



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: **JOINT MEETING OF THE FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**
 Date/Time: **Tuesday, October 14, 2025 at 5:15 PM**
 Location: **City Hall (407 Grant Street) - Council Chambers**
 Members: Michael Martens (C), Vicki Tierney (VC), Becky McElhaney, Sarah Watson, Chad Henke
 ED Members: Carol Lukens (C), Chad Henke (VC), Tom Neal, Terry Kilian, Vicki Tierney

FINANCE COMMITTEE AGENDA ITEMS

- 1 Public Comment for matters on the agenda.
- 2 Minutes of the previous meeting(s) (09/09/2025) (09/23/2025).
- 3 Discussion and possible action approving budget modification for an amendment with GEI Consultants for Environmental Consulting Services for the former Wausau Business Incubator site at 1300 Cleveland Ave, WDNR BRRTS# 02-37-587081.
- 4 Discussion and possible action to enter into first addendum of a service agreement between the City of Wausau and Marathon County Health Department for Implementation of the Lead Hazard Reduction Capacity Building Grant.
- 5 Discussion and possible action approving budget modification and sole source purchase request to retain Mueller Communication for referendum services.
- 6 Presentation and discussion from CLA (CliftonLarsonAllen) on the 2024 financial audit.
- 7 Budget discussions and actions regarding recommending a 2026 Budget including setting the 2026 Fee Schedule.

JOINT FINANCE COMMITTEE AND ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEMS

- 1 Presentation and discussion for redevelopment of Riverside Place (11 Scott St) in the City of Wausau by 11 Scott Street LLC
- 2 Discussion and possible action on term sheet for redevelopment of Riverside Place (11 Scott St) by 11 Scott Street LLC.
CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in regards to purposes of negotiating a term sheet for development project for Riverside Place (11 Scott St) by 11 Scott Street LLC.
RECONVENE into Open Session, if necessary, to take action on Closed Session items

Adjourn
 Michael Martens, Chair
 Carol Lukens, Chair

NOTICE: It is possible and likely that members of, and possibly a quorum of members of the Committee of the Whole or 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 clerk@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 sent to the Daily Herald newsroom 10/09/2025 at 5:00 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) 261-6622 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, September 9, 2025, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Vicki Tierney (VC) Becky McElhaney, Sarah Watson, Chad Henke,

Others Present: Maryanne Groat

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:16 p.m.

Elect Vice Chairperson for the remainder of the 2024-2026 term of the Finance Committee.

Nominations for Vice Chairperson were opened.

Henke nominated Vicki Tierney. Tierney accepted the nomination.

Without objection, nominations were closed and a unanimous ballot was cast for Tierney to be the Vice Chairperson for the remainder of the 2024-2026 term of the Finance Committee.

Minutes of the previous meeting(s) (08/26/2025).

Motion by McElhaney, seconded by Henke, to approve. Motion carried 5-0.

Discussion and possible action authorizing continued membership in CVMIC for policy years 2026, 2027 and 2028.

Martens noted the resolution moving forward to the Common Council will need to be amended to only include coverage for 2026.

Motion by Tierney, seconded by McElhaney, to continue with CVMIC as amended for 2026 and go out for request for proposal in the spring of 2026. Motion carried 5-0.

Discussion and possible action approving 2026 benefit design for City and CCIT employees.

Motion by Watson, seconded by Henke, to approve. Motion carried 5-0.

Presentation on Sale Day Report for General Obligation Promissory Notes, Series 2025A.

Discussion was held. No action taken.

Discussion and possible action on resolution to formally support 2025 Senate Bill 333.

Motion by Tierney, seconded by Watson, to approve. Motion carried 5-0.

Discussion and possible action setting Finance Committee meetings to consider the 2026 budget on 09/29/2025, 09/30/2025, and 10/01/2025.

Martens requested the meetings to start at 6:00 p.m.

Adjourn

Motion by Tierney, seconded by McElhaney, to adjourn the meeting. Motion carried. Meeting adjourned at 5:40 p.m.

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

FINANCE COMMITTEE

Date and Time: Tuesday, September 23, 2025, at 5:30 p.m., Council Chambers

Members Present: Michael Martens (C), Vicki Tierney (VC) Becky McElhaney (arrived at 5:43 p.m.), Sarah Watson, Chad Henke

Others Present: Maryanne Groat, Eric Lindman, Matthew Barnes

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:32 p.m.

Discussion and possible action authorizing the execution of airport ground lease for Mike Yankaitis.

Motion by Tierney, seconded by Henke, to approve. Motion carried 4-0

Discussion and possible action approving grant submission to USEPA for the Solar Array Project at 1801 Burek Ave.

Motion by Henke, seconded by Watson, to approve grant application. Motion carried 4-0.

Discussion and possible action approving budget modification for an amendment with GEI Consultants for Environmental Consulting Services for the former Wausau Business Incubator site at 1300 Cleveland Ave, WDNR BRRTS# 02-37-587081.

Without objection, this item was postponed from consideration until the next committee meeting.

Discussion and possible action amending Pet/Animal Fees on the 2025 Fee Schedule.

Watson questioned how much of the funding goes towards the administration and funding that is passed to the county. It was stated the administrative cost had increased due to keeping up employee wages and the county had increased pet license fees mainly prompting this increase.

Tierney questioned if the enforcement funding sources covers the animal control services. It was stated there are additional costs associated with housing animals involved in crimes and enforcement, and that the funding provided through licenses likely does not cover the cost of animal control.

Motion by Tierney, seconded by Watson, to approve. Motion carried 4-1, with McElhaney opposed.

Adjourn

Motion by Tierney, seconded by Watson, to adjourn the meeting. Motion carried. Meeting adjourned at 5:48 p.m.

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



Dept. of Public Works & Utilities

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

TO: Finance Committee & City Council
FROM: Eric Lindman, P.E.
Director of Public Works & Utilities
DATE: September 23, 2025
SUBJECT: Budget Modification – GEI Environmental Consultants

GEI Consultants has been the City’s Environmental Consultant since 2020 completing the environmental testing and contamination identification for 1300 Cleveland Ave. The testing and identification process of the environmental clean-up process has been determined to be completed by the WDNR and the next steps are to prepare the Remediation Action Operation Report (RAOR) for the WDNR to review and approve.

The RAOR will establish the method/process the City is proposing to complete in order to receive closure on the site from the WDNR. Attached is the proposed costs for this next phase of the project and am asking for approval to move forward with GEI Consultants. The proposed costs include a presentation to the City Council to discuss options for the RAOR to get the site to closure and to generally answer questions. Based on the feedback from the council the RAOR will be prepared and submitted to the WDNR.

Below is a history of the contract costs with GEI Consultants for the project to date including this proposed amendment. Also included below are the total amounts invoiced to date for the work that has been completed.

GEI Environmental Consulting Services - 1300 Cleveland Ave

Contract	Scope of Work	Date	Amount
Original	Environmental Soil & Groundwater Testing	9/29/2020	34,700.00
Amendment 1	Prepare Site Investigation Workplan	2/3/2021	8,268.00
Amendment 2	Initial Site Investigation Services	7/15/2021	98,500.00
Amendment 3	Supplemental Site Investigation & EPA Grant	10/26/2022	33,800.00
Amendment 4	Supplemental Site Investigation - PFAS Assessment	4/29/2024	46,500.00
Total Approved =			221,768.00
Amendment 5	Prepare Possible Remedial Actions and RAOR	4/29/2024	17,500.00
Total Approved & Proposed =			239,268.00

**GEI Environmental Consulting Services -
1300 Cleveland Ave**

Date	Amount
11/17/2020	\$27,900.00
12/14/2020	\$6,062.63
1/21/2021	\$737.37
3/15/2021	\$5,075.91
4/21/2021	\$3,192.09
9/21/2021	\$45,427.98
10/20/2021	\$28,638.75
11/19/2021	\$10,446.25
12/23/2021	\$3,262.97
1/18/2022	\$894.00
2/14/2022	\$9,827.75
5/23/2022	\$2,161.04
11/22/2022	\$298.00
12/13/2022	\$1,821.00
1/20/2023	\$2,631.87
2/21/2023	\$775.00
3/23/2023	\$3,668.31
5/22/2023	\$2,191.94
6/23/2023	\$2,503.96
7/25/2023	\$2,362.75
10/20/2023	\$436.00
1/21/2024	\$3,884.88
2/16/2024	\$430.00
6/20/2024	\$1,566.00
7/16/2024	\$1,211.00
8/12/2024	\$2,960.05
9/12/2024	\$8,634.34
10/16/2024	\$5,150.75
12/16/2024	\$3,310.10
1/20/2025	\$5,788.65
3/19/2025	\$895.00
4/23/2025	\$3,513.00
8/11/2025	\$520.50
Total Invoiced =	\$198,179.84



Consulting
Engineers and
Scientists

August 21, 2025

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

**Re: Proposal for Environmental Consulting Support
Wausau Business Incubator (Former)
1300 Cleveland Avenue, Wausau, WI 54403
WDNR BRRTS# 02-37-587081**

Dear Eric,

GEI Consultants, Inc. (GEI) has prepared this proposal to outline a scope, cost, and schedule for providing additional environmental consulting support to the City of Wausau (City or Client) for the Wausau Business Incubator (Former) site at 1300 Cleveland Avenue in the City of Wausau, Marathon County, Wisconsin (the "site"). The site is being investigated under the Wisconsin Department of Natural Resources' (WDNR's) Bureau for Remediation and Redevelopment Tracking System (BRRTS) No. 02-37-587081. GEI recently completed a supplemental assessment of groundwater quality at the site for per-and polyfluoroalkyl substances (PFAS) required by the Wisconsin Department of Natural Resources (WDNR). Following a review of the PFAS results, the WDNR concluded in an email correspondence from Ms. Jane Gray on July 16, 2025, that the site investigation required under Chapter NR 716, Wisconsin Administrative Code (WAC), is complete and the next action required to pursue regulatory case closure for the site is an evaluation of remedial action alternatives and preparation/submittal of a Remedial Action Options Report (RAOR) in accordance with Chapter NR 722, WAC.

We understand the City has requested a proposal for preparing and submitting a ROAR. However, before preparation of a ROAR, we understand the City has requested that GEI participate in an upcoming City Council meeting to provide an overview of actions completed and costs incurred for site investigation to date, and provide a preliminary, high-level, review of a few possible remedial action alternatives (and associated rough opinions of cost) that may support a non-industrial closure of the regulatory case in advance of site redevelopment. We understand that feedback from City Council members will be considered when selecting the remedial action alternatives that will be presented to the WDNR for consideration in the ROAR submittal.

Scope of Services

Task 1 – Preliminary Evaluation of Remedial Action Alternatives

GEI will review site data and complete a preliminary evaluation of up to four remedial action alternatives for the site. A rough opinion of probable cost for each selected alternative will be

generated. Based on our recent communications, the following baseline assumptions will be used for this preliminary evaluation:

- Remedial actions will be completed to pursue non-industrial closure of the regulatory case.
- Remedial actions will not result in significant changes to existing grades. If an engineered barrier is included as part of an alternative evaluated, an existing soil thickness equal to that of the engineered barrier will be excavated.
- Soil requiring excavation for installation of a soil barrier and/or to access and remove contaminant mass at greater depths will be characterized as a waste.
- Remedial actions will be completed before a site redevelopment plan is approved. Accordingly, consideration of potential cost benefits for integrating remedial actions with future redevelopment activity will not be considered, such as relying on a planned paved parking area as an engineered barrier or adjusting the locations for structures or buried utilities so they would be in less impacted portions of the site.
- Potential long-term operation and maintenance costs associated with evaluated alternatives (repairing pavement cracks, addressing areas of soil erosion, etc.) will not be considered.

Additional alternative-specific assumptions may be integrated into the evaluations completed for this task. Additionally, GEI may correspond with the WDNR Project Manager, Ms. Jane Gray, on what remedial actions would likely be considered acceptable by the WDNR to achieve the City's objectives of a non-industrial closure for the open regulatory case.

Task 2 – Attend City Council Meeting

GEI will prepare visual aids/exhibits for, and provide a brief presentation to City Council during an upcoming council meeting scheduled for September or October 2025. We anticipate our presentation being approximately 10 to 15 minutes long; including a high-level review of investigation activities completed and costs incurred to date, and an overview of the remedial action alternatives preliminarily evaluated and their rough associated costs; and culminating in a brief discussion among/between council members and GEI regarding which presented alternatives (or new alternatives) should be further evaluated and included in the RAOR submittal to the WDNR.

Task 3 – Prepare and Submit a RAOR

GEI will prepare a RAOR in general accordance with WDNR guidance and the requirements of Chapter NR 722, WAC. The ROAR will include a summary of the investigation activities completed and contaminants detected above regulatory standards at the site; statement regarding the objectives of the remedial actions, including the City's current preference for a non-industrial case closure; identification of remedial action alternatives likely to be technically feasible for the site based on the contaminants present, environmental media impacted, site characteristics, and stated objectives for the remedial actions; and an evaluation of selected, technically feasible remedial action alternatives based on several criteria, including long- and short-term effectiveness, implementability, restoration timeline, and economic feasibility. Additionally, the RAOR will include identification and evaluation of engineering controls and continuing obligations that may be appropriate for each alternative. As part of this task, GEI may again correspond with the WDNR on what remedial actions would likely be considered acceptable to achieve the City's objectives.

The draft RAOR will be submitted to the City for review, comment, and selection of the remedial action alternative to be identified as the preferred option in the final edition of the RAOR submitted to the WDNR. We anticipate the City will request a formal response from the WDNR on the RAOR submittal and as such, we have included the associated WDNR review fee in our proposal.

Task 4 – Project Administration & Management

During performance of these services, we anticipate multiple communications with you via email, telephone, and/or virtual meetings may be required to discuss project planning and implementation. We also anticipate that you may request that GEI participate in up to one virtual meeting between the City and WDNR to discuss the remedial approach. Accordingly, in addition to routine project administration and management efforts, we have included up to an additional 2 hours each for Mr. Mike DeBraske (Project Manager) and Mr. Roger Miller (Senior Hydrogeologist) for meetings and follow-up communications.

Project Schedule

We can initiate the services outlined in Task 1 promptly upon receiving formal notice to proceed (NTP) in the form of a signed contract or Purchase Order that references this proposal. We understand you have requested that GEI be prepared to participate in a council meeting currently scheduled for September 23, 2025. We anticipate being able satisfy that request, but appreciate the flexibility of scheduling our presentation in October 2025 instead, should any complications/delays be encountered during performance of these services, including with obtaining feedback from the WDNR on remedial alternatives that may be considered acceptable. We anticipate a draft RAOR being issued for your review within approximately 6 to 10 weeks following completion of Task 2.

Fee and Conditions of Service

We propose to complete these services on a time-and-materials basis in accordance with the terms and conditions previously negotiated between the City and GEI for Phase 2 and Site Investigation services, with the following exception: GEI labor rates for these services will be updated to reflect a current 2025 Fee Schedule. Based on the anticipated level of effort required to complete the services outlined above, we recommend establishing budgets as outlined below.

<u>Item</u>	<u>Estimated Fee</u>
Task 1 (Preliminary Evaluation)	\$ 3,600
Task 2 (Council Meeting/Presentation)	\$ 3,400
Task 3 (RAOR Preparation/Submittal)	\$ 8,700
Task 4 (Project Administration & Management)	\$ 1,800
	Total: \$ 17,500

The attached Table 1 and Fee Schedule outline our estimated effort, expenses, personnel categories, and associated rates associated with these services. It is understood that the expenses, personnel categories, hours, and cost subtotals for each task may vary depending on when we receive NTP and what staff is available at the time these services are completed. However, GEI will not exceed the total estimated fees for these services without first contacting you to explain the need, outline any additional costs, and obtain authorization.

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

Sincerely,

GEI CONSULTANTS, INC.



Michael L. DeBraske, P.E.
Senior Engineer



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

Enclosures:

Table 1 – Cost Estimate (08/21/2025)
Fee Schedule

Accepted By:

CITY OF WAUSAU

Name of Authorized Representative

Title

Signature

Date

Table 1 - Cost Estimate
Environmental Consulting Support - RAOR (08/21/2025)
1300 Cleveland Avenue, Wausau, WI

TASK NO.	ACTIVITY DESCRIPTION	PERSONNEL				REIMBURSABLE EXPENSES						TOTAL
		PERSONNEL CATEGORY	HOURLY RATE	HOURS	COST	ITEM	Quant.	Unit Cost	Bare Cost	Percent Markup	Billed Cost	
1	Preliminary Evaluation	Senior Professional-Grade 7	\$ 200.00	16.00	\$ 3,200.00							
		Senior Consultant-Grade 8	\$ 216.00	2.00	\$ 432.00							
		SUBTOTAL			18.00	\$ 3,632.00				\$ -		\$ -
2	Council Meeting -Preparation of exhibits	Staff Professional-Grade 2	\$ 103.00	2.00	\$ 206.00	Company Vehicle	1	\$85.00	\$ 85.00			\$ 85.00
		Senior Professional-Grade 7	\$ 200.00	8.00	\$ 1,600.00							
		Senior Consultant-Grade 8	\$ 216.00	2.00	\$ 432.00							
		Senior CADD Drafter and Designer	\$ 123.00	2.00	\$ 246.00							
		-Meeting										
		Senior Professional-Grade 7	\$ 200.00	4.00	\$ 800.00							
SUBTOTAL			18.00	\$ 3,284.00				\$ 85.00		\$ 85.00	\$ 3,369.00	
3	RAOR	Staff Professional-Grade 2	\$ 103.00	12.00	\$ 1,236.00	WDNR Fees	1	\$1,050.00	\$ 1,050.00	15%		\$ 157.50
		Senior Professional-Grade 7	\$ 200.00	24.00	\$ 4,800.00							
		Senior Consultant-Grade 8	\$ 216.00	4.00	\$ 864.00							
		Senior CADD Drafter and Designer	\$ 123.00	8.00	\$ 984.00							
		Admin	\$ 103.00	6.00	\$ 618.00							
		SUBTOTAL			54.00							
4	Project Administration & Management	Senior Professional-Grade 7	\$ 200.00	6.00	\$ 1,200.00							
		Senior Consultant-Grade 8	\$ 216.00	2.00	\$ 432.00							
		Admin	\$ 103.00	2.00	\$ 206.00							
		SUBTOTAL			10.00	\$ 1,838.00						\$ -
	Total			100.00	\$ 17,256.00						\$ 242.50	\$ 17,498.50

FEE SCHEDULE

<u>Personnel Category</u>	<u>Hourly Billing Rate \$ per hour</u>
Staff Professional – Grade 1	\$ 88
Staff Professional – Grade 2	\$ 103
Project Professional – Grade 3	\$ 121
Project Professional – Grade 4	\$ 139
Senior Professional – Grade 5	\$ 151
Senior Professional – Grade 6	\$ 179
Senior Professional – Grade 7	\$ 200
Senior Consultant – Grade 8	\$ 216
Senior Consultant – Grade 9	\$ 249
Senior Principal – Grade 10	\$ 249

Senior Drafter / GIS	\$ 136
Drafter and Designer / GIS	\$ 123
Senior Field Professional	\$ 147
Field Professional	\$ 143
*Senior Technician	\$ 138
*Technician II	\$ 83
*Technician I	\$ 73
Word Processor, Administrative Staff	\$ 103
Office Aide	\$ 88

Rates will increase up to 5% annually, at GEI’s option, for all contracts that extend into the next calendar year. Rates for Deposition and Testimony are increased 1.5 times.

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

OTHER PROJECT COSTS

Subconsultants, Subcontractors and Other Project Expenses - All costs for subconsultants, subcontractors and other project expenses will be billed at cost plus a 15% service charge. Examples of such expenses ordinarily charged to projects are subcontractors; subconsultants: chemical laboratory charges; rented or leased field and laboratory equipment; outside printing and reproduction; communications and mailing charges; reproduction expenses; shipping costs for samples and equipment; disposal of samples; rental vehicles; fares for travel on public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; state and local sales and use taxes and state taxes on GEI fees. The 15% service charge will not apply to GEI-owned equipment and vehicles or in-house reproduction expenses.

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

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

PAYMENT TERMS

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

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

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Budget Modification for the preparation of the RAOR Remedial Action Option Report for the 1300 Cleveland Avenue property, WDNR BRRTS#02-37-587081	
Committee Action:	Pending
Fiscal Impact:	\$17,500
File Number:	Date Introduced: September 23, 2025

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Environmental Fund Reserves</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$17,500</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

WHEREAS, the City of Wausau has worked cooperatively with the Wisconsin Department of Natural Resources (WDNR) to prepare a Site Investigation Workplan (SIWP) to identify contamination, characterize the ground water and complete a Site Investigation Report (SIR) for the WDNR documenting the site investigation results of the identified BRRTS site at 1300 Cleveland Avenue; and

WHEREAS, GEI Consultants (GEI) was hired, through competitive procurement, by the City in October 2020 to complete to complete the site investigation work and other necessary work to move this site to closure with under the NR 700 process;

WHEREAS, GEI prepared and submitted the SIWP to the WDNR on April 14, 2021;

WHEREAS, GEI completed and submitted the SIR to the WDNR in February 2022;

WHEREAS, the WDNR in August 2022 requested groundwater sampling for PFAS;

WHEREAS, GEI completed PFAS sampling on December 20, 2022 and submitted the PFAS results to the WDNR on February 10, 2023;

WHEREAS, the WDNR on March 6, 2023 requested an additional round of groundwater sampling for PFAS;

WHEREAS, GEI completed the additional round of PFAS sampling as requested by the WDNR on April 24, 2023 and submitted the results to the WDNR on June 21, 2023;

WHEREAS, the WDNR on September 25, 2023 requested additional offsite PFAS testing;

WHEREAS, GEI prepared and presented the SIR and comprehensive investigation of the site to the City Council on December 19, 2023 and WDNR representative was also present to answer questions;

WHEREAS, GEI prepared and submitted a proposal on January 29, 2024 to complete additional off-site groundwater sampling for PFAS as requested by the WDNR;

WHEREAS, the WDNR concurred with the proposed locations of the additional groundwater sampling for PFAS;

WHEREAS, GEI completed the additional well installations and conducted two rounds of additional PFAS groundwater sampling in July through September 2024;

WHEREAS, GEI prepared and submitted an updated status report on the additional PFAS sampling to the WDNR on March 12, 2025;

WHEREAS, the WDNR on July 16, 2025 concurred with GEI and City findings that no further PFAS assessment is warranted and that the site investigation is complete and directed the City to begin preparation of a Remedial Action Options Report (RAOR);

WHEREAS, the City received an Amendment #5 proposal on August 21, 2025 from GEI to prepare remedial options with budget costs, present the remedial options to the City Council and prepare an RAOR for the WDNR for review and approval; and

WHEREAS, your Finance Committee, at their September 23, 2025 meeting, voted to approve the resolution adopting the budget modification for Amendment #5 from GEI for an estimated cost of \$17,500 as recommended below;

101 General Fund, 53102 Eng Section Cost Center, Spend Cat 52150 Arch Eng & Plan Service \$17,500
228 Env Cleanup Fund, 53681 Env Service Cost Center, Spend Cat 52192 Other Prof Services -\$17,500; and

NOW THEREFORE, 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



TO: Finance Committee Members

FROM: Tammy Stratz, Community Development Manager

RE: First Addendum of Service Agreement between City of Wausau and Marathon County Health Department

DATE: October 6, 2025

On August 19, 2024, City Council members accepted the Lead Hazard Capacity Building grant through the Office of Lead Hazard Control and Health Homes through the U.S. Department of Housing and Urban Development. That grant period is October 15, 2024, through October 15, 2027.

As part of that grant application, the City and County Health Department entered into a Service Agreement which outlined some of the responsibilities of both entities. That initial Service Agreement was approved by Council on April 29, 2025. Attached is that initial agreement.

Since that time, the Development Department and Health Department have been working towards the goals of this grant; however, we have determined that several items were not discussed in the Service Agreement. Such items are as follows:

1. Missing additional staff that are/will be working on the grant.
2. Removing specific wage amounts being reimbursed per position – this is a 3-year grant and salaries increase/decrease according to budgets, vacancies, etc.
3. Allowing to be reimbursed for additional expenses that were not previously discussed in the original Service Agreement.

Attached are the original Service Agreement and the First Amendment between the City and County Health Department. For ease, the changes have been highlighted. The rest of the agreement stays the same.

If you have any questions or concerns before the meeting, please feel free to call me at 715-261-6682 or e-mail me at tammy.stratz@wausauwi.gov.

Thank you.



2025 HUD LEAD GRANT AGREEMENT

**BETWEEN
MARATHON COUNTY HEALTH DEPARTMENT
AND THE CITY OF WAUSAU**

City Address: City of Wausau
Doug Diny
Mayor
City of Wausau
407 Grant Street
Wausau, WI 54403

Marathon County Health Department: Amanda Ostrowski
Interim Health Officer
Marathon County Health Department
1000 Lakeview Drive
Wausau, WI 54403

THIS SERVICES AGREEMENT (the "Agreement"), is made and entered into, by and between the **City of Wausau** (the "CITY") and **Marathon County Health Department** ("MCHD"),

RECITALS

WHEREAS, the City of Wausau has received a Lead Hazard Reduction Capacity Building Grant through the US Department of Housing and Urban Development, Office of Lead Hazard Control and Healthy Homes in the amount of \$1,984,999 for the performance period of October 15, 2024, through October 15, 2027; and

WHEREAS, a part of the Lead Capacity Building Grant is the ability to provide a Program Manager who must perform at least 75% of their time towards the implementation of this grant; and

WHEREAS, Marathon County Health Department has the capacity and personnel to provide this required position; and

WHEREAS, CITY desires to purchase services from MCHD for HUD Lead Capacity Building Grant services; and

WHEREAS, MCHD is presently situated and capable of providing services to residents of Marathon County; and

WHEREAS, MCHD maintains a principal place of operation located at 1000 Lakeview Drive, Wausau, WI 54403; and

WHEREAS, this Agreement is made for the purpose of outlining the respective obligations of the parties related to the 2025 HUD Capacity Building Grant activities as outlined.

AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals (which are acknowledged to be true and correct and are incorporated into this Agreement) and the promises and agreements hereinafter contained, and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each party to this Agreement), it is agreed by the CITY and MCHD as follows:

1.0 TYPE OF SERVICES. MCHD agrees to provide the services detailed herein for HUD Lead Capacity Building Grant Services in response to a request by CITY for such services.

- Develop targeted marketing and outreach
- Build local Lead Hazard Control Partnerships
- Educate entities on the benefits of program participation and lead-based paint hazard regulations
- Coordinate and contract with local organizations that have relationships with the target populations to promote the work of this grant, including, but not limited to:
 - Contractor training and development
 - Promote access to Fair Housing Act Benefits
- Investigate opportunities to incorporate lead hazard control into existing programs
- Develop the mechanism or capacity for data sharing
- Conduct or facilitate lead hazard activities
- Facilitate purchase of equipment or supplies, as needed and with approval of the CITY
- Develop and implement procedures/guidelines governing program elements
- Ensure, through hiring, training, and development, internal organizational expertise
- Develop systems for sustaining a viable lead hazard control program after the completion of this grant cycle

2.0 COMPENSATION. CITY shall compensate MCHD for services detailed in this agreement as follows:

2.1 Compensation. Award will be given in monthly payments equal to the time spent for grant-related activities, as well as allowable expenses, not to exceed the total three -year expenditure of \$505,000 through the HUD Lead Capacity Building Grant along with a ten percent (10%) match. Actual rates of pay and benefits will vary throughout the life of the grant and will be billed accordingly for the following positions:

- Environmental Health and Safety Director

- Environmental Health Manager
- Environmental Health Sanitarian(s)
- Public Health Nurse(s)
- Health Officer
- Environmental Health Resources Coordinator
- Administrative Assistant(s)
- Health Educator(s)
- Cultural Liaison

Additional reimbursable expenses include:

- Printing
- Paid Media
- Travel
- Equipment
- Translation and Interpretation services

The City of Wausau is responsible for paying all agreed upon expenses incurred by MCHD as agreed to in this contract regardless of the City of Wausau's ability to be reimbursed by HUD.

2.2 Billing. MCHD will invoice the City of Wausau on a monthly basis for time spent on HUD project activities.

2.3 Compensation Amendment. CITY and MCHD may increase or decrease the allocation of \$505,000 (plus 10% match amount) as needed to address additional or fewer duties deemed necessary as the capacity grant progresses. Such increases or decreases must be submitted and approved to HUD prior to the amendment(s).

3.0 TERM OF AGREEMENT.

3.1 Term. Unless otherwise agreed in writing, the term of this agreement shall commence on January 1, 2025 and shall expire on October 15, 2027. The Agreement may also be terminated subject to termination provisions under Section 5.0. Expenditures by the MCHD for grant development and training that occurred prior to January 1, 2025 but not before October 15, 2024 may be included with the reimbursables as stated in Section 2.0.

3.2. Renewal Procedures. The Agreement can be renewed through mutual written agreement for additional 1-year terms.

4.0 EXECUTION AND PERFORMANCE OF SERVICES.

4.1 MCHD Personnel. MCHD agrees to secure, at its own expense, all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be employees of CITY. Personnel may be adjusted or changed at the discretion of MCHD. MCHD will notify of staff

changes to the HUD project 30 days of anticipated change, or at the earliest possible opportunity.

4.2 Records. MCHD agrees to keep records regarding personnel allocation, expenses related to HUD grant activities, and any other required HUD grant reporting documentation. Information regarding expenses and related records shall be furnished on request and kept in accordance with county records retention guidelines.

5.0 TERMINATION OF AGREEMENT.

5.1 Termination: No Cause. Either party may terminate the Agreement, for any reason, at any time upon 90 days written notice to the other party.

5.2 Termination: Grant Termination. If the HUD grant is terminated, the Agreement shall terminate after notification is received by both parties of such grant termination.

6.0 INSURANCE and INDEMNIFICATION.

6.1 Indemnification of CITY. MCHD and its subcontractors shall indemnify, hold harmless and defend CITY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which CITY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of MCHD furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of CITY, its agencies, boards, commissions, officers, employees or representatives. The obligations of MCHD and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2. Indemnification of MCHD. CITY shall indemnify, hold harmless and defend MCHD, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which MCHD, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of CITY furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of MCHD, its agencies, boards, commissions, officers, employees or representatives. The obligations of MCHD and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2 Insurance. CITY and MCHD, its officers, boards, commissions, shall obtain and at all times during the term of this Agreement keep in full force and effect comprehensive general liability and auto liability insurance policies (as well as professional malpractice or errors and omissions coverage, if the services being provided are professional services) issued by a company or

companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department.

6.2.1 CITY shall be given ten (10) days advance notice of cancellation or nonrenewal of any insurance required under this Agreement. Upon execution of this Agreement, MCHD shall furnish CITY with a certificate of insurance.

6.2.2 In the event any action, suit or other proceeding is brought against CITY upon any matter herein indemnified against, CITY shall give reasonable notice thereof to MCHD and shall cooperate with MCHD in the defense of the action, suit or other proceeding.

7.0 NOTICE OF NONAFFILIATION.

MCHD may employ at various times outside contractors or promoters to assist it with all types and levels of products or services. MCHD agrees that it shall inform all outside contractors, promoters, and the public that the MCHD is not a legal employee, agent, or subdivision of CITY.

8.0 NOTICES.

8.1 Notices to the CITY. Except as more specifically provided by the terms of this Agreement, notice to the CITY shall be delivered via first class mail, return receipt requested, as follows:

Mayor Doug Diny
City of Wausau
407 Grant Street
Wausau, WI 54403

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Amanda Ostrowski, Interim Health Officer
Marathon County Health Department
1000 Lakeview Drive
Wausau, WI 54403

9.0 MISCELLANEOUS.

9.1 Integrated Agreement. This document, together with any and all instruments, exhibits, schedules or addenda attached hereto or referenced herein, sets forth the complete understanding of the parties relating to the matters which are the subject hereof and supersede any and all prior or contemporaneous written or oral agreements, understandings and representations relating thereto.

9.2 Modifications. This Agreement may only be modified in writing in a form signed by the parties or any officers of such parties with authority to bind the party. No oral statements, representations, or course of conduct inconsistent with the provisions of this Agreement shall be effective or binding on any party regardless of any reliance thereon by the other.

9.3 Choice of Law and Venue. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin. In the event of any disagreement or controversy between the parties over this Agreement, the parties agree that the sole and exclusive venue for any legal proceedings related to it shall be in the Marathon County Circuit Court (State of Wisconsin).

9.4 Construction.

9.4.1 Construction against the Drafter. Provisions for which ambiguity is found shall not be strictly construed against any party by virtue of that party having drafted or prepared the same.

9.4.2 Captions. Captions or any section or paragraph of this Agreement are for the convenience of reference only and shall not define or limit the scope of any provisions contained therein.

9.4.3 Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner so as to be effective and valid under applicable law. However, if any provision is prohibited by or found to be invalid or unenforceable under applicable law or for any other reason or under particular circumstances the same shall not affect the validity or enforceability of such provision under any other circumstances or of the remaining provisions of the Agreement. Such provision shall be deemed automatically amended with the least changes necessary so as to be valid and enforceable and consistent with the intent of such provision as originally stated.

9.4.4 Tense. Use of the singular number shall include the plural and one gender shall include all others.

10.0 ASSIGNMENT.

Neither party shall assign nor transfer any interest or obligation under this Agreement without the prior written consent of the other.

11.0 THIRD-PARTY BENEFICIARIES.

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or appeal existing duties, rights, benefits or privileges of any third-party or parties, including, without limitation, employees of either party and any other municipality located within the geographic limits of the CITY.

12.0 EXECUTION IN COUNTERPARTS.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

13.0 REPRESENTATION OF COMPREHENSION OF DOCUMENT.

In entering into this Agreement, the parties represent that they have relied upon the advice of their attorneys, who are the attorneys of their choice, concerning the legal consequences of this

2025 HUD LEAD GRANT AGREEMENT

**BETWEEN
MARATHON COUNTY HEALTH DEPARTMENT
AND THE CITY OF WAUSAU**

City Address: City of Wausau
Doug Diny
Mayor
City of Wausau
407 Grant Street
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RECITALS

WHEREAS, the City of Wausau has received a Lead Hazard Reduction Capacity Building Grant through the US Department of Housing and Urban Development, Office of Lead Hazard Control and Healthy Homes in the amount of \$1,984,999 for the performance period of October 15, 2024, through October 15, 2027; and

WHEREAS, a part of the Lead Capacity Building Grant is the ability to provide a Program Manager who must perform at least 75% of their time towards the implementation of this grant; and

WHEREAS, Marathon County Health Department has the capacity and personnel to provide this required position; and

WHEREAS, CITY desires to purchase services from MCHD for HUD Lead Capacity Building Grant services; and

WHEREAS, MCHD is presently situated and capable of providing services to residents of Marathon County; and

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- Investigate opportunities to incorporate lead hazard control into existing programs
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2.0 COMPENSATION. CITY shall compensate MCHD for services detailed in this agreement as follows:

2.1 Compensation. Award will be given in monthly payments equal to the time spent for grant-related activities not to exceed the total three -year expenditure of \$505,000 through the HUD Lead Capacity Building Grant along with a ten percent (10%) minimum of matched funding.

- Environmental Health and Safety Director \$46.51 per hour
- Environmental Health Manager \$37.80 per hour
- Environmental Health Sanitarians \$36.22 per hour

- Public Health Nurse \$32.40 per hour
- Health Officer \$49.36 per hour
- Environmental Health Resources Coordinator \$45.32 per hour
- Administrative Assistant \$21.58 per hour

2.2 Billing. MCHD will invoice the City of Wausau on a monthly basis for time spent on HUD project activities.

2.3 Compensation Amendment. CITY and MCHD may increase or decrease the allocation of \$505,000 (plus 10% match amount) as needed to address additional or fewer duties deemed necessary as the capacity grant progresses. Such increases or decreases must be submitted and approved to HUD prior to the amendment(s).

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Mayor Doug Diny
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407 Grant Street
Wausau, WI 54403

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Amanda Ostrowski, Interim Health Officer
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9.1 Integrated Agreement. This document, together with any and all instruments, exhibits, schedules or addenda attached hereto or referenced herein, sets forth the complete understanding of the parties relating to the matters which are the subject hereof and supersede any and all prior or contemporaneous written or oral agreements, understandings and representations relating thereto.

9.2 Modifications. This Agreement may only be modified in writing in a form signed by the parties or any officers of such parties with authority to bind the party. No oral statements, representations, or course of conduct inconsistent with the provisions of this Agreement shall be effective or binding on any party regardless of any reliance thereon by the other.

9.3 Choice of Law and Venue. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin. In the event of any disagreement or controversy between the parties over this Agreement, the parties agree that the sole and exclusive venue for any legal proceedings related to it shall be in the Marathon County Circuit Court (State of Wisconsin).

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9.4.4 Tense. Use of the singular number shall include the plural and one gender shall include all others.

10.0 ASSIGNMENT.

Neither party shall assign nor transfer any interest or obligation under this Agreement without the prior written consent of the other.

11.0 THIRD-PARTY BENEFICIARIES.

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or appeal existing duties, rights, benefits or privileges of any third-party or parties, including, without limitation, employees of either party and any other municipality located within the geographic limits of the CITY.

12.0 EXECUTION IN COUNTERPARTS.

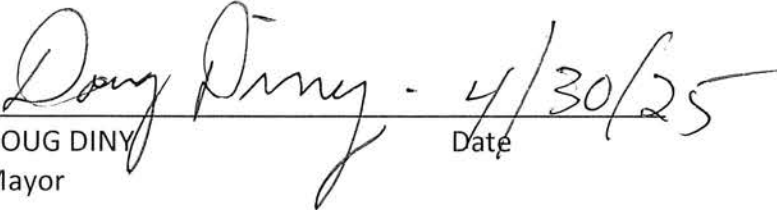
This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

13.0 REPRESENTATION OF COMPREHENSION OF DOCUMENT.

In entering into this Agreement, the parties represent that they have relied upon the advice of their attorneys, who are the attorneys of their choice, concerning the legal consequences of this

Agreement. They further agree that the terms of this Agreement have been completely read and explained to them and they are fully understood and voluntarily accepted.

FOR CITY OF WAUSAU

 - 4/30/25

DOUG DINY Date
Mayor

FOR MARATHON COUNTY:

 4/23/2025

LANCE LEONHARD Date
Marathon County Administrator

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

RESOLUTION OF THE FINANCE COMMITTEE	
Authorizing to Enter into First Addendum, Service Agreement between the City of Wausau and Marathon County Health Department for Implementation of the Lead Hazard Reduction Capacity Building Grant through the Office of Lead Hazard Control and Healthy Homes through the U.S. Department of Housing and Urban Development.	
Committee Action: <i>Pending</i>	
Fiscal Impact: Beginning allocation of \$505,000	
File Number: 25-0424	Date Introduced: October 14, 2025

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$505,000</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the City of Wausau has previously accepted the Lead Hazard Reduction Capacity Building grant through the Office of Lead Hazard Control and Healthy Homes through the U.S. Department of Housing and Urban Development (HUD) to assist with Lead Hazard Reduction activities in older homes located throughout the City of Wausau; and

WHEREAS, the City of Wausau was awarded \$1,984,999, in which part of the grant requirement is the ability to provide a Program Manager who must perform at least 75% of their time towards the implementation of this grant; and

WHEREAS, the Marathon County Health Department has the capacity and personnel to provide this required position; and

WHEREAS, the City desires to purchase services from Marathon County Health Department for HUD Lead Capacity Building Grant services; and

WHEREAS, on April 9, 2025, the Common Council of the City of Wausau has reviewed and approved the initial Service Agreement between the City of Wausau and Marathon County Health Department; and

WHEREAS, an addendum to the Service Agreement was presented to the City by the Health Department on September 4, 2025, which provided a better description of what services the County will provide and what services the City will provide; and

WHEREAS, the Common Council of the City of Wausau has reviewed and approved the First Addendum, Service Agreement between the City of Wausau and Marathon County Health Department.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, that the proper City officials are hereby authorized to execute First Addendum, Service Agreement between the two entities as well as any necessary documents associated with this Agreement and subsequent reporting documents as needed for the Lead Hazard Reduction Capacity Building grant.

Approved:

Doug Diny, Mayor



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.

Referendum Communication Services including developing a key message, creating a fact sheet and FAQ on the referendum developing an outreach strategy and performing outreach services through direct mail, posters, and presentations. Developing an online presence through website and social media. Distribute news releases.

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

The city has no professional communication individuals on staff. Education is critical to a successful campaign.

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 city communicated with several cities regarding these services. Mueller Communications has the most substantial experience in the municipal referendum area. City of Whitewater did a competitive procurement and received two proposals. The alternate proposer had limited experience. We compared the costs of Whitewater to the City of Wausau proposal and found them reasonable.

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

Searched online and the league municipal products and services provider list.

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

Compared to Whitewater costs.

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: Finance

Preparer: Maryanne Groat

Vendor Name: Mueller Communications

Expected amount of purchase or contract: \$77,769 or 129,891

Department Head Signature: Maryanne Groat Date: 10/09/2025

Finance Director Signature: Date:

WHEREAS, your Finance Committee on September 27, 2022, authorized the proper City officials to accept the 2022 SAFER grant; and

WHEREAS, the Common Council at their September 27, 2022, meeting approved accepting the SAFER grant and adding nine additional firefighters to the Fire Department Roster for a 3-year period beginning 12/31/2023; and

WHEREAS, the SAFER grant was amended on January 1, 2023, to extend the grant performance period to February 05, 2026; and

WHEREAS, ARPA funds must be spent by December 31, 2026; and

WHEREAS, the 2026 budget finances the twelve firefighter positions with the final SAFER and ARPA grant allocations, along with other one-time revenues, which will not be available in future years; and

WHEREAS, the State of Wisconsin's levy limit law restricts the annual levy increase to net new construction, which is insufficient to cover the yearly cost of service increases and provides no extra funding for the twelve positions; and

WHEREAS, Wisconsin Statute 66.0602(4) allows municipalities to exceed their allowable levy limit by referendum; and

WHEREAS, a critical component of a successful referendum is effective public communication and community education, and

WHEREAS, the city does not have communication professionals on staff; and

WHEREAS, on October 9th, 2025, the Committee of the Whole approved retaining Mueller Communications to provide referendum public communication and education services in the amount of _____; and

WHEREAS, on October 14, 2025, your Finance Committee considered and recommended a budget modification from reserves to finance these services.

BE IT FURTHER 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 Other General Government Professional Services in the amount of \$ _____ from General Fund reserves.

Approved:

Doug Diny, Mayor

WHEREAS, your Finance Committee on September 27, 2022, authorized the proper City officials to accept the 2022 SAFER grant; and

WHEREAS, the Common Council at their September 27, 2022, meeting approved accepting the SAFER grant and adding nine additional firefighters to the Fire Department Roster for a 3-year period beginning 12/31/2023; and

WHEREAS, the SAFER grant was amended on January 1, 2023, to extend the grant performance period to February 05, 2026; and

WHEREAS, ARPA funds must be spent by December 31, 2026; and

WHEREAS, the 2026 budget finances the twelve firefighter positions with the final SAFER and ARPA grant allocations, along with other one-time revenues, which will not be available in future years; and

WHEREAS, the State of Wisconsin's levy limit law restricts the annual levy increase to net new construction, which is insufficient to cover the yearly cost of service increases and provides no extra funding for the twelve positions; and

WHEREAS, Wisconsin Statute 66.0602(4) allows municipalities to exceed their allowable levy limit by referendum; and

WHEREAS, a *CRITICAL* component of a successful referendum is effective public communication and community education, and

WHEREAS, the city does not have communication professionals on staff; and

WHEREAS, on October 9th, 2025, the Committee of the Whole approved retaining Mueller Communications to provide referendum public communication and education services in the amount of _____; and

WHEREAS, on October 14, 2025, your Finance Committee considered and recommended a budget modification from reserves to finance these services.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, that the proper City Officials are hereby authorized and directed to execute a contract for a public information and education campaign with Mueller Communications; and

Approved:

Doug Diny, Mayor



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

City of Wausau, Wisconsin

Audit Exit Presentation

Year ended December 31, 2024

Audit Scope



Report on the organization's financial statements



Internal control/
management letter



Required governance communications letter



Report on internal control over compliance with major program requirements (federal & state awards)





AUDIT OPINIONS

Financial statement

Financial statement audit opinion is **unmodified**.

Federal & State awards

Federal & State awards audit opinion is **unmodified**.



AUDIT RESULTS

Financial statement

Material Weakness

- Adjustments to City's Financial Records

Federal & State awards

No material weaknesses noted.

Significant Deficiency

- Suspension and Debarment





Management Letter Recommendations

Year End Close Procedure

Industry Trends – Employee Turnover

2025 Single Audit Changes



GASB 101 Compensated Absences



Effective date
December 31, 2024



Updated framework

- Reevaluate leave policies
- Liability must include any accumulated leave that is unused or used but unpaid



Examples include

- Sick leave not paid at termination
- Vacation
- Comp Time
- Parental leave
- Military leave and jury duty that has commenced



Financial Statement Highlights and Trends



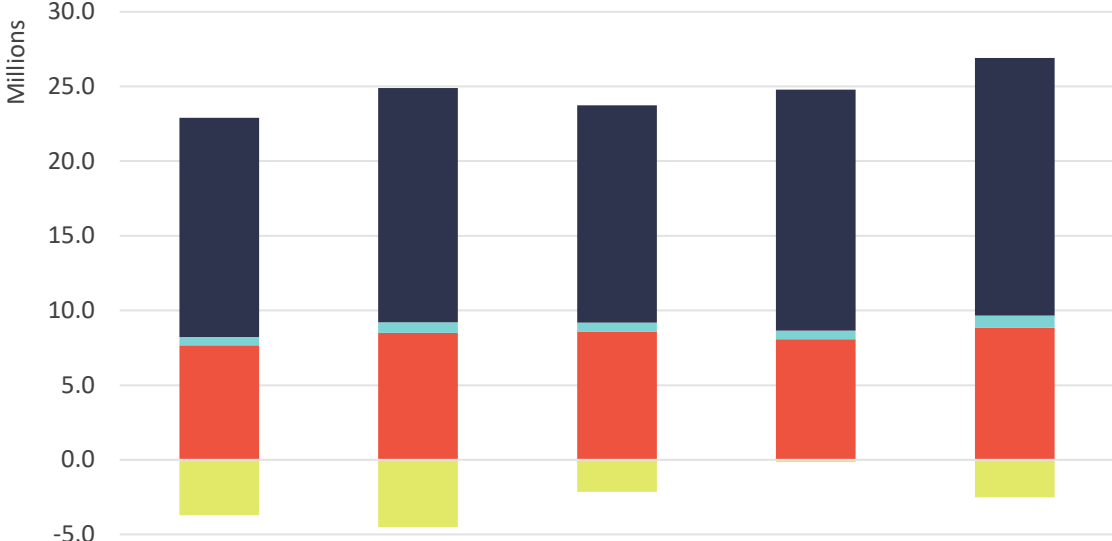
**Governmental
Funds**

General Fund

**Enterprise
Funds**



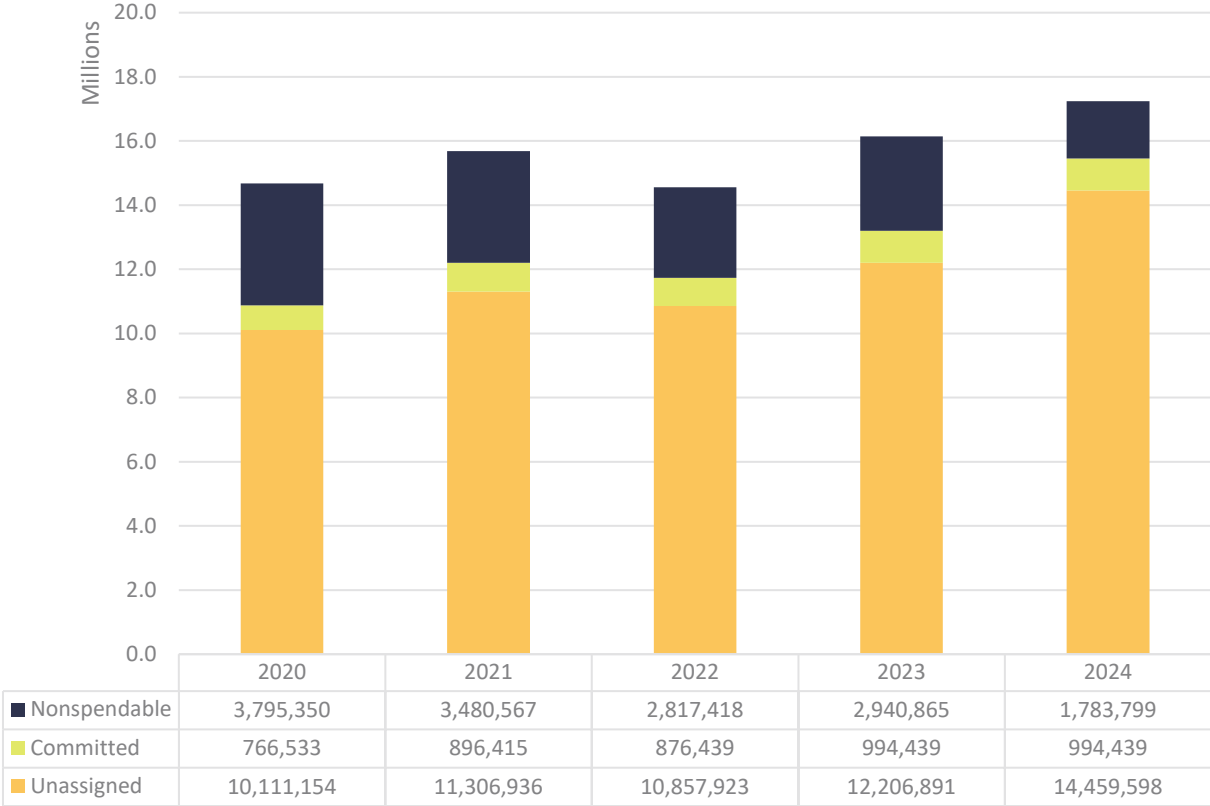
Governmental Funds Fund Balance



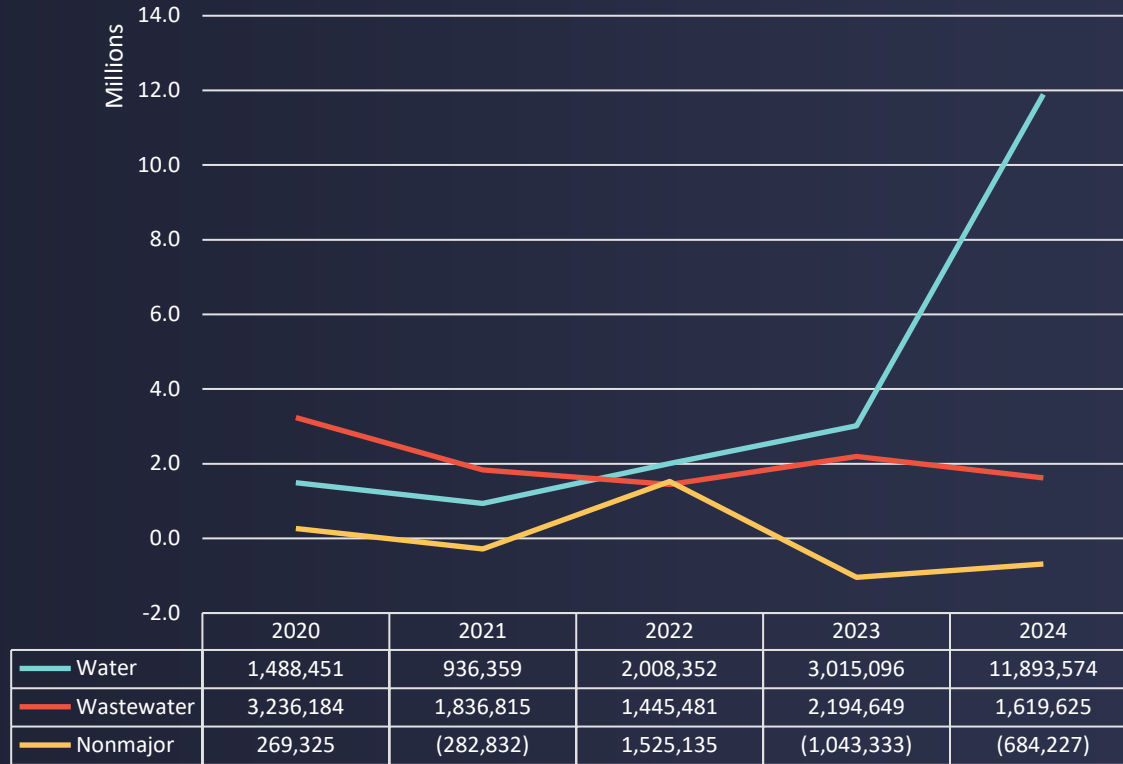
	2020	2021	2022	2023	2024
■ General Fund	14,673,037	15,683,918	14,551,780	16,142,195	17,237,836
■ Debt Service	568,003	703,397	600,531	584,615	811,845
■ Special Revenue	7,658,147	8,506,570	8,585,259	8,069,585	8,850,991
■ Capital Projects	(3,700,110)	(4,497,783)	(2,152,635)	(142,634)	(2,514,136)



General Fund Fund Balance



Enterprise Funds – Change in Net Position





Looking Ahead

Items to watchout for in 2025-2026

One Big Beautiful Bill Act

Premium Pay on Overtime

1099 Threshold

Upcoming GASB Standards

GASB 103 – Financial Reporting Model Improvements

GASB 104 – Disclosure of Certain Capital Assets

American Rescue Plan Act

Obligation deadline December 31, 2024

Expenditure deadline December 31, 2026



Insights

Stay informed and
prepare for what's next.





Questions and Feedback

We appreciate the opportunity to serve you and welcome any feedback relative to our performance and to the engagement.





Jon Trautman, CPA
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Jon.Trautman@CLACONNECT.com
920-455-4312



Stuart Randall, CPA
Manager
Stuart.Randall@CLACONNECT.com
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