



**OFFICIAL NOTICE & AGENDA**  
REGULAR MEETING

**MEETING:** Finance Committee  
**DATE/TIME:** Tuesday, February 10, 2026 at 5:15 PM  
**LOCATION:** Wausau City Hall – Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Michael Martens (C) Vicki Tierney (VC)  
Becky McElhaney Aaron Griner  
Sarah Watson

**AMENDED**

**1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**

**2 Consideration of the minutes of the preceding meeting(s).**

**January 27, 2026** Regular Finance Committee Minutes

**3 Discussion and possible action.**

- a. Authorization for entering into Memorandum of Understanding with both Healthy Opportunities for Latin Americans (HOLA) and New Beginnings Inc. through the U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction Capacity Building Grant.
- b. Approving Amendment to Professional Services Contract with EPLEX, LLC.
- c. Approving Amendment to the City of Wausau Comprehensive Fee Schedule Regarding Commercial Building and Plumbing Plan Reviews.
- d. Approving Airspace Obstruction Removal Agreement with Schofield Ridgeland Legacy LLC – 724 and 732 Ridgeland Avenue, Schofield.
- e. Approving Airspace Obstruction Removal Agreement with Zachary Lange – 811 Ridgeland Avenue, Schofield.
- f. Approving Sixth Amendment to Advanced Physical Therapy and Sports Medicine, S.C. On-Site Health Services Agreement.
- g. Approving Sole Source Request for the purchase of real estate acquisition services related to traffic signal relocation at the intersections of Grand Avenue/Townline Road and Grand Avenue/Sturgeon Eddy Road through Becher Hoppe for the Wausau Department of Public Works.
- h. Approving lease of the Riverlife Park Concession Building to Sawmill Mini Golf, LLC for the operation of an ice cream business.

**4 Adjournment.**

Michael Martens, Chair

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND  
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

DATE: 02/06/2026  
TIME: 12:00 PM  
POSTED BY: Kody Hart



This meeting can be viewed on YouTube and Channel 981 on Cable TV

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@wausauwi.gov](mailto:ADAServices@wausauwi.gov) 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.



City of Wausau  
(715) 261-6500 | [clerk@wausauwi.gov](mailto:clerk@wausauwi.gov)  
[wausauwi.gov](http://wausauwi.gov)





**OFFICIAL MINUTES**  
REGULAR MEETING

**MEETING:** Finance Committee  
**DATE/TIME:** Tuesday, January 27, 2026 at 6:00 PM  
**LOCATION:** Wausau City Hall – Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Michael Martens (C) Vicki Tierney (VC)  
Becky McElhaney Aaron Griner  
Sarah Watson

Members Present: Michael Martens, Vicki Tierney, Becky McElhaney , Sarah Watson  
Members Not Present:  
Members Excused: Aaron Griner  
Present 4, Not Present 0, Excused 1

Noting the presence of a quorum, the Chairperson called the meeting to order at 06:01 PM.

**1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**

**2 Consideration of the minutes of the preceding meeting(s).**

Motion by Tierney, seconded by Watson, to approve all items outlined below. Motion Passed, 3-0.

**January 13, 2026 Regular Finance Committee Minutes**

**3 Discussion and possible action.**

- a.** Approving Sole Source Request for the purchase of oblique imagery services through Pictometry International Corporation for the Department of Public Works.

Motion by Watson, seconded by Tierney, to approve the sole source request. Motion Passed 3-0.

- b.** Approval of Cole Lundberg land lease for hangar construction at the Wausau Downtown Airport.

Motion by Watson, seconded by Tierney, to approve the Cole Lundberg land lease for the hanger. Motion Passed 3-0.

- c.** Approval of Cessna Storage LLC land lease for hangar construction at the Wausau Downtown Airport

*McElhaney was present for the rest of the meeting.*

Motion by Watson, seconded by Tierney, to approve the Cessna Storage LLC land lease. Motion Passed 4-0.

**4 Adjournment.**

Motion by Tierney, seconded by Watson, to adjourn. Motion carried. Meeting adjourned at 6:04 PM.

The recording of this meeting may be viewed on  
YouTube [@CityofWausauMeetings](#)



City of Wausau  
(715) 261-6500 | [clerk@wausauwi.gov](mailto:clerk@wausauwi.gov)  
[wausauwi.gov](http://wausauwi.gov)





## MEMO

TO: Finance Committee Members

FROM: Tammy Stratz, Community Development Manager

RE: Responses to Request for Proposals for Lead Program Outreach Initiative  
From New Beginnings and HOLA, Inc.

DATE: January 23, 2026

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 have partnered and entered into a MOU of how we are going to meet the contract requirements. As a part of the grant application, we identified the need for outreach services for non-English speaking residents. Late last year we released a Request for Proposals for these services. We received two – one from New Beginnings for Refugees and one from HOLA, Inc. Both proposals are attached. Kate Florek and Rachel Klemp North from the Health Department and myself reviewed the RFPs and met with each organization to review their submittals to better understand how each organization could assist with outreach. As part of this process, we discovered that both agencies have their own niche in the community and both provide huge benefits to partner with.

As part of the Capacity Building grant, a budget of \$426,378 was proposed for this type of service. This was for a 3-year period. Since we only have 1 ½ years left in the grant, we are proposing to allocate \$212,500 to each organization. We have discussed this with them and they are both willing to adjust their budgets accordingly and are very willing to work with each other. Attached is a draft Memorandum of Understanding between the City and each agency as we did with the County Health Department outlining the responsibilities of each organization. The agreement will be effective from the date after City Council approval, through the end of the HUD grant period, with a provision allowing for an extension if the City or County receives an additional lead grant.

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](mailto:tammy.stratz@wausauwi.gov).

Thank you.

**To: City of Wausau Community Development and Marathon County Health Dept**  
**Attn: Tammy Stratz**  
**Proposal: Lead Hazard Outreach, Education, and Program Support**  
**Applicant: HOLA, Inc.**  
**January 8, 2026**

#### A. Organizational Overview

Incorporated in August 2023, HOLA (Healthy Opportunities for Latin Americans) is a non-profit organization based in Wausau that serves as a vital bridge, connecting Latino individuals and families in an 8-county area of central WI to healthcare, community services, and legal resources. HOLA builds partnerships across communities, and through collaboration with community partners, we are able to provide important resources and assistance.

**Our Mission:** To empower all Latinos to be thriving members of our central Wisconsin community while preserving their rich culture and language.

**Our Vision:** We envision healthy Latino individuals and families contributing to our community and building a stronger, more inclusive central Wisconsin.

To help you better understand the interplay between HOLA and H2N, it is helpful to review our history. In Spring 2020, the Wisconsin Institute for Public Policy and Service (WIPPS) and Medical College of Wisconsin-Central Wisconsin assembled community partners to strengthen communication channels and facilitate regular information exchange between public health/health systems/resource agencies and Hmong, Hispanic, and rural communities through a network of CHWs. This became the Hmong and Hispanic Communication Network (H2N) and Rural Resiliency Network (R2N). Although prevention and mitigation of COVID-19 was the premise, from the beginning, H2N/R2N CHWs were also addressing basic needs of individuals and families in their communities. The bidirectional communication model persists and has been adapted to meet additional community-identified needs. H2N Hispanic leaders founded HOLA, and it became the backbone community-based organization for H2N/R2N in 2024. H2N/R2N CHWs are employed by HOLA and/or WIPPS.

Although HOLA's founding mission and vision focus on Latin Americans, HOLA delivers programs in English, Spanish, Portuguese, and Hmong. HOLA provides all assistance and services to individuals and families free of charge, delivered in their preferred language.

HOLA's activities are focused on 4 areas of service:

1. H2N – backbone organization and fiscal agent for Hmong and Hispanic Communication Network (H2N) and Rural Resiliency Network (R2N). H2N/R2N CHWs have been doing out outreach to promote wellness through blood pressure

and diabetes screenings, pop-up influenza vaccination clinics, bilingual certified Health Navigators, connections to primary care, CPR and Stop-the-Bleed trainings, and sharing of other health-related information and resources.

2. Family Support and Case Management - interpretation and translation, resource navigation, job seeker support, referrals/warm hand-offs to other nonprofits for services and follow-up.
3. Legal Assistance - Referrals to qualified attorneys who offer pro bono or affordable legal assistance.
4. Community and cultural enrichment and events

HOLA has a trusted presence in Wausau and throughout central Wisconsin. Our work is centered on reducing systemic, linguistic, cultural, and other barriers by providing responsive outreach, education, and health and resource navigation services in close collaboration with other community-based organizations, healthcare entities, public health and private foundations and businesses.

Specific examples of Community Engagement and Outreach Experience that demonstrate H2N/HOLA's capacity to reach underserved populations and deliver impactful public health initiatives:

- CHWs led canvassing efforts in targeted neighborhoods for the first season of the EquiFlow lead service line replacement project in Wausau. They also inspected service lines to determine the type of service line (lead, galvanized iron, copper, etc.) and whether they qualified for the program. HOLA continues to lead community outreach for EquiFlow, including door-to-door communications, sharing flyers, social media posts, staffing community events and having conversations about the dangers of lead. HOLA also helps support EquiFlow with interpretation and translation services as needed.
- Let's Get Vaxxed campaign incorporated videos featuring local community members on diverse social media and media platforms (over 25,000 views), videos in 3 languages about "what to expect" at the AMI mass vaccination site, virtual community conversations with trusted messengers to reduce fears, pop-up COVID vaccination clinics in "safe" neighborhood sites.
- Bilingual certified (by the Wisconsin Office of the Commissioner of Insurance) Health Navigator team – central Wisconsin subcontractor for Covering Wisconsin that provides individualized health navigation services connecting uninsured and underinsured families to health insurance (if eligible), affordable/accessible primary care, and services to address social determinants of health.
- Biweekly Community Collaborator meeting, ongoing since Spring 2020, that has brought together representatives from Aspirus, Bridge Clinic, Marathon County Health Dept, Marshfield Clinic, ADRC, HealthFirst, Wausau Free Clinic, Medical College of Wisconsin-Central WI, United Way, and other partners for bidirectional communication with CHW team leaders.

- Heart Healthy Learning Collaborative – HOLA was chosen by the Wisconsin Department of Health Services as the only 2025 recipient of a grant to lead an initiative to bring clinical partners, public health, community-based organizations, and CHWs together to pilot collaborative projects to improve hypertension prevention, diagnosis, treatment, and control in working age adults facing barriers to health. This will run through the summer of 2028.
- H2N CHWs facilitated deliberative dialogues in Spanish as part of WIPPS Let’s Talk Marathon County project to create safe, culturally respectful spaces for community members to have civil conversations about difficult topics (eg immigration, gun violence, childcare, teen mental health, homelessness), also bringing more diverse perspectives to the 2+ year project.

HOLA’s established relationships and community-based approach position the organization to effectively support lead hazard awareness, prevention, and capacity building activities, particularly in high risk and underserved neighborhoods with older housing stock and among families and workers most vulnerable to lead exposure.

#### B. Project Approach and Work Plan

HOLA is uniquely positioned to meet the Scope of Work for the City of Wausau Lead Hazard Awareness and Capacity Building Grant through its trusted presence in Hispanic/Latino and Hmong communities, multilingual staff, and extensive community partnerships, including an existing collaboration with EquiFlow. HOLA will address the grant objectives by:

1. Increasing Community Awareness of Lead Hazards:  
HOLA will educate residents on lead risks in paint, soil, plumbing, and consumer goods through in-person outreach including at grocery stores, churches, community centers, schools, and community events; facilitated community conversations; targeted social media campaigns, WhatsApp messages, multilingual flyers, infographics, podcasts, and local art signage. Additionally, HOLA will distribute program branded water cans at summer sports tournaments to expand reach and provide easily accessible program information.
2. Promoting Access to Services:  
HOLA will work with EquiFlow to coordinate access to residents in households targeted for service line inspections and/or houses that have already had lead service line replaced, through which education about lead exposure health impacts and other lead sources (eg paint) and lead risk assessments will be offered. Lead risk assessors will visit homes that are receptive to a visit. If allowed, the assessment will include use of Lumetallix to detect lead. This product is relatively inexpensive, and it is fast (instant), easy to use, sensitive, accurate, and safe to use.

HOLA’s bilingual community health workers (CHWs) will guide families through Lead Risk Assessment program enrollment through this and other settings, answer

questions, and break language and cultural barriers. Collaborations with partnering organizations, small businesses, and locations will ensure outreach occurs in familiar, trusted community spaces.

3. **Connecting Contractors to Training Opportunities:**  
HOLA will engage local contractors, handy persons, and tradespeople, particularly minority and immigrant owned businesses through events, social media, and direct messaging to promote free or fee reimbursed Lead Contractor Training programs. CHWs will provide guidance and support for enrollment and completion.
4. **Culturally Relevant and Accessible Messaging:**  
HOLA ensures all lead-related communications are culturally sensitive and accessible, using simple language, bilingual infographics, and trusted communication channels, including social media, public flyers posted across local businesses in the Wausau area and WhatsApp group chat.

HOLA would be able to begin services within one week of a contract award, with an initial step to meet with Marathon County Health Department (MCHD) project leaders to evaluate and discuss our work plan and metrics, clarify roles, and strategize to best coordinate our activities. We would also want to set up a regular meeting schedule with MCHD and any other key partners.

#### Estimated Timeline to Begin Services

- Week 1–4 after contract award: Staff onboarding, planning, and coordination with community partners. Find first available lead risk assessor training opportunity.
- Week 3–7: Development and translation of outreach materials (flyers, infographics, social media content, water can label). Development of processes and protocols for lead risk assessments, mitigation strategies for households with known lead sources, and MCHD activation. Develop plan with CIP about potential coordinated home visits and referrals. Develop internal and external referral and scheduling systems for lead risk assessments
- Week 8–10: Initial community outreach events at grocery stores, schools, churches, and community centers; launch of social media and WhatsApp campaigns.
- Week 11–13: Begin contractor outreach and promotion of lead-safe training programs; distribute promotional water cans at community events and summer sports tournaments.
- Ongoing: Continued multilingual outreach, educational events, lead risk assessments, contractor engagement, and collaboration with partners to maximize reach and participation.

### C. Multilingual Capacity

HOLA has the demonstrated ability to provide high quality outreach, education, and navigation services in:

- English
- Spanish
- Hmong
- Portuguese

Our in-house team of 8 bi/tri lingual community health workers (CHWs) have expertise in culturally and linguistically appropriate communication. All services are delivered by these trained bilingual or multilingual CHWs who reflect the communities they serve.

HOLA/H2N:

- supports local health department (Marathon, Wood, Clark, Taylor, Lincoln, Shawano, and Langlade) outreach and engagement efforts through interpretation at farms, restaurants, churches, and community events
- partners with community-based orgs such as The Babies' Place and Children's Wisconsin to provide them with interpretation services
- assists in creation of multilingual, culturally responsive infographics and videos to support community-based knowledge
- has experienced medical interpreters who assist patients and clients at Wausau Free Clinic, HealthFirst, and other clinical settings

### D. Community Engagement Strategy

HOLA serves Hispanic/Latino and Hmong communities in Wausau and across Central Wisconsin. These populations include families, workers, small business owners, and tradespeople who may face language, cultural, or systemic barriers to accessing health and safety programs. Through this project we will serve any individual, family, or group in Wausau desiring education about lead hazards and available programming and assistance.

#### Outreach Methods

HOLA plans to employ a multifaceted, culturally responsive approach to reach communities where they live, work, and gather:

- In-person events at accessible and safe locations such as grocery stores, schools, churches, community centers, and public events and at times that are convenient for community members
- Mobile unit outreach to provide services and education at neighborhood locations where there may not otherwise be available space, and it mitigates weather issues
- Digital communication through WhatsApp group messaging (190+ members), social media platforms, and the HOLA podcast
- Local media public service announcements (including on the Hmong radio station)
- Brief catchy videos in English, Hmong, and Spanish

- Multilingual materials including flyers, infographics, and signage in English, Spanish, and Hmong
- Community branded items such as water cans distributed at summer sports tournaments to share program information
- Collaboration with WIC program and other community partners that serve families with young children to help educate new mothers about the importance of lead related health hazards
- Collaboration with EquiFlow to reach homes being targeted for or that have already had lead service line replacement

### Partnerships

HOLA collaborates with trusted local organizations to maximize reach and engagement, including Neighbors' Place, Community Partners Campus, Wausau Free Clinic, Hmong American Center, Children's Imaginarium, Marathon County Health Department, Bridge Community Clinic, HealthFirst/WIC, Aspirus, Marshfield Clinic, Medical College of Wisconsin-Central Wisconsin, Wisconsin Institute for Public Policy and Service, ECDC, New Beginnings, and United Way of Marathon County. These partnerships ensure outreach occurs in familiar, trusted spaces and the ability to connect families to a range of services, as well as increase our capacity to reach communities in multiple ways.

### Cultural Responsiveness

HOLA's bilingual community health workers (CHWs) lead education and outreach efforts, using simple, clear language and culturally relevant materials. They are trusted messengers. CHWs provide individualized guidance, answer questions, and break down barriers to program participation. Messaging is adapted to reflect community values, norms, and practices, ensuring accessibility and trust.

To promote of Lead Hazard Awareness, the Grant Program, and Contractor Training HOLA will:

- Educate families on lead risks in paint, soil, plumbing, dust, and consumer goods and the potential harms related to lead exposure
- Promote the Lead Hazard Capacity Building Grant through in-person community events, WhatsApp, social media, local media, podcasts, flyers, community conversations and workshops, and signage
- Engage contractors and tradespeople, particularly minority and immigrant-owned businesses, to connect them to free or fee reimbursed lead contractor training programs
- Use CHWs to provide one on one guidance and support enrollment in programs
- Distribute branded items, such as water cans, and host outreach at summer events to reinforce awareness
- Plan and hold community conversations and workshops about the dangers of lead and educate Wausau residents

- Collaborate with Community Infrastructure Partners to optimize opportunities for doing lead risk assessments in households that are targeted for lead service line replacement or are being followed up after replacement has been done

### E. Reporting Experience

HOLA has the staff capacity and the experience required to meet all reporting, coordination, and recordkeeping expectations. Our team has a strong track record of managing multi-partner initiatives, maintaining accurate documentation, meeting metrics, and completing complex grant reporting for federal, state, county, and foundation funders.

HOLA has the organizational capacity to manage the fiscal responsibilities associated with this proposal. HOLA's funds are held in a trust account that is administered through the Fiduciary Services Department of Ruder Ware, L.L.S.C. Fiduciary Services provides the following services to HOLA: (i) custody of assets in segregated accounts identified by the names of granting organizations, (ii) investment of assets in money market funds that are backed 100% by U.S. Treasury issues, (iii) cash flow planning, (iv) fund disbursements, (v) quarterly reporting of account activity, (vi) on-line access to all account activity by HOLA's officers, and (vii) an itemized, year-end report of account activity for tax reporting and audit compliance purposes. Fiduciary Services credits the receipt of funds to an appropriate HOLA account and reports the receipt to an attorney-trustee and the president of HOLA. Disbursements from the account require the approval of (i) the Fiduciary Services Administrator or the Assistant Administrator, (ii) an attorney-trustee, and (iii) the president of HOLA. HOLA's Form 990-PF, Return of Private Foundation, is prepared by a certified public accounting firm retained by Fiduciary Services. KerberRose, CPAs, provides audit services for grants that require certified audits.

#### Complex grant reporting:

Mariana Savela has extensive experience completing detailed grant reports that include demographic data, performance metrics, expenditure tracking, reimbursement documentation, and narrative summaries. This currently includes quarterly and annual reporting for the Wisconsin Department of Health Services, Advancing Healthier Wisconsin Endowment, and Wisconsin Partnership Program. In the past we have prepared reports for the WI Dept of Natural Resources, CDC Foundation, Community Catalyst, and the WI Dept of Administration. We work with many other smaller funders that also require reports.

#### Coordinating multiple events and activities:

Our team regularly manages simultaneous community events, trainings, outreach activities, and coalition meetings across multiple counties. Staff handle scheduling, logistics, documentation, and follow-up to ensure all activities align with grant deliverables.

Maintaining accurate records and compliance:

HOLA maintains organized, timely records for case management programs, coalition work with other partners, and grant-funded initiatives. This includes event data, utilization of Qualtrics tools, Wisconsin Immunization Registry input, tracking referrals, service delivery, attendance, demographic information, and financial documentation. Staff also participate in required check-ins and compliance reviews within the different partners and grantors.

## F. Staffing Plan

\*highlighted personnel would like to and are qualified to complete Lead Risk Assessor training.

**Yingyakia Vang** – Project Coordinator and Lead Risk Assessor

She has a BS in Human Services Leadership. She has been the Community Outreach Coordinator for the EquiFlow project for over 1 year, through which she is doing education about health hazards related to lead exposure and has experience in visiting homes to inspect lead service lines and discuss replacement opportunities.

**Audrey Day** – Lead Risk Assessor and community outreach

She has a BA in Global Health with a minor in Sustainability. She had been a community health worker for a county health department and over the past year since being with H2N/R2N, she has worked on a well-water testing project and community outreach for EquiFlow.

**Gustavo Perna** – Lead Risk Assessor

He has MEd and Bachelors degrees in Physical Activity/Sports and in Business. He has been a CHW with H2N (WIPPS) for 15 months, through which he has been most involved with a well water testing project, health and wellness education, community-based health screenings, designing a longitudinal adult wellness program for farmworkers, and coordinating the PATCH Wausau teen educator program.

**Francisco Guerrero** – Lead Risk Assessor and contractor outreach

He has Bachelors in Agriculture. He has completed OSHA General Industry Safety Class and has inspected workplaces including farms. He is a certified Health Navigator and Coordinates the H2N Hispanic team. He spent much of 2024 working with the EquiFlow project, canvassing and inspecting homes in target neighborhoods.

**Menay Her** – social media and media creation and coordination, in-person outreach

She has completed some college courses and recently joined H2N as a CHW and has interest and skills in developing community relationships and social media.

Angelica Espinoza – in-person outreach

She recently joined H2N as a CHW. She was a CHW with Wisconsin Council of Churches during COVID and coordinated many outreach events with community partners. She will be doing weekly lead hazard outreach at the Community Partners Campus.

Mariana Savela – H2N Program Manager

She has a BA in Accounting. She has been a leader in the H2N project since Fall 2020 when she took on Hispanic CHW Coordination and subsequently became H2N Program Manager. She manages the complex blended funding model that has enabled the H2N project to be sustained and she coordinates personnel. She is a founder of HOLA and currently the President of the Board. For this project she will be responsible for data compilation and reporting and grant management.

### G. Social Media & Digital Content Examples

Here are some examples of content:

Facebook

<https://www.facebook.com/search/top?q=h2n%20community%20announcements>

H2N Community Announcements  
16h · 🌐

Marathon County Health Department · Follow  
January 6 at 8:00 AM · 🌐

These FREE lead-safety trainings are filling fast!  
🔧 Contractors and their teams can gain hands-on lead-safe skills and earn certifications for renovation and abatement... See more

**CALLING ALL CONTRACTORS...**  
**FREE Lead Certification Trainings!**

Sign up here:  
<https://wkt.ms/44x5byp>

- Lead OSHA**  
Feb 23<sup>rd</sup> 9AM-4PM
- Initial Certified Lead Safe Renovator**  
Feb 24<sup>th</sup> 8AM-5PM
- Initial Certified Lead Abatement Worker**  
Feb 25<sup>th</sup> 8AM-5PM
- Initial Certified Lead Abatement Supervisor**  
Feb 26<sup>th</sup> and 27<sup>th</sup> 8AM-5PM

\*A refundable \$100 fee will be collected to hold your spot and returned after you attend class.

FORMS.MONDAY.COM  
Contractor Lead Certification Trainings Sign-Up | monday.com forms

Sign up

Examples from Facebook

<https://www.facebook.com/share/p/1BmdrUH5KQ/?mibextid=wwXlfr>



**HMONG & HISPANIC  
COMMUNICATION NETWORK PROJECT**

# FALL 2025 STATISTICS

(AUGUST-OCTOBER)

**28** EVENTS

**550+** INTERACTIONS

**KEY EVENTS:** CPR TRAININGS, DAIRY & RESTAURANT VACCINE OUTREACH CLINICS, AND CULTURAL EVENTS FOR HISPANIC HERITAGE MONTH, ALONGSIDE HOLA

**162+** VACCINES

GIVEN BY H2N OR GIVEN WITH AID OF LOCAL HEALTH DEPARTMENTS, WAUSAU FAMILY PHARMACY, AND HEALTHFIRST

**149+** SCREENINGS

**105+** BLOOD PRESSURE SCREENINGS

**44+** A1C SCREENINGS

<https://www.facebook.com/share/p/17peupReHa/?mibextid=wwXlfr>



o Short educational videos

Example from HOLA's Podcast series on Facebook, which H2N often reposts

<https://www.facebook.com/share/v/1A7Vs2EVKf/?mibextid=wwXlfr>

 **Healthy Opportunities for Latin Americans** ...  
**- HOLA**  
 Nov 13 · 🌐

📖 En este episodio de 'Las Voces Latinas' conversamos con la Pediatra, Dra. Amy Falk, quien recién inauguró la Clínica Pediátrica 'Revision Wellness', ubicada en Marshfield. 🙋

💬 La Dra. Falk habla español también y su consultorio atiende bajo un modelo de Pago directo, una excelente opción para las familias que no cuentan con seguro médico.

📍 La Clínica está ubicada dentro de Anovia Health en Marshfield/ Teléfono: 715 204 9697

📢 En este episodio también compartimos información sobre los centros que están ofreciendo alimentos gratuitos para la comunidad.

#LasVocesLatinas #Podcast  
 #ComunidadHispana



Podcast  
**LAS VOCES  
 LATINAS**  
 Con Hazel Garay



👍 9    💬    ➦ 8    📌    ❤️

o Multilingual content (Hmong, Spanish, and other languages, if applicable)

Examples from Facebook

<https://www.facebook.com/share/1BwTx376fn/?mibextid=wwXlfr>

# Healthy Fall Tour!



Thursday, October 23rd  
4:30-6:30pm






**Kohlman's and Lee's**  
735 S 3rd Ave, Wausau, WI 54401

**Come and get FREE:**  
Diabetes Screening  
Blood Pressure Screening  
FREE Flu Shots (4:30-6pm)

**\*\*\$20 Farmer's Market Food Vouchers!\*\***  
Contact: yingyakkia.chw@gmail.com  
715-204-9776



# Noj Qab Haus Huv Rau Lub Caij Nplooj Zeeg



Thursday, lub 10 hli  
ntuj tim 23  
4:30-6:30pm






**Kohlman's and Lee's**  
735 S 3rd Ave, Wausau, WI 54401

**Tuaj, peb pab DAWB Xwb:**  
Kuaj ntshav qab zib  
Kuaj ntshav siab  
Txhaj tshuaj npaws(4:30-6pm)

**\*\*\$20 Farmer's Market Food Vouchers!\*\***  
Muaj Lus Nug: yingyakkia.chw@gmail.com  
715-204-9776



<https://www.facebook.com/share/16jkzzyw2Z/?mibextid=wwXlfr>



HMONG & HISPANIC COMMUNICATION NETWORK PROJECT

# NTSUAS MOB DAWB

COMMUNITY PARTNERS CAMPUS  
360 GRAND AVE, LUB CHAV 210  
WAUSAU, WI 54403

**Tuesday,  
August 26**  
10:30 AM - 1:30 PM

Pab koj ntsuas ntshav siab

- Txhua tus uas kam ntsuas ntshav siab yuav tau ib daim npav \$20 farmers market mus yuav zaub noj

Pab qhia koj txoj kev hloov koj lub tsev tus kav dej loj

Pab koj nhriav ntawv kuaj/kho mob



Xav paub ntxiv, hu rau:  
Zia Chang  
Ziagtsab82@gmail.com



HMONG & HISPANIC COMMUNICATION NETWORK PROJECT

# FREE SCREENING CLINIC

COMMUNITY PARTNERS CAMPUS  
360 GRAND AVE, ROOM 210  
WAUSAU, WI 54403

**Tuesday,  
August 26**  
10:30 AM - 1:30 PM

Blood pressure check

- Free \$20 farmers market voucher for health screening participants

Lead pipe replacement info

Health insurance assistance



For more info:  
Zia Chang  
Ziagtsab82@gmail.com  
715-204-9250





HMONG & HISPANIC COMMUNICATION NETWORK PROJECT



# GRATIS CLÍNICA COMUNITARIA

COMMUNITY PARTNERS CAMPUS

360 GRAND AVE, ROOM 210  
WAUSAU, WI 54403

Martes,  
26 de Agosto

10:30 AM - 1:30 PM

Chequeo de presión arterial

- Vale gratuito de \$20 para el mercado de agricultores para los participantes del examen de salud

Información sobre el reemplazo de tuberías de plomo

Asistencia con seguro médico



Para más info:  
Zia Chang  
Ziagtsab82@gmail.com



<https://www.facebook.com/share/1FKxbqyPGV/?mibextid=wwXlfr>



Did you know that in 6 months we have helped 219 clients with case management?  
With a grand total of 401 cases closed!

For more information about the services we provide and how to contact a case worker, please visit the HOLA website



¿Sabías que en 6 meses hemos ayudado a 219 clientes con servicios de gestión de casos?  
¡Con un total de 401 casos completados!

Para obtener más información sobre los servicios que ofrecemos y cómo contactar a un trabajador social, visite el sitio web de HOLA.



- Describe platforms the organization currently uses and provide up to three examples or links to previous digital campaigns (if available).

H2N Facebook (primary): Has 784 followers

<https://www.facebook.com/share/191ioKJnXw/?mibextid=wwXlfr>

Website: [Home - H2N](#)

HOLA has a Facebook page that has 976 followers

<https://www.facebook.com/holawisc>

On average, there are postings on both the H2N and HOLA Facebook pages nearly every day, some of which is created by CHWs, some is sharing of pertinent partner postings and information.

HOLA also coordinates a Whats App group of Spanish speakers. It is a way that people are able to directly reach out for connections to resources. The number is monitored by HOLA leadership. There are currently 199 group members.

#### H. Detailed Budget (please also see the attached Spreadsheet)

We will be contracting with CIP to lead community outreach for the EquiFlow project again in 2026. This funding will be able to be leveraged to support Yingyakkia Vang and Audrey Day's salaries and will aid the collaboration between Lead Hazard Outreach, Education, and Program Support grant activities and EquiFlow lead service line replacement activities. We will leverage \$69,888, which is greater than the 10% required match.

#### **Personnel**

Please note that highlighted personnel are qualified and planning to become certified Lead Risk Assessors. Average salaries for Lead Risk Assessors are listed in the \$100,000 annual range but vary per location and experience per job sites.

**Yingyakkia Vang** – Project Coordinator and Lead Risk Assessor

She has a BS in Human Services Leadership. She has been the Community Outreach Coordinator for the EquiFlow project for over 1 year, through which she is doing education about health hazards related to lead exposure and has experience in visiting homes to inspect lead service lines and discuss replacement opportunities.

20 hr/week x 91 weeks = 1,820 hrs @ \$45/hr = \$81,900

Fringe (40%) = \$32,760

CIP Match

12 hr/week x 52 weeks = 624 hrs @ \$45/hr = \$28,080

Fringe (40%) = 11,232

**Audrey Day** – Lead Risk Assessor and community outreach

She has a BA in Global Health with a minor in Sustainability. She had been a community health worker for a county health department and over the past year since being with H2N/R2N, she has worked on a well-water testing project and community outreach for EquiFlow.

16 hr/week x 91 weeks = 1,456 hrs @ \$35/hr = \$50,960

Fringe (40%) = \$20,384

**CIP Match**

12 hr/week x 52 weeks = 624 hrs @ \$35/hr = \$21,840

Fringe (40%) = \$8,736

**Gustavo Perna** – Lead Risk Assessor

He has MEd and Bachelors degrees in Physical Activity/Sports and in Business. He has been a CHW with H2N (WIPPS) for 15 months, through which he has been most involved with a well water testing project, health and wellness education, community-based health screenings, designing a longitudinal adult wellness program for farmworkers, and coordinating the PATCH Wausau teen educator program.

12 hrs/week x 91 weeks = 1,092 hrs @ \$35/hr = \$38,220

Fringe (40%) = \$15,288

**Francisco Guerrero** – Lead Risk Assessor and contractor outreach

He has Bachelors in Agriculture. He has completed OSHA General Industry Safety Class and has inspected workplaces including farms. He is a certified Health Navigator and Coordinates the H2N Hispanic team. He spent much of 2024 working with the EquiFlow project, canvassing and inspecting homes in target neighborhoods.

12 hrs/week x 91 weeks = 1,092 hrs @ \$42/hr = \$45,864

Fringe (40%) = \$18,346

**Menay Her** – social media and media creation and coordination, in-person outreach

She has completed some college courses and recently joined H2N as a CHW and has interest and skills in developing community relationships and social media.

16 hrs/week x 91 weeks = 1,456 hrs @ \$25/hr = \$36,400

Fringe (40%) = \$14,560

**Angelica Espinoza** – in-person outreach

She recently joined H2N as a CHW. She was a CHW with Wisconsin Council of Churches during COVID and coordinated many outreach events with community partners. She will be doing weekly lead hazard outreach at the Community Partners Campus.

8 hrs/week x 91 weeks = 728 hrs @ \$25/hr = \$18,200

Fringe (40%) = \$7,280

Mariana Savela – H2N Program Manager

She has a BA in Accounting. She has been a leader in the H2N project since Fall 2020 when she took on Hispanic CHW Coordination and subsequently became H2N Program Manager. She manages the complex blended funding model that has enabled the H2N project to be sustained and she coordinates personnel. She is a founder of HOLA and currently the President of the Board. For this project she will be responsible for data compilation and reporting and grant management.

5 hrs/week x 91 weeks = 455 hrs @ \$40/hr = \$18,200

Fringe (40%) = \$7,280

## **Supplies**

Lumetallix – Product that can detect lead in paint, ceramics, plastic, glass, metal, and more. It is relatively inexpensive, and it is fast (instant), easy to use, sensitive, accurate, and safe to use. It is a spray that does not stain. When UV light is shone on it, it lights up bright green. Each kit has about 400 squirts. Assume that we would use 25 squirts in each house. To test 800 houses, it would take 50 kits.

50 kits @ \$80 = \$4,000

Yard signs – Raise awareness of the program in neighborhoods

Color signs printed on plastic on both sides.

150 signs @ \$6 = \$900

## **Travel Costs**

Trailer pulling and generator fuel for events around Wausau – approximately 40 events over the grant period.

40 @ \$50/event = \$2,000

## **Contractual**

Video creation. Written material is of limited value for many Hmong and Latino immigrants due to literacy issues. The videographer would assist in creating professional video shorts for social media postings and PSAs and instructional videos (for lead mitigation strategies) in 3 languages over the grant course. Also, a brief video would be made to show prior to community conversations. They would work closely with the CHW who would be focusing on social media and media.

Estimated cost for services over the grant period = \$8,000

Origami artist. This person is able to create eye-catching art that can hold signs and printed materials. By grabbing attention of people, we would be able to capture more conversation opportunities at community events.

Estimated cost for services over the grant period = \$1,000

Hmong Radio PSAs – run 10 different PSAs over the course of the grant period  
10 @ \$100 = \$1,000

Wausau Pilot and Review – digital newspaper that is free to readers  
Adds are run for a week at a time. We would plan to run one ad (1 week) monthly x 20 months @100 = \$2,000

### **Miscellaneous**

Lead Risk Assessor Fee/Exam = \$450 x 4 people = \$1,800  
This cost includes the state application fee and one exam.

Lead Risk Assessor Training – Cost is variable depending on the trainer.  
Average cost is about \$500 x 4 people = \$2,000

Community Partner Campus space rental – the CPC is a key location for reaching Wausau families that are struggling because there are tenants such as CAP Services, The Neighbors' Place food bank/pantry, Wausau Free Clinic and more. We plan to have a CHW doing outreach one day per week at CPC. Space at CPC is not free. To reserve a space for one day/week is approximately \$500/month.  
20 months @ \$500 = \$10,000

### I. Statement of local preference

HOLA is located in Wausau. Our current physical space is in the UWSP at Wausau main building. H2N CHWs are also based with WIPPS, which is located in the UW Center for Civic Engagement across the street. Although HOLA/H2N serve Marathon and surrounding counties, we conduct many of our projects in Wausau. We have case managers based in Wausau. We have health screening and vaccination events in Wausau. The largest Hmong population in central WI is in Wausau. We are able to do projects in specific areas, for example, we are contracted by CIP to lead the community outreach for EquiFlow here in Wausau.



Timeline	Who is responsible





**2024 - 2027 HUD LEAD CAPACITY BUILDING GRANT AGREEMENT**

**BETWEEN  
NEW BEGINNINGS FOR REFUGEES, INC.  
AND THE CITY OF WAUSAU**

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

New Beginnings: \_\_\_\_\_  
Executive Director  
HOLA  
518 S. 17<sup>th</sup> Ave, #216, Wausau, WI 54403

**THIS SERVICES AGREEMENT** (the "Agreement"), is made and entered into, by and between the **City of Wausau** (the "CITY") and **Healthy Opportunities for Latin Americans** ("HOLA"),

**RECITALS**

WHEREAS, CITY, desires to purchase services from HOLA for HUD Lead Paint Capacity Building Grant services;

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

WHEREAS, HOLA maintains a principal place of operation located at 903 N 3<sup>rd</sup> Street, Suite B, Wausau, WI 54403; and

WHEREAS, this Agreement is for the purpose of outlining activities related to the 2024-2027 HUD Lead Paint Capacity Building Grant activities as outlined.

WHEREAS, this Memorandum of Understanding is for the allocation amount of **\$212,500 (plus 10% match amount)**.

## **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 HOLA as follows:

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

- Develop targeted marketing and outreach for non-English speaking residents
- 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 referrals
  - 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 HOLA for services detailed in this agreement as follows:

2.1 Compensation. Award will be given in monthly payments equal to the time spent on grant-related activities not to exceed the total awarded amount of \$212,500 through the HUD Lead Capacity Building Grant along with a ten percent (10%) minimum of matched funding.

- Project Coordinator
- Lead Risk Assessor(s)
- In-Person Outreach
- Program Manager
- Training/Travel expenses
- Promotional materials (prior approval required)
- Hired translation services
- Miscellaneous expenses (prior approval required)

Payments are based on position's current wage-earning multiplied by the number of hours specifically worked on grant-related items, plus any fringe included for that position. For any non-salary items, copies of invoices to be attached documenting the expenditure.

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

2.3 Compensation Amendment. CITY and HOLA may increase or decrease the allocation of \$212,500 (plus 10% match amount) as needed to address additional or fewer duties deemed necessary throughout the capacity grant progress. 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 March 1, 2026 and shall expire on October 15, 2027. The Agreement may also be terminated subject to termination provisions under Section 5.0. Expenditures by HOLA for approved grant development and training that occurred prior to February 16, 2026 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 (if additional funds have been received by the City for lead capacity building activities).

### **4.0 EXECUTION AND PERFORMANCE OF SERVICES.**

4.1 HOLA Personnel. HOLA 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 HOLA. HOLA will notify any staff changes to the HUD project 30 days of anticipated change, or at the earliest possible opportunity.

4.2 Records. HOLA 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 to 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. HOLA 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 HOLA 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 HOLA and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2. Indemnification of HOLA. CITY shall indemnify, hold harmless and defend HOLA, 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 HOLA, 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 HOLA, its agencies, boards, commissions, officers, employees or representatives. The obligations of HOLA and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2 Insurance. CITY and HOLA, 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, HOLA 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 HOLA and shall cooperate with HOLA in the defense of the action, suit or other proceeding.

## 7.0 NOTICE OF NONAFFILIATION.

HOLA may employ at various times outside contractors or promoters to assist it with all types and levels of products or services. HOLA agrees that it shall inform all outside contractors, promoters, and the public that the HOLA 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

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

---

Executive Director  
Healthy Opportunities for Latin Americans  
518 S 7<sup>th</sup> Avenue, Office #216, 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 Agreement. They further agree that the terms of this Agreement have been completely read and explained to them and are fully understood and voluntarily accepted.

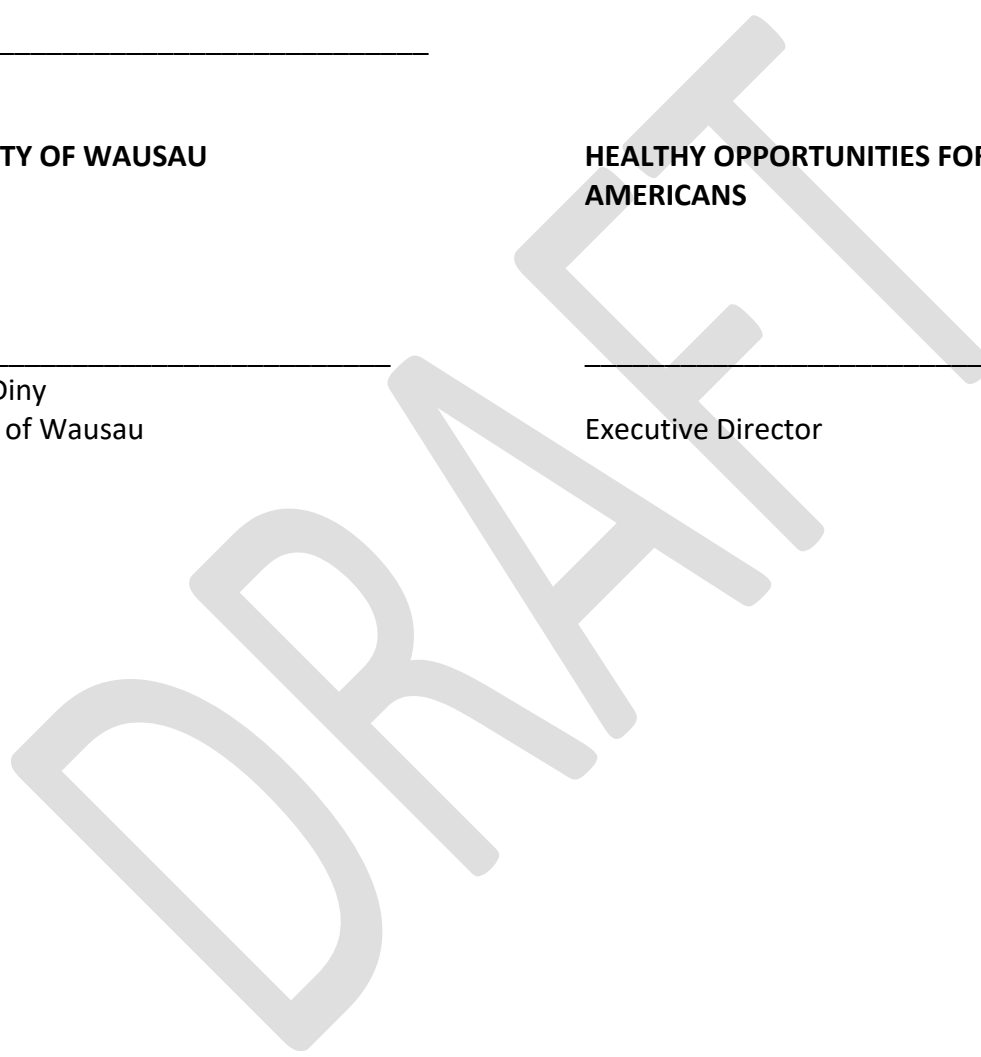
Dated \_\_\_\_\_

**FOR CITY OF WAUSAU**

**HEALTHY OPPORTUNITIES FOR LATIN AMERICANS**

\_\_\_\_\_  
Doug Diny  
Mayor of Wausau

\_\_\_\_\_  
Executive Director



January 7, 2026

Ms. Tammy Stratz  
Community Development Manager  
City of Wausau  
407 Grant Street  
Wausau, WI 54403

Dear Ms. Stratz,

I hope this letter finds you well. I am writing on behalf of New Beginnings For Refugees, Inc. to formally submit our proposal in response to the RFP for the Lead Program Outreach initiative. We are excited about the opportunity to collaborate on this vital project aimed at increasing community awareness surrounding lead hazards and accessible resources for our refugee and immigrant communities.

At New Beginnings For Refugees, Inc., our mission is to educate, empower, and connect refugees as they build their lives in the greater Wausau community. We have a proven track record of effectively engaging various cultural groups and tailoring our outreach strategies to meet their specific needs. Our experience working closely with populations, including Hmong and Hispanic communities, gives us a unique perspective on the barriers they face regarding awareness of lead hazards.

We propose a multi-faceted approach to this initiative that includes:

1. Targeted Workshops: Developing and conducting workshops that educate families about lead hazards in their homes and communities. These workshops will be interactive, culturally relevant, and conducted in multiple languages.
2. Multilingual Educational Materials: Creating and distributing educational materials in various languages through grassroots outreach methods, particularly our R.E.A.C.H. Program, which emphasizes door-to-door relationship building.
3. Community Engagement: Utilizing local media and community events to promote lead hazard education and available resources, ensuring information reaches a wide audience.
4. Contractor Engagement: Organizing informational sessions for local contractors to inform them of free or fee-reimbursed lead contractor training opportunities, fostering community involvement.

Our proposed timeline spans 1.5 years and includes the establishment of key milestones to gauge the initiative's impact. We are committed to ensuring that our messages are accessible, engaging, and effective for all community members.

We believe that by leveraging our established connections and utilizing a culturally sensitive approach, we can significantly enhance awareness of lead hazards and empower families to access the resources they need for safer living environments.

Thank you for considering our proposal. We are eager to bring our expertise and passion for community service to this important initiative. Please feel free to reach out to me directly at 715-301-9719 or yeeleng@newbeginningswi.org should you have any questions or require further information.

Warmest regards,

A handwritten signature in black ink, appearing to read "Yee Leng Xiong".

Yee Leng Xiong,  
Executive Director  
New Beginnings For Refugees, Inc.



**Lead Hazard Outreach, Education, and Program  
Support Proposal**

**January 7, 2026**

**Contact:**

**Yee Leng Xiong, Executive Director**

**[yeeleng@newbeginningswi.org](mailto:yeeleng@newbeginningswi.org)**

**715-301-9719**

## RFP Proposal: New Beginnings For Refugees, Inc.

### Organizational Overview

#### **Mission:**

To educate, empower, and connect refugees and immigrants as they build new lives in the greater Wausau community.

#### **History:**

Established in 2021 by a group of Wausau community members, New Beginnings For Refugees, Inc. has grown to support over 200 refugees from various cultural backgrounds. Our long-standing relationships with local organizations and community members ensure effective outreach and support.

#### **Service Area:**

We primarily serve the Wausau area and the larger Marathon County, offering programs tailored to meet the unique needs of different refugee and immigrant communities, including Hmong and Hispanic populations.

#### **Relevant Experience:**

Our team has a collective experience of over 50 years in community support, education, and outreach, focusing on quality engagement with the communities we serve.

### Project Approach & Work Plan

#### **Project Launch & Availability**

- **Start Date:** We can begin work within 45 days of contract award. The main obstacle is organizing and starting the project. We anticipate being able to start the project earlier than 45 days.
- **Anticipated Barriers:** Potential scheduling constraints include ensuring the availability of multilingual staff and securing necessary materials for outreach activities.

#### **Multilingual Services**

- **Language Proficiency:** We provide services in English, Hmong, and offer connections to other languages such as Spanish, Dari, Pashto, French, Ukrainian, and Rohingya.

- **Support Resources:**

Our internal staff are culturally competent and experienced in working with refugees. We also collaborate with local interpreters and language service providers to ensure effective communication.

### **Community Outreach & Engagement**

- **Connections:**

New Beginnings has established connections with Hmong, Hispanic, and resettled refugee communities through partnerships with local schools, faith groups, and community organizations. Notable partners include the Hmong American Center, Inc. and Central WI Hmong Professionals, who will assist us in outreach efforts to Hmong communities.

- **Past Efforts:**

- Partnered with local refugee and immigrant communities for cultural festivals.
- Staff has Conducted health awareness workshops in collaboration with the Marathon County Health Department.

- **Increasing Community Awareness of Lead Hazards**

- **Workshops:** We will conduct targeted workshops focusing on lead hazards related to paint/varnish, soil, plumbing, and consumer goods. These workshops will provide essential information in an interactive format, allowing participants to ask questions and engage in discussions.
- **Multilingual Educational Materials:** We will develop multilingual educational materials related to lead hazards. These materials will be distributed through grassroots approaches, including door-to-door outreach, particularly through our R.E.A.C.H. Program, ensuring that information is accessible to all community members.
- **Door-to-Door Outreach:** Our dedicated team will implement door-to-door outreach initiatives to build relationships with families. This method enables personal engagement and fosters trust within the community, ensuring that families understand the risks and available resources.
- **English Language Learner (ELL) Classes:** We will integrate lead hazard education into our existing ELL classes, providing essential information in

a context that empowers refugee and immigrant families.

- **Utilizing Local Media and Community Events**

**Local Media Engagement:** We will collaborate with local media channels to promote education regarding lead hazards and the available resources for families from the refugee and immigrant communities. This could include articles, radio segments, and social media campaigns that highlight our initiatives. We also understand that some of the refugee populations are illiterate, or they do not have a written language. We will have an emphasis on focusing on face to face interactions or video and recording outreach.

- **Community Events:** Participation in local community events will serve as an opportunity to engage directly with families and distribute educational materials. We will set up booths that provide information and resources related to lead hazards and access to services.

- **Engaging Local Contractors**

**Informational Sessions:** We will engage local contractors by hosting informational sessions that highlight training opportunities regarding lead hazard awareness and mitigation. This will connect them with free or fee-reimbursed Lead Contractor training, enhancing their skills and preparing them to support the community effectively.

## **Social Media & Digital Communications**

- **Digital Content Creation:**

We create engaging social media graphics, posts, and informational videos in English, Hmong, and Spanish. Our platforms include Facebook, Instagram, and our organizational website to reach a broader audience.

- **Team:**

Our Team has years of experience in reaching out to refugee and immigrant populations, with an emphasis on outreach. Our Executive Director was responsible for leading the COVID-19 Outreach during the pandemic, leading to a 70% vaccination rate in the Asian American community.

## **Program Coordination & Reporting**

### **Grant Reporting Experience**

- We have successfully completed complex grant reporting, tracking demographic data, performance metrics, and expenditures. Our Executive Director and Operations Manager have experience collecting reports and providing documentation in accordance with HUD (Housing and Urban Development) Programs.
- Other Funders / Reporting experience
  - Executive Director and Operations Manager - WI Department of Administration
  - Executive Director and Operations Manager - WI Department of Veterans Affairs
  - Executive Director and Operations Manager - WI Department of Health Services
  - Executive Director, Operations Manager, Program Manager - WI Literacy

### **Event Coordination**

- We have organized multiple community and large scale events simultaneously, including workshops and training sessions, ensuring all activities align with grant requirements.

### **Record Keeping**

- Our organization maintains a robust system for accurate record-keeping and participates in regular check-ins with funding entities to ensure compliance and transparency.

## **Lead Risk Assessor Training**

- **Willingness to Train:**  
Our team is prepared to have designated staff participate in state-approved Lead Risk Assessor training.
- **Organizational Support:**  
We will provide staff with study materials, training schedules, and mentorship from experienced professionals.

- **Infrastructure:**

Our current Program Manager has experience working with Equiflow, which was awarded a contract with the City of Wausau to conduct home visits and provide education and resources for families from the Hmong community. We intend to apply the same methodology in outreaching to the refugee and immigrant communities. Our staff and volunteers are experienced and have built trusted relationships with underserved communities.

### **Staffing Plan:**

Toufue Xiong, Program Manager, Experienced Project Manager. Had experience with Equiflow and as H2N Program Coordinator - Hmong Team. Currently responsible for the implementation of the Literacy and Education Programs at New Beginnings For Refugees, Inc.

Toufue Xiong will be the primary staff assigned to this program.

Jennifer Wirt, R.E.A.C.H. Program Coordinator, Experienced Case Manager with experience working with refugee and immigrant populations. Worked as Intensive Case Management at Ethiopian Community Development Council and with Immigrant Hope.

Jennifer Wirt will be the primary outreach staff assigned to this program.

Pavoua Moua, Operations Manager, Experienced Operations Manager. Had experience working at the Hmong American Center, Inc. developing and ensuring compliance with the grant reporting to several large government agencies.

Pavoua Moua will be the primary contact for compliance and invoices.

Yee Leng Xiong, Executive Director, Experienced Nonprofit executive with almost a decade of nonprofit executive leadership. Experience with grant writing, compliance, and developing nonprofits to ensure effective and impactful deliverables.

## Budget

### 2026:

#### Salaries and Fringe:

Program Manager:	\$ 62,400
Outreach Coordinator:	\$ 52,000
Operations and Management:	\$ 50,000
Fringe 20%	\$ 32,880
FICA 15.3%	\$ 25,154
Travel, Lodging, Training:	\$ 8,000
Outreach and Printing:	\$ 7,000
Contractor (Translation Services)	\$ 30,000
2026 Total:	\$270,434

### ***Budget Narrative:***

- Program Manager 2080 Hours X \$30 (Full Time Staff Dedicated to Program)
- Outreach Coordinator 2080 Hours X \$25 (Full Time Staff Dedicated to Program)
- Operations and Management covers the Executive Director and Operations Manager's time for advice, reconciliation, accounting services.
- Fringe - Health Care Coverage, PTO, Etc.
- FICA - Federal and State Taxes
- Travel, Lodging, Training - Travel, Lodging, and Training Cost
- Outreach and Printing: Printing Flyers, Brochures, Videos, etc.
- Contractor (Translation Services) to assist with translation and interpreting

### 2027: (Up to October 2027)

#### Salaries and Fringe:

Program Manager:	\$ 36,000
Outreach Coordinator:	\$ 30,000
Operations and Management:	\$ 35,000
Fringe 20%	\$ 20,200
FICA 15.3%	\$ 15,453
Travel, Lodging, Training:	\$ 6,000
Outreach and Printing:	\$ 5,000
Contractor (Translation Services)	\$ 25,000
2027 Total:	\$172,653

**Budget Narrative:**

- Program Manager 1200 Hours X \$30 (Full Time Staff Dedicated to Program)
- Outreach Coordinator 1200 Hours X \$25 (Full Time Staff Dedicated to Program)
- Operations and Management covers the Executive Director and Operations Manager's time for advice, reconciliation, accounting services.
- Fringe - Health Care Coverage, PTO, Etc.
- FICA - Federal and State Taxes
- Travel, Lodging, Training - Travel, Lodging, and Training Cost
- Outreach and Printing: Printing Flyers, Brochures, Videos, etc.
- Contractor (Translation Services) to assist with translation and interpreting

Total Budget:	\$443,087
10 % Match	\$ 44,309
Total Request:	\$398,778

**Tentative Timeline: (Subject to Change)**

*Months 1-3: Planning and Development*

- Project Kick-off: Establish project team and roles.
- Needs Assessment: Conduct surveys and focus groups within the community to understand specific lead hazard concerns.
- Workshop Development: Design targeted workshops focusing on various lead hazards.
- Educational Material Creation: Develop multilingual educational materials related to lead hazards.

*Months 4-6: Initial Outreach*

- Community Engagement: Begin door-to-door outreach through the R.E.A.C.H. Program to build relationships and assess community needs.
- Workshop Implementation: Launch first round of workshops focused on lead hazards, including practical demonstrations.
- Promotion through Local Media: Use local media outlets to raise awareness about upcoming workshops and lead hazards.

*Months 7-9: Expanding Outreach*

- Continued Workshops: Host additional workshops based on community feedback, ensuring topics remain relevant.

- Informational Sessions for Local Contractors: Organize sessions to engage local contractors about training opportunities related to lead hazards.
- Grassroots Distribution: Distribute educational materials door-to-door and at community events to ensure accessibility.

*Months 10-12: Evaluation and Feedback*

- Community Feedback Gathering: Conduct surveys to collect feedback on workshops and educational materials.
- Assessment of Reach: Evaluate the effectiveness of outreach efforts and levels of community awareness.
- Adjustments and Improvements: Refine educational materials and workshop content based on feedback.

*Months 13-15: Enhanced Engagement*

- Revised Workshops: Implement revised workshops incorporating community feedback and new information.
- Partnerships with Local Organizations: Establish ongoing collaborations with local organizations to further expand outreach.
- Continued Media Promotions: Promote additional educational events and resources through local media channels.

*Months 16-18: Sustainability and Long-term Impact*

- Sustainability Planning: Develop strategies to sustain awareness and education around lead hazards beyond the project timeline.
- Final Evaluation: Conduct a comprehensive evaluation of the project's impact on community awareness and service accessibility.
- Report Findings: Prepare a report summarizing activities, community feedback, and recommendations for future initiatives.

**In Conclusion:**

New Beginnings For Refugees, Inc. is committed to delivering impactful services that enhance the lives of refugees and immigrants in the greater Wausau community. We believe our organizational strengths, strategic approach, and community partnerships make us an excellent candidate for this opportunity.

Thank you for considering our proposal.

Yee Leng Xiong  
Executive Director  
New Beginnings For Refugees, Inc.

**2024 - 2027 HUD LEAD CAPACITY BUILDING GRANT AGREEMENT**

**BETWEEN  
NEW BEGINNINGS FOR REFUGEES, INC.  
AND THE CITY OF WAUSAU**

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

New Beginnings: Yee Leng Xiong  
Executive Director  
New Beginnings for Refugees, Inc.  
903 N 3<sup>rd</sup> Street, Wausau, WI 54403

**THIS SERVICES AGREEMENT** (the "Agreement"), is made and entered into, by and between the **City of Wausau** (the "CITY") and **New Beginnings for Refugees, Inc.** ("NBR"),

**RECITALS**

WHEREAS, CITY, desires to purchase services from NBR for HUD Lead Paint Capacity Building Grant services;

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

WHEREAS, NBR maintains a principal place of operation located at 903 N 3<sup>rd</sup> Street, Suite B, Wausau, WI 54403; and

WHEREAS, this Agreement is for the purpose of outlining activities related to the 2024-2027 HUD Lead Paint Capacity Building Grant activities as outlined.

WHEREAS, this Memorandum of Understanding is for the allocation amount of **\$212,500 (plus 10% match amount)**.

## **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 NBR as follows:

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

- Develop targeted marketing and outreach for non-English speaking residents
- 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 referrals
  - 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 NBR for services detailed in this agreement as follows:

2.1 Compensation. Award will be given in monthly payments equal to the time spent on grant-related activities not to exceed the total awarded amount of \$212,500 through the HUD Lead Capacity Building Grant along with a ten percent (10%) minimum of matched funding.

- Program Manager
- Outreach Coordinator
- Operations and Management
- Training/Travel expenses
- Promotional materials (prior approval required)
- Hired translation services
- Miscellaneous expenses (prior approval required)

Payments are based on position's current wage-earning multiplied by the number of hours specifically worked on grant-related items, plus any fringe included for that position. For any non-salary items, copies of invoices to be attached documenting the expenditure.

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

2.3 Compensation Amendment. CITY and NBR may increase or decrease the allocation of \$212,500 (plus 10% match amount) as needed to address additional or fewer duties deemed necessary throughout the capacity grant progress. 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 March 2, 2026 and shall expire on October 15, 2027. The Agreement may also be terminated subject to termination provisions under Section 5.0. Expenditures by NBR for approved grant development and training that occurred prior to February 16, 2026 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 (if additional funds have been received by the City for lead capacity building activities) .

### **4.0 EXECUTION AND PERFORMANCE OF SERVICES.**

4.1 NBR Personnel. NBR 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 NBR. NBR will notify any staff changes to the HUD project 30 days of anticipated change, or at the earliest possible opportunity.

4.2 Records. NBR 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 to 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. NBR 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 NBR 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 NBR and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2. Indemnification of NBR. CITY shall indemnify, hold harmless and defend NBR, 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 NBR, 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 NBR, its agencies, boards, commissions, officers, employees or representatives. The obligations of NBR and CITY under this paragraph shall survive the expiration or termination of this Agreement.

6.2 Insurance. CITY and NBR, its officers, boards, commissions, a 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, NBR 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 NBR and shall cooperate with NBR in the defense of the action, suit or other proceeding.

## **7.0 NOTICE OF NONAFFILIATION.**

NBR may employ at various times outside contractors or promoters to assist it with all types and levels of products or services. NBR agrees that it shall inform all outside contractors, promoters, and the public that the NBR 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

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

Yee Leng Xiong  
Executive Director  
New Beginnings For Refugees, Inc.  
903 N 3<sup>rd</sup> Street, Suite B, 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 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.

Dated \_\_\_\_\_

**FOR CITY OF WAUSAU**

**FOR NEW BEGINNINGS**

\_\_\_\_\_  
Doug Diny  
Mayor of Wausau

\_\_\_\_\_  
Yee Leng Xiong  
Executive Director

DRAFT



## Memorandum

**From:** William D. Hebert

**To:** Finance Committee

**Date:** 01/30/2026

**Re:** Contract Renewal with E-Plan Exam for Comprehensive Commercial Building and Plumbing Plan Review

---

Purpose: To renew contract with E-Plan Exam to perform commercial building and plumbing plan reviews.

Facts / Considerations:

Wausau Inspections division is delegated to provide local commercial building and plumbing plan reviews for all buildings in the city except for healthcare facilities. We have contracted with E-Plan Exam to provide this service.

E-Plan Exam has performed well over the last 3 years working for the City of Wausau. Our partner municipalities in Schofield and Rib Mountain have also contracted with E-Plan Exam for commercial plan reviews.

The only change to the renewal of this contract is re-working the plumbing fee schedule and an increase in plan review fees for commercial building, HVAC, fire sprinkler and fire alarm. This cost is with the owner and developers of commercial projects.

Our division has a great relationship with E-Plan Exam staff. We have had more compliments than complaints from contractors and developers regarding plan reviews.

Recommendation: Your approval is requested for:

1. Updated plan review fee schedule and renewal of our contract.

Impact:

Continued great service to the city and developers. Additional revenue to the city.

**Cc:** Doug Diny, Mayor  
Eric Lindman, DPW & Utilities Director

**Amendment to Professional Services Contract**  
Plan Review

This Contract is by and between the City of Wausau, 407 Grant Street, Wausau, WI 54403, referred to as the City; and EPLEX, LLC, 12605 W North Ave., PMB 189, Brookfield, WI 53005, referred to as E-Plan Exam. Together the City and E-Plan Exam are referred to as the Parties

**Recitals**

On March 9<sup>th</sup>, 2023 the Parties entered into a Professional Services Contract, referred to herein as the Contract, for E-Plan Exam to provide commercial plan review services to the City. The Parties now wish to add and/or modify the following provisions to the services outlined in that Contract.

Now, therefore, in consideration of the mutual promises of the Parties herein, the City and E-Plan Exam agree to amend the Contract as follows:

- **Exhibit A.** Exhibit A shall be repealed and replaced with the following:

**Exhibit A – Plan Review Services**

1. PLAN REVIEW SERVICES

Plan review is limited to Building, HVAC, Plumbing, Fire Alarm, and Fire Sprinkler trades/disciplines for Accepted Projects.

2. PLAN REVIEW FEE:

- Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler plan review Fees shall be based upon the fee schedule set forth on **Exhibit A**.
- Base Fees will be split with City as follows:
  - **90%** of Base Fees that are collected by Consultant are retained by Consultant and **10%** are remitted to City, in each case in accordance with the terms of the Agreement.
    - Out of Consultant’s retained Base Fees, Consultant shall be responsible for fees due to the Department as required by and set forth in the applicable provisions of Section SPS 302.31(g) and Section SPS 302.31(h) of the Wisconsin Administrative Code.

**COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION**

1. New construction, additions, relocated buildings, repairs & alteration plan review fees are computed per this table. Fees for Projects are calculated based on the total gross floor area of the structure.
2. A separate plan review fee is charged for each type of plan review.

**Base Fee Schedule (“Commercial Plan Base Fees”)**

Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 500 sf	\$200	\$150	\$150	\$150
501 sf - 2,500	\$300	\$180	\$150	\$150
2,501 - 5,000	\$350	\$250	\$150	\$150
5,001 – 7,500	\$600	\$350	\$150	\$150
7,501 - 10,000	\$750	\$400	\$200	\$200
10,001 – 15,000	\$850	\$500	\$200	\$200
15,001 - 20,000	\$1,100	\$550	\$200	\$200
20,001 - 30,000	\$1,350	\$600	\$250	\$250
30,001 - 40,000	\$1,700	\$1,000	\$450	\$450
40,001 - 50,000	\$2,300	\$1,350	\$600	\$600
50,001 - 75,000	\$3,200	\$1,700	\$850	\$850
75,001 - 100,000	\$4,000	\$2,400	\$1,200	\$1,200
100,001 - 200,000	\$6,500	\$3,200	\$1,450	\$1,450
200,001 - 300,000	\$11,400	\$7,300	\$3,600	\$3,600
300,001 - 400,000	\$16,800	\$10,600	\$5,300	\$5,300
400,001 - 500,000	\$20,000	\$13,000	\$6,700	\$6,700
Over 500,000	\$22,000	\$14,500	\$7,700	\$7,700

**BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION FEE SCHEDULE NOTES**

Note:	1. A Plan Entry Fee of \$100.00 shall be paid to Consultant with each submittal of plans in addition to the plan review and inspection fees.
	2. Upon mutual agreement of City’s Supervisor of Building Inspection and Consultant’s Plans Examiner, Commercial Plan Base Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.
Determination of Floor Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Floor area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.
Permission to Start	In addition to the other Fees due hereunder, the plan review fee for permission to start construction shall be \$150.00.
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.
Resubmittals & revisions to approved plans	When deemed by Consultant’s Plan Examiner to be a minor revision from previously reviewed and/or approved plans, the review fee relating to the minor revision shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by Consultant’s Plan Examiner and City’s Inspection Services Department may result in additional charges as appropriate

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.
Multiple Identical Buildings	Multiple Identical Buildings (the exact same buildings with no changes including mirroring, located on the same site, and submitted at the same time) may take a reduction in the plan review fees after the first building. The plan review fees for Identical buildings after the first one shall be computed on the basis of an area equal to 2,500 square feet plus the plan entry fee.
Variance Review	When authorized by the State of Wisconsin Department of Safety and Professional Services to approve and review variances of State code for equivalency, the fee for processing any variance at the time of application shall be \$2,000.00.

<b>Plumbing Plan Review Fee Schedule</b>	
<b>Plumbing Site work - Stormwater Review Base Fees (“Stormwater Base Fees”)</b>	
Acres (area of drained to a plumbing system)	Fee
up to 5	\$400.00
greater than 5 up to 10	\$600.00
greater than 10 up to 15	\$750.00
Each acre beyond 15 (rounded up)	\$750.00 base plus \$50.00 per acre
<b>Plumbing Sanitary Drain and Water Supply Laterals Base Fees (“Exterior Plumbing Base Fees”)</b>	
\$45.00 per combined inch of pipe size (diameter pipe rounded up to nearest inch)	
<b>Interior Plumbing Plan Review Fee Base Fees (“Interior Plumbing Base Fees”)</b>	
For all interior plumbing as well as miscellaneous fixtures that necessitate review per SPS 382	
Base Plumbing Plan Review fee	\$250.00 + \$4.00 per fixture
<b>Plumbing Plan Review Fee Schedule Notes</b>	
All individually submitted plumbing plan sets plan entry fee. (applies to site work and laterals if submitted separately as well)	\$100.00
Resubmittals & revisions to approved plans	When deemed by Consultant’s Plan Examiner to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as mutually determined by Consultant’s Plan Examiner and City’s Building Inspection Department may result in additional charges as appropriate.

Early Start	The plan review fee for permission to start construction shall be \$150.00 for all structures.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and Base Fees applied to a Project.
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.
Upon mutual agreement of City's Supervisor of Building Inspection and Consultant's Plans Examiner, Stormwater Base Fees, Exterior Plumbing Base Fees and/or Interior Plumbing Base Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.	

3. Supplemental Services as Required by City:

- The hourly rate for services not included in the Services that are requested in writing to be performed by City, and agreed in writing to be performed by Consultant, shall be performed at \$225.00 per hour, and the performance for which shall be subject to the terms and conditions of the Agreement in all respects.
  - This hourly rate is not intended for plan review services, but rather for incidental supplemental "on call" professional engineering services as required beyond the scope as outlined in services defined throughout the balance of Exhibit A.

4. PLAN REVIEW FEE – includes the following services:

- ✓ One optional remote code consultation meeting after conclusion of the first review.
- ✓ Consultation via phone during duration of Project regarding reviews performed.
- ✓ Changes to plans after conditional approval is granted may result in resubmittal plan examination fees to be assessed.
- ✓ Free code consultation with all inspectors/municipal staff, both employed directly and under contract, serving the City for the entirety of the duration of any Project reviewed by Consultant. This free consultation period shall extend prior to any formal submission of any plan documents to the conclusion of any Project reviewed or termination of this Agreement (whichever occurs first).

5. CONSULTANT CONTACT

Consultant will provide a qualified professional to oversee this project. They are available by phone and email using the contact information listed below.

Plan Review Management Contact

David Adam Mattox, P.E.

O: 414-296-2144

D: 414-635-3274

damattox@eplanexam.com

- **Remainder Unchanged.** All other terms and conditions of the Contract remain unchanged and in effect.

Amendment shall be effective on the latest date on which the Amendment to the Agreement is fully executed by both parties.

---

By \_\_\_\_\_

Date: \_\_\_\_\_

---

By David Adam Mattox, President

Date: \_\_\_\_\_



## Memorandum

**From:** William D. Hebert

**To:** Finance Committee

**Date:** 01/30/2026

**Re:** Contract Renewal with E-Plan Exam for Comprehensive Commercial Building and Plumbing Plan Review

---

Purpose: To renew contract with E-Plan Exam to perform commercial building and plumbing plan reviews.

Facts / Considerations:

Wausau Inspections division is delegated to provide local commercial building and plumbing plan reviews for all buildings in the city except for healthcare facilities. We have contracted with E-Plan Exam to provide this service.

E-Plan Exam has performed well over the last 3 years working for the City of Wausau. Our partner municipalities in Schofield and Rib Mountain have also contracted with E-Plan Exam for commercial plan reviews.

The only change to the renewal of this contract is re-working the plumbing fee schedule and an increase in plan review fees for commercial building, HVAC, fire sprinkler and fire alarm. This cost is with the owner and developers of commercial projects.

Our division has a great relationship with E-Plan Exam staff. We have had more compliments than complaints from contractors and developers regarding plan reviews.

Recommendation: Your approval is requested for:

1. Updated plan review fee schedule and renewal of our contract.

Impact:

Continued great service to the city and developers. Additional revenue to the city.

**Cc:** Doug Diny, Mayor  
Eric Lindman, DPW & Utilities Director

## Building, Housing, and Zoning\*\* - Fee Schedule

	2025 Fees	Proposed 2026
<b>COMMERCIAL</b>		
<b>PLAN ENTRY FEE</b>		
A plan entry fee is charged with each submittal of plans in addition to the plan review & inspection fees.	\$100.00	\$100.00
<b>PLAN REVIEW FEES</b>		
<b>Building Plans</b>	\$250.00 minimum	\$200.00 minimum
2,500 – 5,000 sq ft	\$300.00	
5,001 – 10,000 sq ft	\$500.00	
10,001 – 20,000 sq ft	\$700.00	
501 – 2,500 sq ft		\$300.00
2,501 – 5,000 sq ft		\$350.00
5,001 – 7,500 sq ft		\$600.00
7,501 – 10,000 sq ft		\$750.00
10,001 – 15,000 sq ft		\$850.00
15,001 – 20,000 sq ft		\$1,100.00
20,001 – 30,000 sq ft	\$1,100.00	\$1,350.00
30,001 – 40,000 sq ft	\$1,400.00	\$1,700.00
40,001 – 50,000 sq ft	\$1,900.00	\$2,300.00
50,001 – 75,000 sq ft	\$2,600.00	\$3,200.00
75,001 – 100,000 sq ft	\$3,300.00	\$4,000.00
100,001 – 200,000 sq ft	\$5,400.00	\$6,500.00
200,001 – 300,000 sq ft	\$9,500.00	\$11,400.00
300,001 – 400,000 sq ft	\$14,000.00	\$16,800.00
400,001 – 500,000 sq ft	\$16,700.00	\$20,000.00
500,000 sq ft or more	\$18,000.00	\$22,000.00
<b>HVAC Plans</b>	\$150.00 minimum	
2,500 – 5,000 sq ft	\$200.00	
5,001 – 10,000 sq ft	\$300.00	
10,001 – 20,000 sq ft	\$400.00	
501 – 2,500 sq ft		\$180.00
2,501 – 5,000 sq ft		\$250.00
5,001 – 7,500 sq ft		\$350.00
7,501 – 10,000 sq ft		\$400.00
10,001 – 15,000 sq ft		\$500.00
15,001 – 20,000 sq ft		\$550.00
20,001 – 30,000 sq ft	\$500.00	\$600.00
30,001 – 40,000 sq ft	\$800.00	\$1,000.00
40,001 – 50,000 sq ft	\$1,100.00	\$1,350.00
50,001 – 75,000 sq ft	\$1,400.00	\$1,700.00
75,001 – 100,000 sq ft	\$2,000.00	\$2,400.00
100,001 – 200,000 sq ft	\$2,600.00	\$3,200.00
200,001 – 300,000 sq ft	\$6,100.00	\$7,300.00
300,001 – 400,000 sq ft	\$8,800.00	\$10,600.00
400,001 – 500,000 sq ft	\$10,800.00	\$13,000.00
500,000 sq ft or more	\$12,100.00	\$14,500.00
<b>Fire Alarm System Plans</b>	\$30.00 minimum	\$150.00 minimum
2,500 – 5,000 sq ft	\$60.00	
5,001 – 10,000 sq ft	\$100.00	
10,001 – 20,000 sq ft	\$150.00	
7,501 – 20,000 sq ft		\$200.00
20,001 – 30,000 sq ft	\$200.00	\$250.00
30,001 – 40,000 sq ft	\$350.00	\$450.00
40,001 – 50,000 sq ft	\$500.00	\$600.00
50,001 – 75,000 sq ft	\$700.00	\$850.00
75,001 – 100,000 sq ft	\$1,000.00	\$1,200.00
100,001 – 200,000 sq ft	\$1,200.00	\$1,450.00
200,001 – 300,000 sq ft	\$3,000.00	\$3,600.00
300,001 – 400,000 sq ft	\$4,400.00	\$5,300.00
400,001 – 500,000 sq ft	\$5,600.00	\$6,700.00
500,000 sq ft or more	\$6,400.00	\$7,700.00
<b>Fire Suppression System Plans</b>	\$30.00 minimum	\$150.00 minimum

<del>2,500 – 5,000 sq ft</del>	<del>\$60.00</del>	
<del>5,001 – 10,000 sq ft</del>	<del>\$100.00</del>	
<del>10,001 – 20,000 sq ft</del>	<del>\$150.00</del>	
7,501 – 20,000 sq ft		\$200.00
20,001 – 30,000 sq ft	\$200.00	\$250.00
30,001 – 40,000 sq ft	\$350.00	\$450.00
40,001 – 50,000 sq ft	\$500.00	\$600.00
50,001 – 75,000 sq ft	\$700.00	\$850.00
75,001 – 100,000 sq ft	\$1,000.00	\$1,200.00
100,001 – 200,000 sq ft	\$1,200.00	\$1,450.00
200,001 – 300,000 sq ft	\$3,000.00	\$3,600.00
300,001 – 400,000 sq ft	\$4,400.00	\$5,300.00
400,001 – 500,000 sq ft	\$5,600.00	\$6,700.00
500,000 sq ft or more	\$6,400.00	\$7,700.00
<b>Site Plans</b>		
Complete Site Plan for an acre or less		\$600.00
Complete Site Plan for over an acre		\$800.00
New Construction, 75,000 sq ft or less		\$850.00
New Construction, over 75,000 sq ft		\$1,000.00
Additional acres of 10 acres		+ \$10.00/acres over 10 acres
Partial Site Plan		\$200.00
Amendment/Revision to an Approved Site Plan		\$200.00 each as needed
Structural Plans and Other Component Submittals, if submitted separately from the general building plans (e.g., structural plans, precast concrete, laminate wood, beams, cladding elements, and/or other facade features or other structural elements)		
Plan Review Fee, and	\$250.00/plan	\$250.00/plan
Additional Plan Entry Fee	+ 100.00/plan	+ 100.00/plan
<del>Accessory Building</del>	<del>\$125.00</del>	
<del>500 sq ft or less (flat fee)</del>	<del>(Plan Entry Fee Waived)</del>	
Early Start/Permission to Start (when issued by E-Plan Exam)		\$150.00
<del>Plan Review Fee for structures less than 2,500 sq ft</del>	<del>\$120.00</del>	
<del>Plan Review Fee for all other structures</del>	<del>\$150.00</del>	
Plan Examination Extensions, when reviewing the extension of an approved plan	50% of the original plan review fee (\$3,000.00 maximum)	50% of the original plan review fee (\$3,000.00 maximum)
Resubmittals & Revisions to Approved Plans, when deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans. (Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.)	\$75.00	\$75.00
Submittal of Plans after Construction, where plans are submittal after construction a standard late submittal fee will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.	\$250.00/per review type	\$250.00/per review type
Expedited Priority Plan Review, when expediting the completion plan review in less than the normal processing time of when the plan is considered ready for review. (Within 5 business days of when we received Plans.)	200% of the fees specified in provisions	200% of the fees specified in provisions
Fees relating to the submittal of commercial building and heating and ventilation plans (new, addition, alteration) and fire alarm and fire suppression plans is computed based on total gross floor area of each building, area of addition, or area of alteration.		
1. New construction, additions, alterations, and parking lots fees are based on the prices above.		
2. New construction and additions are calculated based on total gross floor area of the structure.		
3. A separate plan review fee is charged for each type of plan review.		

---

Determination of Area: The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.

---

New construction that is over 5,000 sq ft must go to E-Plan Exam for review. Remodeling over 10,000 sq ft must go to E-Plan Exam for review. There are exceptions where a plan can be reviewed by our local municipal reviewer, but that is up to City Reviewer's discretion. Any Fire Alarm System Plans and any Fire Suppression Systems Plans must go to E-Plan Exam for review. 20 or less devices for Fire Alarm and Fire Suppression do not need a plan review.

---

## Plumbing\*\* - Fee Schedule

	2025 Fees	Proposed 2026
<b>PLAN ENTRY FEES</b>		
A plan entry fee is charged with each submittal of plans in addition to the plan review & inspection fees.	\$100.00	
Exterior/Lateral Plumbing Plan <b>ONLY</b>		\$100.00
Interior Plumbing Plan <b>ONLY</b>		\$250.00
Interior <b>AND</b> Exterior Plumbing Plan		\$250.00
<b>PLAN REVIEW FEES</b>		
Plumbing Plans for New Construction & Add-ons	\$300.00 minimum	
3,001 – 4,000 sq ft	\$400.00	
4,001 – 5,000 sq ft	\$550.00	
5,001 – 6,000 sq ft	\$650.00	
6,001 – 7,500 sq ft	\$700.00	
7,501 – 10,000 sq ft	\$850.00	
10,001 – 15,000 sq ft	\$900.00	
15,001 – 20,000 sq ft	\$950.00	
20,001 – 30,000 sq ft	\$1,100.00	
30,001 – 40,000 sq ft	\$1,250.00	
40,001 – 50,000 sq ft	\$1,550.00	
50,001 – 75,000 sq ft	\$2,100.00	
Over 75,000 sq ft +	\$2,500.00 + \$0.0072/per- additional sq ft over 75,000 sq ft	
Plumbing Plan for Alteration & Remodeling	\$200.00 minimum	
10 – 25 Fixtures	\$300.00	
26 – 35 Fixtures	\$450.00	
36 – 50 Fixtures	\$550.00	
51 – 75 Fixtures	\$800.00	
76 – 100 Fixtures	\$900.00	
101 – 125 Fixtures	\$1,050.00	
126 – 150 Fixtures	\$1,150.00	
151 or more Fixtures	\$1,150.00 + \$160.00/per- additional 25 fixtures beyond- 150 fixtures	
<b>Interior Plumbing</b>		\$4.00/fixture
<p><i>For the purposes of plan review submittal, water heaters, floor drains, storm in lets, roof drains, multi-purpose piping (MPP) fire sprinklers and hose bibbs are to be included in the count. For a phased project such as a mall or office complex fixture count includes all proposed fixtures connected to a common building sanitary sewer, a common water service and all storm sewers serving the building. Public buildings do not include zero-lot-line row houses where each living unit is served by an individual water service and an individual building sewer. Only agent municipalities which are cities of the first class may review these types of installations. Plan review involving 16 or more plumbing fixtures also applies. (See SPS Table 382.20-2 for additional details.)</i></p>		
<b>Exterior Lateral Plumbing</b>		
Water Service (rounded up to the nearest inch)		\$45.00/1-inch diameter
Sanitary Building Drain (rounded up to the nearest inch)		\$45.00/1-inch diameter
Catch Basin		\$45.00/item
Manhole		\$45.00/item
<b>Site Work for Stormwater</b>		
5 Acres or less AND connected to Storm Sewer Main		\$400.00
Over 5 acres		See Inspections & Engineering
Any Retention Pond on Site work		See Engineering
Catch Basin		\$45.00/item
Manhole		\$45.00/item

Resubmittals & Revisions to Approved Plans, when deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans. (Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.)	\$120.00	\$75.00
Early Start (when issued by E-Plan Exam)	(was listed in Building Fee schedule, but not on plumbing fee schedule)	\$150.00
Submittal of Plans after Construction, where plans are submitted after construction a standard late submittal fee will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.	\$250.00/per review type	\$250.00/per review type
Expedited Priority Plan Review, when expediting the completion plan review in less than the normal processing time of when the plan is considered ready for review. (Within 5 business days of when we received Plans.)	200% of the fees specified in provisions	200% of the fees specified in provisions
<i>Fees relating to the submittal of commercial plumbing (new construction and addition) are computed based on the total gross of each floor area of each building, or area of addition.</i>		
<i>1. New construction, alterations and remodeling fees are based on the prices above.</i>		
<i>2. The new construction fee is calculated based on square footage of the area constructed.</i>		
<i>3. Alterations and remodeling fee is based on the number of plumbing fixtures.</i>		
<i>Determination of Area: The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.</i>		

# AIRSPACE OBSTRUCTION REMOVAL AGREEMENT

This Airspace Obstruction Removal Agreement (“**Agreement**”) is entered into as of the \_\_\_ day of \_\_\_\_\_, 2026, by and between:

**City of Wausau**, a Wisconsin municipal corporation, with offices located at 407 Grant Street, Wausau, WI (“**City**”),

and

**SCHOFIELD RIDGELAND LEGACY LLC**, a limited liability company, with apartment buildings located at 724 and 732 Ridgeland Avenue, Schofield, WI (“**Owner**”).

The City and Owner may be referred to individually as a “**Party**” and collectively as the “**Parties**.”

---

## 1. RECITALS

WHEREAS, the City owns and operates the **Wausau Downtown Airport** (“**Airport**”), a public-use airport subject to applicable Federal Aviation Administration (“**FAA**”) regulations and safety standards; and

WHEREAS, Owner owns or controls certain real property located near the Airport at 724 and 732 Ridgeland Avenue, Schofield, WI and

WHEREAS, certain existing vegetation on the Property penetrates the navigable airspace or safety areas associated with the Airport (“**Obstructions**”); and

WHEREAS, the Parties desire to establish their respective rights and responsibilities regarding the identification, removal, mitigation, and prevention of such Obstructions in order to protect the safety and continued operation of the Airport.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

---

## 2. PURPOSE

The purpose of this Agreement is to provide for the removal, mitigation, or prevention of Obstructions affecting the airspace of the Wausau Downtown Airport and to define the responsibilities of the City and the Owner with respect to such actions.

---

### **3. IDENTIFICATION OF OBSTRUCTIONS**

3.1 The Obstructions subject to this Agreement include trees that penetrate FAA-defined imaginary surfaces or otherwise interfere with safe aircraft operations.

3.2 Obstructions may be identified through FAA studies, airport surveys, or inspections conducted or commissioned by the City.

---

### **4. RESPONSIBILITIES OF THE PARTIES**

#### **4.1 Responsibilities of the City of Wausau**

The City shall have the following responsibilities, which may be modified or expanded as agreed by the Parties:

- a. Identify and document Obstructions affecting Airport airspace;
  - b. Provide notice to Owner of identified Obstructions subject to this Agreement;
  - c. Coordinate access to the Property, if necessary, subject to reasonable notice and Owner's consent;
  - d. Procure the services required to remove the Obstructions;
  - e. Procure the services required to install mutually agreeable replacement plantings;
  - e. Maintain records related to Obstruction removal performed under this Agreement.
- 

#### **4.2 Responsibilities of SCHOFIELD RIDGELAND LEGACY LLC**

Owner shall have the following responsibilities, which may be modified or expanded as agreed by the Parties:

- a. Permit the removal of identified Obstructions on the Property, as shown in **Exhibit A**;
  - b. Refrain from allowing future vegetation on the Property that would create new Obstructions;
  - c. Provide reasonable access to the Property for purposes related to this Agreement, subject to mutually agreed conditions;
- 

### **5. COSTS AND COMPENSATION**

The City is responsible for costs associated with removal of the Obstructions, stumps, and debris; and for installation of mutually agreeable replacement plantings.

---

## 6. INDEMNIFICATION AND LIABILITY

### 6.1 Indemnification by SCHOFIELD RIDGELAND LEGACY LLC

To the fullest extent permitted by law, **SCHOFIELD RIDGELAND LEGACY LLC shall indemnify, defend, and hold harmless the City of Wausau, its elected officials, officers, employees, agents, and volunteers**, from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from:

- a. Owner's acts or omissions in connection with this Agreement;
  - b. Owner's ownership, use, or condition of the Property;
  - c. The removal, trimming, or mitigation of Obstructions on the Property, except to the extent caused by the negligent or wrongful acts or omissions of the City.
- 

### 6.2 Indemnification by the City of Wausau

To the fullest extent permitted by law, **the City of Wausau shall indemnify, defend, and hold harmless SCHOFIELD RIDGELAND LEGACY LLC, its members, managers, officers, employees, and agents**, from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from:

- a. The City's negligent or wrongful acts or omissions in connection with this Agreement;
  - b. Activities conducted by the City or its contractors on the Property pursuant to this Agreement, except to the extent caused by the negligent or wrongful acts or omissions of the Owner.
- 

### 6.3 Limitation of Liability

Nothing in this Agreement shall be construed as a waiver of any immunities, defenses, or limitations of liability available to either Party under Wisconsin law, including but not limited to **Wisconsin Statutes § 893.80** or other applicable provisions.

---

### 6.4 Survival

The obligations under this Section 6 shall **survive the termination or expiration** of this Agreement.

---

## 7. TERM AND TERMINATION

7.1 This Agreement shall become effective on the date first written above and shall remain in effect until the Parties' responsibilities are fulfilled, unless earlier terminated by mutual written agreement of the Parties or as otherwise provided herein.

7.2 Termination shall not relieve either Party of obligations accrued prior to termination.

---

## 8. MISCELLANEOUS

a. **Governing Law:** This Agreement shall be governed by the laws of the State of Wisconsin.

b. **Amendments:** Any amendment must be in writing and signed by both Parties.

c. **Entire Agreement:** This document constitutes the entire agreement between the Parties regarding the subject matter herein.

d. **Severability:** If any provision is held invalid, the remaining provisions shall remain in full force and effect.

---

## 10. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

### CITY OF WAUSAU

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

### SCHOFIELD RIDGELAND LEGACY LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

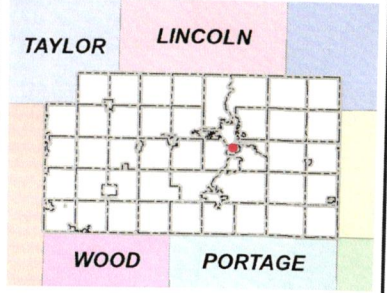
Date: \_\_\_\_\_



# Land Information Mapping System



Remove all vegetation greater than 10' in height from 724 and 732 Ridgeland Ave



- Legend**
- Road Names
  - Parcels
  - Parcel Lot Lines
  - Land Hooks
  - Section Lines/Numbers
  - Right Of Ways
  - Named Places
  - Municipalities
- 2020 Orthos Countywide
- Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3



NAD\_1983\_HARN\_WISCRS\_Marathon\_County\_Feet

**DISCLAIMER:** The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning. THIS MAP IS NOT TO BE USED FOR NAVIGATION

**Notes**

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

Resolution from the Finance Committee Approving Airspace Obstruction Removal Agreement with Schofield Ridgeland Legacy LLC – 724 and 732 Ridgeland Avenue, Schofield.

**Committee Action:** *Pending*

**File Number:** 26-0203

**Date Introduced:** February 10, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Cost is unknown at this time and will be determined once a tree removal contractor is engaged.
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Fee Financed:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Debt Finance:</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:</i>	<i>Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**RESOLUTION**

**WHEREAS**, the primary runway at the Wausau Municipal Airport will be repaved in the near future; and

**WHEREAS**, the Board of Aeronautics requires clean airspace for airplane landings; and

**WHEREAS**, the City has determined that the trees at 724 and 732 Ridgeland Avenue exceed the required airspace limits and trimming and/or removal of the trees will be necessary; and

**WHEREAS**, an Airspace Obstruction Removal Agreement will be necessary with the owner of 724 and 732 Ridgeland Avenue, Schofield Ridgeland Legacy LLC; and

**WHEREAS**, your Finance Committee, on February 10, 2026, discussed and recommended entering into the attached Airspace Obstruction Removal Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Wausau does hereby approve the Airspace Obstruction Removal Agreement with Schofield Ridgeland Legacy LLC for tree trimming and/or removal and authorizes and directs the proper City officials to execute the Airspace Obstruction Removal Agreement.

Approved:

---

Doug Diny, Mayor

# AIRSPACE OBSTRUCTION REMOVAL AGREEMENT

This Airspace Obstruction Removal Agreement (“**Agreement**”) is entered into as of the \_\_\_ day of \_\_\_\_\_, 2026, by and between:

**City of Wausau**, a Wisconsin municipal corporation, with offices located at 407 Grant Street, Wausau, WI (“**City**”),

and

**ZACHARY D. LANGE**, located at 811 Ridgeland Avenue, Schofield, WI (“**Owner**”).

The City and Owner may be referred to individually as a “**Party**” and collectively as the “**Parties**.”

---

## 1. RECITALS

WHEREAS, the City owns and operates the **Wausau Downtown Airport** (“**Airport**”), a public-use airport subject to applicable Federal Aviation Administration (“**FAA**”) regulations and safety standards; and

WHEREAS, Owner owns or controls certain real property located near the Airport at 724 and 732 Ridgeland Avenue, Schofield, WI and

WHEREAS, certain existing vegetation on the Property penetrates the navigable airspace or safety areas associated with the Airport (“**Obstructions**”); and

WHEREAS, the Parties desire to establish their respective rights and responsibilities regarding the identification, removal, mitigation, and prevention of such Obstructions in order to protect the safety and continued operation of the Airport.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

---

## 2. PURPOSE

The purpose of this Agreement is to provide for the removal, mitigation, or prevention of Obstructions affecting the airspace of the Wausau Downtown Airport and to define the responsibilities of the City and the Owner with respect to such actions.

---

### **3. IDENTIFICATION OF OBSTRUCTIONS**

3.1 The Obstructions subject to this Agreement include trees that penetrate FAA-defined imaginary surfaces or otherwise interfere with safe aircraft operations.

3.2 Obstructions may be identified through FAA studies, airport surveys, or inspections conducted or commissioned by the City.

---

### **4. RESPONSIBILITIES OF THE PARTIES**

#### **4.1 Responsibilities of the City of Wausau**

The City shall have the following responsibilities, which may be modified or expanded as agreed by the Parties:

- a. Identify and document Obstructions affecting Airport airspace;
  - b. Provide notice to Owner of identified Obstructions subject to this Agreement;
  - c. Coordinate access to the Property, if necessary, subject to reasonable notice and Owner's consent;
  - d. Procure the services required to remove the Obstructions;
  - e. Procure the services required to install mutually agreeable replacement plantings;
  - e. Maintain records related to Obstruction removal performed under this Agreement.
- 

#### **4.2 Responsibilities of SCHOFIELD RIDGELAND LEGACY LLC**

Owner shall have the following responsibilities, which may be modified or expanded as agreed by the Parties:

- a. Permit the removal of identified Obstructions on the Property, as shown in **Exhibit A**;
  - b. Refrain from allowing future vegetation on the Property that would create new Obstructions;
  - c. Provide reasonable access to the Property for purposes related to this Agreement, subject to mutually agreed conditions;
- 

### **5. COSTS AND COMPENSATION**

The City is responsible for costs associated with removal of the Obstructions, stumps, and debris; and for installation of mutually agreeable replacement plantings.

---

## 6. INDEMNIFICATION AND LIABILITY

### 6.1 Indemnification by SCHOFIELD RIDGELAND LEGACY LLC

To the fullest extent permitted by law, **SCHOFIELD RIDGELAND LEGACY LLC shall indemnify, defend, and hold harmless the City of Wausau, its elected officials, officers, employees, agents, and volunteers**, from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from:

- a. Owner's acts or omissions in connection with this Agreement;
  - b. Owner's ownership, use, or condition of the Property;
  - c. The removal, trimming, or mitigation of Obstructions on the Property, except to the extent caused by the negligent or wrongful acts or omissions of the City.
- 

### 6.2 Indemnification by the City of Wausau

To the fullest extent permitted by law, **the City of Wausau shall indemnify, defend, and hold harmless SCHOFIELD RIDGELAND LEGACY LLC, its members, managers, officers, employees, and agents**, from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from:

- a. The City's negligent or wrongful acts or omissions in connection with this Agreement;
  - b. Activities conducted by the City or its contractors on the Property pursuant to this Agreement, except to the extent caused by the negligent or wrongful acts or omissions of the Owner.
- 

### 6.3 Limitation of Liability

Nothing in this Agreement shall be construed as a waiver of any immunities, defenses, or limitations of liability available to either Party under Wisconsin law, including but not limited to **Wisconsin Statutes § 893.80** or other applicable provisions.

---

### 6.4 Survival

The obligations under this Section 6 shall **survive the termination or expiration** of this Agreement.

---

## 7. TERM AND TERMINATION

7.1 This Agreement shall become effective on the date first written above and shall remain in effect until the Parties' responsibilities are fulfilled, unless earlier terminated by mutual written agreement of the Parties or as otherwise provided herein.

7.2 Termination shall not relieve either Party of obligations accrued prior to termination.

---

## 8. MISCELLANEOUS

a. **Governing Law:** This Agreement shall be governed by the laws of the State of Wisconsin.

b. **Amendments:** Any amendment must be in writing and signed by both Parties.

c. **Entire Agreement:** This document constitutes the entire agreement between the Parties regarding the subject matter herein.

d. **Severability:** If any provision is held invalid, the remaining provisions shall remain in full force and effect.

---

## 10. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

### CITY OF WAUSAU

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

### ZACHARY D. LANGE

By: \_\_\_\_\_

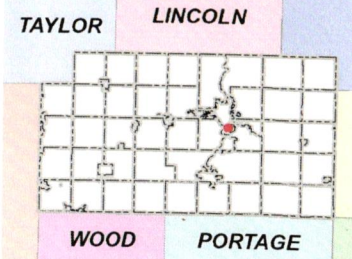
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Land Information Mapping System



Remove this tall deciduous tree from 811 Ridgeland Ave

### Legend

- Road Names
- Parcels
- Parcel Lot Lines
- Land Hooks
- Section Lines/Numbers
- Right Of Ways
- Named Places
- Municipalities
- 2020 Orthos Countywide
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

50.00 0 50.00 Feet



NAD\_1983\_HARN\_WISCRS\_Marathon\_County\_Feet

**DISCLAIMER:** The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

### Notes

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

Resolution from the Finance Committee Approving Airspace Obstruction Removal Agreement with Zachary Lange – 811 Ridgeland Avenue, Schofield.

**Committee Action:** *Pending*

**File Number:** 26-0204

**Date Introduced:** February 10, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Cost is unknown at this time and will be determined once a tree removal contractor is engaged.
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Fee Financed:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Debt Finance:</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:</i>	<i>Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**RESOLUTION**

**WHEREAS**, the primary runway at the Wausau Municipal Airport will be repaved in the near future; and

**WHEREAS**, the Board of Aeronautics requires clean airspace for airplane landings; and

**WHEREAS**, the City has determined that the trees at 811 Ridgeland Avenue exceed the required airspace limits and trimming and/or removal of the trees will be necessary; and

**WHEREAS**, an Airspace Obstruction Removal Agreement will be necessary with the owner of 811 Ridgeland Avenue, Zachary D. Lange; and

**WHEREAS**, your Finance Committee, on February 10, 2026, discussed and recommended entering into the attached Airspace Obstruction Removal Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Wausau does hereby approve the Airspace Obstruction Removal Agreement with Zachary D. Lange for tree trimming and/or removal and authorizes and directs the proper City officials to execute the Airspace Obstruction Removal Agreement.

Approved:

---

Doug Diny, Mayor

**ADVANCED PHYSICAL THERAPY AND SPORTS MEDICINE, S.C.**  
**ON-SITE HEALTH SERVICES AGREEMENT SIXTH AMENDMENT**

THIS ON-SITE HEALTH SERVICES AGREEMENT AMENDMENT (this "Amendment") is made effective as of the 1<sup>st</sup> day of January, 2026, by and between ADVANCED PHYSICAL THERAPY and SPORTS MEDICINE, S.C. ("Advanced"), and CITY OF WAUSAU ("Company").

WHEREAS, Advanced and the Company have previously entered into an On-Site Health Services Agreement (the "Original On-Site Health Services Agreement"); June 1, 2018 and

WHEREAS, Advanced and the Company wish to amend the Original On-Site Health Services Agreement pursuant to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and with the intent of being legally bound hereby, the parties hereto agree as follows:

1. **Exhibit A.** Exhibit A of the On-site Health Services Agreement Amendment, signed 11/3/2023, is hereby deleted in its entirety and replaced with the Exhibit A attached hereto.

2. **Renewal.** Except as set forth above, the Original On-Site Health Services Agreement shall be ratified and affirmed, and shall continue in full force and effect, under the same terms and conditions as set forth therein, as amended by this Amendment. In the event that the terms and conditions of the Original On-Site Health Services Agreement are inconsistent or conflict with the terms and conditions of this Amendment, the terms and conditions of this Amendment shall govern.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first written above.

ADVANCED PHYSICAL THERAPY AND SPORTS  
MEDICINE, SC

Sign: \_\_\_\_\_

Name: Robert Worth

Title: President/CEO

Date: \_\_\_\_\_

CITY OF WAUSAU

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### PURCHASED SERVICES AND FEES.

Advanced Physical Therapy and Sports Medicine, SC will provide injury prevention and management services as outlined in the proposal given on 8/14/2025.

The services will be billed as indicated below. There is a 2-hour minimum charge for going onsite.

Invoices will be sent on a monthly basis for Police Dept to: [Susan.Lang@ci.wausau.wi.us](mailto:Susan.Lang@ci.wausau.wi.us)

Invoices will be sent on a monthly basis for Fire Dept to: [mindy.walker@wausauwi.gov](mailto:mindy.walker@wausauwi.gov)

#### **Fee Structure:**

The following rates for onsite services and on-call onsite service will have a price lock for 5 years from the effective date. Rates shall remain in effect for calendar year 01/01/2026-12/31/2030. After the initial 5 years, rates will increase by 3% (three percent) each following year beginning with the next calendar year or until amended in writing by the parties.

For all near-site services and testing services, beginning with the next calendar year and automatically each calendar year going forward, rates will be reviewed and increased in accordance with prevailing market rates.

Onsite services: \$91 per hour

On-call services: \$91 per hour, 2-hour minimum charge

Near-site services: \$160/visit, no show will incur \$160/visit charge

Virtual Visits: \$65/visit, no show will incur \$65/visit charge



**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.

The City of Wausau received SISP Grant funds from the Wisconsin Department of Transportation to replace the signals at the intersections of Grand Avenue/Townline Road and Grand Avenue/Sturgeon Eddy Road. Ayres Associates was selected and hired by the city to design and bid the signal replacements. During the design, Ayres determined the signal poles could not be placed in the existing right-of-way and additional right-of-way would need to be purchased. Ayres is in the process of developing a Transportation Project Plat (TPP), which outlines parcels where right-of-way is needed. The TPP will provide a legal document to purchase the necessary right-of-way. The TPP will show that a total of 5 parcels will need real estate purchases and an additional 3 parcels will need temporary limited easements for construction.

This sole source request is to hire Becher Hoppe Associates (BHA) to act as the City’s agent to purchase the right of way and easements required for this project. The work BHA would perform includes:

- Sales study
- Negotiations for 8 parcels
- Appraisal and Appraisal review

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

The services will provide right-of-way negotiations and real estate purchasing necessary for the signals at Grand Avenue/Townline Road and Grand Avenue/Sturgeon Eddy Road.

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.

Ayres Associates has the plans prepared and ready to bid. The project is scheduled to be bid and constructed in 2026. The real estate process is very time consuming, the process could take 6-8 months. If the City went out for RFP for these services, it

could add an additional 8-10 weeks to the process. If the City elects to hire BHA and the real estate acquisitions services advance quickly, there is a higher probability this project can get bid out this year. Also, BHA just performed real estate services for the reconstruction of West Wausau Avenue from 10<sup>th</sup> Avenue to Stevens Drive. This knowledge of the local market will help in the real estate negotiations for this project.

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

The City has worked with other real estate acquisition firms in the past for these services. Other firms could provide this service. The distinction with this project is the need to acquire the real estate in a timely manner.

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

Engineering compared the cost of these services to the cost of similar services on other projects. BHA provided similar services on West Wausau Avenue. The West Wausau Avenue project had a total of 10 parcels and a project cost of \$52,420. This would average out to approximately \$5,240 per parcel. This project has 8 parcels for a project cost of \$30,000, or \$3,750 per parcel. Prices per parcel can vary with projects based upon the complexity of the project, size of the parcels, and the project time line. In this case, the prices appear to be comparable to past projects.

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: Engineering**

**Preparer: Allen M. Wesolowski, P.E. City Engineer**

**Vendor Name: Becher-Hoppe Associates, Inc.**

**Expected amount of purchase or contract: \$30,000**

**Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Finance Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



January 30, 2026

Mr. Allen Wesolowski, P.E., City Engineer  
City of Wausau Engineering Department  
407 Grant Street  
Wausau, WI 54403

Subject: Proposal Agreement for Real Estate Acquisition  
Relocation of traffic signal equipment, Grand Avenue

Dear Mr. Wesolowski

Thank you for the opportunity to provide this Proposal Agreement to the City of Wausau for real estate acquisition services.

We prepared this proposal based on the current project design as shown in the Project Design Memo from December 2025.

#### **SCOPE / DESCRIPTION**

We understand that Permanent (or fee acquisition) and/or Temporary Limited Easements are needed from approximately 8 parcels for the relocation of traffic signals and/or other needed traffic signal equipment from the sidewalk to the adjacent property. Since the right of way needed is small in area and seemingly uncomplicated, it is anticipated that all offers can be made initially from a Nominal Payment Parcel Report. We are including appraisal and review appraisal services for one (1) parcel in this proposal as a time-saving measure.

Based on final plat approval and recording in February 2026 or early March 2026, this project is anticipated to take 6-8 months and have a completion date (necessary real estate obtained) of November 30, 2026.

It is possible that title issues, appraisal requests, or property owner appraisal obtainments could push out the real estate acquisition schedule. Should any title issues be uncovered in the titlework, we would recommend appraisals be completed immediately for those parcels.

Basic services to be provided by Becher-Hoppe Associates, Inc. (BHA) include the following:

1. Preparation of a Sales Study / Project Data Book
2. Preparation of a Nominal Payment Parcel Report to establish initial offers for all parcels
3. Preparation of one appraisal if needed
4. Appraisal Review Services for one appraisal if needed (to be provided by sub-consultant)
5. Negotiations in accordance with the WisDOT LPA Manual for the necessary right of way from 8 parcels (maintaining complete negotiation files, coordinating offer approvals/administrative revisions with the City of Wausau, submittal of Certification of Local Public Agency Right of Way Acquisition). Documents to be obtained from property owner include Statement to Construction Engineer, Closing Statement and Permanent



Limited Easement (or Warranty Deed if fee acquisition) / Temporary Limited Easement conveyance documents.

**ADDITIONAL SERVICES**

We can provide additional services as may be required, and will provide a Proposal for such services upon request.

**CLIENT RESPONSIBILITIES**

Allen Wesolowski of the City of Wausau shall provide or make available all relevant information and data pertaining to this project to BHA. The Client shall also provide access to all private and public property which is required for Becher Hoppe to perform their services.

Becher-Hoppe will coordinate with the City of Wausau on the submittal (e.g. timing) of items needing review and approval by the city committees and city council. These items include: sales study and NPPR offers, Statement to Construction Engineer forms, Waiver of Appraisal forms, and any revised offers.

The City is responsible for recording fees (conveyance documents, partial release of mortgages if applicable).

**COMPENSATION**

Compensation for our work shall be on the basis of a lump sum fee for \$30,000. A breakdown of costs is as follows:

1. Sales Study and NPPR:	\$ 5,500
2. Negotiations for 8 parcels:	\$ 18,500
3. Appraisal and Appraisal Review for one parcel (if needed):	<u>\$ 6,000</u>
	\$ 30,000

**AS-NEEDED**

Any additional appraisals beyond one (1) needed will be:	\$ 3,500
Any additional review appraisals beyond one (1) needed will be:	\$ 2,500
Title Updates (unless provided by Ayres Associates):	\$ 400

**ITEMS NOT INCLUDED**

Conveyance document recording fees, partial release of mortgage recording fees (if applicable), property owner appraisal fees, (if applicable) and property owner appraisal review fees (if needed), and title letter report updates. These shall be the responsibility of the City of Wausau. Should any updates to the TPP be required due to unforeseen circumstances arising out of negotiations with landowners or changes in the design, these services will be provided on actual cost basis at our standard rates included in Attachment A.



**PROJECT PERSONNEL**

The Project Manager will be Cheryl Schroeder who may be reached at 715-845-0429 or cschroeder@becherhoppe.com. If Cheryl Schroeder is not available, your secondary contact will be Jed Mattmiller who may be reached at 715-845-0427 or jmattmiller@becherhoppe.com.

**TIME FRAME**

We will commence work on this Project immediately upon receipt of your accepted copy of this Proposal Agreement. We anticipate completion of our work by November 30, 2026.

**STANDARD CONDITIONS**


Included with this Proposal Agreement is our Standard Terms and Conditions, which are part of this Proposal Agreement for professional services. Please review the Standard Terms and Conditions.


**ACCEPTANCE**

If the terms of this Proposal Agreement are acceptable, please sign and return to me. This Proposal is valid for 60 days.

We look forward to the opportunity to be of service.

Sincerely,

  
Matthew T. Graun  
Vice President

  
Cheryl R. Schroeder  
Real Estate Specialist

P:\2025\P025.406 - Wausau - Grand Ave Real Estate\Wausau Services Proposal Grand Ave with standard provisions template.docx

---

**ACCEPTED BY:**

City of Wausau

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**1. STANDARD OF CARE.** Becher Hoppe's Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession under similar circumstances at the same time and in the locality where the Services are performed. Professional services are not subject to, and Becher Hoppe does not provide, any warranty or guarantee, express or implied. Any warranties or guarantees contained in any purchase orders, requisitions, or notices to proceed Issued by Owner are void and not binding upon Becher Hoppe. Notwithstanding any other representations made elsewhere in this Agreement or in the execution of the Project, this Standard of Care shall not be modified. Becher Hoppe shall act as an independent consultant at all times during the performance of its services, and no terms of this Agreement, either express or implied, shall create an agency fiduciary relationship.

**2. CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Owner. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that the scope must be redefined. Becher Hoppe will promptly provide Owner with a written amendment to this Agreement to recognize such change.

**3. HAZARDOUS ENVIRONMENTAL CONDITIONS.** Unless expressly stated otherwise in the Scope of Services of this Agreement, Becher Hoppe's scope of services does not include any services relating to a Hazardous Environmental Condition, including but not limited to the presence at the Project site of asbestos, mold, PCBs, petroleum, hazardous substances or any other pollutant or contaminant, as those terms are defined in pertinent federal, state, and local laws. In the event Becher Hoppe or any other party encounters a Hazardous Environmental Condition, Becher Hoppe may at its option suspend performance of services until Owner: a) retains appropriate consultants or contractors to identify and remediate or remove the Hazardous Environmental Condition; and b) warrants that the Project site is in full compliance with all applicable environmental laws.

**4. SAFETY.** Unless specifically included as a service to be provided under this Agreement, Becher Hoppe specifically disclaims any authority or responsibility for general job site safety, or the safety of persons (other than Becher Hoppe employees) or property.

**5. DELAYS.** If performance of Becher Hoppe's Services is delayed through no fault of Becher Hoppe, Becher Hoppe shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.

**6. TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party. Owner shall pay Becher Hoppe for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. If either party defaults in its obligations under this Agreement (including Owner's obligation to make required payments), the non-defaulting party may, after giving seven days written notice, suspend performance under this Agreement. The non-defaulting party may not suspend performance if the defaulting party commences to cure such default within the seven-day notice period and completes such cure within a reasonable period of time.

Becher Hoppe may terminate this Agreement upon seven days written notice if: a) Becher Hoppe believes that Becher Hoppe is being requested by Owner to perform services contrary to law or Becher Hoppe's responsibilities as a licensed professional; or b) Becher Hoppe's Services for the Project are delayed, suspended, or interrupted for a period of at least 90 days for reasons not attributable to Becher Hoppe's performance of Services; or c) Owner has failed to pay any amount due and owing to

Becher Hoppe for a period of at least 60 days. Becher Hoppe shall have no liability to Owner on account of such termination.

**7. OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Becher Hoppe is supplied for the general guidance of the Owner only. Since Becher Hoppe has no control over competitive bidding or market conditions, Becher Hoppe cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Owner.

**8. RELATIONSHIP TO CONTRACTORS.** Becher Hoppe shall serve as Owner's professional representative for the Services and may make recommendations to Owner concerning actions relating to Owner's contractors. Becher Hoppe specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected or used by Owner's contractors. Becher Hoppe neither guarantees the performance of any construction contractor nor assumes responsibility for any contractor's failure to perform in accordance with the construction contract documents.

**9. CONSTRUCTION INSPECTION.** For projects involving construction, Owner acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-inspection services by the design professional for the Project permits errors or omissions to be identified and corrected at comparatively low cost. Unless full-time construction inspection services are provided by Becher Hoppe, the Owner risks misinterpretation or alternate interpretation of the design intent. Owner agrees to hold Becher Hoppe harmless from any claims on projects where Becher Hoppe did not provide full-time construction inspection services.

**10. BETTERMENT.** If any Item or component of the Project is required due to omission from the construction documents, Becher Hoppe's liability shall be limited to the reasonable costs of correction of the construction, less the cost to the Owner if the omitted item or component had been initially included in the construction contract documents. It is intended by this provision that Becher Hoppe will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

**11. INSURANCE.** Becher Hoppe will maintain Professional Liability, Commercial General Liability, Automobile, Worker's Compensation, and Employer's Liability Insurance coverage in amounts in accordance with legal and Becher Hoppe's business requirements. Becher Hoppe shall provide to Owner certificates demonstrating such coverage upon request. For projects involving construction, Owner agrees to protect Becher Hoppe's interests through appropriate property and Liability Insurance, and to require its construction contractor, if any, to include Becher Hoppe as an additional Insured on Contractor's policies relating to the Project. Becher Hoppe's coverages referenced above shall, in such case, be excess over contractor's primary coverage.

**12. INDEMNIFICATION.** To the fullest extent permitted by law, Owner and Becher Hoppe each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, but not defend, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Owner and Becher Hoppe, they shall be borne by each party in proportion to its negligence.

To the fullest extent permitted by law, Owner shall indemnify and hold harmless Becher Hoppe, its employees, agents, and representatives, and Becher Hoppe's subconsultants, from and against any loss, liability, claims and damages caused by, arising out of, or resulting from the presence at the Project site of asbestos, mold, PCBs petroleum, hazardous substances, or any other pollutant or contaminant, as those terms are defined in pertinent federal, state, and local laws, except to the extent that the loss, liability, or damages are caused solely by the willful misconduct or negligence of Becher Hoppe, its agents or employees.

**13. LIMITATIONS OF LIABILITY.** No owner, shareholder, principal, employee, or agent of Becher Hoppe shall have individual liability to Owner; and Owner covenants and agrees not to sue any such individual in connection with the Services under this Agreement.

Neither Becher Hoppe, Becher Hoppe's subconsultants, nor their agents or employees shall be jointly, severally, or individually liable to the Owner in excess of the compensation to be paid pursuant to this Agreement or two hundred fifty thousand dollars (\$250,000), whichever is greater, by reason of any act or omission, in tort or contract, including breach of contract, breach of warranty or negligence. To the fullest extent permitted by Laws and Regulations, Owner and Becher Hoppe waive against each other, and the other's employees, officers, directors, members, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

**14. OWNERSHIP AND REUSE OF PROJECT DOCUMENTS.** All documents and other deliverables, in all media, prepared by or on behalf of Becher Hoppe in connection with this Agreement are instruments of service, and Becher Hoppe shall hold the copyright to and all other ownership and property interests in such instruments of service. Upon payment for services rendered, Becher Hoppe grants Owner a license to use instruments of Becher Hoppe's services for the purpose of constructing, occupying, or maintaining the Project. Owner shall not reuse any such documents or other deliverables pertaining to the Project for any purpose other than that for which such documents or deliverables were originally prepared. Owner shall not cause or allow the alteration of such documents or deliverables without written verification and approval by Becher Hoppe for the specific purpose intended, and any alteration by Owner shall be at the Owner's sole risk. Owner agrees to indemnify and hold harmless Becher Hoppe from all claims, damages, and expenses (including reasonable and necessary defense costs), arising out of such reuse or alteration by Owner or others acting through Owner.

**15. ELECTRONIC MEDIA.** Copies of documents that may be relied upon by Owner are limited to printed copies that are signed and sealed by Becher Hoppe. Files or information in electronic media are furnished by Becher Hoppe to Owner solely for convenience of Owner. Because data stored in electronic media format can deteriorate or be modified, the Owner agrees to perform acceptance tests within 60 days. Becher Hoppe will not be responsible to correct any errors or for maintenance of documents in electronic media format after the acceptance period.

**16. RECORDS RETENTION.** Becher Hoppe shall retain on file, for a period of ten years following completion or termination of its services, copies of contract documents, final deliverables, and accounting records related to Engineer's services under this Agreement. Upon Owner's request, Becher Hoppe shall provide a copy of maintained item to Owner at cost.

**17. AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written Instrument signed by both parties.

**18. SUCCESSORS, BENEFICIARIES AND ASSIGNEES.** This Agreement shall be binding upon and inure to the benefit of the owners, administrators, executors, successors, and legal representatives of the Owner and Becher Hoppe. The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assignees.

**19. NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Owner's construction contractors, if any.

**20. STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Substantial Completion, as defined by the construction documents prepared by Becher Hoppe, or, if no construction documents are prepared, one year after the submittal date of Becher Hoppe's most recent invoice for this Agreement. Any action not brought within that one-year time period shall be barred, without regard to any other limitations period set forth by law or statute.

**21. DISPUTE RESOLUTION.** Owner and Becher Hoppe shall provide written notice of a dispute within a reasonable time and after the event giving rise to the dispute. Owner and Becher Hoppe agree to negotiate any dispute between them in good faith for a period of 30 days following such notice, Owner and Becher Hoppe may mutually agree to submit any dispute to mediation or binding arbitration but doing so shall not be required or a prerequisite to initiating a lawsuit to enforce this Agreement.

**22. CONTROLLING LAW.** This Agreement is governed by the laws of the state in which the Project is located.

**23. NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

**24. SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

**25. AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

**26. SURVIVAL.** All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.



330 N. 4th Street, Wausau, WI 54403-5417  
715-845-8000 | becherhoppe.com

## 2026 Rate Schedule

<u>Classification</u>	<u>Hourly Rate</u>	<u>Per Diem</u>	<u>Rate</u>
Engineering Specialist	\$230	Meal-Breakfast (at IRS rate)	\$16.00
Project Engineer III	\$200	Meal-Lunch (at IRS rate)	\$19.00
Project Engineer II	\$180	Meal-Dinner (at IRS rate)	\$28.00
Project Engineer I	\$160	Travel (at IRS rate)	\$0.725/mile
Civil 3D Designer	\$180	Lodging	At Cost
Resource Manager	\$180		
Staff Engineer	\$120	<b><u>Field Equipment</u></b>	<b><u>Rate</u></b>
Engineer Intern	\$90	GPS	\$40/Hour
		Robotic Total Station	\$40/Hour
CAD Technician III	\$135	Drone	\$100/Hour
CAD Technician II	\$125	<b><u>Supplies</u></b>	<b><u>Rate</u></b>
CAD Technician I	\$115	Postage	At Cost
		Printing Materials	At Cost
Project Representative III	\$135	<b><u>Other</u></b>	<b><u>Rate</u></b>
Project Representative II	\$125	Permitting / Plan Approval Fees	At Cost
Project Representative I	\$115	Sub-consultant's Fee X	1.10
Professional Land Surveyor, PLS	\$175	Expert Witness Rate X	2
Survey Supervisor	\$155	Overtime Rate X	1.25
Survey Technician II	\$115		
Survey Technician I	\$105		
Real Estate Specialist II	\$180		
Technical Assistant	\$120		

Updated 12/29/2025

*Becher-Hoppe Associates, Inc. reserves the right to adjust any portion of the rate schedule as needed to reflect the firm's salary and reimbursable expenses review practices. Invoice billing rates will be adjusted accordingly.*

LEASE AGREEMENT BETWEEN THE CITY OF WAUSAU AND  
SAWMILL MINI GOLF, LLC.

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "LESSOR," and Sawmill Mini Golf, LLC, hereinafter referred to as "LESSEE";

WITNESSETH:

WHEREAS, LESSOR presently owns property in the City of Wausau, a description of such property being attached hereto as "Exhibit 1" and incorporated herein by reference; and

WHEREAS, the property described on "Exhibit 1" contains a concession building, and LESSEE wishes to lease from LESSOR this building, and LESSOR wishes to lease to LESSEE this building, all upon terms and conditions as follows:

NOW, THEREFORE, and in consideration of the rents, covenants, and agreement herein contained, LESSOR does hereby lease to LESSEE, and LESSEE does lease from LESSOR the concession building located on that land described on "Exhibit 1" attached hereto:

1. **PREMISES.** LESSOR hereby leases to LESSEE and LESSEE hereby leases from LESSOR that certain building located on property described as follows:

See "Exhibit 1" attached hereto and incorporated herein by reference.

2. **DURATION OF LEASE.** The initial term of this lease shall be for one (1) year, eight (8) months, and seventeen (17) days beginning on February 11, 2026 and terminating on October 31, 2027. Provided that LESSEE is not then in default, this lease may be renewed upon the mutual agreement of the parties subject only to the fixed renewal increase described in paragraph 3 for additional successive terms of one year each, upon notice by the LESSEE to LESSOR of its intent to renew at least 120 days prior to end of the then current term. If the LESSEE does not exercise its option to renew or the parties cannot agree on the terms for a new lease, then this agreement will terminate on the last day of the existing term.

3. **RENT.** LESSEE agrees to pay to LESSOR as follows:

The rent shall be One Thousand Dollars (\$1,000) per month June through August, Seven Hundred Dollars (\$700) per month May, September & October and One Hundred Dollars (\$100) per month November through April with a 0% increase applied for the first one-year renewal. If additional one-year renewals are requested a 3% increase will be applied at the beginning of each successive one-year term. Payments shall be made at the office of the City Clerk at City Hall, 407 Grant Street, Wausau, Wisconsin, or mailed to that address. Payment shall be received by the 1st day of each month for which the rent is due until the expiration of the lease agreement. (If the rent payment is made by mail, the money must be received by the City Clerk on or before the 1st day of each month.)

4. CONDITION OF PREMISES. LESSEE having inspected the demised premises, agrees to accept the premises in its present condition and state of repair and acknowledges that LESSOR has made no representation as to the condition of the premises.
5. USE OF PREMISES. The premises shall be used for the seasonal operation of a business that serves ice cream and related products, provided that any use shall be a use which is permitted by the zoning ordinances of the City of Wausau.
6. HOURS OF OPERATION. LESSEE shall be open from May 1 through October 31. Tuesday-Sunday 11:00 a.m. to 8:00 p.m. in June through August and in May, September and October Fridays 4:00 a.m. to 7:00 p.m. and Saturday and Sundays 11:00 a.m. to 7:00 p.m., weather permitting. Hours may be adjusted at the discretion of the LESSEE, based on customer demands.
7. MAINTENANCE OF PREMISES. LESSEE agrees to keep the premises in good repair and reasonably clean at its expense, to maintain in good repair all equipment which is within the building on the premises and to return the building and the premises to LESSOR in reasonably good condition, repairing or replacing all broken or missing articles.

LESSEE shall be responsible during open season for keeping the interior space of the concession building reasonably clean at its expense. LESSEE shall be responsible during open season for maintaining all public and storage areas in and around the building, including nearby public seating areas and public waste receptacles.

LESSEE shall contract a dumpster at its expense for trash collection to be located in the combined trash enclosure provided by the City (see Exhibit 1).

LESSOR shall have the right to inspect the premises at all reasonable times and if LESSEE fails to keep the premises in a reasonably clean condition, LESSOR may clean the premises and charge the costs thereof to LESSEE.

LESSOR agrees to be responsible for daily cleaning and restocking of the public bathrooms during the months of operation. LESSEE shall assist LESSOR with daily cleaning and restocking of the public bathrooms during the months of operation.

LESSOR agrees to maintain owned areas surrounding and nearby the premises in good repair and reasonably clean during the term of this lease.

8. CHANGES /IMPROVEMENTS. It is agreed by and between the parties hereto that LESSEE shall not make any changes to or on or do anything to or on the interior or exterior of the building, the land, the parking lot, or the sign, unless specifically permitted by this agreement, such permission to change not to be unreasonably withheld by LESSOR.
9. REMOVAL OF EQUIPMENT, FIXTURES, ETC. LESSEE may remove, at its own expense and without damage to the building or grounds, any equipment, fixtures, personal property, air conditioning equipment, or other similar items owned and installed by LESSEE in or on the demised premises, provided, however, that it leave the premises in the same condition of repair and as tenantable as it was at the making of this agreement and prior to the addition of such equipment or fixtures.

10. EXTERIOR. It is agreed between the parties hereto that LESSOR shall be responsible for the exterior of the building, the doors and the windows, unless the repairs and/or maintenance is necessitated by an act or an omission of LESSEE or someone on the premises for the purpose of conducting business with LESSEE.
11. HEAT AND UTILITIES. It is agreed by and between the parties hereto that LESSOR shall pay and be responsible for natural gas, electrical, heat, water, and sewer utility charges services during the months of operation for the term of this lease. LESSEE shall pay and be responsible for any utility services needed for the operations of the business including but not limited to telephone and internet.
12. GOVERNMENTAL REGULATIONS. LESSEE agrees to keep and occupy the premises in accordance with all police, sanitary, health, safety, and other rules, laws, and regulations imposed by any governmental authority.
13. PROPERTY INSURANCE. LESSOR agrees to keep the leased premises insured for fire and extended coverage for the full insurable value thereof. LESSEE agrees to insure all of LESSEE's property on the leased premises, and any improvements that LESSEE might make to the leased premises, for fire and extended coverage for the full insurable value thereof.
14. LIABILITY INSURANCE. LESSEE agrees to carry and pay the premiums for public liability insurance, including liability under the safe place statute, insuring LESSOR against liability for injury to property for at least One Million Dollars (\$1,000,000) and against liability for injury to persons or for loss of life arising out of the use and occupancy of the demised premises, with limits of Two Million Dollars (\$2,000,000) per person and per occurrence, and shall furnish evidence of such insurance to LESSOR. In lieu of the foregoing, if LESSEE carries such public liability insurance under a blanket policy, LESSEE shall furnish LESSOR a current certificate to that effect which states the amount thereof, the type of coverage, and that LESSOR has been added as a coinsured for the demised premises. LESSOR shall have the right at any time to request LESSEE to raise the herein described limits of coverage. Such increase shall be implemented by LESSEE within thirty (30) days of notice by LESSOR.
15. INDEMNIFY AND HOLD HARMLESS. LESSEE agrees to indemnify LESSOR, and to save and hold LESSOR free and harmless from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions, and/or causes of action of any kind or of any nature, which may be sustained by reason of damage or damages or injury to any person or persons or property or death to any person or persons, or by reason of any other liability imposed by law or by anything or by anyone else upon LESSOR, as the result of and/or due to LESSEE's operations on the premises which are the subject of this lease and/or as a result of and/or due to the presence of LESSEE on the premises which are the subject of this lease agreement and/or the result of and/or due to the existence of this lease agreement; and LESSEE agrees to indemnify and save and hold free and harmless any of LESSOR's appointed, hired, and elected officers, agents, employees and designees from the aforementioned judgments, damages, losses, costs, claims, expenses, suits, demands,

actions and/or causes of action of any kind or of any nature, and this specifically includes within this indemnification and hold harmless, attorney's fees and other costs of defense which may be sustained by and/or occasioned to LESSOR and/or any of LESSOR's appointed, hired, and elected officers, agents, employees and designees. I'm going to rewrite this.

16. RELEASE. LESSEE hereby releases LESSOR, and its officers, agents, employees and designees from all judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature, which may result from or be due to LESSEE's operations on the premises which are the subject of this lease and/or as a result of and/or due to the presence of LESSEE on the premises which are the subject of this lease and/or as the result of and/or due to the existence of this lease agreement.
17. REPAIRS AND MAINTENANCE. LESSEE shall, during the term of this lease and any renewal or extension thereof, keep the interior of the building on the demised premises in good order, and in presentable appearance, reasonable wear and tear excepted, and shall keep the exterior premises reasonable free of debris and in good order and in a presentable manner. LESSOR's duties for maintaining the demised premises shall include, but shall not be limited to, repairs to the heating system, air-conditioning system, electrical system, plumbing system, walls, floors, ceilings, roof, and windows. In general, the structural components of the building shall be the responsibility of LESSOR to maintain.
18. ASSIGNMENT-SUBLETTING. LESSEE may not assign or sublet all or any portion of the demised premises without the approval of LESSOR, which approval shall not be unreasonably withheld. LESSOR shall have the right to sell, assign, or transfer LESSOR's interest in this lease agreement.
19. SIGNS. LESSEE may erect such signs, or place lettering or other types of identification upon the demised premises only in compliance with city ordinances and state and federal statutes and codes and with the approval of the Wausau & Marathon County Parks, Recreation & Forestry Department, such approval not to be unreasonably withheld.
20. DAMAGE OR DESTRUCTION. In the event the demised premises shall be destroyed, or so damaged by fire, explosion, windstorm, or other casualty so as to be untenable, LESSOR shall not be bound to restore the demised premises, and this lease agreement shall be immediately terminated. In the event the damage does not render the demised premises untenable, LESSOR shall restore the demised premises with reasonable dispatch and while such damage is being repaired, LESSEE shall be entitled to an equitable abatement of rent. LESSOR shall not be liable or responsible for any delays in rebuilding or repairing due to strikes, riots, acts of God, national emergency, act of a public enemy, governmental laws or regulations, inability to procure materials, labor, or any other causes beyond its control.

21. TERMINATION OF LEASE BY LESSOR. If default is made in the payment of rent, at the times above stated, or if LESSEE shall break any of the covenants and agreements herein contained, or shall willfully or maliciously do injury to the premises, or shall file a petition in bankruptcy or have an involuntary petition in bankruptcy filed against him, or make an assignment for the benefit of creditors, LESSOR or its legal representatives shall have the right at any time thereafter, without notice, to declare this lease void and the term herein contained ended, and may re-enter the premises and expel LESSEE, using such force as may be necessary, without prejudice to any remedies which LESSOR may have to collect arrears of rent.
22. LESSOR'S OPTION TO CURE LESSEE'S BREACH. In the event of any breach hereunder by LESSEE, either in payment of insurance premiums, personal property taxes, charges, rents, fees or licenses levied, charged, or assessed by governmental authority, or in the making of repairs or maintenance, or in failing to deposit policies, or in any other covenants and agreements herein contained, LESSOR may immediately, or at any time thereafter, after five (5) days written notice to LESSEE, cure such breach at the expense of LESSEE. If LESSOR, at any time, by reason of such breach, is compelled to pay, or elects to pay, any money or to do any act which will require the payment of any money, or is compelled to incur any expenses, including reasonable attorney's fees, in instituting or prosecuting any action or proceeding to enforce LESSOR's rights hereunder, the sums so paid by LESSOR with interest at the rate of 10 percent per annum from the date of payment thereof, shall be deemed additional rent hereunder and shall be due from LESSEE to LESSOR from the time of disbursement. It is agreed that after the service of any notice, or the commencement of suits, or after final judgment for possession of the premises, LESSOR may receive and collect any rent or additional rent due without prejudice to or waiver of an effect upon the said notice, suit, or judgment.
23. CUMULATIVE REMEDIES. All rights and remedies of LESSOR herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law and said rights and remedies may be exercised and enforced concurrently and whenever and as often as occasion therefore arises.
24. NOTICES. Any notice required or permitted under this lease agreement shall be deemed sufficiently given or served if sent by certified mail, return receipt requested, to LESSEE at Sawmill Mini Golf, LLC., 608 Creske Avenue, Rothschild, WI 54474 and to LESSOR at City Hall, 407 Grant Street, Wausau, WI 54403. Either party may, by proper notice, at any time from time to time, designate a different address to which notice shall be sent. Notices given in accordance with these provisions may also be made through personal receipt by the party to whom the notice is addressed.
25. INSPECTION. LESSOR or its agents or representatives shall have the right to enter and inspect the premises at reasonable times including during usual business hours and at any time in the event of an emergency that would substantially jeopardize LESSOR's interest in the leased premises.



## EXHIBIT 1

Part of Lot 2 of Certified Survey Map No. 17367 recorded in the Office of Register of Deeds for Marathon County in Volume 83 of Certified Survey Maps on Page 24, being part of Sections 25 and 26, Township 29 North , Range 7 East, City of Wausau, Marathon County, Wisconsin



**OFFICIAL MINUTES**  
REGULAR MEETING

**MEETING:** Parks & Recreation Committee  
**DATE/TIME:** Monday, February 2, 2026 at 5:15 PM  
**LOCATION:** Wausau City Hall – Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Lou Larson (C) Carol Luken (VC)  
Lisa Rasmussen Sarah Watson  
Tom Neal

Members Present: Lou Larson, Carol Lukens, Lisa Rasmussen, Tom Neal, Sarah Watson  
Members Not Present:  
Members Excused:  
Present 5, Not Present 0, Excused 0

Noting the presence of a quorum, the Chairperson called the meeting to order at 05:17 PM.

**1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**

No Public Comment

**2 Consideration of the minutes of the preceding meeting(s).**

Regular Parks and Recreation Committee January 5, 2026 Minutes

Motion by Alderperson Neal, seconded by Alderperson Rasmussen, to Approve. Motion Passed 5-0.

Special Parks and Recreation Committee January 19, 2026 Minutes

Motion by Alderperson Neal, seconded by Alderperson Rasmussen, to Approve. Motion Passed 5-0.

**3 Discussion and possible action.**

- a. Discussion and Possible Action Recommending a Vendor to Operate the Riverlife Concession Stand**

Brief discussion was held about the proposals. Members of the Committee felt that the proposal from Mr. Alwin best fit the facility, park and vision for the concession stand. The Committee thanked both proposers for submitting proposals for the concession stand.

Motion by Alderperson Neal, seconded by Alderperson Rasmussen, to Approve the proposal submitted by Mr. Alwin. Motion Passed 5-0.

- b. Discussion and Possible Action on Renewal of Radtke Point Park/Grace Park Lease Agreement**

Motion by Alderperson Lukens, seconded by Alderperson Watson, to Approve renewal of Radtke Point/Grace Park lease agreements. Motion Passed 5-0.

**4 Discussion.**

- a. A. 2025 Year in Review  
B. 2026 Parks, Recreation & Forestry Annual Work Plan**

*Report placed on file.*

## 5 Adjournment.

Motion by Alderperson Watson, seconded by Alderperson Lukens, to Adjourn. Motion carried.  
Meeting adjourned at 05:27 PM.

Next Meeting is Monday, March 2, 2026 @ 5:15 PM.

The recording of this meeting may be viewed on  
YouTube [@CityofWausauMeetings](#)



City of Wausau  
(715) 261-6500 | [clerk@wausauwi.gov](mailto:clerk@wausauwi.gov)  
[wausauwi.gov](http://wausauwi.gov)

