# 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, July 14, 2020 at 5:15 PM** |
| Location: | **City Hall (407 Grant Street) - *Council Chambers** |
| Members: | Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson |

**AGENDA ITEMS**

1 Minutes of the previous meeting(s). (6/09/20 & 6/23/20)
2 Discussion and possible action on amendment of the Revenue Policy to include the State of Wisconsin Statewide Debt Collection program
3 Discussion and possible action on abatement of FBO rent for Wausau Flying Service due to COVID19 down turn
4 Discussion and possible action on abatement of late fees on pet licenses for 2020
5 Discussion and possible action on amendment of the Capital Policy to reflect the new Capital Improvement Committee
6 Discussion and possible action on the Request for Proposals for Municipal Fleet Management Consulting Services
7 Discussion and possible action regarding budget modification hot mix
8 Discussion and possible action regarding the installation of a glass barrier in the Customer Service Area for disease protection
9 Discussion and possible action regarding budget modification sign shop
10 Presentation City of Wausau 2019 Popular Report
11 Discussion and possible action on statement for purposes of ADA Title II compliance
12 Discussion and possible action on parking space lease agreement with Balding Eagle, Inc. for Athletic Park parking
13 Discussion and possible action on property lease agreement with Lunda Construction Co. at 180 E. Wausau Avenue
14 Discussion and Possible Action Creating a Sign-on Bonus Program

Adjourn

Lisa Rasmussen, Chairperson

*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling **1-408-418-9388**. The **Access Code is: 146 862 8072 Password: wausau**

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

**This Notice was posted at City Hall and faxed to the Daily Herald newsroom 7/10/20 at 9:00 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, (Alderpersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

**FINANCE COMMITTEE**

Date and Time: Tuesday, June 9, 2020 @ 5:15 pm., Council Chambers
Members Present Rasmussen, Martens, Herbst, and Watson, Ryan
Others Present: Groat, Rosenberg, Jacobson, Kremer, Bliven, Klein, Kujawa, Polley, Larson, Van Krey, Gary Gisselman

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

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

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

**Discussion and possible action regarding Municipal Court Software Acquisition**

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

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

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

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

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

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

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

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

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

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

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

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

**<u>Discussion and possible action regarding budget modification Parks Department for swimming pool operations</u>**

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

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

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

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

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

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

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

**FINANCE COMMITTEE**
Date and Time: Tuesday, June 23, 2020 @ 6:00 pm., Council Chambers
Members Present Rasmussen, Martens, Herbst, and Watson, Ryan
Others Present: Groat, Rosenberg, Jacobson, Kremer, Bliven, Klein, Kujawa, Polley, Van Krey,

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

**Minutes of the previous meeting(s). (6/09/20)**
Motion by Herbst, second by Ryan to approve minutes of the meeting on 6/09/20. Motion carried 5-0.

**Discussion and possible action on amendment for storage space of Stone Mill historic saw mill structure with Andy Johnson**
Anne Jacobson stated the city has stored the historic sawmill structure at this location for quite some time. She indicated the cost has been $2,200 annually and is what the city will pay now that the Community Foundation is out of it.

Rasmussen commented it makes sense to preserve this building which appears to figure prominently into the self-riverfront design plan and the renovations that were planned for the Farmers Market.

Motion by Herbst, second by Watson to approve amendment to continue the storage and pay the fee. Motion carried 5-0.

**General Fund Report of Revenues and Expenditures May 31, 2020**
MaryAnne Groat reported some of the decreases in revenue are due to the issues that COVID pandemic created for businesses and individuals. She anticipated the city will be within the budget for 2020 and noted expenses are tracking favorably, so this also helps to offset the lower revenues.

The monthly reports can be accessed on line at:
https://www.ci.wausau.wi.us/Departments/Finance/MonthlyReports.aspx

**Adjourn**
Motion by Herbst, second by Ryan to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: June 23, 2020**

RE: Revenue Policy modification

The revenue policy currently authorizes the use of the State of Wisconsin Tax Intercept for collection of delinquent accounts receivable. This program allows local governments to submit delinquent debts to the State of Wisconsin. The State then facilitates collection of this debt by intercepting state income tax refunds.

We would like to add the use of the State Wide Collection (SDC) program. This program is more robust than the Wisconsin Tax Intercept Program. Under this program the state conducts full collection services.

Delinquent receivables that meet the following are eligible for the State program:

- The debt must be atleast $50.
- The debt must be more than 90 days old with no active negotiations or payment plans in place.
- The City must send a letter to the debtor to let them know that their obligation is being transferred to the State of Wisconsin for collection.

The State of Wisconsin will then take over all collection efforts including:

- Contacting the debtor in a professional and business like manner.
- Establish terms for repayment agreeable to both the debtor and state.
- If debtor fails to enter into an installment agreement, misses payments and does not respond to the follow up move to an involuntary collection action such as:
    - Tax intercept
    - Wage attachment
    - Bank levy

Unlike a traditional collection agency the State adds on a 15% collection fee to the debtor so the City will receive the full receivable payment if the collection effort is successful.

The state will return debts to the City deemed uncollectible.

I have revised the revenue policy to reflect this new collection method. This is scheduled to go to Council on July 14th as well.

# City of Wausau
# Revenue Policy

The objective of the revenue policy is to ensure that funding is derived from a fair, equitable and adequate resource base, while minimizing tax burdens.

<u>Revenue Principles</u>

1. That sufficient and stable revenues are necessary to provide services to our constituents.
2. That a diverse revenue portfolio will provide strength to the City's financial position and minimize short-term economic fluctuation risk.
3. That a diverse tax base provides greater economic stability and resiliency for the region.
4. That revenue sources that are fair, equitable, affordable and consistently applied will be more acceptable to the public.
5. That individual's receiving benefit from a specific City service should pay for these services based upon the level or value of the benefit received.
6. That understanding the full cost of providing a specific service and establishing consistent cost recovery policies are critical to a fair and equitable fee structure.
7. That a well-developed revenue strategy will provide long-term financial stability, encourage growth and improve the City's economic competitiveness and attractiveness as a city of choice for people to live and do business.
8. That the City should collect revenues as efficiently and effectively as possible.
9. That accurate revenue forecasts are essential to the City's annual and long range financial planning and budget.

<u>Non-Recurring and One-time Revenues</u>

The City shall limit the use of one-time revenues for purposes other than to maintain continuing operations. Such one-time revenue sources should be used for the purchase of one-time expenditures such as capital projects, limited term projects, short-term contractual obligations and initiatives or establishing building reserves or early debt retirement.

<u>Unpredictable and Volatile Revenues</u>

Volatile and unpredictable revenues can produce unreliable financial streams. Revenue predictions for these types of revenues should be based upon long term financial trends and normal growth rates rather than short term yield peaks. Unusually high yields from volatile sources should be treated like one time revenues. Examples of possible unpredictable or volatile revenues include room tax revenues and building permits.

<u>Revenue Estimates</u>

Revenue estimates shall be developed using a realistic, objective approach. This approach will consider historical trends, projected economic conditions, service levels and changes in rate structures. A multi-year revenue projection will be incorporated into the City's five year financial plan.

<u>Changes to Revenues</u>

The City shall develop and maintain a Comprehensive Fee Schedule. Annually, in coordination with the annual budget, departments will systematically review fees and rates and make recommendations for adjustments to take into account the effects of additional service costs and inflation. These proposed modifications, along with a review of revenues charged by other communities will be submitted to the Finance Committee for recommendation to the Common Council. The annual fee schedule for the forthcoming year will be presented to the Common Council at the budget hearing and considered for approval with the annual budget. Fees may be adjusted during the year based upon supplemental analysis whenever there has been a significant change in the method, level or cost of service delivery.

New Revenues

Departments shall review services and programs annually during the budget process to examine new revenue possibilities. New fees and charges for services should be evaluated for suitability given its acceptability to the community, the impact on economic competitiveness relative to other area communities, the ease of administrating the fee, its direct relationship to the program and the user fee cost-recovery principles established within this policy.

Billing and Collections

Invoicing shall be performed thorough the automated accounts receivable systems maintained by the City. Separation of duties for invoicing and collection processes shall be maintained to ensure proper internal control procedures exist. The City will follow an aggressive policy of collecting revenues. The cost of collections should not exceed the extra revenue obtained. The City shall use the State of Wisconsin's Statewide Debt Collection and Tax Intercept Program when allowed by law.

Revenue Administration and Reporting

All revenues and payments shall, without exception, be submitted to the Finance Department for deposit. These funds will be deposited and reported within the accounting system in compliance with Generally Accepted Accounting Principles.

User Fees

The City provides a wide variety of services that are beneficial to constituents. Some of these services have a community-wide benefit to all citizens, while others provide a direct benefit to a specific group or individual. The City will consider the utilization of user charges in lieu of property taxes for services that can be individually identified, access to the service can be restricted and where the costs are directly related to the level of service. In establishing user fees the City will consider the following:

- Fee amounts shall comply with limitations established by the State of Wisconsin or other external agencies.
- The ease of use and cost of administering the fee.
- The acceptability and pricing of fees as compared to other communities in the area and state.
- The fee structure's impact on desired behaviors and demand for service. Fees too low or high can change demand for service and compliance with important regulations.
- The fee structure's impact to all populations in the City.
- The fee will not exceed the overall cost of providing the service.
- Whether the service benefits the community/society or the individual/group receiving the service.

The City shall establish user charges and fees at a level that reflects service costs. Service costs shall include full costs associated with providing the service including: operating costs, administrative costs, capital costs, overhead costs and depreciation. Generally, fees will be a standardized rate per service rather than billed for time tracked services. Standardized fees are considered advantageous since customers know the cost before they purchase the service, revenue streams are more easily estimated, billing is simplified and fixed fees promote staff efficiency. The percent of cost recovery will be determined by policy, legal and market factors.

High cost recovery levels are appropriate in the following circumstances:

- The service is similar to services provided by the private sector.
- Other private or public service options exist.

- Use of the service is discouraged.
- There is a strong connection between the amount paid and benefit received.
- The service is regulatory and is easily monitored.

Examples of services included within this category include: Enterprise Fund services such water and sewer utility and parking, garbage collection, false alarm responses, ambulance response, building reviews.

Lower cost recovery levels are appropriate in the following circumstances:

- There is a community-wide benefit to the service.
- The fee will discourage compliance with regulatory compliance.
- Collecting the fee is not cost effective.
- There is no intent to limit the use of the service provided.

Examples of services included within this category include: general park maintenance services, police patrol and fire prevention services, general street maintenance services.

<u>Property Taxes</u>

- The City will use its resources to encourage a diverse and stable property tax base.
- The City will levy general property taxes and manage the tax rate by balancing the demand and need for government services with the necessity of remaining competitive in the urban region.
- The fair and equitable allocation of property taxes relies on accurate property valuations. Property revaluations will be conducted on a regular basis.

<u>Grant Revenue</u>

The City will seek out, apply for and effectively administer grants that address the City's operating and capital needs, meet strategic priorities and provide a positive benefit to the City. Common Council approval is required for any grant that:

- Expands services or programs, adds city personnel or finances assets that may encumber future financial resources of the city.
- Requires a local match.
- Provides multi-year funding.

All grants funded directly or indirectly with federal or state funds must be reported to the Finance Department to ensure that reporting and auditing requirements are followed.

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

## RESOLUTION OF THE FINANCE COMMITTEE

Modifying the Revenue Policy

Committee Action:

Fiscal Impact: None

| **File Number:** 91-1008 | **Date Introduced:** July 14, 2020 |
| --- | --- |

# RESOLUTION

**WHEREAS**, the City of Wausau recognizes the need for sound financial policies and procedures, and

**WHEREAS**, sufficient and stable revenues are central in a governments ability to provide services and maintain infrastructure, and

**WHEREAS,** a well-defined revenue strategy will encourage growth and improve the City's economic competitiveness and attractiveness as a city of choice for people to live and do business, and

**WHEREAS**, the City proposes to use the State of Wisconsin Debt Collection program to assist with the collection of delinquent accounts receivable, and

**WHEREAS**, the Finance Committee has reviewed and recommends the attached revenue policy modification attached hereto and incorporated as a part of this resolution,

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau that the revenue policy be adopted as recommended above.

Approved:

____________________________________

Katie Rosenberg, Mayor

**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: July 1, 2020**

**RE: Pet Licensing**

Pet licensing participation is lagging in 2020. A recent review indicates that approximately 1,000 pets have yet to be licensed.

We have received feedback from residents regarding hurdles in licensing include:

- Temporary closure of vet clinics due to COVID resulting in vaccination and neuter/spade delays
- Difficulty licensing due to city hall closure and inability to use the online licensing
- In ability to afford the license due to COVID

The pet license expires on December 31 annually but payment is considered timely through the end of March.

The City's current late licensing fee is two times the license:

| | | | | |
|---|---|---|---|---|
| • Spayed dog/cat | late fee | $ 36 | license | $18 |
| • Not Spayed dog/cat | late fee | $120 | license | $60 |

The city collected $3,452 in late fees in 2019.

Based upon the 1,000 non-renewed pets and the challenges presented by COVID staff was interested in sending out reminders with an opportunity for residents to license with a penalty waiver through August 31.

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

| **RESOLUTION OF THE FINANCE COMMITTEE** | |
|---|---|
| Authorizing the modification of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code §3.40.010(a) (2020 Comprehensive Fee Schedule)<br><br>Committee Action: Pending<br>Fiscal Impact: $3,500 | |
| **File Number:** 19-1109 | **Date Introduced:** July 14, 2020 |

# RESOLUTION

**WHEREAS**, the COVID 19 pandemic and the necessary Wisconsin Safer At Home order caused interruptions in pet care and licensing along with financial hardships for many residents; and

**WHEREAS**, the delinquent licensing carries a significant financial burden of as much as $120 per pet; and

**WHEREAS**, the ultimate goal of pet licensing is vaccination and the reuniting of owners and lost pets; and

**WHEREAS,** your Finance Committee has recommended waiving the filing penalty until September 15 to allow pet owners additional time to license their pets;

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau, that the penalty fee for delinquent pet licensing be waived through September 15, 2020.

Approved:

___________________________________

Katie Rosenberg, Mayor

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

## RESOLUTION OF THE FINANCE COMMITTEE

Modifying the Capital Policy

Committee Action:

Fiscal Impact: None

| | | | |
|---|---|---|---|
| **File Number:** | 91-1008 | **Date Introduced:** | July 14, 2020 |

# RESOLUTION

**WHEREAS**, the City of Wausau has adopted a number of financial policies and procedures, and

**WHEREAS,** the Common Council recently modified the Capital Improvement Process by creating the Capital Improvement Program Committee, and

**WHEREAS**, the Finance Committee has reviewed and recommends the attached change to the Capital Policy to reflect this new committee which is attached hereto and incorporated as a part of this resolution,

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau that the Capital Policy be adopted as recommended above.

Approved:

______________________________

Katie Rosenberg, Mayor

# CITY OF WAUSAU, WISCONSIN
# CAPITAL POLICIES

It is critical that the City preserve its current physical assets and systematically plan for future capital outlays. These capital investments are necessary to support the delivery of basic services, to ensure safety, and to provide quality of life to the citizens of Wausau. This plan includes the consideration of all operating costs associated with new capital improvements.

## CAPITAL IMPROVEMENT PLAN

The City will maintain a capital improvement plan that prioritizes capital needs and identifies funding sources. The capital improvement plan will contain short term and long term plans. The short term plan will consist of the annual capital budget, and the long term plan will include a preliminary four year plan.

The capital improvement plan will include all land, equipment, facility construction or upgrade, and infrastructure projects with a useful life of greater than three years, and an individual or combined cost of greater than $25,000.

Departments will project and submit annually the five year capital needs of the department.

The departmental capital requests will be prioritized by the ~~Committee of the Whole~~ Capital Improvement Program Committee (CIP).

The committee will rank each request utilizing rating criteria. These criteria will give highest priority to those projects which involve public health and safety, preservation of existing capital assets, improving efficiency of government operations, consistent with comprehensive planning goals and objectives, implementing cost saving measures, and improving quality of life.

The capital improvement budget will be developed in coordination with the operating budget.

## CAPITAL MAINTENANCE

The City will maintain all of its assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs.

## PROJECT DURATION

Each capital project will have a term of twenty-four months. Project extensions will be authorized through carryover funding.

## ANNUAL OPERATING BUDGET

Each request submitted for the capital improvement plan will identify the future maintenance and operating costs and any potential operating funding sources.

## FUNDING SOURCES

The capital improvement plan will recommend specific funding sources of projects. These funding sources will include special assessment income, grant funds, other contributions, general obligation bonds and notes, and general property taxes. The capital improvement plan will comply with the City's debt management policy.

## FINANCIAL CAPACITY

The capital improvement plan will examine the long range implications of future debt issues on debt outstanding, annual principal and interest requirements, and the general property tax levy.

**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: July 1, 2020**

**RE: Fleet Management RFP**

The City of Wausau utilizes a central services fund known as the Motor Pool Fund to manage the City's fleet for all departments but the WaterWorks Commission and Transit. The Fund has relied on departmental charges to maintain and replace the fleet and operate our fueling system. The City has made several changes to operations in recent years including adding the police, fire and airport fleet into the program and moving to passenger vehicle rental program with Enterprise.

The City would like to retain the services of a consultant to provide a fleet management plan to prepare the City for the future. The major areas of evaluation as outlined in the RFP are:

- Provide an analysis of the appropriate staffing size, structure and compensation recommendations based upon our fleet size.
- Identify available options as to which components of the City's fleet management operations should remain centralized and which operations should be decentralized.
- Examine the City's existing approach to outsourcing practices and provide recommendations for improvement.
- Determine an optimal vehicle replacement cycle and develop a 10 year fleet replacement schedule.
- Evaluate fleet utilization and make recommendations on fleet size.
- Examine the existing procurement and disposal process and provide recommendations for improvement.
- Examine the existing preventative maintenance program and provide recommendations for improvement.
- Examine the user fee schedule and make recommendations for changes.
- Examine the current leasing model and make recommendations for improvements.
- Assess the current fleet management information system and make recommendations for improvement.
- Examine and make recommendations on alternate fuel technology purchases.
- Identify other opportunities that would improve the efficiency and effectiveness of the City's fleet services.
- Identify policies and standard operating procedures that will promote efficient and effective fleet management operations.
- Review the current facility project and provide any recommendations for changes.

The efficient and effective management of the City's fleet is a crucial part of city services and managing taxpayer costs. We believe that the study will provide insight that will aid the City to right size the fleet, fleet staffing and procurement and disposal.

**CITY OF WAUSAU**
**REQUEST FOR PROPOSALS**
**Municipal Fleet Management Consulting Services**

**The City of Wausau is requesting proposals from consultants to conduct an evaluation of the City's current fleet management and maintenance operations with the objective of reducing lifecycle costs and ensuring operational needs are met.**

**The consultant must be independent of companies that manufacture, sell, lease or district vehicles.**

## BACKGROUND INFORMATION

The City of Wausau is located in Northcentral Wisconsin and has a population of approximately 40,000. The City's Department of Public Works is responsible for maintaining the City's the public works, airport, police and fire department fleet. Funding for the operation of the fleet is accomplished through a central services fund known as the Motor Pool Fund. Departments using the fleet are charged a user fee established on an hourly or per mile charge. The user fee is intended to recover operational costs and fund replacement.

The Motor Pool Division is comprised of six mechanics and one half (1/2) Inventory Specialist and one Fleet Manager. The Motor Pool is supervised by the Fleet and Facilities Manager who provides direction and guidance in the following areas:

- Staffing the Motor Pool 16 hours Monday through Friday (around the clock in winter months) and 24/7 on-call availability.
- Fuel distribution, monitoring and underground storage tanks to state standards.
- Maintenance of computerized fleet analysis system which tracks all vehicle repairs, usage and preventive maintenance histories as well as parts disbursements and inventories.
- Preparation of detailed equipment specifications for requests for proposals for vehicle procurement.
- Acquisition of parts and supplies and processing of all vendor invoices.
- Collection and invoicing of all departments utilizing the services of the Division.
- Coordinating with other Departments the disposition of their equipment whether "in" or "out of service".
- Utilized as backup personnel for winter snow emergencies, storm damage cleanup assistance, flood response and other emergencies that may arise.
- Prepare used equipment leaving the fleet for sale utilizing local auctions or an online auction service.
- Providing the necessary vehicles and equipment to each department through either purchase, rental, or lease

The department maintains 508 pieces of equipment which includes 201 vehicles or heavy equipment. The fueling island dispenses around 110,000 gallons of diesel fuel and 100,000 gallons of unleaded fuel annually. The vehicle fleet averages about 740,000 miles and hourly equipment about 40,000 hours. The staff outsources some maintenance work based upon staffing schedules and work complexity. The City leases about 25 passenger and light duty trucks with Enterprise. The contract provides full maintenance services on the vehicles. The monthly charge for the lease is about $20,000 per month.

The Department of Public Works facility is functionally obsolete and prevents efficient maintenance services. The City commissioned Barrientos design and consulting to provide cost estimates and preliminary designs for a 3 phased public works facility project on the City's existing site. A copy of the plan is attached.

Customers of the Central Motor Pool have been dissatisfied with services offered. Concerns include slow replacement of aged vehicles resulting in increased maintenance costs and downtime on vehicles. Competition and prioritization of maintenance services contributes to the downtime since the maintenance of snow removal equipment and fleet takes priority during the winter months. Dissatisfaction by the police department has grown to a level that they are requesting to separate from central services and maintain their own fleet in a maintenance garage adjacent to the police station.

## SCOPE OF SERVICES

The scope of services is a general guide and not intended to be an all-inclusive list of all the work necessary. It is the consultant's responsibility to develop and provide a comprehensive fleet management master plan.

- Provide an analysis of the appropriate staffing size, structure and compensation recommendations based upon our fleet size.
- Identify available options as to which components of the City's fleet management operations should remain centralized and which operations should be decentralized.
- Examine the City's existing approach to outsourcing practices and provide recommendations for improvement.
- Determine an optimal vehicle replacement cycle and develop a 10 year fleet replacement schedule.
- Evaluate fleet utilization and make recommendations on fleet size.
- Examine the existing procurement and disposal process and provide recommendations for improvement.
- Examine the existing preventative maintenance program and provide recommendations for improvement.
- Examine the user fee schedule and make recommendations for changes.
- Examine the current leasing model and make recommendations for improvements.
- Assess the current fleet management information system and make recommendations for improvement.
- Examine and make recommendations on alternate fuel technology purchases.
- Identify other opportunities that would improve the efficiency and effectiveness of the City's fleet services.
- Identify policies and standard operating procedures that will promote efficient and effective fleet management operations.
- Review the current facility project and provide any recommendations for changes.

## PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capacity to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

> **Business Organization –** This section shall include the firm's name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms.

**Experience and Capabilities -** The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of references for each applicable project.

**Project Approach –** The consultant shall describe the approach to the proposed project, the method of conducting the work, and how the final deliverables will be developed. Provide a project schedule for various tasks and milestones and deliverables of the project.

**Cost –** The fee proposal shall include all tasks required to perform the work with a maximum not to exceed fee for each task and a grant total not-to- exceed fee. The proposal should clearly show hours and cost per task. The task and fee breakdown should match the scope of services. The consultant should provide any travel or other expected costs.

## SUBMITTAL REQUIREMENTS

One (1) original and four (4) copies of the proposal along with an electronic pdf stored on a jump drive, must be submitted in a sealed envelope by **4:00 p.m. CST on Friday August 7, 2020.** Please mark "Proposal for City of Wausau Fleet Management Study" on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall**
**Attn: Maryanne Groat, CPA**
**Finance Director**
**407 Grant Street**
**Wausau, WI 54403**

## CONTACT PERSON

Questions about the RFP or the project should be directed to Maryanne Groat, Finance Director, phone (715) 261-6645 or email mgroat@ci.wausau.wi.us.

## TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

**SELECTION PROCESS**

The City will create a selection committee that will be responsible for evaluating and ranking the proposals submitted. The proposals will be based on the following:

- Project understanding, scope and approach and time schedule (20 points)
- Relevant experience and qualifications of the firm and project team members (30 points)
- Experience providing similar services and references(30 points)
- Cost effectiveness of delivering the project (20 points)

The committee will select the top 2-3 candidates for an interview.

**TIMELINE**

The estimated timeline for completion of the selection process is outlined below.

| | |
|---|---|
| July 9, 2020 | Distribution date of RFP |
| August 7, 2020 | Deadline to submit proposal |
| August 28, 2020 | Consultant is selected and final negotiations are concluded |
| October 15, 2020 | Preliminary recommendations on staffing levels and operation centralization versus decentralization be presented |
| On or Before December 10, 2020 | Final report completed and presented |

**SIGNATURE BLOCK**

Note: Please return this page with your proposal.

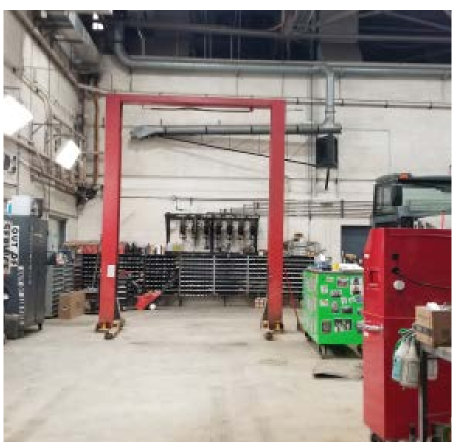
The undersigned, an authorized agent of his/her company, hereby certifies:
( ) the receipt of this letter to solicit proposals (on this date): ________________
( ) familiarization with all terms, conditions, and specifications herein stated,
( ) company is qualified to perform work and services as proposed,
( ) that the proposal submitted is valid until ___________________________ (date).

| | |
|---|---|
| _________________________________ | _________________________________ |
| Company Name | Authorized Signature |
| _________________________________ | _________________________________ |
| Mailing Address | Printed Name |
| _________________________________ | ______________________________ |
| City, State, Zip | Title |
| _________________________________ | ______________________________ |
| Type of Entity (S-Corp, LLC, etc.) | Phone Number |
| _________________________________ | ______________________________ |
| Web Site | Email Address |

# CITY OF WAUSAU
## Department of Public Works

## Conceptual Design Package-
## Phase 1 & 2

JUNE 2020



BARRIENTOS
design & consulting

# TABLE OF CONTENTS

# PHASE 1 & 2 SUMMARY

## INTRODUCTION

The purpose of this planning exercise is to develop cost estimates for a Phase 1 and Phase 2 of a three phase construction approach to take place over three years (2021-2023).

**PHASE 1**

The first phase, planned for 2021, is a new Repair Garage and Parts Storage building, Truck Wash, and Salt Brine lean-to. This phase requires purchase of the Wausau Engines property and demolition of the existing building. During this phase the existing main shop remains operational. The Repair Garage is 33’ west of the existing main shop and 86’ south of the property line off Myron St. where 3 new curb cuts are added. A 4’ retaining wall is needed to build the site up above the flood plain. There are 5 pull-through lanes and 1 pull-in lane with a total of 10 repair bays and 1 welding bay. There are two 10-ton overhead cranes that service the repair bays and welding bay. The welding bay is located in the NW corner of the building where it can be sectioned off with a curtain to allow for ventilation treatment that differs from the repair bays. Parts storage can be conveniently accessed next to the repair bays and there is a 2,078 SF Mezzanine above offices and storage.

Also included in the first phase is a stand-alone Truck Wash. The Truck Wash is 104’ south of the Repair Garage. To create a drive lane the two smaller storage buildings are demolished and Building #1 is moved farther south.

A 1,430 SF Salt Brine lean-to is added on to the existing salt dome. The area around the salt dome is re-paved with the addition of the Salt Brine lean-to.

Estimated Cost: $7,420,111

**PHASE 2**

The second phase, planned for 2022, is a new vehicle storage garage to be constructed south of the Phase 1 Repair Garage. This phase requires relocation of some existing parking. New asphalt overlaps the property line of Wausau Waste Water Treatment to allow for the drive aisle out of the parking garage, as well as parking along the existing cold storage. A 2’ retaining wall is needed to the west of the cold storage.

Estimated Cost: $6,662,764

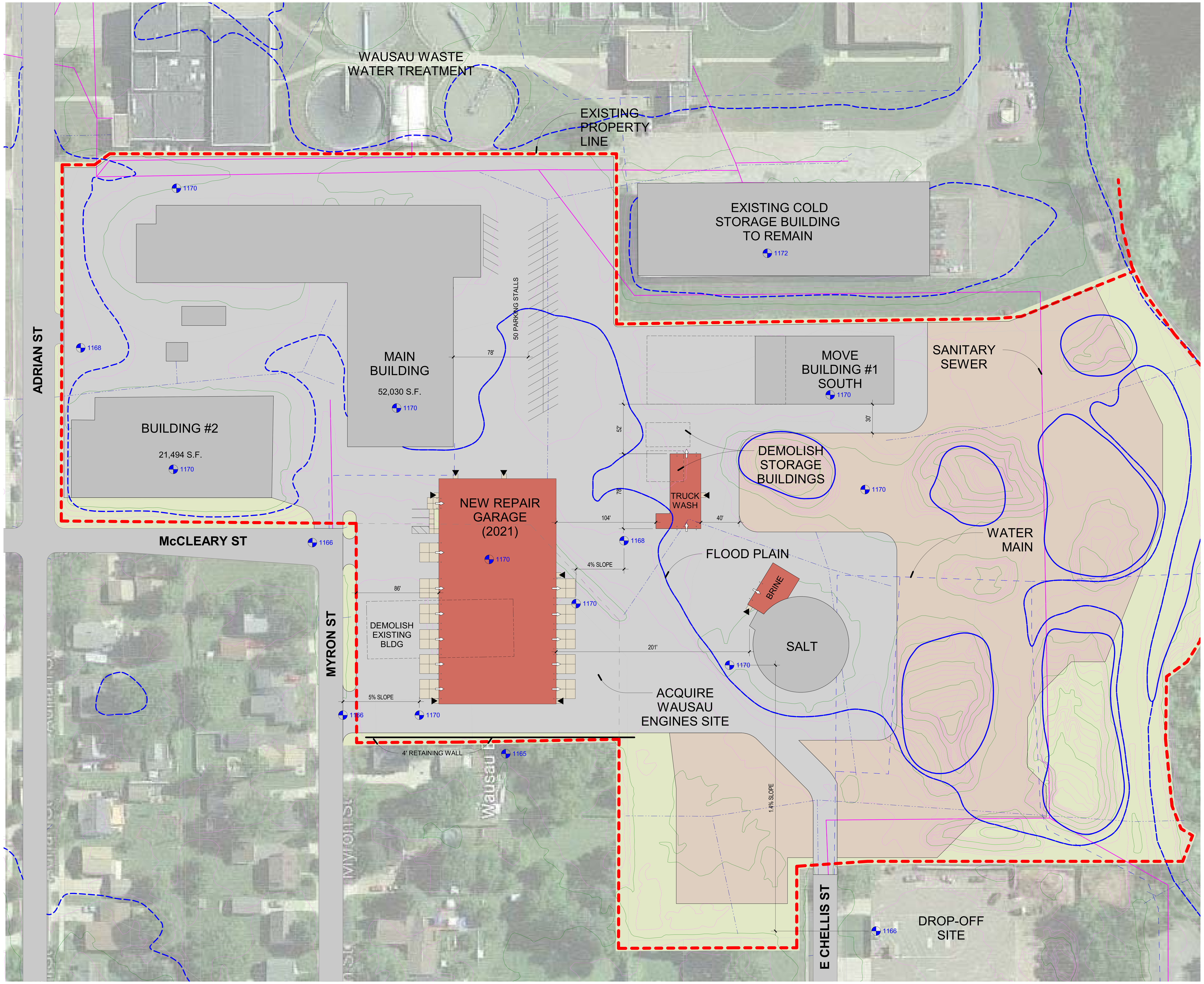

# Wausau City DPW Garage Study
# Phase Development

5/7/20

NORTH

1 EXISTING SITE PLAN
1" = 50'-0"

BARRIENTOS
design & consulting



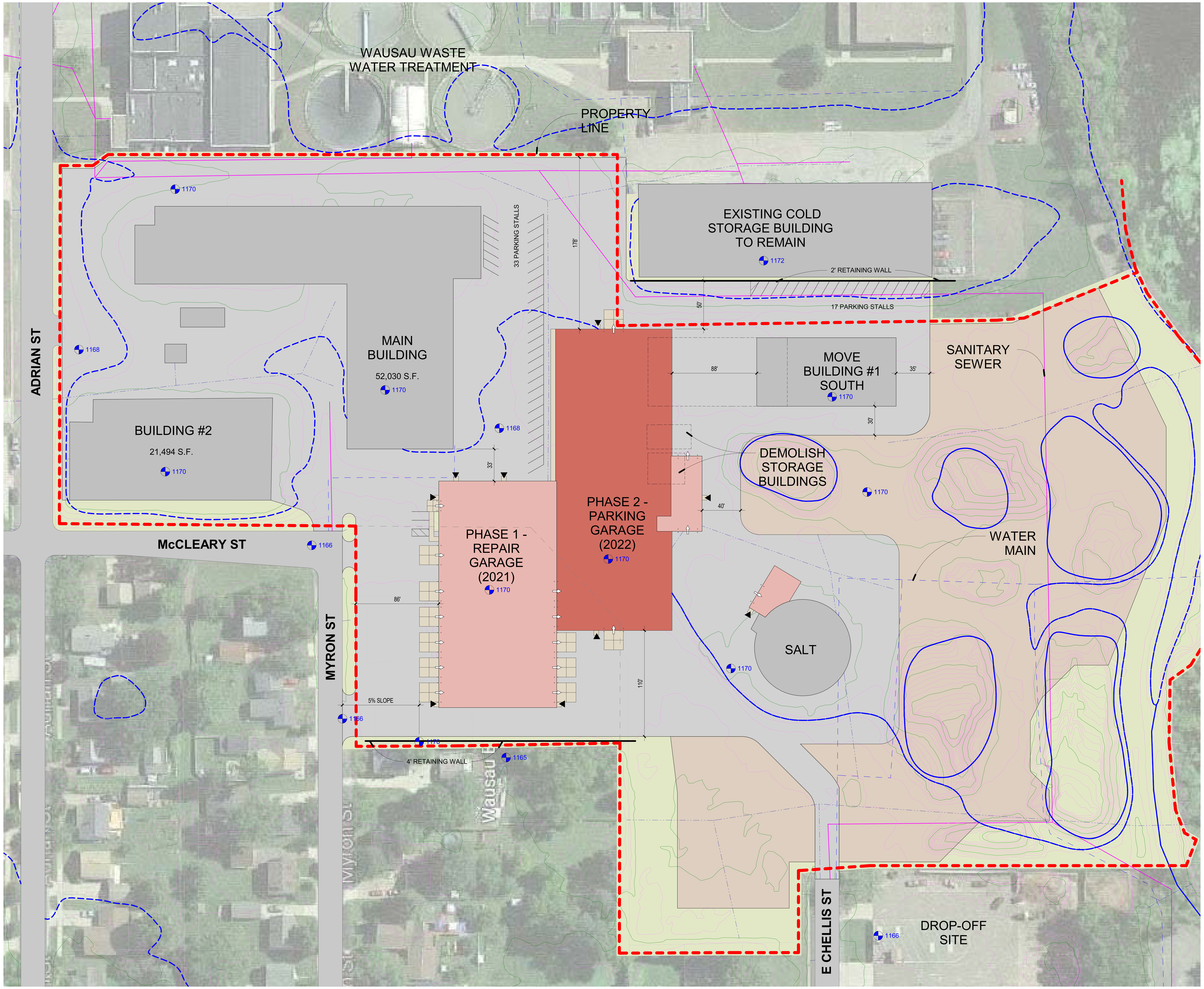

# Wausau City DPW Garage Study
# Phase Development

5/7/20

NORTH

1 SITE PLAN - PHASE 1
1" = 50'-0"

BARRIENTOS
design & consulting



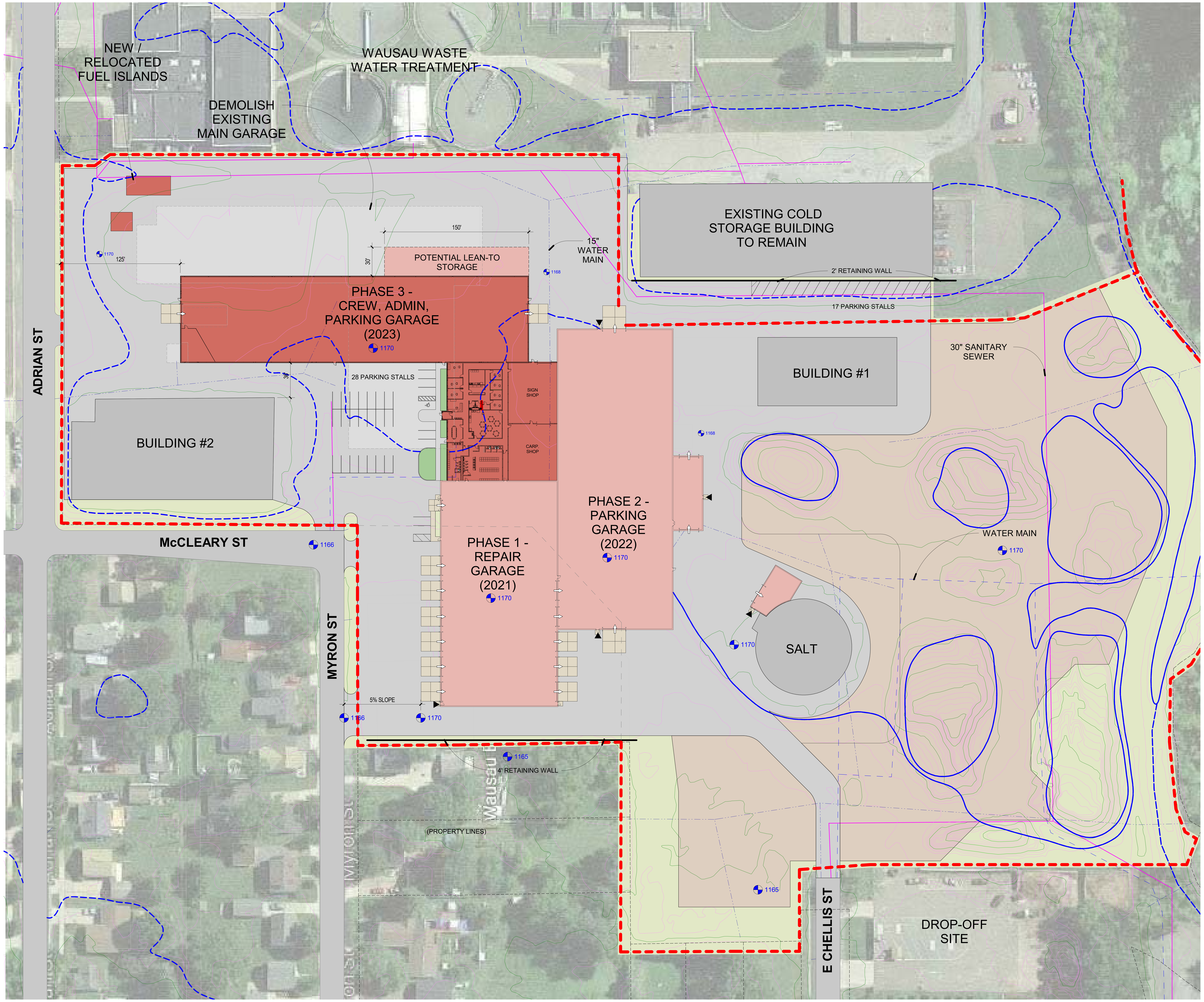

# Wausau City DPW Garage Study
# Phase Development

5/7/20

NORTH

1 SITE PLAN - PHASE 2
1" = 50'-0"

BARRIENTOS
design & consulting




# Wausau City DPW Garage Study
# Phase Development

5/7/20

1 SITE PLAN - PHASE 3

1" = 50'-0"

BARRIENTOS design & consulting

## Construction Cost Estimate

**Summary of Phase 1 and Phase 2**

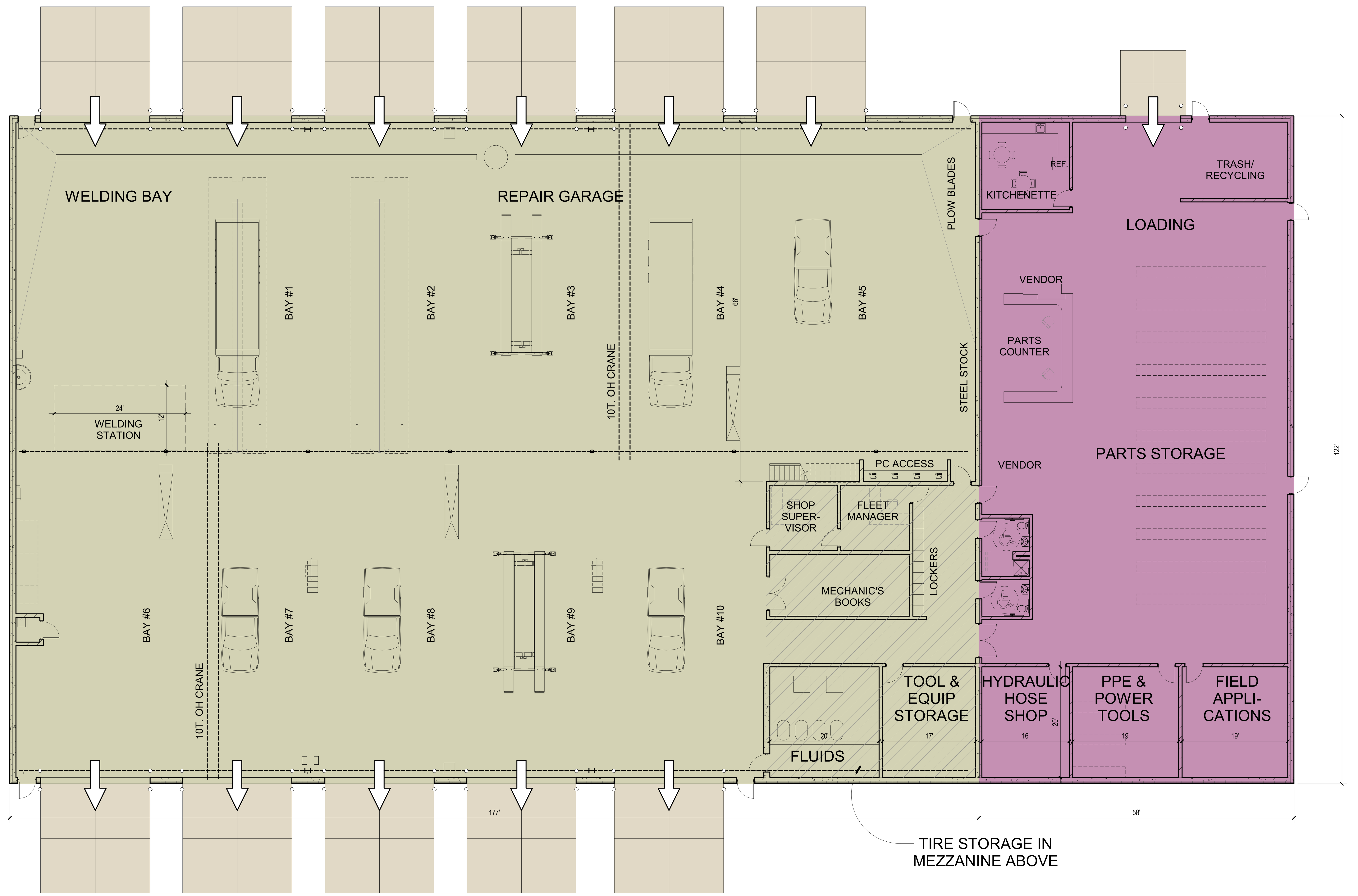
**City of Wausau DPW**

June 3, 2020

**(In 2020 Dollars)**

| | SF/Quantity | | | Total |
|---|---|---|---|---|
| **Phase 1** | | | | |
| New Construction in 2021 | 34,945 | | $ | 7,420,111 |
| **Phase 2** | | | | |
| New Construction in 2022 | 37,568 | | $ | 6,662,794 |
| | **72,513** | **Total** | **$** | **14,082,905** |

**Estimates are in 2020 dollars and do not account for inflation.**




| S.F. | SPACE |
|---|---|
| 21,700 | REPAIR GARAGE |
| 7,057 | PARTS STORAGE |
| 2,078 | MEZZANINE |
| 2,680 | TRUCK WASH |
| 1,430 | BRINE |
| PHASE 1 TOTAL: 34,945 | |
| 37,568 | VEHICLE PARKING |
| PHASE 2 TOTAL: 37,568 | |

# Wausau City DPW Garage Study
# Phase Development

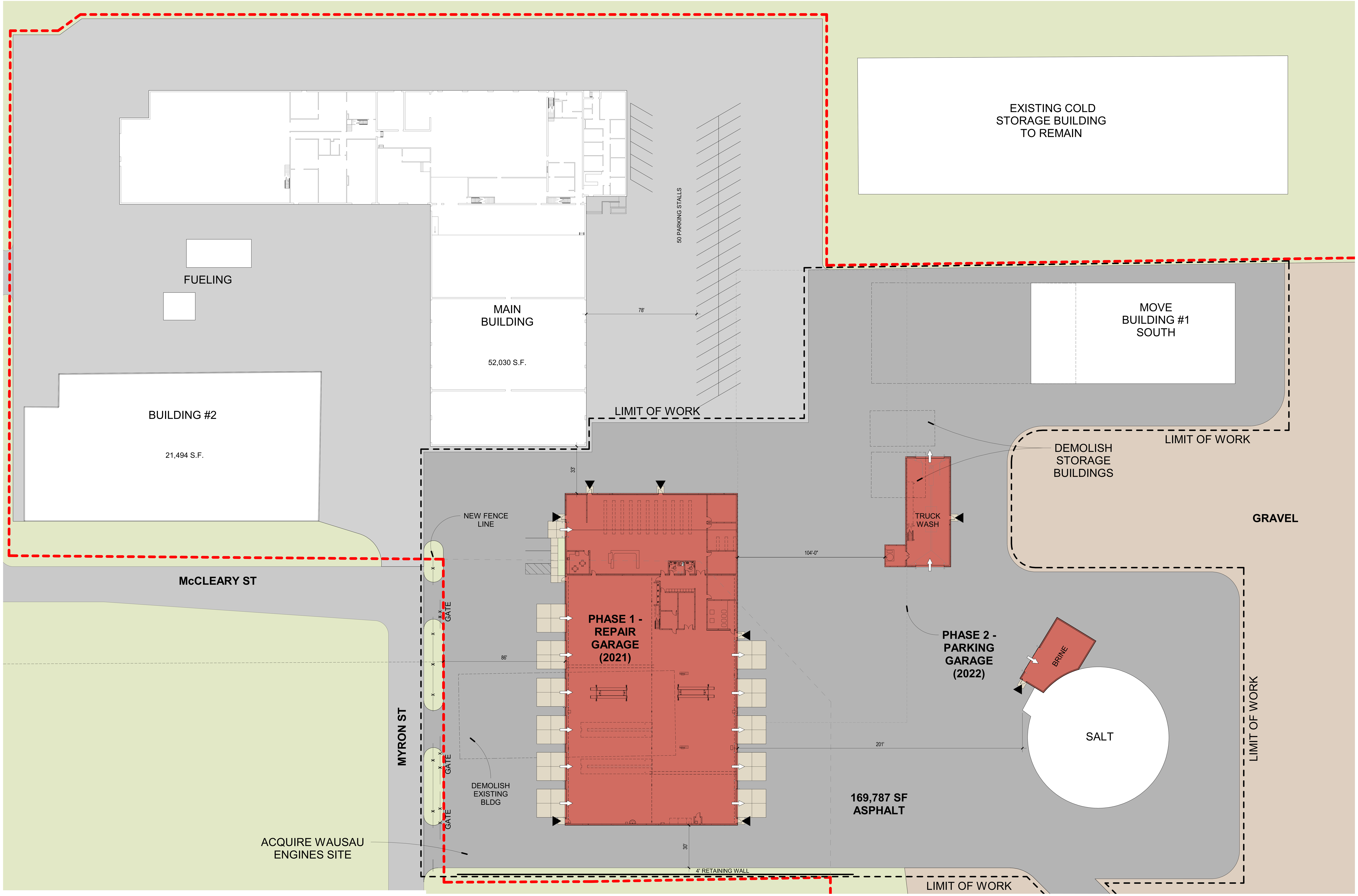
5/7/20

NORTH

1 FIRST FLOOR PLAN - REPAIR GARAGE & PARTS STORAGE

3/32" = 1'-0"

BARRIENTOS design & consulting




# Wausau City DPW Garage Study Phase Development

5/7/20

NORTH

1 CONSTRUCTION PLAN - PHASE 1

1" = 30'-0"

BARRIENTOS design & consulting

## Phase 1 - Construction Cost Estimate

Wausau DPW Garage
May 28th, 2020

**New Construction**

| | |
|---|---|
| **02 - Existing Conditions** | **$101,460** |
| 02 41 19 - Selective Building Demolition | $101,460 |
| | |
| **03 - Concrete** | **$1,551,900** |
| 03 00 00 - Concrete Testing | $10,162 |
| 03 11 00 - Concrete Forming | $275,973 |
| 03 15 00 - Concrete Accessories | $49,188 |
| 03 20 00 - Concrete Reinforcing | $53,265 |
| 03 22 00 - Welded Wire Fabric Reinforcing | $38,517 |
| 03 30 00 - Cast-in-Place Concrete | $272,723 |
| 03 35 00 - Concrete Finishing | $60,091 |
| 03 41 13 - Precast Concrete Hollow Core Planks | $108,927 |
| 03 45 00 - Precast Architectural Concrete | $680,000 |
| 03 60 00 - Grouting/Floor Patching | $3,053 |
| | |
| **04 - Masonry** | **$105,209** |
| 04 05 23 - Masonry Accessories | $0 |
| 04 05 24 - Masonry Embedded Flashing | $0 |
| 04 21 00 - Clay Unit Masonry | $0 |
| 04 22 00 - Concrete Unit Masonry | $105,209 |
| 04 72 00 - Cast Stone Masonry | $0 |
| | |
| **05 - Metals** | **$455,720** |
| 05 12 00 - Structural Steel Framing | $426,003 |
| 05 50 00 - Metal Fabrications | $5,807 |
| 05 51 00 - Metal Stairs | $10,653 |
| 05 52 00 - Metal Railings | $13,258 |
| | |
| **06 - Wood, Plastics, and Composites** | **$134,874** |
| 06 10 00 - Rough Carpentry | $81,239 |
| 06 40 00 - Architectural Woodwork | $26,499 |
| 06 61 16 - Solid Surfacing Fabrications | $27,135 |
| | |
| **07 - Thermal and Moisture Protection** | **$447,701** |
| 07 21 00 - Thermal Insulation | $2,617 |
| 07 21 13 - Board Insulation | $804 |
| 07 21 29 - Sprayed Insulation | $2,784 |
| 07 26 13 - Above-Grade Vapor Retarders | $557 |

| | |
|---|---|
| 07 27 00 - Air Barriers | $19,134 |
| 07 46 16 - Metal Wall Panels | $0 |
| 07 53 23 - EPDM Roofing | $358,758 |
| 07 60 00 - Flashing and Sheet Metal | $21,307 |
| 07 92 00 - Joint Sealants | $41,741 |
| **08 - Openings** | **$271,108** |
| 08 11 13 - Hollow Metal Doors and Frames | $64,108 |
| 08 14 00 - Wood Doors | $0 |
| 08 36 13 - Sectional Doors | $117,000 |
| 08 41 13 - Aluminum-Framed Entrances and Storefronts | $0 |
| 08 44 00 - Curtain Wall and Glazed Assemblies | $0 |
| 08 81 00 - Glass Glazing | $90,000 |
| **09 - Finishes** | **$127,812** |
| 09 21 16 - Gypsum Board Assemblies | $0 |
| 09 30 13 - Ceramic Tiling | $0 |
| 09 51 00 - Acoustical Ceilings | $4,000 |
| 09 65 00 - Resilient Flooring | $10,104 |
| 09 68 00 - Carpeting | $0 |
| 09 90 00 - Painting and Coating | $113,707 |
| 09 97 00 - Flooring Mitigation | $0 |
| **10 - Specialties** | **$39,410** |
| 10 14 00 - Signage | $2,037 |
| 10 14 19 - Signage - Exterior | $10,146 |
| 10 21 13 - Toilet Compartments | $5,395 |
| 10 21 23 - Cubicles | $267 |
| 10 22 13 - Wire Mesh Partitions | $0 |
| 10 22 26 - Operable Partitions | $0 |
| 10 28 13 - Toilet Accessories | $7,363 |
| 10 44 00 - Fire Protection Specialties | $4,637 |
| 10 51 00 - Lockers | $9,566 |
| **11 - Equipment** | **$667,671** |
| 11 12 00 - Cranes and Hoists | $101,460 |
| 11 99 01 - Vehicle Wash Equipment | $209,586 |
| 11 99 02 - Vehicle Lifts | $166,868 |
| 11 99 03 - Brine Making Equipment | $106,834 |
| 11 99 04 - Bulk Fluids | $82,923 |
| **12 - Furnishings** | **$0** |
| 12 21 00 - Window Blinds | $0 |
| **21 - Fire Suppression** | **$61,383** |
| 21 00 00 - Fire Suppression | $61,383 |
| **22 - Plumbing** | **$359,508** |

| | |
|---|---|
| 22 00 00 - Plumbing | $359,508 |
| | |
| **23 - Heating, Ventilating, and Air-Conditioning (HVAC)** | **$589,279** |
| 23 00 00 - Heating, Ventilating, and Air-Conditioning (HVAC) | $589,279 |
| | |
| **26 - Electrical** | **$688,101** |
| 26 00 00 - Electrical | $688,101 |
| | |
| **01 - General Conditions/General Requirements** | **$0** |
| Individual Items | $0 |
| | |
| **Total** | **$5,601,137** |

**Site Construction**

| | |
|---|---|
| **31 - Earthwork** | **$194,407** |
| 31 00 00 - Earthwork | $187,994 |
| 31 25 00 - Erosion and Sedimentation Controls | $6,413 |
| | |
| **32 - Exterior Improvements** | **$277,810** |
| 32 12 16 - Asphalt Paving | $180,727 |
| 32 13 13 - Concrete Paving | $19,035 |
| 32 16 00 - Curbs and Gutters | $25,064 |
| 32 17 00 - Paint Parking Stripes | $269 |
| 32 31 13 - Chain Link Fences and Gates | $34,241 |
| 32 90 00 - Landscaping | $18,474 |
| | |
| **33 - Utilities** | **$115,783** |
| 33 00 00 - Utilities - Storm | $63,617 |
| 33 20 00 - Water Lateral | $10,179 |
| 33 30 00 - Sanitary Sewerage Utilities | $41,987 |
| | |
| **01 - General Conditions/General Requirements** | **0** |
| Individual Items | 0 |
| | |
| **Total** | **$588,000** |

| | | | |
|---|---|---|---|
| Building Permit | 0.06% | | $3,713 |
| Insurance Requirements | 0.65% | | $40,229 |
| Builders Risk Insurance | 0.08% | | $4,951 |
| Reproduction Expenses | 0.06% | | $3,713 |
| General Conditions | 2.79% | | $172,677 |
| General Requirements | 1.25% | | $77,364 |
| Winter Conditions/Temporary Heat | 1.17% | | $72,413 |
| Design Development Contingency | | | |
| Construction Manager's Contingency | 5.00% | | $309,457 |
| Subtotal | | | $684,519 |
| **Project Construction Total** | | | **$6,873,655** |
| Construction Fee | 1.95% | | $134,036 |
| Performance and Payment Bond | | | |
| Architecture/Engineering Fees | 6.00% | | $412,419 |
| **Total Estimate** | **34,945** | **SF** | **$7,420,111** |


| S.F. | SPACE |
|---|---|
| 21,700 | REPAIR GARAGE |
| 7,057 | PARTS STORAGE |
| 2,078 | MEZZANINE |
| 2,680 | TRUCK WASH |
| 1,430 | BRINE |
| PHASE 1 TOTAL: 34,945 | |
| 37,568 | VEHICLE PARKING |
| PHASE 2 TOTAL: 37,568 | |

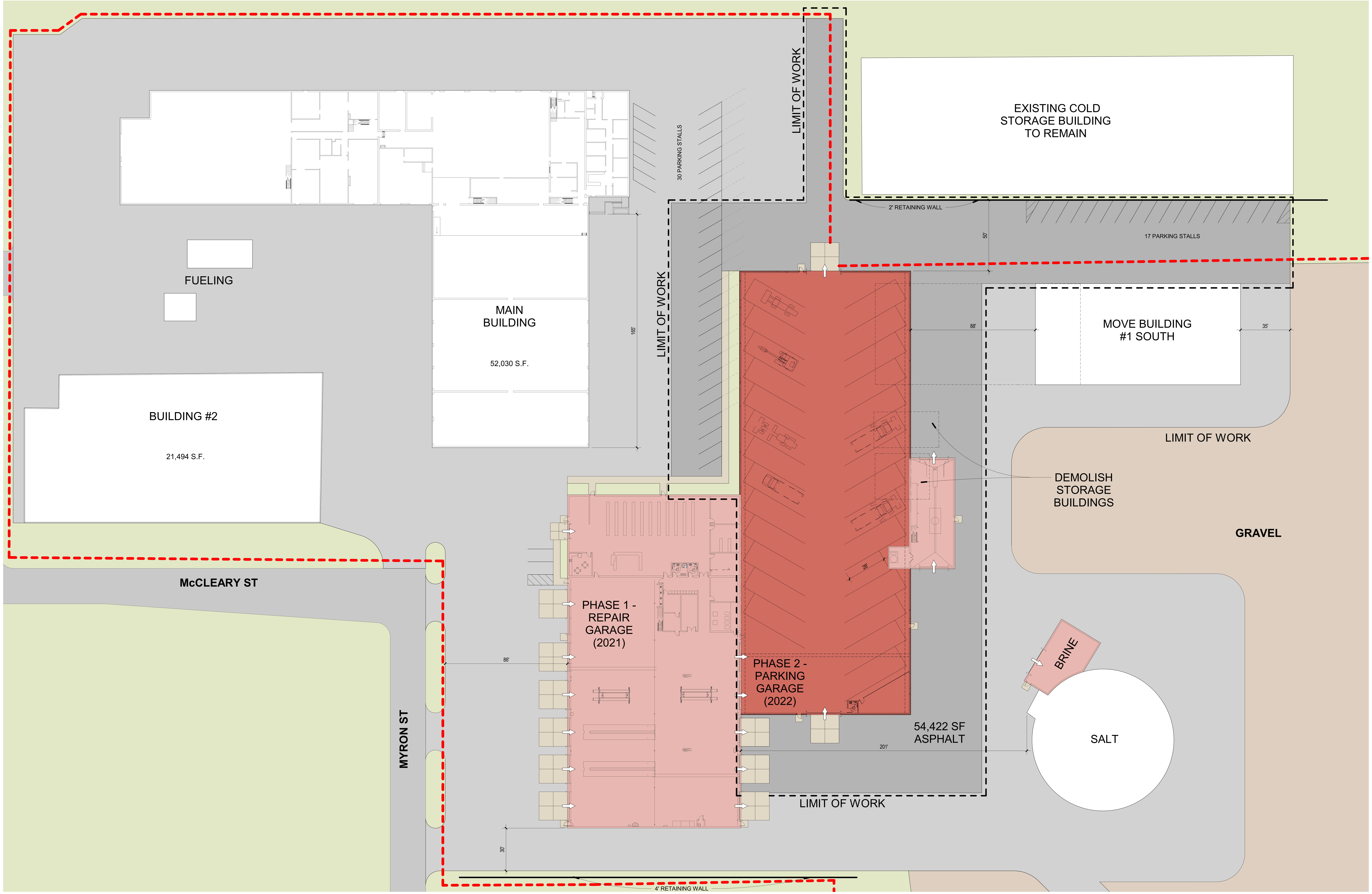
# Wausau City DPW Garage Study
# Phase Development

5/7/20

NORTH

1 FIRST FLOOR PLAN - VEHICLE PARKING & TRUCK WASH
3/32" = 1'-0"

BARRIENTOS design & consulting




# Wausau City DPW Garage Study
# Phase Development

5/7/20

NORTH

1 CONSTRUCTION PLAN - PHASE 2
1" = 30'-0"

BARRIENTOS
design & consulting

## Phase 2 - Construction Cost Estimate

Wausau DPW Garage
May 28th, 2020

**New Construction**

| | |
|---|---:|
| **02 - Existing Conditions** | **$110,842** |
| 02 41 19 - Relocate Cold Storage Building | $110,842 |
| | |
| **03 - Concrete** | **$1,678,522** |
| 03 00 00 - Concrete Testing | $11,102 |
| 03 11 00 - Concrete Forming | $301,491 |
| 03 15 00 - Concrete Accessories | $53,736 |
| 03 20 00 - Concrete Reinforcing | $58,191 |
| 03 22 00 - Welded Wire Fabric Reinforcing | $42,079 |
| 03 30 00 - Cast-in-Place Concrete | $297,941 |
| 03 35 00 - Concrete Finishing | $65,647 |
| 03 41 13 - Precast Concrete Hollow Core Planks | $65,000 |
| 03 45 00 - Precast Architectural Concrete | $780,000 |
| 03 60 00 - Grouting/Floor Patching | $3,335 |
| | |
| **04 - Masonry** | **$10,000** |
| 04 05 23 - Masonry Accessories | $0 |
| 04 05 24 - Masonry Embedded Flashing | $0 |
| 04 21 00 - Clay Unit Masonry | $0 |
| 04 22 00 - Concrete Unit Masonry | $10,000 |
| 04 72 00 - Cast Stone Masonry | $0 |
| | |
| **05 - Metals** | **$485,376** |
| 05 12 00 - Structural Steel Framing | $465,394 |
| 05 50 00 - Metal Fabrications | $6,343 |
| 05 51 00 - Metal Stairs | $11,638 |
| 05 52 00 - Metal Railings | $2,000 |
| | |
| **06 - Wood, Plastics, and Composites** | **$0** |
| 06 10 00 - Rough Carpentry | $0 |
| 06 40 00 - Architectural Woodwork | $0 |
| 06 61 16 - Solid Surfacing Fabrications | $0 |
| | |
| **07 - Thermal and Moisture Protection** | **$489,099** |
| 07 21 00 - Thermal Insulation | $2,859 |
| 07 21 13 - Board Insulation | $878 |
| 07 21 29 - Sprayed Insulation | $3,041 |
| 07 26 13 - Above-Grade Vapor Retarders | $609 |

| | |
|---|---|
| 07 27 00 - Air Barriers | $20,904 |
| 07 46 16 - Metal Wall Panels | $0 |
| 07 53 23 - EPDM Roofing | $391,932 |
| 07 60 00 - Flashing and Sheet Metal | $23,277 |
| 07 92 00 - Joint Sealants | $45,600 |
| **08 - Openings** | **$135,761** |
| 08 11 13 - Hollow Metal Doors and Frames | $14,000 |
| 08 14 00 - Wood Doors | $0 |
| 08 36 13 - Sectional Doors | $61,761 |
| 08 41 13 - Aluminum-Framed Entrances and Storefronts | $0 |
| 08 44 00 - Curtain Wall and Glazed Assemblies | $0 |
| 08 81 00 - Glass Glazing | $60,000 |
| **09 - Finishes** | **$124,221** |
| 09 21 16 - Gypsum Board Assemblies | $0 |
| 09 30 13 - Ceramic Tiling | $0 |
| 09 51 00 - Acoustical Ceilings | $0 |
| 09 65 00 - Resilient Flooring | $0 |
| 09 68 00 - Carpeting | $0 |
| 09 90 00 - Painting and Coating | $124,221 |
| 09 97 00 - Flooring Mitigation | $0 |
| **10 - Specialties** | **$18,375** |
| 10 14 00 - Signage | $2,226 |
| 10 14 19 - Signage - Exterior | $11,084 |
| 10 21 13 - Toilet Compartments | $0 |
| 10 21 23 - Cubicles | $0 |
| 10 22 13 - Wire Mesh Partitions | $0 |
| 10 22 26 - Operable Partitions | $0 |
| 10 28 13 - Toilet Accessories | $0 |
| 10 44 00 - Fire Protection Specialties | $5,065 |
| **11 - Equipment** | **$110,842** |
| 11 12 00 - Cranes and Hoists | $110,842 |
| 11 99 01 - Vehicle Wash Equipment | $0 |
| 11 99 03 - Brine Making Equipment | $0 |
| **12 - Furnishings** | **$0** |
| 12 21 00 - Window Blinds | $0 |
| **21 - Fire Suppression** | **$67,059** |
| 21 00 00 - Fire Suppression | $67,059 |
| **22 - Plumbing** | **$389,054** |
| 22 00 00 - Plumbing | $389,054 |
| **23 - Heating, Ventilating, and Air-Conditioning (HVAC)** | **$643,768** |

| | | |
|---|---|---|
| 23 00 00 - Heating, Ventilating, and Air-Conditioning (HVAC) | | $643,768 |
| | | |
| **26 - Electrical** | | **$751,728** |
| 26 00 00 - Electrical | | $751,728 |
| | | |
| **01 - General Conditions/General Requirements** | | **$0** |
| Individual Items | | $0 |
| | | |
| | **Total** | **$5,014,647** |
| | | |
| **Site Construction** | | |
| | | |
| **31 - Earthwork** | | **$198,032** |
| 31 00 00 - Earthwork | | $191,500 |
| 31 25 00 - Erosion and Sedimentation Controls | | $6,532 |
| | | |
| **32 - Exterior Improvements** | | **$261,672** |
| 32 12 16 - Asphalt Paving | | $197,658 |
| 32 13 13 - Concrete Paving | | $19,390 |
| 32 16 00 - Curbs and Gutters | | $25,532 |
| 32 17 00 - Paint Parking Stripes | | $274 |
| 32 90 00 - Landscaping | | $18,819 |
| | | |
| **33 - Utilities** | | **$135,069** |
| 33 00 00 - Utilities - Storm | | $64,803 |
| 33 20 00 - Water Lateral | | $10,369 |
| 33 30 00 - Sanitary Sewerage Utilities | | $59,897 |
| | | |
| **01 - General Conditions/General Requirements** | | **0** |
| Individual Items | | 0 |
| | | |
| | **Total** | **$594,773** |

| | | | |
|---|---|---|---|
| Building Permit | 0.06% | | $3,366 |
| Insurance Requirements | 0.65% | | $36,461 |
| Builders Risk Insurance | 0.08% | | $4,488 |
| Reproduction Expenses | 0.06% | | $3,366 |
| General Conditions | 2.79% | | $156,503 |
| General Requirements | 1.25% | | $70,118 |
| Winter Conditions/Temporary Heat | 1.17% | | $65,630 |
| Design Development Contingency | | | |
| Construction Manager's Contingency | 5.00% | | $280,471 |
| Subtotal | | | $6,229,822 |
| **Project Construction Total** | | | **$6,229,822** |
| Construction Fee | 1.95% | | $121,482 |
| Performance and Payment Bond | | | |
| Architecture/Engineering Fees | 5.00% | | $311,491 |
| **Total Estimate** | **37,568** | **SF** | **$6,662,794** |

Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

**TO:** Finance Committee

**FROM:** Eric Lindman, P.E.
Director of Public Works & Utilities

**DATE:** July 9, 2020

**SUBJECT:** Increase Hot Mix Budget - Budget Modification

---

Over the course of the past four years we have seen our overall road ratings decrease throughout the City. The City and staff continue to make street infrastructure a priority but without additional revenue streams to increase our construction budget we will continue to not keep up with the aging infrastructure.

We need to change the way we are managing our street surfaces to try and mitigate our continued maintenance costs (patching, crack sealing, etc.). In 2019 we began moving away from crack sealing in-house and contracting this work out. In place of this work we began doing more spot paving in areas where we are constantly patching. This has proved to very positive as we are able to focus on other areas and not patching the same areas over and over.

I am proposing to increase our hot mix budget as we move forward and we will be doing more paving during the summer months versus just patching. We will continue to crack seal and then seal coat but these operations will be contracted out for efficiency. We budgeted $200,000 in 2020 for seal coating, we are proposing $120,000 for crack sealing and then transferring $80,000 to our Hot Mix budget.

The crack sealing will be done on the streets proposed for seal coat in 2021 and the increase in hot mix will be used for skin patching small areas of roadways.

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

# RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2020 budget modification for the increase of Hot Mix for 2020

Committee Action: Pending

Fiscal Impact: $80,000

| **File Number:** | 19-1109 | **Date Introduced:** | July 14, 2020 |
|---|---|---|---|

**FISCAL IMPACT SUMMARY**

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

**WHEREAS**, the Department of Public Works has evaluated the best use of resources for street maintenance and recommends focusing on spot paving in 2020 and reducing crack sealing; and

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

| | | | |
|---|---|---|---|
| Increase | Street Maintenance – Hot Mix | 110-101594830 | $80,000 |
| Decrease | Street Maintenance - Maint Services | 110-101592490 | $80,000 |

**NOW, THEREFORE, BE IT RESOLVED**, that the proper city officials modify the budget as presented above and publish the budget modification in the official city newspaper.

Approved:

______________________________

Katie Rosenberg, Mayor

**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: July 7, 2020**

**RE: Protective Glass and Other Modifications for Customer Service Staff**

COVID 19 has dramatically changed our customer service operations in the Finance Department. 2020 has been a very busy election year and we expect the November election to surpass past turnout. Many voters are electing to come to city hall during the early voting to cast their ballot or register to absentee vote. We quickly installed temporary sneeze guards at the customer service counter for some protection. This created a couple of problems because the barrier prevented some customers from hearing staff and the customers naturally avoid the barrier by stepping aside into the open space which defeats the purpose of the protection. COVID 19 cases continue to rise throughout the country, state and county and we would like to improve our protection of staff.

We have obtained quotes for a full glass partition with a transaction window and microphones to help with communication.

| | |
|---|---|
| Glass Proposal with speakers at each customer service area | $43,853 |
| Furniture modifications | $ 4,753 |
| Counter top and minor wall modifications | $ 2,320 |
| Total | $50,926 |

Based upon guidance we have received from the League of Municipalities and DOA these physical modifications would qualify as a COVID 19 Routes to Recovery Program reimbursement. If approved the City would follow the appropriate procurement process and would have the system in place prior to the November election early voting.

The City's Routes to Recovery Program total allocation was $635,507. In addition, the City has qualified for several other COVID related grants.

131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

June 22, 2020

# Routes to Recovery Program Guidance Key Takeaways

Curt Witynski, Deputy Director, League of Wisconsin Municipalities

The Department of Administration released a Routes to Recovery Program Guidance for Local Governments providing information on what COVID-19 related expenses incurred by municipalities in response to the pandemic are eligible for reimbursement under the $190 million grant program funded by the federal CARES Act's Coronavirus Relief Fund. With one exception, the Guidance seems to allow more types of COVID-19 related expenses to be reimbursed than Department of Administration staff had initially said would be allowed when the program was first announced two weeks ago. Below are five key takeaways:

1. Municipalities may include COVID-19 related expenses not mentioned in the categories or category descriptions listed in the Routes to Recovery grant program. As long as the expenditure meets the general eligibility requirements for the program (i.e., an unbudgeted expenditure necessary to respond to the COVID-19 health emergency and incurred between March 1, 2020 and November 6, 2020) it can be included in the expense reporter even if it is not expressly mentioned in the Guidance. Municipalities should choose the most applicable category for the expenditure, provide enough description in the expense reporter for outside reviewers to understand how the pandemic necessitated the expense. See FAQ 3.2.
2. Payroll expenses for "public safety, public health, health care, human services, and similar employees" between March 1 and November 6 are eligible for reimbursement. The Routes to Recovery Guidance points out that the federal guidance "presumes that employees in these types of roles are performing services that are substantially dedicated to COVID-19 mitigation and response efforts, unless specific circumstances indicate otherwise." Payroll expenses for employees from other departments temporarily redeployed to assist in public safety, public health, health care, human services, and similar roles to meet the needs of the public health emergency are also eligible for reimbursement for work hours substantially dedicated to COVID-19 mitigation and response. See FAQ 3.4 and 3.5.
3. Long term building modifications to enable COVID-19 health precautions are eligible for reimbursement such as "installing sanitizer stations or touchless soap/towel dispensers; and other expenses incurred to protect the public health and reduce the risks of transmission in public areas and facilities, so long as the local government determines those efforts are reasonably necessary due to the public health emergency." See FAQ 3.13.
4. Unanticipated and unbudgeted purchases of services and equipment to enable public employees to perform work duties from home are expenses eligible for reimbursement under the program, including additional licensing costs, subscriptions, or fees, device purchases or leases (e.g., laptops), and IT contractor costs. See FAQ 3.14
5. Municipalities may not use Routes to Recovery local government grants to help fund a municipally created COVID-19 grant program for local businesses. See FAQ 2.7.

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

## RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the installation of protective glass within the Clerk Customer Service area to protect the public health and reduce the risk of transmission in public facilities

Committee Action: Approved 5-0

Fiscal Impact: $51,000

| | |
|---|---|
| **File Number:** 19-1109 | **Date Introduced:** July 14, 2020 |

# RESOLUTION

| FISCAL IMPACT SUMMARY | | | |
|---|---|---|---|
| COSTS | *Budget Neutral* | Yes☒No☐ | |
| | *Included in Budget:* | Yes☐No☐ | *Budget Source: Routes to Recovery Program Grant* |
| | *One-time Costs:* | Yes☒No☐ | *Amount: $51,000* |
| | *Recurring Costs:* | Yes☐No☒ | *Amount:* |
| | | | |
| SOURCE | *Fee Financed:* | Yes☐No☒ | *Amount:* |
| | *Grant Financed:* | Yes☒No☐ | *Amount: $51,000* |
| | *Debt Financed:* | Yes☐No☒ | *Amount* *Annual Retirement* |
| | *TID Financed:* | Yes☐No☒ | *Amount:* |
| | *TID Source: Increment Revenue* ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐ | | |

**WHEREAS**, the COVID 19 pandemic has created an increased exposure and public risk at the clerk customer service counter particularly as customer service demands increase with the November Presidential election; and

**WHEREAS**, staff is recommending the installation of permanent protective glass to protect staff and customers from the transmission of COVID 19; and

**WHEREAS**, the Routes to Recovery Program administered by the Wisconsin Department of Administration considers long term building modifications to enable COVID 19 health precautions as eligible for grant reimbursement; and

**WHEREAS**, your Finance Committee has reviewed the request for this additional project in 2020 and recommends approval with utilization of COVID grant funding;

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau, that the proper city officials are authorized to proceed with the modifications to the customer service area to install protective glass to prevent the transmission of COVID19.

Approved:

____________________________________

Katie Rosenberg, Mayor

Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

**TO:** Finance Committee

**FROM:** Eric Lindman, P.E.
Director of Public Works & Utilities

**DATE:** July 9, 2020

**SUBJECT:** Sign Shop Cabinet Purchase - Budget Modification

---

The sign shop, housed at our streets division, needs new cabinets to store and protect our inventory properly. We have a significant inventory value of metal and blank signs that need to be protected and properly stored to keep them adequate for use. Organization is also important to keep an accurate inventory.

I am proposing to use $21,000 from our tar budget and $14,000 from our traffic lines/signs budget to fund the purchase and installation of these cabinets. These are being purchased under a cooperative purchase agreement, the agreement is with the UW school system.

FSS
BUSINESS SYSTEMS

Innovative Storage and Document Management Solutions

# CLIENT QUOTATION

*Quote # VL092619-2C*

**Sign Department Storage**

**Gordy Schultz**
**Traffic Maintainer / Sign Department**

**Wausau Department of Public Works**
**400 Myron Street**
**Wausau, WI 54401-6132**

**Wednesday, February 26, 2020**

*Submitted by:*
***Brad Mroczenski - Territory Manager***

**"Established in 1945"**

**FSS Business Systems, Inc. is a Registered WI S-Corporation**

** Innovative Storage & Document Management Solutions * Storage Shelving * High Density Mobile Shelving*
** Heavy Duty Shelving * Specialty Shelving * Times 2 * Vertical Carousel & Lifts * Modular Millwork * Mailroom*
** Industrial Shelving * Pallet Racking * Mezzanine Systems * Modular Offices **
** Professional Records Management Services * File Relocations * File Purges * File Conversions*
** Factory Trained & Certified Installations * Preventative Maintenance*


8315 Enterprise Drive, #3
Wausau, WI 54401

**FSS Business Systems, Inc.**
*www.fssBusiness.com*

PHONE: 715.848.0910

# CLIENT QUOTATION

## FSS Business Systems

*8315 Enterprise Drive, #3*
*Wausau, WI 54401*
*(Ph) 715.848.0910*

| | |
|---|---|
| Quote # | VL092619-2C |
| Sales Rep: | Brad Mroczenski - Territory Manager |
| Date: | 2/26/2020 |

| | | | |
|---|---|---|---|
| Sold To: | Wausau Department of Public Works<br>400 Myron Street<br>Wausau, WI 54401-6132 | Install Site: | Wausau Department of Public Works<br>400 Myron Street<br>Wausau, WI 54401-6132 |

| | | | |
|---|---|---|---|
| Attention: | Gordy Schultz | Project Name: | Sign Department Storage |
| Department: | Traffic Maintainer / Sign Department | | |
| E-Mail Address: | Gordy.Schultz@ci.wausau.wi.us | DRAWINGS ARE CONFIDENTIAL | |
| Office Number: | 715-261-6970 | | |
| Direct Number: | 715-261-6771 | | |
| Fax Number: | | Style/Color: | Midnight Blue |

| QTY | ITEM I.D. / DESCRIPTION |
|---|---|
| 1 | 1 Lot - CTECH Custom Cabinets |
| | "Per Attached Layout" |
| | |
| | |
| | |
| | Customer Pickup at CTECH |

*Please visit our Website at www.FSSBusiness.com*

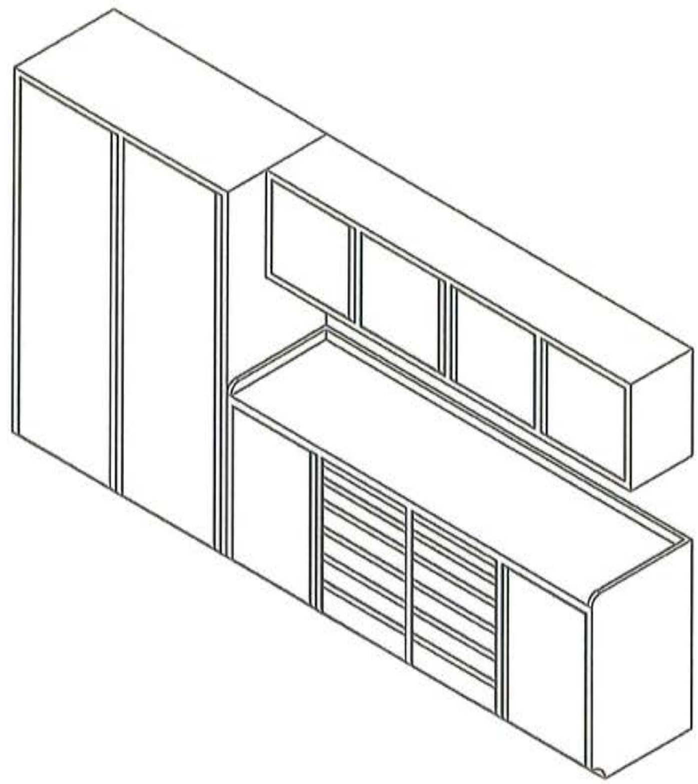
| | | | | |
|---|---|---|---|---|
| | | SUB TOTAL | $ | 32,338.58 |
| ACCEPTED BY: | | FREIGHT | $ | - |
| TITLE: | | INSTALLATION SERVICES | $ | 2,487.00 |
| DATE: | | | | |
| TERMS: | Net 10 Days, Quotation valid for 30 days from above date. | Tax | | - |
| | | TOTAL | $ | 34,825.58 |

*MARKETS: Business, Industrial, Education, Healthcare, Public Safety, Government, Military, Athletics, Library, Museums, Retail*

***Orders exceeding $ 10,000.00, FSS Business Systems, Inc. requires payment of 50% of purchase price at time of order. A progress payment may be invoiced, then the remaining balance will be billed upon completion of the project.***

*WWW.CTECHMANUFACTURING.COM - Weston, WI - USA - 715.355.8842*

CTECH MANUFACTURING
ALUMINUM CARTS, CABINETS & DRAWERS



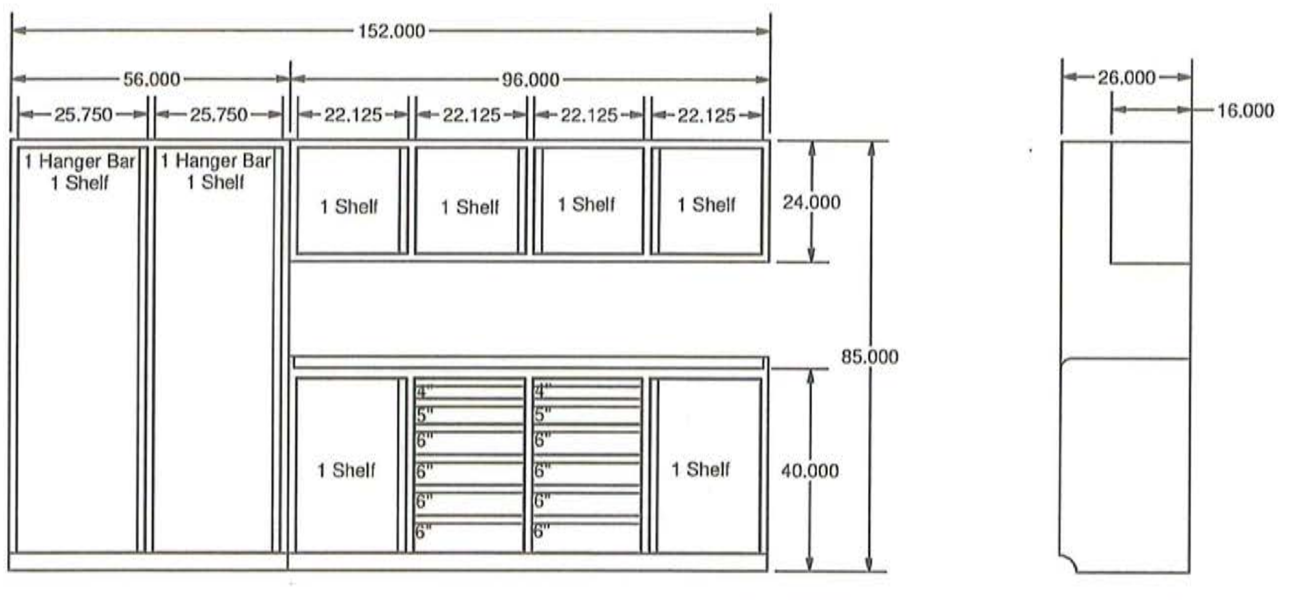


***Drawing Name:*** Q43671 - Assembly.iam
***Location:*** C:\Vault\CTech\Production\Cabinets\Q43671 - FSS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

***Engineer:***
***Sheet:*** 1

WWW.CTECHMANUFACTURING.COM - Weston, WI - USA - 715.355.8842

CTECH MANUFACTURING
ALUMINUM CARTS, CABINETS & DRAWERS




---

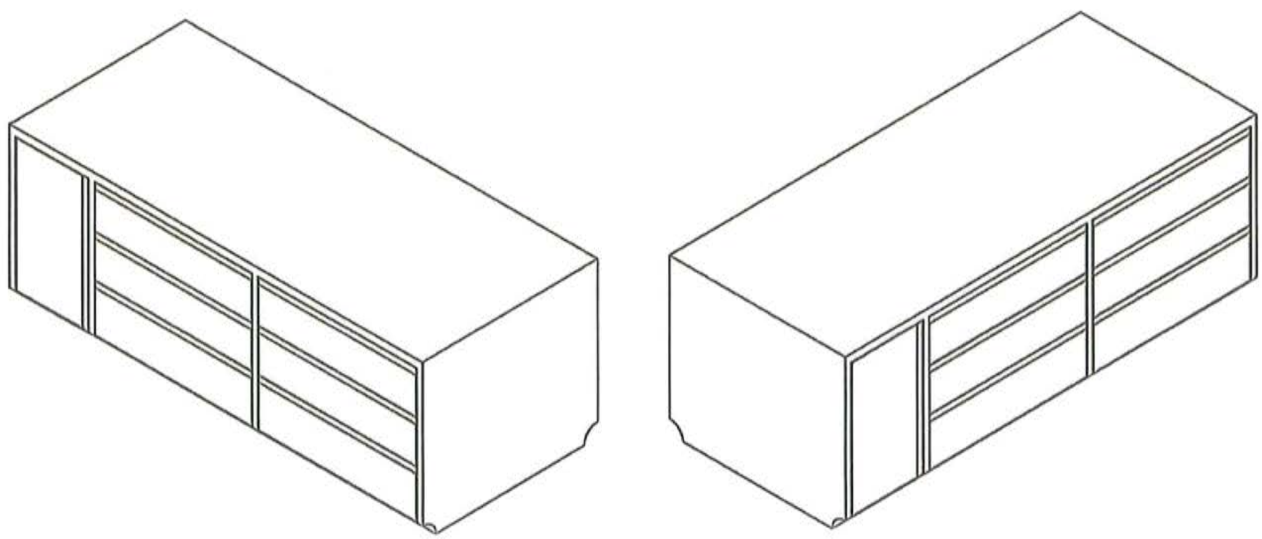


***Drawing Name:*** Q43671 - Assembly.iam
***Location:*** C:\Vault\CTech\Production\Cabinets\Q43671 - FSS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

***Engineer:***
***Sheet:*** 2

WWW.CTECHMANUFACTURING.COM - Weston, WI - USA - 715.355.8842

CTECH MANUFACTURING
ALUMINUM CARTS, CABINETS & DRAWERS

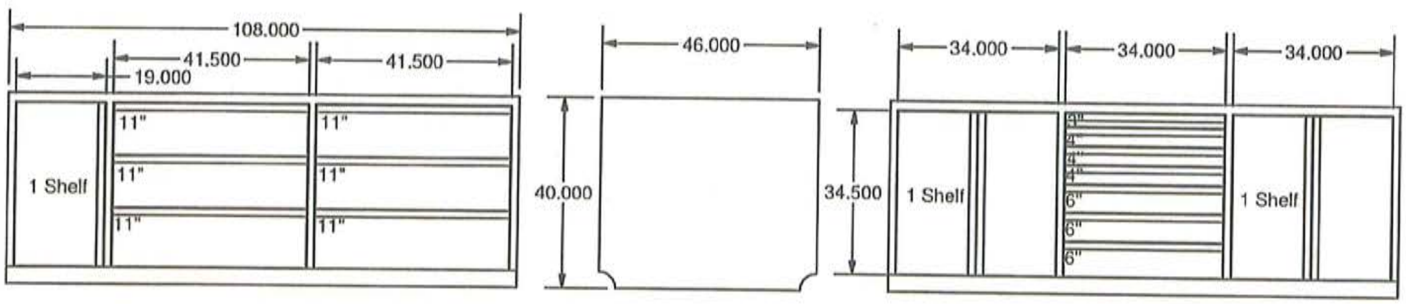




*Drawing Name:* Q43671 - Assembly.iam
*Location:* C:\Vault\CTech\Production\Cabinets\Q43671 - FSS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

*Engineer:*
*Sheet:* 3

# ISLAND ASSEMBLY

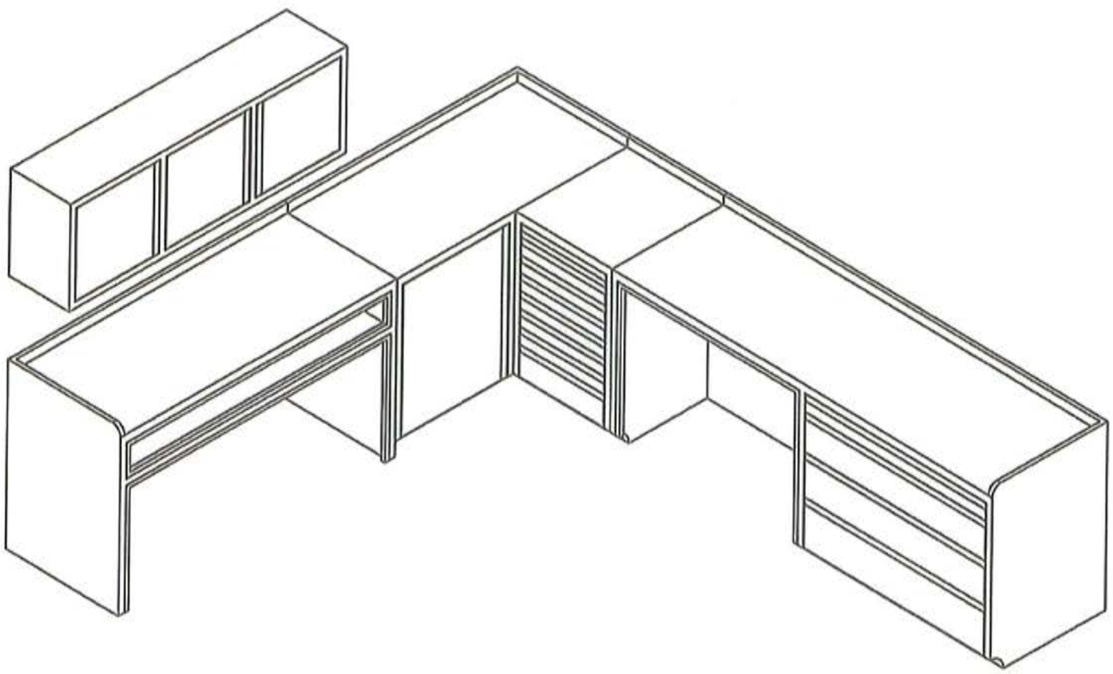





**Drawing Name:** Q43671 - Assembly.iam
**Location:** C:\Vault\CTech\Production\Cabinets\Q43671 - FSS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

**Engineer:**
**Sheet:** 4

*WWW.CTECHMANUFACTURING.COM - Weston, WI - USA - 715.355.8842*



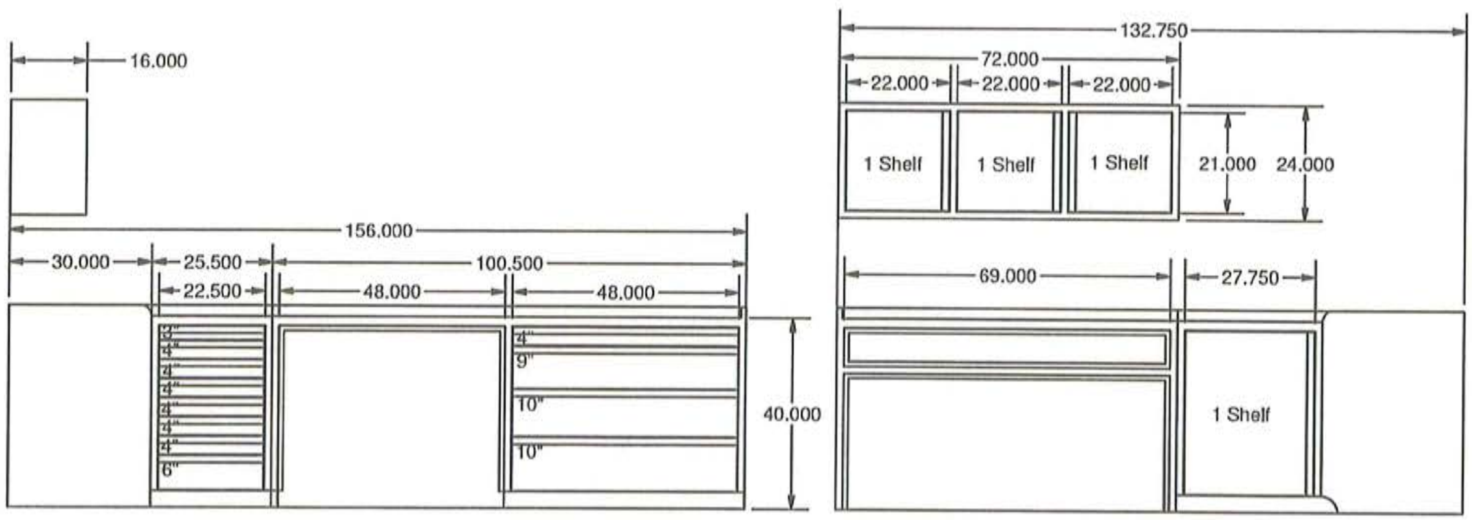


***Drawing Name:*** Q43671 - Assembly.iam
***Location:*** C:\Vault\CTech\Production\Cabinets\Q43671 - FBS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

***Engineer:***
***Sheet:*** 5

CTECH MANUFACTURING
ALUMINUM CARTS, CABINETS & DRAWERS

# CORNER ASSEMBLY






***Drawing Name:*** Q43671 - Assembly.iam
***Location:*** C:\Vault\CTech\Production\Cabinets\Q43671 - FSS Cabinets\Q43671 - Rev1\Q43671 - Assembly.iam

***Engineer:***
***Sheet:*** 6

UNIVERSITY OF WISCONSIN–MADISON

**MISCELLANEOUS FURNITURE STORAGE**

(contract last updated 11/16/17)

**SCOPE:** Contract for the purchase of Miscellaneous Furniture Storage.

| | |
|---|---|
| CONTRACT # | DESCRIPTION |
| 18-5843-R1 | MISCELLANEOUS FURNITURE STORAGE |
| CONTRACT ORIGIN: | ADDITIONAL INFORMATION: |
| UW-Madison<br>Purchasing Services<br>21 N Park St, Ste 6101<br>Madison, WI 53715-1218 | UW-Madison users contact:<br>Sarah Martin<br>(608) 265-0443 FAX (608) 262-4467<br>sarah.martin@wisc.edu |
| | Non-UW-Madison users contact: Vendor Representative |
| COOPERATIVE PURCHASING: | YES |
| CONTRACT TERM: | November 1, 2017 through October 31, 2020. This contract may be renewed for two additional one-year terms, through September 30, 2022, if it is determined by Purchasing to be in the best interest of the University. |
| Manufacturer: | **BORROUGHS, HAMILTON SORTER, MONTEL SHELVING SYSTEMS** |
| Vendor(s) | 105863<br>FSS Business Systems Inc<br>8315 Enterprise Dr Ste 3<br>Wausau, WI 54401 |

| | | |
|---|---|---|
| Sales Representative: | **PHONE #** | FAX # |
| Jeff Mroczenski | 715-848-0910 | 715-848-0911 |
| E-mail jeff@fssbusiness.com | | |

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

# RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2020 budget modification for the sign shop storage

| | |
|---|---|
| Committee Action: | *Pending* |
| Fiscal Impact: | $35,000 |
| **File Number:** | 19-1109 |
| **Date Introduced:** | July 14, 2020 |

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

**WHEREAS**, the Department of Public Works is recommending a budget modification to improve storage and protect the sign shop inventory, and

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

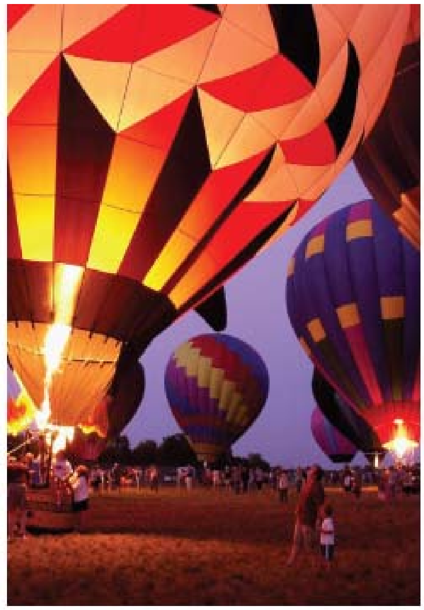
| | | | |
|---|---|---|---|
| Increase | Traffic and Signs - Capital Purchases | 110-101998191 | $35,000 |
| Decrease | Street Maintenance - Asphalt Filler | 110-101592490 | $21,000 |
| Decrease | Traffic and Sign - Supplies | 110-101993630 | $14,000 |

**NOW, THEREFORE, BE IT RESOLVED**, that the proper city officials modify the budget as presented above and publish the budget modification in the official city newspaper.

Approved:

______________________________

Katie Rosenberg, Mayor


**CITY OF WAUSAU**
**Wausau, Wisconsin**

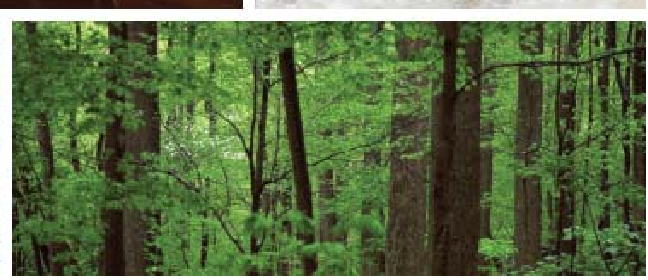
**POPULAR ANNUAL FINANCIAL REPORT**
**For the Year Ended December 31, 2019**

CITY OF WAUSAU

WAUSAU
WISCONSIN







# *Introduction*

To the Residents of the City of Wausau:

I am pleased to present to you the City's first ever Popular Annual Financial Report. Financial information within this report comes directly from the City's independently audited Certified Annual Financial Reports (CAFR), which are also available on the City's website (https://www.ci.wausau.wi.us/Departments/Finance/AnnualFinancialReports.aspx), along with supporting statistical information from the Wisconsin Department of Revenue, and City departments. I recognize that the CAFR contains a vast amount of information that can be intimidating and obscure to those without an accounting background. Therefore, in an effort for greater transparency and accountability to the City's residents and other interested parties, I have created this report to summarize information about the City's fiscal activities in a concise and more easily understandable format. My hope is that this report will encourage participation in the fiscal affairs of the City by those less familiar with the complexities of government accounting and financial reporting.

This report will cover information on the City's property taxes, General Fund, overall debt activity, Capital Improvements Fund, Tax Increment District Funds, and the City's Water and Wastewater Utility Funds. Further financial information on the City's funds and component unit, and an analysis by management regarding the City's financial performance, can be found in the City's CAFR, which was prepared in accordance with Generally Accepted Accounting Principles (GAAP) and audited by the public accounting firm CliftonLarsonAllen LLP. The City's CAFR has been submitted for the Certificate of Achievement for Excellence in Financial Report Award by the Government Financial Officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition for excellence in state and local government reporting, and the City has received the award each of the past 21 years.

I appreciate your interest in the City's finances and welcome any feedback, comments, or concerns regarding the information in this report.

Sincerely,

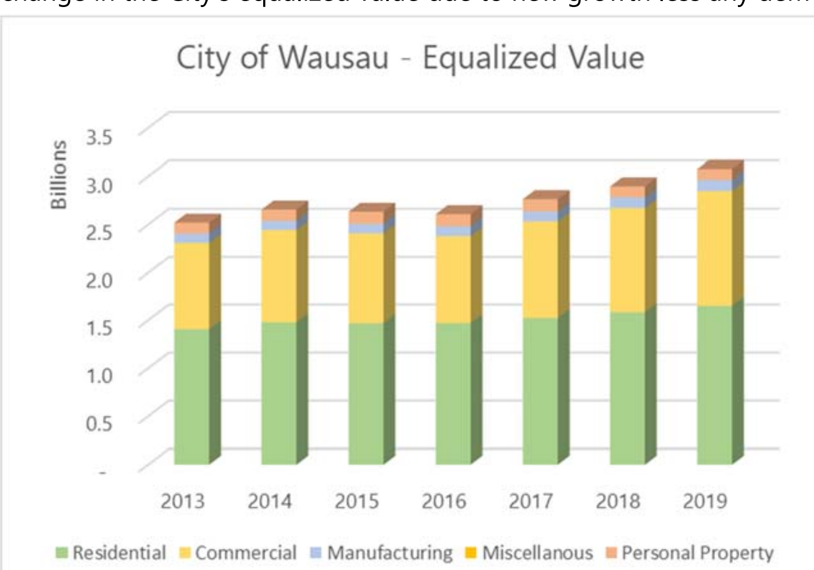
Robert Splinter, CPA
Assistant Finance Director

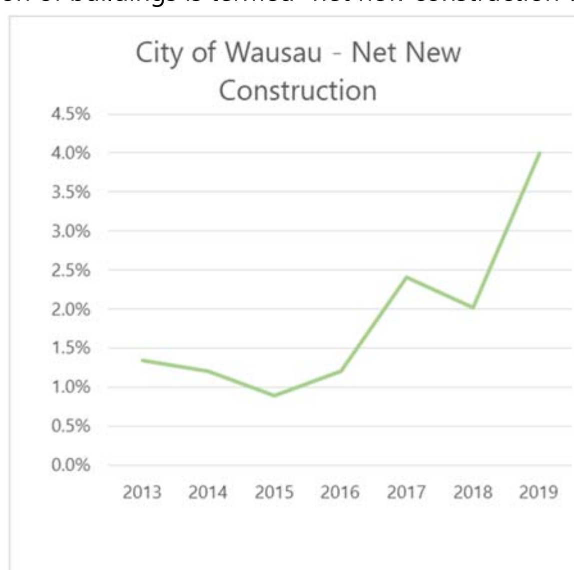
## *Table of Contents*

Wausau is the county seat of Marathon County, which is Wisconsin's largest county, covering 1,584 square miles. The County's population per the 2010 census was 134,063, which includes the City's census population of 39,106. The City operates under the mayoral form of government. Policy making and legislative authority are vested in a governing council consisting of eleven alderpersons, elected by district, who serve two-year terms. The elected mayor serves a four-year term. The City of Wausau provides a full range of municipal services, including police, fire protection, paramedic, sanitation, water and wastewater, recreation, public works, and administrative support services. In addition, the City facilitates economic and neighborhood development. These services are funded from various sources which include: property taxes, room tax, cable franchise fee, grants, user fees, and revenues from municipally owned utilities.

| Largest Taxpayers - 2019 | | Assessed Value |
|---|---|---|
| Ghidorzi | Real Estate Development | $ 75,698,800 |
| Aspirus/Wausau Hospital | Medical | 65,631,000 |
| Marshfield Clinic | Medical | 33,446,400 |
| Apogee/Wausau Metals | Manufacturing | 29,672,400 |
| Wausau Benefits/Fiserv | Insurance | 27,860,900 |
| Eastbay | Retail/Distribution | 26,624,700 |
| First Wausau Tower | Office | 25,262,100 |
| L & L Properties LLC | Apartments | 18,340,800 |
| Kocourek Holdings LLC | Car Dealer | 17,994,600 |
| Incredible Bank | Banking | 15,242,000 |

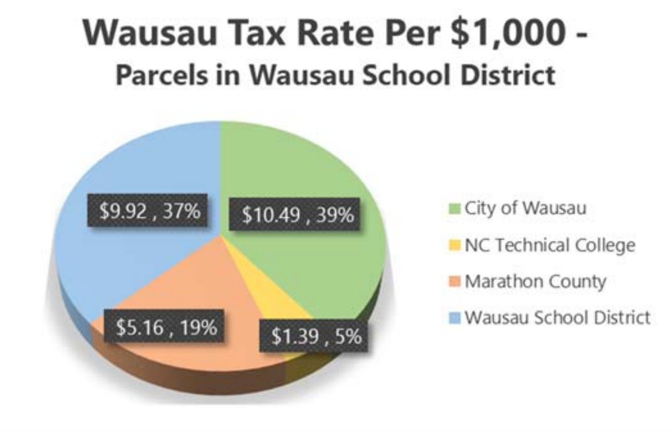

One of the primary statistics used to determine the size of a municipality is the dollar value of the property within the municipality's boarders. The assessed value is the value placed on each parcel by the City's Assessor. However, because assessors in different taxing districts value property at varying percentages of market value, the Wisconsin Department of Revenue converts the assessed values to a uniform level through equalization. The calculated amounts are called equalized values or "estimated fair market values" and are a better source when comparing values across different municipalities. The change in the City's equalized value due to new growth less any demolition of buildings is termed "net new construction".

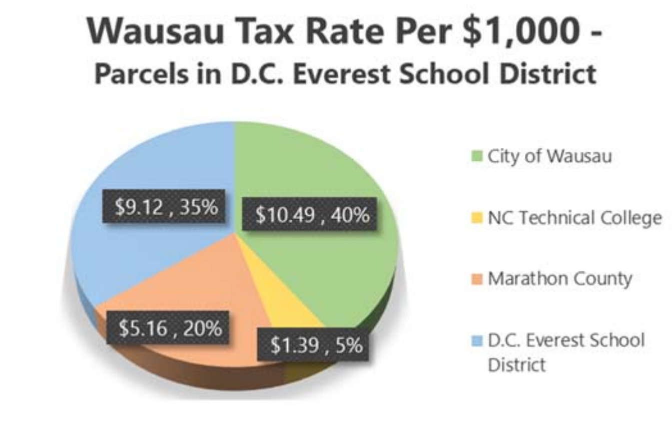


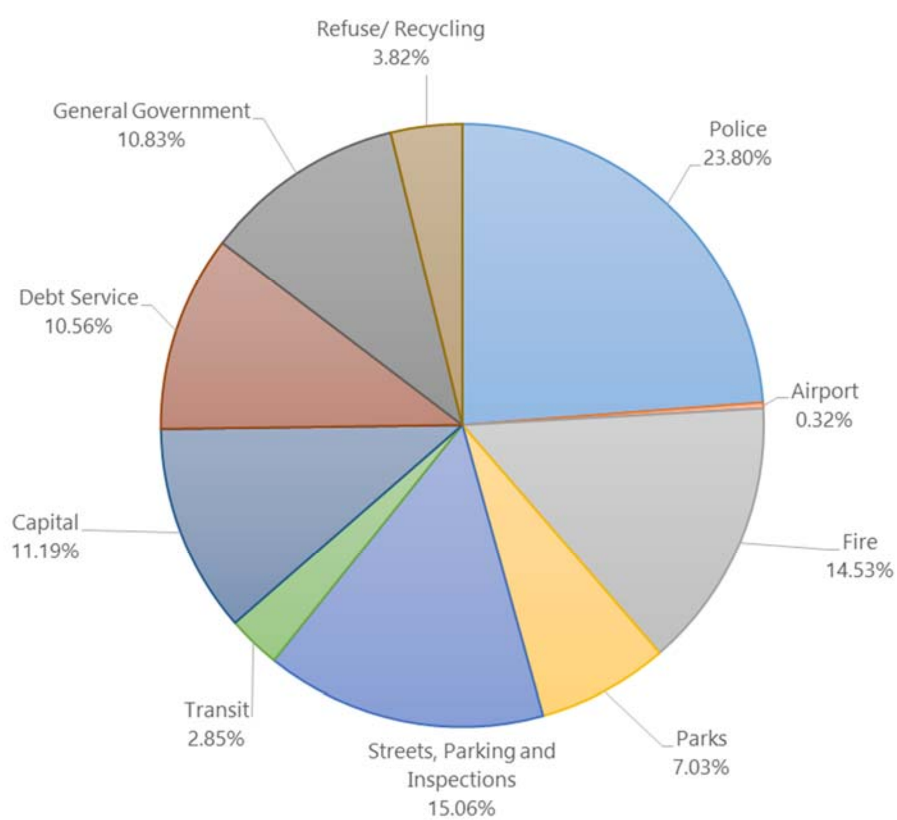
## *Property Taxes*

The City collects property taxes for several different taxing jurisdictions including Marathon County, North Central Technical College, and two school districts. The vast majority of the City is located within the Wausau School District, with a smaller portion of the City in the D.C. Everest School District. The chart below shows a breakdown of the 2019 tax rate by jurisdiction per $1,000 of assessed value.



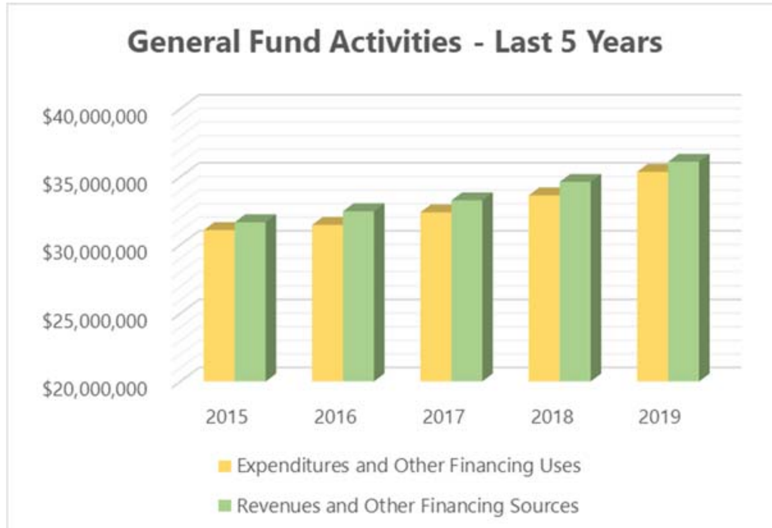

Each dollar of property tax collected for the City is allocated between various operations of the City as shown below.



*General Fund*

The General Fund is the City's primary operating fund, and accounts for the revenue and expenditures associated with operating traditional local governmental services such as police, fire, parks, and public works.

### *Revenues*



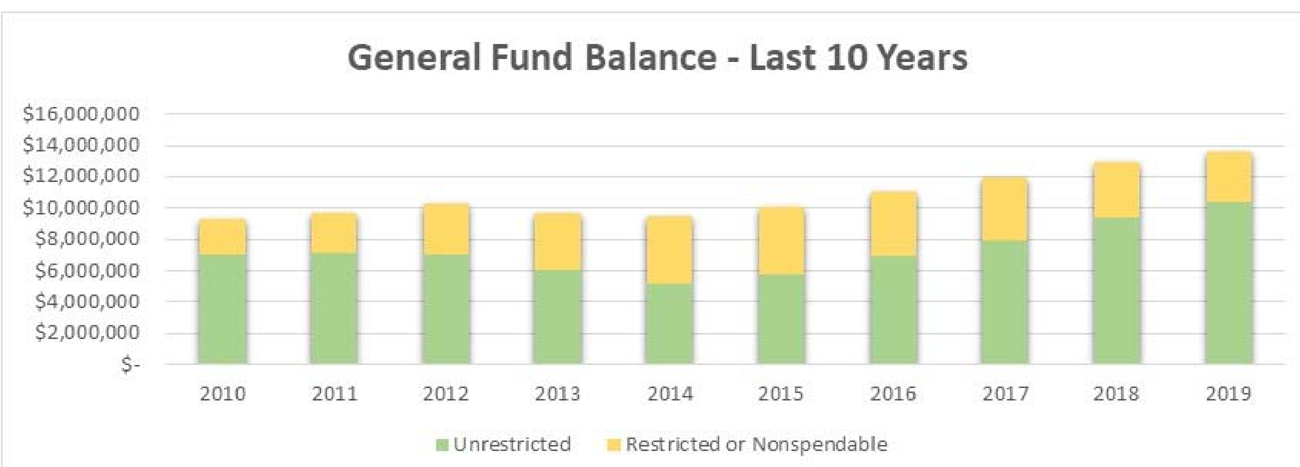

In 2019, the City budgeted to receive $34,434,643 in General Fund revenues, with a majority ($18,232,895) coming from general property taxes. The City realized $36,103,425 in revenues, exceeding budget by $1,668,782. Revenues generated by permits and interest earned on investments were the primary drivers of surplus in overall revenues.

### *Expenditures*

Budgeted expenditures for the City's General Fund for 2019 were $35,528,663. Actual expenditures for the year were $35,360,033, which is $168,630 less than budget. Notably, departments considered "general government" combined to have expenditures short of budget by $425,593. Public safety departments were short of their budgets by $159,661. The parks department was short of its budgeted expenditures by $131,692. Lastly, as a direct result of the record breaking snowfall witnessed during the winter months of 2019, the public works department was over budget by $605,737.

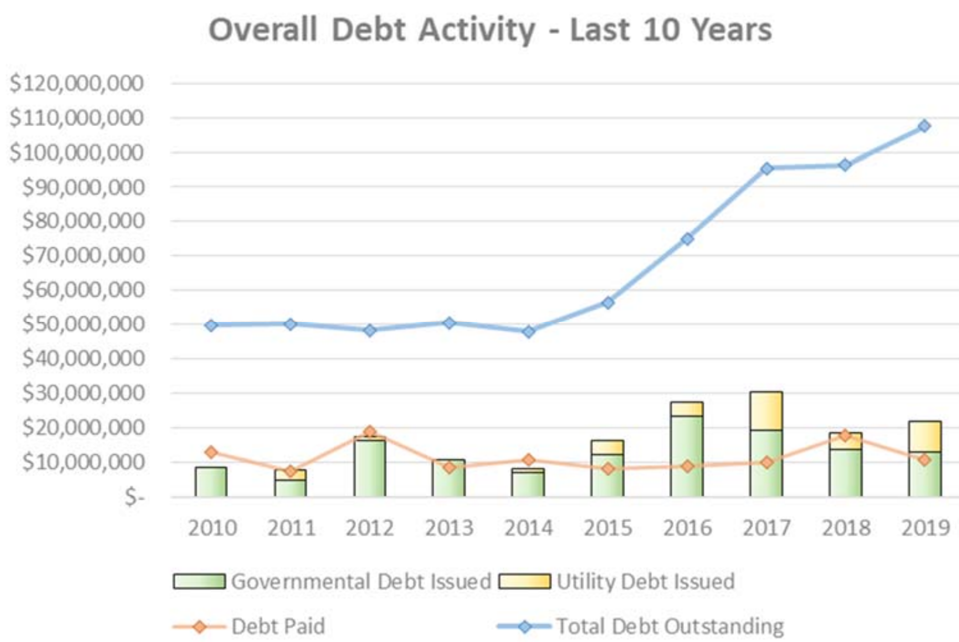
### *Fund Balance*

The fund balance of the General Fund increased $743,392 to $13,631,075. Unassigned fund balance increased by $1,179,218 from 2018 due to positive operating results as explained above. As a measure of the General Fund's liquidity, it's useful to compare both unrestricted fund balance and total fund balance to total fund expenditures. Unrestricted fund balance represents 29.78% of general fund expenditures, while total fund balance represents 39.24% of the same amount.



## *Debt*

The City's often issues debt to support projects that cannot be financed from current revenues. One benefit of issuing debt to pay for large projects is that it produces "intergenerational equity", which matches the cost/payment for projects with those who benefit from the use of the assets. In other words, the debt payments will be made by future generations that use the assets acquired through the project rather than previous generations that did not have access to the particular asset.

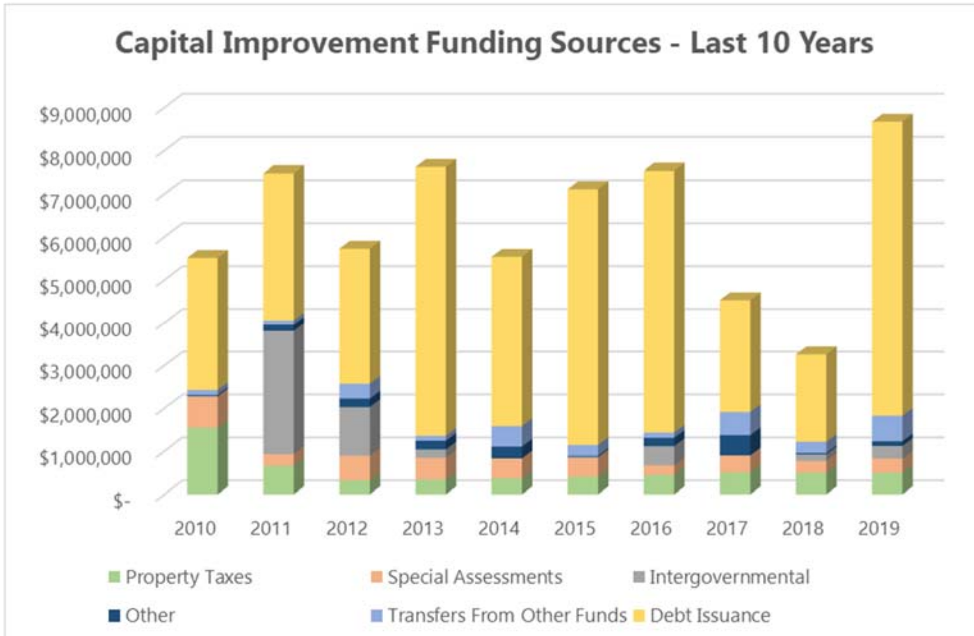



In 2019, the City made scheduled payments and issued $12,695,000 of general obligation notes and bonds for street projects and the construction of the west-side fire station. $9,225,000 of utility revenue bonds were also issued, which financed the costs of capital improvements to the City's water and wastewater systems.

In accordance with Section 67.03 Wisconsin Statutes, the total indebtedness of the City for general purposes (termed general obligation debt – or "G.O. Debt") may not exceed 5% of the value of the taxable property located therein for state purposes. This excludes the utility revenue bonds and other anticipation notes that the city holds, which are not secured by a pledge to use all available resources – including tax revenues – to repay holders of the debt.

## *Capital Improvements Fund*

The Capital Projects Fund is used to account for expenditures relating to the City's annual capital improvements plan. The expenditures are financed by general property taxes, special assessments and proceeds of general obligation debt.




Capital projects are developed by city departments and submitted to the Committee of the Whole for evaluation and ranking. The Capital Improvements and Street Maintenance Committee (CISM) along with engineering staff reviews and recommends infrastructure projects. Revenues and other financial resources are reviewed to determine the available level of funding and the overall capital projects budget is formulated. This budget is incorporated into the operating budget prior to presentation to the Finance Committee. The chart above shows the financing sources for the capital improvements fund over the last 10 years.

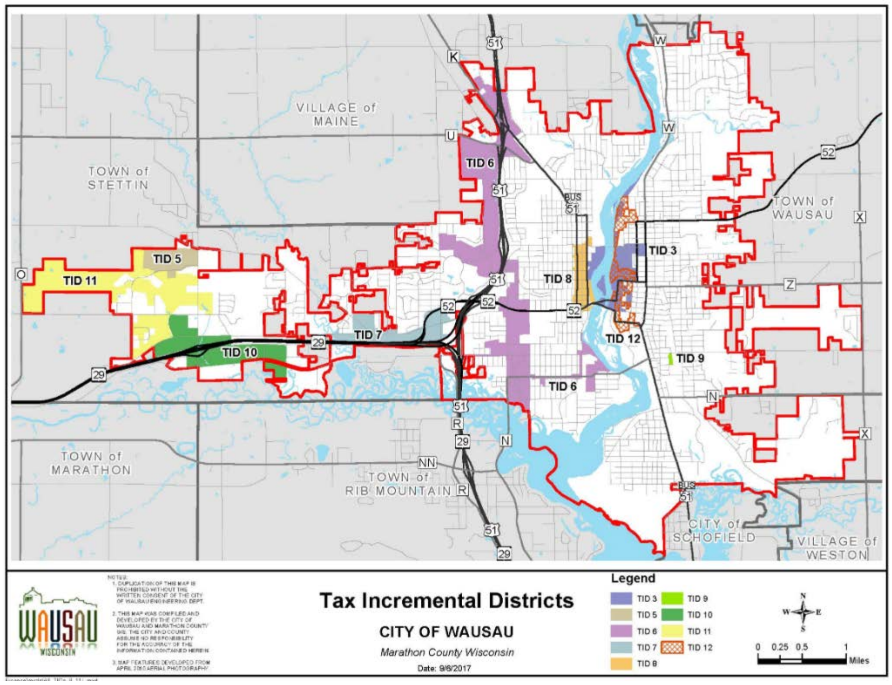
A couple of the projects financed through the capital projects fund in 2019 are illustrated below:

*The $4.9M West Side Fire Station was financed by the capital improvements fund in 2019.*

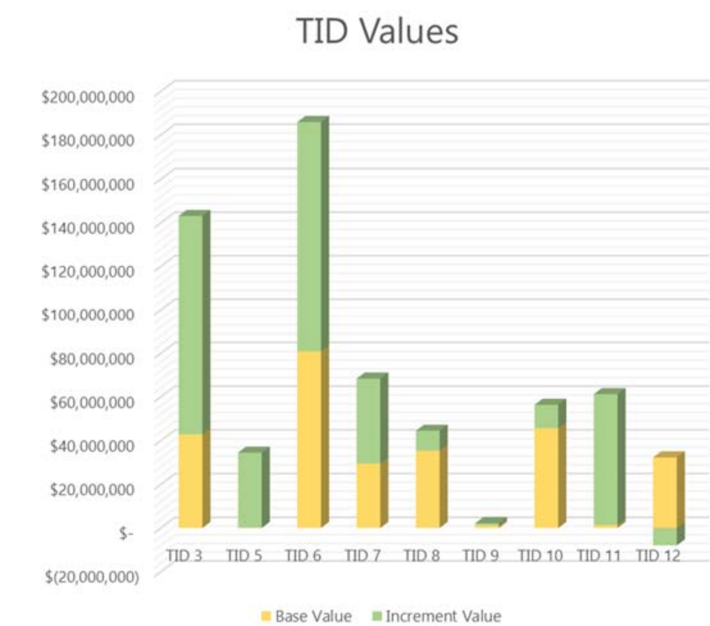
*The reconstruction and redesign of Townline Road on Wausau's east side was financed through the capital improvements fund in 2019.*

Tax increment financing (TIF) is a financial tool widely used by local governments to promote economic development and redevelopment. The TIF process splits tax revenue generated from properties within the district into two components:

- Base value: This is the assessed value from which tax revenues are generated before the tax increment district (TID) is established; tax revenues generated from base values are shared among the taxing jurisdictions included on page 3.
- Incremental value: This is the additional value generated in the TID since its creation; this is largely due to the undertaken project increasing the total assessed value within the district. When the City sponsors the project, the tax revenues generated from the incremental value are allocated fully to the City to assist in repaying related project costs. After a TID closes all taxing jurisdictions share the added revenue.




The City of Wausau had 9 TID's in 2019, and further detail regarding projects being undertaken and financial information on each can be found on the City's website (https://www.ci.wausau.wi.us/Departments/Finance/TaxIncrementDistrict.aspx).



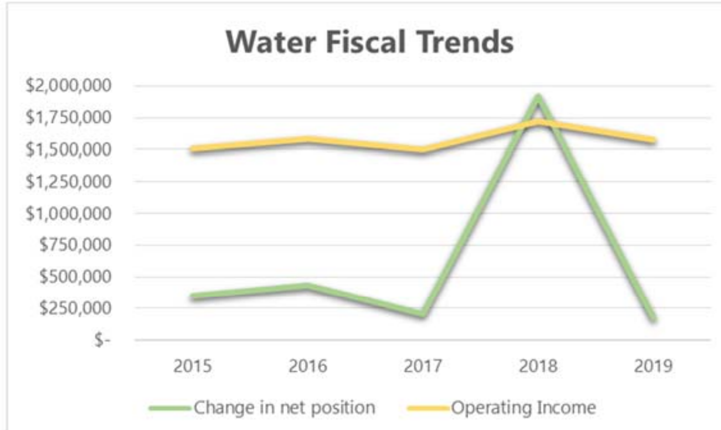

A couple of the largest projects undertaken in 2019 were the transport of Wausau Chemical and Great Lakes Cheese facilities from TID 3 and TID 12 to the expanded Wausau Business Campus in TID 11. Great Lake Cheese's new $80,000,000 packaging plant is now in operation, and Wausau Chemical's $10,000,000 warehousing facility will open soon. The demolition of their old facilities is the reason TID 12 is showing a negative increment value in 2019, however the City is planning for redevelopment of the district, which encompasses miles of shoreline along the Wisconsin River. In the City's CAFR, some TID's are showing negative fund balances as of December 31, 2019, and some of those balances are attributable to the time delay between when a project takes place and when the increment value produced gets captured on the tax roll.

*Water & Wastewater Utility Funds*

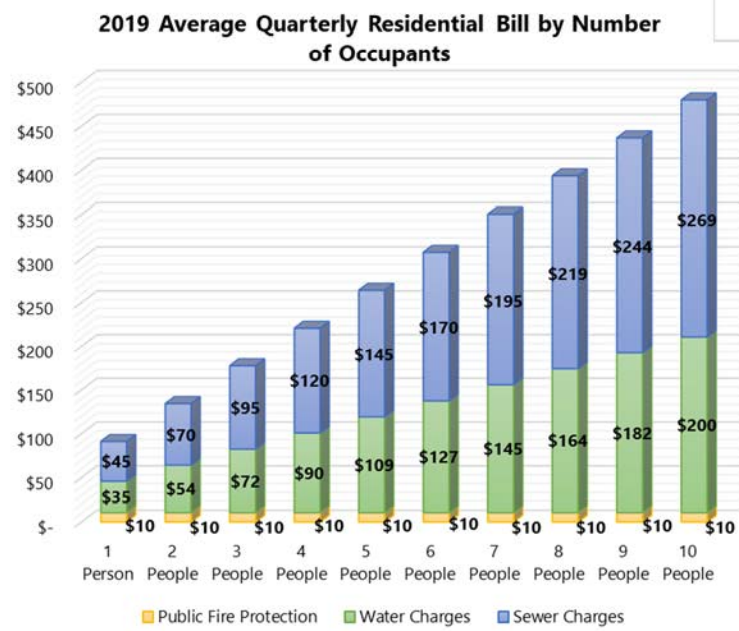
The City's Water and Wastewater Utility Funds are enterprise funds which function as separate business-type units of the City, as they are funded almost entirely by user fees, contrasting from governmental type funds that are funded mainly by general property taxes.

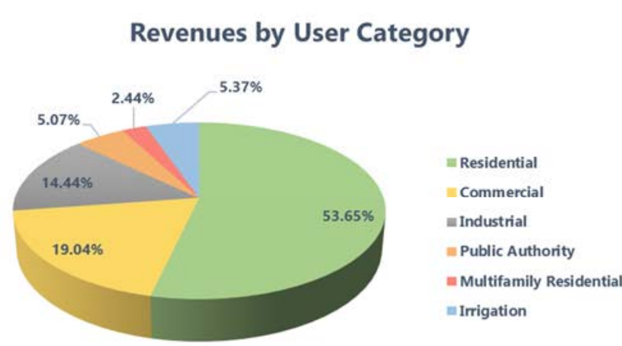
All enterprise funds report an operating income and a total change in net position. Operating income is the amount of revenues less operating expenses, whereas the total change in net position factors in non-operating revenues and expenses such as Wisconsin Public Service Commission (PSC) mandated payments in lieu of taxes to the general fund, as well as capital contributions the utility funds may receive from governmental funds. A great example of a capital contribution made to the utility funds was in 2018 when various water and sewer assets were constructed in the expanded business campus and financed by TID 11.

In 2019 the Water Utility Fund recognized $5,713,114 in total charges for services and sales, and a positive change in net position of $175,303. The Water Utility Fund had a positive change in net position of $175,303. The Wastewater Utility Fund recognized $6,096,778 in total charges for services and sales, and reported a positive change in fund balance of $504,499.







## *Getting More Information*

The City's website (www.ci.wausau.wi.us) provides information about City services and departments, demographics, local attractions, community events and much more. Residents may also take advantage of the many online services on the website including utilizing online bill payments, viewing meeting videos, agendas, and minutes, and finding street project and election information.

Many announcements and current information can be found posted to the City's facebook page. The City's Police Department and Public Works Department also have dedicated facebook pages to update residents on happenings more specific to their departments.

**Administrative Staff as of June 30, 2020**

| | |
|---|---|
| Maryanne Groat | Finance Director / City Treasurer |
| Leslie Kremer | City Clerk |
| Anne Jacobson | City Attorney |
| Benjamin Bliven | Police Chief |
| Tracey Kujawa | Fire Chief |
| Richard Rubow | City Assessor |
| Eric Lindman | Director of Public Works & Utilities |
| William Hebert | Chief Inspector & Zoning Administrator |
| Christian Schock | Community Development Director |
| Toni Vanderboom | Human Resources Director |
| Jamie Polley | Parks Director |
| John Chmiel | Airport Manager |
| Greg Seubert | Transit Lines Manager |

**Elected Alderpersons as of June 30, 2020**

| | |
|---|---|
| Patrick Peckham | District 1 |
| Michael Martens | District 2 |
| Tom Kilian | District 3 |
| Tom Neal | District 4 |
| Jim Wadinski | District 5 |
| Becky McElhaney | District 6 |
| Lisa Rasmussen | District 7 |
| Sarah Watson | District 8 |
| Dawn Herbst | District 9 |
| Lou Larson | District 10 |
| Debra Ryan | District 11 |

Office of the City Attorney

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

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Nathan Miller
Assistant City Attorney

# MEMORANDUM

TO: Finance Committee

FROM: Anne Jacobson, City Attorney

RE: Parking Space Lease Agreement with Balding Eagle, Inc. for Athletic Park Parking

DATE: July 6, 2020

---

Purpose: Approval is sought to enter into a parking space lease agreement with Balding Eagle, Inc. for Athletic Park parking.

Background: The City of Wausau entered into a parking space lease agreement with Wilson-Hurd Mfg. Co. on June 16, 2008 and executed yearly leases through December 31, 2017.

Request: The city approached Balding Eagle, Inc. (formerly Wilson-Hurd Mfg. Co.) and inquired if they would be interested in leasing their land again for parking. Balding Eagle, Inc. is agreeable to leasing a portion of their property to the city for Athletic Park parking but is requiring the city to pave the lot.

Recommendation: Approval of a parking space lease agreement with Balding Eagle, Inc.

CITY OF WAUSAU
PARKING SPACE LEASE AGREEMENT

This parking space lease agreement ("LEASE") is made this____day of_____________, 2020, by and between BALDING EAGLE, INC., herein referred to as "LESSOR," and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, herein referred to as "LESSEE."

WHEREAS, LESSOR is the owner of record of certain property described as ________________ ("Property"); and

WHEREAS, LESSOR desires to lease to LESSEE, and LESSEE desires to lease from LESSOR, a portion of such Property owned by LESSOR for the parking of motor vehicles for the benefit of the public while the public is attending activities at Athletic Park.

1. **LEASE**. Subject to the terms and conditions of this LEASE, LESSOR leases to LESSEE a portion of such Property owned by LESSOR as set forth on Exhibit 1 attached hereto ("PREMISES"). Parking under this LEASE shall be for the benefit of the public while the public is attending activities at Athletic Park. The LESSEE shall have the nonexclusive use of the subject PREMISES.

   Permitted vehicles shall be passenger type vehicles, including motorcycles, pick-up trucks, and passenger size vans. Passenger type vehicles specifically excludes motor trucks, truck-tractors, trailers, semitrailers, motor busses, and other vehicle or combination of vehicles having a gross weight as defined in Section 340.01 of the Wisconsin Statutes or registered weight in excess of eight thousand pounds, and unregistered, unlicensed, junk or recreational vehicles. At no time shall LESSEE permit any vehicle to remain on the PREMISES in any state of disassembly, disrepair or in the process of being stripped or dismantled.

2. **TERM.** Subject to the termination provisions elsewhere in this LEASE, this LEASE shall be for a three year term beginning on ___________, 2020, and ending on ______________, 20__, which shall be automatically renewed for two (2) additional terms of one year each unless written notice is given by either party to the other of the intent not to renew provided not less than 30-days prior to the end of the initial lease term or the end of a renewal term.

3. **MAINTENANCE.** The parking lot on the PREMISES shall be built to specifications agreed to in writing between LESSOR and LESSEE prior to the commencement of construction, and the parking lot shall be constructed by LESSEE, at its sole cost and expense, in compliance with all applicable laws, rules and regulations. As and for consideration for the use of the PREMISES, LESSEE shall pay no rent or other fee, but shall construct the parking lot (as contemplated by the immediately preceding sentence), and shall maintain and repair such parking lot (including parking lot surface and improvements) for the duration of this LEASE.

   The LESSEE shall provide all maintenance for the PREMISES, including repairs, maintaining the grass, stabilizing and grading entrances, installing identification signage, traffic control devices and signage, trash removal, and debris clean up.

4. **RULES.** All parking under this LEASE shall be subject to the ordinances of the City of Wausau.

5. **VEHICLES PARKED AT OWNER'S RISK.** LESSOR shall not be responsible for loss or damage to any vehicle whether or not such damage is caused by other vehicle(s) or person(s) in the PREMISES and surrounding area, nor loss or damage to possessions, items, or other contents left in vehicles parked in the PREMISES whether by fire, vandalism, theft or any other cause. LESSOR further is not responsible for loss, damage or injury by or to other users of the PREMISES or any other individual personal injury of any nature. LESSEE expressly acknowledges that the LESSOR shall have no duty to provide security, and expressly does not assume any obligation to provide for the security of the PREMISES or to protect individuals using the PREMISES, or vehicles or property in the PREMISES, from criminal activity.

6. **DAMAGED PROPERTY.** If LESSEE, its customers, guests or employees damages any personal property at the PREMISES, or damages any equipment or other property at the PREMISES, in addition to any liability LESSEE may have for any claims, losses or costs arising out of such damage, the LESSOR may, at its option, terminate this LEASE.

7. **TAXES**. LESSEE shall not be responsible for payment of real estate taxes.

8. **TERMINATION.** An event of default shall be deemed to occur should any of the following events happen:

   a. repeated failure of LESSEE, or of his/her guests or agents, to obey city ordinances concerning security, safety, or preservation of the PREMISES, during the term of the LEASE; or
   b. failure of LESSEE to comply with any other term or condition of this LEASE, including any addenda or amendments hereto.

   Upon the occurrence of an event of default, LESSOR shall notify LESSEE in writing, and LESSOR may, solely at its option, terminate this LEASE upon ten (10) day's written notice, without any penalty or liability to LESSOR, if LESSEE has not promptly cured any such default.

   Additionally, this LEASE shall automatically terminate upon the sale or transfer of the PREMISES to a third party not affiliated with LESSOR.

9. **INSURANCE.** LESSEE shall maintain a commercial general liability policy with coverage at least as broad as Insurance Services Office Commercial General Liability Form including coverage for Premises and Operations liability, Products and Completed Operations, Contractual Liability (including joint negligence coverage), personal injury coverage, and fire damage limits as follows:

| | |
|---|---|
| a. Each Occurrence limit | $1,000,000 |
| b. Personal and Advertising Injury limits | $1,000,000 |
| c. General aggregate limit (other than Products-Completed Operation) per location | $2,000,000 |
| d. Products-Completed Operations aggregate | $2,000,000 |
| e. Fire Damage limit – any one fire | $ 250,000 |
| f. Medical Expense limit – any one person | $ 10,000 |

   Such insurance is primary coverage and any insurance or self-insurance maintained by LESSOR, its officers, agents, or employees will not contribute to a loss. All insurance shall be in full force prior to using or occupying the leased premises and remain in force until the end of the LEASE. LESSOR shall be named as an additional insured on all liability coverage and LESSEE shall provide LESSOR a certificate of insurance signed by the insurer's authorized representative evidencing the coverage required under this LEASE. All additional insured forms must be attached to the certificate of insurance. The commercial General Liability general aggregate limit must apply "per location."

10. LESSEE agrees to release, indemnify and hold harmless LESSOR, and LESSOR's employees, agents, and officers, from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature made by the LESSEE or any third party which may be sustained or to which they may be exposed by reason of injury or injuries to anyone, or of the death or deaths of anyone, or by reason of any personal injury and/or real or personal property damage, or by reason of any other liability imposed by law, or by anything or by anyone else upon the above-referenced entities and/or individuals as the result of and/or due to the operations, actions, or omissions of LESSEE or the public in connection with the use of the PREMISES; specifically included within this release, indemnification, and hold harmless are attorneys' fees and other costs of defense which may be sustained by and/or occasioned to the above-referenced entities and/or individuals.

11. LESSEE agrees to defend, indemnify and hold harmless LESSOR, and LESSOR's employees, agents, and officers from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions, causes of action, administrative orders, consent agreements and orders, liabilities, and penalties arising under any applicable federal, state, or local statute, law, or regulation relating to environmental matters which are now in force or hereinafter enacted to the extent that such have been occasioned, wholly or in part, by any condition, accident, or event caused by any negligent or intentional act or omission of LESEE, or any of LESSEE's employees, agents, officers, officials (whether hired, appointed, or elected), contractors, subcontractors, licensees, invitees (including the public), successors, and assigns on the

PREMISES which arises out of disposing, releasing, spilling, leaking, pumping, pouring, emitting, emptying, or dumping of "Toxic Material," "Hazardous Substances," or "Hazardous Waste" during the term of this LEASE or the performance or failure to perform any abatement activities required by any appropriate federal, state, or local government authority with regard thereto.

12. **FORCE MAJEURE/OCCUPANCY DISRUPTION.** If the PREMISES or any portion thereof shall be destroyed or damaged by fire or other calamity, acts of God or other causes beyond the reasonable control of LESSOR or LESSEE, then this LEASE shall terminate upon at least five (5) days written notice, if practical, to the other party that an event of "Force Majeure" has occurred and prevented performance by the party experiencing the event of "Force Majeure". In the event of a termination by reason of "Force Majeure", the LESSOR shall not be liable or responsible to the LESSEE for any damages caused thereby and LESSEE waives all claims against the LESSOR for damages sustained by reason of such termination.

13. **NO ASSIGNMENT.** The LESSEE may not assign this LEASE, its rights, obligations or duties hereunder without the prior written consent of the LESSOR.

14. **ENTIRE AGREEMENT/AMENDMENTS.** This LEASE constitutes the entire agreement between the parties, and supercedes any and all previous written or oral agreements or representations between the parties. This LEASE may only be amended in writing signed by both parties. This LEASE may be executed in counterparts.

15. **SEVERABILITY.** If any covenant, condition, provision, term or agreement of this LEASE is, to any extent, held invalid or unenforceable, the remaining portion thereof and all other covenants, conditions, provisions, terms and agreements of this LEASE will not be affected by such holding, and will remain valid and in force to the fullest extent permitted by law.

16. **NOTICES.** Any notice under this LEASE shall be given by email and/or U.S. first class mail with postage prepaid, and shall be effective upon receipt. Notice shall be sent to the address for the receiving party as designated herein: For LESSOR: 3721 Maple Ridge Road, Wausau, WI 54403 or email at Daniel.Wieselman@outlook.com. For LESSEE: City Clerk, City of Wausau, 407 Grant Street, Wausau, WI 54403.

INTENTIONALLY LEFT BLANK
SIGNATURES ON NEXT PAGE

| | |
|---|---|
| BALDING EAGLE, INC. | CITY OF WAUSAU |
| ______________________________ | ______________________________ |
| ______________________________ | Katie, Rosenberg, Mayor |
| ______________________________ | ______________________________ |
| ______________________________ | Leslie M. Kremer, City Clerk |

STATE OF________________)
) ss.
COUNTY OF ____________ )

Personally came before me this_____day of_____________, 2020, the above named ______________________________, to me known to be the person who executed the foregoing instrument and acknowledged the same.

____________________________________

Notary Public, Wisconsin
My commission:___________________________

STATE OF ________________)
) ss.
COUNTY OF ______________)

Personally came before me this_____day of_____________, 2020, the above named ______________________________, to me known to be the person who executed the foregoing instrument and acknowledged the same.

____________________________________

Notary Public, Wisconsin
My commission:___________________________

STATE OF WISCONSIN )
) ss.
COUNTY OF MARATHON )

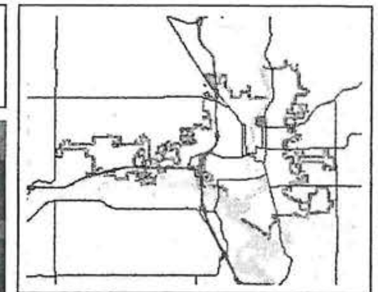
Personally came before me this_____day of_____________, 2020 the above named Katie Rosenberg, Mayor, and Leslie M. Kremer, Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

____________________________________

Notary Public, Wisconsin
My commission:___________________________

This instrument was drafted by Anne L. Jacobson
City Attorney for the City of Wausau
407 Grant Street, Wausau, WI 54403-4783

DPW Mapping System

## Legend

- Parcel
- Section Line/Number
- Municipality

Map Created: 6/30/2020

30.00 0 30.00Feet

NAD_1983_2011_WISCRS_Marathon_Feet

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.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

**Legal Description**
**Parking Agreement**

Wilson-Hurd Mfg. Co.
291-2907-243-0959
311 Winton Street

Part of Parcel 1 Certified Survey Map No. 1316 recorded in the Office of Register of Deeds for Marathon County in Volume 5 of Certified Survey Maps on Page 243, being part of Government Lot 1, Section 24, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

The South 209 feet of said Parcel 1, except Outlot 1 of Certified Survey Map No. 12490 recorded in the Office of Register of Deeds for Marathon County in Volume 53 of Certified Survey Maps on Page 198 (said Outlot 1 being the South 34 feet of said Parcel 1).

o:\engineering\documents\wilson-hurd-parking.docx
July 8, 2020
dfh

Office of the City Attorney

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

WISCONSIN

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Nathan Miller
Assistant City Attorney

# Memorandum

**From:** **Anne L. Jacobson, City Attorney** ALJ

**To:** **Finance Committee**

**Date:** **July 6, 2020**

**Re:** **Property Lease Agreement with Lunda Construction Co. at 180 E. Wausau Avenue**

---

Purpose: To obtain your approval of a property lease agreement with Lunda Construction Co. at 180 E. Wausau Avenue.

Facts: On May 13, 2020, Council approved a budget modification for the Bridge Street bridge repair project that was awarded to Lunda Construction Co.

Lunda would like to park a job trailer and other equipment on city owned property at 180 E. Wausau Avenue during the construction and is willing to enter into the attached property lease agreement, for payment to the city of an undetermined amount.

Recommendation: Approval.

# PROPERTY LEASE AGREEMENT

This agreement is made this _____ day of June, 2020 between Lunda Construction Co. hereinafter "Lessee" and the City of Wausau, hereinafter "Lessor."

Witnesseth:

1. Lessor herby grants the Lessee access to and use of a portion of the premises located at ______________________________________________ which Premises are to be used by the Lessee, Lunda Construction Co. exclusively for parking, stationing a job trailer and other permitted uses ONLY, as approved by the Lessor.
2. The term of this agreement shall be for a minimum of three months after which it is ongoing until either party gives the other party a ten day notice that is wishes to terminate the agreement.
3. In exchange for the access and use of the property, the Lessee shall pay the Lessor a monthly rent of $ _______ upon the signing of the Lease for the first (thirty days) months rent and for every thirty days thereafter; and shall be responsible for upkeep and the monitoring of the property and shall be the contact for the City of Wausau in the event of a violation of City regulations, or violations regarding the upkeep of the property.
4. The parties to this agreement have discussed the provisions herein and find the fail and mutually satisfactory.
5. Lessee shall surrender possession of the premises immediately upon termination or cancellation of this agreement.
6. Lessee shall leave the premises in the same condition as it was at the commencement of the lease or in the same condition to which it was brought by the efforts of the Lessee, if any.
7. Lessee shall not "sublease" assigned or allow other entities to use or occupy the premises. Lessee agrees to refer any interested parties to the Owner.
8. Lessor shall not be liable to Lessee or to any other person for any damage to or loss of property or for injury or death of person's arising from Lessee's occupation of the leased premises pursuant to this agreement. Lessee agrees to indemnify, protect and save Lessor harmless from and against any and all losses, claims, liabilities, suits and actions, judgements and costs which shall arise from or grow out of Lessee's occupation or use of the premises. Lessee shall provide to the Lessor evidence of general liability insurance in an amount not less than one million dollars which names the Lessor as an additional insured for the leased premises and shall also provide evidence of worker's compensation coverage. The insurance certificate shall be provided to the Lessor prior to the Lessee entering onto the leased premises.
9. Any notice required by this lease shall be in writing. It shall be deemed served when delivered to the other party personally, or via certified mail, to the other party at the address indicated at the end of this lease.
10. Lessee may not sublet or assign its leasehold interests.
11. Lessee shall not permit the attachments of any liens against the property.

12. It is hereby agreed by the parties to this lease that if Lessor obtains a judgement against the Lessee for breach of any provisions hereof, Lessor's contract damages will include all reasonable attorney's fees and other litigation expenses incurred by Lessor in obtaining such judgement.

In Witness whereof, the parties hereto have duly executed this lease as of the date first above written.

| | |
|---|---|
| Lessor: City of Wausau<br>407 Grant Street<br>Wausau, WI 54403 | Lessee: Lunda Construction Co.<br>W2332 Crosstown Road<br>Hilbert, WI 54129 |
| By: ____________________<br>Signature | By: ____________________<br>Signature |
| ____________________<br>Print Name | BRIAN RING<br>Print Name |

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

# JOINT RESOLUTION OF THE FINANCE COMMITTEE AND HUMAN RESOURCES COMMITTEE

Creating a Sign-on or Hiring Bonus.

| | |
|---|---|
| Committee Action: | Fin Comm: Pending<br>HR Comm: Pending |
| Fiscal Impact: | Up to $10,000 |
| **File Number:** | 20-0709 |
| **Date Introduced:** | July 14, 2020 |

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

# RESOLUTION

**WHEREAS**, the City of Wausau seeks to recruit and hire the best candidates for the position; and

**WHEREAS**, while the City as a whole is very successful in recruiting for vacancies, certain positions in the last several years have undergone several recruitments before being filled, usually due to recruitment difficulties such as technical experience or work conditions; and

**WHEREAS**, the City recently approved the ability to negotiate a higher vacation rate for high-level and difficult to fill positions, in an effort to ensure the City remains competitive in the labor market; and

**WHEREAS,** the use of hiring or sign-on bonuses are an increasingly common hiring practice, especially in the medical field; and

**WHEREAS,** employees who receive a tuition reimbursement benefit must repay that benefit according to the following schedule:

- First 12 months after receiving reimbursement – 100%
- Thirteen through twenty-four months after receiving reimbursement – 75%
- Twenty-five through thirty-six months after receiving reimbursement – 50%

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau that the Human Resources Department shall create a hiring or sign-on bonus program of up to $2,000, to be used for high-level positions and positions that have been identified by Human Resources as difficult to fill. The Human Resources department shall establish quantifiable criteria for the determination of an eligible position. If an employee who received a hiring bonus separates from service after hire, the hiring bonus shall be repaid to the City according to the same schedule as repayment of tuition reimbursement.

Approved:

____________________________________

Katie Rosenberg, Mayor

# Human Resource Committee Packet

July 13, 2020

| Agenda Item |
|---|
| Discussion and Possible Action Creating a Sign-on Bonus Program |
| **Background** |
| The City of Wausau has promoted several positions in the last two years which went through several recruitments before being filled, including Equipment Services Mechanic and Lab Technician. These positions face recruitment difficulties because of the technical experience required and/or work conditions such as second shift.<br><br>The Common Council recently approved the ability to negotiate a higher vacation rate for certain difficult to fill or technical positions. Specifically, the following language was added: "The Human Resources Department may negotiate vacation accrual amounts outside of the above schedule for executive or other high-level positions, and to positions that have been identified by Human Resources as difficult to fill. The Human Resources Department shall establish quantifiable criteria for a determination of difficult to fill, including but not limited to having a previously unsuccessful recruitment."<br><br>In an attempt to ensure the timely filling of vacant City positions, the Human Resources Department is recommending a revision to the Employee Handbook to allow for a hiring bonus to be applied in limited circumstances, similar to those used for vacation negotiation. In today's competitive hiring environment, more and more employers are relying on hiring bonuses to attract quality personnel. A brief search of current hiring bonuses in Wisconsin shows that hiring bonuses are largely used in the medical field, and can vary from $250 to $50,000. |
| **Fiscal Impact** |
| It is difficult to determine in advance how many positions may qualify for a hiring bonus. I would estimate the fiscal impact to vary, year from year, from $5,000+ to $0. |
| **Staff Recommendation** |
| Create a program allowing a hiring bonus of $2,000 to be used for executive or other high-level positions, and to positions that have been identified by Human Resources as difficult to fill. The Human Resources Department shall establish quantifiable criteria for a determination of difficult to fill, including but not limited to having a previously unsuccessful recruitment. If an employee separates from service after hire, the hiring bonus shall be repaid to the City according the same schedule as tuition reimbursement:<br><br>First 12 months after receiving reimbursement – 100%<br>Thirteen (13) through twenty-four (24) months after receiving reimbursement – 75%<br>Twenty-five (25) through thirty-six (36) months after receiving reimbursement – 50% |

# Human Resource Committee Packet

July 13, 2020

| |
|---|
| |
| Staff contact:  Toni Vanderboom (715-261-6634) |

| | | |
|---|---|---|
| Aspirus | Weston | $500 |
| Aspirus | Medford | $50,000 |
| Milwaukee | Aurora | $3,000 |
| DLI | Neenah | $10,000 |
| Radiology Associates | Appleton | $50,000 |
| Mills Transfer | Black River Falls | $1,000 |
| Children's Hospital | Milwaukee | |
| Homestead Instead Senior Care | Franklin | $200 |
| CWT | New Berlin | $5,000 |
| Kindercare | Madison | $250 |
| Red Cross | Eau Claire | $1,000 |
| Lakeview Animal Clinic | Pewaukee | $3,000 |
| SaintV | West Bend | $1,000 |
| East Troy Manner | East Troy | $250 |
| RGL | Green Bay | $2,250 |
| Placon | Madison | $250 at hire, $250 after 6 months |
| Aurora | Comstock | $500 |
| Aurora | Grafton | $6,000 |
| Aurora | Spooner | $500 |
| State of Wi | Madison | $2,000 |

Medical
Medical
Medical
Transit
Medical
Transit
Medical
Medical
Transit
Childcare
Medical
Medical
Medical
Cleaning
Equipment Operator
Equipment Operator
Medical
Medical
Medical
Medical