OFFICIAL NOTICE AND AGENDA -AMENDED

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

Meeting of the:	**JOINT MEETING OF THE FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**
Date/Time:	**March 11, 2025, at 5:15 PM**
Location:	**City Hall (407 Grant Street) - Council Chambers**
Finance Members:	Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney
ED Members:	Carol Lukens (C), Chad Henke (VC), Gary Gisselman, Terry Kilian, Vicki Tierney

FINANCE COMMITTEE AGENDA ITEMS

1 Minutes of the previous meeting (02/25/2025).
2 Discussion and possible action on a sole source purchase request for polymer from Midwest Chemical & Equipment for Wausau Water Works.
3 Discussion and possible action on a sole source purchase request for Motorola portable radios for the Wausau Police Department.
4 Discussion and possible action regarding procurement policy.
5 Discussion and possible action for 2025 Budget Change of Purpose for funding 2025 Street Improvement Projects Tax Increment District 3.

JOINT FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEMS

1 **CLOSED SESSION** pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: relating to approval of Purchase and Development Agreement with 700 Grand Apartments, LLC for a 50-Unit Affordable Multi-Family Housing Project at 700, 804, 806, 810, 814, and 816 Grand Avenue.
RECONVENE into Open Session, if necessary, to take action on Closed Session item.

Adjourn

Michael Martens, Chairperson
Carol Lukens, Chairperson

NOTICE: It is possible that a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting. No action will be taken by any such groups.

Members of the public who do not wish to appear in person may view the meeting live over the internet, 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 kody.hart2@ci.wausau.wi.us with “Finance Committee Public Comment” in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom 03/07/2025 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.

FINANCE COMMITTEE

Date and Time: Tuesday, February 25, 2025, at 6:15 p.m., Council Chambers
Members Present: Michael Martens (C), Gary Gisselman (VC), Chad Henke, Vicki Tierney
Members Excused: Becky McElhaney

Noting the presence of a quorum Chairperson Martens called the meeting to order at 6:15 p.m.

Minutes of the previous meeting (02/11/2025).
Motion by Henke, seconded by Tierney, to approve. Motion carried 4-0.

Discussion and possible action on a sole source purchase request for white and yellow traffic marking paint for the Department of Public Works.
Motion by Tierney, seconded by Gisselman, to approve. Motion carried 4-0.

Adjourn
Motion by Henke, seconded by Gisselman, to adjourn the meeting. Motion carried. Meeting adjourned at 6:16 p.m.

For full meeting video on YouTube: https://www.youtube.com/watch?v=ezkN3Qcg7Yc

CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING $10,000

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 $10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $10,001 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.

   Belt Filter Press (KL144-NA) and Gravity Belt Thickener (MCEP9) Polymer's. Vendor= Midwest Chemical & Equipment

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

The above mentioned polymers are both formulated specifically for the new Belt Filter Presses and New Gravity Belt Thickeners that are located within the Solids Handling Facility.

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.

Both polymers are the manufacture recommended polymers formulated specifically for the new belt filter presses and gravity belt thickeners. These polymers were specifically selected to meet performance testing criteria and offer the most pounds per dry ton of solids and provide the most dewatering capabilities which produce the driest sludge. This polymer does not separate like other polymers and doesn't require frequent mixing prior to use. It would be my recommendation to sole source these polymers with Midwest Chemical & Equipment for 365 days in order to for plant staff to continue with the optimization of the equipment and operate efficiently. Midwest Chemical also offers an outstanding quality of service providing technical assistance 24 hrs per day. They check in every month to see how things are operating and stop in frequently to assist with chemical dosing optimizing reducing cost to the City.

4. Describe your efforts to identify other vendors to furnish the product or services.
   The product is proprietary and can only be made or distributed by the vendor owning the rights to these products.

5. How did you determine that the sole source vendor's price was reasonable? Similar products on the market are comparably priced.

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 Waterworks - Wastewater

Preparer:* *Ben Brooks

Vendor Name: Midwest Chemical & Equipment

Expected amount of purchase or contract:* *$134,766.00

Department Head Signature: ***Date:***

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

MIDWEST
CHEMICAL & EQUIPMENT
TAKING WA$TE OUT OF WASTE WATER.

February 28, 2025

To: Ben Brooks

Re: Quote for polymer at Wausau Water Works

On behalf of Midwest Chemical & Equipment, below is our proposed pricing for your polymer needs effective March 1, 2025 through December 31, 2025.

Pricing and terms are as follows:

Product:	MCEP9	Pricing: $2.38 per lb delivered Based upon: 12 totes (annual usage of 27,480 lbs)
Product:	K144L-NA	Pricing: $2.33 per lb delivered Based upon: 13 totes (annual usage of 29,770 lbs)

Base on usage amounts above, estimated annual cost for MCEP9 is $65,402 and for K144L-NA is $69,364 bringing total estimated annual polymer cost to $134,766.

Terms: Net 20 days

Ordering: David Olson@phone/text 920-615-2288 or email djolson@midwestce.com

Sincerely,

Dave Olson

CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING $10,000

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1. Sole source purchase under $10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $10,001 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 Police Department relies on quick efficient communication to run smoothly. Motorola portable radios are the industry standard for reliable law enforcement portable radios. This purchase is for 10 new Motorola portable APX6000 radios. Each radio comes with all needed software and hardware accessories to function. This includes the following;

10 - APX VHF Model 2.5 Portable radio units
10 - Li-Ion Batteries
10 - Remote speaker microphones
10 - Charging units
10 - Multikey (software firmware)
10 - 3Y essential service (software firmware updates)
10 - Encryption and ADP (software)
10 - Digital CAI Operation (software)

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

Members of the Wausau Police department use portable radios to communicate with dispatch, other officers, and Fire and EMS. It is the main source of contact and is one of the most important tools our officers have available to them. Whether it's getting an update on an active situation or calling for backup, Wausau PD officers serving our community need a reliable way to communicate.

Officers always have their portable radio on their uniform. They frequently need to act fast, and having the portable radio with microphone makes it easy for them to react quickly.

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.

   Motorola portable radios are the industry standard for reliable law enforcement portable radios and were chosen many years ago as the radio provider of choice by the Marathon County Sheriff's Office and the Wausau PD. Consistency and uniformity in the manufacture of the radio is important as it allows every officer to know and understand how to use each other's radios.

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

   Motorola Solutions supply radios to contracted dealers such as Northway Communications, by territory, within the state of Wisconsin. This allows municipalities like Wausau to purchase from a single source supplier. Northway Communications is the only supplier of Motorola radios in our territory.

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

   Northway Communications is the only contracted dealer of Motorola Communications in this territory of Wisconsin. Their contract allows for bulk discount pricing. Northway Communications is in the City of Wausau allowing for quick and easy handling of service, when needed.

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 Police Department

Preparer: Captain Melinda Pauls

Vendor Name: Motorola Solutions – Northway Communications

Expected amount of purchase or contract: $50,000

Department Head Signature: Matt Barnes	***Date:*** 3/5/25

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

WAUSAU

...as the standard of excellence in policing

Memorandum

From: Captain Melinda Pauls, Police Department

To: Finance Committee

Date: March 11, 2025

Re: Sole source purchase of Motorola radios

Purpose:

Requesting the approval of a sole source purchase, to purchase 10 new Motorola radios.

Background:

Currently Wausau PD has 79 Motorola Radios for 81 sworn staff. Of those 79, 14 are at their end of life, and are not able to be serviced as problems arise. The remaining 65 are serviceable and in good working order. The department also has 47 Tait radios, used for non-sworn staff, which will be cycled out with Motorola's.

The police department began a replacement cycle of 10 radios per year in 2024, using carryover dollars from 2023. Beginning in 2025, by increasing budget by $50,000 per budget cycle, the replacement cycle allows for the purchase of 10 radios each year, indefinitely. This will ensure our portable radio stock will always remain in working, serviceable condition.

Motorola portable radios are the industry standard for reliable law enforcement radios and were chosen many years ago as the radio provider of choice by the Marathon County Sheriff's Office and the Wausau PD. Consistency and uniformity in manufacture of the radio is important.

The department is also asking for consideration of this sole source purchase of Motorola radios to be approved for future cycles. This would prevent the department from having to ask for this sole source each year.

Impact:

Beginning this 2025 budget cycle, funds have already been allocated.

Recommendation:

Department recommends approving the sole source purchase of 10 Motorola radios, per budget cycle.

CITY OF WAUSAU, WISCONSIN
PROCUREMENT POLICY

POLICY OBJECTIVE

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

COVERAGE

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

GOALS

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made incompliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

ETHICAL STANDARDS

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

GENERAL GUIDELINES

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
   - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
   - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.

2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).

3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.

5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding $50,000 shall require the Department Head to provide written notice to the Common Council.

6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.

7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.

8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of $ $10,000.

9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.

10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An "interested party" must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract

or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City's procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1) the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

PURCHASE OF GOODS

1. Purchase of Goods under $10,000 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods $10,000 to $25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department MUST obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of $25,000 – a formal bid process is required.
    a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
    b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
    c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.
    d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the City's best interest to award the contract to other than the lowest responsible bidder.
4. Commodities $10,000-$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.
6. The following items must be purchased using a centralized purchasing process:
    a. Copiers - coordinated by the CCITC.
    b. Computer hardware/software - coordinated by CCITC.
    c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
    d. Furniture – coordinated by Department of Public Works.

e. Office Supplies – coordinated by the Finance Department.
f. Janitorial Services – coordinated by Department of Public Works.
g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.

PURCHASE OF SERVICES

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.

- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.

- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.

- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.

  1. Request for Proposal Required

     a) If it is estimated that the service being solicited has a total cost of over $25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head.

     b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.

     c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.

     d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.

     e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.

     f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.

g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.

h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

2. Attorney Professional Services.

a) The City Attorney shall hire and manage all outside legal counsel engaged to represent and/or advise the city regarding all matters of any character, in which the city is interested, before any court or tribunal.

b) The City may enter into negotiated contracts without a competitive selection process for the procurement of services if the services are for professional services to be provided by attorneys who charge on an hourly basis, or who are designated by the city's liability insurance carriers. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy,
for professional services shall be followed. The City Attorney shall have authority to sign engagement letters on behalf of the City.

c) The invoices of Counsel designated or engaged by the City's insurance carriers shall be monitored by the City Attorney and paid by the City up to the City's self-insured retention level for that matter, without further approval from the Finance Committee or Common Council. In all other matters, where the aggregate legal fees for any one matter, regardless of the time period during which work was performed, exceed $50,000, the City Attorney shall inform the Common Council of the status of the matter and the amount of fees incurred to date.

d) Billing Frequency and Format

i) Time Changes. Actual time should be billed in one-tenth (.10) hour increments.

ii) Billing Frequency. Invoices for legal services or expense shall be invoiced every 30 days from the date of initial suit assignment and monthly thereafter.

In any event, invoices submitted more than 60 days after the last date of legal services will require explanation of the billing delay to the City Attorney.

Invoices submitted more than one (1) year after the last date of legal services or expense will be rejected.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

SOLE SOURCE

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. In advance of the purchase, 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, 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, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under $ $10,000 shall be evaluated and determined by the Department Head. No written documentation required.
2. Sole source purchase of $10,000 to $25,000 a formal written justification shall be forwarded to the Finance Director in advance of the purchase, who will concur with the sole source or assist in locating additional competitive sources.
3. Except for the purchases related to the Water and Sewer Utility, sole source purchase exceeding $25,000 must be approved by the Finance Committee.
4. Sole source purchases related to the Water and Sewer Utility exceeding $25,000 must be approved by the Wausau Waterworks Commission.

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:
1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Utility Services and Charges.
5. Marathon County Landfill
6. Services and products purchased from CCITC

BUDGET

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.

2. Purchase of Services – The City may contract for the purchase of services without Council resolution when the following conditions have been met:

    a) The funds for services are included in the approved City budget.
    b) The procurement for services complies with the procurement policy.
    c) The City Attorney has reviewed and approved the form of the contract.
    d) The contract complies with other laws, resolutions and ordinances.
    e) The contract term meets one of the following criteria:
        1. The contract is for a period of one year or less, or
        2. The contract is ~~for a specific project~~ is awarded by the Board of Public Works, or
        3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed $25,000.

3. The following contracts require council approval:

    (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
    (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when

the debtor has failed to cure any default in payment of the loan or other obligation.

(c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.

(d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.

(e) Intergovernmental Contracts in excess of ~~$5,000~~$10,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.

(f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.

(g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.

(h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.

4. The common council delegates contract approval to the department level for the following:

   (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase ~~contracts~~ for goods or services valued at $10,000 or less with a purchase order, may be signed by individual department directors as long as the purchase is provided in the budget.

H:\fwcommon\financialpolicies\procurementpolicy.wpd

CITY OF WAUSAU PROCUREMENT MATRIX

PURCHASE OF GOODS	PURCHASE OF CONTRACTOR SERVICES	PUCHASE OF CONSTRUCTION SERVICES	PURCHASE OF COMBINED GOODS AND SERVICES	PURCHASE OF PROFESSIONAL SERVICES
Examples include: Equipment, supplies, construction materials, rolling stock, furniture and fuel.	Furnishing labor, time and effort by a contractor usually not involving the delivery of specific goods. Examples include: Refuse and recycling collection, snow removal services, janitorial services, elevator maintenance, delivery services.	Substantial repair, remodeling, enhancement construction or other changes to any City owned land, building, or infrastructure. Examples include: Door replacement, roof replacement, office remodeling, bathroom addition. Procedures in Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 Shall Take Precedence.	Purchase combines goods and services (exclusive of construction/contractor services). Technology Projects, EMS Billing Services, Parking Ramp Revenue System, Parking Enforcement Services, Vehicle Repairs and Maintenance.	Consulting and expert services provided by a company, organization or individual. Examples include: Attorneys, CPAs, Appraisers, Financial and Economic Advisors, Engineers, Architects, Planning and Design. Services measured by professional competence and expertise.

PURCHASES GREATER THAN $10,000 REQUIRE PURCHASE ORDER AND PURCHASE ORDER COVERSHEET

Goods or Service $10,000 or less - may be made based upon the best judgement of the department head or division director. However it is recommended that competitive quotes be obtained. Specific procurement documentation is not required. No purchase order is necessary!

Goods or Service $10,000 to $25,000 - Requires prior department head approval. The cost of the purchase must be included within the approved department budget. The department must obtain 3 written quotes. Quote summary, and written quotes must accompany purchase order request and submitted to the Finance Department.

Goods or Service in Excess of $25,000 - Requires a formal bid process.
•Requests for bids shall be formally noticed.
•Notices of bids shall state time and place of the bid opening.
•Bids shall be submitted sealed in an identifable bid packet and contain the bid name and date on the envelope.
• The Department Head is responsible for the preparation of plans, specifications, notices or advertising. Prequalifications of bidders may be done at the discretion of the department head.
•Sealed bids shall be opened, recorded and tabulated by the Board of Public Works.
•Bids and tabulations must be available for public inspection and placed on file with the City Clerk.
•The Board of Public Works shall have the authority to award the contract whent he costs of the purchase have been included within the budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule, regulation or this policy shall be separately authorized by the Common Council.

Commodities Subject to Volatile Pricing Such as Fuel $10,000 to $50,000 - Requires written quotes. Requires prior department head approval and the issuance of a purchase order. The cost of the purchase must be included within the approved department budget. The department must obtain 3 written quotes. Quote summary, and written quotes must accompany purchase order request and submitted to the Finance Department.

Goods or Service Requiring Centralized Purchasing - Copiers, Computer Hardware and Software, Cellular Phones, Internet Services, Legal Services, Telephones, Security Cameras, Furniture, Office Supplies, Janitorial Services, Plowing Services, Vehicles and Other Rolling Stock, Facility Maintenance.

Goods or Service Under $25,000 - may be made based upon the best judgement of the department head or division director. However it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.

Services Greater than $25,000 a Formal Request For Proposal Process is Required.
• Department Head is responsible for the preparation of the development of specifications, notices and advertising.
•The Request for proposal should be developed to evaluate the expertise and experience and quality of the proposer and services offered.
• Establish selection criteria and selection committee is advisable. Publish the numeric ranking matrix in the proposal. This process reduces the subjective nature of the selection process.
• Proposals should be solicited from an adequated number of qualified sources. Proposals shall be opened, recorded and tabulated by the Board of Public Works.
•Proposals and tabulations must be available for public inspection and placed on file with the City Clerk.

EXEMPT FROM COMPETITIVE PURCHASING AND SOLE SOURCE DOCUMENTATION

•Insurance products and services from CVMIC and TMIC.
•Purchase of software maintenance and support service when procured from the proprietary owner of the software.
•Original equipment manufacturer maintenance service contracts and parts purchases when procured directly from the original manufacturer or authorized dealer or representative.

Department heads and managers are not authorized to sign contracts unless they are $10,000 or less and are budgeted.
Contracts shall be signed by the Mayor, counter-signed by the City Clerk, Finance Director and City Attorney.

2025 STREET IMPROVEMENT PROJECT "A"				
	Road	Storm	Water	Sanitary
As Bid Cost	$ 1,722,941.24	$ 1,270,443.50	$ 1,672,081.00	$ 1,070,024.00
Budget	$ 2,100,000.00	$ 1,265,000.00	$ 1,710,000.00	$ 1,440,000.00
Over/Under Budget	$ 377,058.76	$ (5,443.50)	$ 37,919.00	$ 369,976.00

2025 STREET IMPROVEMENT PROJECT "B"				
	Road	Storm	Water	Sanitary
Part I - Fulton Street and N. 1st Street				
As Bid Cost	$ 1,034,944.00	$ 252,165.00	$ 633,310.00	$ 335,605.00
Budget	$ 950,000.00	$ 185,000.00	$ 640,000.00	$ 390,000.00
Over/Under Budget	$ (84,944.00)	$ (67,165.00)	$ 6,690.00	$ 54,395.00
Part II - N. 2nd Street				
As Bid Cost	$ 229,359.00	$ 127,290.00	$ 143,290.00	$ 357,350.00
Budget	$ 200,000.00	$ 100,000.00	$ 200,000.00	$ 200,000.00
Over/Under Budget	$ (29,359.00)	$ (27,290.00)	$ 56,710.00	$ (157,350.00)

DOWNTOWN MALL REDEVELOPMENT				
	Road	Storm	Water	Sanitary
As Bid Cost Const.	$ 3,264,596.11	$ 215,035.60	$ 23,454.76	$ 178,413.20
Construction Mgmt	$ 250,000.00	$ -	$ -	$ -
Budget	$ 4,250,000.00	$ 250,000.00	$ 50,000.00	$ 300,000.00
Over/Under Budget	$ 735,403.89	$ 34,964.40	$ 26,545.24	$ 121,586.80

2025 STREET IMPROVEMENT PROJECT "A"			
	Road/Storm	Water	Sanitary
As Bid Cost	$ 2,993,384.74	$ 1,672,081.00	$ 1,070,024.00
Budget	$ 3,365,000.00	$ 1,710,000.00	$ 1,440,000.00
Over/Under Budget	$ 371,615.26	$ 37,919.00	$ 369,976.00

2025 STREET IMPROVEMENT PROJECT "B"			
	Road/Storm	Water	Sanitary
Part I - Fulton Street and N. 1st Street			
As Bid Cost	$ 1,287,109.00	$ 633,310.00	$ 335,605.00
Budget	$ 1,135,000.00	$ 640,000.00	$ 390,000.00
Over/Under Budget	$ (152,109.00)	$ 6,690.00	$ 54,395.00
Part II - N. 2nd Street			
As Bid Cost	$ 356,649.00	$ 143,290.00	$ 357,350.00
Budget	$ 300,000.00	$ 200,000.00	$ 200,000.00
Over/Under Budget	$ (56,649.00)	$ 56,710.00	$ (157,350.00)

DOWNTOWN MALL REDEVELOPMENT			
	Road/Storm	Water	Sanitary
As Bid Cost Const.	$ 3,479,631.71	$ 23,454.76	$ 178,413.20
Construction Mgmt	$ 250,000.00	$ -	$ -
Budget	$ 4,500,000.00	$ 50,000.00	$ 300,000.00
Over/Under Budget	$ 770,368.29	$ 26,545.24	$ 121,586.80

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

RESOLUTION OF THE FINANCE COMMITTEE

2025 Budget Change of Purpose and budget modification for funding 2025 Street Improvement Projects Tax Increment District 3

Committee Action:

Fiscal Impact: $

File Number: 24-1109 C	**Date Introduced:** March 25, 2025

FISCAL IMPACT SUMMARY			
COSTS	*Budget Neutral*	Yes☒No☐	Move of expenses from Water and Sewer to TID 3
	Included in Budget:	Yes☒No☐	*Budget Source: TID 3, Water and Sewer Funds*
	One-time Costs:	Yes☒No☐	*Amount:$1,196,761.80 move from Water and Sewer*
	Recurring Costs:	Yes☐No☒	*Amount:*
SOURCE	*Fee Financed:*	Yes☐No☒	*Amount:*
	Grant Financed:	Yes☐No☒	*Amount:*
	Debt Financed:	Yes☒No☐	*Amount* *Annual Retirement*
	TID Financed:	Yes☐No☒	*Amount:*
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐		

RESOLUTION

WHEREAS, the 2025 budget included the following street projects for Tax Increment District Number Three including Fulton Street and N. 1st Street, N. 2nd Street and the Downtown Mall Street Grid; and

WHEREAS, the 2025 budget anticipated that the Water and Sewer Funds would finance the utility portion of these projects; and

WHEREAS, on February 25, 2025, Common Council approved amending Tax Increment District Three to include the utility portion of these project costs within the Tax Increment District Number Three Project Plan Amendment; and

WHEREAS, project bidding is complete and the budget to actual summary is presented on Exhibit A; and

WHEREAS, staff is proposing a budget modification to reallocate the budget between the projects and move the budget from the utility budget into Tax Increment District Three; and

WHEREAS, your Finance Committee recommended approval of the budget modification as shown below:

*Fund	*Cost Center	Revenue Category	Spend Category	Project	Debit Amount	Credit Amount
403 Tax Increment District Three	53745 Water Capital Projects		58230 Streets/curb/gutter - local	2023 Mall Street Grid Project	$0.00	$25,000.00
403 Tax Increment District Three	53628 Wastewater Capital Projects		58230 Streets/curb/gutter - local	2023 Mall Street Grid Project	$0.00	$121,586.80
403 Tax Increment District Three	57336 Storm Water Capital Projects		58230 Streets/curb/gutter - local	2023 Mall Street Grid Project	$65,035.60	$0.00
403 Tax Increment District Three	57331 Street Curb Gutter Local Capital Projects		58230 Streets/curb/gutter - local	2023 Mall Street Grid Project	$0.00	$200,000.00
403 Tax Increment District Three	57331 Street Curb Gutter Local Capital Projects		52150 Architectural, Engineering and Planning Services	2023 Mall Street Grid Project	$0.00	$200,000.00
403 Tax Increment District Three	53628 Wastewater Capital Projects		58230 Streets/curb/gutter - local	2025 Fulton St, 1st and 2nd Street	$692,955.00	$0.00
403 Tax Increment District Three	53745 Water Capital Projects		58230 Streets/curb/gutter - local	2025 Fulton St, 1st and 2nd Street	$776,600.00	$0.00
403 Tax Increment District Three	57331 Street Curb Gutter Local Capital Projects		58230 Streets/curb/gutter - local	2025 Fulton St, 1st and 2nd Street	$114,303.00	$0.00
403 Tax Increment District Three	57336 Storm Water Capital Projects		58230 Streets/curb/gutter - local	2025 Fulton St, 1st and 2nd Street	$94,455.00	$0.00
403 Tax Increment District Three	56752 Financing	49120 Proceeds from Notes			$0.00	$1,196,761.80

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

Approved:

____

Doug Diny, Mayor

Exhibit A

	Road	Storm	Water	Sanitary
Part I - Fulton Street and N. 1st Street				
As Bid Cost	$ 1,034,944.00	$ 252,165.00	$ 633,310.00	$ 335,605.00
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DOWNTOWN MALL REDEVELOPMENT				
	Road	**Storm**	**Water**	**Sanitary**
As Bid Cost Const.	$ 3,264,596.11	$ 215,035.60	$ 23,454.76	$ 178,413.20
Construction Mgmt	$ 250,000.00	$ -	$ -	$ -
Budget	$ 4,200,000.00	$ 250,000.00	$ 50,000.00	$ 300,000.00
Over/Under Budget	$ 685,403.89	$ 34,964.40	$ 26,545.24	$ 121,586.80
Total Over/Under Budget	$ 571,100.89	$ (59,490.60)	$ 89,945.24	$ 18,631.80