



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, December 8, 2020 at 5:45 pm**

Location: **City Hall (407 Grant Street) - *Council Chambers**

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

AGENDA ITEMS

- 1 Minutes of the previous meeting: (11/24/20)
- 2 Discussion and possible action on Intergovernmental Humane Officer Services Agreement with Everest Metro Police Department
- 3 Discussion and possible action on deferral of interest and principal payments on existing City provided loans and ground lease payments due to the City of Wausau commercial properties and businesses for six (6) months to assist small businesses who request such during the COVID-19 pandemic emergency declaration.
- 4 Discussion and possible action regarding the Police Department budget modification to transfer \$91,935 from 2020 personnel budget to fund emergency preparedness equipment and radios
- 5 Discussion and possible action regarding budget modification to show a change of purpose for the Fire Department CIP to use leftover funding for Laryngoscopes to purchase an additional ventilator.
- 6 Discussion and possible action on General Fund financial report

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: 146 915 5519 Password: wausau**

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

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 12/03/20 at 4:30 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, (Alderspersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads



OFFICIAL NOTICE AND AGENDA- ADDENDUM

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

ADDENDUM

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Tuesday, December 8, 2020 at 5:45 PM**
Location: **City Hall (407 Grant Street) - *Council Chambers**
Members: Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson

AGENDA ITEMS

- 7 Discussion and possible action regarding sole source purchase of snow making machine and associated water booster system.

Adjourn

Lisa Rasmussen, Chairperson

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This Notice was posted at City Hall and faxed to the Daily Herald newsroom 12/07/2020 2:00 PM

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

FINANCE COMMITTEE

Date and Time: Tuesday, November 24, 2020 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Martens, Herbst, Watson, Ryan

Others Present: Kremer, Barteck, Bliven, Jacobson, Kujawa, Lindman, Rosenberg, Polley, Rubow, Van Krey

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

Minutes of the previous meeting(s). (10/20, 10/21, 10/22, and 11/10/20)

Motion by Herbst, second by Watson to approve the minutes of 10/20, 10/21, 10/22, and 11/10. *Ryan indicated that she would abstain from voting due to audio issues when attending by WebEx.* Motion carried 4-0-1.

Discussion and possible action on the purchase of Animal Impoundment Services Agreement with the Humane Society of Marathon County, Inc.

Motion by Martens, second by Ryan to renew the contract. Motion carried 5-0.

Discussion and possible action regarding sole source purchase of three software programs for support of Operations, Training and Inspections Divisions of the Wausau Fire Department

Rasmussen explained the Fire Department received a grant for one of the items that was earmarked in CIP, so they are asking to repurpose those funds for software programs that will replace the Firehouse software. The company has been purchased and are no longer supporting that software.

Motion by Herbst, second by Watson to approve the sole source purchase of software programs. Motion carried 5-0.

Discussion and possible action Authorizing 2020 Budget Modification for Wausau Area Access Media to upgrade playback system

Martens recommended going with Option 2 since the city will be shutting down the Viebit service. He suggested looking at our own on-demand media server to store videos because once you upload to a third party server it is no longer yours. He felt control of access to the city's media is important.

Motion by Ryan, second by Martens to approve Option 2 for a budget modification to upgrade playback system. Motion carried 5-0.

Discussion and possible action on 2021 Budget

Groat updated that she has received all of the other taxing jurisdictions levies that need to be assessed against City of Wausau property owners. She stated in general the assessed tax rate is going down by parcel but that the results will vary for each parcel based upon their increased value due to the revaluation. The lottery credit went down \$33.54 in the Wausau School District and \$29.49 in the D.C Everest District. No significant changes to the health insurance enrollment. *Discussion followed.*

Discussion and possible action on September General Fund financial report

Groat stated from a revenue standpoint license revenues are going to fall below our budget expectations due to reduction in the licensing rates for establishments in light of the Covid pandemic. Also bartender licenses issued are down for the same reason. Another area anticipated to fall short is in fines, forfeitures and penalties which has been an ongoing issue. During Safer-at-Home Order some enforcement action was decreased due to concerns over Covid exposure. She indicated the city qualified for Routes to Recovery Grant from the State of Wisconsin and have received \$468,000 so far and have one payment outstanding.

Groat stated expenses are looking very good and we continue to lag budget. She indicated an Emergency Government Covid 19 Account under Public Safety was created and have accumulated approximately \$136,000 of new expenses for PPE or other protective supplies. The financial reports can be accessed on the City's Website

Adjourn

Motion by Watson, second by Herbst to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:54 pm.



WAUSAU

*...as the standard of
excellence in policing*

Memorandum

From: Lt. Melinda Pauls, Police Department

To: Finance Committee

Date: December 8, 2020

Re: Renewal of Intergovernmental Humane Officer Services Agreement with Everest Metropolitan Police Department

Purpose:

Requesting renewal of the one year Animal Intergovernmental Humane Officer Services Agreement between the City of Wausau and Everest Metropolitan Police Department.

Background:

The City of Wausau and Everest Metro Police Department have held an intergovernmental agreement since 2014. The agreement extends the Humane Officer's jurisdiction to areas covered by the Everest Metro Police Department and allows the Humane Officer to pick up stray dogs, impound animals or return them to the owner, and issue citations as appropriate. The Humane Officer may also investigate complaints of alleged violations of state statutes and local ordinances relating to animals and, in the course of the investigations, may execute inspection warrants pursuant to Wis. Stat. §66.0119. The agreement further enables duties, investigations, abatement and exercise of powers related to animals as set forth in Wis. Stat. §§ 173.07, 173.09, 173.10, 173.11, and 173.13.

Impact:

Everest Metro shall pay \$16,860 to the City for the services provided in this Agreement. The City agrees that all funds paid by Everest Metro pursuant to this Agreement will be used only to fulfill the terms of this Agreement.

Recommendation:

Department recommends approving the renewal of the one year contract.

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving of Intergovernmental Humane Officer Services Agreement between the City of Wausau and Everest Metropolitan Police Department from January 1, 2021 through December 31, 2021

Committee Action: Pending

Fiscal Impact: Revenue payment of \$16,860 from Everest Metro Police Department

File Number: 12-1214

Date Introduced: December 8, 2020

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the City of Schofield, Village of Weston and Town of Weston are parties to the Schofield/Weston Police Merger Agreement, executed October 4, 1993; and

WHEREAS, each jurisdiction has passed and is responsible for enforcing local ordinances governing the regulation, licensing and impounding of certain animals within the territorial limits of the Everest Metro Police Department (EMPD); and

WHEREAS, an agreement was entered into in 2020 between the City of Wausau and Everest Metropolitan Police Department for humane officer services; and

WHEREAS, the EMPD desires to again contract with the CITY for the provision of certain animal control services to the three jurisdictions within which it provides law enforcement; and

WHEREAS, the CITY is agreeable to rendering such services on the terms and conditions set forth in the attached agreement; and

WHEREAS, EMPD will administer the agreement upon authorization by the governing bodies of Weston and Schofield.

NOW THEREFORE, BE IT RESOLVED that the City of Wausau enter into an agreement for the contracting of such services to EMPD in substantial compliance with the material terms of the attached agreement for a term commencing January 1, 2021 and ending December 31, 2021.

BE IT FURTHER RESOLVED that the proper City officials are hereby authorized and directed to execute a contract for humane officer services with the Everest Metro Police Department.

Approved:

Katie Rosenberg, Mayor

**INTERGOVERNMENTAL HUMANE OFFICER
SERVICES AGREEMENT
BETWEEN THE CITY OF WAUSAU AND
EVEREST METROPOLITAN POLICE DEPARTMENT**

THIS AGREEMENT, entered into this 1st day of January, 2021, by and between the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, hereinafter referred to as "CITY" and the Everest Metropolitan Police Department, hereinafter referred to as "EVEREST METRO";

WHEREAS, the CITY has appointed a Humane Officer certified pursuant to Wis. Stat. §173.05, who provides animal control services pursuant to Wis. Stat. Ch. 173 including, but not limited to, vaccination of animals, reporting human exposure to rabies, quarantine and testing of biting animals, reduction of stray animal population, restraint of dangerous animals, protecting persons from the dangers associated with animals at large, inhumane treatment of animals, and other related services; and

WHEREAS, EVEREST METRO is responsible for enforcing local ordinances governing the regulation, licensing and impounding of certain animals within its territorial limits; and

WHEREAS, EVEREST METRO wishes to enter into an Agreement with the CITY for the providing of Humane Officer services as more fully hereinafter set forth; and

WHEREAS, CITY is agreeable to rendering such services on the terms and conditions as hereinafter enumerated; and

WHEREAS, the CITY and EVEREST METRO are authorized pursuant to Wis. Stat. §66.0301 to enter into this Agreement which proves a governmental function and/or service that each party is authorized to perform and in which the parties are mutually interested, such as police protection and public health and welfare.

NOW, THEREFORE, the parties hereto agree as follows:

1. **SCOPE OF ANIMAL SERVICES**. Subject to the provisions hereinafter contained in this Agreement, the CITY shall provide the following animal control services to EVEREST METRO:
 - a. Pick up stray dogs; impound animals or returning them to the owner; and issue citations as appropriate.
 - b. Investigate complaints of alleged violations of state statutes and local ordinances relating to animals and, in the course of the investigations, may execute inspection warrants pursuant to Wis. Stat. §66.0119.
 - c. Provide those duties, investigations, abatement and exercise those powers related to animals as set forth in Wis. Stat. §§173.07, 173.09, 173.10, 173.11, and 173.13.

2. STAFFING. Humane Officer hours shall be on average 40 hours per week which said schedule shall be flexible. However, the Humane Officer or his/her designee shall still respond to those calls for services in the times set forth on Exhibit A.
3. PRIORITIZATION. Upon receiving a telephone call or other communication from an EVEREST METRO police officer, or from a designated municipal staff member from the City of Schofield or Village of Weston, related to those duties set forth in ¶1. a-c. above, such matter will be handled on a priority basis. The CITY reserves the right to prioritize responses according to the attached animal response prioritization set forth on Exhibit A attached hereto and incorporated herein.
4. COMMENCEMENT, TERM, AND TERMINATION. The term of this Agreement shall commence on January 1, 2021 ("Commencement Date") and terminate on December 31, 2021 ("Termination Date").
5. COMPENSATION. EVEREST METRO shall pay \$16,860 to the CITY for the services provided in this Agreement. Payment will be due no later than July 5, 2021 to the Treasurer of the CITY. The CITY agrees that all funds paid by EVEREST METRO pursuant to this Agreement will be used only to fulfill the terms of this Agreement.
6. HOLD HARMLESS/INDEMNIFICATION & INSURANCE.
 - a. The CITY shall maintain insurance coverage to protect against claims, demands, actions and causes of action, arising from any act or omission of the Humane Officer, the CITY'S agents and employees in the execution of this Agreement. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to EVEREST METRO with EVEREST METRO as an additional insured. All insurance coverage shall contain a 10-day advance notice of cancellation to EVEREST METRO. The CITY shall timely pay all insurance premiums. Limits of liability shall not be less than:

Worker's Compensation Statutory Coverage

General Liability Insurance Coverage:

Bodily Injury – Per Person	\$ 500,000
– Per Occurrence	\$ 1,000,000
Property Damage – Per Occurrence	\$ 250,000
Comprehensive Auto Liability Including Non-Ownership Coverage	
Per Person	\$ 100,000
Per Occurrence	\$ 300,000
Property Damage	
Per Occurrence	\$ 50,000

b. Liability for any damages or bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way by the services of the CITY in this Agreement shall be assumed by the CITY which shall indemnify and hold harmless EVEREST METRO against all claims, actions, proceedings, damages, and liabilities, including reasonable attorney's fees, arising from or connected to the activities provided to EVEREST METRO, including but not limited to, any acts or omissions of the Humane Officer, the CITY's employees, agent, representatives, and any other person doing business with the Humane Officer.

7. EVEREST METRO shall fully cooperate with the Humane Officer including but not limited to the furnishing of any and all information in its possession about the ownership of a suspected rabid animal, including rabies vaccination certificates, any history of the animal or the name and address of any possible victims of an animal bite or injury.
8. ANIMAL TREATMENT FEES. All animal care, impoundment, treatment, or disposal shall be the sole responsibility and at the direction of EVEREST METRO.
9. ENFORCEMENT. All citations issued by the Humane Officer within the jurisdiction of EVEREST METRO shall be prosecuted in the Everest Metro Municipal Court at EVEREST METRO's sole expense. However all forfeitures collected therefrom will be retained by EVEREST METRO's municipalities. EVEREST METRO shall be responsible for the payment of legal services for the prosecution of offenses occurring in EVEREST METRO'S jurisdiction.
10. NOTICES. Any notice required or permitted by this Agreement shall be deemed effective when personally delivered in writing, or three (3) days after notice is deposited with the U.S. Postal Service, postage prepaid, certified, and return receipt requested, and addressed as follows:

CITY:	EVEREST METRO
City of Wausau	Attn: Chief of Police
Attn: City Clerk	5303 Mesker Street
407 Grant Street	Weston, WI 54476
Wausau, WI 54403	

11. ASSIGNMENT. The parties acknowledge that the services provided herein are unique. Accordingly, neither party may assign their rights or delegate the duties or obligations under this Agreement.
12. AMENDMENTS. This Agreement contains the entire Agreement of the parties and supersedes any prior agreements or understandings, whether oral or in writing, between them. This Agreement may not be changed or modified except by a written instrument in accordance with the provisions herein.

13. JURISDICTION. Personal jurisdiction and venue for any civil action commenced by either party arising out of this Agreement shall be deemed to be proper only if such action is commenced in the Circuit Court of Marathon County unless it is determined that such Court lacks jurisdiction. The parties expressly waive the right to bring such action in, or to remove such action to any other court whether state or federal, unless it is determined that the Circuit Court for Marathon County lacks jurisdiction. This Agreement shall be construed under the laws of the State of Wisconsin.
14. SEVERABILITY. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal, unenforceable, or void, such illegality or unenforceability shall not affect the validity of any other part, term or provision and the rights of the parties will be construed as if the invalid part, term or provision was never part of the Agreement.
15. IMMUNITY. Nothing contained in this Agreement constitutes a waiver of either party's sovereign immunity under applicable law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the first date written above and by so signing this Agreement, certify that they have been duly and properly authorized by their respective boards and councils to make the commitments contained herein, intending them to be binding upon their respective entities and to execute this Agreement on their behalf.

CITY OF WAUSAU

EVEREST METRO POLICE DEPT.

Katie Rosenberg, Mayor

Clayton Schulz, Chief of Police

Leslie Kremer, City Clerk

Mark Malone, Chairman – Everest Metro
Joint Finance Committee

EXHIBIT A

Call Type	Response Level (Immediate/Delayed)
Animal cruelty or neglect	Delayed--respond within 24 hours.
Domestic animal at-large	Immediate if in traffic or threat to any person(s) or property. Delayed- Response within eight (8) hours.
Found or unwanted animals to be picked up	Delayed-Train Officers to handle outside normal hours, if unavailable or specialized recover and transportation needs are required it may be necessary outside normal hours to call-in animal control staff.
Animal sanitation complaints	Delayed-Response within 24 hours
At-large animal that is sick, injured or in danger	Immediate
Aggressive animal	Immediate
Barking dogs	Delayed
Other animal noise complaints	Delayed
Animal attacks on other animals or people	Immediate
Deceased animals that pose no risk to safety	Delayed-Response within 24 hours.
Deceased animals that pose a risk to safety	Delayed-Response within 24 hours.
Other Calls not set forth herein.	Response shall be at the discretion of the Humane Officer.

RESOLUTION OF THE ECONOMIC DEVELOPMENT AND FINANCE COMMITTEES

Authorizing the deferral of interest and principal payments on existing City-provided loans and ground lease payments due to the City of commercial properties and businesses for six (6) months to assist small businesses who request such during the COVID-19 pandemic emergency declaration.

Committee Action: ED: Approved 5-0
 FIN: Approved 5-0

Fiscal Impact: \$0 (loan interest will continue to accrue but no payments are due during deferment)

File Number: 20-0315

Date Introduced: April 14, 2020

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, the COVID-19 pandemic has, and will continue to, have a profound impact on small businesses- especially those in the entertainment, restaurant, and craft economy sectors, and

WHEREAS, the City has a long and successful history of providing gap financing and low interest loans for the renovation of properties and directly support growth of small and craft economy businesses.

BE IT RESOLVED, by the Common Council of the City of Wausau that City staff is authorized to approve deferral of interest and principal payments on existing City-provided loans and ground lease payments due to the City on a case by case basis for six (6) months to assist small businesses who request said deferment during the COVID-19 pandemic emergency declaration.

Approved:

Robert B. Mielke, Mayor

ECONOMIC DEVELOPMENT COMMITTEE

Date and Time: Thursday, March 19, 2020 at 5:15 p.m., Council Chambers

Members Present: Tom Neal (c), Gary Gisselman, Patrick Peckham and Michael Martens

Members Absent: Lisa Rasmussen

Others Present: MaryAnne Groat, Anne Jacobson, Brad Lenz, Robert Mielke, Chris Schock, Dave Nutting and Michelle 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.

#3 Discussion and Possible Action on supporting the Low Income Housing Tax Credit application by Gorman Company for the renovation of the Landmark Apartments.

Schock shared that Gorman Company has reapplied to WHEDA for Low Income Housing Tax Credit (LIHTC) for the Landmark Apartments. This would be the largest LIHTC project in the City to date and would add affordable housing to the downtown area. The Community Development Authority has approved a loan to Gorman Company to compliment tax credits and financing to make this project happen.

Motion by Gisselman, second by Martens to support the application. Motion passed 4-0.

JOINT FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

Date and Time: Wednesday, April 8, 2020 at 5:15 p.m., Council Chambers

Economic Development Committee Members Present: Tom Neal (c), Gary Gisselman, Lisa Rasmussen
Patrick Peckham and Michael Martens

Finance Committee Members Present: Lisa Rasmussen (c), Linda Lawrence, Michael Martens, David
Nutting and Dennis Smith

Others Present: MaryAnne Groat, Anne Jacobson, Brad Lenz, Robert Mielke, Chris
Schock, Tammy Stratz and Michelle 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 Economic Development Committee meeting was called to order by Neal at 5:22 p.m.

The Finance Committee meeting was called to order by Rasmussen at 5:22 p.m.

1# Discussion and Possible Action on the deferral of interest and principal payments on city-funded loans and groundlease payments of small businesses impacted by COVID-19 for a period not to exceed one (1) year.

This item was referred back to committee by council because of some concern regarding the lack of criteria for businesses to request this deferment. Schock explained that the purpose of this deferral is to allow the administration to defer TIF loans on a case by case basis. Staff already work with borrowers on non-TIF loans when necessary but TIF loans are tied to a development agreement that would take Council action to change. Each TIF loan would have to go through committee and council in order to approve a deferment unless this authority is given to the administration to defer during this emergency time. Interest will continue to accrue but payments will not be due and no late fees will be assessed during the deferment period.

Rasmussen shared concern that if this resolution goes back to council with no changes it will delay this process even further.

Schock explained that criteria doesn't need to be created since the intention is to defer all loans during this time. Lawrence shared that after hearing Schock explain the intent of this process she agrees that no criteria needs to be created since it would create a more burdensome process for the administration.

Rasmussen suggested that the timeline be shortened to 6 months and could be revisited after 6 months if the situation is still occurring and that Community Development staff should be the ones administering the deferment and not the Mayor.

Discussion occurred regarding if criteria should be created to determine a level of need or if all loans should be deferred.

There was concern from some committee members that businesses would take advantage of our deferment and take it even if they didn't need it at this time. Mary Anne Groat, Finance Director, clarified that interest will still accrue during this time so if business were still able to pay during this time it would be beneficial to them to keep paying.

Peckham suggested edits to the resolution include an offer of deferment for all loans and ground lease payments for a period of 6 months with the decisions to be made by Community Development staff instead of the Mayor.

Anne Jacobson, city attorney, suggested that language be added to clarify how long staff has this authority and suggested that this would apply to current loans only and not future loans.

ED Committee: Motion by Peckham, second by Gisselman to accept the amended the resolution giving staff the authorization to defer loans on a case by case basis for up to six months. Motion passed 5-0.

Finance Committee: Motion by Nutting, second by Martens to accept the amended the resolution giving staff the authorization to defer loans on a case by case basis for up to six months. Motion passed 5-0.



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

November 30, 2020

Re: Budget Modification

Summary

The police department is making three requests for equipment to be funded through 2020 budget modifications. The first request is in the amount of \$36,000 for less lethal munitions and equipment. The second request is in the amount of \$37,000 for a transition to a different caliber primary duty firearm. The third request is in the amount of \$18,935 for the purchase of five Motorola portable radios to finalize our transition from Tait radios that started in 2015.

We are currently projecting to be under budget by \$300,000 at the end of the year. Our budget surplus comes from several areas, but the majority is derived from savings in our overtime and personnel salary budgets. The overtime savings is largely correlated to the three months we operated within our emergency schedule when the Safer at Home order was put in place by the Governor. The personnel salary savings is a result of having vacant positions at various times throughout 2020.

Less Lethal Munitions

This year our state and our country has seen a significant amount of civil unrest in the aftermath of the killing of George Floyd. Our Mobile Field Force (MFF) Team has responded to numerous deployments around the state under mutual aid requests, including Madison, Milwaukee, Kenosha, and Wauwatosa. They gained valuable experience responding to both peaceful and violent crowds. The tactics and engagement of crowds vary depending on the level of violence encountered from the crowd.

In analyzing our current ability to respond adequately to a violent protest where destruction of public and private property is occurring and/or the physical safety of citizens or police is in jeopardy, we have identified the need for additional equipment. Lieutenant John Phillips is our lead Tactical Instructor and is the supervisor in charge of our MFF team. He has identified the following needs for emergency preparedness equipment:

1. 40mm Launchers with optics - \$4,918
2. 40mm Munitions - \$1,905
3. Pepperball Equipment - \$7,500
4. MK-9 OC - \$187.50
5. Instructor Costs - \$600

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

6. Gas Masks - \$20,000
7. Additional \$889.50 for unforeseen changes or price increases

This equipment is all considered “less lethal” equipment. While there has been a lot of political debate over the use of this equipment, I believe it is an essential tool to have at the ready in case violent protests erupt. These tools are termed “less lethal” because they reduce the likelihood that police officers will need to use lethal force in a violent confrontation. This equipment expands our ability to thwart people who are causing violence in our community. Utilization of this equipment requires very specific rules of engagement and cannot be used against crowds of people indiscriminately.

We will be available at committee and council meetings to answer questions. In addition, please do not hesitate to reach out personally to discuss any concerns prior to a meeting.

Firearm Transition

Many years ago, our department transitioned to Glock .40 caliber duty firearms. Over the last twenty years, Glock has created new generations of that .40 caliber firearm and we have upgraded our stock as we have had to purchase new firearms due to retirements of officers. Glock has recently announced the new Generation 5 .40 Glock firearm will be released soon. There are differences in this new generation firearm that will not be compatible with some of our current equipment. In addition to the announcement of changes, we have been evaluating a change to a 9mm Glock firearm and believe it is necessary to transition in the next 3-5 years.

Because we have a budget surplus in the 2020 budget, we believe it is reasonable to make this transition now. To be clear, we could wait 3-5 years prior to moving on this request and that would not hinder our ability to carry out our mission during that time period. If we wait to make this request, we would be in competition with other worthwhile projects in the city in our capital budget process.

A transition of the whole department at once is necessary so that we have consistency in training, repairing and cross-utilization of firearms. A piecemeal approach to the transition would mean that some officers carry a different caliber firearm, would need a different holster, and is not suitable for consistency throughout the department.

The transition to the Glock 9mm firearm now has the following advantages:

1. Allows us to have consistent firearm stock throughout the department. Every officer will have the same firearm. Magazines and ammunition are interchangeable.
2. No need to transition to new holsters (the new Generation 5 .40 caliber firearm would require new holsters)

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

3. The 9mm has decreased recoil which aids in greater accuracy.
4. Higher capacity magazines.
5. Training ammunition is less expensive.

The cost estimate identified for the firearm transition of \$37,000 takes into account that we would be able to trade in our current stock of firearms. This trade-in value offsets approximately \$25,000 of cost to the city. The total expense of purchasing the new firearms and associated equipment will be a little more than \$60,000. After trading in our current equipment and receiving a credit of \$25,000, the final cost to the city will be \$37,000.

Motorola Portable Radios

The Wausau Police Department over the last five years has been replacing Tait portable radios with Motorola portable radios. The cost to replace the radios has been funded with CIP requests over multiple years. As the result of additional positions, and assignment changes, the Wausau PD is five radios short of completing this transition. Five additional Motorola radios will allow every sworn police officer to be assigned a Motorola portable radio.

The cost estimate for the purchase of five Motorola portable radios is \$18,935.00.

Five radios @ \$3,787.00 = \$18,935.00

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Budget Modification Request

The total modification request total is \$91,935.

- 1) Transfer \$50,000 from Patrol Wages (110 36091110) to Other Operating Supplies (110 30093490)
- 2) Transfer \$23,000 from Patrol Comp Pay (110 36091350) to Other Operating Supplies (110 30093490)
- 3) Transfer \$18,935 from Patrol Comp Pay (110 36091350) to Radio Parts and Supplies (110 300093531)

Thank you for your consideration,

Benjamin K. Bliven
Chief of Police
Wausau Police Department
715-261-7802
Benjamin.Bliven@ci.wausau.wi.us

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

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

RESOLUTION OF THE FINANCE COMMITTEE	
Authorizing 2020 Budget Modification for the Wausau Police Department to purchase emergency preparedness equipment and radios	
Committee Action:	Approved pending
Fiscal Impact:	None
File Number:	19-1109
Date Introduced:	December 8, 2020

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☒ No ☐	<i>Budget Source: Police Salaries</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount: \$91,935</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☒	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☒	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

WHEREAS, the Wausau Police Department is projecting budget savings in 2020; and

WHEREAS, the police department has determined that additional equipment is required to respond to possible civil unrest and support firearm upgrades and radio replacement; and

WHEREAS, your Finance Committee has reviewed the request and recommends a 2020 budget modification to fund the purchase as follows:

110-36091110	Decrease	Patrol Wages	\$ 50,000
110-36091350	Decrease	Patrol Compensatory Time	\$ 41,935
110-30093531	Increase	Police Radio parts and supplies	\$ 18,935
110-30093490	Increase	Police Supplies	\$ 73,000

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



Memorandum

From: Tracey Kujawa, Fire Chief
To: Finance Committee
Date: December 2, 2020
Subject: Ventilator Purchase using CIP Reserves

Purpose:

To request to utilize \$16,700 left over from the 2020 CIP laryngoscope project for the purchase of an additional ventilator.

Recommendation:

The Wausau Fire Department would like to request to use remaining CIP dollars for the purchase of a third ventilator. We have a quote which indicates another ventilator, like the two we already have in service, would cost \$18,975. We would be able to provide the remaining budget for the purchase of this ventilator from our 2020 Operational Budget.

Facts OR Considerations:

We feel it is necessary to purchase a third monitor for several reasons. The most important reason is to ensure that we have the ability to provide excellent patient care to our community. With the onslaught of the pandemic we have realized an increasing need to use our ventilators because of the respiratory component attached to this virus. Our current ventilators are over eight years old and one of the two is not functional currently; it is being serviced waiting for parts. This leaves us with only one available which causes some anxiety; what if something would happen to this ventilator? We also have three frontline ambulances; currently one ventilator is on Medic 1 (which is currently out of service) with the second ventilator located on the Battalion Chief's response vehicle. If the ventilator is needed by any of the other ambulances they need to make the request for it to be delivered by the Battalion Chief. If a ventilator is required during a response, the condition of the patient is serious, so it would certainly be desirable if all three frontline ambulances were equipped with this life saving piece of equipment.

When we actually solicited support for the laryngoscope project last year, the laryngoscopes were more costly. Within just a few months technology changed and prices began to decrease so we waited until the end of this year to make this purchase so we could ensure the technology of this new type of laryngoscope was state-of-the-art. We were not only able to train with this new technology but actually used it in the field as well and its performance was exceptional and was purchased at 25% of the cost of the laryngoscopes we had originally intended on purchasing.

Impact:

Some redundancy with this type of equipment so we can ensure excellent patient care to our community. It would also allow some peace of mind in that our frontline ambulances have the appropriate equipment at their disposal when needed. We also would be using available CIP in a manner that we feel is very responsible and is addressing an equipment shortfall where the need continues to increase.

Drafted by: Tracey Kujawa, Chief

Cc: MaryAnne Groat, Finance Director, Lisa Rasmussen, Finance Committee Chair



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.

The Wausau Fire Department would like to purchase a third ventilator. Master Medical Equipment is the provider and the cost is \$18,975. We currently have two ventilators, of this type, and would like to purchase a third.

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

A ventilator is a mechanical means to provide ventilations to a patient that is most often unconscious.

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.

A ventilator is a very sophisticated piece of equipment and we would like to purchase the same type of ventilator we currently have for consistency purposes which is crucial when dealing with patients requiring a ventilator.

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

This is one of the few vendors that manufacturers this type of ventilator.

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

We believe this cost is reasonable for a ventilator of this quality and with the capabilities available.

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: Master Medical Equipment

Expected amount of purchase or contract: \$18,975

Department Head Signature: Tracey Kujawa

Date: December 2, 2020

Finance Director Signature:

Date:



Remittance Address:
PO Box 11476
Jackson, TN 38308
ccurlin@mmemed.com
Phone: 731.265.6742
Fax: 731.300.3535

Estimate

Date	Estimate #
11/30/2020	29317

Name / Address
City of Wausau Fire Department - EMS Jared Thompson 606 E. Thomas Street Wausau, WI 54403

Ship To
City of Wausau Fire Department - EMS Jared Thompson 606 E. Thomas Street Wausau, WI 54403

Est. Delivery	P.O. No.	Shipping Method	Internal	Terms	Sales Rep
TBD			P	Net 30	CCN
Item	Description	Qty	U/M	Rate	Total
CF19260-001	Ventilator, Carefusion ReVel Respiratory Ventilator, New -Comes complete with accessories and patient ready below - 12103-001 - Power Adapter - 13908-001 - PTV Main System Battery - 12695-002 - PTV Carry Case - PLM-434 - 15 Foot Green Oxygen Hose - 13897-001 - PTV FIO2 Cable Assembly - 13017-001 - FIO2 Sensor w/ Flow Diverter - 13027-001 - PTV FIO2 Reusable Tee - Manufacturer's Owner's Manual - 1yr warranty with purchase	1	ea	18,975.00	18,975.00T
	Sales Tax			0.00%	0.00
Total				\$18,975.00	

Shipping Address: 2345 FE Wright Drive Jackson, TN 38305

All Estimates are good for 30 days unless otherwise stated.

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Please ask us about our new 100% Financing Program that we have available

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

REVENUES

Licenses – In June, the finance committee approved a resolution to provide a 50% fee reduction on Class B and Class C liquor licenses due to the significant financial impacts of COVID-19 on local restaurants and bars in the City. We believe that many of the bars and restaurants that are now open and following CDC and WEDC reopening guidelines are running with limited staffing due to restrictions on table spacing and capacities. For these reasons, and considering COVID-19 continues to spread, we expect actual revenues to fall short of budget for the year.

Permits – Permit revenue, for the fourth year in a row, is on the incline. Revenues are up 16.1% from October 2019. Early in 2020, a majority of these revenues stemmed from the Mountain Lanes Apartments project. Portions of this surplus in revenues over budget has been assigned to one-time unbudgeted expenditures such as consulting services for strategic planning and emergency government planning.

Fines, Forfeitures, and Penalties – This line item continues to be problematic. In 2019 we discussed how this line item fell short of expectations due to the Police Department issuing significantly fewer traffic citations than they had in 2018. In early 2020, the safer-at-home order issued by Gov. Evers had many people avoiding leaving their residences, and therefore there has been fewer traffic violators on the roads. We expect to fall short of budget for the year in this area.

Interest on General Investments – 2020 was off to a great start regarding interest earned on investments. The vast majority of the City's investments are in federal agency bonds, CD's and other municipal bonds, which are adjusted to market value on a monthly basis. Those investments netted the City gains (realized and unrealized) of about \$575,000 through October. The City's cash deposits with the LGIP have realized about \$100,000 in interest through October, although current interest rates are very low compared to those realized earlier in the year.

Other Miscellaneous Revenues – A one-time grant for \$50,000 was received from The Center for Tech and Civic Life to provide the City with funding covering the planning and operationalizing of a safe and secure election. This grant is not reflected in the budget.

EXPENSES

Emergency Government (COVID-19) – The City is tracking the expenditures it incurred as a direct result of the COVID-19 pandemic in this line item. Additional payroll expenses incurred (mostly by the Police Dept.) as a direct result of COVID-19 have been kept in each departments line items. The City was approved for up to \$635,507 of reimbursement aid through the State's "Roads to Recovery" grant program, which will cover these costs.

Department of Public Works – Budget-wise DPW is doing well with 77% of the budget spent, but we want to point out that this line item can be impacted considerably by the amount of snowfall we experience through the end of the year.

Overall, the expenses to date appear in good shape with 79.5% of the budget spent and 83.3% of the year complete. Last year 71.5% of the budget was spent through October.

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

	Budgeted Amounts			Variance with	2019
	Original	Final	Actual	Final Budget	Actual
TAXES					
General property taxes	\$ 18,863,394	\$ 18,863,394	\$ 18,863,394	\$ -	\$ 18,232,895
Mobile home parking fees	27,900	27,900	26,480	(1,420)	24,580
Payments in lieu of taxes	113,000	113,000	16,400	(96,600)	36,926
Other taxes	67,684	98,039	115,062	17,023	91,710
Total Taxes	19,071,978	19,102,333	19,021,336	(80,997)	18,386,111
INTERGOVERNMENTAL					
State shared taxes	4,599,391	4,599,391	1,183,368	(3,416,023)	1,324,385
Expenditure restraint	854,574	854,574	874,574	20,000	853,021
Fire insurance tax	130,000	130,000	128,264	(1,736)	124,674
Municipal services	161,711	161,711	161,404	(307)	148,232
Transportation aids	2,984,793	2,984,793	2,981,077	(3,716)	2,725,149
Roads to recovery aid - COVID-19	-	35,000	486,884	451,884	-
Other grants	184,000	184,000	110,228	(73,772)	225,195
Total Intergovernmental	8,914,469	8,949,469	5,925,799	(3,023,670)	5,400,656
LICENSES AND PERMITS					
Licenses	193,420	193,420	143,981	(49,439)	201,191
Franchise fees	337,402	337,402	184,275	(153,127)	168,685
Permits	275,235	350,235	481,278	131,043	414,490
Total Licenses and Permits	806,057	881,057	809,534	(71,523)	784,366
FINES, FORFEITURES, AND PENALTIES	380,030	380,030	207,887	(172,143)	274,133
PUBLIC CHARGES FOR SERVICES					
General government	91,830	91,830	96,038	4,208	93,247
Public safety	1,744,170	1,744,170	1,284,355	(459,815)	1,345,347
Streets and related facilities	139,950	139,950	118,477	(21,473)	158,624
Recreation	179,800	179,800	77,399	(102,401)	159,364
Public areas	140,010	140,010	53,581	(86,429)	109,727
Total Public Charges for Services	2,295,760	2,295,760	1,629,850	(665,910)	1,866,309
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,350	11,350	-	(11,350)	4,253
County and other municipalities	240,373	240,373	81,579	(158,794)	80,354
City departments	780,825	780,825	250,448	(530,377)	405,364
Total Intergovernmental Charges for Services	1,032,548	1,032,548	332,027	(700,521)	489,971

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

	Budgeted Amounts			Variance with	2019
	Original	Final	Actual	Final Budget	Actual
COMMERCIAL					
Interest on general investments	\$ 500,000	\$ 500,000	\$ 675,706	\$ 175,706	\$ 1,237,162
Interest on special assessments	-	-	281	281	419
Other interest	18,000	18,000	112,127	94,127	71,173
Total Commercial	518,000	518,000	788,114	270,114	1,308,754
MISCELLANEOUS REVENUES					
Rent of land and buildings	127,333	127,333	147,282	19,949	171,676
Sale of City property/loss compensation	20,600	20,600	21,641	1,041	13,856
Other miscellaneous revenues	30,605	30,605	88,114	57,509	38,249
Total Miscellaneous Revenues	178,538	178,538	257,037	78,499	223,781
OTHER FINANCING SOURCES					
Transfers in	1,730,000	1,730,000	1,406,717	(323,283)	1,609,405
TOTAL REVENUES AND OTHER FINANCING SOURCES					
	\$ 34,927,380	\$ 35,067,735	\$ 30,378,301	\$ (4,689,434)	\$ 30,343,486

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

	<u>Budgeted Amounts</u>			Variance with	2019
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Actual</u>
GENERAL GOVERNMENT					
City Council	\$ 93,336	\$ 93,336	\$ 66,033	\$ 27,303	\$ 64,492
Mayor	198,304	198,304	147,165	51,139	156,036
City Promotion	105,000	155,000	97,194	57,806	119,763
Finance department	553,436	553,436	448,682	104,754	426,085
Data processing	800,586	800,586	699,325	101,261	557,375
City clerk/customer service	427,600	427,600	352,030	75,570	319,187
Elections	70,543	227,306	207,166	20,140	17,540
Assessor	513,902	513,902	408,687	105,215	384,389
City attorney	620,171	660,171	551,476	108,695	417,891
Municipal court	151,106	151,106	95,325	55,781	97,784
Human resources	386,975	386,975	286,060	100,915	277,280
City hall and other municipal buildings	301,014	301,014	255,467	45,547	223,767
Unclassified	76,000	188,246	132,465	55,781	35,590
Total General Government	<u>4,297,973</u>	<u>4,656,982</u>	<u>3,747,075</u>	<u>909,907</u>	<u>3,097,179</u>
PUBLIC SAFETY					
Police department	10,050,381	10,114,791	8,130,182	1,984,609	7,802,620
Fire department	4,304,282	4,309,282	3,653,137	656,145	3,296,342
Ambulance	3,268,675	3,268,675	2,737,645	531,030	2,543,782
Emergency government (COVID-19)	-	10,000	165,351	(155,351)	-
Inspections	883,600	883,600	740,277	143,323	735,429
Total Public Safety	<u>18,506,938</u>	<u>18,586,348</u>	<u>15,426,592</u>	<u>3,159,756</u>	<u>14,378,173</u>
TRANSPORTATION AND STREETS					
Engineering	1,364,111	1,364,111	1,123,282	240,829	1,113,469
Department of public works	6,963,084	6,963,084	5,360,695	1,602,389	5,902,779
Total Transportation and Streets	<u>8,327,195</u>	<u>8,327,195</u>	<u>6,483,977</u>	<u>1,843,218</u>	<u>7,016,248</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	929,000	929,000	770,330	158,670	679,488
NATURAL RESOURCES/RECREATION					
Parks and recreation	3,074,171	2,871,633	1,740,994	1,130,639	2,219,472
OTHER FINANCING USES					
Transfers out	-	43,000	153,000	(110,000)	310,000
TOTAL EXPENDITURES AND OTHER FINANCING USES					
	<u>\$ 35,135,277</u>	<u>\$ 35,414,158</u>	<u>\$ 28,168,968</u>	<u>\$ 7,202,190</u>	<u>\$ 27,700,560</u>

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

BUDGET REVENUES RECONCILIATION

2020 ADOPTED BUDGET	\$ 34,927,380
Roads to recovery aid - \$35,000 of aid to be used for election purposes	35,000
Permits - \$15,000 realized revenue over budget given to Catholic Charities homeless housing project	15,000
Permits - \$50,000 realized revenue over budget assigned to fund strategic plan consulting services	50,000
Permits - \$10,000 realized revenue over budget assigned to fund emergency consulting services	10,000
Other taxes - \$30,355 adjustment to projected actual revenues; assigned to various expenses	<u>30,355</u>
2016 MODIFIED BUDGET	<u>\$ 35,067,735</u>

BUDGET EXPENDITURES RECONCILIATION

2020 ADOPTED BUDGET	\$ 35,135,277
Elections - Budget carryover from 2019	74,173
Elections - Reclass funds from Police dept. and increase is roads to recovery aid to fund elections	82,590
City promotion - Assign part of permit revenue budget surplus to strategic planning consulting services	50,000
City attorney - Adjustment to cover projected actual expenditures	40,000
Fire department - Budget carryover from 2019	5,000
Police department - Special events staffing	42,462
Police department - Physical therapy services for police department	20,000
Police department - Reduce budget planned for staffing events that were cancelled and apply to elections	(47,590)
Police department - apply excess budgeted funds from special event cancellations to capital replacement	(43,000)
Transfer out - apply excess budgeted funds from the police dept. to capital replacement fund	43,000
Unclassified - Net settlement of property tax challenges by US Bank N.A.	14,353
Unclassified - Contribution given to Catholic Charities homeless housing project	15,000
Unclassified - Increase to budget for tax settlement with US Bank	47,893
Unclassified - Transfer to cover public access projected deficit	10,000
Unclassified - Transfer to cover excess motor pool costs related to fall leaf pickup	25,000
Emergency government - Assign part of permit revenue budget surplus to emergency consulting services	10,000
Parks and Recreation - Reduce budget for wages of pool workers due to facility closures	<u>(110,000)</u>
2020 MODIFIED BUDGET	<u>\$ 35,414,158</u>



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.

PRF Department has a recognized need for a replacement/secondary snowmaking machine to match up with the current electrical and water infrastructure of the Sylvan Hill Recreation snow making operation. Through the research and search for a second machine it was also recognized that an upgrade to the existing water system was required via an associated booster pump system to properly operate the new snow making machine.

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

Snow making machine and associated water booster system to make snow on a recreational tubing hill area.

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.

The snowmaking machine industry is unique, specialized and narrow geographically in terms of options available to provide specific machines.

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

PRF staff searched for comparable snowmaking machines and systems through vendors and contacts within the limited snowmaking industry and found one machine/vendor that matched up with the PRF existing operation and machine. Staff also had information on snowmaking equipment through the course of a similar study in different facility/site and determined the same vendor as the provider for equipment. Staff was able to locate an additional specialized vendor to quote the water boosting system to match the snowmaking machine operating requirements.

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

Based on pricing from the existing machine purchase and confirmation with another snowmaking operator in the private sector.(Granite Peak Ski Hill).

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: Parks, Recreation and Forestry

Preparer: Greg Freix

Vendor Name: Snow Machines, Inc. Linder Electric Motors

Expected amount of purchase or contract: \$52,330.00

Department Head Signature: Jamie Polley

Date: 12/7/20

Finance Director Signature:

Date:



October 27, 2020

Sylvan Hill Park
1329 Sylvan St
Wausau, WI 54403

SMI is pleased to offer the following snowmaking equipment for Sylvan Hill Park:

1. Equipment and Pricing

(1) SMI Standard PoleCat Snowmaker on 3-wheel galvanized turntable chassis with extendable jacks for frame leveling, snow groomer lifting brackets, 10HP fan, 10HP Hydrovane compressor, 18 nozzle heated stainless steel spray manifold with heated air and water side center nucleator, heated nucleator regulator, heated check valve to prevent back flow into the compressor, 3 valve heated stainless steel valve manifold with heated 3-way self-draining ball valves, 30 mesh water filter and 1-1/2 inch female cam and groove cam on water inlet, manual vertical adjustment jack, halogen flood light, strobe light, control panel with manual controls, 150ft of cord and no plug. @ \$23,500

2. Delivery and Conditions

Pricing includes freight to Wausau WI. PoleCat to carry a one-year warranty on any defective parts and workmanship. Buyer responsible for applicable taxes.

3. Payment Terms

To be discussed.

We look forward to hearing from you soon and working with you.

With Best Regards and
Thinking Snow!

Brooke Alba

Brooke Alba



Equipment and Services Proposal

Proposal Number: 1057920

Wednesday, October 14, 2020

Customer: SMI 1512 Rockwell Drive Midland MI 48640	Project: Sylvan Hill Park, WI Prefabricated vertical turbine booster pump station
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Equipment and Services Description:

Please see the attached Bill of Materials #1057920 and pump data sheets for equipment details.

(1) 60HP vertical inline pump with mounting base, VFD motor controls, instrumentation and pipe spools.

Also Includes:

Mechanical and electrical drawings.

Operation manuals. (printed and on CD).

(1) year warranty.

Freight to the site.

Price: \$31,100.00

Lead-time: 10-12 weeks

Soft-starter option in replace of VFD

Price: \$29,500.00

Start-up and other services not included in the price above.

All installation by customer with engineering support from Torrent.

Terms and Conditions of Sale:

Customer is responsible for all sales taxes and/or duty.

Payment Terms:

25% down payment, (2) 35% progress payments before shipping, 5% balance due net thirty (30) days after startup acceptance or (90) days after shipment....whichever is first.

Accounts will be considered past due at forty five (45) days after invoice date and a 1-1/2% per month interest charge will apply to any outstanding balance.

If for any reason Buyer is unable to accept delivery within the stated lead-times above, then Torrent Engineering and Equipment, LLC shall consider the order complete and invoice the buyer for any outstanding balances. Buyer will be responsible for additional handling and storage costs incurred by Torrent Engineering and Equipment, LLC.

Storage costs will be no less than \$200.00 per month and will be invoiced separately.

Torrent Engineering and Equipment, LLC retains a security interest in all products and services sold to the buyer until the purchase price and any other related charges, if any,

are paid in full as provided in Article 9 of the Uniform Commercial Code. Torrent Engineering and Equipment, LLC will file a Mechanics Lien or execute any other legal rights as required to perfect the security interest in any of the products or services sold.

Cancellation:

All equipment is custom manufactured to order. Buyer has 72 hours after order is placed to cancel with minimal charges. Cancellation charges after this period are 100% materials and labor cost + any penalties and re-stocking charges.

Shipping:

Unless otherwise specified above, all prices are quoted F.O.B. point of shipment and do not include shipping charges. If shipping charges are included in equipment prices and stated so above, these charges are calculated at standard common carrier ground freight rates with adequate insurance coverage. Expedited shipping charges shall be the responsibility of the Buyer and requested in writing by the Buyer.

On-Site Commissioning\Startup Services:

Unless otherwise specified above, no startup services or site visits are included in the pricing. If startup services or site visits are included and stated so above, they are for the specified number of men, trips, and days including transportation charges, travel time, accommodations and meals. Any delays requiring additional man-hours that are the result of events or issues beyond the scope and control of Torrent Engineering and Equipment, LLC will be invoiced to the Buyer at the applicable field service rates. Scheduling of startup services requires a minimum of (2) weeks advanced notice in writing from the Buyer.

Warranty:

Torrent Engineering and Equipment, LLC (seller) warrants all equipment manufactured/assembled by Torrent Engineering and Equipment, LLC to be free from defects in material and workmanship for a period of one (1) year after startup not to exceed eighteen (18) months after delivery. For components included in our packages but not manufactured by Torrent Engineering and Equipment, LLC, the warranty is limited to the terms of the OEM manufacturer of the given component and shall not be less than twelve (12) months after shipment.

All warranties are limited to parts and labor only. Transportation expense, travel time, overtime and expedited shipment charges are not included in the warranty and shall be the responsibility of the Buyer and requested in writing by the Buyer.

The Buyer agrees to properly maintain all equipment as directed by Torrent Engineering and Equipment, LLC during the duration of the warranty period.

In no event whatsoever shall Torrent Engineering and Equipment, LLC be responsible for incidental, consequential or act of God damage. Torrent Engineering and Equipment, LLC shall not be liable to the buyer or any other person, company or corporation for any liability, loss or damage caused or alleged to be caused, directly or indirectly by products manufactured\distributed and services provided by Torrent Engineering and Equipment, LLC.

If you agree with the above contract terms and conditions please initial each page of the proposal indicating your acceptance including any drawings, bill of materials or specification sheets attached and sign\date below.

Buyer Signature: _____

Date: _____

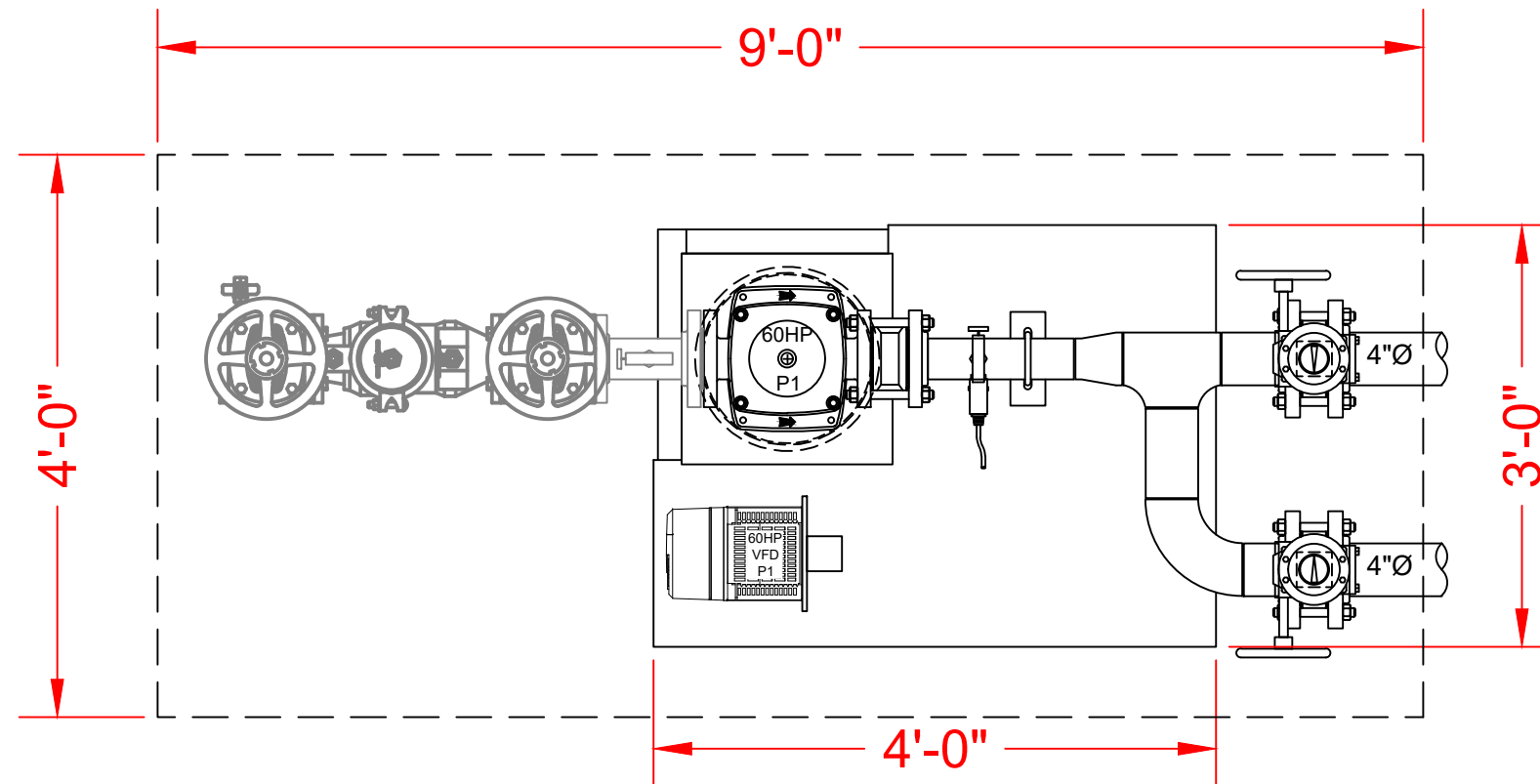
Greg Sheets

10-14-20

Seller Signature: _____

Date: _____

ITEM #	TAG	DESCRIPTION		MANUFACTURER/ MODEL/ENGINEERING DATA	QTY
1.00	P-01	In-Line Pump: Rated 220 gpm @ 788' TDH total discharge pressure. Includes motor.	240	Grundfos model CR45-8-1 #91129151 w/ 60HP TEFC 460/3/60 motor (70 FLA). 3" X 3" 300# RF flanges.	1
2.00	E1	60 HP Variable Frequency Drive: 460V, 50-60Hz, 77Amp, Nema 1 wall mount enclosure, main lug power connection. Input Line Reactor, keypad display with "Local-Remote" function.		ABB. Model Number: ACS880-01-077A-5 R5 frame (23.5"H x 8.00"W x 10.8"D)	1
3.00	E2	60HP Power Cabling: 460/3/60. Motor Control to Motor. Includes rigid & flex conduit, cable and motor termination kit.		Torrent	1
4.00	PSL-01	Pressure Switch: Protects pump from low water supply pressure.		GEMS PS11-10-4MNB-C-HC-E-2PS1F, Adjustable Pressure Switch, 0.75 to 4 PSI.	1
5.00	PG-01 PT-01	Pressure Gauge / Pressure Transmitter / Isolation Valve Assembly: PG 0-600 psi range, 1/2" NPT, PT 0-600 psi range, 1/4" NPT Includes 1/2" pipe fittings		Wika. Gauge Type 213.53, SS case. Glycerine filled. With (2) wire 4-20ma output Transmitter. With Iso Valve Type 910.11. CS body. And 1/2" pipe fittings.	1
6.00	CV-01	Pump Check Valve: 3"-300# wafer Check valve		3" Titan CV44 Check Valve, 300# Wafer, CS Body, SS Disc, Buna Seat, P/N 3.0 CV44-CSB	1
6.10		Stud And Nut Set 3/4"x7-1/2"		2474-0469 B7, Zinc Plated Stud with 2 Nuts 3/4"x7-1/2"	8
6.20		Spiral Wound Gasket		2511-0139 3" 300# Steel / Chlorite / Graphite	2
7.00	BV-01 to BV-02	Zone Isolation Valve: 4"-300# wafer butterfly valve with gear operator.		Bray Series 42-466 4" 300# CS body, 316ss disc, 17-4 shaft, RTFE seat, TFE packing, Glass backed TFE bearing, Gear Operator	2
7.10		Stud And Nut Set 3/4"x7"		2474-0461 B7, Zinc Plated Stud with 2 Nuts 3/4"x7"	16
7.20		Spiral Wound Gasket		2511-0143 4" 300# Steel / Chlorite / Graphite	4
8.00	SA	Base Structural Skid Assembly: (1) pump booster can service. Structural steel base assembly, pipe supports, electrical panel racks, 2-part paint system treatment.		Torrent	1
9.00	SM	Suction Assembly: (1) pump - class 150# 4" dia spool x 3" dia pump connections		Torrent - Includes pipe, end cap, pump connection flanges, and thread-o-lets	1
10.00	DM	Discharge Assembly: (1) pump - class 300# 4" dia spool x 3" dia pump connections. Includes pump discharge spool assemblies.		Torrent - Includes pipe, end cap, pump connection flanges, thread-o-lets, spool flanges, victaulic #77 coupling and groove x plain nipples.	1
	END				



PLAN VIEW
SCALE: $\frac{3}{4}" = 1'-0"$

PUMP RATING: 220 GPM @ 788' (341 PSI) TDH TOTAL DISCHARGE PRESSURE

PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	REVISION	BY
0	10-14-20	FOR QUOTE	JDM

ALL TORRENT DRAWINGS ARE PROVIDED FOR PROCESS EQUIPMENT DESIGN AND INSTALLATION. SITE PLAN AND BUILDING DETAILS ARE REPRESENTATIVE AND SHOWN FOR CLARITY ONLY. SEE CIVIL SITE PLAN OR BUILDING DESIGN DRAWINGS FOR ALL SITE AND BUILDING CONSTRUCTION INFORMATION AND DIMENSIONS

THIS DRAWING AND THE INFORMATION SHOWN HEREON IS THE EXCLUSIVE PROPERTY OF TORRENT ENGINEERING AND EQUIPMENT, LLC, AND SHALL NOT BE REPRODUCED OR DISCLOSED TO ANY THIRD PARTY WITHOUT PRIOR WRITTEN CONSENT FROM THE COMPANY.

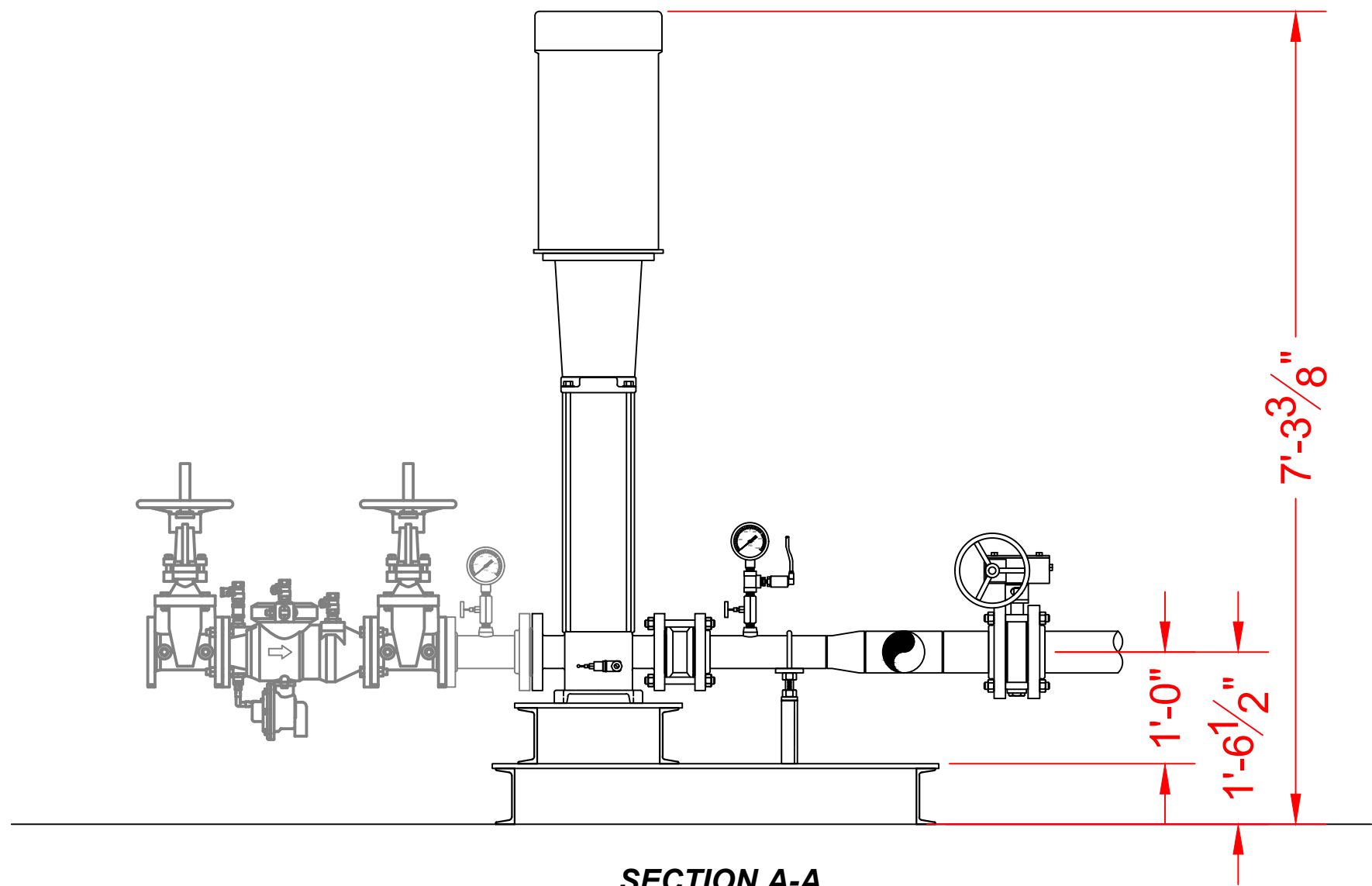
**TORRENT** Engineering and Equipment

406 E. BELL DR.
Phone: (574)-372-3200

WARSAW, IN 46582
Fax: (574)-372-3229

USA
www.torrentee.com

SMI-SYLVAN HILL PARK WI BOOSTER PUMP STATION PLAN VIEW	
DATE: 10-14-2020	DRAWN BY: JDM
SCALE: AS NOTED	CHECKED: <?>
DWG SIZE: B - 11 x 17	APPROVED: </>
DRAWING NUMBER : 1057920-M1	
REV: 0	SHEET: 1 OF 2



SECTION A-A
SCALE: $\frac{3}{4}" = 1'-0"$

PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	REVISION	BY
0	10-14-20	FOR QUOTE	JDM

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TORRENT Engineering and Equipment

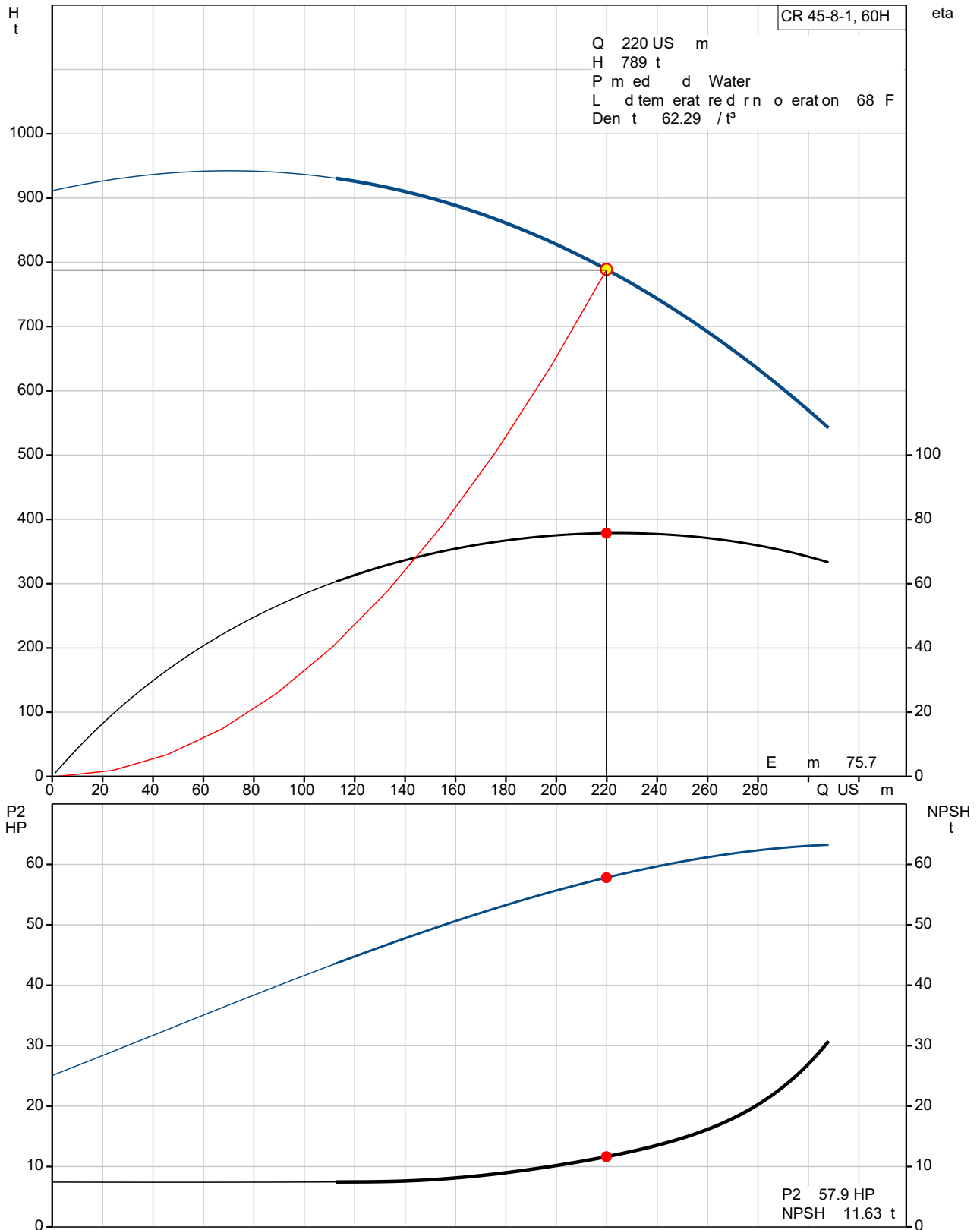
406 E. BELL DR. WARSAW, IN 46582 USA
Phone: (574)-372-3200 Fax: (574)-372-3229 www.torrentee.com

SMI-SYLVAN HILL PARK WI
BOOSTER PUMP STATION
SECTION VIEW

DATE: 10-14-2020	DRAWN BY: JDM
SCALE: AS NOTED	CHECKED: <?>
DWG SIZE: B - 11 x 17	APPROVED: </>
REV: 0	SHEET: 2 OF 2

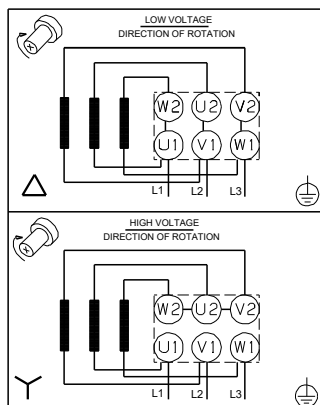
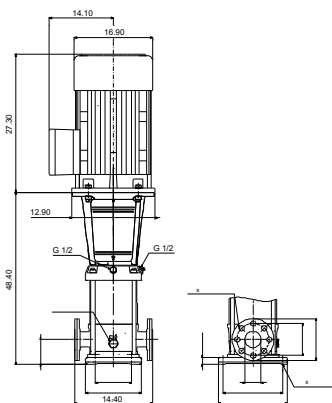
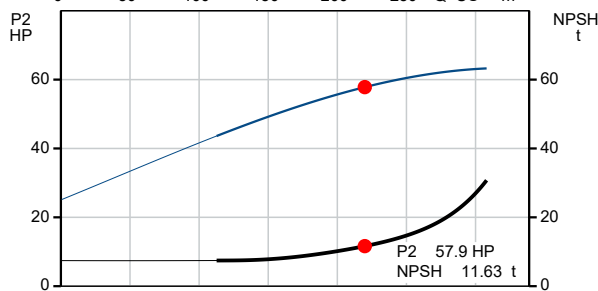
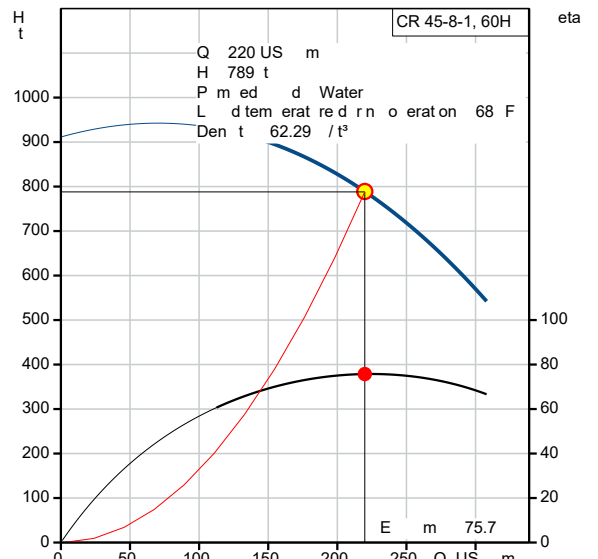
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Pr SMI - S an H Par WI
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Act a cated ow:	220 US m
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Max m m head:	946.2 t
Act a m e r diameter:	5.34 n
Sta e :	8
Im e er :	8
N m e r o red ced-diameter m e er :	1
Low NPSH:	N
P m or entat on:	Vert ca
Sha t ea arran ement:	S n e
Code or hat ea :	HQQV
C r e to erance:	ISO9906:2012 3B
P m er on:	A
Mode :	B
Coo n :	TEFC
M r	
Ba e:	Ca t ron
Ba e:	EN-JS1050
Ba e:	80-55-06
Im e er:	Sta ne tee
Im e er:	EN 1.4301
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Mater a code:	A
Code or r er:	V
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Max m m am ent tem erat re:	122 F
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Max re re at tated tem erat re:	435 / -4 F
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S e o o tet ort:	3" nch
Pre re rat n or connect on:	250 L .
F an e e or motor:	324TC
Connect code:	G
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P m ed d:	Water
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Se ected d tem erat re:	68 F
Den t :	62.29 / t ³
E r d	
Motor tandard:	NEMA
Motor t e:	BALDOR
IE E cenc ca :	IE3 / NEMA Prem m
Rated ower - P2:	60 HP
Power (P2) re red m :	60 HP





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Torrent Engineering
Gre Sheet
574-372-3200
re @torrentee.com
10/13/2020

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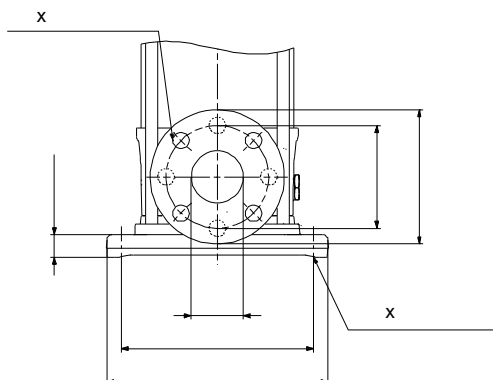
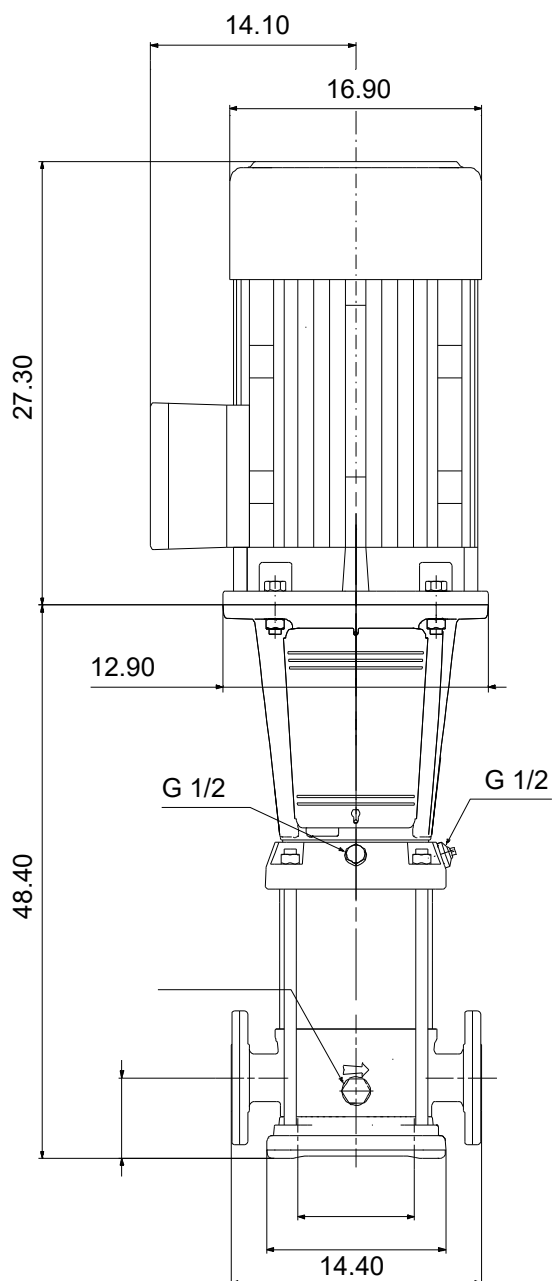
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Man re enc :	60 H
Rated o ta e:	3 x 230/460 V
Ser ce actor:	1.15
Rated c rrent:	132/66 A
Load c rrent:	150/75 A
Co h - ower actor:	0.87
Rated eed:	3550 r m
IE e c enc :	IE3 93,6
N m er o oe :	2
Enc o re ca (IEC 34-5):	IP54
In at on ca (IEC 85):	F
Motor ro tect on:	NONE
Motor N m er:	84Z03818
C r	
Fre enc con enter:	NONE
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DOE P m Ener Index CL:	0.89
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Gro we ht:	1070
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Co ntr o or n:	US
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ESTIMATE

LINDER ELECTRIC MOTORS HVAC HYDRONIC DIVISION

308 ADRIAN ST, WAUSAU, WI., 54401
Phone 715-571-2674 Fax 715-298-9287
hoopsnhomers@aol.com

ESTIMATE 020111SYLVAN
DATE: 11/10/20

EXPIRATION DATE 12/10/20

TO MARATHON COUNTY PARKS DEPARTMENT
ATTN: BRAD MROZCZENSKI

SYLVAN HILL PUMP REPLACEMENT

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
BOB ROHDE	SYLVAN HILL PUMP REPLACEMENT		

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	REVISED VERTICAL MULTI-STAGE CAST IRON PUMP & FLANGES PER SNOW GUN SUPPLIER TO BE: 220GPM @ 788'TDH W/ODP MOTOR CHANGE: 60HP ODP / PREMIUM EFFICIENT / INVERTER DUTY / 230/460/3 W/FLANGES		\$13,196.00
1	VACON 0100 "FLOW" VARIABLE FREQUENCY DRIVE designed for "WATER" APPLICATIONS : Brochure / specs attached..		\$3634.00
1	RACK, designed, built, painted, pump, sensor & vfd mounted and wired to disconnect switch, pipe, valves, ftgs, gauges, delivered, set and mounted in pump house		\$12,000.00
	Details, drawings & submittals provided upon order		
	Thanks, Bob Rohde		
SUBTOTAL			\$28,830.00
SALES TAX			
TOTAL			

THIS IS AN ESTIMATE ONLY PER INFORMATION SUPPLIED
PRICE DOES NOT INCLUDE:MISC PIPE,VLVs,FTGS,VENTING,ELECTRICAL,LABOR ETC.
ALL INSTALLATIONS TO BE DONE ACCORDING TO ASHRAE PRACTICAL PIPING DESIGN