



**OFFICIAL NOTICE & AGENDA**  
REGULAR MEETING

**MEETING:** Common Council  
**DATE/TIME:** Tuesday, February 24, 2026 at 6:30 PM  
**LOCATION:** Wausau City Hall — Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Carol Lukens Lisa Rasmussen  
Micheal Martens Sarah Watson  
Terry Kilian Vicki Tierney  
Tom Neal Lou Larson  
Aaron Griner Chad Henke  
Becky McElhanev

**1 Call to order by the presiding officer.**

**2 Pledge of Allegiance, and Roll Call and Proclamations.**

**3 Presentations.**

Presentation by the Wausau Police Department for the Medal of Valor Award.

**4 Consideration of the minutes of the preceding meeting, approval of the minutes if correct, and correction of mistakes if any.**

February 10, 2026 Regular Common Council Minutes

**5 Reading of the City of Wausau Public Comment Statement.**

**6 Comments and suggestions from preregistered citizens.**

**7 Consent agenda.**

**26-0108** Resolution from the Public Health & Safety Committee Approving or Denying Various Licenses as Indicated.

**26-0205** Ordinance from the Plan Commission Amending Sections 23.02.30 (SR-2) Single Family Residential-2 Zoning District, 23.02.31 (SR-3) Single Family Residential-3 Zoning District, 23.02.32 (SR-5) Single Family Residential-5 Zoning District, 23.02.34 (MH-7) Mobile Home Residential-7 Zoning District, 23.02.40 (DR-8) Duplex Residential-8 Zoning District, 23.02.41 (TF-10) Two Flat Residential-10 Zoning District, 23.02.61 (MI) Medium Industrial Zoning District, Section 23.02.62 (HI) Heavy Industrial Zoning District, 23.02.70 (IOS) Intensive Outdoor Storage Zoning District, 23.03.30 Temporary uses, 23.06.06 Off-street parking and traffic circulation, 23.06.20 Exterior lighting standards, 23.06.40 Fencing standards and 23.09.27 Sign permits-Application, enforcement, and revocation.

**24-0704** Resolution from the Finance Committee authorizing 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.

**01-0115** Resolution from the Public Health & Safety Committee Relocating Wards 17, 18, 19, 20 (District 7 & 8) to a Marathon Park East Gate Hall in 2026.

**23-0214** Resolution from the Finance Committee Approving Amendment to Professional Service Contract with EPLEX, LLC.

**26-0206** Resolution from the Finance Committee Approving Amendment to the City of Wausau Comprehensive Fee Schedule Regarding Commercial Building and Plumbing Plan Reviews.

**8 Ordinances and resolutions.**

**26-0202** Confirming Appointments of the Mayor of the City of Wausau to the Business Improvement District Board.

**9 Closed Session.**

**Adjourn to Closed Session** pursuant to Wisconsin State Statute § 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to discuss an investigation into allegations against a City of Wausau official.

**10 Reconvene into Open Session, if necessary, to take action on Closed Session items.**

**11 Announcement from Mayor and Alderpersons.**

- 12 Comments and suggestions from citizens present during Public Comment occurring both before and after the business meeting.
- 13 Adjournment.

Mayor Doug Diny, Chair

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

DATE: 02/18/2026  
TIME: 4:00 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 MINUTE PROCEEDINGS**  
REGULAR MEETING

**MEETING:** Common Council  
**DATE/TIME:** Tuesday, February 10, 2026 at 6:30 PM  
**LOCATION:** Wausau City Hall — Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Carol Lukens Lisa Rasmussen  
Micheal Martens Sarah Watson  
Terry Kilian Vicki Tierney  
Tom Neal Lou Larson  
Aaron Griner Chad Henke  
Becky McElhaney

**1 Call to order by the presiding officer.**

Mayor Doug Diny presided.  
The meeting was called to order at 06:30 PM.

Roll Call indicated 10 members present.  
Members Present - Carol Lukens, Michael Martens, Terry Kilian, Tom Neal, Aaron Griner, Lisa Rasmussen, Sarah Watson, Vicki Tierney, Lou Larson, Chad Henke  
Members Absent -  
Members Excused - Becky McElhaney  
Present 10, Absent 0, Excused 1

**2 Pledge of Allegiance, and Roll Call and Proclamations.**

The Mayor of the City of Wausau Proclaims the following:

211 Day Proclamation

**3 Consideration of the minutes of the preceding meeting, approval of the minutes if correct, and correction of mistakes if any.**

Motion by Alderperson Watson, seconded by Alderperson Neal, to approve all items outlined below.  
Yes 10, No 0, Abstained 0  
MOTION PASSED.

January 27, 2026 Regular Common Council Minutes

**4 Reading of the City of Wausau Public Comment Statement.**

**5 Comments and suggestions from preregistered citizens.**

**6 Consent agenda.**

Motion by Alderperson Watson, seconded by Alderperson Henke, to approve all items outlined below.  
Yes 10, No 0, Abstained 0  
MOTION PASSED.

**82-0526** Joint Resolution from Airport Committee and Parks & Recreation Committee Authorizing Execution of Lease for Radtke Point Park and Grace Park with the City of Schofield.

**7 Ordinances and resolutions.**

**8 Suspend Rule 1(D) Transmission of Committee business to the Council and 6(B) Filing.**

Motion by Alderperson Neal, seconded by Alderperson Watson, to suspend Rule 1(D) Transmission of Committee business to the Council and 6(B) Filing.

**Yes - Alderperson Lukens, Alderperson Martens, Alderperson Neal, Alderperson Griner, Alderperson Rasmussen, Alderperson Watson, Alderperson Larson, Alderperson Henke**  
**No - Alderperson Kilian, Alderperson Tierney**  
**Abstained - None**  
**Yes 8, No 2, Abstained 0**  
**MOTION PASSED.**

**26-0203** Resolution from the Finance Committee Approving Airspace Obstruction Removal Agreement with Schofield Ridgeland Legacy LLC – 724 and 732 Ridgeland Avenue, Schofield.

*Without objection, item 26-0203 was pulled from consideration by the Chair.*

**26-0204** Resolution from the Finance Committee Approving Airspace Obstruction Removal Agreement with Zachary Lange – 811 Ridgeland Avenue, Schofield.

*Without objection, item 26-0204 was pulled from consideration by the Chair.*

**23-0309** Resolution from the Finance Committee Approving Sixth Amendment to Advanced Physical Therapy and Sports Medicine, S.C. On-Site Health Services Agreement.

**Motion by Alderperson Watson, seconded by Alderperson Henke, to approve.**  
**Yes 10, No 0, Abstained 0**  
**MOTION PASSED.**

**26-0202** Confirming Appointments of the Mayor of the City of Wausau to the Business Improvement District Board.

**Motion by Alderperson Watson, seconded by Alderperson Griner, to approve.**  
**Yes 10, No 0, Abstained 0**  
**MOTION PASSED.**

**19-0304** Resolution from the Finance Committee Approving Lease of the Riverlife Park Concession Building to Sawmill Mini Golf, LLC for the Operation of an Ice Cream Business.

**Motion by Alderperson Watson, seconded by Alderperson Lukens, to approve.**  
**Yes 10, No 0, Abstained 0**  
**MOTION PASSED.**

**9 Announcement from Mayor and Alderpersons.**

**10 Comments and suggestions from citizens present during Public Comment occurring both before and after the business meeting.**

**11 Adjournment.**

Motion by Alderperson Griner, seconded by Alderperson Neal, to adjourn. Motion carried. Meeting adjourned at 06:41 PM.

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



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



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

Resolution from the Public Health & Safety Committee Approving or Denying Various Licenses as Indicated.

**Committee Action:** Approved 4-0

**File Number:** 26-0108

**Date Introduced:** February 24, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<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**, your Public Health and Safety Committee considered certain license applications at its January 19, 2026 regular meeting, and has made recommendations that are attached hereto and recommends these actions to the Council for its approval; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the City Clerk be hereby authorized to issue the licenses on the attached list, incorporated as part of this resolution, according to recommendations made by the Public Health & Safety Committee and upon successful completion and acceptable proof that all applicable state and municipal regulations and requirements have been met by the applicants.

Approved:

\_\_\_\_\_  
 Doug Diny, Mayor



## Council Date 02/24/2026

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
219098	9080 - Public Transport Driver New	THOMAS, YVONNE	221 SCOTT ST, APT 545 WAUSAU WI 54403		NORTHWOODS CAB	10/28/2025	06/30/2026	No	No	
226658	9080 - Public Transport Driver New	TOLDNESS, RICHARD	402 N 10TH ST WAUSAU WI 54403		NORTHWOODS TRANSPORT	12/30/2025	06/30/2026	Yes	Yes	
<b>Total Licenses</b>										<b>2</b>



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Kody Hart, Deputy City Clerk

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TEL: (715) 261-6616  
FAX: (715) 261-6626

TO: Public Health & Safety Committee

FROM: Kody Hart, Deputy City Clerk

RE: Approve or deny various licenses as indicated on the attached summary report of all applications received.

DATE: January 13, 2026

Applications as listed have or will have a background check run by staff and reviewed by the Police Chief or a designee. In accordance with city ordinance, all permits approved are held for debts owed to the city until the debt is paid in full.

#### STAFF RECOMMENDATIONS

Approve or deny as indicated on the summary report attached, including those that may be introduced at the meeting. Further summaries on staff recommendations are outlined below.

1. **Denial Recommendations –Public Transport Driver New:**

- **Yvonne L. Thomas** – This application is recommended for denial due to sexual assault of a child conviction and battery conviction from 1999 and 2000 and sex offender registry violation from 2013.

2. **Approval Recommendation – Special Event Class II License:**

- **2026 Winterfest** located at Marathon Park on January 24<sup>th</sup>, 2026 from 9:00 AM to 1:00 PM, license applicant Wausau Events, Alissandra Aderholdt.

3. **Approval Recommendation – Temporary “Class B” (Picnic) License:**

- **Fire & Ice** located at 195 N. 2<sup>nd</sup> Street on February 20<sup>th</sup>, 2026 from 6:00 PM to 9:00 PM, license applicant The Children’s Imaginarium, Julie Bollmann.
- **Fun@5 at Olson Tire & Auto** located at 601 Forest Street on February 19<sup>th</sup>, 2026 from 5:00 PM to 7:00 PM, license applicant Greater Wausau Chamber of Commerce, Kaycee Packard.

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

Ordinance from the Plan Commission Amending Sections 23.02.30 (SR-2) Single Family Residential-2 Zoning District, 23.02.31 (SR-3) Single Family Residential-3 Zoning District, 23.02.32 (SR-5) Single Family Residential-5 Zoning District, 23.02.34 (MH-7) Mobile Home Residential-7 Zoning District, 23.02.40 (DR-8) Duplex Residential-8 Zoning District, 23.02.41 (TF-10) Two Flat Residential-10 Zoning District, 23.02.61 (MI) Medium Industrial Zoning District, Section 23.02.62 (HI) Heavy Industrial Zoning District, 23.02.70 (IOS) Intensive Outdoor Storage Zoning District, 23.03.30 Temporary uses, 23.06.06 Off-street parking and traffic circulation, 23.06.20 Exterior lighting standards, 23.06.40 Fencing standards and 23.09.27 Sign permits-Application, enforcement, and revocation.

**Committee Action:** Approved 5-0

**File Number:** 26-0205

**Date Introduced:** February 24, 2026

**Ordinance Number:** 61-4057-747

The Common Council of the City of Wausau do ordain as follows:

Add (        )  
Delete (  )

Section 1. That Section 23.02.30 (SR-2) Single Family Residential-2 Zoning District, is hereby amended to read as follows:

....

(7) *Density, intensity, and bulk regulations for the (SR-2) Single Family Residential-2 District.*

	Requirement
....	
Minimum Lot Depth	<del>120</del> <span style="background-color: yellow;">110</span> feet

Section 2. That Section 23.02.31 (SR-3) Single Family Residential-3 Zoning District, is hereby amended to read as follows:

....

(7) *Density, intensity, and bulk regulations for the (SR-3) Single Family Residential-3 District.*

	Requirement
....	
Minimum Lot Depth	<del>120</del> <span style="background-color: yellow;">110</span> feet

Section 3. That Section 23.02.32 (SR-5) Single Family Residential-5 Zoning District, is hereby amended to read as follows:

(7) *Density, intensity, and bulk regulations for the (SR-5) Single-Family Residential-5 District.*

	Requirement
....	
Minimum Lot Depth	<del>120</del> 110 feet

Section 4. That Section 23.02.34 (MH-7) Mobile Home Residential-7 Zoning District, is hereby amended to read as follows:

(7) *Density, intensity, and bulk regulations for the (MH-7) Mobile Home Residential-7 District. (A mobile home that is replacing an existing unit can meet either the following table or the setbacks met by the existing unit, whichever are less restrictive.)*

	Requirement
....	
Minimum Lot Depth	<del>120</del> 110 feet

Section 5. That Section 23.02.40 (DR-8) Duplex Residential-8 Zoning District, is hereby amended to read as follows:

(7) *Density, intensity, and bulk regulations for the (DR-8) Duplex Residential-8 District.*

	Requirement
....	
Minimum Lot Depth	<del>120</del> 110 feet

Section 6. That Section 23.02.41 (TF-10) Two Flat Residential-10 Zoning District, is hereby amended to read as follows:

(3) *Principal uses permitted as conditional use.* Refer to article III for detailed definitions and requirements for each of the following land uses.

....

(m) ~~Off street parking lot.~~

and reletter (n) and (o) to (m) and (n).

....

(7) *Density, intensity, and bulk regulations for the (TF-10) Two Flat Residential-10 District.*

	Requirement
....	
Minimum Lot Depth	<del>120</del> 110 feet

Section 7. That Section 23.02.61 (MI) Medium Industrial Zoning District, is hereby amended to read as follows:

....

(2) *Principal uses permitted by right.* Refer to article III for detailed definitions and requirements for each of the following land uses.

1. Commercial animal boarding/daycare

and reletter (a) through (r) to (b) through (s).

(3) *Principal uses permitted by right as Conditional Use.* Refer to article III for detailed definitions and requirements for each of the following land uses.

- (a) — Office.
  - (b) — Personal or professional service.
  - (c) — Outdoor display.
  - (d) — Artisan production shop.
  - (e) — Commercial kitchen.
  - (f) — Indoor maintenance service.
  - (g) — Commercial animal boarding/daycare.
  - (h) — Vehicle service and repair.
  - (i) — Outdoor open space institutional.
  - (j) — Passive outdoor recreation.
  - (k) — Essential services.
  - (l) — Light industrial.
  - (m) — Indoor storage and wholesaling.
1. Drive-through & in-vehicle sales or service.
  2. Large scale public services and utilities.
  3. Production greenhouse.
  4. Indoor food cultivation and farming.
  5. Indoor food production and processing.
  6. Personal storage facility.
  7. Transit center.
  8. Distribution center.
  9. Off-site parking lot.
  10. Off-site structured parking.
  11. Communication tower.
  12. Cultivation.
  13. Community garden.

Section 8. That Section 23.02.62 (HI) Heavy Industrial Zoning District, is hereby amended to read as follows:

(2) *Principal uses permitted by right.* Refer to article III for detailed definitions and requirements for each of the following land uses.

1. Commercial animal boarding/daycare
- and relettering (a) through (r) to (b) through (s).

(3) *Principal uses permitted as by right Conditional Use.* Refer to article III for detailed definitions and requirements for each of the following land uses.

- (a) — Office.
- (b) — Personal or professional service.
- (c) — Outdoor display.
- (d) — Artisan production shop.
- (e) — Commercial kitchen.
- (f) — Commercial animal boarding/daycare.
- (g) — Indoor maintenance service.
- (h) — Outdoor maintenance service.

- ~~(i) — Vehicle service and repair.~~
- ~~(j) — Outdoor open space institutional.~~
- ~~(k) — Passive outdoor recreation.~~
- ~~(l) — Essential services.~~
- ~~(m) — Light industrial.~~
- ~~(n) — Heavy industrial.~~
- ~~(o) — Production greenhouse.~~
- ~~(p) — Indoor food production and processing.~~
- ~~(q) — Indoor storage and wholesaling.~~
- ~~(r) — Outdoor storage and wholesaling.~~
- ~~(s) — Distribution center.~~

1. Drive-through & in-vehicle sales or service.
2. Adult-oriented entertainment business.
3. Active outdoor recreation.
4. Large scale public services and utilities.
5. Indoor food cultivation and farming.
6. Transit center.
7. Freight terminal.
8. Airport.
9. Heliport.
10. Off-site parking lot.
11. Off-site structured parking.
12. Communication tower.
13. Composting.
14. Recycling and waste disposal.
15. Salvage or junkyard.
16. Sand and mineral processing.
17. Large wind energy system.
18. Large solar energy system.
19. Cultivation.
20. Community garden.

Section 9. That Section 23.02.70 (IOS) Intensive Outdoor Storage Zoning District, is hereby amended to read as follows:

- (2) *Principal uses permitted by right.* Refer to article III for detailed definitions and requirements for each of the following land uses.

.....

~~(i) — Light industrial.~~

~~(j) — Heavy industrial.~~

and reletter (k) through (o) to (i) through (m).

Section 10. That Section 23.03.30 Temporary uses, is hereby amended to read as follows:

- (2) *Temporary outdoor storage container (nonresidential).* Enclosed, lockable storage containers such as shipping containers, semi-trailers, storage pods, or other fully enclosed trailers for use on a limited basis on a nonresidential property. Other forms of ~~forms of~~ temporary outdoor storage containers are prohibited.

Section 11. That Section 23.06.06 Off-street parking and traffic circulation, is hereby amended to read as follows:

.....

(23) *Limitations on uses of residential off-street parking areas.* In residential districts and on lots associated with residential uses, accessory off-street parking facilities shall be solely for the parking of passenger vehicles, which shall be regulated as follows:

.....

(c) A recreational vehicle (RV) associated with and customary to residential uses may be parked as if a passenger vehicle but shall not be utilized for the storage of goods, materials, or equipment other than that which is considered part of the RV or essential to its function.

1. No person shall park or store any recreational ~~equipment~~ **vehicle** within the front yard or corner side yard of any residential zoning district unless the ~~equipment~~ **vehicle** is parked on a driveway which meets all of the requirements in section 23.06.06, off-street parking and traffic circulation.
2. **A R**ecreational ~~equipment~~ **vehicle** may be stored on any type of surface in the rear yard or the interior side yard areas. If the rear yard of a corner lot abuts the side yard of an adjacent residence, any recreational ~~equipment~~ **vehicle** stored in said rear yard shall not be closer to the street than the required front yard setback distance for said adjacent residence.
3. **A R**ecreational ~~equipment~~ **vehicle** longer than 30 feet shall not be stored anywhere outdoors in any residential zoning district unless the ~~piece~~ of recreational ~~equipment~~ **vehicle** is being loaded, unloaded, cleaned or otherwise prepared for use or extended storage. The time period that **a** recreational ~~equipment~~ **vehicle** longer than 30 feet may be kept outdoors shall not exceed seven days during any 30-day period. For purposes of this subsection, the length of a ~~piece~~ of recreational ~~equipment~~ **vehicle** shall include any portion of a trailer that the equipment is loaded onto.

Section 12. That Section 23.06.20 Exterior lighting standards, is hereby amended to read as follows:

.....

(5) *Exterior lighting requirements.*

.....

(d) Fixtures and luminaries.

.....

4. The maximum fixture mounting height by zoning district shall be:

.....

c. Twenty feet **in the I,** SO, SMU, UMU, DPMU, DHMU, DRMU, RP, IOS, IOC, AO, and EX Zoning Districts.

.....

(7) *Additional lighting requirements for intensive outdoor recreation uses.*

.....

(b) The mounting height for light fixtures shall be no greater than one-fourth time the distance to the nearest property line from where the light fixture is located.

Section 13. That Section 23.06.40 Fencing standards, is hereby amended to read as follows:

.....

(5) *Design and materials.*

(a) *Materials.*

.....  
3. Rules related to specific materials.

.....  
b. Wire mesh and ~~non-coated/non-galvanized~~ chain link fencing is not permitted within front yards in the SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10, TRD-12, MR-12, MR-20, and MR-50 titles, except when used in conjunction with parks, schools, airports, or other institutional uses.

.....  
e. Coated Chain link fences shall have a minimum nine-gauge thickness, and a top rail support is required. Coated Chain link fences shall not be permitted in front or street yards and shall not extend toward the street beyond the front of the building.

Section 14. That Section 23.09.27 Sign permits-Application, enforcement, and revocation, is hereby amended to read as follows:

(1) *Applicability.*

(a) No freestanding sign listed under section 23.09.05(1)(a), on-building sign listed under section 23.09.05(1)(b), bulletin board or order board sign under section 23.09.05(1)(d), or optional miscellaneous sign under section 23.09.05(3)(b) shall be erected, installed, or constructed without approval from the City of Wausau Plan Commission Zoning Administrator.

Section 15. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 16. This ordinance shall be in full force and effect on the day after its publication.

Adopted: 2/24/2026  
Approved: 2/25/2026  
Published: 3/4/2026  
Attest: 2/25/2026

Approved:

\_\_\_\_\_  
Doug Diny, Mayor

Attested:

\_\_\_\_\_  
Kaitlyn A. Bernarde, City Clerk



## Memorandum

From: William Hebert, Chief Inspector/Zoning Administrator  
To: Plan Commission / Common Council  
Date: November 12, 2025  
Subject: Zoning Code Amendments

Staff is recommending several changes to the zoning code. Most of the changes are being proposed for clarity. The drafted ordinance shows additions and deletions to the current code.

Plan commission will hold a public hearing on these changes. After the hearing a recommendation will be sent to common council for final approval.

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

Resolution from the Finance Committee authorizing 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.

**Committee Action:** Passed 5-0

**File Number:** 24-0704

**Date Introduced:** February 24, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input 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 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 City of Wausau has previously accepted the Lead Hazard Reduction Capacity Building grant through the Office of Lead Hazard Control and Healthy Homes through the U.S. Department of Housing and Urban Development (HUD) to assist with Lead Hazard Reduction activities in older homes located throughout the City of Wausau; and

**WHEREAS**, the City of Wausau was awarded \$1,984,999, in which part of the grant requirement is the ability to provide outreach and education to non-English speaking residents; and

**WHEREAS**, HOLA, Inc. has the capacity and personnel to provide this required activity; and

**WHEREAS**, the City desires to purchase services from HOLA, Inc. and New Beginnings for HUD Lead Capacity Building Grant services; and

**WHEREAS**, the Common Council of the City of Wausau has reviewed and approved individual said Memorandum of Understandings between the City of Wausau and HOLA, Inc. and New Beginning, LLC respectively.

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

Approved:

---

Doug Diny, Mayor



## 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>

The image shows a Facebook post from 'H2N Community Announcements' dated 16h. The post is from 'Marathon County Health Department' and is dated January 6 at 8:00 AM. The text of the post says: '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'. Below the text is a promotional graphic for 'FREE Lead Certification Trainings!'. The graphic features logos for 'Health Department' and 'WAUSAU'. It lists four training categories: 'Lead OSHA' (Feb 23rd 9AM-4PM), 'Initial Certified Lead Safe Renovator' (Feb 24th 8AM-5PM), 'Initial Certified Lead Abatement Worker' (Feb 25th 8AM-5PM), and 'Initial Certified Lead Abatement Supervisor' (Feb 26th and 27th 8AM-5PM). A sign-up link is provided: 'Sign up here: https://wkt.ms/44x5byp'. A note at the bottom of the graphic states: '\*A refundable \$100 fee will be collected to hold your spot and returned after you attend class.' The post footer includes 'FORMS.MONDAY.COM', 'Contractor Lead Certification Trainings Sign-Up | monday.com forms', and a 'Sign up' button.

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



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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: yingyakia.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: yingyakia.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

DRAFT

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

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

Resolution from the Public Health & Safety Committee Relocating Wards 17, 18, 19, 20 (District 7 & 8) to a Marathon Park East Gate Hall in 2026.

**Committee Action:** 5-0

**File Number:** 01-0115

**Date Introduced:** February 24, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES [ <input checked="" type="checkbox"/> ]	NO [ <input type="checkbox"/> ]	Bulk mailing postcards to registered voters (approx. 3,490 voters).
COSTS	<i>Included in Budget:</i>	YES [ <input checked="" type="checkbox"/> ]	NO [ <input 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**, voters in wards 17, 18, 19 and 20 have been voting at St. Mark’s Lutheran Church since 2020; and

**WHEREAS**, St. Mark’s is undergoing construction in 2026 and will be unavailable for all elections; and

**WHEREAS**, Marathon Park is located close to these voting wards and is already used as a polling place for Wards 6, 8, 21, 22 (Districts 3 & 10), and has more than sufficient space to accommodate voters, staff, and equipment for elections; and

**WHEREAS**, the Marathon Park East Gate Hall is ADA accessible and has sufficient parking to accommodate voters for 8 wards; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that Marathon Park East Gate Hall, 1201 Stewart Avenue, in Wausau, be established as a polling location for electors located in wards 17, 18, 19 and 20 for all elections beginning with the Spring Election 2026; and

**BE IT FURTHER RESOLVED**, that all registered voters in Wards 17, 18, 19 and 20 be notified by mail of the location of the new polling site.

Approved:

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Doug Diny, Mayor



City Clerk  
Kaitlyn Bernarde, City Clerk

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**DATE:** February 24, 2026  
**TO:** Public Health & Safety Committee  
**SUBJECT:** 01-0115 Resolution from the Public Health & Safety Committee Relocating Wards 17, 18, 19, 20 (District 7 & 8) to a Marathon Park East Gate Hall in 2026.

## PURPOSE

To move voters in Wards 17, 18, 19, 20 to an existing polling place at Marathon Park East Gate Hall, 801 Garfield Ave, starting with the April 7, 2026, Spring Election.

## BACKGROUND

Wards 17, 18 and 19, 20 together make up Districts 7 and 8, respectively. Voters in these wards previously voted at St. Mark's Lutheran Church since 2020. The church has been a great partner for elections, but the facility is undergoing a large construction project and is unavailable in 2026.

After reaching out to multiple facilities in the wards about potentially utilizing their space as an alternative, we would like to move these wards to Marathon Park East Gate Hall. The Clerk's Office identified this facility as a great location for the polling place because of its:

- Large, open, indoor gathering space to accommodate voters, staff, and equipment for elections, and an area for lines to form in case of inclement weather.
- Off-street and handicap parking to accommodate many voters.
- Located near a City of Wausau bus route.
- Owned and operated by Marathon County.

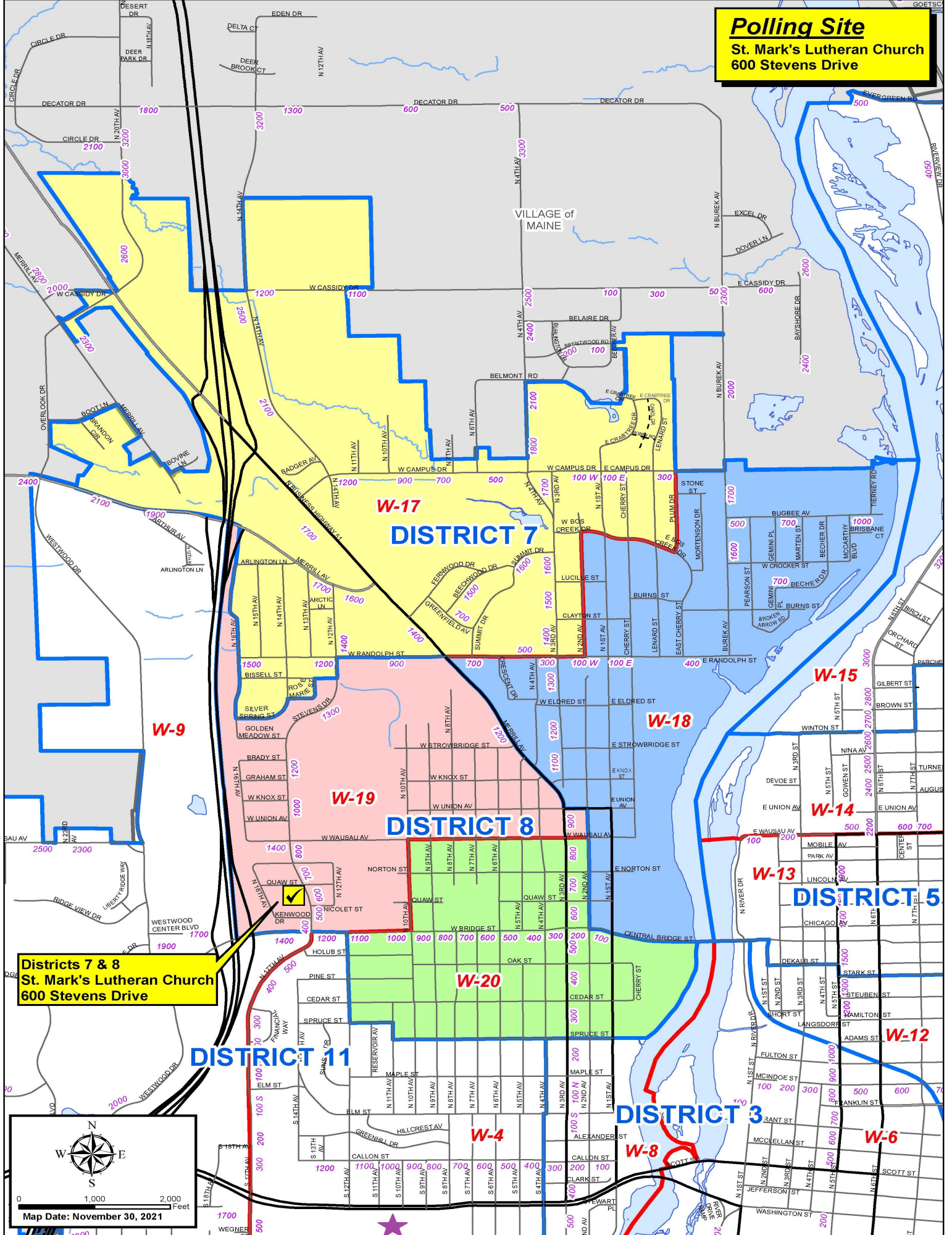
Marathon Park East Gate Hall is an existing polling site for Wards 6, 8, 21, and 22, which typically have low voter turnout. This facility is large enough to accommodate two polling sites.

If approved, all registered voters will be notified by mail of the poll site change. Signage will also be posted at St. Mark's Lutheran Church on Election Day directing voters to the new site, and a notice will be printed in the Spring City Newsletter.

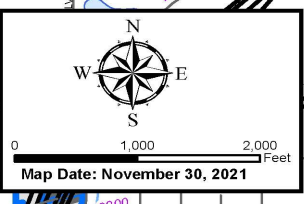
## RECOMMENDATION

To approve the Resolution relocating the polling place for Wards 17, 18, 19, 20 to Marathon Park East Gate Hall starting with the Spring Election on April 7, 2026.

**Polling Site**  
**St. Mark's Lutheran Church**  
**600 Stevens Drive**

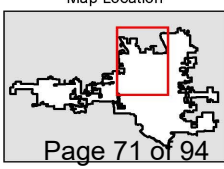


**Districts 7 & 8**  
**St. Mark's Lutheran Church**  
**600 Stevens Drive**



# ALDERMANIC DISTRICT 7 & 8

Polling Site    
 District Boundary    
 Ward Boundary



The City of Wausau  
 Marathon County, Wisconsin

NOTES:  
 1. DUPLICATION OF THIS MAP IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE CITY OF WAUSAU ENGINEERING DEPT.  
 2. THIS MAP WAS COMPILED AND DEVELOPED BY THE CITY OF WAUSAU AND MARATHON COUNTY GIS. THE CITY AND COUNTY ASSUME NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.  
 3. MAP FEATURES DEVELOPED FROM SEVERAL SOURCES INCLUDING, BUT NOT LIMITED TO AERIAL PHOTOGRAPHY AND GPS.

City of Wausau  
 Department of Public Works  
 600 Stevens Drive  
 Wausau, WI 54981  
 920.865.6200  
 920.865.6200

Path: P:\citybase\projects\Clerk\mxd\ward\dist\_7\_8\_sng\_11x17P.mxd

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

Resolution from the Finance Committee Approving Amendment to Professional Service Contract with EPLEX, LLC.

**Committee Action:** Approved 4-0

**File Number:** 23-0214

**Date Introduced:** February 24, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<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 Inspections Division and City of Wausau are delegated by the State Department of Safety and Professional Service (DSPS) for commercial plan review for all new commercial and remodeled buildings; and

**WHEREAS**, the Inspections Division and City of Wausau are delegated by the State Department of Safety and Professional Service (DSPS) for commercial plumbing plan review for all new commercial and remodeled plumbing systems; and

**WHEREAS**, for the last several years, DSPS has been backlogged and it could take eight to ten weeks for DSPS to review plans; and

**WHEREAS**, E-Plan Exam offers plan reviews for commercial building, commercial plumbing, fire alarm, fire sprinklers and HVAC plan with a turn around time of 15 business days; and

**WHEREAS**, the City and EPLEX, LLC wish to amend the plan review services fees; and

**WHEREAS**, the City would receive ten percent of fees collected by E-Plan Exam; and

**WHEREAS**, your Finance Committee, at their February 10, 2026 meeting, discussed and recommends approving the amendment to the Professional Services Contract with EPLEX, LLC amending the palm review services fees.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Wausau hereby approved the Amendment to the Professional Services Contract with EPLEX, LLC and directs the proper City officials to execute the Amendment to the Professional Services Contract with EPLEX, LLC.

Approved:

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Doug Diny, Mayor



## 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

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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.

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By \_\_\_\_\_

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

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By David Adam Mattox, President

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

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

Resolution from the Finance Committee Approving Amendment to the City of Wausau Comprehensive Fee Schedule Regarding Commercial Building and Plumbing Plan Reviews.

**Committee Action:** Approved 4-0

**File Number:** 26-0206

**Date Introduced:** February 24, 2026

**FISCAL IMPACT SUMMARY**

	<i>Budget Neutral:</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
COSTS	<i>Included in Budget:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Amount:</i>
	<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 City of Wausau has adopted a comprehensive Fees and Licenses Schedule at W.M.C. Section 3.40.010; and

**WHEREAS**, your Finance Committee, at their February 10, 2026 meeting, reviewed and discussed proposed changes to the schedule regarding commercial building and plumbing plan reviews as set forth in the attached Exhibit and incorporate these as part of the City of Wausau Fees and Licenses Schedule.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau that the fees set forth in the attached Exhibit are hereby adopted and incorporated into the City of Wausau Fees and Licenses Schedule adopted pursuant to W.M.C. Section 3.40.010.

Approved:

\_\_\_\_\_  
 Doug Diny, Mayor



## 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

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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

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>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.		

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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.

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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.

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## 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>		

**CONFIRMATION OF MAYOR'S APPOINTMENTS**

Confirming Appointments of the Mayor of the City of Wausau to the Business Improvement District Board.

**File Number:** 26-0202

**Date Introduced:** February 24, 2026

**Business Improvement District Board**

<b><u>Appointee:</u></b>		<b><u>Term:</u></b>	<b><u>Term Ending:</u></b>
Mark Craig		6 <sup>th</sup> Term	12/31/2026
Matt Brewer		1 <sup>st</sup> Term	12/31/2026
Laura Spaeth	1 <sup>st</sup> Term	Replacing Brian Fox	12/31/2026

Attest:

\_\_\_\_\_  
Kaitlyn Bernarde, City Clerk



# Citizen Participation Form

Thank you for your interest in serving on one of our many Boards, Committees or Commissions. The Mayor makes appointments, which are subject to confirmation of the Council. Some, but not all, require residency or specific qualifications. Therefore, unless you express a specific interest in serving on a particular Board, Committee, or Commission, your response to the following questions will assist in appointing you, subject to confirmation of the Council. The City is looking for a broad representation of citizens with diverse backgrounds, talents, and interests. Submission of a completed application does not guarantee placement.

## Contact Information

**Full Name \***

Matt Brewer

First and Last Name

**Residential Address \***

Street Address

Address Line 2

City

Wausau

Postal/Zip Code

54401

State/Province/Region

WI

**Is this your residence for voter registration? \***

Yes  No

**Phone \***

[Redacted]

**Email \***

[Redacted]

**How long have you been a Wausau resident? \***

12 years

**Do you own a business within the City of Wausau? \***

Yes  No

**If Yes, please list the name and address of the business**

Matt's 101 Pub: 101 N. 3rd ave. Wausau wi 54401

## Employment Information

Please provide your current or most recent employment information.

**What is your most recent job title? \***

**Business Name \***

### Business Address \*

Street Address

226020 Deer tail lane

Address Line 2

City

Wausau

Postal/Zip Code

54401

State/Province/Region

WI

### Business Phone Number \*

(608) 921-8368

## Community Involvement

Please note any history of involvement with your community.

### Are you currently serving on any Boards, Commissions or Committees? \*

Yes  No

#### If Yes, please list them here.

YMCA Wausau, Marathon Co. Tavern League

### Do you have previous experience in any form of government?(This could be as an employee, committee member, elected official, etc) \*

Yes  No

### Describe your involvement within the Wausau community - including government, schools, non-profit organizations, athletics, etc. \*

Small business, Rentals, and landowner, Donations and Annual fundraising efforts for Wausau West wrestling, school lunch program, St. Jude. I've been in Health care serving as an Executive leader and Staff RN for the duration of time I've lived here. I've served on a number of local Boards as noted above

## Area of Interest

Information regarding existing City of Wausau Boards, Commissions and Committees can be found on the City Website at [www.wausauwi.gov/your-government/city-council/boards-committees-commissions](http://www.wausauwi.gov/your-government/city-council/boards-committees-commissions).

### Please select your top three boards, committees, or commissions you are interested in serving on: \*

- |  |   |
|--|---|
| <input type="checkbox"/> AARP Livability Committee                         | <input checked="" type="checkbox"/> Administrative Review Board                 |
| <input checked="" type="checkbox"/> Affordable Housing Regional Task Force | <input type="checkbox"/> Airport Committee                                      |
| <input type="checkbox"/> Bicycle & Pedestrian Advisory Committee           | <input type="checkbox"/> Board of Review  |
| <input type="checkbox"/> Board of Zoning Appeals                           | <input checked="" type="checkbox"/> Building Advisory Board                     |
| <input checked="" type="checkbox"/> Business Improvement District Board    | <input checked="" type="checkbox"/> Capital Improvement Program Committee(CIPC) |
| <input checked="" type="checkbox"/> Citizen's Advisory Committee           | <input checked="" type="checkbox"/> Community Development Authority             |
| <input checked="" type="checkbox"/> Ethics Board                           | <input type="checkbox"/> Historic Preservation Commission                       |
| <input type="checkbox"/> Joint Review Board                                | <input type="checkbox"/> Liberation and Freedom Committee                       |
| <input type="checkbox"/> Plan Commission                                   | <input checked="" type="checkbox"/> Police and Fire Commission                  |

- Sustainability, Energy, and Environment Committee
- Wausau Arts Commission
- Wausau Water Works Commission
- Transit Commission
- Wausau Veterans Committee
- Room Tax Commission

**Please note your order of interest from the selections above. \***

Business Improvement, Police and Fire, Affordable housing

Please list first, second and third choice

**Please expand on why you are interested in serving on your selected boards, committees, and commissions. \***

I have always strived to be of support to my local Government and community and have done so for years. This would just continue my ongoing participation.

**Are you willing and able to attend meetings on a regular basis? \***

Yes  No

**What qualifications and experience will you bring to the Board, Committee or Commission? \***

I bring proven leadership in high-accountability environments, including healthcare operations and small business ownership. I am experienced in budgeting, workforce strategy, compliance, and performance improvement, and I regularly work with leadership teams to make practical decisions that balance people, quality, and financial sustainability.

As a business owner and community board member, I understand how city decisions impact residents, public safety, and local employers. I bring a collaborative, steady, and results-oriented approach, and I'm committed to serving the community with transparency, accountability, and common sense.

### Additional Information

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

### File Uploads

You may choose to attach supplemental information, such as a professional resume, personal biography, letter of interest, or references that may further support your appointment. This is not a requirement.

### Acknowledgement

This application will remain on file for three years from the date of submission. Please be advised that your completed application including any supplemental attachments, are subject to open records requests under the Freedom of Information Act.

**Signature \***

**Date**

*Matthew Brewer, RN*

02/16/2026



**Business Address \***

Street Address

205 Callon St

Address Line 2

Suite 2

City

WAUSAU

State/Province/Region

WI

Postal/Zip Code

54401

**Business Phone Number \***

(715) 527-1982

**Community Involvement**

Please note any history of involvement with your community.

**Are you currently serving on any Boards, Commissions or Committees? \***

Yes  No

**If Yes, please list them here.**

Central Wisconsin Book Festival Board Member

**Do you have previous experience in any form of government?(This could be as an employee, committee member, elected official, etc) \***

Yes  No

**Describe your involvement within the Wausau community - including government, schools, non-profit organizations, athletics, etc. \***

Currently involved in the organization of the Central Wisconsin Book Festival, a literacy festival held in Wausau, Stevens Point and Wisconsin Rapids thru the public library system. Our store hosts several local events each year, and we participate in many River District events.

**Area of Interest**

Information regarding existing City of Wausau Boards, Commissions and Committees can be found on the City Website at [www.wausauwi.gov/your-government/city-council/boards-committees-commissions](http://www.wausauwi.gov/your-government/city-council/boards-committees-commissions).

**Please select your top three boards, committees, or commissions you are interested in serving on: \***

- AARP Livability Committee
- Affordable Housing Regional Task Force
- Bicycle & Pedestrian Advisory Committee
- Board of Zoning Appeals
- Business Improvement District Board
- Citizen's Advisory Committee
- Ethics Board
- Joint Review Board
- Plan Commission
- Administrative Review Board
- Airport Committee
- Board of Review
- Building Advisory Board
- Capital Improvement Program Committee(CIPC)
- Community Development Authority
- Historic Preservation Commission
- Liberation and Freedom Committee
- Police and Fire Commission

Sustainability, Energy, and Environment Committee  
Wausau Arts Commission  
Wausau Water Works Commission

Transit Commission  
Wausau Veterans Committee  
Room Tax Commission

**Please note your order of interest from the selections above. \***

BID

Please list first, second and third choice

**Please expand on why you are interested in serving on your selected boards, committees, and commissions. \***

I would love to become more involved in decisions that affect local small businesses, particularly in the River West district.

**Are you willing and able to attend meetings on a regular basis? \***

Yes     No

**What qualifications and experience will you bring to the Board, Committee or Commission? \***

Local business owner with a lot of community support and involvement. I have also worked for several other local businesses in my career as a designer.

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### Additional Information

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

### File Uploads

You may choose to attach supplemental information, such as a professional resume, personal biography, letter of interest, or references that may further support your appointment. This is not a requirement.

### Acknowledgement

This application will remain on file for three years from the date of submission. Please be advised that your completed application including any supplemental attachments, are subject to open records requests under the Freedom of Information Act.

**Signature \***



**Date**

02/06/2026

