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, October 27, 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). (7/16/20, 9/08/20, 9/22/20, & 10/13/20)
2 Discussion and possible action approving 2020 Room Tax Grant payments - Continuing Appropriation recipients
3 Discussion and possible action approving Westside Warehousing of Wausau LLC development agreement Tax Increment District Number 10
4 Discussion and possible action approving Cherry Tree Dental development agreement Tax Increment District 12
5 Discussion and possible action regarding purchase Betterbin Recycling App subscription $8,243
6 Discussion and possible action regarding midyear budget modification
7 Discussion and possible action regarding budget modification - Strategic Plan
8 Discussion and possible action on settlement offer to settle claim filed with Zagster, Inc.
9 Discussion and possible action on bargaining agreement between the City of Wausau and Wausau Firefighter Association for January 1, 2021 – December 31, 2022
10 Discussion and possible action on Reclassification of Senior Property Appraiser to Deputy Assessor
11 Discussion and possible action on Sole Source purchase of automatic CPR devices (ZOLL Medical Corp)
12 Discussion and possible action on Sole Source request for replacement of fitness equipment at Station #3 (Johnson
13 Discussion and possible action regarding 2021 Budget Update

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: 146 698 4187 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 10/23/20 at 12:30 pm

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

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

JOINT FINANCE COMMITTEES AND ROOM TAX COMMISSION MEETING
Date and Time: Thursday July 16, 2020 @ 5:30 pm., Council Chambers
Finance Members Present: Rasmussen, Martens, Watson, Ryan, Herbst
Room Tax Commission Members Present: Weaver, Rasmussen, Martens, Neal, VanDeYacht
Others Present: Rosenberg, Groat, Jacobson, 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 Finance Committee was called to order by Chairperson Rasmussen and the Room Tax Commission was called to order by Chairperson Weaver.

Overview of the Room Tax
Groat reviewed the major changes Wisconsin legislative changes implemented January 1, 2017 including the creation of a room tax commission; the segregation of room tax revenues control between the City and Room Tax Commission; the limitation of the amount of room tax a municipality may retain; the mandate that the monies disbursed by the room tax commission be used for tourism promotion and tourism development; and the requirement that the Room Tax Commission enter into a contract with the tourism entity.

Rasmussen confirmed that the after the City retained room tax equal to the larger of 30% room tax collected or the look back provision. The balance remaining is forwarded to the room tax commission. The payment to the CVB is funded through the funds distributed to the commission. Rasmussen indicated that the City has maintained a stable 37.5% contribution to the CVB.

Weaver questioned the continued purpose of the Room Tax Commission. He wondered if the two committees were duplicating efforts. Groat explained that the City's funds support existing not-for-profits that added a tourism and quality of life component to the community but may not meet the definitions contained in the law. The room tax commission manages the strict tourism activity and is required by law. Rasmussen added that the Commission does add value to room tax spending. One component is the hotel representative and a level of accountability. Rasmussen stated that with prolonged growth in the room tax collections will increase the commission's allocation responsibility. Rasmussen sees continued value in the separate processes.

Discussion and possible action regarding the 2019 financial results
Groat indicated the presentation clearly shows the delineation between the City controlled and Room Tax Commission controlled room tax funds. Groat indicated that the total room tax collected for 2019 was $975,537.91. The City funded General Fund activities, 400 Block maintenance, Riverfront maintenance and continuing appropriation grant recipients with its funds. The room tax commission distributed 37.5% of the 2019 room tax revenues to the CVB, and funded $80,088 of tourism grants as outlined on the report. The commission had $87,860 of funds collected available to distribute which carried over to 2020. Weaver inquired about the 2019 room tax award for the Grand Theater. Groat indicated that invoice was submitted to the City for funding in June 2020 and is being processed.

Discussion and possible action regarding the 2020 financial results
Groat indicated that the 2020 room tax financial shows that the City will have to collect $559,534 in 2020 room tax revenues to break even in its distribution of the $431,973 to the City and the 37.50% of room tax to the CVB. As shown on the document the payment to the CVB is funded by the unspent 2019 room tax commission funds. This break even analysis provides no funding for the two tourism grant requests submitted to the commission for the spring of 2020. Groat indicated that she had not paid the CVB their 1st quarter payment since the contract clearly indicates that the CVB is paid after the City retains their share. Groat indicated that in addition to the economic impact of COVID the Plaza Hotel is closed for renovations which will also reduce room tax revenues in 2020.
Rasmussen indicated that she is encouraged that the City will be able to meet some of its obligations in 2020.

Discussion and possible action regarding the Wausau/Central Wisconsin Convention and Visitors Bureau Contract
Rasmussen indicated that prior to initiating closed session the committee can participate in open session discussion items. She indicated that the issue has attracted media coverage and the City has serious questions regarding contract compliance and revenue collections that occurred. Strategy regarding the impact of these concerns will take place in closed session.

Rasmussen indicated that the CVB collected room tax on behalf of surrounding communities without community knowledge. She indicated that there is conflicting accounts of what happened. Rasmussen invited the CVB Director to answer questions.

Steven Schinker, Esq who represents the CVB posed a number of questions to the committees. He indicated that the only tourism entity is the CVB. He felt that the City needed to comply with the room tax laws otherwise the hotels may not collect room tax.

Ed Gale spoke of his support of the CVB. He pleaded for continued participation in the CVB. He said it may be a good time to evaluate procedures and evaluate the contract but felt that the CVB helps us build our community and the city should continue to participate.

Dick Barrett CVB Executive Director spoke of the CVB's successes stating that room tax had experience steady growth increasing room tax revenues 63% over the last 10 years. They went from 1 event in 2010 to 120 events annually. In 2019 the area was number 2 in growth in occupancy and number 6 for growth of new tourism dollars. This included Milwaukee, Madison and the Packers and Brewers. Barrett indicated they assisted Expedia collect. He said in May he received a number from his Association that Expedia was having problems distributing room tax. He worked with Expedia to identify hotels in the individual communities and contact information. He stated the contract with the City indicates the CVB and City will work cooperatively to collect delinquent room tax. He said he did not know that the check would be submitted to the CVB. He stated funds were eventually hand delivered to each community. Rasmussen questioned why he didn't reach out to the communities immediately upon receiving the funds.

CLOSED SESSION pursuant to 19.85(1)(g) of the Wisconsin Statutes for conferring with legal counsel for the rendering of oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding the contract for services with the Wausau/Central Wisconsin Convention & Visitors Bureau

Finance Committee: Motion by Martens, second by Herbst to convene in closed session. Roll Call Vote: Ayes: Rasmussen, Martens, Watson, Ryan, Herbst. Noes: 0. Motion carried unanimously.
Room Tax Commission: Motion by Neal, second by VanDeYacht to convene in closed session. Roll Call Vote: Ayes: Weaver, Rasmussen, Martens, Neal, VanDeYacht. Noes: 0 Motion carried unanimously.

Room Tax Commission: Motion by Neal, second by Rasmussen to convene in open session. Roll Call Vote: Ayes: Weaver, Rasmussen, Martens, Neal, VanDeYacht. Noes: 0 Motion carried unanimously.
Rasmussen reported that the Finance Committee adjourned in closed session.

Discussion and possible action regarding the 2020 Room Tax Tourism Grant Requests

Weaver indicated that we had two grant requests for $10,000 each. He felt that the uncertainty of the room tax collections really prevents the commission from awarding contacts at this time. Rasmussen agreed she felt the committee should hold the applications and see what the fall brings. Weaver encouraged a reapplying in the fall round of applications.

Kathy Foley and Amy Beck of the Leigh Yawkey Woodson Art Museum requested a reallocation of their 2019 tourism grant awarded for the French Poster Exhibit marketing to the Birds in Art exhibit that will occur in the fall of 2020. Foley explained that the French Poster Exhibit was to begin just about the time COVID hit and the marketing dollars were not spent. She stated they have reopened with the proper safety precautions and are getting many travelers from out of the area who are taking day trips and overnight trip and visiting the museum. Committee consensus supported the reallocation. Neal leaves the meeting.

Motion by Rasmussen, second by VanDeYacht to hold all allocations until the fall. Motion carried 4-0.

Adjournment

Motion by, Martens second by VanDeYacht to adjourn the Room Tax Commission. Motion carried unanimously.

FINANCE COMMITTEE
Date and Time: Tuesday, September 8, 2020 @ 6:00 pm., Council Chambers
Members Present: Martens (VC), Herbst, Watson, Ryan Members
Excused: Rasmussen
Others Present: Groat, Kremer, Jacobson, Rosenberg, Neal Kilian

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 Vice Chair, Michael Martens.

Minutes of the previous meeting(s). (7/16/20 & 8/25/20)
Martens noted the minutes of the 7/16/20 meeting were not in the packet.
Motion to approve by Herbst, second by Ryan to approve the minutes of the previous meeting on 8/25/20. Motion carried 4-0.

Discussion and possible action on Budget Modification Elections
Maryanne Groat stated there were extra costs for elections this year, much of it due to amount of absentee voting. In addition, the Mayor's Safe Election Task Force has expressed interest in having us conduct drive-through voting that would take place on a Friday evening and a Saturday. This would be overtime work for city staff and would require the help of election workers. She projected that the election budget at the end of the year, after the Presidential Election, will need an additional $83,000. She noted some of that would be reimbursed through Roads to Recovery Grants through the Elections Commission and the State of Wisconsin. She indicated the Police Department budget had Patrol Event Staffing funds that went unused this year due to COVID resulting in the cancellation of most events. Groat stated the $82,590 would come from a combination of the new grants source of $35,000 with the rest from Patrol Event Staffing

Ryan questioned how the drive-through voting would work. City Clerk, Leslie Kremer, explained she was working with the Department of Public Works and the Police Department to form a safe route and sketch out which streets would need to be closed to hold it at City Hall.

Herbst questioned if this has been tried already and what the results were. Kremer indicated it has been done in Eau Claire and Madison and both clerks indicated they had an overwhelming response and voters were appreciative.

Motion by Watson, second by Herbst to approve the Elections budget modification. Motion carried 4-0.
Groat noted this is going directly to Council this evening.

Adjournment
Motion by Watson, second by Ryan to adjourn. Motion carried unanimously. Meeting adjourned at 6:08 pm.

JOINT ECONOMIC DEVELOPMENT AND FINANCE COMMITTEES
Date and Time: Tuesday, September 22, 2020 @ 5:15 pm., Council Chambers
ED Members Present: Neal, Watson McElhaney, Rasmussen, Kilian
Finance Members Present: Rasmussen, Martens, Herbst, Watson, Ryan
Others Present: Groat, Bliven, Jacobson, Lindman, Fitzgerald, Seubert, Van Krey, Goede, Rosenberg, Peckham, Larson

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

Joint Finance and Economic Development Agenda Items

Presentation on the Wausau Center Mall redevelopment project
The presentation by Chuck Ghidorzi can be viewed online at: https://www.youtube.com/watch?v=WgMc7_Nyxlk
Jim McIntyre, President and CEO of Greenheck Corporation, representing GWPP (Greater Wausau Chamber of Commerce) contributed to the report.

Discussion and possible action regarding Wausau Center Mall redevelopment Project and 2021 budget provisions
Rasmussen recommended if the Council had any intention of participating in the mall project, they put some placeholders within the 2021 budget so that the process going forward and the calculations for mill rate, as well as the city's cost to continue are accurate. If they decide not to move forward they can be pulled out; it is always easier to budget down than budget up. She explained the placeholders are basically bookmarks and then we go through the total budget process. She noted all of the public engagement sessions to get feedback related to this project can happen in parallel with this. *Discussion followed*.

Maryanne Groat explained, as part of the original developer's agreement, the city committed to making seven annual payments of $327,000 subject to Consumer Price Index inflation annually. The payments are due in July of each year. In discussions with WOZ, the main concern was as the mall becomes less and less financially viable the real estate taxes are still due and this was to hedge against not being able to pay those taxes. Over the life of that seven years the city is obligated to approximately $2.4 million. The proposal is requesting $3.5 million for the demolition of the mall and Sears. (Both parking ramps would remain standing.) The street project infrastructure improvements are estimated at $1.2 million.

Groat stated this could be paid for from tax increments of TID #7. The district is self-sustaining and will be able to support other activities beginning in 2023. She explained the Plan Commission has to hold a public hearing; state law requires multiple publication in the newspaper to alert taxpayers; and letters are required to be sent to property owners in certain situations when a project plan is done. The Joint Review Board, including representation of the schools, the technical college, and the county, would need to approve.

Discussion continued regarding a placeholder. No action was taken.

Discussion and possible action regarding the Project Plan Amendment for Tax Increment District Seven to become a donor district
Groat indicated this could be brought back to a future Finance meeting or Joint ED & Finance meeting to review the timeline.

Consensus of the Finance Committee and ED Committee, with Kilian dissenting from ED, was to wait for Maryanne Groat to put together the timeline and the projections for a future meeting.

ED Adjournment
Motion by Watson, second by Kilian to adjourn the Economic Development Committee. Motion carried unanimously. ED adjourned at 6:28 pm.

Finance Committee Only Agenda Items – 9/22/2020

Minutes of the previous meeting(s). (9/8/2020 and 9/16/2020)
No action.

Discussion and possible action including CCIT on the City of Wausau insurance plan
Rasmussen stated historically CCIT (City-County Information Technology) has always participated in the employee benefit plan, but are a separate commission, not city employees, so a vote is required annually to include them.

Groat stated they asked the city's consultant if it was still in the city's best interest to keep those participants on the plan and after an examination of the claims, they said recommended approval because the city was benefiting from a bigger group and a relatively healthy group.

Motion by Ryan, second by Herbst to approve including CCIT on the City of Wausau insurance plan. Motion carried 5-0.

Discussion and possible action approving 2021 health, dental and supplemental insurance plans
Groat stated this is our second year with WEA Trust. The HR Department went out of competitive proposals last year and WEA was willing to commit to two years with a maximum in 2021 of 10.3%. She indicated the consultant was able to get this down to a 5.5% increase.

Motion by Herbst, second by Ryan to approve the 2021 insurance plans. Motion carried 5-0.

Discussion and possible action approving budget modification for funding to complete phase II environmental testing at 1300 Cleveland Avenue
Rasmussen stated this will fund a robust environmental testing plan at 1300 Cleveland Avenue for approximately $37,000. Groat stated this will come out of the Holtz-Krause Environmental Fund.

Motion by Watson, second by Ryan to approve the funding for phase II testing at 1300 Cleveland Ave. Motion carried 5-0.

Discussion and possible action approving local share funding of bus purchases
Groat stated they already authorized using some of the Shared Revenue over a period of years to accommodate the local share. There has been an increase in costs and Greg Seubert proposes using funds from CARES funds.

Greg Seubert explained the plan is to use CARES funds in the 2020 budget to dramatically reduce the city's commitment to the Transit budget. He hoped to put in approximately $1 million into the reserve fund aa a result, offering us the opportunity to reconsider this procurement and add back some of the features that we had previously opted not to add because of being short of funds. Additionally because this has been on the back burner for a while due to COVID and staff shortages, the CPI has caused the price to increase. He indicated he was looking to allocate and additional almost $154,000; they had previously allocated $60,000, so this request is $93,813.

Motion by Ryan, second by Martens, to approve the local share funding of bus purchases. Motion carried 5-0.

Discussion and possible action regarding August 2020 General Fund Financial Report
Deferred to future meeting.

Adjournment
Motion by Herbst, second by Martens to adjourn the Finance Committee. Motion carried unanimously. Finance Committee adjourned at 6:36 pm.

FINANCE COMMITTEE
Date and Time: Tuesday, October 13, 2020 @ 5:00 pm., Council Chambers
Members Present: Rasmussen (C), Martens, Herbst, Watson, and Ryan (*WebEx*)
Others Present: Groat, Goede, Barteck, Bliven, Graham, Fitzgerald, Jacobson, Lenz, Lindman, Rubow, Rosenberg, McElhaney, Neal, Peckham, Larson, Kilian

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

Mall Redevelopment Presentation – WOZ
Chuck Ghidorzi presented and can be viewed on YouTube: https://www.youtube.com/watch?v=vge9v6A-lqg

Presentation materials are also in the packet online along with public comment submitted to the Clerk:
https://www.ci.wausau.wi.us/Portals/0/Departments/Council/Archives/Standing%20Committees/Finance%20Committee/2020/FINC_20201013_Packet.pdf

PUBLIC HEARING: Feedback opportunity for residents relative to the conceptual plan for Wausau Center Mall Redevelopment Presented by WOZ Group and related request for public-private partnership to fund demolition, site restoration and related infrastructure
Rasmussen opened the hearing for in person public testimony.

***Spoke in support*:**
1) Jim McIntyre, CEO & President of the Greenheck Group, speaking as Chair of Greater Wausau Prosperity Partnership (GWPP).
2) Tom Radenz, 23481 N 96th Ave, REI Engineering
3) Matt Rowe, 1709 Tall Oaks Dr, Vice Chair of GWPP, and employed at Ruder Ware Law Firm.
4) Kevin Porter, 131 Wisteria Ln, representing young professionals.
5) Dave Eckmann, 1000 River Dr, President and CEO of the Greater Wausau Chamber of Commerce.
6) Dennis Smith, 3516 Polzer Dr, former Alderperson, supported but wanted more information on the total investment by the city.
7) Mark Craig, Compass Properties, and former manager of Wausau Center Mall.

Correspondence by email or mail:
Stakeholder Businesses – Merle Norman Cosmetics, The Ugly Mug, Jalapeno's, Tundra Land, Polito's Pizza, Cheryl's Framing & Gallery, H.T. Cobblery, The Lamplighter, Isaac's Fine Apparel, Compass Properties, Ciao, and Lemongrass; Young Professionals Cohort containing 82 signatures; Chad Kane, Wood Trust Bank and the YMCA Foundation Board; Bryan Bailey, Executive Director of the YMCA; Tom Frank, Greenheck; Carrie Ann Canaughty; River District – Marathon Public Library, Evolutions & Design, Wausau Museum of Contemporary Art Marathon County Literacy Council, Amaximmo Realty, Shepherd & Schaller, Riverlife Wausau Apartments LLC, McCartney's Photography Studio, La Prima LLC, The Local, CPR Cell Phone Repair, and Prehn Dental.
Rasmussen read into the record an extensive list of individual letters of support received, as well.

Spoke in Opposition
1) Michael Staub, 1227 Plumer St, resident of Wausau and former employee of the Wausau Mall.
2) Sara Eten, 121 Eau Claire Blvd, resident and store Manager of Famous Footwear in the Mall and representing other mall employees.

Correspondence by email or mail:
Erin & Fred Heider, 1306 Spruce St; Lon Groth, 1038 S 7th Ave; Thomas Bloch, 3928 Riverview Dr.

Rasmussen noted hard copies support and opposition can be viewed in the online Finance Packet for this meeting:
https://www.ci.wausau.wi.us/Portals/0/Departments/Council/Archives/Standing%20Committees/Finance%20Committee/2020/FINC_20201013_Packet.pdf

Tom Kilian, Alderperson District 3, expressed concerns about the process to date and felt meaningful public input arrived at a late hour. He indicated feedback from constituents at his Neighborhood Group public input session indicated although many felt positively about the vision presented, they overwhelmingly opposed the nature and level of public funding associated with this vision. He did not believe it was supported by the community and indicated he intended to represent that by not supporting this project.

Discussion and possible action on Joint Powers Agreement with Marathon County regarding E911/NG-911 System

Attorney Jacobson explained it is joint powers agreement with the county, brought to her attention by Marathon County Sheriff Deputy Billeb. It is an agreement that we are already entered into but which should be renewed annually automatically. \She indicated she reached out to Corporation Counsel, Scott Corbett, and they added wording in paragraph 2 that states this agreement is intended to reaffirm the intent of the parties to annually enter into this agreement.

Jacobson explained it basically provides that if an emergency service vehicle is dispatched in response to a 911 call, such vehicle will render services to that person regardless of whether it is outside of the jurisdictional boundary. She stated the agreement was approved by Council and effective in 1993 and another version was passed without Council approval in 2008. This is a recommitment to the agreement due to the staff turnover.

Motion by Watson, second by Martens to approve the Joint Powers agreement. Motion carried 5-0.

Discussion and possible action on lease agreement with Wausau Avenue Winter Farmers Market, LLC for property at 180 E. Wausau Avenue

Rasmussen explained the Winter Farmers Market was looking for a larger home and the city currently owns the property.

Motion by Herbst, second by Watson to approve the lease agreement. Motion carried 5-0.

Discussion and possible action authorizing the Wausau Police Department accept a Victims of Crime Act grant of $300,000 per year for 4 years (an amount not to exceed $1.2 million) to continue the Victim Response Unit

Motion by Watson, second by Ryan to accept the VOCA grant. Motion carried 5-0.

Discussion and possible action regarding budget modification and $15,000 funding request Catholic Charities Homeless Shelter

Mayor Rosenberg stated the last few months we've been searching for a new space for the warming center in order to provide enough space for people to socially distance. She indicated the Methodist Church has offered space, but there will need to be a shower installed and hookups for laundry.

Tracey, Catholic Charities, stated the warming center is currently located at 540 S 3rd Avenue, which is approximately 900 square feet to house 25 homeless individuals per night, which is not sustainable with the current pandemic. The First United Methodist Church has offered their basement from November 1st to April 30th, housing up to 40 individuals and room for isolation if someone should become symptomatic. She indicated they will also utilize space for the free clinic to provide health care for the homeless. Along with installing a shower, there is a need to increase security cameras and washer & dryer space, additional lighting and fire exits.

Motion by Herbst, second by Watson to approve the budget modification of $15,000 for Catholic Charities Homeless Shelter. Motion carried 5-0.-

Discussion and possible action on Budget Modification Emergency Management Planning

Mayor Rosenberg stated there is a County Emergency Management office that does a lot of planning around specific types of incidents and can help the city with that planning. She explained the budget modification is for $10,000 to support a more robust planning operation. She indicated she met with the Police Chief, Fire Chief, Deputy Fire Chief, and DPW Director and put together a large list sent over to the county of things we want to accomplish as far as emergency management planning and preparedness. It is for an extra level of support and collaboration with the county.

Motion by Martens, second by Herbst to approve the budget modification. Motion carried 5-0.

Adjourn

Motion by Herbst, second by Watson to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:15 pm.

TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: OCTOBER 23, 2020

RE: 2020 ROOM TAX

As you know we are expecting significantly less room tax collections in 2020 due to COVID 19 restrictions and precautions. I have attached a monthly revenue analysis comparing 2019 to 2020. My current prediction estimates that 2020 collections will slightly exceed the room tax the City is allowed to retain per state statute. The 2020 budget authorized grants to continuing appropriation entities listed below and the balance was to be retained by the City. I did receive a report from the Wausau Concert Band that they had no activity in 2020 due to COVID so their funding is not needed. The balance of the continuing appropriation recipients have ongoing obligations including staffing, facilities and programming, etc.

	2020
151.000000000151097202 - HISTORICAL SOCIETY DONATION	20,495
151.000000000151097203 - PERF ARTS FOUND- GRAND THEATER	44,407
151.000000000151097205 - WAUSAU CONCERT BAND DONATION	6,832
151.000000000151097210 - WAUSAU AREA EVENTS	70,026
151.000000000151097213 - CENTER FOR THE VISUAL ARTS	10,248
151.000000000151097224 - LEIGH YAWKEY WOODSON MUSEUM	29,377
151.000000000151097234 - MAIN STREET PROGRAM	26,591
	$ 207,976

We have not provided any 2020 payments to these entities. Given the decline in revenues I wanted to provide an update to the Committee and hear any concerns before payment is made to these organization.

The City could follow a couple strategies:

- Disburse 75% of the allocation now and the balance at yearend.
- Disburse 100% of the allocation now and if revenues fall below my estimates transfer fewer dollars to the general fund.

Room Tax recipients have been invited to the meeting.

ROOM TAX

QUARTER ENDING	2019	2020	
Jan	71,635.74	72,916.35	
Feb	77,074.76	84,075.42	
Mar	61,516.34	37,973.22	
Qtr 1	210,226.84	194,964.99	
April	88,774.35	24,106.88	
May	75,061.78	18,500.89	
June	81,099.27	31,083.53	
	244,935.40	73,691.30	
July	99,860.55	38,829.26	
Aug	91,836.96	42,348.02	
Sept	89,967.62	21,000.00	estimate
	281,665.13	102,177.28	
Oct	101,237.48	21,000.00	estimate
Nov	64,675.35	21,000.00	estimate
Dec	72,797.71	21,000.00	estimate
	238,710.54	63,000.00	
Total Revenue	975,537.91	433,833.57	
Room Tax to Retain		$ 431,973.00	
Excess		1,860.57	

To: City of Wausau Finance Committee

From: Sean Fitzgerald, Business Development Specialist

RE: Westside Warehousing Tax Increment Finance Request for Facility Expansion

Westside Warehousing is planning a **$6.5 million,** 143,704-sq. ft. expansion on land it's purchasing at 835 S. 66th Ave. immediately west of one of its existing facilities. The project will allow the 23-year-old company to consolidate three of its other scattered warehouse locations into a single site with more than 270,000 square feet under roof, creating substantial efficiency from the current practice of trucking materials among its warehouse within the business campus. The expansion will also accommodate future growth of this employer.

The project plans include an enclosed rail line transfer station – among the first in central Wisconsin – enabling Westside Warehousing to convey intermodal product from rail cars to semi-trucks more easily during inclement weather. The company is the largest dry good warehousing operating in central Wisconsin and would like to expand in Wausau rather than other options in the region.

Westside Warehousing is requesting tax incremental finance participation of $500,000 from the City of Wausau to assist with this expansion. Please note the attached term sheet outlining the proposed structure for city TIF participation. If developed as proposed, the property would generate an estimated $172,000 in annual tax revenue based on the city's 2019 tax rate. The tax incremental finance request of $500,000 was approved by the City of Wausau Economic Development Committee on a 5-0 vote at its October 6, 2020 meeting.

Staff from the City of Wausau Community Development Department recommends approval of the proposed TIF assistance in order to retain Westside Warehousing in Wausau and assist in its expansion.

Westside Warehousing Expansion Term Sheet

The Developer will construct/cause the construction of a new industrial facility with a minimum cumulative construction value of $5,500,000.

The Developer will complete construction of the new facility before December 31, 2021.

The City shall provide 75% of complete and full increment of the new construction annually for five years, not to exceed a total of $500,000.

Application for City Assistance

The City of Wausau is a proud partner in assisting investment and business development. Our Development Team welcomes consultation with prospective applicants in advance of this formal application process.

Applicant Information

Legal Name: Westside Warehousing of Wausau LLC

d/b/a:

Mailing Address: 840 S 62nd Ave

Wausau WI

Primary Contact #: Jim Peter

Cell #: 715 571 9602

Email: jim@thepetercompanies.com

Attorney: Craig Olafson

Will a new entity be created for ownership? No Yes Name:

Principals of existing or proposed corporation/partnership/LLC

Jim Peter, Tom Peter

Tax Identification #: 39-1981048

Project/Property Summary

Overall Project Summary: New Addition, Next to existing Business (Westside Warehousing of Wausau) 840 S. 62nd Ave

Parcel Address(es): 835 S 66th Ave

Proposed Parcel/Land Area: 5.3 Acres Acres

Proposed Building Area: 143,000 SqFt Square feet

Current Use: 1/2 Not developed, 1/2 Building material Supplier

Current Assessed Value: $ 950,000

Current Property Taxes: $ 25,000

Describe any zoning changes that will be needed: WAREHOUSING

Identify any other approvals, permits or licenses: WAREHOUSING license # 227518-AW

Describe briefly what the project will do for the property and/or neighborhood: 1/2 of property is A Hayfield. Continue to beautify and Park.

Full and part-time jobs to be created by the proposed project including average estimated salary: $15-$20/Hour 2-3 over 2 yrs, will be more efficient - combining 4 Bldgs

If existing business, number of current full and part-time employees: 6 full 3 PT

Timetable:

Development Team

Developer: Scherrer Construction

Architect: Len Oldmutz

Contractor: ____________________

Other Members: ____________________

Project Budget/Financial Information

Describe why the project cannot occur "but for" City participation: ____________________

Identify the sources and uses of funds for the project

	Amount ($)	Source
Land Acquisition or Facility Purchase	1,000,000	
Demolition	TBD	
Environmental Remediation	TBD	
Site Clearance and Prep	TBD	
Utilities	TBD	
Construction of New Building	5,700,000	
Renovation of Existing Structure		
Machinery & Equipment		
Architectural & Engineering Fees		
Legal & Professional Fees	5300.00	
Project Management		
Appraisal	1600.00	
Title/Recording/Transfer		
Permits		
Real Estate Taxes	70,000 to 80,000	
Contingency		
Licenses		
Other (please specify)	Install storm sewer	
	And utilities to Bldg	
Total Project Costs	6.8 to 7m	

Identify the sources/expected sources of financing

Source	Amount ($)	Terms: Years/Interest	Contact
Equity			
Loans	6.7m	SOCL WBA	Peoples PAT Heuer
Grants			
City Participation			
Loan			
Grant			
Other			
Total Financing	TBD		

Additional Considerations

Please answer the following:

1. Will you sign a community workforce agreement with the local Building Trades Council? **Yes** **No**
2. Will you agree to source all sub-contractors and building material suppliers from within a 100 mile radius of Wausau? **Yes** **No**
3. Will you agree to not protest to the Board of Review, except in cases of material inaccuracies, your real estate assessment for the subject properties? **Yes** **No**
4. Will you complete the design assistance process of the Wisconsin Focus on Energy Program, which offers incentives and consultations on energy efficiency? **Yes** **No**
5. Will you consider using Property Assessed Clean Energy (PACE) funding which can provide financing support for construction which meets energy efficiency or alternative energy standards? **Yes** **No**
6. Will you provide corporate tax filing verification information for job creation reporting purposes, if requested? **Yes** **No**

Filing Requirements

You must provide all of the following items with your signed application for it to be considered complete:

1. Fee: A nonrefundable application fee of $1000 made payable to the City of Wausau Community Development Department.
2. Site Maps: Provide a map that shows the location of the site and a map that focuses on the project and its immediate surroundings.
3. Project Renderings: Provide preliminary drawings, plans or renderings for the proposed project.
4. Projections: Provide three (3) years of cash flow projections for the project.
5. Statements: Profit and loss statements for the past three (3) years (if applicable) – this may be shared in a closed session if necessary and requested.

If the project requires planning and/or zoning approvals, you must make these applications concurrent with this request.

Declarations

The City requests answers to the following for any applicant, investor, developer, officer or affiliate of an entity or LLC with an ownership or share of 20 percent or greater in the proposed project:

Involved in a previous or pending lawsuit or legal proceeding?

Yes **No**

Involved in a previous or pending bankruptcy or insolvency proceeding?

Yes **No**

Charged with a crime, paid or otherwise complied with civil penalties, or been the subject of a criminal or civil investigation?

Yes **No**

Have any outstanding tax liens currently or previously?

Yes **No**

Have any projects with a construction delay of six months or greater?

Yes **No**

Please attach a detailed explanation of any YES responses.

Agreement:

I, by signing this application, agree to the following:

1. I have read, and will abide by all the policies, standards and reporting requirements of the City for Tax Incremental Financing (TIF).
2. The information submitted is correct and adequately represented.
3. I understand the City reserves the right to deny approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
4. I authorize the City to check references, run a credit report, verify criminal and financial backgrounds and obtain other relevant information on the applicant and parties.
5. I agree to provide additional information as may be requested by the City after filing of this application.

Applicant Name (Printed): Jim Peter Date: 9/29/20

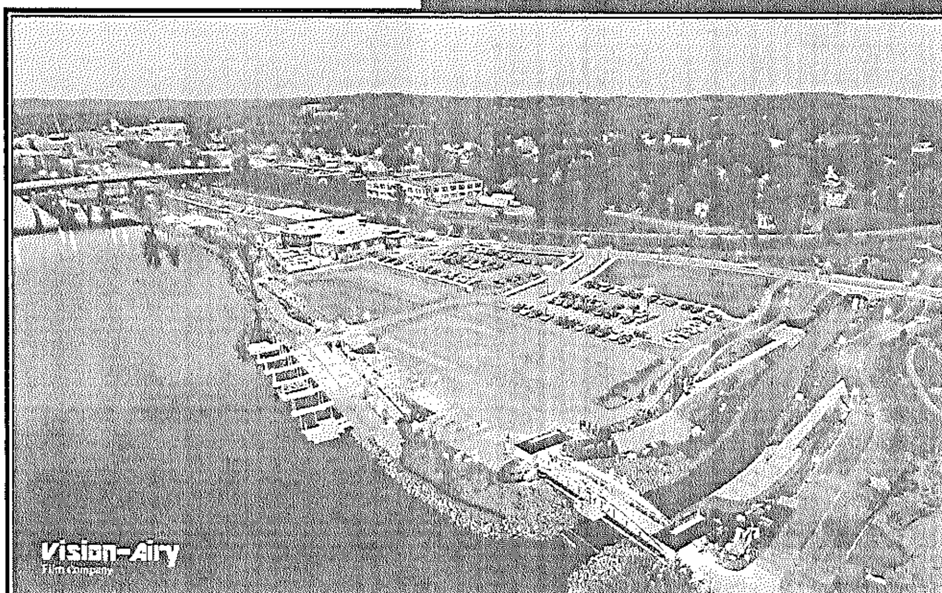
Signature:

WAUSAU

WISCONSIN

Tax Incremental Financing

Policy & Application



City of Wausau, Wisconsin

407 Grant Street

Wausau, WI 54403

www.wausaudevelopment.com

(715) 261-6680

Economic Development Agreement Policy

Purpose

Tax Incremental Financing (TIF) is a governmental finance tool used to provide funds to construct public infrastructure, promote development opportunities and expand future tax base. TIF assistance is only used when the proposed development would not occur "but for" City assistance. The proposed development should be consistent with and reinforce all City plans; and lead to the creation of jobs, the attraction, retention and expansion of strategic businesses and/or the redevelopment of underutilized properties to eliminate blight.

Goals and Objectives

Goal #1 - Economic Development: create jobs through the attraction, retention, and expansion of strategic businesses, support local workforce development and training, improve infrastructure for commercial and industrial expansion opportunities, increase the local tax base.

Goal #2 - City Revitalization: remove blight, encourage new construction on existing city lots, promote historic preservation and adaptive/imaginative re-use of underutilized properties, increase affordable housing, allow higher standards of building design and construction quality.

The proposed development should:

- Improve identified blighted and strategic areas
- Meet the City Urban Design Standards
- Support the Comprehensive Plan and relevant neighborhood plans
- Utilize loans over grants
- Serve as gap financing – not be possible "but for" City assistance
- Primarily used for public infrastructure and publicly accessible areas
- Create jobs, commerce and economic activity
- Include substantial private investment of the applicant
- Receive support from neighborhood and stakeholder organizations

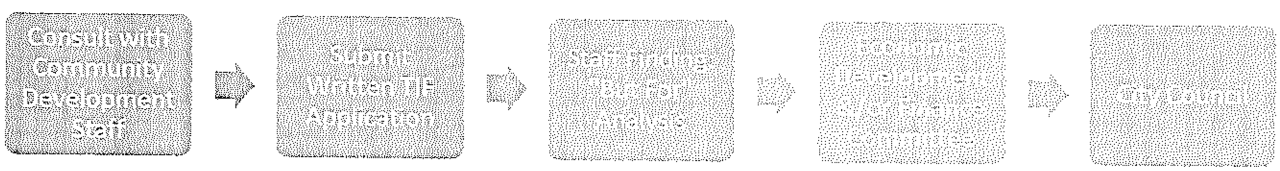
Application Process

Developers who seek TIF assistance must meet with Community Development staff and other City staff as appropriate. If staff determines funds may be available, a developer will be asked to submit a TIF Application. A TIF application shall include the following:

- Application describing the nature of the business, proposed plans, and requested assistance
- Project description, purpose of loan and expected benefits. Include cost estimates for building improvements and other capital expenditures, as well as the ratio of total project cost versus the amount of equity invested by owner
- Three-year cash flow projections
- Profit and loss statement for the past three years (if applicable)
- Fees – a non-refundable fee of $1,000 is required for processing of the initial application. An additional fee of $500 will be charged for each development agreement amendment required.

The City is not obligated to make a TIF assistance recommendation or conclude negotiations in the event that information has not been presented to its satisfaction or the proposed project lacks feasibility. Meeting policy guidelines or other criteria listed herein does not guarantee the provision of TIF financial assistance nor does the approval or denial of one project set precedent for approval or denial of another project.

Staff verifies the TIF application and distributes the file for review to relevant City departments. The draft development agreement term sheet will be sent to the Economic Development and/or Finance Committee for review. City Council approval is required for all TIF Applications that result in a Development Agreement.



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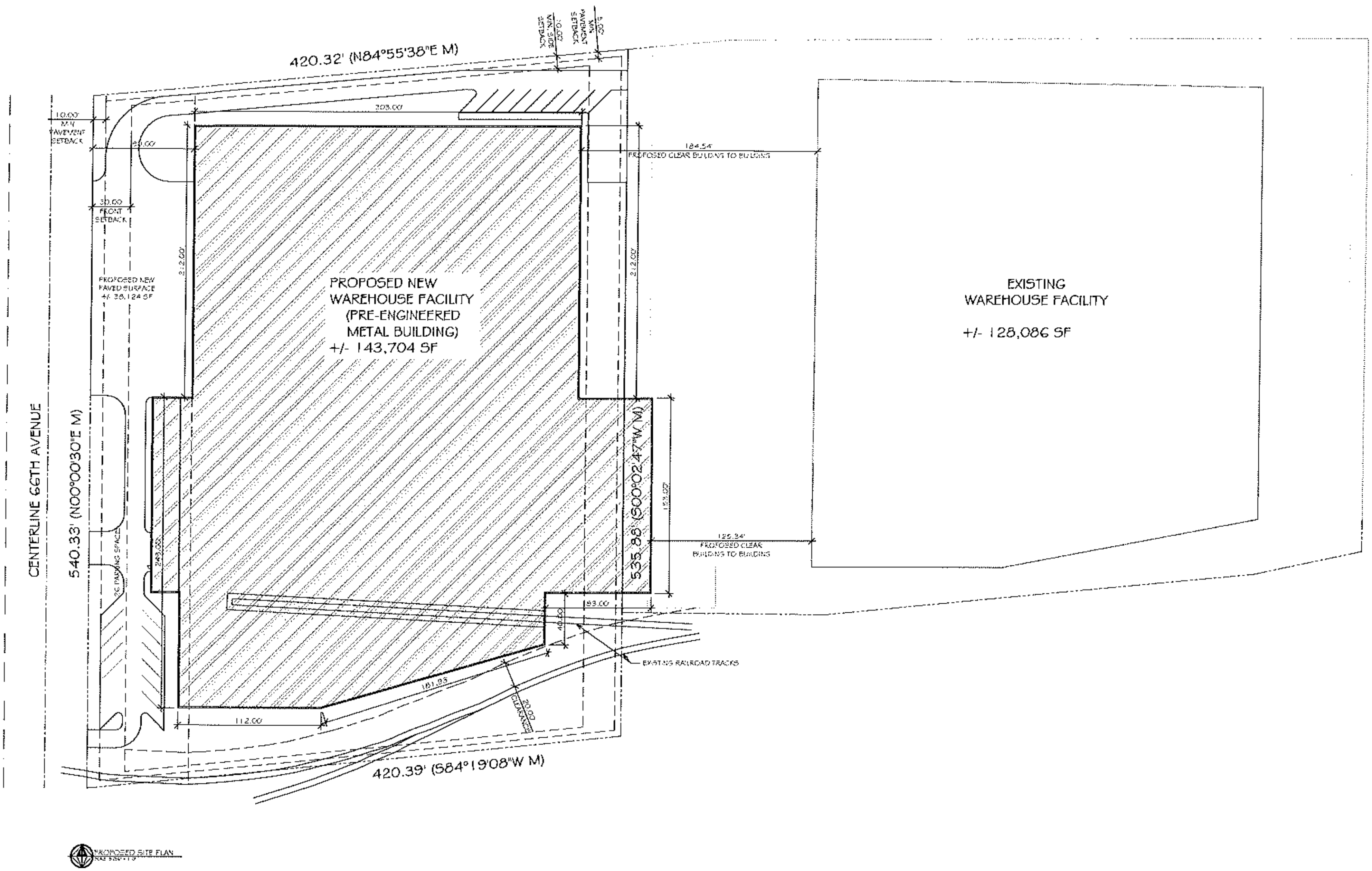
Scherrer Construction Co., Inc.

Building with Integrity Since 1924



PRELIMINARY - NOT FOR CONSTRUCTION

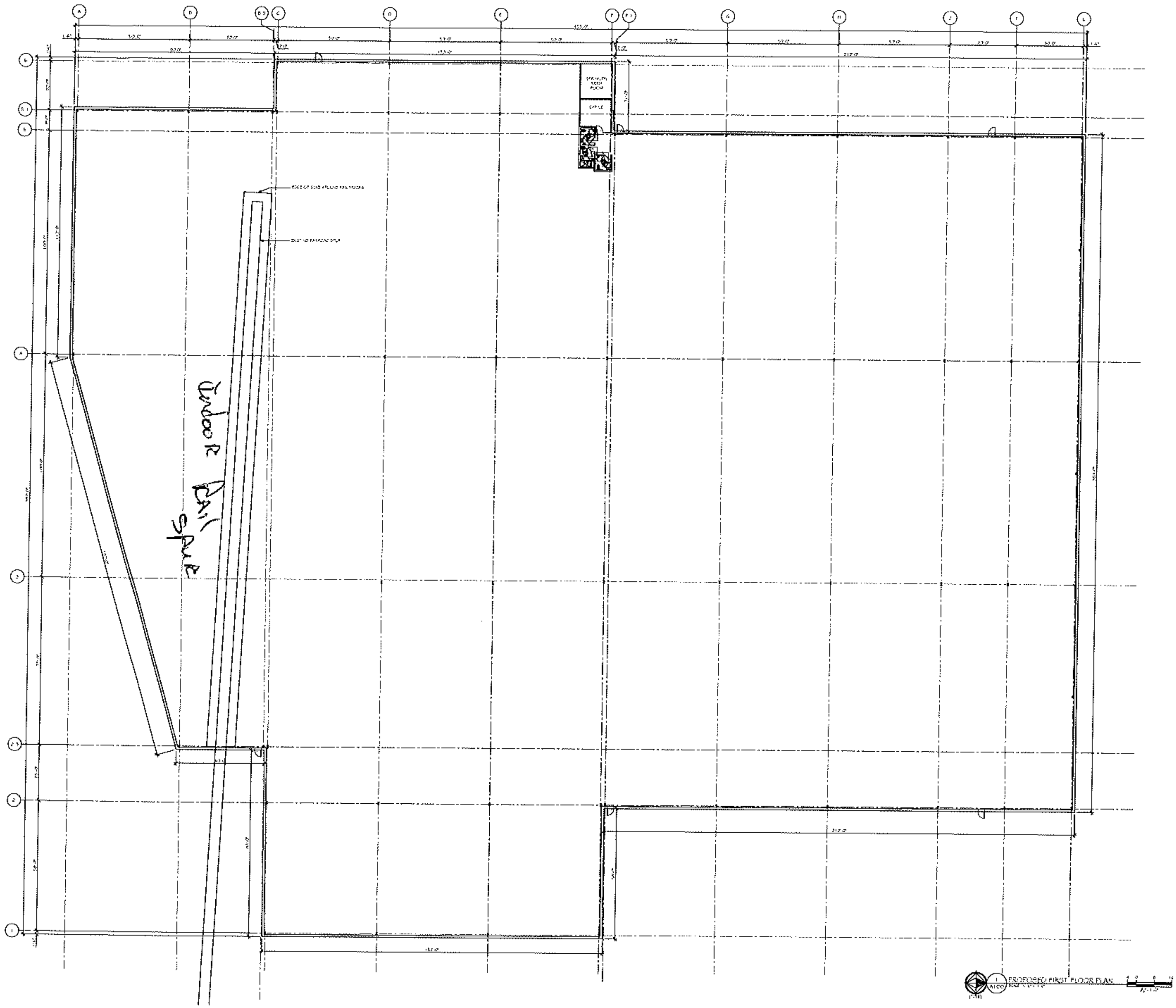
No.	Description	Date

Westside Warehousing

New Warehouse Facility

Proposed Site Plan

Project Number	20-021
Date	PRELIMINARY
Drawn	DRW
Checked	CHK
Scale	1/8" = 1'-0"
Sheet Number	G100



Scherrer
CONSTRUCTION CO., INC.
Building with Integrity Since 1928

CONSULTANTS
Structural Engineer

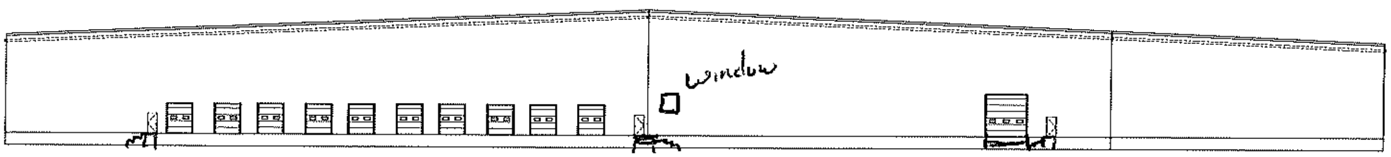
PRELIMINARY - NOT FOR CONSTRUCTION

No.	Description	Date

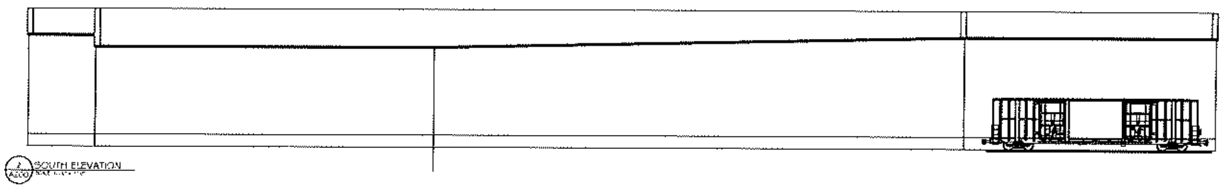
Westside Warehousing
New Warehouse Facility

Proposed First Floor Plan

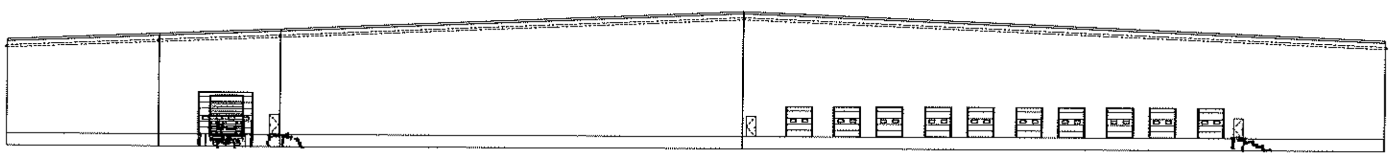
Project number	20.021
Date	PRELIMINARY
Drawn by	DRW
Checked by	CHK
Scale	
Sheet number	A100



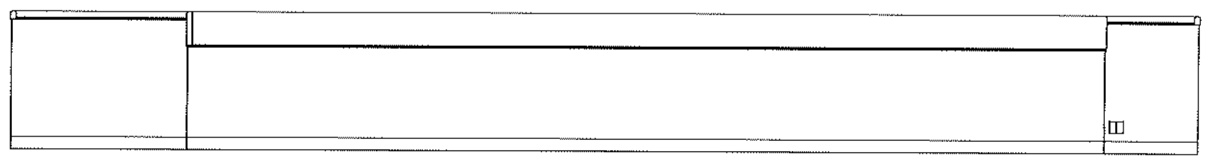
1 A200 WEST ELEVATION



2 A200 SOUTH ELEVATION



3 A200 EAST ELEVATION



4 A200 NORTH ELEVATION

Scherrer
CONSTRUCTION CO., INC.
Building with Integrity Since 1928

PRELIMINARY - NOT FOR CONSTRUCTION

No.	Description	Date

Westside Warehousing
New Warehouse Facility

Proposed Elevations

Project number	20-071
Date	PRELIMINARY
Drawn	DRW
Checked	CHE
Scale	1/8" = 1'-0"
Sheet number	A200

To: City of Wausau Finance Committee

From: Sean Fitzgerald, Business Development Specialist

RE: Staff memo on Cherry Tree Dental TIF request

City of Wausau received a proposal from Cherry Tree Dental as a result of a request for proposal issued in June 2020 for an estimated **$2.2 million**, 6,100-sq. ft. dental practice developed on a portion of Lot #2 in the Riverlife district (see attached map). The scope of the project as well as the tax incremental finance request for $175,000 was approved by the City of Wausau Economic Development Committee on a 5-0 vote at its October 6, 2020 meeting.

This project would unite the existing practices of Drs. David Aicher, D.D.S. and Wen Sun, D.D.S. of Advanced Dental Professionals (617 Jackson Street) along with that of Dr. Fred Prehn, D.D.S. (Prehn Dental, 413 Jefferson Street) in a state-of-the-art clinic serving an estimated 13,200 patient visits annually. The combined clinic employs 20 fulltime staff with a cumulative annual payroll of $2.1 million. Additionally, Cherry Tree Dental owns the property at 617 Jackson St. and will repurpose this facility as a specialty dental clinic, which is expected to bring three endodontists and additional professional support staff to the community’s workforce.

The dental clinic proposal supports a mission of creating a medical campus at the north end of the intercity. Combined with Eye Clinic of Wisconsin, the new Aspirus clinic under construction and the YMCA, the introduction of dental services provides a compendium of health services to the growing number of downtown and Riverlife area residents.

The building itself is a high-end design consistent with the urban vision for the Riverlife district. Located away from the Wisconsin River and near the River Drive/Fulton Street intersection, the facility will offer attractive architecture to pedestrians on the walkways along Stinchfield Creek. The building design and site plan will still require approval from the city’s Plan Commission.

The developer is proposing to purchase the northern two-thirds of Lot #2 for $140,000, an amount consistent with a recent real estate broker opinion of value conducted for the parcel. The developer is also requesting tax incremental finance participation of $175,000 to cover the extraordinary foundation costs associated with poor soil conditions on the site. Please note the attached letter from general contractor Keller Inc. outlining the costs of installing geopiers on the site to accommodate the foundation for the proposed structure. Please also note the attached term sheet outlining the proposed structure for city TIF participation. If developed as proposed, the property would generate an estimated $54,500 in annual tax revenue based on the city's 2019 tax rate.

Staff from the City of Wausau Community Development Department strongly believe this proposal aligns with the vision for the Riverlife district and will encourage additional commercial development momentum within the district. It also believes the proposal fulfills a needed health care service in this area of the community. Staff recommends approval of the proposed TIF assistance.

Cherry Tree Dental
Care. Commitment. Community.

Advanced Dental Professionals of Wausau (the combined dental offices of Drs. Aicher, Sun and Prehn)

Updated (July 2020) development proposal for new dental clinic development at the Wausau Riverlife location

Submitted by Cherry Tree Dental, LLC
Jack Young and David Aicher, DDS
617 Jackson Street
Wausau, WI 54403
Jack.young@cherrytreedental.com
(608) 833-221

Cherry Tree Dental's proposal is separate from, and submitted in coordination with the proposal from The Blenker Companies and Jason Blenker.

Overview of Project:

If accepted Cherry Tree Dental's (CTD) portion of the project (separate from and not including Blenker Companies' project) would relocate two of its existing downtown Wausau practices to the proposed $2.2M, approximately 6,100sf new facility. The practice of Drs David Aicher and Wen Sun DDS (Advanced Dental Professionals, 617 Jackson Street), and the practice of Dr Fred Prehn DDS (Prehn Dental, 413 Jefferson Street) would be relocated and co-located at the proposed facility. The proposed, larger dental facility will accommodate additional space needed due to growth of both practices. Cherry Tree Dental owns the Advanced Dental Professionals property at 617 Jackson Street. This 4,000sf location, fully remodeled in 2012, will be repurposed as a specialty dental clinic for Cherry Tree, where we will continue to operate at the location for the foreseeable future. Dr Prehn owns the property at 413 Jefferson.

The proposed, combined dental clinic will continue to maintain the presence of over 13,200 annual patients visits through the premises and the local shops and businesses in downtown Wausau. It is Cherry Tree's as well as our dentists' desire to remain in the downtown vicinity and continue our long-tenured downtown presence.

CHERRY TREE DENTAL
Care. Commitment. Community.

Responses to Wausau Economic Development Committee Feedback:

A previous proposal from Cherry Tree Dental was considered at the Committee's June meeting. We want to highlight the feedback received and what we have incorporated into this revised proposal to address the committee's concerns:

Single purpose structure; Lack of mixed-use development: Cherry Tree and the Blenker Companies have coordinated their respective proposals to offer a more-dense utilization of the properties. Cherry Tree and our dentists feel the operation of a stand-alone structure however is in better keeping with their patients' expectations for the high level standard of care provided at their clinics, and provides a patient experience that is not able to be replicated in a shared-use setting. We also believe parking load and traffic flow will pose difficult challenges with the size of the available property if additional mixed-use businesses were added to the project.

The suburban look and feel of the proposed dental building is inconsistent with downtown environment: Cherry Tree will incorporate architecture, materials, roof lines and designs consistent with adjacent structures and submit these to the Committee for their pre-approval.

Surface parking load is too high and unsightly: We have reduced the parking load to our operating design minimums, as well as moved surface parking away from the intersection of First and Fulton Streets. We have also coordinated the combined parking needs of both the Blenker Companies and Cherry Tree Dental projects. Cherry Tree would consider underground parking at the location if there was City assistance to provide for the additional expense associated with the underground parking. We are also prepared to provide additional landscaping features to further reduce visual presence of the parking areas from the street.

Financial assistance request was excessive: Cherry Tree and the Blenker Companies are asking for what the City has provided to other similar development opportunities. We are asking for the land and an offset to the expenses associated with additional development costs for known soil condition issues at the site. We do not anticipate this being more than 5% of the total project.

Proposal:

Cherry Tree Dental's portion of the project is estimated to cost $2.2M. This amount includes all construction costs and an investment of approximately $500,000 in dental equipment at the new

Cherry Tree Dental
Care. Commitment. Community.

facility. We request to acquire the property at the northeast corner of First and Fulton Streets together with Blenker Companies for $1.00. Cherry Tree and the Blenker Companies would divide the property as appropriate for each of their respective projects. We also request an amount not to exceed 5% of the total development costs in the form of development cost reimbursement or tax incremental funding due to known incremental development costs that will be necessary due to known existing soil condition issues at the proposed site.

About Cherry Tree Dental:

Cherry Tree Dental is an owner and operator of over 30 well regarded dental clinics throughout Wisconsin. Cherry Tree made its start in Wausau in 2006 and has subsequently had the opportunity to work with many of the most preeminent dentists in Wausau and greater Wisconsin. Cherry Tree currently works with 35 dentists in 25 clinics throughout Wisconsin. Cherry Tree Dental is privately owned and includes ownership by 9 of its dentists.

Financing:

Cherry Tree Dental has constructed or remodeled 3 dental facilities in Wausau together with Keller. Across Wisconsin Cherry Tree and Keller have completed 9 projects together in the past 14 years. Cherry Tree will finance this project through company equity and bank financing. Cherry Tree's credit facility has already approved this project.

Respectfully submitted,

Jack Young, President
Cherry Tree Dental, LLC and Cherry Tree Dental Real Estate, LLC

Cherry Tree Dental Term Sheet

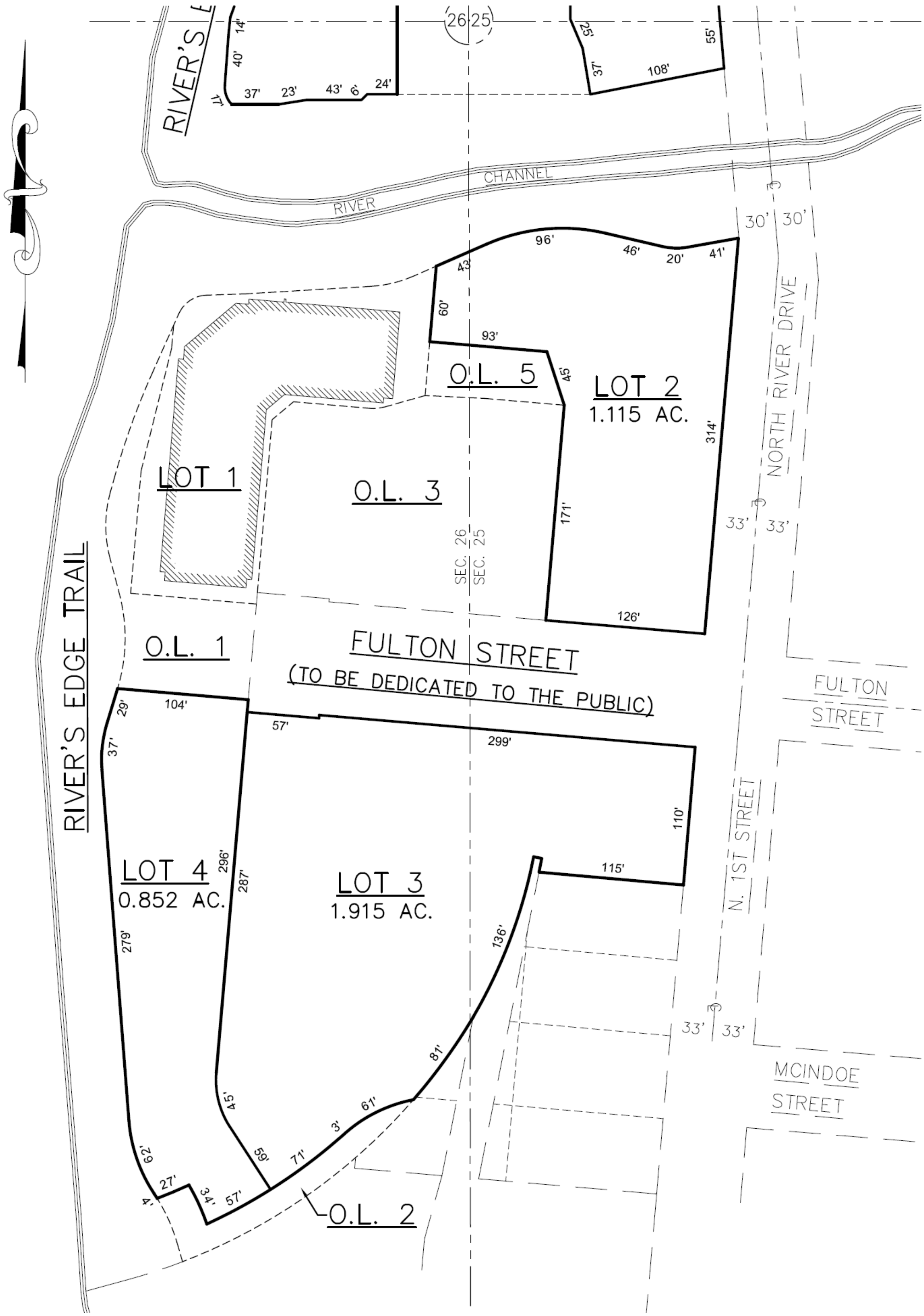
The Developer will construct/cause the construction of a new commercial facility with a minimum construction value of $2,200,000.

The City shall sell a 'to be surveyed' parcel from Lot #2 in the Riverlife district for $140,000.

The City shall provide $100,000 in up front tax incremental finance payments and reverse TIF payments upon the completion of construction of 50% of complete and full increment of the new facility for two years, not to exceed a total of $75,000 in reverse TIF payments.

RIVERFRONT SOUTH

PART OF SECTIONS 25 AND 26, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.



Keller
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee, & Wausau

September 30, 2020

Sean Fitzgerald
Business Development Specialist
City of Wausau
407 Grant St.
Wausau, WI 54403

Dear Mr. Fitzgerald,

We had a preliminary analysis done for the proposed Cherry Tree Dental building located at the Riverlife site. Due to the organic soils, we would propose to use the Geopier Armopact System (rigid inclusion system), similar to previous projects in that area, including WOW and the apartments.

We estimate that Geopier support in the foundations and floor slabs, preparation of a stable working pad, survey and layout of the Geopier elements, removal of obstructions, and removal of installation spoils could be completed for an estimated lump sum consideration of $175,000. Our estimate assumes installation depths to an average of 15 feet below working grade. Additional borings would be needed to confirm the soils conditions at the specific building location.

Please feel free to reach out if additional questions arise.

Sincerely,

Vern Nystrom

Vern Nystrom
Design/Project Management
715.849.3141
Vnystrom@kellerbuilds.com

Tax Incremental Financing

Policy & Application

City of Wausau, Wisconsin

407 Grant Street

Wausau, WI 54403

www.wausaudevelopment.com

(715) 261-6680

Economic Development Agreement Policy

Purpose

Tax Incremental Financing (TIF) is a governmental finance tool used to provide funds to construct public infrastructure, promote development opportunities and expand future tax base. TIF assistance is only used when the proposed development would not occur "but for" City assistance. The proposed development should be consistent with and reinforce all City plans; and lead to the creation of jobs, the attraction, retention and expansion of strategic businesses and/or the redevelopment of underutilized properties to eliminate blight.

Goals and Objectives

Goal #1 - Economic Development: create jobs through the attraction, retention, and expansion of strategic businesses, support local workforce development and training, improve infrastructure for commercial and industrial expansion opportunities, increase the local tax base.

Goal #2 - City Revitalization: remove blight, encourage new construction on existing city lots, promote historic preservation and adaptive/imaginative re-use of underutilized properties, increase affordable housing, allow higher standards of building design and construction quality.

The proposed development should:

- Improve identified blighted and strategic areas
- Meet the City **Urban Design Standards**
- Support the **Comprehensive Plan** and relevant neighborhood plans
- Utilize loans over grants
- Serve as gap financing – not be possible "but for" City assistance
- Primarily used for public infrastructure and publicly accessible areas
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- Include substantial private investment of the applicant
- Receive support from neighborhood and stakeholder organizations

Application Process

Developers who seek TIF assistance must meet with Community Development staff and other City staff as appropriate. If staff determines funds may be available, a developer will be asked to submit a TIF Application. A TIF application shall include the following:

• Application describing the nature of the business, proposed plans, and requested assistance

• Project description, purpose of loan and expected benefits. Include cost estimates for building improvements and other capital expenditures, as well as the ratio of total project cost versus the amount of equity invested by owner

•Three-year cash flow projections

•Profit and loss statement for the past three years (if applicable)

•Fees – a non-refundable fee of $1,000 is required for processing of the initial application. An additional fee of $500 will be charged for each development agreement amendment required.

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Application for City Assistance

The City of Wausau is a proud partner in assisting investment and business development. Our Development Team welcomes consultation with prospective applicants in advance of this formal application process.

Applicant Information

Legal Name: Cherry Tree Dental Real Estate, LLC and Cherry Tree Dental, LLC

d/b/a: Advanced Dental Professionals of Wausau (Drs Aicher, Sun and Prehn)

Mailing Address: 617 Jackson Street, Wausau, 54403

Primary Contact #: (608) 833-2212 Cell #: (608) 445-8401

Email: jack.young@cherrytreedental.com

Attorney: Jed Roher, Husch Blackwell (608) 234-6013

Will a new entity be created for ownership? No ☑ Yes ☐ Name: ______

Principals of existing or proposed corporation/partnership/LLC

Jack Young (608) 445-8401; Steve Sorrel (608) 301-7224;

David Aicher DDS (715) 212-8290; Jan Bublik DDS (585) 750-0132

Tax Identification #: 27-1264206

Project/Property Summary

Overall Project Summary: Cherry Tree Dental will relocate two of its existing downtown dental practices to the proposed $2.2M, approx 6,100sf facility. The practices of Drs David Aicher and Wen Sun DMD, and the practivce of DrFred Prehn will relocate and co-locate in the proposed facility.

The new larger facility will accommodate space needed due to growth of the two practices. CTD has been having difficulty finding appropriate space in the downtown area.

Parcel Address(es): Riverlife Park Development

Proposed Parcel/Land Area: approx. 1 Acres

Proposed Building Area: approx. 6,100 Square feet

Current Use: ______________________________

____

Current Assessed Value: $______________________________

Current Property Taxes: $ ______________________________

Describe any zoning changes that will be needed: N/A

____

Identify any other approvals, permits or licenses: N/A

____

Describe briefly what the project will do for the property and/or neighborhood: Project will retain two thriving businesses in the

downtown commercial district, as well as continued commerce from staff and over 5,000 active patients

downtown commercial district, as well as continued commerce from staff and over 5,000 active patients

Full and part-time jobs to be created by the proposed project including average estimated salary: ____________

2019 total payroll for the combined practices was just shy of $2.1M.

2019 total payroll for the combined practices was just shy of $2.1M.

If existing business, number of current full and part-time employees: 20 full-time employees

Timetable: Cherry Tree is in position to initiate the project immediately upon approval.

Cherry Tree is in position to initiate the project immediately upon approval.

Cherry Tree is in position to initiate the project immediately upon approval.

Development Team

Developer: Cherry Tree Dental Real Estate, LLC

Architect: Steve Klessig, Keller, Inc. (920) 427-4446

Contractor: Keller, Inc. (Vern Nystrom (715) 445-1117)

Other Members: ______

Project Budget/Financial Information

Describe why the project cannot occur "but for" City participation: There are known additional development expenses due to the soils of Riverlife Park. CTD has struggled to find economically suitable downtown sites for the project.

Identify the sources and uses of funds for the project

	Amount ($)	Source
Land Acquisition or Facility Purchase	1.00	CTD RE, LLC
Demolition	N/A	
Environmental Remediation	N/A	
Site Clearance and Prep	200,000	City of Wausau
Utilities	Included in Construction	
Construction of New Building	1,517,000	CTD RE, LLC
Renovation of Existing Structure	N/A	
Machinery & Equipment	500,000	CTD, LLC
Architectural & Engineering Fees	Included in Construction	
Legal & Professional Fees	10,000 Bank/Legal allowance	CTD RE, LLC
Project Management	Included in Construction	
Appraisal	Included in Bank/Legal allowance	
Title/Recording/Transfer	Included in Bank/Legal allowance	
Permits	Included in Construction	
Real Estate Taxes	TBD	CTD RE, LLC
Contingency	Included in Construction	
Licenses	N/A	
Other (please specify)		
Total Project Costs	2,227,001	

Identify the sources/expected sources of financing

Source	Amount ($)	Terms: Years/Interest	Contact
Equity	405,401		Jack Young (608) 445-8401
Loans	1,621,600	20 year, ~5%	Hank Egan, Starion Bank (608) 742-0940
Grants	0		
City Participation			
Loan			
Grant			
Other	200,000	TIG or Construction expense offset	
Total Financing	2,227,001		

Additional Considerations

Please answer the following:

1. Will you sign a community workforce agreement with the local Building Trades Council? **Yes** ☐ **No** ☑
2. Will you agree to source all sub-contractors and building material suppliers from within a 100 mile radius of Wausau? **Yes** ☑ **No** ☐
3. Will you agree to not protest to the Board of Review, except in cases of material inaccuracies, your real estate assessment for the subject properties? **Yes** ☑ **No** ☑
4. Will you complete the design assistance process of the Wisconsin Focus on Energy Program, which offers incentives and consultations on energy efficiency? **Yes** ☑ **No** ☐
5. Will you consider using Property Assessed Clean Energy (PACE) funding which can provide financing support for construction which meets energy efficiency or alternative energy standards? **Yes** ☑ **No** ☐
6. Will you provide corporate tax filing verification information for job creation reporting purposes, if requested? **Yes** ☑ **No** ☐

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4. Projections: Provide three (3) years of cash flow projections for the project.
5. Statements: Profit and loss statements for the past three (3) years (if applicable) – this may be shared in a closed session if necessary and requested.

If the project requires planning and/or zoning approvals, you must make these applications concurrent with this request.

Declarations

The City requests answers to the following for any applicant, investor, developer, officer or affiliate of an entity or LLC with an ownership or share of 20 percent or greater in the proposed project:

Involved in a previous or pending lawsuit or legal proceeding?

Yes ☐ **No** ☑

Involved in a previous or pending bankruptcy or insolvency proceeding?

Yes ☐ **No** ☑

Charged with a crime, paid or otherwise complied with civil penalties, or been the subject of a criminal or civil investigation?

Yes ☐ **No** ☑

Have any outstanding tax liens currently or previously?

Yes ☐ **No** ☑

Have any projects with a construction delay of six months or greater?

Yes ☐ **No** ☑

Please attach a detailed explanation of any YES responses.

Agreement:

I, by signing this application, agree to the following:

1. I have read, and will abide by all the policies, standards and reporting requirements of the City for Tax Incremental Financing (TIF).
2. The information submitted is correct and adequately represented.
3. I understand the City reserves the right to deny approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
4. I authorize the City to check references, run a credit report, verify criminal and financial backgrounds and obtain other relevant information on the applicant and parties.
5. I agree to provide additional information as may be requested by the City after filing of this application.

Applicant Name (Printed): Jack Young Date: 7/30/20

Signature: ____

Memorandum

From: Brad Sippel, AICP

Bradley.sippel@ci.wausau.wi.us

To: Finance Committee

Date: October 21, 2020

Re: One-year subscription to the Betterbin application

Purpose:

Requesting support for funding a one-year subscription to the Betterbin application using remaining 2020 funding.

Background:

Betterbin is a local company that developed an application and website to improve the ease of recycling for residents and reduce contamination between garbage and recycling streams. The app allows residents to scan products with a computer or other smart device and see whether the packaging is acceptable for recycling by the facilities the City is contracted. The goals of this are twofold, to help City residents be better stewards of our natural resources and to reduce the costs of recycling and waste management to the City. In the long term the reduction of contamination will help to reduce the cost of garbage and recycling services to the City. Locally, the Village of Weston is also subscribed to Betterbin.

Additionally, the City is a "responsible unit" for implementing recycling programs and is required by law to implement and enforce municipal recycling programs to ensure that residents, businesses and special event managers comply with state and local recycling requirements. Two components of these requirements that the Betterbin subscription would help the City fulfill are the operation of an outreach and education program and the implementation of a compliance assurance plan.

Betterbin, the City of Wausau, Rocket Industrial, and the Marathon County Solid Waste Department collaborated on a recycling audit in several locations in the City of Wausau in late 2019 to evaluate and set a baseline for recycling compliance in the City. The results of the audit are summarized in the Betterbin proposal that is included in the packet. Audit findings showed that 84% of audited recycling carts had some type of contamination (unacceptable materials), while 65% of audited refuse carts had recyclable material that should have been placed in the recycling cart, indicating that there is high participation in the recycling program but better education about acceptable materials is needed.

The Sustainability, Energy and Environment Committee has held several meetings to discuss the Betterbin app and the recycling audit with Michelle Goetsch, founder and CEO of Betterbin. Committee members found the app easy to use, and Betterbin is continuously working on expanding the product library in the application. The committee unanimously voted to recommend subscribing to the Betterbin application for one year, and to evaluate the effectiveness after one year of the program through a follow-up audit and other appropriate metrics. If the application appears to be effective in reducing recycling and waste contamination, the committee would like to continue the subscription in future years.

Impact:

The purchase price would be $.50 per household in the City, for a total of **$8,243** for a one-year subscription. Rocket Industrial is a large sponsor for the app, which reduces the cost of the subscription to the City. Additional sponsorship opportunities are available for the app, and would further reduce the annual cost to the City. Lower rates of recycling contamination would lead to higher value for recycled materials. If the application is effective, the long term costs of waste management to the City are likely to be reduced.

The City would also be responsible for spreading awareness about Betterbin to our residents. This could occur through newsletters, mailings included with tax bills, and media outreach. The City would work with Betterbin and the Marathon County Solid Waste Department to develop educational materials and spread awareness of the Betterbin app.

The timeline described in the proposal packet would be adjusted based on the final approval of funding.

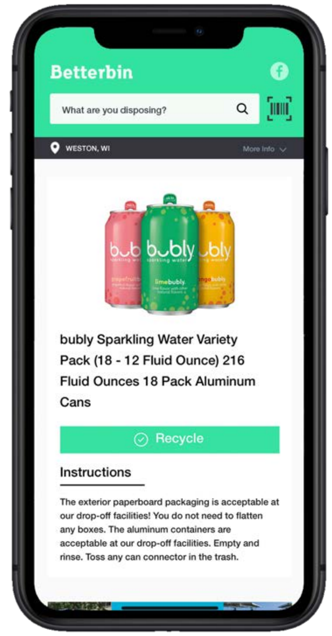
Recommendation:

Staff recommends approving the subscription for one year, with a follow-up audit after one-year.

Cc: Mayor

Betterbin

City of Wausau – Betterbin Recycling App Proposal Overview
Presented by Michelle Goetsch, Betterbin Co-founder & CEO



THE REQUEST:
Betterbin is asking the Wausau Sustainability Energy & Environment Committee (WSEEC) to officially recommend to the City of Wausau Finance Dept. consideration of the contract to make the Betterbin app Wausau's new resident recycling education and outreach platform.

BACKGROUND:
- October 2019: Betterbin conducted a waste audit for the City of Wausau. (Audit report attached)

- December 2019: Betterbin met with MaryAnne Groat, Bradley Sippel and Brad Lenz to discuss results of the audit.

- February 2020: Betterbin presented audit findings to WSEEC, and asked them to consider making the Betterbin app the new recycling education and outreach tool for the City. The WSEEC asked Betterbin to submit a formal proposal. Betterbin submitted a formal proposal to Bradley Sippel, Pat Peckham and MaryAnne Groat. (Proposal attached)

- May 2020: After the City elections, Betterbin met with Bradley Sippel, Pat Peckham and MaryAnne Groat to discuss next steps necessary to bring the app to Wausau. They suggested to present again to the WSEEC to get an official approval from WSEEC to ask Finance to consider the Betterbin contract because the line item was not budgeted.

WHY NOW:
Recycling comes with a cost. Recent changes in recovered material markets have increased those costs more than ever. We can decrease these costs if we can help residents recycle correctly. Residents want to know how to recycle right. Let's help them do just that with the Betterbin app.

City of Wausau Waste Audit
- Conducted: *10/8/19-10/15/19*

OVERVIEW:

The City of Wausau waste and recycling audit took place on seven days between 10/8/19 and 10/15/19. The audit covered six different neighborhoods and a total of 117 housing units. Of the 117 units, 94 units had their recycle and refuse bins available curbside for the audit. The audit was led by ERbin staff members Michelle Goetsch and Jonny Akenson. Staff from Rocket Industrial, as well as the Marathon County Solid Waste Dept. also participated on various audit days. A City of Wausau Police Officer walked with the audit team on each day.

Each audit consisted of looking through the contents in each recycle and refuse cart. Plastic refuse bags were torn open to get a general view of refuse contents. In cases that a recycling receptacle had limited contents, the team was able to get a complete view of the materials. In cases where the receptacles were full, the team did not dump or dig to the bottom of the receptacles to see all contents. Therefore, note that the audit results only describe materials witnessed by the audit team, which may not have been a complete view of all materials in each receptacle. This is especially true of refuse bag contents, of which the team generally only ripped open one or two refuse bags at each unit.

FAST FACTS:

- Total housing units in audit geographic area: 117
- Single residences: 105
- Multi-unit residences (2-4): 10
- Multi-unit residences (> 4): 2

- Units with receptacles not at the curb: 23
- Total units audited: 94
- # units audited with some visual contamination: 79
- % units audited with some visual contamination: 84%
- # units audited with recoverable materials in refuse carts: 61
- % units audited with recoverable materials in refuse carts: 65%

RESULTS:

Of the 94 units with refuse and recycling carts available for audit, 84% had some type of visual contamination. Contamination is defined as materials unacceptable in the local recycling program. The most common type of contamination was plastic wrap/plastic bags (39% of units audited were found to have plastic wrap/bags in their recycle cart), followed by large plastic items (13%) and cartons/tetrapaks (12%). Note that 21% of units had cardboard boxes in refuse carts that were not broken down to flat objects. While cardboard boxes are acceptable, the processor needs the boxes to be broken down in order for proper processing.

Type and frequency of contamination:

TYPE OF CONTAMINATION	FREQUENCY
Plastic bags/plastic wrap *Problem items: Bubble wrap; plastic wrap around drink packs; recyclables bagged in plastic, plastic grocery bags	37 (39%)
**Cardboard boxes not broken down	21 (22%)
Large rigid plastics *Problem items: laundry baskets, nerf guns, air blower, ice trays	12 (13%)
Cartons/tetrapaks *Problem items: Dairy cartons, soup cartons, ice cream cartons, protein shakes	11 (12%)
Styrofoam *Problem items: egg cartons, meat packaging, shipping blocks	8 (9%)
Flower pots/planters	6 (6%)
Fastfood packaging *Problem items: takeout coffee cups, full bags of fast food packaging	4 (4%)
Large pet-related containers *Problem items: dog food bags, cat litter boxes	3 (3%)
Miscellaneous *Problem items: Foil balloon, Frozen food bags, Plastic mailers, Hello Fresh dinner kit, Large goldfish mixed material carton, Paper towel/napkins, Tinfoil, Bakery tins, Bags of shredded paper, Plastic solo-like cups, Mixed material cylinders	>1 (Various)

Conversely, 65% of refuse carts had some type of recoverable materials in the refuse cart. The most common type of recoverable material found in refuse carts was paper (often junk mail) (33% of units audited had paper in the refuse cart), followed by plastic bottles (28%) and cardboard/paperboard (20%).

Type and frequency of recoverable materials placed in refuse carts:

TYPE OF RECOVERABLE MATERIAL	FREQUENCY
Paper (mainly junk mail)	31 (33%)
Plastic bottles	26 (28%)
Cardboard/paperboard	19 (20%)
Aluminum/Steel cans	13 (14%)
Glass	2 (2%)

ADDITIONAL COMMENTS:

It is important to note that the majority of residents appeared to be actively trying to recycle right. Less than five of the units audited had whole bags of garbage in their recycle carts. This tells us that residents really do want to do the right thing and will put in the effort to recycle. Education to residents about some of the frequent types of contamination could help to reduce contaminants.

It is also important to note that many of the contaminants were products associated with the time of year that the audit took place. With the fall season and residents preparing their homes and cars for the winter months, we often saw products such as paint cans, a hedge trimmer, leaf blower, motor oil containers and flower pots/planters. We suggest that getting out in front of seasonal product use with education to residents about where to properly dispose of these items could be an effective way to head-off seasonal contamination in recycle carts.

While the audit included only two multi-unit housing complexes with greater than four units, it was very clear that contamination was a major problem at these properties. The team audited a full-sized recycle dumpster at one of the properties, and estimate that at least 70% of the contents were refuse items, or materials that have alternative drop-off locations such as plastic bag drop-offs or scrap metal recyclers. We see a significant need to work with property landlords and their tenants to decrease contamination at these sites. Beyond the multi-unit housing complexes with greater than four units, we did not find patterns in recycling behaviors specific to each individual neighborhood audited.

We did not audit whether caps were kept on or off plastic #1 bottles. However, we did speak with the processor of City of Wausau materials (currently Eagle Waste in Eagle River, WI) about this issue. They would prefer that plastic bottle caps, as well as plastic bottle pumps and spray nozzles be discarded in the trash. However, metal caps often found on glass jars are acceptable in recycle carts. Another common question residents ask is the acceptability of pizza boxes. For now, the processor says that takeout/delivery pizza boxes are acceptable in recycle carts as long as the boxes are free of any food, plastic pieces/condiment cups or paper liners. If the box is very greasy, residents can remove the bottom portion of the box and discard that in the trash, and then place the top of the box in the recycle cart.

Another common material found in recycling carts were the #5 plastics (generally single-serving yogurt cups, most microwavable plastic food containers and clear plastic to-go cups (Dunkin' Donuts iced-coffee). Eagle Waste previously did accept #5 plastics. However, due to changes in the markets, they will no longer be accepting #5 plastics. We did not specifically audit for #5 plastics. However, based on our general knowledge of the audit and audit photos, we can report witnessing many #5 plastic items in resident recycling carts.

The overall story is, yes, there is contamination in City of Wausau resident recycle bins, as well as a large amount of recoverable materials in resident refuse carts. However, it is also clear that the majority of residents are trying to do the right thing. We see resident education as a necessity, if we are going to decrease contamination rates, increase recycling rates, and maintain a financially viable local recycling program. We hope the city will consider using the ERbin app as an educational resource for residents when the app is ready to fully launch into Wausau. For now, we are happy to further discuss the list of materials acceptable in resident recycle carts in order to get immediate messaging out to residents.

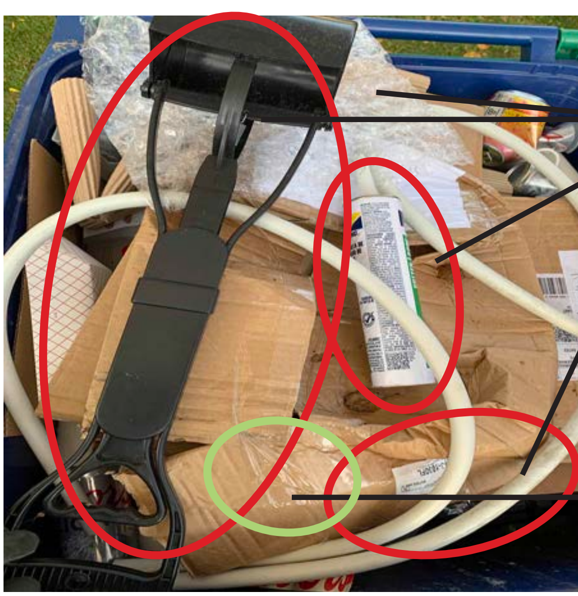
RECYCLING PHOTOS

Bad because...
Large plastic cat litter container

Good because...
Broken down cardboard boxes

Good because...
Junk mail and broken down cardboard boxes

Bad because...
Materials in plastic bags



Bad because...
Large plastic item, caulk container, plastic tubing, bubble wrap

Good because...
Broken down cardboard boxes

RECYCLING PHOTOS

Bad because...
Lots of bubble wrap

Good because...
Lots of aluminum cans, boxes broken down

Good because...
Junk mail, paper, glass jars, aluminum can, yogurt cup, cardboard

Bad because...
Small pieces of trash/wrappers, art project with string and glitter, plastic to-go cup

Bad because...
Large plastic items, plastic mailer, boxes not broken down

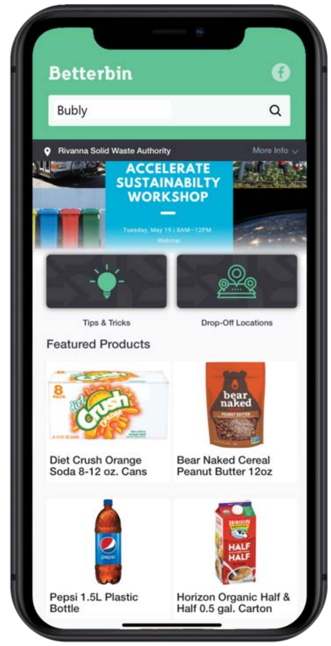
Good because...
Plastic milk carton

REFUSE PHOTOS

Bad because...
Aluminum cans, plastic bottles, milk jugs, junk mail, paper

Contact: Michelle Goetsch
CEO & Co-founder, Betterbin
mgoetsch@erbinusa.com
715.571.2042

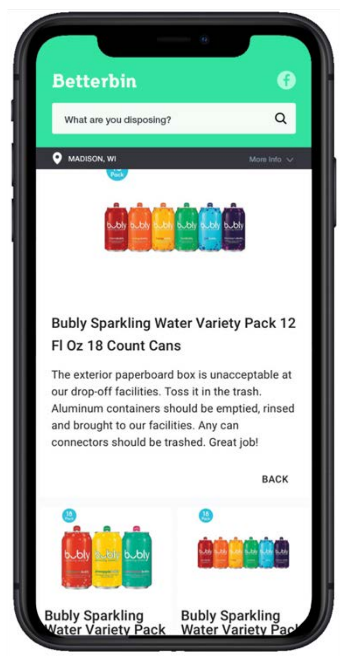
City of Wausau – Betterbin 2020 Proposal



BACKGROUND:
In October 2019, Betterbin conducted a recycling audit for the City of Wausau. Audit findings showed that 84% of audited recycling carts had some type of contamination (unacceptable materials), while 65% of audited refuse carts had some type of material that should have been placed in the recycling cart. In summary, while Wausau residents have high curbside recycling program participation rates, most residents need better education about what materials should be going in their recycle carts.

The goal in helping residents to recycle right is to decrease contamination in recycling carts, thereby increasing the value of the recovered materials. In the long-term, the higher values of the recovered materials have the potential to decrease the city's contracted hauling costs. As a Responsible Unit, it is also a requirement of the city to ensure residents are meeting legislated mandates that ban the landfilling of certain recoverable materials.

We propose implementing the Betterbin app in the City of Wausau to better educate residents about how to recycle right. The Betterbin app can help to decrease contamination in residential recycling carts, as well as support the city's obligation to keep certain materials out of the Marathon County landfill.



SCOPE OF SERVICES:
1. Betterbin will provide the City of Wausau with a one-year subscription (September 1, 2020-September 1, 2021) to the Betterbin app. A subscription is defined as free access to use of the app by all City of Wausau residents who have hauling services provided through the city's contracted hauler (Harters). Residents will be able to use the app to scan UPC barcodes of products, or text search for products or materials through a custom database of Eagle Waste Material Recovery Facility (MRF)-defined materials that are acceptable and unacceptable in recycling carts. Note that Harters takes City of Wausau recovered materials to the Eagle Waste MRF.

OBJECTIVES & TIMELINE:
Week of August 31: - Meet with Wausau/Harters team to determine 'local' tab content

Week of September 7: - Create custom database of products and disposal instructions

Contact: Michelle Goetsch
CEO & Co-founder, Betterbin
mgoetsch@erbinusa.com
715.571.2042

- Develop 'local' tab content
- Create content for initial promo email to participants (includes troubleshooting document, links to integrate the app into the current City of Wausau website, cart tags, newsletter content, etc.
- Create initial promotional content for social and other media

Week of September 14: - Test launch app among City staff
- Review and approval of promotional content by City

Week of September 28: - Full launch of the app to City of Wausau residents

Oct-Beyond:
- Track app download and use metrics
- Ongoing email/social media promo
- Survey users about their experience with the app
- Report back to City about app usage
- Complete a post-app waste audit in October 2020

ANNUAL PRICE: $8,243

Betterbin calculates pricing at a per-household annual rate. With 16,487 households in the City of Wausau (based on census data), at a rate of $0.50 per household, the total annual subscription cost to the City of Wausau is $8,243.

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing 2020 Annual Budget Adjustment

Committee Action: Approved

Fiscal Impact: None

File Number: 19-1109 **Date Introduced:** November 10, 2020

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes ☒ No ☐	
	Included in Budget:	Yes ☐ No ☒	*Budget Source: Various Funds on Hand*
	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 Wausau Municipal Code 3.08.050 Annual Budget Adjustment requires the City prepare a budget reconciliation amendment using year to date and projections for year-end outcomes; and

WHEREAS, these projections have been developed as part of the subsequent year budget work; and

WHEREAS, your Finance Committee has considered and recommends the proposed budget modification

Increase	110-3081114	Other Taxes	Record Rescinded Tax Charges	$ 30,355
Increase	110-25097410	Bad Debt Expense	Record Tax Settlement US Bank	$ 47,893
Increase	110-13092120	Legal Expenses	Fund Legal Expenses	$ 40,000
Increase	152-2791250	Public Access	Cover Public Access costs	$ 10,000
Increase	152-2789210	Public Access	Transfer from General Fund	$ 10,000
Increase	110-25099220	Unclassified	Transfer to Public Access Fund	$ 10,000
Increase	153-153092000	Recycling Fund	Cover Motor Pool Costs Leaf Pick Up	$ 25,000
Increase	153-153089210	Recycling Fund	Trnafer from General Fund	$ 25,000
Increase	110-25099220	Unclassified	Transfer to Recycling Fund	$ 25,000
Decrease	110-130091250	Parks Department	Seasonal Staffing	$ 92,538

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2020 budget as presented.

BE IT FURTHER RESOLVED, that the proper City Officials are hereby authorized and directed to publish the budget modification in the official newspaper as required.

Approved:

____

Katie Rosenberg, Mayor

	2018 Modified Budget	2018 Estimated Actuals	Budget Variance
100.110.005 - ELECTED OFFICIALS-COUNCIL	93,245	91,378	1,868
100.110.010 - ELECTED OFFICIALS-MAYOR	213,431	212,712	719
100.110.020 - FINANCE DEPARTMENT	1,320,101	1,304,901	15,200
100.110.026 - CITY COUNTY DATA CENTER	713,978	696,269	17,709
100.110.030 - HEALTH & WELFARE	927,000	912,000	15,000
100.110.040 - ASSESSMENT DEPARTMENT	526,895	462,189	64,707
100.110.050 - LEGAL AFFAIRS	576,093	546,689	29,403
100.110.051 - HUMAN RESOURCES	453,208	440,732	12,475
100.110.052 - MUNICIPAL COURT	151,849	155,567	(3,718)
100.110.080 - UNCLASSIFIED	258,347	258,000	347
100.110.090 - POLICE DEPARTMENT	9,368,661	9,310,449	58,212
100.110.100 - FIRE DEPARTMENT	7,186,758	7,116,052	70,705
100.110.120 - INSPECTIONS & ELECTRICAL SYSTM	940,480	891,013	49,467
100.110.139 - DEPARTMENT OF PUBLIC WORKS	8,265,959	7,913,009	352,950
100.110.160 - PARKS DEPARTMENT	2,716,640	2,749,332	(32,692)
	33,712,647	33,060,293	652,354

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2020 budget modification for $50,000 for strategic planning consulting services

Committee Action:	Approved		
Fiscal Impact:	$50,000		
File Number:	19-1109	**Date Introduced:**	November 10, 2020

FISCAL IMPACT SUMMARY				
COSTS	*Budget Neutral*	Yes ☐ No ☒		
	Included in Budget:	Yes ☐ No ☒	*Budget Source:*	
	One-time Costs:	Yes ☒ No ☐	*Amount: $50,000*	
	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, a strategic planning is an important process for all organizations including local government; and

WHEREAS, a strategic plan process will bring citizens and council together to develop a shared vision for our community; and

WHEREAS, a strategic plan will aid in directing efforts and resources into the priorities of the community; and

WHEREAS, based upon discussions with other governments the one time cost of such a process is about $50,000; and

WHEREAS, by initiating a strategic plan now we will have a clear path for the 2022 budget; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to increase the permit revenue estimate and fund strategic plan consulting services in the amount of $50,000:

Increase	110-81083210	Building Permit Revenue	$50,000
Increase	110-2292190	Professional Services	$50,000

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, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE FINANCE COMMITTEE

Approving settlement offer to settle claim filed with Zagster, Inc.

Committee Action:	Pending
Fiscal Impact:	None
File Number: 20-1018	**Date Introduced:** October 27, 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, on July 11, 2019 the City and Zagster,Inc. entered into an agreement for a bike share program which included two stations, ten bikes and the use of the Zagster technology and application; and

WHEREAS, the stations and bikes were placed within the Riverlife Park; and

WHEREAS, on June 16, 2020, the City was notified that Zagster, Inc. had dissolved and the majority of the corporation's operating assets had been liquidated; and

WHEREAS, on August 13, 2020, the City filed a claim in the amount of $18,000 which represented the first half of the $36,000 agreement;

WHEREAS, on October 9, 2020, the City received a call from an administrator from the Zagster Trust with an offer of settlement for $900, or 5% of the claim with the offer being good through October 31, 2020; and

WHEREAS, your Finance Committee, at their October 27, 2020 meeting, recommended accepting $900 in settlement of the city's claim filed against Zagster, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau does hereby approve accepting $900 in settlement of the City's claim filed against Zagster, Inc.

Approved:

____

Katie Rosenberg, Mayor

Office of the City Attorney

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

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Nathan Miller
Assistant City Attorney

Memorandum

From: **Anne Jacobson**

To: **Finance Committee**

Date: **October 21, 2020**

Re: **Settlement Offer to Settle Claim Filed with Zagster, Inc.**

Purpose: To obtain your approval on a settlement offer to settle a claim filed with Zagster, Inc.

Facts: On July 11, 2019, the City and Zagster, Inc. entered into an agreement for a bike share program which included two stations, ten bikes and the use of the Zagster technology and application.

On June 16, 2020, the City was notified that Zagster, Inc. had dissolved and the majority of the corporation's operating assets had been liquidated.

On August 13, 2020, a claim was filed in the amount of $18,000 which represented the first half of the $36,000 agreement.

On October 9, 2020, the city received a call from an administrator from the Zagster Trust stating they were offering the City $900, or 5% of the claim, to settle. The settlement offer is good through October 31, 2020.

Mike Hart of Schneider Downs, made an offer to settle the City's claim on Oct. 9. He indicated that he was the administrator of the Zagster Trust. He is reaching out to claimants to inform them there are no assets in the Trust. "Super Pedestrians" purchased all the assets of Zagster (of unknown type, but would include bicycles), plus their stock, for $26 M.

To date, $50 M in claims have been filed against Zagster. He is advised that the stock cannot be liquidated. It could be 7 years before the stock could be liquidated – he was uncertain. Since we can't know what value the stock will hold in seven years, he recommended accepting the offer.

Recommendation: The Attorney's Office is looking for direction from the Finance Committee, and ultimately the council, as to whether they wish to accept the offer or not.

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE

Approve bargaining agreement between the City of Wausau and Wausau Firefighter Association for January 1, 2021 – December 31, 2022

Committee Action:	HR: Approved 3-0 Fin: *Pending*
Fiscal Impact:	Approximately $175,000 plus benefits
File Number: 02-1217	**Date Introduced:** October 27, 2020

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☐No☒	
	Included in Budget:	Yes☒No☐	*Budget Source:Fire Budget*
	One-time Costs:	Yes☐No☒	*Amount: $175,000 plus benefits*
	Recurring Costs:	Yes☒No☐	*Amount:*
SOURCE	*Fee Financed:*	Yes☒No☐	*Amount: EMS run revenue*
	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, representatives of the City of Wausau (hereafter referred to as "City") and the Wausau Firefighter Association (hereafter referred to as "Association") have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2021-2022, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a three-year agreement, encompassing the periods of January 1, 2021 through December 31, 2022 inclusive and retroactive, and

BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

____

Katie Rosenberg, Mayor

Wausau Firefighter Association
Summary of Tentative Agreement, October 1, 2020

Article	Agreement
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective January 1, 2015 delete dates reference and replace with current dates
6 – Fair Share Agreement	Remove references to Fair Share Agreement dead language since the Janus decision
7 - Discrimination	Updated to call out pregnancy protection and detail duty accommodation/special assignment process
8 – Grievance Procedure	Change union representation from 2 representatives to 2 representatives and one legal representative
11 – Promotion Procedure	Establish proficiency criteria for Engineer eligibility Change Acting LT seniority from crew to station seniority Remove Acting Lieutenant waiver Fold in MOUs on Acting LT and Acting Battalion Chief
13 – Workweek	Add overtime and comp time eligibility for fire inspection employees working outside the normal work day or work week (current practice)
16 – Holidays	Add ability to select 12 hours of floating holiday time off in lieu holiday pay
18 – Sick Leave	Change PEHP eligibility from “apply for WRS within 30 days of last day” to “apply for WRS 30 days prior to last day”
Appendix A	Year 1: 3% increase LT, 2% increase all other titles Year 2: 1.5% increase 12/26/2021, 1% increase 6/26/2022 FTO incentive $1.50/hour when performing duties SCBA Tech incentive 1% Remove MPO Remove YR 2, 4, 7 steps for LT and make YR 10 the only rate Remove YR 2, 4 for Engineer and make YR 7 the starting rate
Appendix B	Remove Critical Care Paramedic Incentive

DRAFT

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: October 12, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Becky McElhaney
MEMBERS ABSENT: Michael Martens, James Wadinski
Also Present: Mayor Rosenberg, T. Vanderboom, R. Rubow

Discussion and Possible Action Approving the Tentative Bargaining Agreement between the City of Wausau and the Wausau Firefighter Association.

McElhaney said that the recommendation of the Human Resources Director is to approve the tentative labor agreement as negotiated and if the committee agrees she would take a motion to accept. Motion by Larson to approve the tentative agreement as negotiated. Second by Herbst. Vanderboom said that she wished to take a moment to thank the Fire Department as well as the Fire union for their work on this matter, and believes that it is a very good contract.

Human Resource Committee Packet

October 12, 2020

Agenda Item

Discussion and Possible Action Approving the Tentative Bargaining Agreement between the City of Wausau and the Wausau Firefighter Association.

Background

The City of Wausau and the Wausau Firefighter Association Local 415 IAFF AFL-CIO and CLC have reached a tentative agreement. The following changes to the existing contract have been reached:

Article	Agreement
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective January 1, 2015 delete dates reference and replace with current dates
6 – Fair Share Agreement	Remove references to Fair Share Agreement dead language since the Janus decision
7 - Discrimination	Updated to call out pregnancy protection and detail duty accommodation/special assignment process
8 – Grievance Procedure	Change union representation from 2 representatives to 2 representatives and one legal representative
11 – Promotion Procedure	Establish proficiency criteria for Engineer eligibility Change Acting LT seniority from crew to station seniority Remove Acting Lieutenant waiver Fold in MOUs on Acting LT and Acting Battalion Chief
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Appendix A	Year 1: 3% increase LT, 2% increase all other titles Year 2: 1.5% increase 12/26/2021, 1% increase 6/26/2022 FTO incentive $1.50/hour when performing duties SCBA Tech incentive 1% Remove MPO Remove YR 2, 4, 7 steps for LT and make YR 10 the only rate Remove YR 2, 4 for Engineer and make YR 7 the starting rate
Appendix B	Remove Critical Care Paramedic Incentive

Fiscal Impact

Approximately $175,000 plus benefits (FLSA, payroll tax, etc.)

Staff Recommendation

Approve the tentative Labor agreement as negotiated.

Staff contact: Toni Vanderboom (715-261-6634) and Tracey Kujawa (715-261-7901)

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

JOINT RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE

Authorizing Reclassification of Senior Property Appraiser to Deputy Assessor.

Committee Action:	HR: Approved 3-0 Fin: *Pending*
Fiscal Impact:	Estimated $15,000 annual
File Number:	20-1021
Date Introduced:	October 27, 2020

FISCAL IMPACT SUMMARY				
COSTS	*Budget Neutral*	Yes ☐ No ☒		
	Included in Budget:	Yes ☒ No ☐	*Budget Source: covered by staff vacancy*	
	One-time Costs:	Yes ☐ No ☒	*Amount:*	
	Recurring Costs:	Yes ☒ No ☐	*Amount: $15,000*	
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 Assessment Department is currently authorized for one (1) Senior Property Appraiser; and

WHEREAS, the Assessment Department previously consisted of both an Assessor and Deputy Assessor; and

WHEREAS, the current incumbent in the Senior Property Appraiser position has gradually assumed additional responsibilities previously completed by the Assessor and former Deputy Assessor position; and

WHEREAS, the Human Resources Department evaluated the Deputy Assessor position using the Decision Band Matrix and classified the position into salary grade 15 ($52,832-79,227.20); and

WHEREAS, your Human Resources Committee reviewed the position and supports the reclassification request;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau to reclassify the Senior Property Appraiser position ($22.72-31.81 per hour) to Deputy Assessor ($25.39-38.08 per hour) effective the start of the next pay period.

Approved:

____

Katie Rosenberg, Mayor

DRAFT

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: October 12, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Becky McElhaney
MEMBERS ABSENT: Michael Martens, James Wadinski
Also Present: Mayor Rosenberg, T. Vanderboom, R. Rubow

Discussion and Possible Action Reclassifying the Position of Senior Property Appraiser to Deputy Assessor.
Vanderboom presented the request to reclassify the position of Senior Property Appraiser to Deputy Appraiser. Rubow explained that this position existed previously, and the incumbent has assumed the responsibilities of the position.

Motion by Herbst to approve reclassifying the position of Senior Property Appraiser to Deputy Assessor. Larson expressed concern regarding the cost of the reclassification.

Rubow explained that the position is currently hourly and eligible for overtime, and that the Deputy position is exempt which results in some cost savings for the City. Rubow explained that this position would serve as a trainer to the assessment staff and assist the City Assessor as needed. This position also needs to have a solid working knowledge of the computer systems the department uses. Second by Larson. All ayes. Motion passed 3-0.

Vanderboom said that this item would go to Finance Committee and she will provide the requested overtime numbers for the next committee.

Human Resource Committee Packet

October 12, 2020

Agenda Item
Discussion and Possible Action Reclassifying Senior Property Appraiser as Deputy Assessor.
Background
Previously, the Assessment department consisted of both a City Assessor and Deputy Assessor. The Deputy Assessor position was downgraded in 2001/2002 to Commercial/Residential Appraiser (now Senior Appraiser), and remained responsible for personal property and commercial assessments completed by the City of Wausau. The current incumbent in the Senior Property Appraiser position has gradually assumed responsibility for a number of tasks completed by the City Appraiser and the previous Deputy Appraiser position. The City Appraiser has requested that position be considered for reclassification as a Deputy Appraiser. The position of Senior Property Appraiser is currently classified in salary grade 17, with a salary range of $47,278.40-$66,185.60. Attached please find the proposed job description for the position of Deputy Assessor. The highlighted sections include new responsibilities which are currently being performed by the incumbent. Upon review using the Decision Band Matrix, the position of Deputy Assessor would be classified into salary grade 15, with a salary range of $52,832-$79,227.20. The Department would like to retain the title of Senior Property Appraiser (SG 17) as a vacant title, to be used in underfill situations as needed.
Fiscal Impact
2021 Fiscal Impact $15,000-$20,000 plus benefits Amended for Finance Committee packet: current incumbent earned 87.15 hours year to date in overtime.
Staff Recommendation
Reclassify Senior Property Appraiser (SG 17) as Deputy Assessor (SG 15).
Staff contact: Toni Vanderboom (715-261-6634) and Rick Rubow (715-261-6605).

JOB DESCRIPTION
Deputy City Assessor

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

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

Purpose of the Position

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

Essential Duties and Responsibilities

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

1. Serves as market valuation analyst for computer assisted mass appraisal system.
2. Supervises assigned appraisal and clerical employees. Trains staff, prioritizes staff work assignments.
3. Assists in selecting and terminating assigned staff and evaluates performance and implements discipline.
4. Supervises, directs and trains appraisal and clerical employees regarding department programs.
5. Designs and generates sales ratios, land studies and reports to verify costs, market value and income value. Prepares valuation sheets and tables for depreciation.
6. Prepares, coordinates and implements training. Writes technical instruction manuals regarding assessment department procedures and computer applications.
7. Coordinates conversion of municipal assessment information system to county-wide system for Arc GIS software.
8. Assumes City Assessor duties in his/her absence. Enforces laws and policies regarding assessment issues.
9. Assists in development of the annual department budget.
10. Provides assistance to the Assessor in developing and completing Annual Assessment Rolls and State-required final reports. Enters necessary changes on the property blotters and supervises data input into CAMA computer system by appraisal staff.

11. Liaison to the (CCITC) City-County IT Commission for software integration and functionality.

12. Research Wisconsin case law as it applies to assessments and the effect to the City of Wausau.

13. Train appraisers to department policy, procedures and guidelines as outlined by the Wisconsin Property Assessment Manual and Wisconsin case law.

14. Conducts real estate and field inspections to gather information regarding the size, type, quality, methods and materials used in building construction that affect value.

15. Conducts field and office appraisals of complex residential properties, condominiums, apartment complexes and up to complex commercial properties; gathers and records data, reappraises as required.

16. Reviews Personal Property statements and physical inspections of businesses.

17. Responsible for the completion of the Personal Property Assessment Roll.

18. Develops market value appraisals of real estate using field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.

19. Responsible for public relations involving the explanation of property and real estate assessments and assessment procedures, requirements, rules, and guidelines. Where conflicting interpretations may exist, this position has the authority to negotiate changes directly affecting the tax base of the city. When conflicting interpretations cannot be negotiated, this position is required to defend decisions in a quasi-judicial court.

20. Analyzes, collects and verifies commercial property assessment information from appraisals, rents, income and expenses, sales permits, market trends, etc. Analyzes interest rates and allowances for economic and functional obsolescence.

21. Conducts open book conferences with the general public to explain valuation methods and listen to public concerns regarding property valuation. Presents and defends valuations at the Board of Review proceedings, before the DOR 70.85 hearing and in Circuit Court.

22. Reviews and verifies property changes from building permit specifications. Re-values changed properties.

23. Conducts statistical and special studies. Compares neighborhood values.

24. Reads and analyzes legal descriptions and plat maps to determine assessed values.

25. Develops residential land values for new City sub-divisions, un-platted and annexed land.

26. Prepares various property and real estate records. Enters field work changes and updated information into computer and software systems.

27. Reads and analyzes building blue prints and prepares computerized sketches.

28. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential and commercial assessment appeals cases and testifies as to value at the Board of Review and/or court appeals and 70.85 hearings.

29. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.

30. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market

characteristics and trends, and Department and City policies and procedures.

Additional Duties and Responsibilities

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

- Verifies property owners' name, address and property value annually.
- Attends quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

Education and Experience Requirements

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

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

Knowledge, Skills and Abilities

MS-Word and Power Point – Intermediate
MS-Excel – Advanced
Adobe Acrobat – Advanced
Core Logic/Marshal and Swift – Advanced
CAMA system – Advanced
The employee must be able to utilize other software specific to position and department functions

- Ability to provide formal instruction in a classroom or other structured setting.

- Knowledge of local, social, and economic factors affecting real estate property values.

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to effectively communicate with, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to make independent decisions in accordance with established policies and procedures.

- Ability to read and interpret blueprints and legal descriptions. Ability to utilize computerized commercial valuation systems.

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

- Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company personnel, Realtors, County Treasurer, property description personnel, County Register of Deeds, and data processing personnel.

- Knowledge of mathematical and statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

- Knowledge of the principals and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

- Ability to work independently and to exercise judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria in a timely manner, including the ability to meet deadlines.

- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, camera, drafting instruments and telephone.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and textures associated with job-related objects, materials and tasks.

Physical and Working Environment

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

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

Acknowledgement

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

Signature of Department Director:______________________________Date: ________________________________

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

Printed Name: __________________________ Signature: _____________________________ Date: ___________

CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING $5,000

Purchase of goods or services for no more than $25,000 may be made without competition when it is agreed ***in advance*** between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under $5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $5,000 to $25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding $25,000 must be approved by the Finance Committee.

☐ **Ongoing Sole Source – 365 days** X☐ **One Time Sole Source Request**

1. Provide a detailed explanation of the good or service to be purchased and vendor.

The Wausau Fire Department successfully wrote an Assistance to Fire Fighters Grant (AFG) to replace the automatic CPR devices. The grant was 90/10 split with AFG funding $44,277.75 of the cost of the purchase of four CPR devices. Unfortunately that grant amount was based off of a quote that was later found to be short of what the actual costs were. Since then a community member has stepped forward and is donating $20,000 through the Wausau Firefighter's Community Assistance Foundation to make up the difference in costs.

Only two companies make the type of automatic CPR devices that meet the needs of our department. Zoll and Physio-Control. We have decided to purchase the Zoll Auto-Pulse devices despite the cost being higher than the Phiso-Control Lucas devices. The Zoll devices have the capability of synching and working compatibly with our Zoll cardiac monitors. The Zoll CPR devices also have some new technology advances that we feel would improve our service.

Breakdown of costs: Cost of Zoll Auto-Pulse Devices:	$65,160
AFG Grant Allocation:	$44,277.75
Charitable Donation:	$20,000
City's Remaining Share:	$882.25

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

Four automatic CPR devices are being purchased to replace the eight year-old units that are currently being used on the ambulances.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

Only two companies make the type of automatic CPR devices that meet the needs of our department. Zoll and Physio-Control. We have decided to purchase the Zoll Auto-Pulse devices despite the cost being higher than the Phiso-Control Lucas devices. The Zoll devices have the capability of synching and working compatibly with our Zoll cardiac monitors. The Zoll CPR devices also have some new technology advances that we feel would improve our service.

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

Only two manufactures are widely used by EMS services.

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

Price was confirmed with other fire departments that have purchased the Zoll Auto-Pulse devices.

6. Which of the following best describes this sole source procurement? Select all that apply.

- X☐ Product or vendor is uniquely qualified with capability not found elsewhere.
- ☐ Urgency due to public safety, serious financial injury or other. (explain)
- ☐ The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- ☐ Lack of acceptable quotes or bids.
- X☐ Product compatibility or the standardization of a product.
- ☐ Continuation of a phased project.
- ☐ Proposal development is uneconomical.

Department: ***Fire Department***

Preparer: ***Deputy Chief Robert Barteck***

Vendor Name: ***ZOLL Medical Corportation***

Expected amount of purchase or contract: ***City's share =882.25 with total project cost being $65,160***

Department Head Signature: Robert Barteck ***Date:*** 10/13/20

Finance Director Signature: ***Date:***

Memorandum

From: **Robert Barteck, Deputy Fire Chief** RB
To: **Finance Committee**
Date: **October 22, 2020**
Subject: **Automatic CPR Devices**

Purpose:

To discuss and seek approval for the purchase of four automatic CPR devices to be placed on the City's four front-line ambulances.

Recommendations: That you approve the following:

We recommend that you approve the sole source purchase of four Zoll Auto-Pulse Devices. The total cost of the purchase is $65,160. With grant and charitable donation funding the City's cost will be $883.

Facts OR Considerations:

1) **Background:**
The Wausau Fire Department EMS Division is in need of four CPR devices to replace the current devices which were purchased in 2012 and are now at the end of their service life at 8 years of age.

2) **Discussion:**
The Wausau Fire Department successfully wrote an Assistance to Fire Fighters Grant (AFG) to replace the automatic CPR devices. The grant was 90/10 split with AFG funding $44,277.75 of the cost of the purchase of four CPR devices. Unfortunately that grant amount was based off of a quote that was later found to be short of what the actual costs were. Since then a community member has stepped forward and is donating $20,000 through the Wausau Firefighter's Community Assistance Foundation to make up the difference in costs.

Breakdown of costs:	Cost of Zoll Auto-Pulse Devices:	$65,160
	AFG Grant Allocation:	$44,277.75
	Charitable Donation:	$20,000
	City's Remaining Share:	$882.25

3) **History:**
Only two manufactures of automatic CPR devisces are widely used by EMS services. We did not perform a RFP process, the EMS Division Chief reached out to the only two vendors available to us and asked for quotes. The price of the Zoll units was confirmed with other fire departments that have purchased the same devices as being similar in cost.

4) **Rationale:**
Only two companies make the type of automatic CPR devices that meet the needs of our department. Zoll and Stryker/Physio Control. We have decided to purchase the

Zoll Auto-Pulse devices despite the cost being higher than the Stryker devices. The Zoll devices have the capability of synching and working compatibly with our Zoll cardiac monitors. The Zoll CPR devices also have some new technology advances that will increase quality of patient care during use.

Impact:

In 2019 the WFD responded to 6497 calls for service, in which 92 of those calls CPR was performed on scene. Automatic chest compression devices have become a vital part of the WFD response to pulseless patients. This completion of the funding of the replacement of these devices would allow that positive impact to continue. The use of these devices allows paramedics to redirect their efforts from performing manual compression to other vital interventions without interrupting chest compressions to pulseless patients. This mission follows the direction of the updated 2018 American Heart Association guidelines for high quality, effective, continuous chest compressions.

Coordination:

As described above the purchase of these devices will be coordinated through three different funding sources.

Drafted by: Deputy Chief Robert Barteck, Fire Department

Attached: Quotes from Zoll Medical and Stryker Medical for automatic CPR devices.

Cc: Mayor

stryker

Wausau Fire Lucas X4 8-18-2020

Quote Number:	10099578	Remit to:	**Stryker Medical**
			P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	WAUSAU FIRE DEPT	Rep:	Justin Samuels
	Attn:	Email:	justin.samuels@stryker.com
		Phone Number:	920.737.1113
		Mobile:	+1 9207371113

Quote Date: 08/18/2020

Expiration Date: 11/16/2020

Delivery Address		**End User - Shipping - Billing**		**Bill To Account**	
Name:	WAUSAU FIRE DEPT	Name:	WAUSAU FIRE DEPT	Name:	WAUSAU FIRE DEPT
Account #:	1081217	Account #:	1081217	Account #:	1081217
Address:	606 E THOMAS	Address:	606 E THOMAS	Address:	606 E THOMAS
	WAUSAU		WAUSAU		WAUSAU
	Wisconsin 54403		Wisconsin 54403		Wisconsin 54403

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	4	$13,761.50	$55,046.00
2.0	11576-000071	LUCAS External Power Supply	4	$332.35	$1,329.40
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	4	$634.20	$2,536.80
4.0	11576-000047	LUCAS Disposable Suction Cup (12 pack)	1	$430.50	$430.50
			Equipment Total:		$59,342.70

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
50994-000112	Trade in of legacy Stryker device towards the purchase of a Stryker device	4	-$3,000.00	-$12,000.00

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
6.1	78000022	On Site Protect for LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	3	4	$3,078.00	$12,312.00
				ProCare Total:		$12,312.00

stryker

Wausau Fire Lucas X4 8-18-2020

Quote Number:	10099578	Remit to:	**Stryker Medical**
			P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	WAUSAU FIRE DEPT	Rep:	Justin Samuels
	Attn:	Email:	justin.samuels@stryker.com
		Phone Number:	920.737.1113
		Mobile:	+1 9207371113
Quote Date:	08/18/2020		
Expiration Date:	11/16/2020		

Price Totals:

Grand Total:	$59,654.70

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

ZOLL®

ZOLL Medical Corporation

Worldwide HeadQuarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

TO: Wausau Fire Department
606 E Thomas Street
Wausau, WI 54403

Attn: **Jared Thompson**

email: **jared.thompson@ci.wausau.wi.us**

Tel: 715-261-7915

QUOTATION 353327 V:2

DATE: September 01, 2020

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	8700-0730-01	**AutoPulse® System with Pass Thru** - Generates consistent and uninterrupted chest compressions, offering improved blood flow during cardiac arrest. Includes Backboard, User Guide, Quick Reference Guide, Shoulder Restraints, Backboard Cable Ties, Head Immobilizer, Grip Strips, In-service Training DVD, and one year warranty.	4	$10,995.00	$10,995.00	$43,980.00
2	8700-0706-01	**LifeBand® 3 pack** - Single-use chest compression band. (3 per package)	8	$375.00	$375.00	$3,000.00
3	8700-0752-01	**AutoPulse® Li-Ion Battery** - for use with the AutoPulse Platform.	12	$825.00	$825.00	$9,900.00
4	8700-0753-01	**Autopulse SurePower Charger, U.S.** Tests, Charges and automatically verifies battery charge level. Includes User Guide and U.S Power Cord. Standard one (1) year warranty.	4	$2,295.00	No Charge	No Charge *
5	8700-000850-40	**AutoPulse® Quick Case, Blue** - All-in-one carrying case and patient moving sheet for the Autopulse Resuscitation System.	4	$495.00	No Charge	No Charge *

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at http://www.zoll.com/GTC and for software products can be found at http://www.zoll.com/SSPTC and for hosted software products can be found at http://www.zoll.com/SSHTC. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

Brady Lavin
Territory Manager

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. **PRICES QUOTED ARE VALID UNTIL SEPTEMBER 30, 2020.**
3. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO ESALES@ZOLL.COM.
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING www.zollwebstore.com.

ZOLL®

TO: Wausau Fire Department
606 E Thomas Street
Wausau, WI 54403

Attn: **Jared Thompson**

email: **jared.thompson@ci.wausau.wi.us**

Tel: 715-261-7915

ZOLL Medical Corporation
Worldwide HeadQuarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

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ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
6	8700-000850-40	**AutoPulse® Quick Case, Blue** - All-in-one carrying case and patient moving sheet for the Autopulse Resuscitation System.	4	$495.00	$495.00	$1,980.00
7	8778-008733	AutoPulse 3 Year Warranty (at time of equipment sale)	4	$3,075.00	$3,075.00	$12,300.00
8	7800-000223	Lucas Trade-In	4		($1,500.00)	($6,000.00) **
		***Reflects Promotional Pricing valid until September 30, 2020.** ****Trade-In Value valid if all equipment purchased is in good operational and cosmetic condition, and includes all standard accessories. Customer assumes responsibility for shipping trade-in equipment to ZOLL Chelmsford within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.** ****Trade value guaranteed only through September 30, 2020.**				
					TOTAL	**$65,160.00**

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CITY OF WAUSAU

SOLE SOURCE PURCHASE JUSTIFICATION

REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING $5,000

Purchase of goods or services for no more than $25,000 may be made without competition when it is agreed ***in advance*** between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under $5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $5,000 to $25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding $25,000 must be approved by the Finance Committee.

☐ **Ongoing Sole Source – 365 days** ☒ **One Time Sole Source Request**

1. Provide a detailed explanation of the good or service to be purchased and vendor.

   We would like to replace some of the fitness equipment at Station 3 that is 12 – 15 years old and also add some equipment that would be helpful to maintain the fitness level of our Department members. The local vendor we would like to purchase from is Johnson Commercial Fitness and the amount of the equipment is $15,437.

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

   The equipment we have at Station 3 is failing and much of it has surpassed its life expectancy. Some of this equipment we are requesting replacement for was actually donated to the Department years ago. We would be requesting to replace the treadmill and the elliptical cardiovascular machines and add a rowing machine and two rack weight machines and a squat rack. We are requesting a sole source for these items because this is the brand of equipment that was purchased at Station 2 and it would allow for consistency and compatibility in the type of equipment within the Department. We are pleased with the performance of this brand of equipment and the routine maintenance would be much easier to schedule. This is also a local company.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

   Please see answer to question #2.

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

   This was the only local vendor that we could find that could provide the variation of equipment we were seeking; both weight equipment and cardiovascular equipment that was good quality and reasonable priced. Thus fare this vendor has been responsive to our needs and has provided any equipment adjustment or repairs we have needed on the equipment we have already purchased from them in a timely and responsive fashion.

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

   We were given a "state rate" through this vendor.

6. Which of the following best describes this sole source procurement? Select all that apply.

☐ Product or vendor is uniquely qualified with capability not found elsewhere.

☐ Urgency due to public safety, serious financial injury or other. (explain)

☒ The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property

☐ Lack of acceptable quotes or bids.

☒ Product compatibility or the standardization of a product.

☐ Continuation of a phased project.

☐ Proposal development is uneconomical.

Department: -**Wausau Fire Department**

Preparer: **Tracey Kujawa**

Vendor Name: **Johnson Commercial Fitness**

Expected amount of purchase or contract: $15,437

Department Head Signature: **Tracey Kujawa** ***Date:*** **October 22, 2020**

Finance Director Signature: ***Date:***