



OFFICIAL NOTICE AND AGENDA - AMENDED

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

ADDENDUM #2

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Tuesday, July 13, 2021 at 5:45 PM**
Location: **City Hall (407 Grant Street) - Council Chambers**
Members: Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson

AGENDA ITEMS

- 1 Minutes of the previous meeting(s): (6/15/21)
- 2 Discussion and possible action regarding budget modification facility engineering services
- 3 Discussion and possible action regarding budget modification hot mix
- 4 *Discussion and possible action on amendment for storage space of Stone Mill historic saw mill structure with Andy Johnson
- 5 Discussion and possible action regarding budget modification - election budget to purchase Badger Books
- 6 Discussion and possible action regarding budget modification to fund the acquisition of up to 4 used buses for a total not to exceed \$16,000

- 7 *Discussion and possible action on 2021 budget modification for additional environmental testing at 1300 Cleveland Avenue

Adjourn

Lisa Rasmussen, Chairperson

**Item going directly to Council following Finance Committee*

This meeting is being held in person and via teleconference. All public participants' phones will be muted during the meeting. Members of the media and the public may attend in person or by calling **1-408-418-9388**. **The Access Code is: 1461 36 2562**

Password: suRNFPdU566

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail mary.goede@ci.wausau.wi.us with "Finance Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 7/12/21 at 9:30 AM

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

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

FINANCE COMMITTEE

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

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

Others Present: Maryanne Groat, Anne Jacobson, Ben Bliven, Eric Lindman, Katie Rosenberg, Jamie Polley, Leslie Kremer, Robert Barteck, Greg Seubert

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

Minutes of the previous meeting(s). (5/25/21 and 6/1/21)

Motion by Watson, second by Herbst to approve the minutes of previous meetings. Motion carried 5-0.

Discussion and possible action regarding Transit Capital Technology Projects

Rasmussen explained the memo in packet from Greg Seubert. In 2020, Cares Acts Funds were used to reduce the impact on the Municipal Budget for Transit.

Seubert stated the use of Cares Funds that diminished the levy last year. There have been obstacles in finding funding sources for the various technology projects that are needed. Metro Ride is not currently part of the City's funding for replacement of computers. They rely on separate sources for funding computer replacement which is a routine purchase.

Rasmussen questioned why Metro Ride is not part of the computer replacement program through IT. Seubert stated they had access to Capital funds for years which covered the prior costs. In the last cycle, the City paid for the computers to be replaced. Groat and Rasmussen discussed that going forward Transit could get into the City's computer replacement program.

Rasmussen explained that when departments have multiple smaller requests for funding they could pool them all into 1 CIP request, and the CIP process is not starting until July.

Seubert stated that there is an urgency of getting the phone system updated and that the computer replacement was already in the process. Groat said that Transit could go back on to the PC replacement fund and there is sufficient balance that it could be absorbed.

Rasmussen explained the importance of the phone, fueling, video systems, and door control lock, which could all be a CIP request. Seubert stated some of the items are already on the IT Department's schedule, and they were waiting for funding. Rasmussen and Ryan discussed that the fueling system, video, and door control updates are going back to Transit Committee for CIP request.

Motion by Herbst, second by Ryan to approve that the levy funds will cover the phone system and the computer replacement will be sourced from the City's equipment replacement fund. Motion carried 5-0

Discussion and possible action on Waiver of Right of First Refusal at 7120 Stewart Avenue from Toenjes Properties, LLC to Kingspan Light & Air LLC

Rasmussen stated that anytime land changes hands in the business campus, there is a caveat to allow the City to reclaim those parcels. Operations will remain the same, there is only a change of ownership.

Motion by Martens, second by Watson, to approve the Waiver of Right of First Refusal at 7120 Stewart Avenue from Toenjes Properties, LLC to Kingspan Light & Air LLC. Motion carries 5-0

Discussion and possible action regarding Tourism Entity Agreement between the City of Wausau, Room Tax Commission and Wausau Central Wisconsin Convention & Visitors Bureau, INC

Rasmussen stated that over the last year there have been many discussions regarding the contract with the CVB. Within the mediation and negotiations between the City, CVB and Room Tax Commission, they may be able to rebuild the relationship with them.

The Mayor spoke regarding the new contract and explained that every year the contract will be reviewed.

Motion by Herbst, second by Martens to approve the Tourism Entity Agreement between the City of Wausau, Room Tax Commission and Wausau Central Wisconsin Convention & Visitors Bureau, Inc. Motion carried 5-0

Discussion and possible action regarding the renewal of the Enterprise vehicle lease contract

Mark Hanson gave background on the management of the vehicle fleet and the positive aspects of leasing city vehicles both in financial and maintenance aspects. Hanson recommended renewing the Enterprise vehicle lease contract, which would amount to \$295,553 each year for the next 5 years. To hear the full report please follow this link: https://www.youtube.com/watch?v=R_gC0VJbeq4

Rasmussen questioned whether we should put out an RFP for a maintenance contract to make sure we are receiving the best pricing. Hanson stated that Sourcewell evaluated 5 companies who submitted bids to them and Sourcewell ranked Enterprise #1. Hanson stated in 2016 there was an RFP done. Groat suggested having Mercury review the Sourcewell materials.

Hanson stated the vehicle leasing is done in a year by year basis for each vehicle and there are 6 vehicles that are coming due soon. There is an agreement for each vehicle that is leased because they have their own separate costs.

Motion by Ryan, second by Herbst to approve the continuing of the Enterprise vehicle lease contingent on review by Mercury. Motion carried 5-0

Discussion and possible action regarding sale proceeds for Fire Station

Groat spoke in regards to Mercury's study and its recommendations. In 2015 the Fire Dept. was added into the Motor Pool and they are billed about \$325,000 a year. That portion of the Motor Pool is used to recover fuel and maintenance, as well as costs associated with replacement, but that hasn't allowed any build up for the large apparatuses. The net proceeds of the Fire Station was just shy of \$141,000. Groats' recommendation was to place the proceeds in the Motor Pool fund to help finance the large apparatus replacements.

Motion by Herbst, second by Watson to allocate the proceeds of the Fire Station sale to the Motor Pool fund. Motion carried 5-0

Discussion and possible action regarding Reimbursement Resolution for Fire Truck 2021A Debt

Groat explained the options available to the City to help offset the purchases of the 2 fire trucks. Groat stated that the best option in her opinion is to reimburse ourselves for the cost of the fire truck. Groat stated that our Bond counsel has reviewed this strategy and there aren't any concerns.

Motion by Martens, second by Herbst to designate debt proceeds to cover the cost of the 2 Fire Engines. Motion carried 5-0

Discussion and possible action regarding budget modification Metro Ride Fund

Rasmussen and Groat explained that the budget modification for Metro Ride's fund would have to be in the amount of \$20,000 for the phone system replacement.

Motion by Ryan, second by Martens to modify the budget to replace the phone system. Motion carried 5-0.

Discussion and possible action March 2021 General Fund Financial Report

Emily Ley explained our revenues are up 3% from this point last year. In general our revenues are lagging behind due to Covid. Expectations are that as everything is opening up, revenues will return. Expenses are down 3% from this point last year. We are 25% through the year, and all departments are on budget. The report was placed on file.

Discussion and possible action on contract for Regional Hazardous Materials Response Team Services with the State of Wisconsin

Rasmussen explained that Wausau has been the only regional HAZMAT team and the importance of it being in Wausau.

Chief Barteck spoke regarding HAZMAT being a significant source of revenue for the department. He explained how revenue from the State is used and the importance of having the program in Wausau.

Motion by Herbst, second by Watson to approve the contract for Regional Hazardous Materials Response Team Services with the State of Wisconsin. Motion carried 5-0

Adjourn

Motion by Watson, second by Martens to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 6:07 p.m.

DRAFT

TRANSFER OF FUNDS/CHANGE OF PURPOSE REQUEST FORM

Requested: Eric Lindman

Dept: Public Works & Utilities

Date: _____

Reviewed by Finance:

Date: _____

Reviewed by Mayor: _____

Date:

Transfer Explanation and Justification:

Transfer funds to complete engineering services related to layout and feasibility of a new Facility Maintenance Shop. The shop layout will be revised based on the Fleet Study and recommendations provided by Mercury & Assoc. The proposed new layouts and initial designs will be used to better estimate the total cost of the proposed project and provide information to staff for the total space required to have a fully functional facility.

[illegible]

COMMENTS:

Fin. Committee Approval ☐ Denial ☐ Date: _____ Council Approval ☐ Denial ☐ Date: _____

Submit three copies of form to Finance Department - Upon Council Action:

1 - Council File

2 - Department

3 - Finance Department



June 5, 2021

Mr. Eric Lindman
Public Works Director
City of Wausau
400 Myron Street
Wausau WI 54401

**RE: PUBLIC WORKS MYRON ST. REPAIR GARAGE ALTERNATE SITE CONCEPTS
Architectural Services Amendment 3**

Dear Eric,

In following with our original design services Agreement for the expansion of the Myron Street Garage, Barrientos Design & Consulting, Inc. is pleased to present this amendment for architectural planning services. This Amendment 3 will create conceptual site and building plans along with cost estimates for relocating the Repair Garage onto additional parcels of land on Myron Street, and for a stand-alone facility on Cleveland Avenue.

BACKGROUND

Barrientos Design completed a Conceptual Design of the Fleet Repair Garage in June 2020. The layout recommended a phased development of building out a new Repair Garage that over three phases, creates one unified DPW service facility. The Repair Garage component had 10 service bays, one welding bay and various support functions for the technicians. This layout was predicated on the approach that crew and administration functions would be centralized with the rest of the Public Works crews and in adjacent building.

In April 2021, the City of Wausau completed a Fleet Management study recommending a series of operational and facility changes that impact the 2020 design. Operationally, the study recommended a separate Fleet Management Division along with additional staff including, technicians, analysts and parts specialists. Other room layout changes were recommended as well, and these will involve revising the approach taken to date.

This separate Division approach presses for a separate building approach as well so Fleet can conduct their activities per best industry practices and service all City motor pool needs.

Specific building program changes recommended by the study include:

1. Increase maintenance bays from 10 to 12
2. Add a machine shop area

3. Increase shop support areas
4. Add Fleet crew amenities
5. Add Fleet administrative offices
6. Add conference and reception area
7. Add heavy duty and a light duty truck wash bays: one automated and one manual wash

In following with this study, City staff now want to explore two new layout approaches to the Fleet Management facility. These are as follows:

1. At the current site, purchase an additional four parcels along Myron Street and create a fully detached Fleet Maintenance facility. In addition, provide a layout for additional cold storage for DPW. Cold storage buildings would be added for DPW equipment storage within the existing Yard.
2. Develop a new stand-alone Fleet Maintenance facility at Cleveland Avenue on the entire parcel. This site has 6.9 acres with direct access to a main arterial and has compatible zoning/land uses.

SCOPE OF WORK

Barrientos Design will provide architectural planning services for the development of two alternate planning schemes as described above. Specific tasks and deliverables to be performed by Barrientos Design include:

1. Review consultant's Fleet Management study for impact on the building program. Identify facility program changes and assess their impact on the layout and size of the building.
2. Meet with City staff to review the past building program, concept plans and the Fleet study for impact on a revised building program. Gather input on ideas for floor plan changes.
3. Update the room tabulation and program narrative and create a new the basis of design for the Repair Garage.
1. Gather site data on the two sites. Using GIS data, develop a site base map for planning purposes. Document data on parcels, topography, roadways, existing and surrounding buildings, floodplains, zoning and general features.
2. Data on utility lines will be gathered from City GIS staff and incorporated into our base site plans.
3. Taking the updated facility, create new Repair Garage building and site layouts at the two sites. Up to three alternate layout diagrams will be developed for each location.
 - a. At Myron Street, create diagram site layout of the remaining DPW facilities and how additional cold storage buildings can be added. Expansion and renovation of the existing DPW Garage is not included in this scope.

- b. At the Cleveland Avenue site, create a stand-alone Fleet Maintenance facility including the main Repair Garage, related cold storage and Yard facilities.
 - c. Explore the relocation of the Fueling Station and Truck Wash to Cleveland on the impact on staffing, regulatory compliance and fleet access.
 4. Review alternates with City staff and assess their features and benefits. On the plans, documents these features:
 - a. Area for the building footprints and vehicle circulation
 - b. Room sizes and major equipment layout.
 - c. Operational efficiencies: relationships, adjacencies, circulation, clearances, equipment access.
 - d. Site layout circulation, storage.
 - e. Grading, stormwater and flood plain approach
 - f. Utility improvements required
 - g. Roadway access and capacity
 - h. Soils and history of property usages and construction
 - i. Zoning conformance
 - j. Surrounding land use impact
 - k. Economic and community development impact
 5. Select one alternate for each site and advance this to a concept design level.
 6. Create concept planning documents at each location. Documents will include:
 - a. Area site plans, aerials, contour plans
 - b. Floor plans
 - c. Site Plans
 - d. Construction Phasing Plans
 - e. Description of building assembly and construction
 - f. Cost Estimates
 - g. Narrative assessing the features and benefits of each plan approach.
 7. Submit draft Conceptual Design package to the City with the above assessment documented in a report format.
 8. Conduct a final review session with City staff and make any required report edits.
 9. Submit final Conceptual Design package to the City in a report format. Provide pdf's of the document.
 10. Prepare a PowerPoint presentation and conduct a presentation summarizing the Concept Design scope, approach, findings, design alternatives, recommended approach, construction costs and development schedules.

SCHEDULE

Barrientos Design will conduct the above work over an eight-week period.

FEE



Barrientos Design proposes to provide this Amendment 2 for a lump-sum fee of \$24,829. Reimbursables will include travel to the site.

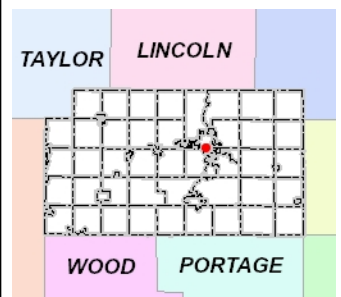
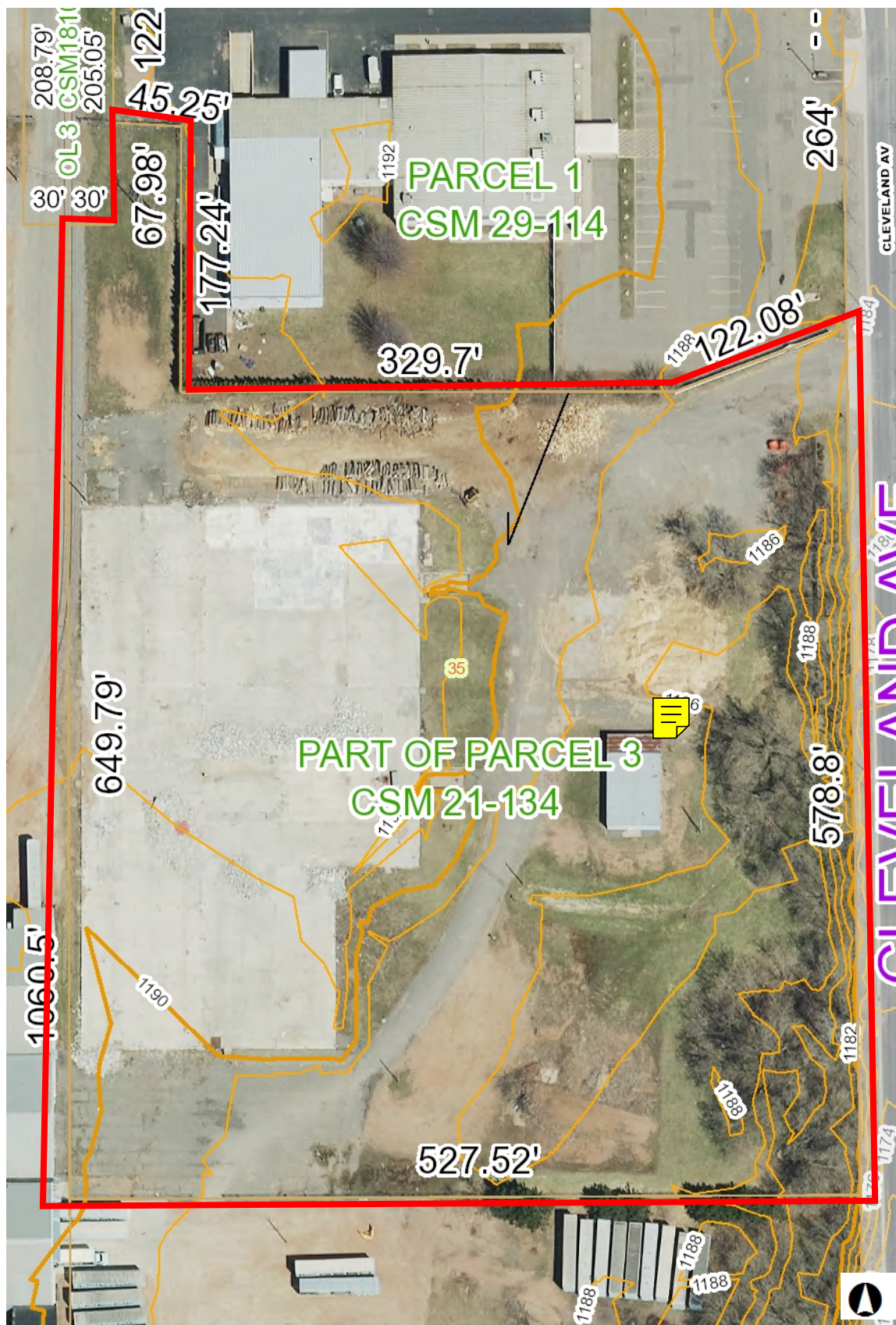
We look forward to advancing this project effort to explore these two viable site options.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

A handwritten signature in black ink that reads 'Norman Barrientos'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Norman Barrientos, AIA, LEED AP
President



Legend

- Road Names
-  Parcels
-  Parcel Lot Lines
- Land Hooks
-  Section Lines/Numbers
-  Right Of Ways
- Named Places
-  Municipalities
- 2ft Contour Labels
- County-wide 2ft Contours (2012)
 -  Index
 -  Intermediate
-  Lake-Ponds
-  DNR Wetland Points
-  DNR Wetland Areas
- 2020 Orthos Countywide
 -  Red: Band_1
 -  Green: Band_2
 -  Blue: Band_3

Notes

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

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NAD 1983 HARN WISCRS Marathon County Feet

THIS MAP IS NOT TO BE USED FOR NAVIGATION

TRANSFER OF FUNDS/CHANGE OF PURPOSE REQUEST FORM

Requested: Eric Lindman

Dept: Public Works & Utilities

Date:

Reviewed by Finance:

Date:

Reviewed by Mayor:

Date:

Transfer Explanation and Justification:

Transfer funds from seal coat budget to hot mix budget. Seal coating bid came in under budget and utilizing the remaining budgeted amount for hot mix and paving will allow crews to make more permanent repairs of streets. This will leave some funds in the seal coat budget for crack sealing this year.

Completing in-house pavement repairs through paving has been a priority focus and we have been contracting out the crack sealing as the private sector is more efficient and has better equipment to complete the work than we currently have within the fleet. We are planning to continue to increase our Hot Mix budget annually to complete more long term pavement repairs.

[illegible]

COMMENTS:

Fin. Committee Approval ☐ Denial ☐ Date: _____ Council Approval ☐ Denial ☐ Date: _____

Submit three copies of form to Finance Department - Upon Council Action:

1 - Council File

2 - Department

3 - Finance Department

RESOLUTION OF THE FINANCE COMMITTEE

Approving Amendment for storage space for Stone Mill historic saw mill structure with Andy Johnson

Committee Action: Pending

Fiscal Impact: \$183.33 per month

File Number: 12-1017

Date Introduced: July 13, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: 110-17092470</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount: \$2,200 for 2021</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 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, an agreement was entered into on January 17, 2013 with Andy Johnson for the storage of the Stone Mill historic saw mill structure which was dismantled and stored on Mr. Johnson's property for a period of up to five years; and

WHEREAS, the City approved an amendment to the agreement extending the term for storage through June 30, 2021; and

WHEREAS, the City does not yet have a location to reconstruct the mill and wishes to enter into an Amendment on a month to month basis; and

WHEREAS, your Finance Committee, at their July 13, 2021 meeting, discussed and recommends the amendment to extend the period of storage on a month to month basis.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wauau that the proper city officials are hereby authorized to execute an amendment to the original agreement with Andy Johnson for storage of the Stone Mill historic saw mill, extending the period of storage on a month to month basis.

Approved:

Katie Rosenberg, Mayor

THIRD AMENDMENT TO AGREEMENT FOR STORAGE SPACE

THIS AMENDMENT to the Agreement for Storage Space between the City of Wausau, (“CITY”) and Andy Johnson (LESSOR”), dated January 17, 2013, is hereby made this ____ day of July, 2021.

WITNESSETH:

2. The Lessor hereby grants use of the building for indoor storage to the City on a month to month basis.

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

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

In the Presence of

CITY OF WAUSAU BY:

Katie Rosenberg, Mayor

Leslie M. Kremer, Clerk

LESSOR BY:

Andy Johnson



Leslie M. Kremer, City Clerk

Mary Goede, Deputy Clerk

Office: 715-261-6620

Fax: 715-261-6626

Office of the City Clerk

To: City of Wausau Finance Committee

From: Leslie Kremer, City Clerk

Date: July 7, 2021

Subject: Funding request of up to \$15,000 for Election related purchase: Badger Books Electronic Poll Book

Greetings Finance Committee.

The 2022 election cycle will be starting in approximately 6 months. 2022 brings the potential for 4 elections, with the November, 2022 election likely having a large turnout as voters will be determining the Governor's race. As you know, the 2020 election season forced us to continually review and adjust our election administration processes and contingency plans as we faced an ongoing pandemic that no one could have prepared for. As we look ahead to the 2022 elections, it is my opinion that the City of Wausau would benefit tremendously by upgrading to an Electronic Poll Book (Badger Books) system, which is secure and approved and administered through the Wisconsin Elections Commission. Not only would Badger Books allow us to administer elections more efficiently and at a reduced cost, it would also assist us better in our contingency planning should circumstances out of our control result in similar challenges we saw due to the pandemic during 2020.

The City of Wausau had an opportunity to purchase a few Badger Books at a reduced price from the Village of Weston late last year and we plan to utilize them in 2022 to manage our Central Count of Absentee Ballots and at one of our polling sites. We would like to upgrade at least 1 or 2 additional poll sites to Badger Books at the same time, with the goal of having all poll sites upgraded to Badger Books by the end of 2023. The cost of the Badger Book is \$2000.00/unit. I am requesting funding in the amount of up to \$15,000 to purchase 7 Badger Books. With the purchase of these 7 additional Badger Books, we would be able to potentially upgrade 3 poll sites along with Central Count beginning with the February, 2022 Primary.

On the handout that accompanies this memo, I have put together some information on what the Badger Book is and the most significant benefits the City of Wausau would gain from upgrading.

Thank you for considering this request.

HANDOUT ON BADGER BOOKS AND BENEFITS TO THE CITY OF WAUSAU

What is Badger Book? (Taken from Wisconsin Elections Commission website)

In 2017, Wisconsin Elections Commission staff developed an electronic poll book system to be used in polling places in Wisconsin on Election Day. The "Badger Book" is electronic poll book software that is specific to Wisconsin elections practices and statutes. The Badger Book is the only electronic poll book software created with direct WisVote integration. Badger Books within each polling place connect securely to each other, but do not connect to the internet or any other network outside the polling place.

The Badger Book is primarily used to check in voters, process absentee ballots, and register a voters on Election Day. The Badger Book maintains the voter number and count independent of poll worker input. After Election Day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into WisVote. See: <https://elections.wi.gov/elections-voting/badger-book-introduction>

Some of the most substantial Benefits/Efficiencies the City of Wausau would receive in upgrading to Badger Books

1. We are still hearing daily about the nationwide controversy over the integrity of the 2020 Presidential election. This type of scrutiny will likely only continue to surround municipalities. Utilizing the Electronic Poll Book and all of the efficiencies it has to offer allows for greater transparency and integrity to election administration. I believe this is the greatest reason that the City of Wausau should begin upgrading poll sites to the Electronic Poll Book. We do a tremendously great job in our election administration already and this would only increase that voter confidence in our election administration.
2. Badger Book almost eliminates the possibility of human error in checking in voters/voter registration/issuing voter number and saves substantial time in reconciliation of the election numbers after Election Day.
 - a. The Badger Books' workflow provides the poll worker with a list automatically of acceptable forms of photo identification/proof of residency, so potential errors in accepting unacceptable documents are eliminated.
 - b. The voter number is automatically assigned and printed, so potential errors in duplicating numbers or forgetting to write the voter number in the poll book are eliminated. This is a huge time saving benefit as these types of potential errors can lead to hours of reconciliation to find the error.
3. Requires less staff/poll workers to administer an election
 - a. Since the Badger Books allow for the voter check-in, voter number issuance and voter signature to all happen in the workflow steps of 1 device, only 1 poll worker is needed instead of the 2 that are required when paper poll books are used.
 - b. Reduced expenses for poll worker staff and training time will offset some of the upfront costs of the Badger Books and make election administration less expensive in the long term.
 - c. In the event that we have a poll worker shortage like we saw happen in 2020, we could much more easily administer the election due to the reduced amount of staff needed to work at the polls.
4. Integrates automatically into the State of Wisconsin MyVote website so voters can see their voter participation for the election within a day or two instead of a week or two.
 - a. After the 2020 Presidential Election, voters were calling in the day or two after the election to inquire why their voter participation was not showing on the MyVote system. Use of the Badger Books would have allowed the City of Wausau voters to see that participation information within 2 or 3 days

of the election instead of having to wait until all of the manual entry we are required to do now was completed.

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing a 2021 Budget Modification to Fund the Acquisition of up to 4 used buses for a total not to exceed \$16,000

Committee Action:

Fiscal Impact: \$16,000

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☐	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source: Metro Ride reserves</i>
	<i>One-time Costs:</i>	Yes ☒	No ☐	<i>Amount: \$16,000</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, Metro Ride's fixed-route bus fleet consists of 22 transit buses; and

WHEREAS, 18 transit buses are necessary to provide Metro Ride bus service during the school year; and

WHEREAS, 4 buses have been retired from service in recent months due to structural concerns; and

WHEREAS, Metro Ride will not have enough buses available to provide bus service when school starts in September; and

WHEREAS, new buses on order will not be delivered until early 2022; and

WHEREAS, Metro Ride desires to have advanced authorization and funds available when used buses become available; and

WHEREAS, the Finance Committee has reviewed and recommends a budget amendment to acquire up to 4 buses at a cost not to exceed \$16,000 to be funded by Metro Ride Fund reserves;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau, that the proper City Official(s) be hereby authorized and directed to fund the acquisition of up to 4 used buses for an amount not to exceed \$16,000 and funding to come from Metro Ride Fund reserves 164-30003.

BE IT FURTHER RESOLVED these Vehicles shall be included in City of Wausau equipment inventory

records and maintained in accordance and in compliance with FTA requirements.

BE IT FURTHER RESOLVED this budget modification shall be published in the official newspaper as required.

Approved:

Katie Rosenberg, Mayor

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2021 budget modification for additional environmental testing at 1300 Cleveland Avenue

Committee Action: Pending

Fiscal Impact: \$98,500

File Number: 20-1109

Date Introduced: July 13, 2021

FISCAL IMPACT SUMMARY

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

WHEREAS, GEI Consultants on behalf of the City of Wausau has submitted a site investigation plan for 1300 Cleveland Avenue to the WDNR on April 21, 2021 and

WHEREAS, the GEI Consultants has provided the City with a scope of services totaling \$98,500 which is subject to change order; and

WHEREAS, the work will commence with acceptance of the proposal and the budget modification; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to increase professional services within the Environmental Fund with funding to come from Environmental Fund reserves:

Increase Environmental Fund – Professional 128-228092190 \$98,500

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above and enter into the proposal with GEI Consultants.

Approved:

Katie Rosenberg, Mayor

Consulting
Engineers and
Scientists

June 22, 2021

VIA EMAIL: eric.lindman@ci.wausau.wi.us

Mr. Eric Lindman
Director of Public Works & Utilities
City of Wausau
407 Grant Street
Wausau, Wisconsin 54403

**Re: Proposal for Initial Site Investigation Services
Wausau Business Incubator (Former)
1300 Cleveland Avenue
Wausau, Wisconsin 54403
WDNR BRRTS# 02-37-587081**

Dear Mr. Lindman,

GEI Consultants, Inc. (GEI) has prepared this proposal to outline a scope, cost, and schedule for supporting the City of Wausau (City or Client) with initial Site Investigation (SI) activities related to the Wausau Business Incubator (Former) site at 1300 Cleveland Avenue in the City of Wausau, Marathon County, Wisconsin (the “site”).

GEI, on behalf of the City, previously submitted a SI Work Plan (Work Plan) for the site to the Wisconsin Department of Natural Resources (WDNR) on April 14, 2021. The WDNR subsequently reviewed and provided comments on the Work Plan in a letter dated June 11, 2021. The WDNR generally agreed with GEI’s approach and scope for the SI but requested that a few additional soil sample analytes be included at several of the proposed assessment locations to further characterize subsurface conditions. These analytes include volatile organic compounds (VOCs) at locations beneath the slab foundation associated with the former building, polycyclic aromatic hydrocarbons (PAHs) at two additional locations along the east site boundary, and bis(2-ethylhexyl) phthalate (a semi-volatile organic compound [SVOC] reportedly associated with wood finishing products historically used at the site) at representative locations, primarily in the east-southeast portions of the site.

Consistent with our telephone correspondence on June 15, 2021, this proposal includes labor, expenses, and subcontractor costs associated with amending elements of the Work Plan to address comments received from the WDNR on June 11, 2021, preparing for the initial SI fieldwork, completing the initial SI fieldwork, reviewing and summarizing the results of the initial SI, correspondence and meetings with the City and WDNR regarding results of the initial SI, and re-amending elements of the Work Plan to include supplemental assessment that may be necessary (based on the initial SI results) to further define the degree and extent of environmental impacts.

Following the initial SI, we anticipate subsequent Change Orders/Proposals being submitted to complete supplemental sampling and remedial action activities that may be necessary to pursue regulatory closure; support the City with pursuit of regulatory case closure through preparation of regulatory submittals, including a formal SI Report, Remedial Action Options Report, Remedial Action Documentation Report, and/or Case Closure Request; and support the City with site redevelopment through preparation of a Soil Management Plan, documentation of soil management during redevelopment, and/or amendment of regulatory case closure documents to reflect site conditions following redevelopment.

Scope of Services

Task 1 – Initial Site Investigation Planning

Prior to commencing with the SI field work, we will amend the soil analytical table (Section 3.4.1) and the proposed assessment location map (Figure S2) in the SIWP and prepare an email correspondence for submittal to the WDNR in response to their review letter dated June 11, 2021. The objective of the email correspondence is to confirm our understanding of the requested changes to the SI approach prior to proceeding with SI fieldwork. We anticipate providing the email correspondence with table and figure attachments to the City for initial review, and upon receipt and reconciliation of City comments, sending the email with table and figure attachments to the WDNR for their consideration. Based on a recent discussion with Mr. Matt Thompson of the WDNR, we do not anticipate a need for full revision and resubmittal of the SIWP to the WDNR or payment of additional WDNR review fees.

We also anticipate completing the following activities to facilitate safe and efficient execution of the SI:

- Update the Health and Safety Plan (originally prepared for use during the Phase 2 services completed for the City in October 2020) to account for additional chemical hazards identified at the site as a result of that sampling and address additional activities proposed as part of the initial SI.
- Submit a new utility clearance notification to Wisconsin Digger's Hotline to re-establish locations of public utilities on the site and in the right-of-way surrounding the site.
- Review site plans (if available from the City) and/or historical information related to the site that may illustrate the locations and depths of all aboveground and underground utilities at the site. The WDNR's letter dated June 11, 2021, requested that the locations of storm inlets, drain lines, and other utilities be included on all future detailed site maps.
- Complete a site visit to re-establish the original boring and monitoring well locations and stake/mark the additional SI sampling locations using Trimble Geographical Positioning System (GPS) equipment (e.g., Trimble R8S Receiver). GEI may also use GPS equipment to obtain coordinates of utilities marked on the site and in the immediate right-of-way areas surrounding the site. We will assess sampling locations for public utility clearance, aboveground obstructions, and other issues that may preclude sampling as planned, and anticipate meeting with the City at the site to discuss clearing, grubbing, and other activities (e.g., moving materials that may be currently stored at the site by the City and/or contractors) that may be necessary to complete the initial SI.

- Subcontract with a soil probing/drilling firm, and arrange for dates to complete soil probing, soil drilling, and monitoring well installation activities, including the re-marking of any private underground utilities near the proposed sampling locations. We anticipate discussing potential dates with the City and obtaining approval from the City before securing dates for the SI fieldwork.
- Subcontract with an environmental laboratory for analysis of soil and groundwater samples, and arrange for sampling containers, chain-of-custody documents, and other supplies to be provided before the start of SI fieldwork.

We have assumed that the City will complete and/or coordinate site clearing, site grubbing, and other activities (e.g., moving stored materials) that may be necessary to provide access to the proposed sampling locations. However, if requested, we can amend this proposal to include those services for an additional fee.

Task 2 – Initial Site Investigation Field Work

GEI and a subcontract probing/drilling firm will mobilize to the site to complete the soil probing, soil borings, monitoring well installations, and soil and groundwater sampling activities summarized in the Work Plan, with the following amendments being made to address formal comments received on the Work Plan from the WDNR:

- Collect VOC soil samples from locations SIWP-1, SIWP-2, SIWP-3, SIWP-4, and SIWP-5. We anticipate VOC laboratory samples being collected from four of the six intervals proposed for each of those locations (20 VOC samples total).
- Collect PAH soil samples from locations SIWP-8 and SIWP-15. We anticipate PAH laboratory samples being collected from each of the intervals proposed for those locations (15 PAH samples total).
- Collect bis(2-ethylhexyl) phthalate (DEHP) soil samples from the following planned locations and intervals, which results in 61 DEHP samples total:
 - o SB-2R (0'-2', 2'-4', 8'-10' and 22'-24').
 - o SB-6R (0'-2', 2'-4', 8'-12' and 22'-24').
 - o SB-14R (0'-2', 2'-4', 4'-8', 8'-12', 16'-18', and 22'-24').
 - o SIWP-2 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-3 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-5 (0.5'-4', 4'-8', 8'-12', and 22'-24')
 - o SIWP-6 (0'-2', 2'-4', 8'-12' and 22'-24')
 - o SIWP-9 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-10 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-11 (0'-2', 2'-4', 4'-8', 8'-12', 12'-14', 16'-18', and 22'-24')
 - o SIWP-15 (0'-2', 2'-4', 4'-8', 12'-14', and 22'-24')
 - o SIWP-16 (0'-2', 2'-4', 4'-8', 12'-14', and 22'-24')

In our opinion, the sample locations proposed for DEHP analysis will provide sufficient data to establish whether DEHP is a significant concern at this site. A majority of the sample locations are at/near areas where wood finishing products were historically stored and/or used on the site (former industrial building [SIWP-2, SIWP-3 and SIWP-5] and former aboveground storage tank and drum storage areas [SB-14R, SIWP-9, SIWP-10, and SIWP-11]) and/or where prior reports prepared for the site suggest that waste disposal may have occurred (generally near the southeast portion of the site [SB-2R, SB-6R, SIWP-15, and SIWP-16]).

The near-surface and at-depth intervals from which the samples above and other samples identified in the Work Plan may be adjusted based on field screening completed at the time of sampling. Including the samples above, we anticipate the following number of soil and groundwater analytical samples being submitted for laboratory analysis:

- VOCs – 20 soil samples
- PAHs – 112 soil samples and 6 groundwater samples
- DEHP – 61 soil samples
- Priority Pollutant Metals – 37 soil samples and 2 groundwater samples
- Metals (one or a combination of the following: antimony, arsenic, cadmium, copper, lead, and thallium) – 304 soil samples, 3 groundwater samples
- Mercury – four soil samples
- Per- and Polyfluoroalkyl Substances (PFAS) – 12 soil samples and 1 equipment blank water sample.

We anticipate the analytical samples being submitted for analysis using standard laboratory reporting times, which are typically 7 to 10 business days from sample submittal, except for PFAS, which can be 15 to 20 business days from sample submittal.

Prior to collecting samples from new locations at the site (i.e., locations that were not previously assessed), a private utility locator retained by the subcontract probing/drilling firm will assess the locations for private underground utilities. If existing utilities preclude the collection of samples from a proposed location, GEI will attempt to offset the sample location to obtain data from an alternate nearby location.

Based on feedback from possible subcontract probing/drilling firms, we anticipate that the advancement of soil probes, collection of soil samples, and installation of groundwater monitoring wells can be completed in 5 workdays. Following the installation of groundwater monitoring wells, we anticipate GEI staff being at the site one additional day for development of the wells and establishing elevations of the wells (for evaluation of groundwater flow direction), and one additional day for collecting analytical water samples from the wells.

Per the Work Plan, all investigation-derived soil and groundwater that is not collected for laboratory analysis (soil cuttings, well development water, and well purge water) will be placed in steel drums and stored on the site (at a location approved by the City) until the SI is complete. Costs associated with characterization and disposal of drummed soil and water are not included in this proposal.

Task 3 – Initial Data Review and Interpolation

Following the completion of initial SI fieldwork and receipt of laboratory analytical results, GEI will complete field summary and analytical data summary tasks to facilitate technical review and interpolation of the initial SI results. We anticipate the following activities:

- Preparation of soil boring logs, well construction forms, and well development forms using WDNR templates (e.g., Form 4400-113A),
- Preparation of data tables to summarize soil and groundwater results and compare the results to regulatory standards (e.g., Residual Contaminant Levels [RCLs]), and
- Preparation of plan view figures/maps to identify sample locations, estimate the horizontal extents of analytes in soil and groundwater above regulatory standards, and illustrate groundwater flow direction. Per the WDNR's request, figures/maps will include locations of storm inlets, drain lines, and other utilities to the extent that information is reasonably ascertainable through visual observation during the SI fieldwork; markings by Wisconsin Digger's Hotline and/or the private utility locator; and/or interpretation of survey maps, site plans, or other information that may be provided by the City.

Completed logs/forms, data tables, and figures will be reviewed and compared to existing information generated during the previous Phase 2. Possible correlations between soil intervals, soil/fill characteristics, and analytical results will be identified if they are evident (e.g., comparison of thallium results in upper fill versus native soil layers). Where appropriate, statistical methods (e.g., 95% upper confidence limit for the mean of concentrations) may be used to evaluate data sets for particular analytes with respect to RCLs. Additionally, initial SI results will be evaluated for potential data gaps that may necessitate amendment of the Work Plan and completion of additional subsurface sampling.

Task 4 – Work Plan Update and Meetings

Following the initial data review and interpolation, we anticipate an initial virtual meeting with you to discuss the results of the SI and provide our opinion on whether additional investigation may be required to characterize environmental and human health risks and/or develop a remedial strategy to pursue regulatory closure and support site redevelopment. At this time, the City may wish to provide updates on cleanup objectives and/or possible redevelopment scenarios that are being considered. We currently anticipate that both Mr. Mike DeBraske and Mr. Roger Miller of GEI will participate in an approximately 1-hour meeting.

Based on the site history and information obtained during the Phase 2, we anticipate that additional soil and/or groundwater sampling will likely be necessary to address some of the findings of the initial SI. At a minimum, an additional round of groundwater samples may be required to either confirm groundwater concentrations are below regulatory standards, begin to establish analyte concentration trends in groundwater, and/or assess groundwater for additional analytes not included during the initial SI (e.g., DEHP or VOCs). Accordingly, we anticipate the preparation of a letter or technical memorandum (including tables, figures, and/or boring logs developed during Task 3) to outline our interpretation of the SI results, provide recommendations for additional site investigation activities, and if appropriate, provide a conceptual remedial action

approach. The letter/memorandum will be provided to you for initial review and, following receipt and reconciliation of your comments, will be shared with the WDNR for their consideration. At this time, we do not anticipate development of a comprehensive remedial action plan or estimates of probable cost for completing remedial action or obtaining regulatory closure.

Following issuance of the letter/memorandum to the WDNR, we will request a virtual meeting between the City, GEI and the WDNR to review the results of the initial SI, provide updates on cleanup objectives and/or possible redevelopment scenarios that are being considered by the City, and obtain feedback from the WDNR on our recommendations for additional site investigation and/or our conceptual remedial action approach. We currently anticipate that Messrs. DeBraske and Miller will both participate in an approximately 1-hour meeting. After this meeting, at your request, we will prepare a proposal/change order for your review and approval to complete the additional site investigation activities and prepare a formal SI report.

Following the WDNR meeting, we anticipate virtual participation in a Committee of the Whole (COTW) meeting to discuss the results of the initial SI, feedback received from the WDNR, and plans for additional site investigation. We currently anticipate that both Mike DeBraske and Roger Miller of GEI will participate in an approximately 2-hour meeting. We anticipate that tables, figures, and other information prepared as part of Tasks 3 and 4 will be sufficient visual aides to present at the COTH meeting.

Task 5 – Project Management

This project will be managed by Mr. DeBraske, Senior Project Engineer at GEI. Mr. Miller, Senior Hydrogeologist at GEI, will continue to provide technical support and quality assurance/quality control review of project deliverables. As part of Task 5, we anticipate routine email and/or phone communications with the drilling/probing subcontractor and environmental laboratory subcontractor concerning schedule and field/lab results and with the City and/or WDNR regarding the project progress and subsurface conditions encountered during the SI fieldwork. This task will also include effort related to review and processing of subcontractor invoices and preparation and submittal of project invoices to the City.

Task 6 – Contingencies

Due to uncertainties regarding subsurface characteristics and delays that may be encountered due to subsurface conditions, equipment malfunctions, weather conditions, and/or other unforeseen events, we recommend including contingencies for the following:

- One additional workday for completion of probing/drilling and monitoring well installation activities (total of 6 days instead of 5 days).
- Collection and laboratory analysis of up to 16 additional VOC samples, 16 additional DEHP samples, and 16 additional PAH samples from the locations already planned as part of the initial SI (e.g., should field screening of a location or locations planned for metals analyses only suggest that other analyses may be warranted).

We also recommend a contingency for additional WDNR review fees, should the WDNR request additional fees for a meeting and/or to provide constructive feedback on the letter/memorandum planned as part of Task 5.

Schedule

We can initiate these services promptly after receiving notification to proceed (NTP). Based on our telephone correspondence on June 15, 2021, we anticipate NTP being provided in early- to mid-July, after the proposal is reviewed and costs are approved by appropriate City departments and committees. If NTP is provided later, the schedule and estimated costs herein may need to be reevaluated.

To facilitate completion of these services in a timely manner, we will tentatively reserve the week of July 26-30 with the probing/drilling subcontractor for completion of the soil sampling and monitoring well installation activities. Completion of those services the week of July 26-30 will require Task 1 and Task 2 activities (including clearing/grubbing of the site to access sampling locations) to be completed no later than July 23. We anticipate completing well development and well survey activities within one week following well installation (August 2 to August 6) and the well sampling activities approximately one week after well development. If groundwater samples are collected by August 13, we anticipate all analytical results being available by the end of August.

We anticipate preparation of summary tables, figures, and boring/well logs within 2 to 3 weeks following receipt of all soil and groundwater data. We anticipate preparation of the summary letter/memorandum within 1 to 2 weeks following review of the results with the City and meeting with the WDNR.

Assumptions

Exact sample locations will be determined during the fieldwork based on field conditions observed at that time. Sample locations may need to be repositioned to reduce the potential for damage to known and/or suspected underground utilities and other subsurface structures, if any.

Unknown subsurface conditions (buried slabs, large boulders, etc.) may not allow for completion of probes/borings at the proposed locations or to the proposed depths using the proposed methods. If so, re-mobilization to the site and use of more costly drilling methods may be required. GEI anticipates these services can be completed with a standard truck- or track-mounted Geoprobe that is capable of turning augers (Geoprobe Models 7800, 6620DT, etc.). Should other equipment be required (e.g., D120 heavy-duty drill rig), we will communicate with you once we are aware of that necessity, and provide an estimate of the effect on the project schedule and cost.

Our project budget does not include costs associated with disposal or arrangement for disposal of the exploration-derived materials.

Fee and Conditions of Service

We propose to complete these services on a time-and-materials basis in accordance with the terms and conditions previously negotiated between the City and GEI for Phase 2 services completed in October 2020, or other mutually-agreeable terms and conditions. Based on the anticipated level of effort required to complete the services outlined above, we recommend establishing a primary budget of \$90,000 and a contingency of \$8,500, for a total budget of **\$98,500**.

The attached Table 1 and Fee Schedule outline our estimated effort, expenses, personnel categories, and associated rates associated with these services. It is understood that the expenses, personnel categories, hours and cost subtotals for each task may vary depending on when receive NTP, what staff is available at the time these services are completed, and the site conditions encountered during sampling and revealed by laboratory analyses. However, GEI will not exceed the total estimated fee for these services (\$98,500) without first contacting you to explain the need, outline any additional costs, and obtain authorization.

Given the challenges created by the on-going COVID-19 crisis, the performance of the services included in this proposal as well as the satisfaction of the schedule described herein, are contingent and conditioned upon GEI having the ability to deploy the required resources as well as having access to the required site and data/documents to complete the services. These resources include, but are not limited to GEI staff, subcontract vendors and materials providers.

If you have any questions regarding the scope of services, fee, or work schedule as presented herein, please contact us.

Sincerely,

GEI CONSULTANTS, INC.



Michael L. DeBraske, P.E.
Senior Project Engineer



Roger A. Miller, P.G., C.P.G.
Senior Hydrogeologist

Enclosures:

Table 1 – Cost Estimate
Fee Schedule

Accepted By:

Name of Authorized Representative

Title

Signature

Date

Table 1 - Cost Estimate
Initial Site Investigation
1300 Cleveland Avenue, Wausau, WI

TASK NO.	ACTIVITY DESCRIPTION	PERSONNEL				REIMBURSABLE EXPENSES						TOTAL
		PERSONNEL CATEGORY	HOURLY RATE	HOURS	COST	ITEM	Quant.	Unit Cost	Bare Cost	Percent Markup	Billed Cost	
1	Site Investigation Planning											
	-Proposal Development/Initial SIWP Update	Staff Professional-Grade 2	\$ 86.00	8.00	\$ 688.00	Field Expenses/Equip	1	\$250.00	\$ 250.00		\$ 250.00	
	-Review/research utility information	Project Professional-Grade 3	\$ 102.00	10.00	\$ 1,020.00	Mileage	400	\$0.56	\$ 224.00		\$ 224.00	
	-Mark original and new sampling locations	Project Professional-Grade 4	\$ 116.00	2.00	\$ 232.00							
	-Meet with city to review locations and discuss clearing of trees/brush to access locations	Senior Professional-Grade 6	\$ 149.00	20.00	\$ 2,980.00							
	-Subcontractor scheduling and contracts	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00							
	-Health & Safety Plan	Senior Technician	\$ 116.00	8.00	\$ 928.00							
	-Kickoff Meeting											
	-Pre-Sampling Field Coordination - Soil											
	-Pre-Sampling Field Coordination - GW											
SUBTOTAL				50.00	\$ 6,214.00				\$ 474.00		\$ 474.00	\$ 6,688.00
2	Initial Fieldwork											
	-Fieldwork (assume 3.5 days for probes)	Staff Professional-Grade 2	\$ 86.00	84.00	\$ 7,224.00	Probe/Drill Sub	1	\$16,500.00	\$ 16,500.00	10	\$ 18,150.00	
	-Fieldwork (assume 1.5 days for augers)	Project Professional-Grade 3	\$ 102.00	88.00	\$ 8,976.00	Hotel	8	\$100.00	\$ 800.00		\$ 800.00	
	-Sample Preparation/Lab Delivery - Soil	Senior Professional-Grade 6	\$ 149.00	16.00	\$ 2,384.00	Per Diem	8	\$25.00	\$ 200.00		\$ 200.00	
	-Fieldwork (assume 1 day for well development)	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00	Mileage	800	\$0.56	\$ 448.00		\$ 448.00	
	-Fieldwork (assume 1 day for well sampling)	Senior Technician	\$ 116.00	8.00	\$ 928.00	Field Expenses/Equip	1	\$1,200.00	\$ 1,200.00		\$ 1,200.00	
	-Sample Preparation/Lab Delivery - GW											
	-Survey Monitoring Wells for GW Flow Estimate											
						Lab -Soil						
						VOC	20	\$52.00	\$ 1,040.00	10	\$ 1,144.00	
						PAH	112	\$60.00	\$ 6,720.00	10	\$ 7,392.00	
						PP Metals	37	\$90.00	\$ 3,330.00	10	\$ 3,663.00	
						Ind. Metals (5-8)	195	\$7.00	\$ 1,365.00	10	\$ 1,501.50	
						Ind. Metals (2-4)	51	\$8.00	\$ 408.00	10	\$ 448.80	
						Ind. Metals (1)	58	\$15.00	\$ 870.00	10	\$ 957.00	
						Mercury	4	\$18.00	\$ 72.00	10	\$ 79.20	
						PFAS	12	\$250.00	\$ 3,000.00	10	\$ 3,300.00	
						DEHP	61	\$90.00	\$ 5,490.00	10	\$ 6,039.00	
						Dry Weight	174	\$5.00	\$ 870.00	10	\$ 957.00	
						Lab-Water						
						VOC		\$52.00				
						PAH	6	\$60.00	\$ 360.00	10	\$ 396.00	
						PP Metals	2	\$90.00	\$ 180.00	10	\$ 198.00	
						Ind. Metals (2-4)		\$12.00				
						Ind. Metals (1)	3	\$15.00	\$ 45.00	10	\$ 49.50	
						PFAS	1	\$250.00	\$ 250.00	10	\$ 275.00	
SUBTOTAL				198.00	\$ 19,878.00				\$ 43,148.00		\$ 47,198.00	\$ 67,076.00

Table 1 - Cost Estimate
Initial Site Investigation
1300 Cleveland Avenue, Wausau, WI

TASK NO.	ACTIVITY DESCRIPTION	PERSONNEL				REIMBURSABLE EXPENSES						TOTAL
		PERSONNEL CATEGORY	HOURLY RATE	HOURS	COST	ITEM	Quant.	Unit Cost	Bare Cost	Percent Markup	Billed Cost	
3	Initial Data Review/Interpolation											
	-Tabular Summary of Results	Staff Professional-Grade 2	\$ 86.00	16.00	\$ 1,376.00							
	-Figures to Display Extent/Results & GW Flow	Project Professional-Grade 3	\$ 102.00	16.00	\$ 1,632.00							
	-Prepare probe, boring, and well logs	Senior Professional-Grade 6	\$ 149.00	20.00	\$ 2,980.00							
	-Review Results and Evaluate Add'l Assessment	Senior Consultant-Grade 8	\$ 183.00	4.00	\$ 732.00							
		Admin	\$ 86.00	16.00	\$ 1,376.00							
		Senior CADD Drafter and Designer	\$ 113.00	8.00	\$ 904.00							
	SUBTOTAL			80.00	\$ 9,000.00				\$ -		\$ -	\$ 9,000.00
4	Work Plan Update & Calls/Meetings											
	-SIWP Update - Memo/Letter for WDNR	Senior Professional-Grade 6	\$ 149.00	18.00	\$ 2,682.00							
	-Meetings with City & WDNR (Virtual) 2 @ 1 hr	Senior Consultant-Grade 8	\$ 183.00	8.00	\$ 1,464.00							
	-Prep/Attend COTW Meeting (Virtual) 1 @ 4 hr	Admin	\$ 86.00	2.00	\$ 172.00							
	SUBTOTAL			28.00	\$ 4,318.00						\$ -	\$ 4,318.00
5	Project Management											
	-Progress updates/communication (City/WDNR)	Senior Professional-Grade 6	\$ 149.00	16.00	\$ 2,384.00							
	-Field staff coordination/management/updates	Senior Consultant-Grade 8	\$ 183.00	2.00	\$ 366.00							
	-GEI Invoicing	Admin	\$ 86.00	2.00	\$ 172.00							
	SUBTOTAL			20.00	\$ 2,922.00						\$ -	\$ 2,922.00
6	Contingency				\$ -							
	-1 additional field day for probing/drilling	Staff Professional-Grade 2	\$ 86.00	12.00	\$ 1,032.00	Probe/Drill Sub	1	\$1,500.00	\$ 1,500.00	10	\$ 1,650.00	
	-Additional analytes for existing sample locations	Project Professional-Grade 3	\$ 102.00	12.00	\$ 1,224.00	Mileage	1	\$200.00	\$ 200.00		\$ 200.00	
	-WDNR review/meeting fees					Lab -Soil						
						VOC	16	\$52.00	\$ 832.00	10	\$ 915.20	
						PAH	16	\$60.00	\$ 960.00	10	\$ 1,056.00	
						DEHP	16	\$90.00	\$ 1,440.00	10	\$ 1,584.00	
						Dry Weight	16	\$5.00	\$ 80.00	10	\$ 88.00	
						WDNR Review Fees	1	\$750.00	\$ 750.00		\$ 750.00	
	SUBTOTAL			24.00	\$ 2,256.00						\$ 6,243.20	\$ 8,499.20
	Total			376.00	\$ 44,588.00						\$ 53,915.20	\$ 98,503.20

FEE SCHEDULE

<u>Personnel Category</u>	<u>Hourly Billing Rate</u> <u>\$ per hour</u>
Staff Professional – Grade 1	\$ 75
Staff Professional – Grade 2	\$ 86
Project Professional – Grade 3	\$ 102
Project Professional – Grade 4	\$ 116
Senior Professional – Grade 5	\$ 125
Senior Professional – Grade 6	\$ 149
Senior Professional – Grade 7	\$ 168
Senior Consultant – Grade 8	\$ 183

Senior Drafter / GIS	\$ 113
Drafter and Designer / GIS	\$ 101
Field Professional	\$ 94
*Senior Technician	\$ 116
*Technician	\$ 100
Word Processor, Administrative Staff	\$ 86
Office Aide	\$ 74

Rates will increase up to 5% annually, at GEI's option, for all contracts that extend beyond twelve (12) months after the date of the contract. Rates for Deposition and Testimony are increased 1.5 times.

- *The scope of work is based on a normal work week, Monday through Friday, eight (8) hours per day and work on Saturday. Overtime will be charged at 1.3 times the specified rate; Sunday and holiday hours will be charged at two times the personnel rate, with a minimum charge of eight (8) hours

OTHER PROJECT COSTS

Subconsultants, Subcontractors and Other Project Expenses - All costs for subconsultants, subcontractors and other project expenses will be billed at cost plus a 10% service charge. Examples of such expenses ordinarily charged to projects are subcontractors; subconsultants: chemical laboratory charges; rented or leased field and laboratory equipment; outside printing and reproduction; communications and mailing charges; reproduction expenses; shipping costs for samples and equipment; disposal of samples; rental vehicles; fares for travel on public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; state and local sales and use taxes and state taxes on GEI fees. The 10% service charge will not apply to GEI-owned equipment and vehicles or in-house reproduction expenses.

Field and Laboratory Equipment Billing Rates – GEI-owned field and laboratory equipment such as pumps, sampling equipment, monitoring instrumentation, field density equipment, portable gas chromatographs, etc. will be billed at a daily, weekly, or monthly rate, as needed for the project. Expendable supplies are billed at a unit rate.

Transportation and Subsistence - Automobile expenses for GEI or employee owned cars will be charged at the rate per mile set by the Internal Revenue Service for tax purposes plus tolls and parking charges or at a day rate negotiated for each project. When required for a project, four-wheel drive vehicles owned by GEI or the employees will be billed at a daily rate appropriate for those vehicles. Per diem living costs for personnel on assignment away from their home office will be negotiated for each project.

PAYMENT TERMS

Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract (proposal, project, or agreement document that is signed and dated by GEI and CLIENT).

Payment is due upon receipt of the invoice. Interest will accrue at the rate of 1% of the invoice amount per month, for amounts that remain unpaid more than 30 days after the invoice date. All payments will be made by either check or electronic transfer to the address specified by GEI and will include reference to GEI's invoice number.