned if that puts the city at liability risk. It was stated there is no intention to not disclose the liability of the equipment.

Tierney stated concerns with the city selling something to another fire department when the city's fire department would not use it themselves. Tierney questioned if this would prompt the department to sell any equipment if it malfunctioned and lost the faith of the department members. Tierney stated it is not feasible to offload equipment every time there is a malfunction. It was stated the difference between those scenarios is the cause of this particular malfunction is still unknown.

McElhaney questioned when the equipment was purchased. It was stated this was purchased in 2021.

Tierney stated reservations with how recent the equipment was purchased and how soon it is being offloaded.

Martens questioned if this equipment would remain dormant at the station should it not be sold. It was stated the equipment may be used to a limited extent.

Gisselman questioned the litigation and if that had come before the Common Council and stated concerns selling the equipment while the litigation was ongoing. Gisselman stated a concern with putting the city's name on equipment being sold while under litigation.

Henke questioned how long it would be in between selling the equipment and purchasing new equipment and if there was a way to see if a more concrete purchase price of different equipment could be determined. It was stated that more work could be done to estimate the purchase price of different equipment. Henke stated a preference for the litigation to be discussed by the Public Health & Safety Committee before moving forward.

Martens stated a similar sentiment to Henke that the Finance Committee would be more comfortable moving forward after a discussion on litigation and different equipment costs and directed staff to move this item to the Public Health & Safety Committee for that further discussion.

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2025, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

Others Present: Eric Lindman, Jeremy Kopp, Anne Jacobson, Rick Rubow

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Discussion and possible action on sale of Wausau Fire Department Ladder 2 and budget modification for potential replacement.

Tierney questioned the age of the new replacement equipment. It was stated the replacement equipment was new. Tierney further questioned the different options for purchase and questioned the best option. It was stated the two options outlined were the best for meeting the needs of the department. Tierney questioned the selling price of the current equipment to be sold. It was stated this is a rare situation in which the equipment could be sold for more than it was purchased.

Martens questioned if the replacement equipment would be comparable to the current equipment. It was stated the new equipment options would meet the needs of the department. Martens questioned the next steps to facilitate the sale and purchases. It was stated the city would need to sell the current equipment to purchase the new equipment or purchase the new equipment and sell the current equipment to backfill that purchase.

Gisselman stated a preference for guaranteeing the sale of the current equipment prior to purchase of the new equipment to ensure the funding is available to make this budget neutral.

Martens stated agreement with Gisselman and noted that the current equipment is in high demand likely selling quickly. It was also questioned if this sale would be in line with the ordinances governing the sale of capital from the city. It was stated that this would be in line with ordinance.

Motion by Gisselman, seconded by Henke, to approve the sale of the fire apparatus through Brindlee Mountain Fire Apparatus. Motion carried 5-0.

25-0110 Joint Resolution from the Human Resources Committee and Finance Committee Approving amendment to the Employee Handbook Section 5.15.5 – Clothing and Equipment – Cold Weather Gear Reimbursement.

25-0111 Resolution from the Human Resources Committee Approving amendment to the Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities).

25-0112 Resolution from the Human Resources Committee Approving amendment to the Employee Handbook Section 5.15.7 – Clothing and Equipment – Safety Eyeglasses Reimbursement.

Yes Votes: 10 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASSED

24-1108 **01/28/2025**

Motion by Watson, seconded by Larson, to adopt the Joint Resolution of the Public Health & Safety Committee and Finance Committee Approving Sale of Wausau Fire Department Ladder 2.

Neal questioned if Ladder 2 was solely owned by the city of Wausau Fire Department and not currently being paid off and the timeline of the sale and purchase of a replacement. It was stated the city does own the current equipment and that the timeline would allow for the sale and purchase of a replacement to occur within a time frame that does not require more funds.

Yes Votes: 10 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASSED

24-1109A **01/28/2025**

Motion by Henke, seconded by Watson, to adopt the Joint Resolution from the Infrastructure and Facilities Committee Adopting a 2025 Budget Modification for the Repair and Reopening of 28th Avenue from Madonna Drive to West Wausau Avenue from June 2025 through April 2026.

Henke stated this came from residents as a petition and this was meant to go through the process so residents could be heard. Henke stated support.

Neal stated the issues with the road would not be known until the ground is unearthed and the full cost of reconstruction may be unknown. Neal stated opposition for the short-term fix and difficulty of reconstruction due to weather challenges.

Tierney stated this short-term fix could last an unknown period of time and stated the cost of reconstruction was not worth the fix. Tierney stated opposition.

Martens stated this is not a fiscally responsible move as it is not a money saving activity.

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

Yes Votes: 1 No Votes: 9 Abstain: 0 Not Voting: 1 Result: FAILED

Suspend the Rules **01/28/2025**

Motion by Neal, seconded by Tierney, to Suspend Rule 6(B) Filing and/or 12(A) Referral of Resolutions.



Wausau Fire Department

606 East Thomas Street
Wausau, WI 54403
Telephone (715) 261-7900
Fax (715) 261-7910



Doug Diny, Mayor

Jeremy Kopp, Fire Chief

Memo

To: Finance Committee and Common Council Members
From: Jeremy Kopp, Fire Chief
Date: 11/12/2024
Subject: Discussion of Sale of Wausau Fire Department Ladder 2 and Potential Replacement Purchase

Purpose:

This memo is to bring forward a discussion regarding the sale of Wausau Fire Department's Ladder 2, the involvement of Brindlee Mountain Fire Apparatus to facilitate the sale, and the potential purchase of a replacement vehicle to meet current operational standards.

Background:

Ladder 2, a critical piece of equipment in the Wausau Fire Department's fleet, has been involved in a significant legal matter following an injury to one of our firefighters in March 2024. Given the ongoing litigation associated with the vehicle, coupled with the need to maintain high standards of safety and operational effectiveness, I am recommending the sale of Ladder 2 and the acquisition of a replacement apparatus that meets our department's needs.

Brindlee Mountain Fire Apparatus, a reputable company specializing in the sale of fire equipment, has been identified as a potential partner in facilitating the sale of Ladder 2. Brindlee Mountain has extensive experience in brokering fire apparatus transactions and could assist us in securing a fair market price for the vehicle.

Key Considerations:

1. **Litigation Impact:** The ongoing legal matters associated with Ladder 2 have created operational and liability concerns. The sale of the vehicle would allow the department to resolve these issues and avoid further complications related to its continued use.



2. **Replacement Apparatus:** The Wausau Fire Department remains committed to providing high-quality service to the community. A replacement vehicle will be procured that meets the same operational standards as Ladder 2, ensuring no compromise to safety or response capabilities. We will ensure the replacement vehicle is compatible with the department's needs and meets all safety and regulatory requirements.
3. **Brindlee Mountain Fire Apparatus:** Partnering with Brindlee Mountain provides us access to a vast network of potential buyers and ensures the sale is conducted in a professional and efficient manner. Brindlee Mountain's track record of successful transactions and industry expertise will help us secure a reasonable price for Ladder 2.
4. **Financial Implications:** The sale of Ladder 2 will offset some of the cost of purchasing the replacement vehicle. Additionally, by removing a vehicle with potential legal and maintenance concerns from our fleet, we will reduce future liability and operational disruptions. The financial details will be outlined in future discussions as we move toward selecting a replacement apparatus.

Recommendation:

I recommend that the Finance Committee and Common Council approve the sale of Ladder 2 through Brindlee Mountain Fire Apparatus and authorize the Fire Department to move forward with securing a replacement vehicle that meets the same operational standards. This action will allow us to address ongoing litigation concerns, enhance operational safety, and continue to provide exceptional service to our community.

Next Steps:

- Discussion and feedback from the Finance Committee and Common Council.
- Review of potential sale terms with Brindlee Mountain Fire Apparatus.
- Selection of a replacement vehicle based on the Fire Department's specifications.
- Final approval and authorization for the sale and purchase transaction.

I look forward to discussing this matter further and welcome any questions or suggestions.



BRINDLEE MOUNTAIN FIRE APPARATUS
15410 Hwy 231 Union Grove AL 35175 • 256-776-7786

Listing and Marketing Commission Agreement

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of _____, 20____:

Apparatus: _____ (the "Apparatus")

Apparatus owned or exclusively offered for sale by: _____ ("Seller") If

Apparatus not owned by Seller, then owner of the Apparatus: _____ ("Owner")

List Price: The price at which the Apparatus will be listed shall be _____, or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and Seller holds Brindlee harmless and indemnifies Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price. The Commission shall be calculated as follows:

- The greater of 10% of the sales price or \$500 if the subject Apparatus is sold for less than \$150,000.00;
- 7% of the sales price if the subject Apparatus is sold for a price from \$150,000.00 to \$300,000.00; and
- 5% of the sales price if the subject Apparatus is sold for a price above \$300,000.00.

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price.

Either party may terminate this Agreement at any time by notifying the other party in writing. If any sale of the Apparatus takes place to a Referral previously referred by Brindlee within one year subsequent to termination of this Agreement, Seller shall pay the same Commission to Brindlee as would have been paid if this Agreement had not been terminated.

Seller agrees that Brindlee may list, market and sell other fire apparatus to prospective buyers who are interested in the Apparatus, including but not limited to fire apparatus owned by Brindlee.

This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere to strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigns by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Marshall County, Alabama.

Agreed to by:

Seller:

[insert seller name above]

By: _____
Name: _____
Title: _____
Date: _____

Brindlee:

BRINDLEE MOUNTAIN FIRE APPARATUS, LLC

By: _____
Name: _____
Title: _____
Date: _____

Revised 12/28/2022

Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808



Anne L. Jacobson
City Attorney

MEMORANDUM

TO: Mayor Doug Diny

Common Council Members

FROM: Anne Jacobson, City Attorney

RE: Request for legal opinion on potential sale of Ladder Truck 2

DATE: December 11, 2024

Background: On November 26, 2024, the Finance Committee took up the sale of Wausau Fire Department Ladder 2 and potential replacement purchase and discussed possible action, but took no action, instead referring the matter to Public Health and Safety and requesting both a legal opinion regarding the potential of Ladder Truck 2 and the potential purchase of a replacement truck.

Opinion:

In terms of "pending litigation," this is a worker's compensation claim, and benefits are being paid for lost time and medical expenses. On Tuesday, March 19, 2024, a City firefighter was injured in the deployment of the aerial ladder truck at the scene of a fire.

Wausau is self-insured for worker's compensation, so through the City's administrator for worker's compensation, Cities and Villages Mutual Insurance Company ("CVMIC"), Attorney Rick Ceman with Bascom, Budish & Ceman, S.C. is engaged to defend the City. The firefighter is individually represented.

At present, there are no disputes concerning the extent and nature of the employee's injuries, or type of treatment he is receiving. He has not reached the end of his healing period.

By law, the City has a right to recover from a third party, the worker's compensation benefits it has paid, if the third party is found liable for the injuries. The recovery is governed by a

statutory formula that divides the judgment or settlement from the third party between the injured firefighter and the City.

To date, no defect in the truck has been identified that was created by either the manufacturer of the truck (Sutphen) or the manufacturer of the hydraulic system (Kraft), as having caused the spontaneous retraction of the ladder.

On June 26, 2024, both manufacturers, their attorneys and independent experts, plus the attorney for the firefighter and her expert, conducted a day-long inspection of the truck and its ladder. Following that inspection, Sutphen agreed to pay for compliance testing by an independent company (Command Fire Apparatus). Following the testing, some repairs were necessary, but none of them explained what may have caused the spontaneous retraction. Sutphen made the necessary repairs.

Following Command's inspection, Wausau Fire Department hired Great Lakes to conduct another independent inspection. Different necessary repairs were identified, but again nothing that would explain the cause of the retraction.

Attorney Ceman offered the employee's attorney the opportunity to conduct more testing, but so far additional testing has not been requested.

At present, no entity or individual has identified a cause for the retraction on the date the firefighter was injured.

The City has a statutory right to recover the worker's compensation benefits it has paid, and may pay in the future, provided there is a defect in the truck or ladder mechanism that was manufactured by a third party and that defect caused the injuries to the firefighter. The City has the option of hiring its own expert to conclude either there exists a defect that caused the malfunction or it was an accident, or relying on the expert hired by the firefighter's attorney. A lawsuit against either Sutphen or Kraft, due to an identified defect, must be brought within 3 years of the date of the injury.

If it is determined that the accident was caused by operator error, there would be no recovery from either of the manufacturers, but this finding would have no impact on the worker's compensation claim. The employee is prohibited from suing the City for his injuries based upon operator error. His sole remedy is the worker's compensation claim.

The City should notice the employee's attorney of any potential sale of the truck, to allow her every opportunity to perform whatever testing or inspection she wants, before it leaves the City's possession.

Does the City want a hydraulic expert to give an opinion on whether there exists a defect which caused the injury, or does it want to rely on the expert hired by the firefighter's

attorney? The law allows the City to share in the recovery from a third-party based on the opinions of an expert hired by the firefighter's attorney.

Attorney Ceman has asked the attorney if she has an expert's opinion on the issue of defect, but she has not responded to his request.

Note that the employee filed a Notice of Injury, pursuant to s. 893.80, Wis. Stats. However, if the claim was denied, he could not sue the City because the workers compensation laws bar him from doing so. He is entitled only to worker's compensation benefits.

Within the context of a third party claim against the manufacturer(s), the case law says notice and opportunity to inspect must be given to avoid a claim of spoliation of evidence. The City has complied with this.

In short, he finds no legal impediment to the sale of the truck. This presumes factually accurate information is provided to the company listing the truck for sale.

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

RESOLUTION OF THE COMMON COUNCIL	
Approving sale of Wausau Fire Department Ladder Truck 2	
Committee Action:	None
Fiscal Impact:	\$1,050,000
File Number:	24-1108
Date Introduced:	March 11, 2025

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source</i>
	<i>One-time Costs:</i>	Yes ☐ No ☒	<i>Amount: \$1,050,000 added</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, Ladder Truck 2, a critical piece of equipment in the Wausau Fire Department's fleet, was involved in a significant legal matter following an injury to a firefighter in March of 2024; and

WHEREAS, given the need to maintain high standards of safety and operational effectiveness, it was recommended to sell Ladder Truck 2 and acquire a replacement apparatus that meets the Fire Department's needs; and

WHEREAS, your Common Council, on January 28, 2025, approved selling Ladder Truck 2 through Brindlee Mountain Fire Apparatus; and

WHEREAS, the Fire Department received an offer of \$1,050,000 for Ladder Truck 2 from a fire department in Connecticut which is over the original purchase price of \$998,347.68.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Wausau hereby approves selling Ladder Truck 2 for \$1,050,000 to a fire department in Connecticut and authorizes the proper city officials to execute all necessary documents for the sale.

Approved:

Doug Diny, Mayor

25-0305

03/11/2025

Motion by Lukens, seconded by Watson, to adopt the Resolution from the Common Council Approving Ethics Board Rule on Recusal.

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

Yes Votes: 9

No Votes: 1

Abstain: 0

Not Voting: 1

Result: PASSED

24-1108

03/11/2025

Without objection, this item was tabled by the request of the Mayor.

Public Comment & Suggestions

03/11/2025

1. Paula Meadows, 1302 Madison Street – Spoke in opposition to 25-0214.

Adjourn

03/11/2025

Motion by Lukens, second by Tierney, to adjourn the meeting. Motion carried. Meeting adjourned at 7:15 p.m.

Doug Diny, Mayor

Kaitlyn Bernarde, City Clerk



BRINDLEE MOUNTAIN FIRE APPARATUS
15410 Hwy, Union Grove, AL 35175 - (256) 776-7786

LISTING AND MARKETING COMMISSION AGREEMENT

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of 01/30/2025:

Apparatus: 2022 Sutphen SL 75' Aerial (the "Apparatus")

Apparatus owned or exclusively offered for sale by: Wausau FD - WI ("Seller")

List Price: The price at which the Apparatus will be listed shall be \$1,250,000, or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and Seller holds Brindlee harmless and indemnifies Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price. The Commission shall be calculated as follows:

10% of the sales price if the subject Apparatus is sold for less than \$200,001; and 7% of the sales price if the subject Apparatus is sold for a price from \$200,001 to \$350,000 and 5% of the sales price if the subject Apparatus is sold for a price above \$350,000

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price.

Either party may terminate this Agreement at any time by notifying the other party in writing. If any sale of the Apparatus takes place to a Referral previously referred by Brindlee within one year subsequent to termination of this Agreement, Seller shall pay the same Commission to Brindlee as would have been paid if this Agreement had not been terminated.

Seller agrees that Brindlee may list, market and sell other fire apparatus to prospective buyers who are interested in the Apparatus, including but not limited to fire apparatus owned by Brindlee.

This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned parties by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Marshall County, Alabama.

This agreement is valid for execution by:



Accept & Sign

Seller

Signature:

A circular stamp with the letter 'C' is placed over the signature line. The signature "Jeremy Kapp" is written in a cursive script over the line.

Date: 30-Jan-2025

Brindlee Mountain Fire Apparatus

Signature:

A circular stamp with the letter 'C' is placed over the signature line. The signature "Dave Caron" is written in a cursive script over the line.

Date: 30-Jan-2025

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Sale of Wausau Fire Department Ladder Truck 2.

Committee Action: Pending

Fiscal Impact: \$1,100,000

File Number: 24-1108

Date Introduced: June 24, 2025

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, Ladder Truck 2, a critical piece of equipment in the Wausau Fire Department’s fleet, was involved in a significant legal matter following an injury to a firefighter in March of 2024; and

WHEREAS, given the need to maintain high standards of safety and operational effectiveness, it was recommended to sell Ladder Truck 2 and acquire a replacement apparatus that meets the Fire Department’s needs; and

WHEREAS, your Common Council, on January 28, 2025, approved selling Ladder Truck 2 through Brindlee Mountain Fire Apparatus; and

WHEREAS, the Fire Department received an offer of \$1,100,000 for Ladder Truck 2 from the Warner Robins Fire Department in Georgia which is over the original purchase price of \$998,347.68; and

WHEREAS, your Finance Committee, on June 10, 2025, approved utilizing Ground Emergency Medical Transport (GEMT) funds in the amount of \$50,000 to cover a 5% sale price commission to Brindlee Mountain Fire Apparatus; and

WHEREAS, your Finance Committee, on June 24, 2025, discussed and approved the sale of Ladder Truck 2 to the Warner Robins Fire Department in Georgia.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Wausau hereby approves selling Ladder Truck 2 for \$1,100,000 to the Warner Robins Fire Department in Georgia and authorizes the proper city officials to execute all necessary documents for the sale, and submission of 5% of the sales price as a commission to Brindlee Mountain Fire Apparatus, within 10 days of the sale.

Approved:

Doug Diny, Mayor



Wausau Fire Department

606 East Thomas Street
Wausau, Wisconsin 54403
Telephone (715) 261-7900
Fax (715) 261-7910



Doug Diny, Mayor

Jeremy Kopp, Fire Chief

Jeremy Kopp

Fire Chief

Wausau Fire Department

6-6-2025

To: Finance Committee

Subject: Request for Approval to Purchase New Truck Pending Sale of Ladder 2 and Use of GEMT Funds

Dear Members of the Finance Committee,

I am writing to seek your approval to proceed with the purchase of a new fire truck, contingent upon the anticipated sale of Ladder 2, which is currently in its final stages and expected to be completed within the next few weeks for approximately \$1.1 million.

We have identified a suitable replacement truck priced at \$1,358,197.00. The vendor has offered a discount of \$70,175.00 if payment is made before the end of June, reducing the total cost to \$1,288,022.00. To cover the remaining balance of \$188,022.00 beyond the proceeds from the Ladder 2 sale, we propose utilizing 2023 GEMT (Ground Emergency Medical Transport) funds.

Additionally, we would like to request approval to use GEMT revenue to cover anticipated expenses from Brindlee Fire Apparatus, estimated at approximately \$50,000.00.

We believe this opportunity allows us to replace the truck promptly, addressing an urgent operational need, while also realizing cost savings that may not be available in the future. Acting quickly ensures we fill the existing gap in our fleet efficiently and economically.

Thank you for your consideration of this request. I am available to answer any questions or provide further details as needed.

Sincerely,

Jeremy Kopp

Fire Chief

715-261-7901



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

STAFF MEMO

TO: Mayor Diny
Common Council Members

FROM: Anne Jacobson, City Attorney

RE: Wausau Fire Department sale of Ladder Truck 2 and purchase of 75-foot ladder truck

DATE: June 18, 2025

Factual and Procedural Background

On November 26, 2024, at a joint meeting of the Finance Committee and Human Resources Committee, discussion focused on the potential sale of Ladder Truck 2 and the timing of a purchase of a replacement truck, and the potential impact of any pending legal claims on the sale of the equipment. The Chair directed staff to move this item to the Public Health and Safety Committee for discussion on any pending litigation and different equipment costs.

On December 16, 2024, the Public Health and Safety Committee recommended to the Finance Committee to move forward with the sale of Ladder Truck 2 and work with city staff to finance the amount and timing of the purchase [of a replacement truck].

On January 14, 2025, the Finance Committee discussed the sale of Ladder Truck 2 and a proposed budget modification for potential replacement. The Committee recommended to Council that the sale of the fire apparatus be handled through Brindlee Mountain Fire Apparatus. A Listing and Marketing Commission Agreement was executed with Brindlee Mountain Fire Apparatus. For any apparatus sold for a price above \$300,000, Brindlee will collect a commission of 5% of the sales price.

On January 28, 2025, the Council considered a Joint Resolution from the Public Health & Safety Committee and Finance Committee, and resolved to sell Ladder Truck 2 through Brindlee Mountain Fire Apparatus.

On March 11, 2025, a Resolution approving the sale of Ladder Truck 2 for \$1,050,000 to a fire department in Connecticut was removed from the agenda for consideration by the Council, upon being notified that the buyer had withdrawn their offer.

On June 10, 2025, the Finance Committee recommended:

- approval of the purchase of a 75-foot ladder truck from Reliant Fire Apparatus, Inc., for \$1,358,197, with a discount of \$70,175 if payment is made before June 30, 2025, reducing the total cost to \$1,288,022;
- approval of utilizing Ground Emergency Medical Transport (GEMT) funds to fund the balance of the purchase of a replacement truck, beyond the proceeds received from the sale of Ladder Truck 2; and
- approval of utilizing Ground emergency Medical transport (GEMT) funds in the amount of \$50,000 to pay the estimated commission to Brindlee Mountain Fire Apparatus upon the sale of Ladder Truck 2.

On June 24, 2025, the Finance Committee will consider approving the sale of Ladder Truck 2 to the Warner Robins, Georgia, Fire Department, as well as a budget modification not previously considered by Finance for the purchase of a ladder truck from Reliant Fire Apparatus, Inc.

Current Resolutions

Before you for your consideration on Tuesday, June 24, 2025, are two resolutions:

- 1) Approving the sale of Ladder Truck 2 to the Warner Robins Fire Department in Warner Robins, Georgia, for the offered price of \$1,100,000 and authorizing staff to execute documents necessary for the sale and submission of 5% of the sales price (\$55,000) to Brindlee Mountain Fire Apparatus within 10 days of the sale, for their commission; and
- 2) Approving the purchase of a 75-foot ladder truck from Reliant Fire Apparatus, Inc. for a reduced total cost (if paid before June 30, 2025) of \$1,288,022, with the application of the proceeds of the sale of Ladder Truck 2 and Ground Emergency Medical Transport funds and additional funds through a budget modification making up the difference. The purchase is contingent upon selling Ladder Truck 2.

Sale: \$1,100,000

Proceeds: \$1,100,000

Purchase: **\$1,288,022**

Expenditures	Sale Proceeds	\$1,100,000
	GEMT funds	\$ 238,022
	- Toward purchase:	\$188,022
	- Toward commission:	\$ 50,000

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Purchase of Ladder Truck for Wausau Fire Department and Related Budget Modification.

Committee Action: Pending

Fiscal Impact: \$1,288,022 with \$243,022 coming from GEMT funds for the purchase of the new ladder truck

File Number: 24-1109K

Date Introduced: June 24, 2025

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, Ladder Truck 2, a critical piece of equipment in the Wausau Fire Department's fleet, was involved in a significant legal matter following an injury to a firefighter in March of 2024; and

WHEREAS, given the need to maintain high standards of safety and operational effectiveness, it was recommended to sell Ladder Truck 2 and acquire a replacement apparatus that meets the Fire Department's needs; and

WHEREAS, your Finance Committee, on June 10, 2025, approved purchasing a 75-foot ladder truck from Reliant Fire Apparatus, Inc. for \$1,358,197 with a discount of \$70,175 if payment is made before June 30, 2025, reducing the total cost to \$1,288,022; and

WHEREAS, the proceeds from the sale of Ladder Truck 2 through Brinlee Mountain Fire Apparatus of \$1,100,000 will go toward the purchase of the new ladder truck, contingent upon a transfer of warranties, the replacement of the generator and the passing of a pump test and inspection, and leaving a balance of \$243,022; and

WHEREAS, your Finance Committee also approved utilizing Ground Emergency Medical Transport (GEMT) funds for the remaining balance.

WHEREAS, your Finance Committee, on June 24, 2025, considered and recommends the following budget modification

*Fund	*Cost Center	*Ledger Account/Summary	Debit Amount	Credit Amount	Memo
770 Motor Pool	53113 Motor Pool	49400:Gain/Loss Sales of Fixed Assets	\$0.00	\$1,100,000.00	Sale of Existing Truck
770 Motor Pool	53113 Motor Pool	60000:Capital Outlay	\$1,288,022.00	\$0.00	Purchase of Ladder Truck
770 Motor Pool	59999 Fund Transfers	49200:Transfer In from Other Funds	\$0.00	\$243,022.00	Transfer from General Fund GEMT revenues to fund transaction shortfall
770 Motor Pool	53113 Motor Pool	50250:Special Services	\$55,000.00	\$0.00	Brindle Fire Truck Commission

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau does hereby approve the purchase of a 75-foot ladder truck from Reliant Fire Apparatus, Inc. for \$1,358,197 minus the discount of \$70,175 for a total cost of \$1,288,022, and to utilize GEMT funds in the amount of \$243,022 for the purchase of the new ladder truck contingent upon the sale of Ladder Truck 2.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper city officials are hereby authorized to execute a budget modification for the purchase of a ladder truck.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau, that the proper City officials are hereby authorized and directed to modify the 2025 Budget as outlined above.

Doug Diny, Mayor

Request for Proposal (RFP)

Emergency Shelter Services for the City of Wausau

I. Purpose

The City of Wausau is seeking proposals for the **operation of an emergency shelter** that will provide **night shelter services 365 days per year** for unhoused individuals in the community. The selected provider will deliver safe, secure, and dignified shelter services while working collaboratively with other agencies to assist individuals in securing long-term housing solutions beginning on, about, or before January 1st, 2026.

II. Competition Intended

This RFP is **open to all qualified entities** with experience in emergency shelter operations. Proposals from organizations specializing in **targeted demographics**, such as women-only shelters, and from entities seeking to serve a portion of the overall number of unhoused individuals than sought by this RFP, are also welcome. Requester reserves the right to split the award amongst qualified proposers at its discretion.

III. Shelter Facility Requirements

The **ideal facility** should:

- **Accommodate up to 60 individuals** per night, with a surge capacity of **up to 75 individuals** during extreme weather conditions, or other circumstances demonstrating need.
- Ensure **separate sleeping areas** for men and women, with permanent walls and doors.
- Provide additional segregation based on **sobriety levels or other unique needs**, if feasible.
- Provide a **nutritious evening meal** for all shelter residents.

IV. Scope of Services

The selected provider must:

- Offer a **clean, safe, and sanitary shelter** for unhoused individuals in compliance with federal, state, and local regulations.
- Provide **services with dignity and respect**, recognizing the trauma and crisis experienced by unhoused individuals.
- Ensure a **fair and non-discriminatory admission process**, operating **365 days per year**, and agree to work to modify its admission process based upon request from the City of Wausau and Marathon County to meet requester's needs.
- Connect individuals with **case management and support services** to facilitate pathways to stability and services aimed at assisting individuals overcome barriers to locating and maintaining housing, including through the provision of access to the facility to case management professionals and other ancillary service providers.

- Maintain **data collection systems** in cooperation with the City of Wausau and Marathon County to track shelter utilization and demographics and provide updated data for analysis upon request.
- Implement **written health and safety procedures** for residents, staff, and visitors and use appropriate measures to accommodate users with mental health diagnoses and concerns, including separation from other populations as practicable.
- Establish a **secure intake process** to track service usage.
- Maintain **trained staff on-site at all hours of operation**.
- Work with the City of Wausau and Marathon County to establish **an accountability mechanism** to encourage participation in case management and supportive services (e.g., mental health treatment, substance abuse programs, job training) with the goal to transition individuals to longer term housing options as soon as possible.
- Implement, after consultation with the City of Wausau and Marathon County, a requirement for individuals receiving shelter services to participate in the performance of services required by the shelter provider, as practicable and appropriate, including assisting in meal service and cleaning services.
- Coordinate with the City of Wausau and Marathon County to develop and implement strategies to reduce the long-term need for shelter services.
- Work to develop a self-sufficiency goal for the provision of shelter services, with a target date of the end of 2026 to provide said services without financial assistance from the City of Wausau or Marathon County.

V. Financial Accountability & Budget

This agreement will be a fixed fee contract with monthly payments.

The selected provider must:

- Submit an **annual operating budget** detailing projected expenses, including specifically describing any indirect (e.g., overhead) expenses included in project expenses. The budget must also reference any external funding sources contributing to the project.
- Provide **regular financial reports** and **budget documentation** upon request and agree to submit monthly invoices detailing the specific costs incurred and services rendered. The specific form of the monthly invoices will be agreed to by the provider and the City of Wausau and Marathon County.
- Be reimbursed only for costs included in the approved fixed fee contract and for services rendered by provider as specifically detailed in the monthly invoices. Any costs exceeding the fixed fee contract amount will be the provider's responsibility.

VI. Proposal Submission Format

To enable the selection committee to fairly evaluate each proposal, interested providers must submit a proposal that includes:

1. Cover Letter

The respondent must submit a cover letter signed by an authorized representative of the entity committing the respondent to provide the services as described in this RFP.

2. Statement of Understanding of Services to Be Provided

The respondent must provide a statement that explains its understanding of the City of Wausau's and Marathon County's needs and objectives and how its proposal would address them. The statement must:

- o Describe how shelter services will be delivered, including explaining specific hours of operation, shelter monitoring plans, and aspects of service provision referenced in section III and IV of this RFP.
- o Outline collaboration plans with other service providers.
- o Explain how individuals will be prepared for future housing opportunities.
- o Detail how existing programs and services will be integrated.
- o Describe how diverse populations and cultural differences will be managed.

3. Credentials and Experience

The respondent must provide the following:

- o Detail past experience operating **shelters and homeless services**.
- o Organization Profile Information, including the identification of key personnel, a full staffing plan, and respective salary ranges for positions referenced in the staffing plan.

4. References

The respondent must provide three (3) references (entity name, contact name, phone number, nature of service provision, and dates of service provision). References should be for entities/municipalities for which services similar to those sought by this RFP were delivered.

VII. Evaluation Criteria (Scoring System)

- o **Understanding of the services to be provided** – 25 points
- o **Credentials and related experience** – 20 points
- o **Suitability of proposed strategies and satisfaction of RFP terms** – 35 points
- o **Cost of services** – 20 points

VIII. Proposal Review Process

- o A **Proposal Evaluation Committee** of City and County staff will review all submissions.
- o The committee may request **clarifications or interviews** with selected providers.
- o Final selection will be based on the **highest-scoring proposal** that meets the City's needs.

IX. Submission Process and Deadline

Number of Copies

The Respondent must submit five (5) copies of the proposal in a single, sealed envelope or package to:

City of Wausau Police Department
Attn: Emergency Shelter Services
515 Grand Avenue
Wausau, Wisconsin 54403

A. Closing Date

The closing date for the receipt of all proposals is **May 30th, 2025 at 4:00 PM.** All sealed proposals will be opened by the City of Wausau Board of Public Works the week of **June 2nd at Wausau City Hall. 407 Grant Street.**

B. Proposals

Proposals may be mailed or hand delivered. Proposals received after **4:00 PM on May 30th, 2025 at 4:00 PM** will not be accepted and will be returned to the Respondent. Actual receipt is required. Deposit in the mail is not sufficient. There will be no exceptions allowed.

X. Cancellation

The Purchaser reserves the right to cancel this solicitation; any or all proposals may be accepted, modified or rejected in whole or in part, and the City of Wausau and Marathon County further reserve the right to accept the proposal most advantageous to the Purchaser.

XI. Proposals Content/Contractual Obligations

All aspects of the proposal from a successful Respondent will become a contractual obligation. The Purchaser reserves the right to negotiate the award amount and budget items with the selected Respondent prior to entering into a contract.

The contract may be modified only by written amendment duly executed by all parties. Justifiable modifications may be made in the course of the contract only through prior consultations with and written approval from the Purchaser. Failure of the successful Respondent to accept these obligations in the contractual agreement may result in cancellation of the contract.

XII. Clarifications and /or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be submitted to:

Matthew Barnes, Wausau Police Chief
Ph: 715-261-7807
Email: matthew.barnes@wausauwi.gov

Written questions must be submitted prior to 4 p.m. on Friday, May 30th, 2025.

Responses to questions received from Respondents will be posted to the City of Wausau website, About Wausau, Requests for Proposals at www.wausauwi.gov on Friday, May 30th, 2025.

XIII. Award Procedure

The Purchaser is the final approval authority for awarding contracts.

The Purchaser reserves the right to reject any or all proposals, any part of a given proposal and to negotiate the award amount, authorized budget line items and specific programmatic goals with the selected Respondents prior to entering into a contract.

XIV. Proprietary Rights

The Request for Proposals and all responses thereto shall become public record after the award of the contract.

XV. Notification of Approval or Non-Approval

Each Respondent whose proposal is reviewed by the Purchaser shall receive notice of the determination of the funding or non-funding of the proposed project

Each Respondent whose proposal was not funded shall be given the opportunity to discuss with the staff of the Purchaser the reason for non-funding or may write the Purchaser requesting the reasons for their decision.

XVI. Appeal Process

All appeals must be made in writing pursuant to the City of Wausau Procurement Code, and all appeals must fully identify any contested issues. Subjective interpretations by the Purchaser are not subject to protest or appeal.

Written notice of appeal must be postmarked or received by the Purchaser Director within five (5) business days after the notice of award, unless a different period is provided for by the Purchasers Procurement Code, in which case the notice required by the Procurement Code would control.



April 30, 2025

Chief Matthew Barnes
Wausau Police Department
515 Grand Ave.
Wausau, WI 54403

Chief Barnes,

Bridge Street Mission would like to collaborate with the City of Wausau and Marathon County to address the need for 365-night shelter services with the goal of moving people out of homelessness.

Most rescue missions around the country provide emergency shelter services and it has been our intent to provide this service at some point in the future. With the urgent need that exists currently; we are willing to do this sooner than later if resources can be made available and we can maintain the integrity of our organization.

Our new location at 325 N 1st Ave. (after renovations are complete) has the capacity to accommodate the current need as well as provide proximity to our existing day center, meal service and recovery programming, all on one campus. I believe we share the philosophy of going beyond meeting basic needs to meaningful engagement that encourages and equips individuals to transition into longer term housing options.

Enclosed is our proposal in response to the Request for Proposal to offer Emergency Shelter Services as well as a budget and initial concept of shelter layout. Thank you for your consideration.

Sincerely,

Craig Vincent
Executive Director

Emergency Shelter at Bridge Street Mission

Organizational Profile

Bridge Street Mission (BSM) was founded in 2016 by a family that began doing Grill Outs in the Gazebo area under the Scott St. Bridge for the unhoused community. From those initial relationships, BSM has grown to include a day center and meal service that serves 90-130 people a day as well as a recovery and reentry program for 32 men. With its recent relocation to the former Pied Piper Plaza at 325 N. 1st Ave., BSM is in the process of improving the recovery and reentry programming for men, expanding day center & meal service capacity from 48 to 120 and adding much needed residential recovery and reentry programming for women. In addition, BSM now has the space to host an emergency shelter adjacent and in collaboration with its day center and recovery centers.

Bridge Street Mission believes that the demonstration of love opens the door to hope and transformation for even the most wounded person. Our desire is to meet people in crisis and move them toward success. In 2024, our Outreach Center served over 34,000 meals and identified 454 clients in housing crisis. Through the staff and volunteer team 275 referrals were made to other organizations and 90 were placed into better situations. Our Men's Recovery Center provided 7,500 days of 24/7 shelter, graduated 7 men from the recovery program and saw 13 move out successfully.

Although locally governed, Bridge Street Mission is a member of the Citygate Network, which is an association of over 300 rescue missions around the country. <https://www.citygatenetwork.org/> While missions and ministries in membership with Citygate Network incorporate the core tenets of Christianity in all aspect of their work, they are open to people of every faith or no faith. They are committed to see individuals and families have their lives and relationships restored through the life-transforming power of the gospel, and to be reengaged in meaningful ways with society. Rescue missions have been offering radical hospitality to those dealing with hunger, homelessness, abuse and addiction since the late 1800s. The rescue mission movement has been one of the most successful models of not just meeting the needs of the unhoused community but moving people out of homelessness and back into being healthy contributors to society.

Bridge Street Mission is locally supported by over 1,000 financial donors including individuals, businesses, churches and foundations. Through ongoing donor acquisition, BSM has grown from 49 donors in 2019 to 1,094 donors in 2024 increasing our operating income by 250%. In 2024, 177 volunteers provided over 10,000 volunteer hours. BSM also received in-kind material gifts of food, bedding and toiletry items valued at over \$350,000 in support of its outreaches.

- Have separate sleeping rooms using cots for men (40) and women (20) with additional rooms for special circumstances. Special circumstances could include..
 - Illness
 - Gender transition
 - Mental health needs impacting ability to be in dormitory
 - Intoxication level
 - Conflict
- Additional cots would be ready for overflow needs expanding capacity to 75.
- Offer a reserved cot for up to 60 days as long as guest is on time and remains in good standing. Days could be extended if there is an upcoming placement pending.
- Have individual gender-neutral restrooms/showers
- Be a part of a non-smoking campus except for designated smoking court
- Securely store belongings in bins outside of sleeping areas
- Include laundry facilities
- Not allow guests to be on campus if not in shelter or adjacent day center
- Track utilization and demographics for internal and external reporting
- Be monitored by paid staff or qualified volunteer whenever guests are on site. In addition, shelter will be monitored by campus security system with back up from BSM personnel in recovery centers.
- Have no tolerance for illegal, destructive or dangerous activities. Preventative police presence would be requested and BSM would fully cooperate with investigations.
- Use day center and commercial kitchen to provide evening meal and continental breakfast utilizing volunteer groups, culinary art residents or BSM staff
- Work in concert with adjacent day center open from 9:00 AM – 5:00 PM. BSM's Outreach Center provides...
 - Indoor location for guests to be out of the elements
 - Alternative to being downtown outside of businesses or in public buildings
 - Hot nutritious lunches
 - Healthy connections with other people
 - Encouragement, prayer and spiritual counsel offered to those seeking it
 - Wholesome activities
 - Seasonal Events (Easter, Thanksgiving, Christmas, Summer Grill Outs)
 - Access to BSM's Community Navigator to assist individuals connect to resources (both internal and external) to ultimately lead them to long-term housing solutions
 - Space for other community organizations to interact with day center guests

References

	Entity	Contact	Phone	Service	Dates
1	Marathon County Jail	Ronda Zastrow	715-261-1790	Placements into Recovery & Reentry Programming	2021-2025
2	State of Wisconsin Department of Corrections Probation & Parole	Brent Weiland	715-261-1625	Placements into Recovery & Reentry Programming	2021-2025
3	Wausau Police Department	Tracy Durante	715-348-5527	Community on Call	2024-2025

Personnel

Incremental Cost Promotion of existing staff to Homeless Services Director	\$14,560.00
40 X 52 @ \$7 an hour	
Emergency Shelter Manager	\$45,760.00
40 X 52 @ \$22 an hour	
16 hours of Shelter Guest Care staffing	\$93,184.00
16 X 7 X 52 @ \$16 an hour	
Additional Kitchen staff	
20 X 52 @ \$16 an hour	\$16,640.00
	\$170,144.00
Payroll Taxes (146848 X .0735)	\$12,505.58
Benefits (146848 X .02)	\$3,402.88
	\$186,052.46

Services

Snow Plowing	\$3,000.00
Cleaning	\$8,000.00
	\$11,000.00

Utilities

WPS	\$12,000.00
Water	\$4,000.00
	\$16,000.00

Insurance

Additional Insurance	\$2,500.00
	\$2,500.00

Facilities

Janitorial Supplies	\$3,000.00
Laundry Supplies	\$3,000.00
Thermal Remediation	\$2,000.00
Trash Removal	\$2,500.00
Maintenance & Repairs	\$5,000.00
	\$15,500.00

Office Expense

Computers, Printing & Copying	\$1,500.00
Office Supplies	\$750.00
Telephone/Internet	\$2,000.00
	\$4,250.00

BRIDGE STREET MISSION SHELTER REMODELING 3-18-25

