

*** All present are expected to conduct themselves in accordance with our City's Core Values ***



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMON COUNCIL OF THE CITY OF WAUSAU**
 Date/Time: **Tuesday, July 12, 2016 at 7:00 pm.**
 Location: **City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers**
 Members: Patrick Peckham, Romey Wagner, David Nutting, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Karen Kellbach, Joe Gehin, Sherry Abitz, Dennis Smith

6:45 PM **Live It Up Wausau Photo Shoot**

Call to Order

Pledge of Allegiance / Roll Call / Proclamations

Public Comment: Pre-registered citizens for matters appearing on the agenda and other public comment.

Committee Reports: (All standing and non-standing committees, commissions or boards)

File #	CMT	Consent Agenda	ACT
16-0601		Minutes of previous meeting(s). (6/14/16)	
02-1005	FIN	Resolution Approving Acquisition of 702 West Thomas Street	Approved 5-0
02-1005	FIN	Resolution Approving Acquisition of 910 West Thomas Street	Approved 5-0
02-1005	FIN	Resolution Approving Acquisition of 1118 West Thomas Street	Approved 5-0
99-1111	PLAN	Resolution Amending the Precise Implementation Plan for 510 North 17th Avenue to allow for a twelve-stall parking expansion, in a UDD, Unified Development District	Approved 5-0

File #	CMT	Resolutions and Ordinances	ACT
16-0703		Confirmation of Mayor's Appointments	
16-0108	PH&S	Resolution approving or denying various licenses as indicated	Approved 5-0
15-0708	ED & FIN	Joint Resolution Accepting the final plan, lease the property and provide resources for the East Riverfront Redevelopment Area project as proposed by Frantz Community Investors (FCI)- Riverlife Villages (Phase 1).	Approved 4-0 Approved 5-0
15-1109	FIN	Resolution Approving Modification of the 2016 Budget for the Personnel Costs Associated with the Finance Department Staff Retirements	Approved 5-0
15-1108	PLAN	Resolution Amending the General Development Plan for 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Street, in a UDD, Unified Development District.	Approved 5-0
80-0828	PH&S	Ordinance Amending Section 9.04.025 Consumption or possession of intoxicants on streets and Section 9.20.020 Regulation of persons	Approved 4-1
Suspend the Rules: 12(A) <u>Referral of Resolutions</u> and 11(D) <u>Transmission of Committee Business to Council</u> (2/3 Vote required)			
16-0704	COUN	Resolution approving application for an administration of the Safe Drinking Water Loan Program	Pending
02-1005	FIN	Resolution approving acquisition of 810 West Thomas Street	Pending
15-1109	FIN	Resolution authorizing modification of the 2016 budget for legal fees.	Pending
03-1111	HR & FIN	Joint Resolution approving salary range market adjustment of assistant city attorney	Pending

Public Comment & Suggestions

CLOSED SESSION pursuant to Wis. Stat. Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, for the purpose of conferring with legal counsel regarding pending tax litigation involving CVS Pharmacy, Inc., Case No. 15CV452

CLOSED SESSION pursuant to Wis. Stat. Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding litigation involving Keene Winters, Case No. 2016CV291

RECONVENE INTO OPEN SESSION to take action, if necessary, on closed session items.

Adjournment

Signed by Robert B. Mielke, Mayor

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 7/06/16 @ 4:00 pm. Questions regarding this agenda may be directed to the City Clerk.



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OFFICIAL NOTICE AND AGENDA

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Date/Time:	Tuesday, July 12, 2016 at 7:00 PM
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Patrick Peckham, Romey Wagner, David Nutting, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Karen Kellbach, Joe Gehin, Sherry Abitz, Dennis Smith

ADDENDUM

File #	CMT	Resolutions and Ordinances	ACT
		CLOSED SESSION: Pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding Wausau Center Mall redevelopment strategy.	
		RECONVENE into open session to take any action on Closed Session item(s), if necessary.	
		Adjournment	

Signed by Robert B. Mielke, Mayor

This Revised Agenda was posted at City Hall and faxed to the Daily Herald newsroom on 07/11/2016 @ 10:00 AM
Questions regarding this agenda may be directed to the City Clerk.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Acquisition of 702 West Thomas Street	
Committee Action:	
Fiscal Impact:	\$65,000
File Number:	02-1005
Date Introduced:	July 12, 2016

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

RESOLUTION

WHEREAS, Thomas Street from 3rd Avenue to 17th Avenue is proposed to be reconstructed in 2017, and

WHEREAS, in order for the reconstruction project to take place, certain properties will need to be acquired, and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired MSA Professional Services to administer the real estate acquisitions needed for the reconstruction project, and

WHEREAS, MSA Professional Services completed an appraisal of 702 West Thomas Street and on May 10, 2016, your Finance Committee approved the appraisal and directed staff to make an offer to the property owner, and

WHEREAS, the property owner has accepted the offer, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to acquire the property of 702 West Thomas Street.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, May 10, 2016 @ 5:30 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, Nutting

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Abitz, Neal, Wagner, Goede, Glenn Speich

Discussion and possible action on accepting the appraisals for properties for the Thomas Street Reconstruction project:

Parcel 19 -1207 W Thomas St;

Parcel 27 - 1044 South 11th Ave

Parcel 36 - 910 W Thomas St

Parcel 49 - 702 W Thomas St

Parcel 50 - 612 W Thomas St

Parcel 58 - 1040 South 5th Ave

Lindman indicated Parcel #36 – 910 W Thomas Street has not had the appraisal reviewed yet, so it will be removed from the discussion.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Accepting the appraisals for the following properties for the Thomas Street Reconstruction project: Parcel 19 -1207 W Thomas St; Parcel 27 - 1044 South 11th Ave; Parcel 49 - 702 W Thomas St; Parcel 50 - 612 W Thomas St; Parcel 58 - 1040 South 5th Ave.

Motion by Gehin, second Kellbach to convene into closed session. Roll Call Vote: Ayes: Gehin, Kellbach, Smith Nutting, and Rasmussen. Noes: 0. Motion carried 5-0.

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Acquisition of 910 West Thomas Street	
Committee Action:	
Fiscal Impact:	\$73,000
File Number:	02-1005
Date Introduced:	July 12, 2016

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

RESOLUTION

WHEREAS, Thomas Street from 3rd Avenue to 17th Avenue is proposed to be reconstructed in 2017, and

WHEREAS, in order for the reconstruction project to take place, certain properties will need to be acquired, and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired MSA Professional Services to administer the real estate acquisitions needed for the reconstruction project, and

WHEREAS, MSA Professional Services completed an appraisal of 910 West Thomas Street and on May 10, 2016, your Finance Committee approved the appraisal and directed staff to make an offer to the property owner, and

WHEREAS, the property owner has accepted the offer, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to acquire the property of 910 West Thomas Street.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, May 10, 2016 @ 5:30 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, Nutting

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Abitz, Neal, Wagner, Goede, Glenn Speich

Discussion and possible action on accepting the appraisals for properties for the Thomas Street Reconstruction project:

Parcel 19 -1207 W Thomas St;

Parcel 27 - 1044 South 11th Ave

Parcel 36 - 910 W Thomas St

Parcel 49 - 702 W Thomas St

Parcel 50 - 612 W Thomas St

Parcel 58 - 1040 South 5th Ave

Lindman indicated Parcel #36 – 910 W Thomas Street has not had the appraisal reviewed yet, so it will be removed from the discussion.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Accepting the appraisals for the following properties for the Thomas Street Reconstruction project: Parcel 19 -1207 W Thomas St; Parcel 27 - 1044 South 11th Ave; Parcel 49 - 702 W Thomas St; Parcel 50 - 612 W Thomas St; Parcel 58 - 1040 South 5th Ave.

Motion by Gehin, second Kellbach to convene into closed session. Roll Call Vote: Ayes: Gehin, Kellbach, Smith Nutting, and Rasmussen. Noes: 0. Motion carried 5-0.

THE FOLLOWING TERMS ARE PART OF THE CONTRACT.

Included in the purchase price are such of the following items as may be on the premises, which will be delivered free and clear of encumbrances: all garden bulbs, plants, shrubs and trees; screen doors and windows; storm doors and windows; electric lighting fixtures; window shades, curtain and traverse rods, blinds, and shutters; bathroom accessory fixtures; central heating and cooling units and attached equipment; water heater and softener; linoleum cemented to floors; attached carpeting and fitted rugs; awnings; exterior attached antennas and component parts; garage door opener and remote control; fireplace equipment and accessories.

ADDITIONAL ITEMS INCLUDED IN SALE: **N/A**

ITEMS NOT INCLUDED IN SALE: **N/A**

General taxes levied in the year of closing shall be prorated at the time of closing on the basis of the net general taxes for the preceding year.

(**Caution:** If property has not been fully assessed, make special agreement.)

(**Caution:** If area assessments are contemplated, make special agreement.)

Interest, rents and water shall be prorated as the date of closing. Accrued income and expenses, including taxes for the day of closing, shall accrue to the SELLER.

Special assessments, if any, for work on site actually commenced prior to date of this offer, shall be paid by SELLER.

Special assessments, if any, for work on site actually commenced after date of this offer, shall be paid by BUYER.

EXISTING MORTGAGES: Mortgages existing at the time of this agreement are as follows:

A first mortgage held by **N/A**, mortgagee, and a subsequent mortgage held by **N/A**, mortgagee.

RIGHT OF TENANTS. The SELLER agrees to furnish the BUYER with copies of any existing leases or agreements made with tenants, if any. **N/A**

PHYSICAL DAMAGE TO PREMISES. In the event the premises shall be damaged from any cause, including fire or elements, prior to the time of closing, this agreement may be canceled at the option of the BUYER. Should the BUYER elect to carry out this agreement despite such damage, the BUYER shall be entitled to all the credit for the insurance proceeds resulting from such damage, not exceeding, however, the purchase price.

The SELLER hereby agrees, for himself, his personal representatives, his heirs, executors and administrators, that he will save harmless the **BUYER** from any and all claims for personal injury or damages to personal property on the premises, or any other claims which may be made by reason for such injury or damage during the period the SELLER is in possession of the said premises. The SELLER also grants to the **BUYER**, its agents and assigns, the right to inspect the premises at reasonable times. The SELLER assumes all responsibility for the proper maintenance of the premises to and including the date of vacation as herein above agreed.

The SELLER further agrees to pay all utility bills, and present evidence of such payment, prior to receiving the final payment under this agreement to convey the subject premises.

The SELLER further agrees to secure quit claim deeds from any and all parties having an interest in the subject premises by reason of existing share well agreements, or easements for the purpose of water rights and septic disposal rights.

The SELLER further agrees to save the **BUYER** harmless from any and all obligations to participate in the payment of costs accrued by reason of the operation of said water well or septic disposal system. The SELLER agrees to furnish proper documents to affect these releases.

PARTIES BOUND. This agreement shall be binding upon the heirs, personal representatives, successors, and assigns of all parties.

No representations other than those expressed herein, either oral or written are a part of this sale.

The SELLER acknowledges receipt of a copy of this agreement.

Any items requiring compensation under s. 32.19, Wis. Stats. are not included in the appraisal allocation, and have not been included in this agreement. Relocation expenses may be claimed by submitting a Relocation Claim as provided in s. 32.19, Wis. Stats., and the Wis. Administrative Code Comm 202.

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Acquisition of 1118 West Thomas Street	
Committee Action:	Approved 5-0
Fiscal Impact:	\$90,000
File Number:	02-1005
Date Introduced:	July 12, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i> TID #6
	<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>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input checked="" type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, Thomas Street from 3rd Avenue to 17th Avenue is proposed to be reconstructed in 2017, and

WHEREAS, in order for the reconstruction project to take place, certain properties will need to be acquired, and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired MSA Professional Services to administer the real estate acquisitions needed for the reconstruction project, and

WHEREAS, MSA Professional Services completed an appraisal of 1118 West Thomas Street and on April 12, 2016, your Finance Committee approved the appraisal and directed staff to make an offer to the property owner, and

WHEREAS, the property owner has accepted the offer, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to acquire the property of 1118 West Thomas Street.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, April 12, 2016 @ 5:00 pm., Council Chambers

Members Present: Oberbeck (C), Mielke, Nagle, Kellbach, Nutting

Others Present: Tipple, Groat, Lindman, Jacobson, Ray, Rubow, Stratz, Barnes, Hite, Gisselman, Goede

Discussion and possible action on purchasing the following properties for the Thomas Street Reconstruction project: Parcel 9 – 1102 South 13th Ave, Parcel 22 – 1105 West Thomas St, Parcel 24 – 1118 West Thomas St, Parcel 25 – 1112 West Thomas St, Parcel 26 – 1110 West Thomas St, Parcel 27 – 1044 South 11th Ave, Parcels 22-27 - 1100 block of Thomas St.

Lindman indicated there were six appraisals to consider, noting that Parcel #9 has been approved for a full taking. There are five that are on the 1100 block, which the Finance Committee in September had delayed until the appraisals were done. He pointed out the map shows all of the properties that are proposed for takings, but it doesn't show the strip takings. He stated taking strips along the 1100 block will bring the sidewalk less than 12 feet from the homes and even closer to the stoops and the porches. Oberbeck indicated the committee would meet with the consultant regarding the negotiations of the properties in closed session.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Purchasing the following properties for the Thomas Street Reconstruction project: Parcel 9 – 1102 South 13th Ave, Parcel 22 – 1105 West Thomas St, Parcel 24 – 1118 West Thomas St, Parcel 25 – 1112 West Thomas St, Parcel 26 – 1110 West Thomas St, Parcel 27 – 1044 South 11th Ave, Parcels 22-27 - 1100 block of Thomas St.

Motion by Mielke, second by Nutting to convene in closed session. Roll Call Vote: Ayes: Kellbach, Mielke, Nutting, Nagle, Oberbeck. Noe: 0. Motion carried 5-0.

RECONVENED into Open Session to take action deemed necessary on the closed session item.

Motion by Mielke, second by Nutting to amend the Relocation Plan for the Thomas Street Reconstruction Project to include: Parcel 9 – 1102 South 13th Ave, Parcel 22 – 1105 West Thomas St, Parcel 24 – 1118 West Thomas St, Parcel 25 – 1112 West Thomas St, Parcel 26 – 1110 West Thomas St, Parcel 27 – 1044 South 11th Ave., Parcels 22-27 1100 block of Thomas St. Motion carried 5-0.

AGREEMENT FOR PURCHASE AND SALE OF REAL ESTATE - LONG FORM

lpa1618 08/2011 (Replaces RO692)

THIS AGREEMENT, made and entered into by and between **Christopher Bargender and Jessica Bargender, husband and wife**, hereinafter called SELLER, and the **City of Wausau**, hereinafter called BUYER.

DESCRIPTION: The SELLER agrees to sell and the BUYER agrees to buy, upon the terms and conditions hereinafter named, the following described real estate situated in **Marathon** County, Wisconsin: **see attached legal**

SELLER warrants and represents to **BUYER** that SELLER has no notice or knowledge of any: 1) Planned or commenced public improvements which may result in special assessments to otherwise materially affect the property other than the planned transportation facility for which the **BUYER** is purchasing this property; 2) Government agency or court order requiring repair, alteration, or correction of any existing condition; 3) Shoreland or special land use regulations affecting the property; 4) Underground storage tanks and the presence of any dangerous or toxic materials or conditions affecting the property.

The purchase price of said real estate shall be the sum of **Ninety thousand and 00/100** dollars, (**\$90,000.00**).

THE SELLER SHALL, UPON PAYMENT OF THE PURCHASE PRICE, CONVEY THE PROPERTY BY GOOD AND SUFFICIENT WARRANTY DEED, OR OTHER CONVEYANCE PROVIDED HEREIN, FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES EXCEPTING: General taxes for year of closing provided none of the foregoing prohibit present use.

Legal possession of premises shall be delivered to BUYER on date of closing.

SELLER represents that the property is now occupied by **SELLER** under (oral lease) (written lease), which terms are:

Physical occupancy shall be given to BUYER on **30 days after closing**.

SPECIAL CONDITIONS: **None**

This agreement for purchase is subject to acceptance by BUYER. If this agreement is not accepted by the BUYER within **30** days after SELLER's signature this agreement shall be null and void.

This transaction is to be closed at the office of **Runkel Abstract & Title Company, 522 Scott Street, Wausau, WI** on or before date: **August 10, 2016**, or at such other time and place as may be agreed to in writing by the BUYER and SELLER.

THIS AGREEMENT INCLUDES THE BALANCE OF TERMS ON REVERSE SIDE.

The above agreement is hereby accepted.

Ch. Bargender 6-23-16
Seller Signature Date

Christopher Bargender
Print Name

Jessica Bargender 6-23-16
Seller Signature Date

Jessica Bargender
Print Name Date

City of Wausau, Mayor's Signature Date

Robert B. Mielke
Print Name

Project ID: Thomas Street

Parcel No.: 24

THE FOLLOWING TERMS ARE PART OF THE CONTRACT.

Included in the purchase price are such of the following items as may be on the premises, which will be delivered free and clear of encumbrances: all garden bulbs, plants, shrubs and trees; screen doors and windows; storm doors and windows; electric lighting fixtures; window shades, curtain and traverse rods, blinds, and shutters; bathroom accessory fixtures; central heating and cooling units and attached equipment; water heater and softener; linoleum cemented to floors; attached carpeting and fitted rugs; awnings; exterior attached antennas and component parts; garage door opener and remote control; fireplace equipment and accessories.

ADDITIONAL ITEMS INCLUDED IN SALE: **None**

ITEMS NOT INCLUDED IN SALE: **None**

General taxes levied in the year of closing shall be prorated at the time of closing on the basis of the net general taxes for the preceding year.

(**Caution:** If property has not been fully assessed, make special agreement.)

(**Caution:** If area assessments are contemplated, make special agreement.)

Interest, rents and water shall be prorated as the date of closing. Accrued income and expenses, including taxes for the day of closing, shall accrue to the SELLER.

Special assessments, if any, for work on site actually commenced prior to date of this offer, shall be paid by SELLER.

Special assessments, if any, for work on site actually commenced after date of this offer, shall be paid by BUYER.

EXISTING MORTGAGES: Mortgages existing at the time of this agreement are as follows:

A first mortgage held by **Mortgage Electronic Registration Systems, Inc.(MERS)**, mortgagee, and a subsequent mortgage held by **N/A**, mortgagee.

RIGHT OF TENANTS. The SELLER agrees to furnish the BUYER with copies of any existing leases or agreements made with tenants, if any.

PHYSICAL DAMAGE TO PREMISES. In the event the premises shall be damaged from any cause, including fire or elements, prior to the time of closing, this agreement may be canceled at the option of the BUYER. Should the BUYER elect to carry out this agreement despite such damage, the BUYER shall be entitled to all the credit for the insurance proceeds resulting from such damage, not exceeding, however, the purchase price.

The SELLER hereby agrees, for himself, his personal representatives, his heirs, executors and administrators, that he will save harmless the **BUYER** from any and all claims for personal injury or damages to personal property on the premises, or any other claims which may be made by reason for such injury or damage during the period the SELLER is in possession of the said premises. The SELLER also grants to the **BUYER**, its agents and assigns, the right to inspect the premises at reasonable times. The SELLER assumes all responsibility for the proper maintenance of the premises to and including the date of vacation as herein above agreed.

The SELLER further agrees to pay all utility bills, and present evidence of such payment, prior to receiving the final payment under this agreement to convey the subject premises.

The SELLER further agrees to secure quit claim deeds from any and all parties having an interest in the subject premises by reason of existing share well agreements, or easements for the purpose of water rights and septic disposal rights.

The SELLER further agrees to save the **BUYER** harmless from any and all obligations to participate in the payment of costs accrued by reason of the operation of said water well or septic disposal system. The SELLER agrees to furnish proper documents to affect these releases.

PARTIES BOUND. This agreement shall be binding upon the heirs, personal representatives, successors, and assigns of all parties.

No representations other than those expressed herein, either oral or written are a part of this sale.

The SELLER acknowledges receipt of a copy of this agreement.

Any items requiring compensation under s. 32.19, Wis. Stats. are not included in the appraisal allocation, and have not been included in this agreement. Relocation expenses may be claimed by submitting a Relocation Claim as provided in s. 32.19, Wis. Stats., and the Wis. Administrative Code Comm 202.

Project ID: Thomas Street

Parcel No.: 24

Page 2 of 2

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

RESOLUTION OF THE PLAN COMMISSION

Amending the Precise Implementation Plan for 510 North 17th Avenue to allow for a twelve-stall parking expansion, in a UDD, Unified Development District.

Committee Action: Approved 5-0

Fiscal Impact: None.

File Number: 99-1111

Date Introduced: July 12, 2016

WHEREAS, the Plan Commission met on June 21, 2016, to review a request by Randy Lang to amend the precise implementation plan at 510 North 17th Avenue to allow for a twelve-stall parking expansion, in a Unified Development District; and

WHEREAS, the owners of the property are proposing to alter their site in order to add 12 additional parking stalls; and

WHEREAS, internal parcel lines would be adjusted to clear up issues regarding an existing sign, but no modifications of zoning boundaries need to occur since both properties are zoning UDD; and

WHEREAS, existing easements would remain in place to allow vehicular access to the buildings on both sides of the subject property; and

WHEREAS, a fair amount of landscaping would remain, particularly between the existing 17th Avenue and parcels, as the right-of-way is rather wide in this area; and

WHEREAS, stormwater management is not expected to be impacted as a result of the proposed change; and

WHEREAS, the proposed changes to the site plan are not expected to negatively impact the public in other ways; now therefore

BE IT RESOLVED that the Common Council of the City of Wausau hereby amends the precise implementation plan for 510 North 17th Avenue to allow for a twelve-stall parking expansion as presented, in a UDD, Unified Development District.

Approved:

Robert B. Mielke, Mayor

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, June 21, 2016, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Mielke, Gisselman, Atwell, Bohlken, Peckham

Others Present: Lenz, Hebert, DeSantis, Lang

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Mielke called the meeting to order at approximately 5:00 p.m. noting that a quorum was present.

Discussion and possible action on approving an amendment to the precise implementation plan for 510 North 17th Avenue to allow for a twelve-stall parking expansion, in a UDD, Unified Development District.

Lenz said that a letter from the petitioner is included in the packet. Since this is zoned UDD, any modifications need to be approved by Plan Commission and Common Council. This item is to modify the site plan to add parking. An aerial photo is located on the third page of the packet and shows that the driveways will remain the same except that perpendicular parking will be added. The neighboring properties have been made aware of the change and they are not opposed to it. Existing easements will not be affected. Six stalls will be located on the north side, five stalls on the south side, and one additional stall will be located on the west side of the driveway. A fair amount of landscaping will remain on the property.

Randy Lang said that during a recent survey of the property, it was determined that the property line was subdivided on the wrong side of the sign. Ghidorzi has approved this adjustment. Lenz said that the other property in question is also zoned UDD so the internal property lines will be adjusted, but the boundaries of the zoning district will not change.

Peckham motioned to approve an amendment to the precise implementation plan for 510 North 17th Avenue to allow for a twelve-stall parking expansion, in a UDD, Unified Development District. Atwell seconded, and the motion carried unanimously 5-0. This item will go to Common Council on July 12, 2016.



Memorandum

From: Brad Lenz
To: Plan Commission
Date: June 16, 2016
Subject: Staff Summary of Agenda Items for June Plan Commission Meeting

Item #2 - Amend UDD at 510 N. 17th Ave. to allow for parking lot expansion

The owners of the property are proposing to alter their site in order to add 12 additional parking stalls. See the attached letter from the property owners. Parcel lines would also be adjusted to clear up issues regarding an existing sign. Both properties effected by this change are zoned Unified Development District (UDD), so no modification of zoning boundaries would need to occur. Existing easements would remain in place to allow vehicular access to the buildings on both sides of the subject property.

The proposed parking stalls would be added on either side of the existing driveway, as shown in the attached plans. One stall would also be added onto an existing row of parking, taking out a landscaped island. A fair amount of landscaping would remain, particularly between the existing 17th Avenue and the parcels, as the right-of-way is rather wide in this area.

Stormwater management is not expected to be impacted as a result of the proposed change. Internal circulation of cars would be slightly effected with perpendicular parking being added to both sides of the driveway, but it should have no effect on the public right-of-way. The proposed changes to the site plan are not expected to negatively impact the public in other ways. Staff recommends approval.

Item #3 – Amend general plan of the UDD for proposed riverfront development

Unified Development District (UDD) zoning was established on the subject parcels in the East Riverfront District to allow for mixed-use development (commercial and residential) according to a riverfront master plan adopted by the City. Since then, the City has continued to work with the private sector, in particular Frantz Community Investors, on developing specific plans.

The subject plans offer a more detailed look at the multi-family residential development proposed south of Stinchfield Creek and the commercial uses proposed north of the creek. This arrangement is consistent with the previously-approved general plans. The latest plans go a step further in laying out specific locations of new development, and its necessary streets and parking, as well as the approximate intensity of land uses throughout the area.

The plans show a 1st Phase of development that includes both commercial and residential development. The first commercial development would be a multi-story, multi-tenant building adjacent to the wharf. The residential 1st Phase includes a multi-family building on the river and six (6) townhomes along North 1st Street. The plans show Fulton Street being extended toward the river, with linear parking areas on both sides. Stormwater management would be incorporated largely in a single feature extending out from Fulton Street.

Details of the plans would still need to be worked out through the precise implementation plan phase of the UDD. Approving the amended general development plans at this time would allow Frantz to continue refining the plans. City staff has been working with their team along the way and is in favor of how the plans are taking shape.

Lang Realty LLC
510 N. 17th Ave.
Wausau WI 54401
715-571-4447

Wausau City Hall
Mr. William Hebert, Zoning Administrator
Mr. Brad Lenz, City Planner
407 Grant St.
Wausau WI 54403

Re: Lang Building

The purpose of this letter is to request that the City of Wausau consider and approve a twelve stall parking expansion to the Lang Building located at 510 N. 17th Ave. Wausau, WI 54401 at the June 21, 2016 Planning Commission meeting and the July 12, 2016 City Council meeting.

Built in 2000, the building consists of 15,538 square feet of professional space currently occupied by Acuity Neurology, Clark Dietz Inc. (engineers), Forefront Dermatology and B.C. Ziegler. The largest tenant, Forefront Dermatology, has requested to expand its space to encompass the entire lower level increasing the total number of health care providers which will require additional parking spaces. Forefront Dermatology is a valuable asset to Wausau's medical community located in a building that is ideally located for their services. It is my hope to accommodate their needs keeping them in our community.

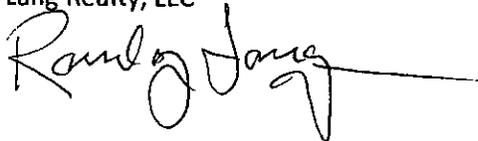
I have spoken with the two adjacent property owners, Chuck Ghidorzi and Dr. David Wanserski, and neither has voiced any objections to adding the proposed parking spaces. We have enclosed a letter from Chuck Ghidorzi in support of our efforts.

Upon preliminary surveying for the parking expansion it was discovered that a portion of the south property line was not established at the original proposed location when the property was subdivided in 2001. As a result the building sign facing 17th Avenue was inadvertently placed on the adjacent property at 500 N. 17th Ave. owned by Chuck Ghidorzi. He and I have agreed to re-establish this portion of the property line to include the sign on my property (510 N. 17th Ave) as originally intended.

Also included is a site plan and brief description of the proposed parking expansion.

Thank you for your consideration.

Randy Lang
Lang Realty, LLC

A handwritten signature in black ink that reads "Randy Lang". The signature is written in a cursive style with a long horizontal line extending to the right.



Building Community Today
for Tomorrow's Generation

DESIGN | BUILD | DEVELOP

May 11, 2016

Dear Randy,

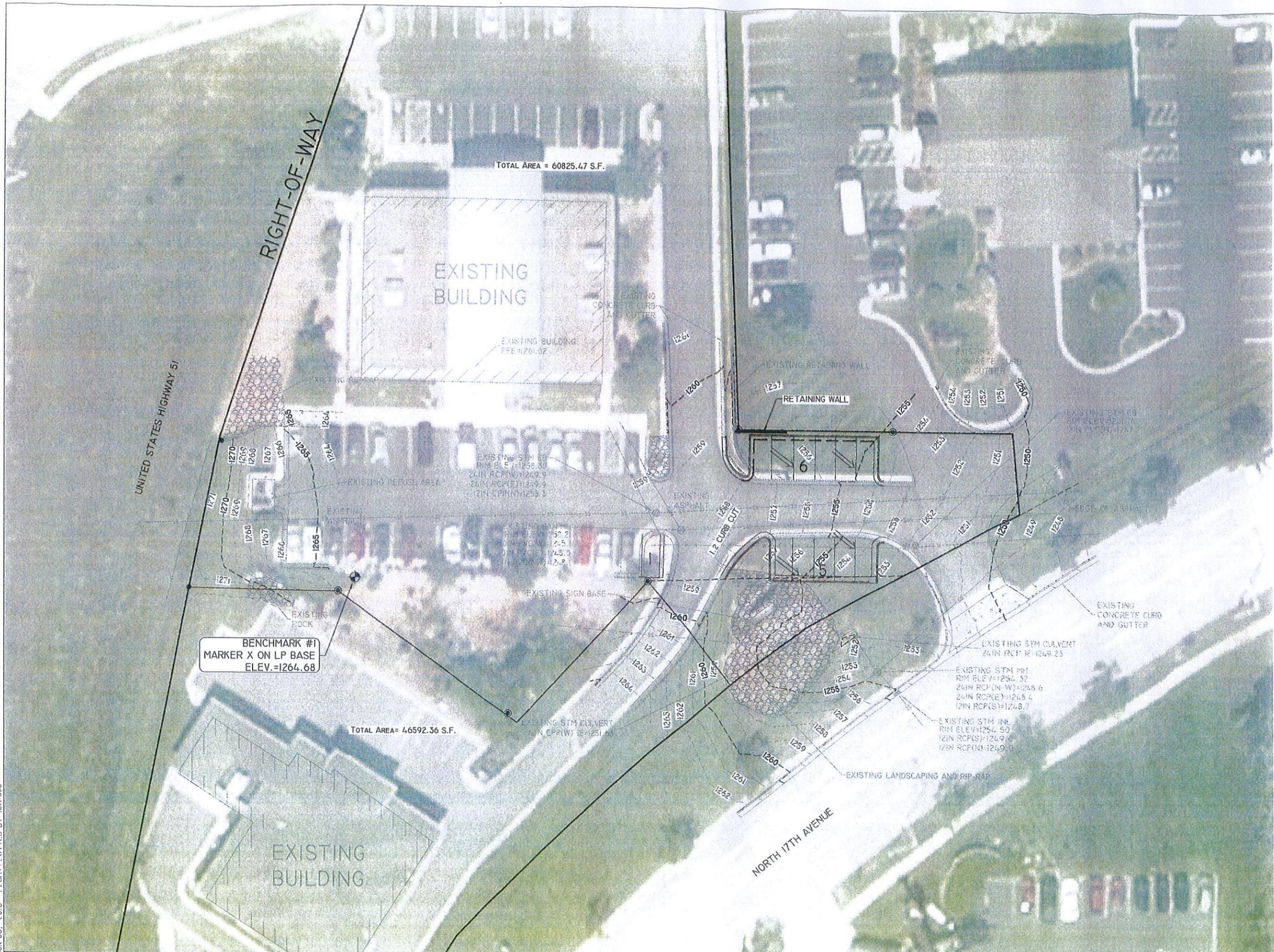
I have reviewed the proposed property line relocation and do not see any issues in making the adjustment.

Regards,

A handwritten signature in blue ink, appearing to read "Chuck Ghidorzi", is written over a horizontal line.

Chuck Ghidorzi
Manager

500 North 17th Ave, LLC



TOTAL AREA = 60825.47 S.F.

EXISTING BUILDING

EXISTING BUILDING FFE=1261.02

EXISTING CONCRETE CURB AND GUTTER

EXISTING RETAINING WALL

RETAINING WALL

EXISTING CONCRETE CURB AND GUTTER

EXISTING STM CURB AND GUTTER

UNITED STATES HIGHWAY 51

RIGHT-OF-WAY

BENCHMARK #1
MARKER X ON LP BASE
ELEV.=1264.68

TOTAL AREA= 46592.36 S.F.

EXISTING BUILDING

NORTH 17TH AVENUE



DATE	REVISION	BY	CHK'D

DESIGNED BY: MEM	CHECKED BY: MEM
SURVEYED BY: AJB	APPROVED BY:
DRAWN BY: MAP	DATE: 05/11/16

DESIGN
LANG REALTY LLC.
NORTH 17TH AVENUE

REI
REI No. 1795A
SHEET

DRAWING FILE: P:\1700-1795\1795\ANG\DWG\DESIGN\1795A-DI-SIGN.DWG LAYOUT: DI-SIGN
PLOT DATE: JUN 03, 2016 1:26pm PLOTTED BY: NATHANP

REI Engineering, Inc.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9796 FAX: 715.675.6060
EMAIL: MAIL@REIENGINEERING.COM



REI CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING

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

CONFIRMATION OF MAYOR'S APPOINTMENTS

to Boards, Commissions and Committees: *Transit Commission*

File Number: 16-0703

Date Introduced: July 12, 2016

Transit Commission

Kathi Zoern (1)

915 N 2nd Ave

3 Yr Term Exps 4/30/19

715-675-8706

*Replacing Txanj Hue Yang

- (N) Individual is filling the unexpired term of a former member
- (1) Individual is in their own 1st full term
- (#) Designates the term number appointed to

Approved:

Robert B. Mielke, Mayor

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

RESOLUTION OF THE PUBLIC HEALTH & SAFETY COMMITTEE

Approving or Denying Various Licenses as Indicated

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 16-0108

Date Introduced: July 12, 2016

FISCAL IMPACT SUMMARY

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

RESOLUTION

WHEREAS, your Public Health and Safety Committee considered certain license applications at its June 20, 2016 meeting and has made recommendations that are attached hereto in the meeting minutes and recommends these actions to the Council for its approval, 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:

Robert B. Mielke, Mayor

CLERK'S REPORT TO PUBLIC HEALTH & SAFETY COMMITTEE

June 20, 2016 Meeting

AGENDA ITEM

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

ADDITIONAL INFORMATION

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

1. Last month you approved Operator Two Year Renewal applications contingent upon background checks and approval by Chief Hardel. The following were recommended for denial: 1) **Patrick Ambriz** – OWI 2012 & 2015; 2) **Jameson Diedrich** – OWI 2014 & 2015, Poss THC 2013 & 2014; 3) **Payton Duberstein** – Pending charges 2nd Degree Sexual Assault & Battery; 4) **Ryan Pecha** – OWI 2012 & 2016; 5) **Erin Sobjeck** – OWI 2010, 2013 & 2016 *Note:* Sobjeck was previously recommended for denial which was overturned on appeal 4/20/15; and 6) **Sarah Krause** – four pending felony charges. One Public Transport Driver new application recommended for denial: **Shawn Perkins** - Numerous charges pending, including felony drug charges and is a registered sex offender.
2. Application for Class B Beer & Liquor currently held by Mountain Lanes, Inc. (Connie Nowicki) who wishes to sell the business to (Kaileah Koehle) Mountain Lanes Family Fun Center, Inc. The Liquor License Review Subcommittee will meet and review the application prior to regular meeting and bring a recommendation.
3. Thomas W Fehl, LLC dba 101 Pub, 101 N 3rd Avenue, applied for Tavern Entertainment and has been approved by Bill Hebert for Bands with 3 musicians or less, as well as Karaoke & DJ.
4. 1 Year Mobile Vendor, Icetopia Little Jimmy's, Italian Ice; Renewal of Sidewalk Café for The Mint; and miscellaneous licenses being renewed.
5. Several Special Event applications (in your packets). Class III events filed in our office include the Wausau East HS and Newman HS Homecoming Parades as well as Free Afternoon Yoga on The 400 Block.

STAFF RECOMMENDATION

Staff recommendation is to approve or deny as indicated on the summary report including those that may be introduced at the meeting. Please let me know if you have any question regarding any license applications listed.

Mary Goede, Deputy Clerk

Date of Report: June 16, 2016

(715) 261-6621

PUBLIC HEALTH & SAFETY COMMITTEE

Date and Time: Monday, June 20, 2016 at 5:15 pm, (Council Chambers)

Members Present: Rasmussen, Wagner, Kellbach, McElhane, Peckham

Others Present: Alfonso, Rayala, Barnes, Czarapata, Groat, Goede, Mielke, Randy & Tana Scobell, Deb Ryan, Dean Day, Jameson, Diedrich, Payton Duberstein, Ryan Pecha, and other interested parties.

Consider various license applications

Rasmussen indicated there were a number of license applicants who were recommended for denial by Chief Hardel: Patrick Ambriz, Jameson Diedrich, Ryan Pecha, Erin Sobjeck, and Shawn Perkins. Rayala stated Sarah Krause who was originally recommended for denial, was now recommended for approval as it was determined that the record generated was not hers; it was a case of mistaken identity. Patrick Ambriz and Shawn Perkins were not present.

Jameson Diedrich, 517 N 7th Ave, stated he was picked up in November and charged with OWI with a court date is in July. He stated he spoke with the District Attorney who indicated to him that the charge will be dismissed. He had a report of the BAC of .07 and no drugs in his system. Barnes pointed out the presumptive alcohol concentration in Wisconsin that is considered illegal is .08.

Payton Duberstein, 115 N 5th Ave, stated there are sexual assault charges against him that have not gone to court yet; his next meeting with his attorney the DA is July 7th. He stated his attorney has advised him not to speak about it until then. Barnes stated he understood these were still open cases, however, given the significance and seriousness of the charges, he assumed that was the reason for Chief Hardel's denial.

Ryan Pecha, 701 N 14th St, stated he received a second OWI conviction in January, but since then has completed everything the court has asked him to do. He is in counseling, sat five days in jail, has an IID (Ignition Interlock Device) installed in his car and has paid the fine. He questioned what he needed to do to get his license back in the future. Goede explained the denial criteria is two OWI's within the past five years, so once the first OWI falls out of the five years he could consider reapplying.

Erin Sobjeck's manager came forward stating Erin wasn't able to make the meeting so she was representing her. Rasmussen stated the committee would want to speak with the applicant, particularly in Ms. Sobjeck's case because the charge shows a pattern of behavior. Peckham requested clarification as to Sobjeck's previous denial. Rasmussen explained Sobjeck was recommended for denial in 2015 and upon a dialogue with the committee, she was given a chance and approved for a one year license. Since that time she received another OWI, so she has been recommended for denial again.

Rasmussen reviewed the special event applications. It was noted Rock on the Block must conclude the music by 10:30 PM.

Rayala stated the Liquor License Review Subcommittee approved the application of Mountain Lanes Family Fun Center, Inc., owner Kaileah Koehler.

Motion by Kellbach, second by Peckham to approve or deny the licenses as recommended by staff. Motion carried 5-0.

Consider request to hold outdoor party, July 23, 2016, Bob & Randy's 6th Annual Saint Arnoul the Patron Saint of Brewers and Hops-Pickers, 515 N 6th Street.

Rasmussen noted we have not had any issues with this event. She questioned if there were any changes to the event this year. Tana Scobell indicated the time would be 1:00 PM – 6:00 PM and there will not be a polka band this year.

Motion by Wagner, second by Peckham to approve B&R's outdoor party on July 23, 2016. Motion carried 5-0.

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS530I
RUN DATE: 7/05/16
RUN TIME: 11:43:57

<u>NAME</u> <u>ADDRESS</u>	<u>RECORD</u> <u>YEAR</u>	<u>APPLICATION</u> <u>DATE</u>	<u>EVENT START</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>REVOCAATION</u> <u>DATE</u>	<u>BUSINESS NAME</u>	<u>LICENSE TYPE</u>	<u>APR</u>	<u>DEN</u>	<u>PEN</u>	<u>OWES</u> <u>DEBT</u>
WAUSAU COIN MACHINE INC 1020 LOMAR DR WAUSAU, WI 54401	2016	6/13/2016	7/01/2016	6/30/2017		WAUSAU COIN MACHINE	AMUSEMENT DEVICE DISTRIBU	✓			
MOUNTAIN LANES FAMILY FUN CENT KAILEAH KOEHLER 810 DUNBAR ST WAUSAU, WI 54403	2016	6/14/2016	7/01/2016	6/30/2017		MOUNTAIN LANES FAMIL	CLASS B BEER & LIQUOR	✓			
MARATHON COUNTY LABOR COUNCIL 318 S 3RD AVE WAUSAU, WI 54401	2016	5/13/2016	9/05/2016	9/06/2016		WAUSAU LABOR DAY PAR	TEMP CLASS B RETAILER	✓			
WAUSAU LIONS CLUB PO BOX 414 WAUSAU, WI 54402-0414	2016	6/03/2016	8/02/2016	8/07/2016		WAUSAU LIONS CLUB	TEMP CLASS B RETAILER	✓			
WAUSAU NOON OPTIMIST PO BOX 1611 WAUSAU, WI 54402-1611	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST	TEMP CLASS B RETAILER	✓			
BIRCHMEIER, MEGAN S 5201 SHERMAN ST APT #37 WAUSAU, WI 54401	2016	5/12/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
CHAMPAGNE, SHELBY F 1719 COUNTY RD XX KRONENWETTER, WI 54455	2016	5/16/2016		6/30/2017		RED EYE BREWING COMP	OPERATOR NEW	✓			
COLE, JASON M 709 W ARNOLD ST MARSHFIELD, WI 54449	2016	5/20/2016		6/30/2017		U PAINT AND PARTY	OPERATOR NEW	✓			
CONNOR, LAURA E R13130 RIVER RD RINGLE, WI 54471	2016	6/02/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
DANNER, KRISTIN N2965 LOKEMOEN RD MERRILL, WI 54452	2016	5/23/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
DEMUTH, ETHAN L 420 W ANN ST KAUKAUNA, WI 54130	2015	6/03/2016		6/30/2016		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
EVERS, DEBRA L E3210 THORNAPPLE CRK RD ANIWA, WI 54408	2016	5/24/2016		6/30/2017		LIL' OLE WINEMAKER S	OPERATOR NEW	✓			
FAHRNER, NICHOLAS D 5534 OLD HWY 18 STEVENS POINT, WI 54482	2016	6/06/2016		6/30/2017		CVS/PHARMACY #10172	OPERATOR NEW	✓			

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GERBER, BENJAMIN J 404 W WILSON ST STOUGHTON, WI 53589	2016	6/02/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---
GESSLER, ALEXANDER 14943 LINCOLN DR ATHENS, WI 54411	2016	5/20/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---
HARTIGAN, OLIVIA J 2009 SLEEPY HOLLOW RD JUNCTION CITY, WI 54443	2016	5/23/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---
HUBBARD, BLAIR 604 EAST STREET MERRILL, WI 54452	2016	5/18/2016		6/30/2017		WESTWOOD CONFERENCE	OPERATOR NEW	✓	---	---	---
JOHANSEN, LUKE T 1141 E WAUSAU AVE WAUSAU, WI 54403	2016	5/12/2016		6/30/2017		2510 RESTAURANT	OPERATOR NEW	✓	---	---	---
JUVONEN, ELLEN E 141 RIVER STREET WAUSAU, WI 54401	2016	5/18/2016		6/30/2017		TREU'S TIC TOC	OPERATOR NEW	✓	---	---	---
KELM, TAYLOR O 5502 ISAIAH STREET WESTON, WI 54476	2016	5/17/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---
KOEHL, KAYLIE E 5405 HEWITT AVE WESTON, WI 54476	2016	5/26/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---
LANG, MACKENZIE M 5001 ELM ST WESTON, WI 54476	2016	6/07/2016		6/30/2017		JIM'S CORNER PUB	OPERATOR NEW	✓	---	---	---
LEHMAN, SCOTT D 1624 BUREK AVE WAUSAU, WI 54401	2016	5/12/2016		6/30/2017		R STORE #6	OPERATOR NEW	✓	---	---	---
LYONS, DELYNN 1215 N 3RD AVE WAUSAU, WI 54401	2015	5/26/2016		6/30/2016		R-STORE #31	OPERATOR NEW	✓	---	---	---
MASEL, CELIA 2800 EAGLE AVE APT 22 WAUSAU, WI 54401	2016	5/13/2016		6/30/2017		KWIK TRIP #851	OPERATOR NEW	✓	---	---	---
MICKOLESKI, LILY K 1210 E 8TH STREET MERRILL, WI 54452	2016	5/25/2016		6/30/2017		R-STORE #34	OPERATOR NEW	✓	---	---	---
MITCHELL, EMMA 4056 CRESTWOOD DR WAUSAU, WI 54403	2016	5/31/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	---	---	---

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MOONEN, FRANCES 5432 ARBOR CT WAUSAU, WI 54401	2016	5/12/2016		6/30/2017		CHATTERBOX	OPERATOR NEW	✓			
NEWMAN, GRANT R 1300 N 9TH AVE APT 9 O WAUSAU, WI 54401	2016	5/20/2016		6/30/2017		KWIK TRIP #322	OPERATOR NEW	✓			
NOTZ, BRANDON S 512 STEUBEN ST WAUSAU, WI 54403	2016	5/12/2016		6/30/2017		BUFFALO WILD WINGS	OPERATOR NEW	✓			
POPELKA, NOELLE E 2615 7TH STREET WAUSAU, WI 54403	2016	5/31/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
PRETORIUS, JAMI M 1007 GREENHILL DR WAUSAU, WI 54401	2016	5/25/2016		6/30/2017		CHEER'S BAR	OPERATOR NEW	✓			
RINDAL, MEGAN L 603 GRANT ST APT 6 WAUSAU, WI 54403	2016	6/01/2016		6/30/2017		BULL FALLS BREWERY	OPERATOR NEW	✓			
SCHEPP, BAILEY K 1123 MANSON ST APT E SCHOFIELD, WI 54476	2016	5/12/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
SCHRAUFNAGEL, EMILY M N15226 E STATE DR ABBOTSFORD, WI 54405	2016	6/03/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
SEEHAFER, BRIAN 625 PLUMER ST WAUSAU, WI 54403	2016	5/13/2016		6/30/2017		KWIK TRIP #851	OPERATOR NEW	✓			
SHEMENAUER, COLLIN P 3909 144TH AVE MARATHON, WI 54448	2016	6/03/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
SMITH, MICHELLE R 607 GRANT ST WAUSAU, WI 54403	2016	5/12/2016		6/30/2017		TREMOR'S BAR	OPERATOR NEW	✓			
STEGMANN, REBECCA L 5208 RUSSELL DR WAUSAU, WI 54401	2016	5/19/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓			
SYLVESTER, OLIVIA R 906 KRONENWETTER DR #3 KRONENWETTER , WI 54455	2016	5/18/2016		6/30/2017		BUFFALO WILD WINGS	OPERATOR NEW	✓			

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THOGERSON, HANNAH M 805 TOWNLINE RD WAUSAU, WI 54403	2016	5/20/2016		6/30/2017		PLAYER'S	OPERATOR NEW	✓	___	___	___
TULEY, MICHAEL 1215 ELM ST WAUSAU, WI 54401	2016	5/13/2016		6/30/2017		KWIK TRIP #851	OPERATOR NEW	✓	___	___	___
UNSETH, MEGAN E 632 N 2ND ST APT C7 STEVENS POINT, WI 54481	2016	5/31/2016		6/30/2017		WALGREEN'S STORE #07	OPERATOR NEW	✓	___	___	___
WEILER, JUDE F 1108 LAKEVIEW ST MERRILL, WI 54452	2016	6/03/2016		6/30/2017		KRIST FOOD MART #61	OPERATOR NEW	✓	___	___	___
WEISE, TAYLOR A 4306 CTY RD O WAUSAU, WI 54401	2016	6/01/2016		6/30/2017		WISCONSIN WOODCHUCKS	OPERATOR NEW	✓	___	___	___
WILCOX, JOSH K 110 INDIAN CT WAUSAU, WI 54401	2016	5/19/2016		6/30/2017		PLAYER'S	OPERATOR NEW	✓	___	___	___
WISTROM, RYAN L 1911 ROOSEVELT ST WAUSAU, WI 54403	2016	5/20/2016		6/30/2017		KWIK TRIP #322	OPERATOR NEW	✓	___	___	___
AMBRIZ, PATRICK R 2318 OAKWOOD BLVD WAUSAU, WI 54403	2016	5/02/2016	7/01/2016	6/30/2018		THE GREAT DANE PUB &	OPERATOR RENEWAL - 2 YR	___	X	___	___
DIEDRICH, JAMESON T 518 N 7TH AVE WAUSAU, WI 54401	2016	5/03/2016	7/01/2016	6/30/2018		DAY'S BOWL-A-DOME	OPERATOR RENEWAL - 2 YR	___	X	___	___
DUBERSTEIN, PAYTON L 115 N 5TH AVE WAUSAU, WI 54401	2016	4/28/2016	7/01/2016	6/30/2018		WAGNER SHELL 4611	OPERATOR RENEWAL - 2 YR	___	X	___	___
PECHA, RYAN M 701 N 14TH STREET WAUSAU, WI 54403	2016	5/05/2016	7/01/2016	6/30/2018		THE GREAT DANE PUB &	OPERATOR RENEWAL - 2 YR	___	X	___	___
SOBJECK, ERIN L 725 1/2 S 5TH AVE WAUSAU, WI 54401	2016	3/14/2016	7/01/2016	6/30/2018		DEN MAR TAVERN	OPERATOR RENEWAL - 2 YR	___	X	___	___
BARTIG, RICHARD G 7904 WALDEN BLVD WAUSAU, WI 54401	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST	OPERATOR TEMPORARY	✓	___	___	___
BRUGGINK, MARIA 220 LISBETH RD WAUSAU, WI 54401	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST	OPERATOR TEMPORARY	✓	___	___	___

DENIED

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS5301
RUN DATE: 7/05/16
RUN TIME: 11:43:57

<u>NAME</u> <u>ADDRESS</u>	<u>RECORD</u> <u>YEAR</u>	<u>APPLICATION</u> <u>DATE</u>	<u>EVENT START</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>REVOCATION</u> <u>DATE</u>	<u>BUSINESS NAME</u>	<u>LICENSE TYPE</u>	<u>APR</u>	<u>DEN</u>	<u>PEN</u>	<u>OWES</u> <u>DEBT</u>
CAMPBELL, SCOTT K 1210 SYLVAN ST WAUSAU, WI 54403	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
GEHIN, JOSEPH L 3400 SPRINGDALE AVE WAUSAU, WI 54401	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
HEGGELUND, ANNE M E17637 HWY Z RINGLE, WI 54471	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
HEINKEL, BRAD 5707 HIGH RIDGE CIR SCHOFIELD, WI 54476	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
JOHNSON, CARL J 916 N 6TH AVE WAUSAU, WI 54401	2016	6/13/2013	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
KAISER, RYAN R 407 S EMERALD DR WAUSAU, WI 54401	2016	5/20/2016	6/17/2016	6/19/2016		ST ANNE'S CATHOLIC C OPERATOR	TEMPORARY	✓			
KARLEN, BRIAN 1108 8TH ST MARATHON, WI 54448	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
SCHLAGEL, ANDREW 336 E 18TH ST MARATHON, WI 54448	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
SILLARS, DANIEL 2300 NUTHATCH LN WAUSAU, WI 54401	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
STASNEY, ROBERT A 1629 MARTEN ST WAUSAU, WI 54401	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
WITTER, DUWAYNE L 3759 ROCKY RD RHINELANDER, WI 54445	2016	6/13/2016	8/01/2016	8/07/2016		WAUSAU NOON OPTIMIST OPERATOR	TEMPORARY	✓			
ANDERSON, EMILY K 934 WASHINGTON ST WAUSAU, WI 54403	2016	5/13/2016		6/30/2018		COURTYARD BY MARRIOT OPERATOR	- LAPSED RENEWAL	✓			
ARNOLD, STEVEN M 1406 N 4TH ST WAUSAU, WI 54403	2016	5/27/2016		6/30/2018		THE GLASS HAT	OPERATOR - LAPSED RENEWAL	✓			
BAESEMANN, REBECCA J 1510 CTY RD S EDGAR, WI 54426	2016	6/01/2016		6/30/2018		KWIK TRIP #735	OPERATOR - LAPSED RENEWAL	✓			

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS530I
RUN DATE: 7/05/16
RUN TIME: 11:43:57

<u>NAME</u> <u>ADDRESS</u>	<u>RECORD</u> <u>YEAR</u>	<u>APPLICATION</u> <u>DATE</u>	<u>EVENT START</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>REVOCAION</u> <u>DATE</u>	<u>BUSINESS NAME</u>	<u>LICENSE TYPE</u>	<u>APR</u>	<u>DEN</u>	<u>PEN</u>	<u>OWES</u> <u>DEBT</u>
BIEDRON, CONSTANCE C 934 KRONENWETTER DR #5 KRONENWETTER , WI 54455	2016	6/02/2016		6/30/2018		THE BAR & GRILL	OPERATOR - LAPSED RENEWAL	✓			
BUNTIN, PAULA C 717 STARK ST WAUSAU, WI 54403	2016	5/23/2016		6/30/2018		WISCONSIN WOODCHUCKS	OPERATOR - LAPSED RENEWAL	✓			
COLEMAN, CAITY J 4401 N 60TH AVE WAUSAU, WI 54401	2016	6/01/2016		6/30/2018		WAUSAU AREA SOFTBALL	OPERATOR - LAPSED RENEWAL	✓			
COLEMAN, CARLY M 4401 N 60TH AVE WAUSAU, WI 54401	2016	5/23/2016		6/30/2018		WAUSAU AREA SOFTBALL	OPERATOR - LAPSED RENEWAL	✓			
COTA, LUCILLE M 316 BROADWAY AVE WAUSAU, WI 54403	2016	5/24/2016		6/30/2018		JIM'S CORNER PUB	OPERATOR - LAPSED RENEWAL	✓			
DASSOW, LYNDSSEY A 421 ALLEN ST ATHENS, WI 54411	2016	5/26/2016		6/30/2018		BUFFALO WILD WINGS	OPERATOR - LAPSED RENEWAL	✓			
HALING, DELMAR D 101 N 3RD AVE WAUSAU, WI 54401	2016	6/09/2016		6/30/2018		101 PUB	OPERATOR - LAPSED RENEWAL	✓			
HAYES, AMANDA L 4031 TROY ST WAUSAU, WI 54403	2016	6/13/2016		6/30/2018		KRIST FOOD MART #89	OPERATOR - LAPSED RENEWAL	✓			
HOSTRAWSER, RHIANNON L 407 WILSON ST MOSINEE, WI 54455	2016	5/26/2016		6/30/2018		BB JACK'S	OPERATOR - LAPSED RENEWAL	✓			
JUSTMAN, MEGAN E 3000 WILDWOOD LN WAUSAU, WI 54401	2016	5/20/2016		6/30/2018		APPLEBEE'S NEIGHBORH	OPERATOR - LAPSED RENEWAL	✓			
KELL, AMANDA J 929 1/2 WASHINGTON ST WAUSAU, WI 54403	2016	5/26/2016		6/30/2018		FAST BREAK MOBIL	OPERATOR - LAPSED RENEWAL	✓			
KOSTROSKI, DANIELLE L 616 N 10TH AVE WAUSAU, WI 54401	2016	6/01/2016		6/30/2018		CRUSIN 1724	OPERATOR - LAPSED RENEWAL	✓			
KRAUSE, SARAH J 1100 HOLLIBUSH LN WAUSAU, WI 54401	2016	6/06/2016		6/30/2018		GRAND THEATER / GREA	OPERATOR - LAPSED RENEWAL	✓			
KROMBHOLZ, KIMBERLY W4597 SPRUCE RD MERRILL, WI 54452	2016	5/24/2016		6/30/2018		R-STORE #34	OPERATOR - LAPSED RENEWAL	✓			

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS5301
RUN DATE: 7/05/16
RUN TIME: 11:43:57

<u>NAME</u> <u>ADDRESS</u>	<u>RECORD</u> <u>YEAR</u>	<u>APPLICATION</u> <u>DATE</u>	<u>EVENT START</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>REVOCAATION</u> <u>DATE</u>	<u>BUSINESS NAME</u>	<u>LICENSE TYPE</u>	<u>APR</u>	<u>DEN</u>	<u>PEN</u>	<u>OWES</u> <u>DEBT</u>
KUHTZ, DANIELLE E 3804 STERNBERG AVE WESTON, WI 54476	2016	6/09/2016		6/30/2018		KWIK TRIP #735	OPERATOR - LAPSED RENEWAL	✓			
MEYER, DONNA L 900 S 25TH ST APT 5 WAUSAU, WI 54403	2016	6/01/2016		6/30/2018		THE GLASS HAT	OPERATOR - LAPSED RENEWAL	✓			
NEWMAN, SUSANNE M 617 STEUBEN ST WAUSAU, WI 54403	2016	5/25/2016		6/30/2018		ANGELO'S PIZZA VILLA	OPERATOR - LAPSED RENEWAL	✓			
NOWAK, LINDA S 1511 LAKEVIEW AVE WAUSAU, WI 54401	2016	6/06/2016		6/30/2018		TOBACCO OUTLET PLUS	OPERATOR - LAPSED RENEWAL	✓			
OHLMANN, JAIMIE M 507 E 9TH ST MERRILL, WI 54452	2016	5/25/2016		6/30/2018		R-STORE #34	OPERATOR - LAPSED RENEWAL	✓			
PASHOLK, KYLE A 305 S 12TH AVENUE WAUSAU, WI 54401	2016	5/18/2016		6/30/2018		TOBACCO OUTLET PLUS	OPERATOR - LAPSED RENEWAL	✓			
PENROSE, DARLENE C 1206 BROOKFIELD LANE WAUSAU, WI 54401	2016	5/18/2016		6/30/2018		NEW CITY GRILL/JEPPE	OPERATOR - LAPSED RENEWAL	✓			
PLAMANN, SCOTT 2084 PRAIRIE MEADOW DR MOSINEE, WI 54455	2016	6/09/2016		6/30/2018		KWIK TRIP #735	OPERATOR - LAPSED RENEWAL	✓			
ROZMARYNOWSKI, KIM M 1312 S 12TH AVE WAUSAU, WI 54401	2016	5/24/2016		6/30/2018		TOBACCO OUTLET PLUS	OPERATOR - LAPSED RENEWAL	✓			
SCHALOW, BARBARA J 4203 BLUEGILL AVE WAUSAU, WI 54401	2016	6/13/2016		6/30/2018		THE GLASS HAT	OPERATOR - LAPSED RENEWAL	✓			
SEUBERT, TORI J 2816 LYNX RD WAUSAU, WI 54401	2016	5/19/2016		6/30/2018		CAMPUS PUB	OPERATOR - LAPSED RENEWAL	✓			
SIKORSKI, MAUREEN C 2341 FAWN RD LOT 50 MOSINEE, WI 54455	2016	6/08/2016		6/30/2018		R-STORE #31	OPERATOR - LAPSED RENEWAL	✓			
STAPLES, SAMUEL C 818 HAMILTON ST WAUSAU, WI 54403	2016	6/10/2016		6/30/2018		MALARKEY'S PUB	OPERATOR - LAPSED RENEWAL	✓			
STUHR, JESSICA J 1734 BUREK AVE WAUSAU, WI 54401	2016	5/19/2016		6/30/2017		PINE RIDGE WAUSAU LL	OPERATOR - LAPSED RENEWAL	✓			

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS5301
RUN DATE: 7/05/16
RUN TIME: 11:43:57

<u>NAME</u> <u>ADDRESS</u>	<u>RECORD</u> <u>YEAR</u>	<u>APPLICATION</u> <u>DATE</u>	<u>EVENT START</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>REVOCATION</u> <u>DATE</u>	<u>BUSINESS NAME</u>	<u>LICENSE TYPE</u>	<u>APR</u>	<u>DEN</u>	<u>PEN</u>	<u>OWES</u> <u>DEBT</u>
TESKE, CASI T 4003 SWAN AVE WAUSAU, WI 54401	2016	6/01/2016		6/30/2018		TREU'S TIC TOC	OPERATOR - LAPSED RENEWAL	✓			
TIPPLE, HANNAH M 7609 WALDEN BLVD WAUSAU, WI 54401	2016	5/18/2016		6/30/2018		WISCONSIN WOODCHUCKS	OPERATOR - LAPSED RENEWAL	✓			
TRUAX, ADRIANNA 2907 MAPLE HILL DR WAUSAU, WI 54401	2016	5/26/2016		6/30/2018		WISCONSIN WOODCHUCKS	OPERATOR - LAPSED RENEWAL	✓			
WIMMER, SHARON M 509 PARK AVE PO BOX 39 BROKAW, WI 54417	2016	5/19/2016		6/30/2018		TOBACCO OUTLET PLUS	OPERATOR - LAPSED RENEWAL	✓			
WOLF, NICHOLAS F 105 WILSON ST MOSINEE, WI 54455	2016	6/03/2016		6/30/2017		R STORE #5	OPERATOR - LAPSED RENEWAL	✓			
ZUPANC, CHELSEA R 6501 DECATER DR WAUSAU, WI 54401	2016	6/07/2016		6/30/2018		OZ NIGHT CLUB	OPERATOR - LAPSED RENEWAL	✓			
BURT 102 S 3RD AVE PO BOX 178 WAUSAU, WI 54402	JOSH 2016	6/10/2016	7/01/2016	6/30/2017		THE GLASS STATION	CIGARETTE & TOBACCO	✓			
FAMILY DOLLAR STORES OF WI, IN ATTN: TAX DEPT PO BOX 1017 CHARLOTTE, NC 28201-1017	2016	6/16/2016	7/01/2016	6/30/2017		FAMILY DOLLAR STORE	CIGARETTE & TOBACCO	✓			
FLEET WHOLESALE SUPPLY CO. LLC MILLS FLEET FARM 512 LAUREL ST BRAINERD, MN 56401	2015	5/25/2016	7/01/2015	6/30/2016		MILLS FLEET FARM	CIGARETTE & TOBACCO	✓			
FLEET WHOLESALE SUPPLY CO. LLC MILLS FLEET FARM 512 LAUREL ST BRAINERD, MN 56401	2016	5/25/2016	7/01/2016	6/30/2017		MILLS FLEET FARM	CIGARETTE & TOBACCO	✓			
CARDEN INTERNATIONAL CIRCUS 3901 W STATE HWY O SPRINGFIELD, MO 65803	2016	5/23/2016	6/25/2016	6/25/2016		CARDEN INTERNATIONAL	PUBLIC EXHIBITION 1 DAY	✓			
THOMAS W FEHL LLC 314 MAPLE ST WAUSAU, WI 54401	2016	4/13/2016	7/01/2016	6/30/2017		101 PUB	TAVERN ENTERTAINMENT	✓			
WASTE MANAGEMENT INC 1715 DELEGLISE ANTIGO, WI 54409	2016	6/13/2016	7/01/2016	6/30/2017		WASTE MANAGEMENT INC	GARBAGE HAULER	✓			

HEALTH AND SAFETY LIST
ALL LICENSES
JUNE 20, 2016REPORT ID: LRS5301
RUN DATE: 7/05/16
RUN TIME: 11:43:57

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OLESON 1615 GEMINI PL WAUSAU, WI 54401	2016	5/20/2016	4/01/2016	3/31/2017		ICETOPIA - LITTLE JI	MOBILE VENDOR - 1 YEAR	✓			
GILBERT, HARRY S 2404 PIED PIPER LN WAUSAU, WI 54403	2016	6/10/2016	1/01/2016	12/31/2016		HARRY S GILBERT	PET FANCIER PERMIT	✓			
THE MINT CAFE INC 422 3RD ST WAUSAU, WI 54403	2016	5/17/2016	7/01/2016	6/30/2017		THE MINT CAFE	SIDEWALK CAFE - RENEWAL	✓			
MARATHON COUNTY LABOR COUNCIL 318 S 3RD AVE WAUSAU, WI 54401	2016	5/12/2016	9/05/2016	9/05/2016		LABOR DAY PARADE	SPECIAL EVENT CLASS 1	✓			
MCT: THE SYMPHONIC ROCK BAND ATTN: CURTIS ADERHOLDT 10101 EVERGREEN DR WAUSAU, WI 54401	2016	5/11/2016	8/13/2016	8/13/2016		MCT: SYMPHONIC ROCK	SPECIAL EVENT CLASS 1	✓			
WAUSAU EVENTS 316 SCOTT ST WAUSAU, WI 54403	2016	5/23/2016	8/07/2016	8/07/2016		THRIVENT HOPE & INSP	SPECIAL EVENT CLASS 1	✓			
WAUSAU FESTIVAL OF ARTS INC PO BOX 1763 WAUSAU, WI 54402-1763	2016	5/11/2016	9/09/2016	9/11/2016		WAUSAU FESTIVAL OF A	SPECIAL EVENT CLASS 1	✓			
WAUSAU/CENTRAL WI CVB 219 JEFFERSON ST WAUSAU, WI 54403	2016	5/11/2016	7/16/2016	7/16/2016		BADGER STATE GAMES-C	SPECIAL EVENT CLASS 1	✓			
DORSHAK, DONALD M 1840 EVA RD MOSINEE, WI 54455-0754	2016	5/18/2016	7/01/2016	6/30/2017		ALL AMERICAN TAXI	PUBLIC TRANS DRIVER-RENEW	✓			
HELKE, JACQUELYN M 612 1/2 N 3RD AVE WAUSAU, WI 54401	2016	5/18/2016	7/01/2016	6/30/2017		ALL AMERICAN TAXI	PUBLIC TRANS DRIVER-RENEW	✓			
MEDDAUGH, JEREMY D 1019 JACOBY STREET SCHOFIELD, WI 54476	2016	5/20/2016	7/01/2016	6/30/2017		ALL AMERICAN TAXI	PUBLIC TRANS DRIVER-RENEW	✓			
NICKEL, JESSE M 640 N 16TH AVE WAUSAU, WI 54401	2016	6/07/2016	7/01/2016	6/30/2017		ALL AMERICAN TAXI	PUBLIC TRANS DRIVER-RENEW	✓			
SCHWARTZ, JEROME E 3709 N 41ST ST WAUSAU, WI 54403	2016	6/06/2016	7/01/2016	6/30/2017		ALL AMERICAN TAXI	PUBLIC TRANS DRIVER-RENEW	✓			

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

**JOINT RESOLUTION OF THE ECONOMIC DEVELOPMENT
AND FINANCE COMMITTEES**

Accepting the final plan, lease the property and provide resources for the East Riverfront Redevelopment Area project as proposed by Frantz Community Investors (FCI)- Riverlife Villages (Phase 1).

Committee Action: ED: Approved 4-0
Finance: Approved 5-0
Fiscal Impact: \$5,925,000 with related financing costs

File Number: 15-0708	Date Introduced: July 12, 2016
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FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$5,108,945 plus future financing costs</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$5,140,000 Annual Retirement \$395,000</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$5,140,000</i>
	<i>TID Source: Increment Revenue <input checked="" type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, the City of Wausau has a long track record of successful public-private partnerships to facilitate quality redevelopment activities that increase economic benefits to the City of Wausau and further economic development goals; and

WHEREAS, the City requested proposals through a public Request For Proposal (RFP) process from July 29th through November 2nd of 2015 that proactively solicited opportunities for the redevelopment of the city owned East Riverfront Redevelopment Area site; and

WHEREAS, Frantz Community Investors (FCI) was one of two large proposals received which were ranked by a selection committee which included the Economic Development Committee and City staff and which were then publicly presented on January 4th, 2016;

WHEREAS, the team proposal submitted by Frantz Community Investors (FCI) is consistent with the findings and recommendations of the East Riverfront Redevelopment Area Master Plan and Market Study which was adopted by the Common Council last summer and was selected by the Council to proceed to the final plans stage on February 23rd, 2016;

WHEREAS, the Frantz Community Investors (FCI) team has worked to design a plan and buildings

with community, staff and Council input thru a series of meetings including consultation with the Economic Development Committee and Planning Commission to develop the Riverlife Villages master plan; and

WHEREAS, the Riverlife Villages master plan has been analyzed for rent and market availability, construction costs and financing opportunities which highlighted a financing gap for this Phase 1 of the proposed development which requires City assistance to proceed.

WHEREAS, the financing gap was independently reviewed by City of Wausau's consultant, Ehlers Municipal Financial Advisors

WHEREAS, the Economic Development and Finance Committees have reviewed the development incentive request and finds the following:

- That the Riverlife Villages project proposed for the East Riverfront Redevelopment Area would not occur without the financial assistance from the City of Wausau financed from Tax Increment District Number Three.
- That the financial assistance will be supported by a development agreement and other related documents signed by Frantz Community Investors (FCI).
- That the development incentives such as loans and developer payments are eligible expenses under the tax increment financing laws.
- That the Riverlife Villages plan furthers the purposes of tax increment financing and the objectives of Tax Increment District Number Three.
- That development incentives were listed as project plan costs within the Tax Increment District Three Project Plan amendment.
- That the City's developer incentive to Frantz Community Investors is necessary and convenient to effectuate the purposes for which Tax Increment District Number Three was created and amended.
- That redevelopment of the East Riverfront Redevelopment Area in the long and short term is in the vital and best interest of the City and its residents in accordance with the public purpose and conditions of applicable state and local laws and the standards under which the tax increment district was undertaken and implemented; and

WHEREAS, the Finance Committee has reviewed and recommended the budget modification and financing package.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Wausau as follows:

- That the Riverlife Villages project proposed for the East Riverfront Redevelopment Area would not occur without the financial assistance from the City of Wausau financed from Tax Increment District Number Three.
- That the financial assistance will be supported by a development agreement and other related documents signed by Frantz Community Investors (FCI).
- That the development incentives such as loans and developer payments are eligible expenses under the tax increment financing laws.
- That the Riverlife Villages plan furthers the purposes of tax increment financing and the objectives of Tax Increment District Number Three.

- That the development incentives were listed as project plan costs within the Tax Increment District Three Project Plan amendment.
- That the City’s developer incentive to Frantz Community Investors is necessary and convenient to effectuate the purposes for which Tax Increment District Number Three was created and amended.
- That redevelopment of the East Riverfront Redevelopment Area in the long and short term is in the vital and best interest of the City and its residents in accordance with the public purpose and conditions of applicable state and local laws and the standards under which the tax increment district was undertaken and implemented; and

BE IT FURTHER RESOLVED, that the Mayor and other proper city officials are authorized and directed to work on behalf of the City of Wausau to complete and execute a development agreement, a ground lease and loan documents in substantial conformance with the terms outlined in the term sheet provided on Exhibit A.

BE IT FURTHER RESOLVED, that the Finance Director proceed with the preliminary work to borrow funds for the project and bring the financing plan to the Finance Committee and Common Council for consideration.

BE IT FURTHER RESOLVED, that the Finance Director and proper City officials are authorized to modify the budget for Tax Increment District Number Three Fund and publish the budget modification in the official newspaper as required.

Increase the following budget line items

Apartment Building - Developer Incentive Loan	141-342897200	1,250,000
Apartment Building - Foundation Grant	141-342897200	250,000
Apartment Building - Environmental Remediation	141-342892990	50,000
Mixed Use Building - Developer Incentive Loan	141-342897200	990,000
Mixed Use Building - Foundation Grant	141-342897200	250,000
Mixed Use Building - Environmental Remediation	141-342892990	50,000
Riverfront Infrastructure - Street Improvements	141-342898230	628,814
Riverfront Infrastructure - Lighting	141-342898743	357,387
Riverfront Infrastructure - Water Mains/Laterals	141-342898270	236,447
Riverfront Infrastructure - Sewer Mains/Laterals	141-342898260	210,732
Riverfront Infrastructure - Stormwater	141-342898250	715,396
Riverfront Infrastructure - Sidewalk	141-342898240	120,169
Debt Proceeds	141-342889120	5,108,945

BE IT FURTHER RESOLVED, that the City Clerk mail a copy of the executed developer agreement to the Joint Review Board.

Approved:

Robert B. Mielke, Mayor

JOINT ECONOMIC DEVELOPMENT COMMITTEE AND FINANCE COMMITTEE

Date and Time: Tuesday, June 28, 2016 @ 4:30 pm., Board Room

ED Members Present: Neal (C), Peckham, Gehin, Rasmussen. Not Present: Wagner

Finance Members Present: Rasmussen (C), Smith, Gehin, Kellbach, and Nutting

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Werth, Schock, Gisselman, Goede, Glenn Speich and other interested parties.

Discussion and Possible Action on the East Riverfront Frantz Community Investors Final Plan and Proposal and related Tax Increment Financing

Groat stated the riverfront is in Tax Increment District #3, which has a mandated termination date of 2031. When looking at the developer incentives that are requested for this project and the increment through the life of the district, including and financing costs, there would be a shortfall of about \$430,000. She noted this does not include the unknowns of environmental remediation. She stated Baker Tilly, which is supporting Frantz on this project, recommends we consider creating a new tax increment district. The benefit of a new district is that we would have 27 years to collect increment on this development, particularly if we create it before October 1, the value of the property would be zero because we own the property; all increment would go to this new TID. She explained when you created an overlay TID, it basically freezes the values of the existing tax increment so no new value goes to that existing TID.

Groat stated the city would have three options: 1) Fund the project through TID #3 and any shortfall would be absorbed from other increment we are collecting through the district; 2) Create a new TID prior to October 1 so that all of the new development would go to the new district; or 3) Wait a little while before creating a new district; after October 1 a new value is set at the values as of 1/01/2017. She indicated they would have up until September 30th to make that decision, noting there are a lot of unknowns right now with the mall and downtown development. Rasmussen commented she liked Option 3. *Discussion followed*

Schock explained the structure of financing for Phase I of the project which involves construction of apartments and townhouses on the south zone, as well as a mixed use building on the north zone. He stated our financial advisors, Ehlers, reviewed the analysis and verified it is correct. This phase is a \$14 million investment and a significant taxable value addition to the city.

A representative of Baker Tilly explained Frantz is requesting a \$1.2 million TIF loan to address the financing gap on the residential portion of the project. The loan would be repaid with the increment on the project; a \$250,000 grant to address the foundation due to soil conditions on the site. They are asking for abatement on the ground lease of city-owned property and would like to have a long term lease with the first 5 years abated. The commercial side would have very similar structure with a \$990,000 TIF loan and \$250,000 foundation grant.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Discussion and Possible Action on the East Riverfront Frantz Community Investors Final Plan and Proposal

Finance Committee: Motion by Nutting, second by Gehin to convene in closed session. Roll Call Vote: Ayes: Nutting, Gehin, Smith, Kellbach, and Rasmussen. Motion carried 5-0.

ED Committee: Motion by Rasmussen, second by Peckham to convene in closed session. Roll Call Vote: Ayes: Rasmussen, Gehin, Peckham and Neal. Motion carried 4-0.

RECONVENED into Open Session to Take Action on Closed Session Items

ED Committee: Motion by Rasmussen, second by Gehin to move forward with the project as presented with a directive to staff to build into the development agreement the look back provisions recommended by Ehlers resulting from their review; such that if the increment is not generated as planned to offset the debt, that a conventional loan repayment structure would kick in until the increment is sufficient to cover the debt reduction and that if Frantz's net rate of return on investment for the project is over 12%, that the excess return on investment would be shared with the City to reduce the debt. Motion carried 4-0.

Finance Committee: Motion by Nutting, second by Kellbach to move forward with the project as presented with a directive to staff to build into the development agreement the look back provisions recommended by Ehlers resulting from their review; such that if the increment is not generated as planned to offset the debt, that a conventional loan repayment structure would kick in until the increment is sufficient to cover the debt reduction and that if Frantz's net rate of return on investment for the project is over 12%, that the excess return on investment would be shared with the City to reduce the debt. Motion carried 5-0.



TO: FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

FROM: MARYANNE GROAT

DATE: June 21, 2106

SUBJECT: FRANTZ DEVELOPMENT AND TID FINANCING

PURPOSE:

To consider the TID financing strategy for the Riverfront Redevelopment

BACKGROUND INFORMATION

The City created Tax Increment District Number Three in 1994 to facilitate redevelopment within the East Central Business District. The main objectives were to construct a hotel, office building, parking facilities, convention center and 4th mall retail anchor. Over the years the City has filed a number of project plan amendments to add territory and project costs including:

- Amendment 1 - 2000 – Riverfront Improvements and Pick N Save
- Amendment 2 - 2006 – RiverEdge Improvements, 3rd Street construction, Franklin School, 400 Block improvements
- Amendment 3 – 2010 – Kayak Course Improvements
- Amendment 4 – 2015 – Wausau Center Mall Redevelopment

In addition, the State of Wisconsin granted special legislation that extended the life of the district 10 years and provided an additional two plan amendments. This was critical because without the amendment the expenditure period would have ended 9/1/2016. The revised mandated termination date is 2031.

Frantz Community Investors will construct and invest in the Riverfront in a phased approach. Phase 1 consists of a commercial building, apartment complex and townhouse construction. On behalf of Frantz Community Investors, Baker Tilly computed the anticipated financing gap, expected increment and related developer incentives which are outlined below:

Sources of Funds

Increment \$ 5,329,344

Uses of Funds

Mixed Use Space:

Developer Incentive Loan - paid by increment \$ 990,000

Developer Incentive Foundation Grant 250,000

Environmental Remediation ?

Apartment and Townhome Development:

Developer Incentive Loan - paid by increment 1,250,000

Developer Incentive Foundation Grant 250,000

Environmental Remediation ?

Street Project 2,300,000

Financing Costs 720,000

Total Uses of Funds \$ 5,760,000

Shortfall \$ (430,656)

Based upon the 15 year life of the district, the projections indicate that the increment generated from the project will fall short of the project costs. Baker Tilly made the recommendation that the City create a new Tax Increment District to finance these project costs.

The Common Council has at least three strategies to consider:

1. Fund through Tax Increment District Number Three – No project amendment is necessary. The shortfall for this specific project would be funded with other increment generated by the district.
2. Fund through the creation of a new Tax Increment District – Develop district boundaries, project costs, project plan, conduct public hearings and obtain Common Council and Joint Review Board support. If created prior to October 1, the new district value for the riverfront property would be zero due to City ownership. If created after October 1 the value will be based upon improvements constructed at 1/1/2017. A Tax Increment District that overlays an existing district effectively freezes growth in the existing district and all new growth goes to the new district. The new district would have a 27 year life.
3. Fund phase 1 through the existing Tax Increment District Three and reserve the opportunity to create a new tax increment district for future phases of the project.

Below is a review of items to consider when evaluating each strategy:

1. Existing TID 3
 - Administratively very easy and no project plan amendments are necessary.
 - The shortfall would be funded by other increment generated in the district.
2. Create a New Tax Increment District
 - Administratively more difficult due to creation of a new plan
 - Must obtain Joint Review Board and Council approval
 - Could expand the boundaries to include Wausau Chemical and Athletic Park neighborhood or other redevelopment areas.
 - Could include other infrastructure improvements within the project plan such as Street Reconstruction, Riverfront Park and Parking facility.

3. Consider new TID creation in the future

- Delay the decision on the district creation. This may provide time to gather more information on other pending development and redevelopment projects such as the Wausau Center Mall.

FISCAL IMPACT

If the Council chooses to finance the developer incentives the short term fiscal impact will be the same regardless of whether a new TID district is established. As indicated earlier the benefit of the new TID creation is the ability to collect increment for a longer period of time.

Frantz Community Investors, LLC
Wausau, Wisconsin
Riverlife Phase I Apartment Building & Townhome Term Sheet

Purpose	Financing from the City of Wausau to develop an apartment and townhome community in the Riverlife District. This landmark development will provide 52 market rent apartments and six townhomes on a previously industrial brownfield site.
Secured Loan	A \$1,250,000 loan for development costs associated with the construction of an apartment building and townhomes. The note will be secured by a second-mortgage on the apartment and townhome building structures.
Term	15-Years
Interest Rate	0% Interest
Repayment	Loan shall be repaid with incremental tax revenues generated from the project. All incremental tax revenues associated with the project shall be applied to the loan until it is paid in full. Repayment begins one year after completion of construction. Should the increment not fully repay the debt payment in a specific year, the developer is liable to the balance. Additional increment shall be paid forward. Loan is contingent on borrower meeting conditions set forth in the development agreement, which will include completing the project and ensuring ongoing operations.
Draw Schedule	TIF Loan shall be placed into a construction escrow with a local title company and disbursed no more frequently than monthly upon receipt of invoices for completed work or delivered materials, together with appropriate lien waivers for such work or materials.
Foundation Grant	Due to soil conditions on the site, a grant for the amount of \$250,000 shall be awarded to the developer at the start of construction for the purpose of constructing a secure foundation.

Environmental Remediation	The City shall be financially responsible for any preexisting environmental conditions on the project site and shall manage the environmental remediation with the Wisconsin Department of Natural Resources.
Infrastructure Improvements	The City shall construct, own, and maintain all infrastructure, including, roads, sewers, and other utilities needed for the project.
Ground Lease Rent Abatement	Upon execution of a development agreement, abatement of annual base ground rent to \$1 per year for five years. Beginning in the sixth year, the City will be paid a ground lease payment of \$10,000 annually.
Look Back IRR	If the project IRR exceeds 18%, returns in excess of 18% shall be shared equally between the City and the equity investors.

Frantz Community Investors, LLC
Wausau, Wisconsin
Riverlife Phase I Mixed-Use Building Term Sheet

Purpose	Financing from the City of Wausau to develop a mixed-use space in the Riverlife District. This landmark development will provide approximately 38,000 square feet of retail and office space on a previously industrial brownfield site.
Secured Loan	A \$990,000 loan for development costs associated with the construction of a mixed-use building. The note will be secured by a second-mortgage on the Mixed-Use building structure.
Term	15-Years
Interest Rate	0% Interest
Repayment	Loan shall be repaid with incremental tax revenues generated from the project. All incremental tax revenues associated with the project shall be applied to the loan until it is paid in full. Repayment begins one year after completion of construction. Should the increment not fully repay the debt payment in a specific year, the developer is liable to the balance. Additional increment shall be paid forward. Loan is contingent on borrower meeting conditions set forth in the development agreement, which will include completing the project and ensuring ongoing operations.
Draw Schedule	TIF Loan shall be placed into a construction escrow with a local title company and disbursed no more frequently than monthly upon receipt of invoices for completed work or delivered materials, together with appropriate lien waivers for such work or materials.
Foundation Grant	Due to soil conditions on the site, a grant for the amount of \$250,000 shall be awarded to the developer at the start of construction for the purpose of constructing a secure foundation.

Environmental Remediation	The City shall be financially responsible for any preexisting environmental conditions on the project site and shall manage the environmental remediation with the Wisconsin Department of Natural Resources.
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Look Back IRR	If the project IRR exceeds 18%, returns in excess of 18% shall be shared equally between the City and the equity investors.



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June 28, 2016

Ms. MaryAnne Groat, CPA
Finance Director
City of Wausau
407 Grant Street
Wausau, Wisconsin 54403

Via Email.

RE: Confidential Analysis of Developer *Proforma* for Riverlife Village Project.

Dear MaryAnne,

At your request we have reviewed the following documents from Frantz Community Investors:

- RFP dated 11/2/15.
- Memorandum of 6/7/16 regarding Riverlife Village Support Documentation

We have also reviewed subsequent *proforma* spreadsheets prepared by Mr. Brad Elmer of Baker Tilley on behalf of Frantz Community Investors.

We have utilized the base data provided by Baker Tilley to prepare our own spreadsheet templates to mathematically verify the net cash flows of the project and to calculate the internal rates of return (IRRs) for the Apartment and Townhouse portion segment and the Mixed Use / Office segment of the project. Please find copies of our spreadsheets attached.

Following are our initial observations, comments and suggestions:

- Apartments, Townhouses
 - Using an 8.5 % capitalization rate we are projecting an IRR of 9.69% in Year 10 with \$1.5 M up front TID participation, and 4.62% without TID participation. This cap rate may be slightly high for apartments (same rate as for office).
 - This compares to IRR's in the range of 12% - 15% in most markets in Wisconsin today. Thus, even with TID participation, this appears to be a relatively low level of return.
 - The rent levels proposed here are higher than the market within Wausau based upon the market data provided to us, however as a new product with proposed higher amenities, these levels may be achievable given the riverfront location and walkability to downtown businesses.
 - The development fee of 8% is somewhat higher than normal. We would expect the fee to fall within the range of 4-6% but they may be looking at this fee as a means of recouping some of what they are losing with the relatively lower IRR. There is still a gap over the proposed equity and TIF request; Baker Tilly has





suggested cost savings, additional equity, or a portion of the development fee to be deferred as ways to address this gap, however none of these remedies has been decided upon at this time. For purposes of our analysis, we have assumed ½ of the development fee to be deferred, with the balance of the gap as additional equity, further to our discussions with Baker Tilly.

- Costs of sales for realty commissions at 6% is high for the multi-family residential market by 2-3 %.
- Vacancy rates of 5% going in are within the norm for residential projects.

- Mixed Use Office Project
 - Using an 8.5 % capitalization rate we are projecting an IRR of 7.35% in Year 10 with \$1.25 M up front TID participation, and 1.51% without TID participation.
 - Again, this compares to IRR's in the range of 12% - 15% in most markets in Wisconsin today. Thus, even with TID participation this appears to be an even lower level of return.
 - No competitive rent comps were provided for the office/mixed use component, it is assumed for the time being that the rent levels are appropriate for this product.
 - Costs of ongoing office expenses appear to be lower than what would be the norm for facilities of this type.
 - Again the development fee at 8% is high but see same comment above regarding the Apartment units.
 - Costs of sales for realty commissions at 6% is high for the commercial market by 2-3 %.
 - Vacancy estimated going in at 7% is within the norm for commercial projects.

In our view, it is clear that the project would not be able to attract investment capital without the levels of TID participation contemplated here. In fact the levels of return are somewhat lower than what we are seeing elsewhere in the state. If this developer is able to attract equity with these levels of return we believe this to be a “win” for the City; nevertheless, we also highly recommend that the City consider the inclusion of a lookback clause in the development upon sale, maturity or a 10 year point. The lookback would typically allow for the review of actual rents, expenses and sales data to verify the NOI and then re-run the IRR to compare to estimates. Given the levels he is proposing going in, we would recommend the look back to provide the opportunity to share any returns over the 12% level on either project on a 50/50 basis with the City to help reduce it's participation. We would also recommend a review of the rents and capitalization rates with the City's assessor as a means of further checking these against local market data. It is recognized that with 5 phases contemplated for the overall redevelopment, it may take several years for the project to achieve critical mass and generate necessary reimbursements.

In addition, the participation has been characterized as a zero percent “Loan” from the City to the developer. We understand that the “Loan” would be paid from Tax Increment revenues. We would encourage you to pursue, within your negotiations, a provision that would actually require





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the developer to repay to the City any portion of said “loan” that could not be covered by tax increment revenues from his projects. This is a “shortfall” guarantee and this could be backed by a letter of credit or possibly special assessments. Without such a provision, the City’s participation really amounts to a grant.

It also bears noting that the developer’s proposal includes the land to be ground-leased to the project at \$1 per year for 99 years, which we believe is excessive. The proposal further states that the City would own, construct and maintain all roads and utilities that would normally be part of a development project. Finally, the proposal states that the City would also be responsible for any pre-existing environmental conditions, and the City shall manage the environmental remediation with Wisconsin DNR, again at no cost to the project. These are all costs that may potentially increase the City’s obligations in this project, and should be considered in the larger scope of the overall redevelopment plan.

We would be happy to discuss our analysis further upon request. Good luck with your negotiations.

Very Truly Yours

Michael C. Harrigan, CIPMA
Chairman / Sr. Municipal Advisor

Frank Roman
Municipal Advisor

CC: Phil Cosson, Ehlers
James Mann, Ehlers





City of Wausau
Riverlife Village - Phase I
 Apartments, Townhomes

Sales Analysis

YEAR	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
SALE ANALYSIS END OF YEAR	6	7	8	9	10	11	12	13	14	15
Net Operating Income End of Year	715,247	725,976	736,865	747,918	759,137	770,524	782,082	793,813	805,721	817,806
Divided By Cap Rate	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%
Gross Sale Price	8,414,670	8,540,891	8,669,004	8,799,039	8,931,025	9,064,991	9,200,966	9,338,981	9,479,065	9,621,252
Minus Series A Debt	4,805,390	4,562,171	4,306,507	4,037,764	3,755,271	3,458,325	3,146,187	2,818,079	2,473,185	2,152,166
Minus Series B Debt	0	0	0	0	0	0	0	0	0	0
Minus Series C Debt	0	0	0	0	0	0	0	0	0	0
Net Sale Amount	3,609,280	3,978,720	4,362,497	4,761,276	4,737,448	5,606,666	6,054,779	6,520,901	7,005,881	7,469,085
Sales Expense	(504,880)	(512,453)	(520,140)	(527,942)	(535,862)	(543,899)	(552,058)	(560,339)	(568,744)	(577,275)
Deferred Developers Fee					438,306					
Final Amount	3,104,400	3,466,267	3,842,357	4,233,333	4,639,893	5,062,766	5,502,721	5,960,563	6,437,137	6,891,810

YEAR	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
IRR ANALYSIS END OF YEAR	6	7	8	9	10	11	12	13	14	15
Sales Proceeds	3,104,400	3,466,267	3,842,357	4,233,333	4,639,893	5,062,766	5,502,721	5,960,563	6,437,137	6,891,810
Initial Investment	(3,020,066)									
2017	11,249	11,249	11,249	11,249	11,249	11,249	11,249	11,249	11,249	11,249
2018	124,992	124,992	124,992	124,992	124,992	124,992	124,992	124,992	124,992	124,992
2019	206,037	206,037	206,037	206,037	206,037	206,037	206,037	206,037	206,037	206,037
2020	216,297	216,297	216,297	216,297	216,297	216,297	216,297	216,297	216,297	216,297
2021	226,711	226,711	226,711	226,711	226,711	226,711	226,711	226,711	226,711	226,711
2022	3,341,681	237,281	237,281	237,281	237,281	237,281	237,281	237,281	237,281	237,281
2023	0	3,714,277	248,010	248,010	248,010	248,010	248,010	248,010	248,010	248,010
2024	0	0	4,101,256	258,900	258,900	258,900	258,900	258,900	258,900	258,900
2025	0	0	0	4,503,286	269,953	269,953	269,953	269,953	269,953	269,953
2026	0	0	0	0	4,921,064	281,171	281,171	281,171	281,171	281,171
2027	0	0	0	0	0	5,355,325	292,559	292,559	292,559	292,559
2028	0	0	0	0	0	0	5,806,837	304,116	304,116	304,116
2029	0	0	0	0	0	0	0	6,276,410	315,848	315,848
2030	0	0	0	0	0	0	0	0	6,764,892	327,755
2031	0	0	0	0	0	0	0	0	0	7,231,651
Total	1,106,902	1,716,779	2,351,768	3,012,698	3,700,429	4,415,861	5,159,932	5,933,621	6,737,950	7,552,464
INTERNAL RATE OF RETURN	5.82%	7.37%	8.43%	9.17%	9.69%	10.08%	10.35%	10.55%	10.70%	10.77%



City of Wausau
Riverlife Village - Phase I
Mixed Use/Office

Sales Analysis

YEAR	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
SALE ANALYSIS END OF YEAR	6	7	8	9	10	11	12	13	14	15
Net Operating Income End of Year	491,288	498,507	505,834	513,271	520,819	528,481	536,257	544,151	552,162	560,294
Divided By Cap Rate	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%
Gross Sale Price	5,779,864	5,864,789	5,950,989	6,038,481	6,127,286	6,217,422	6,308,911	6,401,773	6,496,027	6,591,695
Minus Series A Debt	3,880,530	3,684,121	3,477,664	3,260,644	3,032,520	2,792,725	2,540,662	2,275,703	1,997,188	1,737,954
Minus Series B Debt	0	0	0	0	0	0	0	0	0	0
Minus Series C Debt	0	0	0	0	0	0	0	0	0	0
Net Sale Amount	1,899,333	2,180,668	2,473,325	2,777,837	2,659,510	3,424,697	3,768,249	4,126,069	4,498,839	4,853,741
Sales Expense	(346,792)	(351,887)	(357,059)	(362,309)	(367,637)	(373,045)	(378,535)	(384,106)	(389,762)	(395,502)
Deferred Developer Fee					435,256					
Final Amount	1,552,541	1,828,780	2,116,265	2,415,529	2,727,128	3,051,652	3,389,714	3,741,963	4,109,077	4,458,239

YEAR	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
IRR ANALYSIS END OF YEAR	6	7	8	9	10	11	12	13	14	15
Year										
Sales Proceeds										
Initial Investment	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)	(1,874,644)
2017	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)	(46,281)
2018	36,172	36,172	36,172	36,172	36,172	36,172	36,172	36,172	36,172	36,172
2019	84,291	84,291	84,291	84,291	84,291	84,291	84,291	84,291	84,291	84,291
2020	91,195	91,195	91,195	91,195	91,195	91,195	91,195	91,195	91,195	91,195
2021	98,201	98,201	98,201	98,201	98,201	98,201	98,201	98,201	98,201	98,201
2022	1,657,855	1,053,313	1,053,313	1,053,313	1,053,313	1,053,313	1,053,313	1,053,313	1,053,313	1,053,313
2023	0	1,941,313	1,12,532	1,12,532	1,12,532	1,12,532	1,12,532	1,12,532	1,12,532	1,12,532
2024	0	0	2,236,124	1,19,859	1,19,859	1,19,859	1,19,859	1,19,859	1,19,859	1,19,859
2025	0	0	0	2,542,824	1,27,296	1,27,296	1,27,296	1,27,296	1,27,296	1,27,296
2026	0	0	0	0	2,861,973	1,34,844	1,34,844	1,34,844	1,34,844	1,34,844
2027	0	0	0	0	0	3,194,158	1,42,506	1,42,506	1,42,506	1,42,506
2028	0	0	0	0	0	0	3,539,997	1,50,283	1,50,283	1,50,283
2029	0	0	0	0	0	0	0	3,900,139	1,58,176	1,58,176
2030	0	0	0	0	0	0	0	0	4,275,264	1,66,187
2031	0	0	0	0	0	0	0	0	0	4,632,558
Total	46,790	435,561	842,905	1,269,464	1,715,908	2,182,937	2,671,283	3,181,707	3,715,008	4,238,489
INTERNAL RATE OF RETURN	0.43%	3.20%	5.08%	6.40%	7.35%	8.04%	8.55%	8.94%	9.22%	9.40%

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Modification of the 2016 Budget for the Personnel Costs Associated with the Finance Department Staff Retirements	
Committee Action:	Approved 5-0
Fiscal Impact (2016):	\$99,218
File Number:	15-1109
Date Introduced:	July 12, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Contingency Fund</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$99,218</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the Finance Department has received retirement notification from two senior professional accounting staff with a combined 59 year’s experience with the City of Wausau; and

WHEREAS, their duties as Accounting Manager and Financial Analyst are considered mission critical and these employees have significant institutional knowledge; and

WHEREAS, in addition to the retirement of the Accounting Professional staff the department has also received retirement notification of the departments only full time Customer Service Representative; and

WHEREAS, the Department is requesting immediate replacement of these position to provide training opportunities and meet existing demands of software implementation, Presidential election management and budget preparation; and

WHEREAS, provisions for the retirement payout and staffing overlap estimated at \$99,218 were not anticipated in the 2017 budget; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to fund these costs from Contingency as shown below; and

Transfer To:

110-4091110	Accounting - Salaries	\$ 15,503
110-4091360	Accounting - Sick Leave Conversion	57,588
110-4091510	Accounting - Social Security	1,178
110-4091520	Accounting - Retirement	1,038
110-4091540	Accounting - Health Insurance	6,286
110-4091541	Accounting - Dental Insurance	244
110-8091110	Customer Service - Salaries	1,804
110-8091360	Customer Service - Sick Leave Conversion	8,776
110-8091510	Customer Service - Social Security	137
110-8091520	Customer Service - Retirement	121
110-8091540	Customer Service - Health Insurance	6,295
110-8091541	Customer Service - Dental Insurance	248

Transfer From:

110-33427	Contingency	\$ 99,218
-----------	-------------	-----------

WHEREAS, your Finance Department will review the funding requirements as part of the annual budget adjustment required by the Municipal Code to determine if excess funds are available to return to Contingency; Now Therefore

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the 2016 budget as indicated and publish such transfer in the official newspaper.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, June 28, 2016 @ 4:30 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, and Nutting

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Werth, Schock, Gisselman, Goede, Lepinski, Glenn Speich and other interested parties.

Discussion and possible action on the budget modification for Finance staff succession costs

Groat explained she received informal retirement notification from two of her most senior accounting staff: Richard Whalen, Assistant Finance Director who has worked for the city 20 plus years; and Barb Schmidt, Financial Analyst, who has worked for the city 35 years. Richard is leaving October 1, 2016 and Barb by year end. There is one other position, our full time customer service representative, Patti Sorenson is also retiring. She stated it was essential to get people on board right away in order to begin the training on the financial software.

Groat stated the retirement payouts for the three positions will be \$66,000 and the overlap of the customer service position, accounting manager and financial analyst total another \$32,000 for a final total of \$99,000. She noted all three of these positions are currently on single health insurance plans, but it is possible the new employees would be on the family plan. She is recommending this come from contingency and in October, if another department had savings we could transfer back into contingency.

Motion by Gehin, second by Nutting to approve the budget modification for Finance staff succession costs. Motion carried 5-0.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: June 21, 2016

RE: BUDGET MODIFICATION FINANCE STAFF SUCCESSION PLANNING

BACK GROUND INFORMATION

I have received informal retirement notification from two senior professional accounting staff with a total combined 59 years experience with the City. Both positions are considered mission critical.

The Accounting Manager position was previously classified as Assistant Finance Director prior to the classification study conducted by the previous HR Director. The position performs the Wisconsin Statute responsibilities of Treasurer including managing the tax roll and special assessment system and banking functions. The position supervises the financial system analyst and two accounting assistant positions that perform payroll, accounts payable, utility billing and accounts receivable functions. The position is responsible for maintaining the general accounting system, preparing the annual financial statements, serving as audit liaison and grant accounting.

The Financial Analyst position serves as payroll backup, performs all of the payroll budget calculations, assists all customer service staff with cashiering efforts and resolves balancing problems. The position is the information technology expert within the department working closely with IT on system maintenance and software implementation. The software currently managed by this position is Cayenta our general ledger accounting system, TM1 budget software, Active Network cash collection software, Complus parking citation software and Evolve licensing software. The individual has Crystal report writing skills and scripting capabilities both considered expert type skills. The Accounting Manager and Financial Analyst each serve as back up to the other position.

The Accounting Manager and Financial Analyst were involved in the implementation of the current accounting system and have vast amounts of institutional knowledge. Their departure will leave a significant knowledge void. This will be particularly difficult when combined with the knowledge loss within CCITC as the program analyst responsible for the accounting system also retired within recent years.

When examining other communities of similar size you will see that the City of Wausau staffing is lean.

	Population 2010 Census	Total
Wausau	39,106	11.84
Fond du Lac	43,021	11.75
Beloit	36,966	14
Brookfield	37,920	14.8

This schedule results in little to no overlap in the Accounting Manager position and limited overlap in the Financial Analyst Position.

FISCAL IMPACT

The financial impact includes the overlap period and the unbudgeted retirement payout for the three senior staff members:

Retirement Payouts 3 FTE	\$ 66,364
Position Overlap:	
Customer Service Overlap	8,606
Accounting Manager Overlap	3,882
Financial Analyst Overlap	<u>20,366</u>
Total Financial Impact	<u>\$ 99,218</u>

Currently the three retiring staff are enrolled in single health and dental plans. The financial obligation above assumes new hires will elect family coverage.

No financial resources exist within the Finance budget to offset these costs. I would propose the funding be drawn from contingency.

RECOMMENDATION

I would recommend a budget modification of \$99,218 from Contingency to the Finance Department Salary line items to fund the retirement and succession planning costs.

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

RESOLUTION OF THE PLAN COMMISSION

Amending the General Development Plan for 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Street, in a UDD, Unified Development District.

Committee Action: Approved 5-0

Fiscal Impact: None.

File Number: 15-1108

Date Introduced: July 12, 2016

WHEREAS, the Plan Commission met on June 21, 2016 to amend the general development plan at 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Street, in a Unified Development District; and

WHEREAS, Unified Development District zoning was established on the subject parcels in the East Riverfront District to allow for mixed-use development (commercial and residential) according to a riverfront master plan adopted by the city; and

WHEREAS, the subject plans offer a more detailed look at the multi-family residential development proposed south of Stinchfield Creek and the commercial uses proposed north of the creek; and

WHEREAS, the latest plans go a step further in laying out specific locations of new development, and its necessary streets and parking, as well as the approximate intensity of land uses throughout the area; and

WHEREAS, the first commercial development would be a multi-story, multi-tenant building adjacent to the wharf; and

WHEREAS, the residential 1st phase included a multi-family building on the river and six (6) townhomes along North 1st Street; and

WHEREAS, the plans show Fulton Street being extended toward the river, with linear parking areas on both sides; and

WHEREAS, stormwater management would be incorporated largely in a single feature extending out from Fulton Street; now therefore

BE IT RESOLVED that the Common Council of the City of Wausau hereby amends the general development plan for 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Street, in a UDD, Unified Development District.

Approved:

Robert B. Mielke, Mayor

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, June 21, 2016, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Mielke, Gisselman, Atwell, Bohlken, Peckham

Others Present: Lenz, Hebert, DeSantis, Lang

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Mielke called the meeting to order at approximately 5:00 p.m. noting that a quorum was present.

Discussion and possible action on approving an amendment to the general development plan for 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Street.

Lenz said that these addresses are part of the East Riverfront District, north of the eye clinic and south of Bridge Street. In October, a general plan was approved for mixed-use development. That plan was prepared with Stantec as a brownfield master plan. It showed theoretical building locations, which is similar to the current Frantz plans. Lenz went over the proposed plans for commercial and multi-family residential development. He said these are the plans that Frantz is moving forward with – precise implementation plans will need to come back to the commission at a later time.

Peckham asked which of the south concept drawings are for the multi-family building. Lenz said that it would be L-shaped building. Additional details of the first phase and information were handed out at the start of the meeting.

Atwell asked if there is parking planned for the commercial building or is it just not shown. Lenz said that a combo of underground and surface parking will be provided. The commercial building will house office, restaurant/bar, and other retail. The surface parking will be for retail uses and underground parking more for office space and other long-term parking.

Gisselman asked if the north concept would be something new and asked how much space to the trail and wharf there is. Lenz said that exact dimensions are not provided, but the trail itself will not be right up to the building as there is some seating and other amenities. Gisselman asked if the houses on 1st Street are being approved as part of the zoning. Lenz said they are not being approved at this time – they would need to be brought into the UDD in the future. Atwell said it is much clearer that the public will be right in with everything and it encourages interaction. Lenz said that along the stream trail is where the trail would be closest to the buildings. There is more room on the river side.

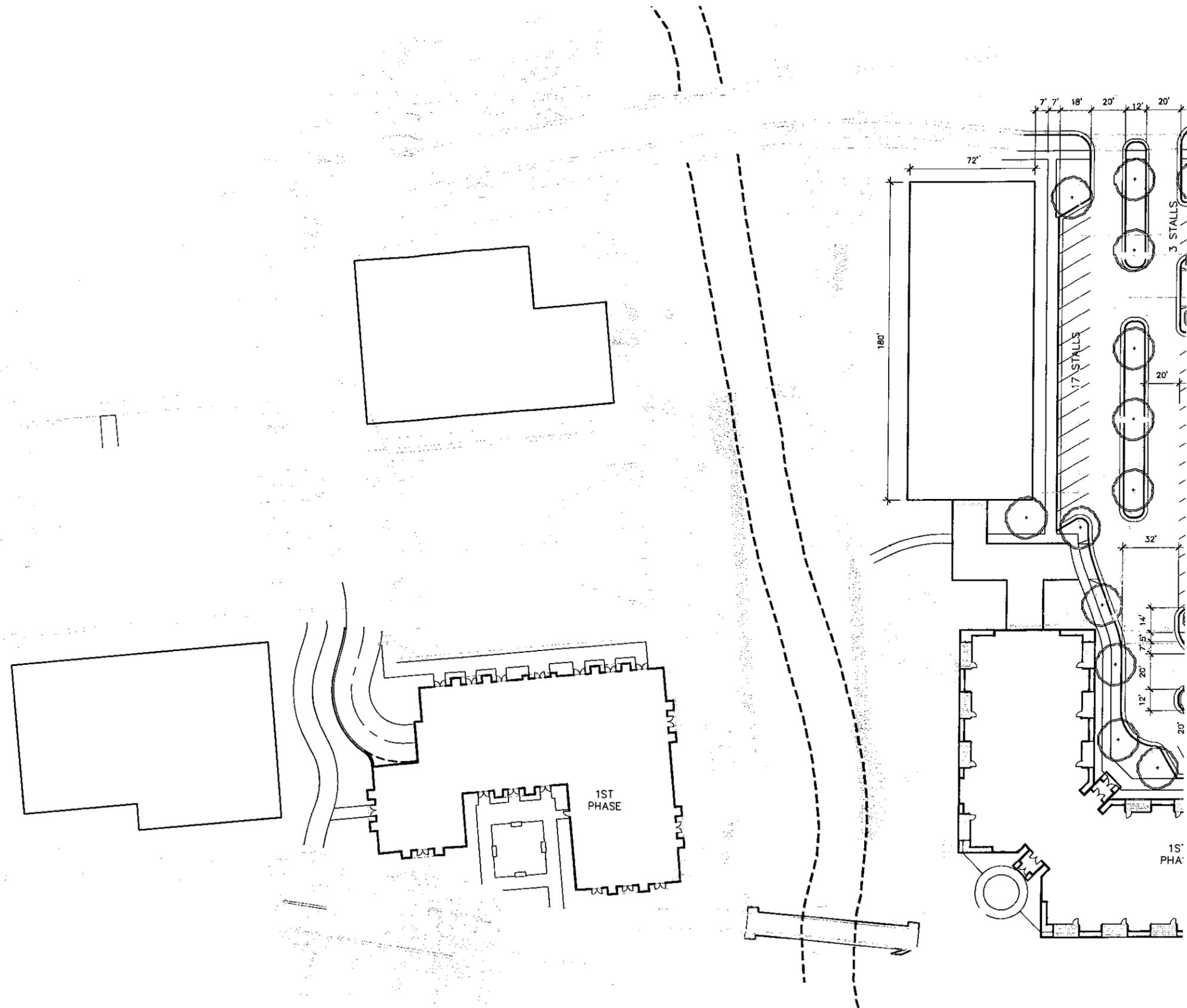
Peckham motioned to approve an amendment to the general development plan for 912, 920/1000, 1006, 1010, 1100, 1202 and 1212 North First Avenue. Bohlken seconded and the motion carried unanimously 5-0. This item will go to Common Council on July 12, 2016.

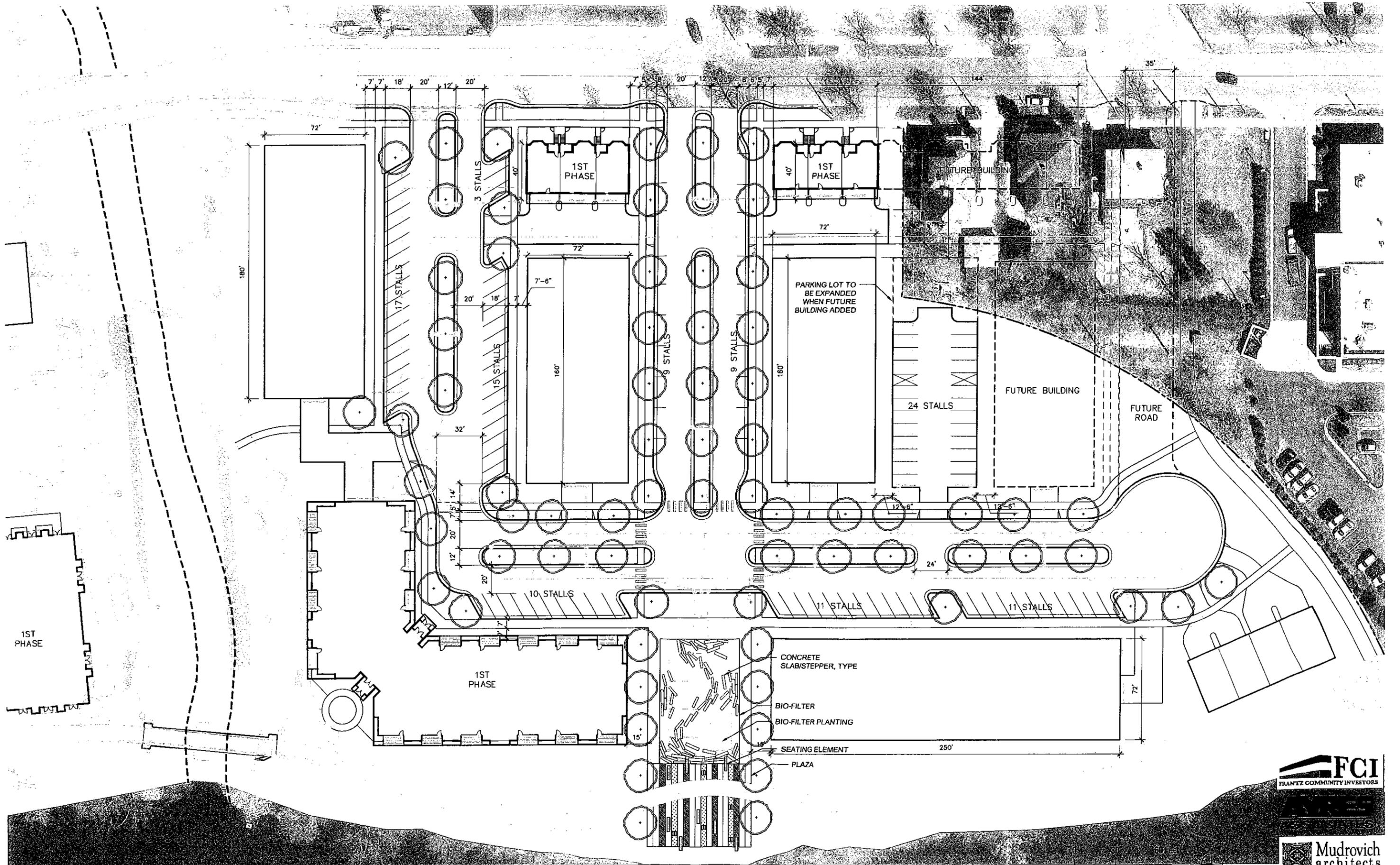


WEST ELEVATION
VP-112

APARTMENT BUILDING #1
OPTION A
RIVER EAST VILLAGE
WAUSAU, WISCONSIN
MARCH 22, 2016

 Mudrovich
architects





Riverlife Village

Residential Units

	Phase One Unit Count	Total Project Unit Count (Estimated)	Parking Spaces Needed Phase One	Parking Spaces Needed Project (Estimated)
1 Bdrm. Micro	4	20	6	30
1 Bdrm.	30	150	45	225
2 Bdrm.	18	90	27	135
Apartment Totals	52	260	78	390
Under Building Structure Parking			54	270
Surface Parking (Street Parking & 1 Lot)			28	109
			82	379
1st Street Townhouse	6	12	12	24
Riverfront Townhouse	0	4	0	8
Townhouse Totals	6	16	12	32
Unit Garage Parking			12	32

Commercial Units

	Phase One Square Footage	Total Project Square Footage (Estimated)	Parking Spaces Needed Phase One	Parking Spaces Needed Project (Estimated)
1st Floor Commercial	13,150	26,300	53	105
2nd & 3rd Floor Office	25,262	50,524	51	101
Commercial Totals	38,412	76,824	103	206
Under Building Structure Parking			25	50
Surface Parking (3 Parking Lots)			100	150
			125	200

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

ORDINANCE OF PUBLIC HEALTH & SAFETY COMMITTEE

Amending Section 9.04.025 Consumption or possession of intoxicants on streets and Section 9.20.020 Regulation of persons

Committee Action: Approved 4-1

Ordinance Number:

Fiscal Impact: None

File Number: 80-0828

Date Introduced: July 12, 2016

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

Add ()
Delete (-----)

Section 1. That Section 9.04.025 Consumption or possession of intoxicants on streets, is hereby amended to read as follows:

9.04.025 Consumption or possession of intoxicants on streets. (a) No person shall consume any intoxicating liquor or fermented malt beverage while in or upon any public street, public parking lot, alley, sidewalk or other public right-of-way, ~~with the exception of the adjoining sidewalks on The 400 Block~~ or in or upon The 400 Block. Intoxicating liquor or fermented malt beverages are permitted in or upon The 400 Block and the sidewalks adjoining The 400 Block during a Class I, II, or III Special Event approved under the City's Special Events Policy and Procedures for a period beginning two (2) hours before the time for the Class I, II, or III Special Event as approved by the public health and safety committee or otherwise set forth in the permit for the event, and ending one (1) hour after the event or eleven p.m. whichever is earlier.

...

(c) No person shall be in possession of any open container containing intoxicating liquor or fermented malt beverages on any public street, public parking lot, alley, sidewalk or other public right-of-way ~~with the exception of the adjoining sidewalks on The 400 Block~~ or in or upon The 400 Block. Open containers containing intoxicating liquor or fermented malt beverages are permitted in or upon The 400 Block and the sidewalks adjoining The 400 Block during a Class I, II, or III Special Event approved under the City's Special Events Policy and Procedures for a period beginning two (2) hours before the time for the Class I, II, or III Special Event as approved by the public health and safety committee or otherwise set forth in the permit for the event, and ending one (1) hour after the event or eleven p.m. whichever is earlier.

(d) Exemptions from the provisions contained in subsections (a) and (c) of this section may be granted for an event, upon at least 60 days' advance written request, by the public health and safety committee and common council.

Section 2 That Section 9.20.020 Regulation of persons, is hereby amended to read as follows:

9.20.020 Regulation of persons.

...

(s) No person shall possess or consume intoxicating liquor or fermented malt beverages in or upon The 400 Block except during a Class I, II, or III Special Event approved under the City's Special Events Policy and Procedures for a period beginning two (2) hours before the time for the Class I, II, or III Special Event as approved by the public health and safety committee or otherwise set forth in the permit for the event, and ending one (1) hour after the event or eleven p.m. whichever is earlier, or as otherwise may be approved by the public health and safety committee and common council as provided in section 9.04.025(d).

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Toni Rayala, Clerk

Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808



Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

COMMENTS REGARDING
AMENDMENT TO ALCOHOL ON THE 400 BLOCK,

- On Monday, June 20, 2016, the Public Health & Safety Committee discussed the issues related to consumption and possession of alcohol on the 400 Block.
- The Committee initially considered a draft ordinance which would prohibit the consumption or possession of alcohol on the 400 Block and adjoining sidewalks prior to 4:00 p.m., seven days a week.
- After discussing several options, the Committee voted 4 – 1 to recommend prohibiting the consumption or possession of alcohol on the 400 Block and adjoining sidewalks except during approved Class I, II, or III Special Events under the Special Events Policy and Procedures. The consumption or possession of alcohol would be permitted beginning two (2) hours prior to the start time of the Special Event and ending one (1) hour after the conclusion of the Special Event or eleven p.m., whichever is earlier. A draft ordinance is attached to these comments.
- An alternate draft ordinance related to prohibiting consumption or possession of alcohol on the 400 Block and adjoining sidewalks prior to 4:00 p.m., seven days a week is also attached.
- It is recommended that in the event consumption and possession of alcohol on the 400 Block and adjoining sidewalks is prohibited except in connection with approved Special Events, that the Special Event permit be amended beginning with next year's event season to: 1.) specify the start and end time of the event, and 2.) include a statement that alcohol consumption and possession is only permitted beginning two hours before the start time of the event and ending one hour after the time of the event or eleven p.m. whichever is earlier.

ORDINANCE OF PUBLIC HEALTH AND SAFETY COMMITTEE

Amending Section 9.04.025 Consumption or possession of intoxicants on streets
Amending Section 9.20.020 Regulation of persons

Committee Action:

Ordinance Number:

Fiscal Impact: None

File Number:

Date Introduced:

July 12, 2016

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

Add ()

Delete (———)

Section 1. That Section 9.04.025 Consumption or possession of intoxicants on streets, is hereby amended to read as follows:

9.04.025 Consumption or possession of intoxicants on streets. (a) No person shall consume any intoxicating liquor or fermented malt beverage while in or upon any public street, public parking lot, alley, sidewalk or other public right-of-way, ~~with the exception of the adjoining sidewalks on The 400 Block~~ or in or upon The 400 Block; except intoxicating liquor or fermented malt beverages are permitted in or upon The 400 Block and the sidewalks adjoining The 400 Block between the hours of 4:00 p.m. and 11:00 p.m.

...

(c) No person shall be in possession of any open container containing intoxicating liquor or fermented malt beverages on any public street, public parking lot, alley, sidewalk or other public right-of-way ~~with the exception of the adjoining sidewalks on The 400 Block~~ or in or upon The 400 Block; except open containers containing intoxicating liquor or fermented malt beverages are permitted in or upon The 400 Block and the sidewalks adjoining The 400 Block between the hours of 4:00 p.m. and 11:00 p.m.

Section 2 That Section 9.20.020 Regulation of persons, is hereby amended to read as follows:

9.20.020 Regulation of persons.

...

(s) No person shall possess or consume intoxicating liquor or fermented malt beverages in or upon The 400 Block except between the hours of 4:00 p.m. and 11:00 p.m. or as otherwise approved by the Public Health and Safety Committee and Common Council as provided in section 9.04.025(d).

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Toni Rayala, Clerk

ALTERNATIVE

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

RESOLUTION OF THE COMMON COUNCIL	
Approving application for an administration of the Safe Drinking Water Loan Program	
Committee Action:	None
Fiscal Impact:	
File Number:	16-0704
Date Introduced:	July 12, 2016

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

RESOLUTION

WHEREAS, The Safe Drinking Water Act (SDWA) Amendments of 1996 were signed into law on August 6, 1996, part of which authorized the US Environmental Protection Agency (EPA) to establish the Drinking Water State Revolving Fund (DWSRF) Program to assist public water systems with financing the costs of infrastructure needed to achieve and maintain compliance with the requirements of the SWDA and to protect public health; and

WHEREAS, the SDWA requires each state to prepare an annual Intended Use Plan (IUP) that identifies the uses of the funds in the DWSRF and describe how those funds support the goals of the Act; and

WHEREAS, as part of the State of Wisconsin IUP for Federal Fiscal Year 2016 DWSRF Capitalization Grant Funds, the Department of Natural Resources (DNR) and the Department of Administration (DOA) jointly administer the Safe Drinking Water Loan Program (SDWLP), and operate it as a direct loan program; and

WHEREAS, the issue of lead leaching into drinking water from older lead pipes and being released in scale during system repairs has received recent public attention and the best solution is to replace all pipes, joints, and fixtures that contain lead, including privately-owned service lines; yet this solution is costly for municipalities and homeowners alike; and

WHEREAS, in Wisconsin, municipalities are not allowed to incorporate the cost of privately-owned lead service line replacements into user rates; and

WHEREAS, the City of Wausau, as a local governmental unit, may receive financial assistance for lead service line (LSL) replacements on private property, which is a long-term program goal – to facilitate the replacement of all remaining lead service lines, in their entirety, in the State - through a principal forgiveness fund for State Fiscal Year (SFY)2017; and

WHEREAS, based upon population, the City would be eligible to receive a maximum of \$300,000 in a single SFY for addressing this public health threat by replacing private residential LSLs; and

WHEREAS, the Wausau Water Works Commission, at its June 7, 2016, meeting, noted the availability of DNR funding for this purpose during its Director’s Report on Utility Operations.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to do all things necessary to apply for and administer SDWLP funds as approved by this resolution.

Approved:

Robert B. Mielke, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Acquisition of 810 West Thomas Street	
Committee Action:	Pending
Fiscal Impact:	\$75,000
File Number:	02-1005
Date Introduced:	July 12, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i> TID #6
	<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>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input checked="" type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, Thomas Street from 3rd Avenue to 17th Avenue is proposed to be reconstructed in 2017, and

WHEREAS, in order for the reconstruction project to take place, certain properties will need to be acquired, and

WHEREAS, in order to acquire the necessary property for the approved road design, the City hired MSA Professional Services to administer the real estate acquisitions needed for the reconstruction project, and

WHEREAS, MSA Professional Services completed an appraisal of 810 West Thomas Street and on April 26, 2016, your Finance Committee approved the appraisal and directed staff to make an offer to the property owner, and

WHEREAS, the property owner has submitted a counteroffer for Finance Committee consideration on July 12, 2016, and

BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to acquire the property of 810 West Thomas Street.

Approved:

Robert B. Mielke, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE	
Authorizing modification of the 2016 budget for legal fees	
Committee Action:	Pending
Fiscal Impact:	Increase in the 2016 budget \$62,000
File Number:	15-1109
Date Introduced:	July 12, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		<i>Budget Source:</i>	
		<i>Amount: \$62,000</i>	
		<i>Amount:</i>	
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Source: Increment Revenue</i>		<input type="checkbox"/>
		<i>Funds on Hand</i>	<input type="checkbox"/>
		<i>Interfund Loan</i>	<input type="checkbox"/>

RESOLUTION

WHEREAS, the Common Council has retained legal services to assist in the Town of Maine annexation issue and the Winters investigation; and

WHEREAS, these costs were not anticipated in formulating the 2016 budget; and

WHEREAS, the Common Council, on March 1, 2016, approved modifying the 2016 budget to increase the Legal budget (110-13092120) in the amount of \$35,000 as a carryover from the 2015 budget to cover these costs; and

WHEREAS, in addition to the unanticipated legal expense, the City continues to incur costs related to its commercial tax litigation and retention fees associated with litigation defended by an insurance company, and for which the insurer designates defense counsel; and

WHEREAS, the Legal budget has been exceeded; and

WHEREAS, your Finance Committee has reviewed and recommends the transfer of funds.

Transfer To:	Legal Department – Legal Services 110-13092120	\$62,000
Transfer From:	General Fund Balance 110-33429	\$62,000

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials be and are hereby authorized and directed to modify the 2016 budget as indicated and publish such transfer in the official newspaper.

Approved:

Robert B. Mielke, Mayor



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

MEMORANDUM

TO: Finance Committee Members
FROM: Anne Jacobson, City Attorney 
DATE: July 11, 2016
RE: Budget Modification for Legal Fees

Purpose: To provide a budget modification for the Attorney's Legal Fees account.

Background: \$72,870.00 was approved for the Attorney's Legal Fees account for 2016. On March 1, 2016, Council approved supplementing the Legal Fees budget 110-13092120 in the amount of \$35,000 which represents unspent 2015 funds. This account has been exceeded by \$10,630.28.

Legal fees paid to date total \$118,500.28, which have been taken from the City Attorney's legal budget. Maine related expense to date totals \$113,247.74 through June 30, 2016, and Winters related expense to date totals \$26,767.75, through June 28, 2016. Additional invoices for each of these matters is expected to continue.

To date, unpaid invoices total \$2,264.00.

Attached are summaries of:

- A - Invoices paid from the Legal Fees account
- B - Invoices paid in chronological order to date
- C - Maine Annexation Invoices
- D - Winters related invoices
- E - Pending commercial tax litigation
- F - All pending litigation in which the City is involved
- G - Circuit Court pending cases

First, fees are paid for both non-litigation and litigation matters. Fees can be paid from several different accounts. You will note on Exhibit F that the litigation covered or defended by insurance is so indicated. The retention that is applied to that matter is also noted. When an insurer defends a matter, the insurer designates defense counsel and the City pays the retention amount toward fees until that amount is reached, after which the insurer pays. As soon as notice of a potential claim, claim, or administrative or legal process is received, the appropriate insurers are notified.

The costs and fees associated with the Maine matter, the Winters matter, and the commercial tax litigation have been approved by the Council.

Some legal fees are paid from other accounts, which include those associated with development agreements, which are charged to the relevant TID, if one exists for that development, legal fees related to the Mall and negotiations with CBL are an example of these types of fees, and to the claims account (e.g., the fees associated with defending the Mandamus Action filed by Keene Winters, which is covered by insurance).

It is difficult to estimate the amount of fees necessary to cover all expense, even unforeseen expense that might occur before the end of the fiscal year. Several options exist for the committee to consider beyond simply transferring money into the Legal budget to pay legal fees:

- Pay the Winters related expenses from another account; specifically, Davis and Kielthau was authorized and directed to be retained by the Council.
- Pay the Winters related expense from the Liability Fund. This would put the legal budget back in the black by approximately \$13,153.

Looking at 2015, without Maine and Winters matters, and comparing spending to that year, it was estimated that an additional \$62,000 would be necessary to add to the Legal budget.

Council also authorized up to \$8,000 be spent retaining outside counsel to advise the Human Resources Committee regarding the City's grievance policy. That attorney has now been retained. It is undetermined at this time from which account these fees will be paid.

Recommendation: Your approval is recommended.

alj

2016 BUDGET					
ACCOUNT	DESCRIPTION	DATE	AMOUNT	BALANCE	
2120	LEGAL - opening balance			\$	72,870.00
	DAVCZYK-22nd Ave. project	2/10/2016	\$ 396.00	\$	72,474.00
	Transfer from 2015 budget-\$35,000	3/1/2016		\$	107,474.00
	US BANK-Dregne hotel (Maine)	3/8/2016	\$ 82.00	\$	107,392.00
	STAFFORD-Maine open mtg law	3/16/2016	\$ 23,055.39	\$	84,336.61
	STAFFORD-Maine annexations	3/16/2016	\$ 5,305.00	\$	79,031.61
	STAFFORD-Coop boundary plan	3/16/2016	\$ 630.00	\$	78,401.61
	STAFFORD-Maine media relations	3/16/2016	\$ 247.50	\$	78,154.11
	STAFFORD-Maine public rec. req.	4/6/2016	\$ 4,297.50	\$	73,856.61
	STAFFORD-Coop boundary plan	4/6/2016	\$ 19,988.90	\$	53,867.71
	STAFFORD-Maine annexations	4/6/2016	\$ 2,590.00	\$	51,277.71
	STAFFORD-Maine open mtg law	4/6/2016	\$ 7,953.75	\$	43,323.96
	STAFFORD-Applebee's tax claim	4/6/2016	\$ 67.50	\$	43,256.46
	STAFFORD-Walgreens tax claim	4/6/2016	\$ 90.00	\$	43,166.46
	DAVCZYK-22nd Ave. project	4/13/2016	\$ 405.25	\$	42,761.21
	US BANK-Wachewicz hotel (invest)	4/13/2016	\$ 82.00	\$	42,679.21
	STAFFORD-Walgreens tax claim	5/4/2016	\$ 101.25	\$	42,577.96
	STAFFORD-Menards tax claim	5/4/2016	\$ 45.00	\$	42,532.96
	STAFFORD-Maine open mtg law	5/4/2016	\$ 3,773.25	\$	38,759.71
	STAFFORD-Maine annexations	5/4/2016	\$ 67.50	\$	38,692.21
	STAFFORD-Coop boundary plan	5/4/2016	\$ 1,735.00	\$	36,957.21
	STAFFORD-Maine pub records req	5/4/2016	\$ 1,155.00	\$	35,802.21
	STAFFORD-Maine media relations	5/4/2016	\$ 67.50	\$	35,734.71
	DAVCZYK-22nd Ave. project	5/11/2016	\$ 273.00	\$	35,461.71
	DAVIS KUELTHAU-Winters investig.	5/25/2016	\$ 11,388.56	\$	24,073.15
	DAVIS KUELTHAU-Winters investig.	5/25/2016	\$ 12,312.22	\$	11,760.93
	STAFFORD-Coop boundary plan	6/15/2016	\$ 45.00	\$	11,715.93
	STAFFORD-Maine pub records req	6/15/2016	\$ 22.50	\$	11,693.43
	STAFFORD-Applebee's tax claim	6/15/2016	\$ 67.50	\$	11,625.93
	STAFFORD-Maine open mtg law	6/15/2016	\$ 11,970.01	\$	(344.08)

STAFFORD-Achieve Center Exempt	6/15/2016	\$ 2,722.50	\$	(3,066.58)
BUELOW-general muni. matters	6/29/2016	\$ 1,625.00	\$	(4,691.58)
DAVCZYK-22nd Ave. project	6/29/2016	\$ 1,509.20	\$	(6,200.78)
DAVCZYK-open rec req. Sisk	6/29/2016	\$ 1,039.50	\$	(7,240.28)
STAFFORD-Walgreens tax claim	6/29/2016	\$ 22.50	\$	(7,262.78)
STAFFORD-Maine open mtg law	6/29/2016	\$ 2,782.50	\$	(10,045.28)
STAFFORD-Coop boundary plan	6/29/2016	\$ 495.00	\$	(10,540.28)
STAFFORD-Maine pub records req	6/29/2016	\$ 45.00	\$	(10,585.28)
STAFFORD-Achieve Center Exempt	6/29/2016	\$ 22.50	\$	(10,607.78)
STAFFORD-Mar. Electric tax appeal	6/29/2016	\$ 22.50	\$	(10,630.28)

2016 LEGAL FEES PAID BY ATTORNEY'S OFFICE

FIRM	AMOUNT	MATTER	STATUS
Davczyk & Varline	\$ 396.00	22 nd Ave. project	Open
US Bank	\$ 82.00	Dregne hotel charge (Maine)	Open
Stafford Rosenbaum	\$23,055.39	Maine open mtg law violation	Open
Stafford Rosenbaum	\$ 5,305.00	Maine annexations	Open
Stafford Rosenbaum	\$ 630.00	Cooperative boundary plan	Open
Stafford Rosenbaum	\$ 247.50	Maine media relations	Open
Stafford Rosenbaum	\$4,297.50	Maine public records request #1	Open
Stafford Rosenbaum	\$19,988.90	Cooperative boundary plan	Open
Stafford Rosenbaum	\$2,590.00	Maine annexations	Open
Stafford Rosenbaum	\$7,953.75	Maine open mtg law violation	Open
Stafford Rosenbaum	\$ 67.50	Applebee's tax claim	Open
Stafford Rosenbaum	\$ 90.00	Walgreens tax claim	Open
Davczyk & Varline	\$ 405.25	22 nd Ave. project	Open
US Bank	\$ 82.00	Wachewicz hotel (investigation)	Closed
Stafford Rosenbaum	\$ 101.25	Walgreens tax claim	Open
Stafford Rosenbaum	\$ 45.00	Menards tax claim	Open
Stafford Rosenbaum	\$3,773.25	Maine open mtg law violation	Open
Stafford Rosenbaum	\$ 67.50	Maine annexations	Open
Stafford Rosenbaum	\$1,735.00	Cooperative boundary plan	Open
Stafford Rosenbaum	\$1,155.00	Maine public records request #1	Open
Stafford Rosenbaum	\$ 67.50	Maine media relations	Open
Davczyk & Varline	\$ 273.00	22 nd Ave. project	Open
Davis Kuelthau	\$11,388.56	Winters Investigation	Closed
Davis Kuelthau	\$12,312.22	Winters Investigation	Closed
Stafford Rosenbaum	\$ 45.00	Cooperative boundary plan	Open
Stafford Rosenbaum	\$ 22.50	Maine public records request #1	Open
Stafford Rosenbaum	\$ 67.50	Applebee's tax claim	Open
Stafford Rosenbaum	\$11,970.01	Maine open mtg law violation	Open
Stafford Rosenbaum	\$2,722.50	Achieve Center exemption request	Closed
Buelow Vetter	\$1,625.00	General municipal matters	Open
Davczyk & Varline	\$1,509.20	S. 22 nd Ave. project	Open
Davczyk & Varline	\$1,039.50	ORR-Sisk	Open
Stafford Rosenbaum	\$ 22.50	Walgreens tax claim	Open
Stafford Rosenbaum	\$2,782.50	Maine open mtg law violation	Open
Stafford Rosenbaum	\$ 495.00	Cooperative boundary plan	Open
Stafford Rosenbaum	\$ 45.00	Maine public records request #1	Open
Stafford Rosenbaum	\$ 22.50	Achieve Center exemption	Closed
Stafford Rosenbaum	\$ 22.50	Marathon Electric tax appeal	Closed
TOTAL	\$118,500.28		

COOPERATIVE BOUNDARY PLAN						
VENDOR	DESCRIPTION	DATE	AMOUNT	TOTAL		
Stafford Rosenbaum	1/6-1/29/16	3/16/2016	\$630.00	\$630.00		
Stafford Rosenbaum	2/4-2/29/16	4/6/2016	\$19,988.90	\$20,618.90		
Stafford Rosenbaum	3/1-3/18/16	5/4/2016	\$1,735.00	\$22,353.90		
Stafford Rosenbaum	4/12/2016	6/15/2016	\$45.00	\$22,398.90		
Stafford Rosenbaum	5/2-5/17/16	6/29/2016	\$495.00	\$22,893.90		
MEDIA RELATIONS						
VENDOR	DESCRIPTION	DATE	AMOUNT	TOTAL		
Stafford Rosenbaum	1/15-1/19/16	3/16/2016	\$247.50	\$247.50		
Stafford Rosenbaum	3/16/2016	5/4/2016	\$67.50	\$315.00		
MISCELLANEOUS						
VENDOR	DESCRIPTION	DATE	AMOUNT	TOTAL		
Anne Jacobson	Lawsuit filing fee reimbursement	2/10/2016	\$164.50	\$164.50		
FedEx	Atty. Frojker ORR to Stafford	2/24/2016	\$134.04	\$298.54		
US Bank	Dregne hotel charge (2/2/16)	3/8/2016	\$82.00	\$380.54		
Willette Court Report	Coop plan pub. hrg. Transcript	3/8/2016	\$86.80	\$467.34		
				GRAND TOTAL	\$113,247.74	

WINTERS INVOICES			
INVESTIGATION 110-13092120 (Atty Legal) & 110-3393110 (Council)			
DATE	VENDOR	AMOUNT	TOTAL
4/13/2016	US Bank-Wachewicz hotel (3110)	\$82.00	\$82.00
5/25/2016	Davis Kuelthau-Wachewicz report	\$11,388.56	\$11,470.56
5/25/2016	Davis Kuelthau-Wachewicz report	\$12,312.22	\$23,782.78
MANDAMUS CASE NO. 16CV291 110-3393110 (FedEx) and 171-155092120 (Claims)			
DATE	VENDOR	AMOUNT	TOTAL
5/17/2016	Davczyk & Varline LLC 4/27-4/29/16	\$1,930.50	\$1,930.50
5/25/2016	FedEx	\$35.73	\$1,966.23
ETHICS COMPLAINT (110-3393110 (FedEx) and _____)			
DATE	VENDOR	AMOUNT	TOTAL
5/25/2016	FedEx	\$29.74	\$29.74
6/28/2016	Weld Riley (to be paid)	\$989.00	\$1,018.74
		GRAND TOTAL	\$26,767.75
	<i>Additional invoices anticipated from Weld Riley and Davczyk & Varline</i>		

SUMMARY OF EXCESSIVE ASSESSMENT CLAIMS IN CIRCUIT COURT

CASE	2010		2011		2012		2013	
	Assessment	Tax	Assessment	Tax	Assessment	Tax	Assessment	Tax
Walgreens - Bridge Street (11CV958) (7/26/11) \$74.37	(C) \$3,265,800 (W) <u>\$1,984,200</u> \$1,281,600	(C) \$81,753.74 (W) <u>\$49,724.05</u> \$32,029.69	(C) \$3,265,800 (W) <u>\$1,855,440</u> \$1,410,360	(C) \$81,328.01 (W) <u>\$46,249.00</u> \$35,079.01	(C) \$3,265,800 (W) <u>\$1,855,440</u> \$1,410,360	(C) \$81,328.01 (W) <u>\$46,249.00</u> \$35,079.01	N/A	N/A
TOTAL REFUND REQUESTED \$141,586.71								
Walgreens - 17 th Ave. (13CV604) (7/5/13) \$74.37 Consolidated 8/15/13 with 11CV958	N/A	N/A	N/A	N/A	(C) \$3,631,000 (W) <u>\$2,000,000</u> \$1,631,000	(C) \$87,801.00 (W) <u>\$48,402.00</u> \$39,399.00	N/A	N/A
TOTAL REFUND REQUESTED \$39,399.00 INCLUDED WITH TOTAL ABOVE								
Walgreens- Both properties (14CV546)	N/A	N/A	N/A	N/A	N/A	N/A	17 th Avenue (C) \$5,500,000 (W) <u>\$3,750,000</u> \$1,750,000 Bridge Street (C) \$4,550,000 (W) <u>\$1,953,000</u> \$2,597,000	17 th Avenue (C) \$132,497.40 (W) \$ 90,316.55 \$ 42,180.85 Bridge Street (C) \$109,599.23 (W) <u>\$ 47,002.85</u> \$ 62,596.38
TOTAL REFUND REQUESTED \$104,777.23 GRAND TOTAL OF WALGREENS REQUESTED REFUND \$246,363.94								
TOTAL REFUND PAID PER SETTLEMENT \$212,524 (2010-2013 FOR BOTH PROPERTIES)								

CASE	2010		2011		2012		2013		2014
	Assessment	Tax	Assessment	Tax	Assessment	Tax	Assessment	Tax	
WI Hospitality Group (Applebee's) (14CV544)	N/A	N/A	N/A	N/A	N/A	N/A	(C) \$1,905,100 (A) \$1,435,852 \$ 469,248	(C) \$ 45,848.30 (A) \$ 34,537.85 \$ 11,310.45	
TOTAL REFUND REQUESTED \$11,310.45									
Financial Way (14CV543)							(C) \$5,445,400 (F) \$2,713,250 \$2,732,150	(C) \$131,181.36 (F) \$ 65,327.41 \$ 65,853.95	
TOTAL REFUND REQUESTED \$65,853.95 SETTLED - NO REFUND									
CVS Pharmacy (15CV452)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Assessment (C) \$3,875,000 (P) \$1,553,700 \$2,321,300 Tax (C) \$94,261.42 (P) \$37,823.56 \$56,437.86
TOTAL REFUND REQUESTED \$56,437.86									
ASSOCIATED BANK filed a Claim for Excessive Assessment on January 27, 2015									
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Assessment (C) \$2,074,100 (P) \$1,294,750 \$ 779,350 Tax (C) \$50,492.00 (P) \$31,520.00 \$18,972.00
TOTAL REFUND REQUESTED \$18,792.00 PARTIAL PAYMENT MADE \$16,773.00									
Financial Way (15CV561)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Assessment (C) \$6,041,000 (P) \$2,589,500 \$3,451,500 Tax (C) \$147,063.23 (P) \$ 63,099.27 \$ 84,023.96
TOTAL REFUND REQUESTED \$84,023.96 REFUND PAID PER SETTLEMENT \$10,843.00									

CASE	2014											
											Assessment	Tax
WI Hospitality Group (Applebee's) (15CV560)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(C) \$1,905,100 (P) \$1,370,363 \$ 534,737	(C) \$46,378.11 (P) \$33,360.38 \$13,017.73
TOTAL REFUND REQUESTED												
											\$13,017.73	
MENARD, INC. filed a Claim for Excessive Assessment on January 30, 2015 and was deemed disallowed by Council on April 14, 2015												
											Assessment	Tax
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(C) \$12,740,000 (P) \$ 6,150,000 \$ 6,590,000	(C) \$310,072.63 (P) \$149,716.74 \$160,355.89
TOTAL REFUND REQUESTED												
											\$160,355.89	
WALGREENS - 105 Central Bridge Street												
											Assessment	Tax
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(C) \$4,550,000 (P) \$1,657,281 \$2,892,719	(C) \$110,766.00 (P) \$ 40,345.00 \$ 70,421.00
TOTAL REFUND REQUESTED												
											\$70,421.00	
WALGREENS - 504 S. 17 th Avenue												
											Assessment	Tax
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(C) \$5,500,000 (P) \$3,884,251 \$1,615,749	(C) \$133,893.00 (P) \$ 94,559.00 \$ 39,334.00
TOTAL REFUND REQUESTED												
											\$39,334.00	
TOTAL REFUND PAID PER SETTLEMENT											GRAND TOTAL OF WALGREENS REQUESTED REFUND \$109,755.00	
TOTAL REFUND PAID PER SETTLEMENT											\$99,811.00 (BOTH LOCATIONS)	

CASE	2015	Assessment	Tax
Walgreens – S. 17 th Avenue (15CV855)	(C) \$5,500,000 (W) \$2,000,000 \$3,500,000	(C) \$133,893.00 (W) \$85,205.00 \$48,688.00	
TOTAL REFUND REQUESTED			
\$48,688.00			
U.S. Bank – 401 N. 5th Street filed a Claim for Excessive Assessment on January 27, 2015 and was deemed disallowed by Council on March 22, 2016			
	Assessment	Tax	
	(C)\$4,539,900 (U)\$2,060,760 \$2,479,140	(C)\$116,099.61 (U)\$52,700.15 \$63,399.46	
TOTAL REFUND REQUESTED			
\$63,399.46			
Patrick & Amanda France – 226 Fountain Hills Blvd. filed a Claim for Excessive Assessment on January 27, 2015 and was deemed disallowed by council on March 22, 2016			
	Assessment	Tax	
	(C)\$341,500 (F)\$253,000 \$88,500	(C)\$8,315.01 (F)\$6,865.43 \$1,449.58	
TOTAL REFUND REQUESTED			
\$1,449.58			
CVS Pharmacy – 102 Central Bridge St. filed a Claim for Excessive Assessment on January 25, 2016 and was deemed disallowed by council on March 22, 2016			
	Assessment	Tax	
	(C)\$3,875,000 (P)\$1,507,800 \$2,367,200	(C)\$99,021.53 (P)\$38,559.12 \$60,462.41	
TOTAL REFUND REQUESTED			
\$60,462.41			

CASE	2015		
WJ Hospitality Group (Applebee's) filed a Claim for Excessive Assessment on January 27, 2016 and was deemed disallowed by council on March 22, 2016			
	Assessment	Tax	
	(C) \$1,905,100	(C) \$48,719.43	
	(A) \$ 904,724	(A) \$23,136.65	
	\$1,000,376	\$25,582.78	
TOTAL REFUND REQUESTED			\$25,582.78

GRAND TOTAL REFUND REQUESTED \$965,493.01

TOTAL REFUND PAID \$339,951

7/11/16

PENDING LITIGATION

DEFENDANT	ACCOUNT NO.	RETENTION	PAID TO DATE
Ronda Rydbom	171-155092120	No	\$5,634.00 (2015 to present)
Brent Zoehner	171-155092120	Duty to defend	\$29,192.79 (2015 to present)
Derrick Sangster	171-155092120	No	\$30,102.55 (2015 to present)
Hawatha Restaurant	171-155092120	No	\$2,536.50 (2015 to present)
Janet Coleman	171-155092120	\$35,000	\$4,790.30 (2015 to present)
Keene Winters-Mandamus	171-155092120/110-3393110	\$40,000	\$1,966.23 (2016)
Keene Winters-Ethics	?	No	\$29.74 (\$989 to be paid) (2016)
Nowell, IC Willy's	?	RSUI-No Ironshore (pending)	0 (2016)
Dakota Intertek	171-155092120	No	0 (2016)
Scott Schoenfeldt	? / 110-3393110	No	\$54.70 (2015 to present)
Village of Maine	110-13092120	No	\$113,247.74 (2015 to present)
Tim Kieffer	171-155092120	\$40,000	\$33,590.00 (2015 to present)
S. 22 nd Avenue Project	110-13092120	No	\$3,605.02 (2015 to present)
Walgreens tax litigation	144-344092120/110-13092120	No	\$182,321.95 (2012 to present)
	50/50 split		
CVS tax litigation	146-348192120	No	\$19,964.13 (2014 to present)
Applebee's tax litigation	110-13092120	No	\$18,721.74 (2014 to present)
Menard tax litigation	110-13092120	No	\$1,327.50 (2016)

7/11/16

171-155092120-Claims
110-13092120-Attorney legal acct.
110-3393110-Postage
144-344092120-TIF #6
146-348192120-TIF #8

CIRCUIT COURT PENDING CASES OWI'S & TRAFFIC

DEFENDANT	CASE NO.	ATTORNEY	BRANCH	STATUS	DATE
Zeidler, Timothy	15TR176	Dick Lawson	1		Stip signed 7/6/16
Batterman, Thomas	15CV35	Keith Ellison	Ju. Knox-Bauer	Warning: Landretti	
Kostecki, Adam	15TR1551	Keith Ellison	4	Final pretrial Jury trial	September 6, 2016 September 15, 2016
Westcott, Michael	15TR3978	Keith Ellison	1	Oral Ruling	August 8, 2016
Passineau, Forest	15TR4796, 4611	John Stichert	1	Waiting for Judge to watch video	
Krueger, Alan	15TR5140, 5141	Peter Karoblis	4	Motion hrg. Jury trial	August 24, 2016 September 7, 2016
Spaude, Jolene		Rick Cveykus			
Montalvo, Chad	15TR5478, 5548	Keith Ellison	5	Final Pretrial Jury trial	July 21, 2016 August 2, 2016
Costello, Krystal		John Schellpfeffer			
Boehm, Kaitlyn	16TR2372, 2534	Keith Ellison	5	Pretrial	July 21, 2016

SUITS

DEFENDANT	CASE NO.	ATTORNEY	BRANCH	STATUS	DATE
Rydbom, Ronda	15CV510	Wolfgang/Ellison	4	Final pretrial	October 28, 2016
Zocher, Brent	15CV375	Russell Golla	1	Final pretrial Jury trial	January 17, 2017 February 20-24, 2017
Sangster, Derrick	15C0727 (Dist. Ct)	Wolfgang			
Hiawatha Restaurant	15CV786	Varline/McCartan	1	Status conference	July 27, 2016

OTHERS

PLAINTIFF	CASE NO.	ATTORNEY	BRANCH	STATUS	DATE
Torgerson, Kristopher	14GF20		5		
Kieffer, Tim (ERD)	CR201501559	Matthew Yde			
Kieffer, Tim (HUD)	05-15-1115-8	Matthew Yde			
Coleman, Janet (ERD)	CR201403398	Gunta			
City of Wausau v. Village of Maine	16CV74	StaffordRosenbaum Lori Lubinsky	1		
Keene Winters	16CV291	Dan Varline	Jg. Russell		
Nowell, IC Willy's	16CV304 (Fed Ct)	Gunta			
Dakota Intertek	16CV397	Dan Varline	1		
Schoenfeldt, Scott ERD	CR201601180				
Schoenfeldt, Scott EEOC	443-2016-00235	Gunta			

TAXES

WALGREEN CO. - 15CV855

BRANCH 5

DATE	STATUS

CVS - 15CV452

BRANCH 1

DATE	STATUS

APPLEBEE'S - 15CV560

BRANCH 2

DATE	STATUS
March 15, 2016	Parties and pleadings and plaintiff's experts due
June 15, 2016	City names experts
July 8, 2016	Challenges to the admissibility of any expert testimony due
July 15, 2016	Rebuttal experts due
August 26, 2016	ADR completed
September 8, 2016	Discovery and lay witnesses due - Final PT
September 2, 2016	Motions in limine due
October 18-20, 2016	Court trial

MENARD, INC. - 15CV850

BRANCH 4

DATE	STATUS
August 9, 2016	Scheduling conference

7/7/16

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

**JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE
AND FINANCE COMMITTEE**

Approving salary range market adjustment of assistant city attorney

Committee Action: Pending

Fiscal Impact: None

File Number: 03-1111

Date Introduced: July 12, 2016

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<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 type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>			

RESOLUTION

WHEREAS, in 2012, the City began a wage compensation study and as a result, created new salary grade structures which established minimum, mid-point and maximum ranges, and compressed the former steps of each grade from 10 to 6; and

WHEREAS, employees were to be brought to the minimum by January 1, 2014, and to 96% of the mid-point for those employed for longer than two years as of January 1, 2014; and the Assistant City Attorney was hired March 26, 2012; thereafter, base rates were to be adjusted only by the merit based process; and

WHEREAS, the Assistant City Attorney has now been employed by the City for 4 years, as a professional, salaried employee, providing valued services to the City and has yet, despite a June 2016, 1.5% increase in salary, to reach the mid-point (at 97%); and

WHEREAS, Section 5.02(2) *Compensation Plan Administration-Salary Range Structures* of the City's Employee Handbook, indicates in part, that:

- (b) Minimum to the midpoint area- Is intended for employees who:
 - Are continuing to learn job responsibilities while meeting performance standards.
 - Are fully trained but perform at a level that is less than proficient.
 - Have not acquired sufficient time in the job to warrant pay at the midpoint level.

- (c) Midpoint area – Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (*the direct midpoint of the range is intended to reflect the market rate*).

....

The Human Resources Director will conduct a comparative ratio analysis on an annual basis to determine where each employee’s pay falls relative to his or her current salary range. As a policy, the Common Council requires the overall pay plan to maintain a comparative ratio analysis within the third quintile.

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. A full review of market data for all City jobs will be conducted approximately once every five (5) years; and

WHEREAS, it is recognized that the Assistant City Attorney position is one that is exempt from overtime compensation; and

WHEREAS, the local market of full-time government staff attorneys would indicate a higher salary be paid to the Assistant City Attorney; and

WHEREAS, Section 5.02(3)(a) Compensation Plan Administration-Pay Adjustments-Market Adjustments provides in part:

When necessary and appropriate, salary adjustments not related to performance, but intended to correct market or equity disparities may be proposed for individual jobs, groups of jobs or the overall pay plan to maintain the city’s relative position to the market; and

WHEREAS, both your Human Resources and Finance Committees have reviewed and considered the request to make a market salary adjustment to the annual salary of the Assistant City Attorney on July 11 and July 12, 2016, respectively, and the Finance Committee recommends a transfer of funds from Salaries – Temporary Regular, to Salaries – Full-Time, within the 2016 budget of the City Attorney’s budget to fund the salary adjustment and related fringe benefits for the remainder of 2016 as follows:

Decrease	Salaries – Temporary Regular	110-13091150	\$5,260.11
Increase	Salaries – Full-Time	110-13091110	\$4,598.40
Increase	Social Security	110-13091510	\$ 351.78
Increase	Retirement employers share	110-13091520	\$ 303.49
Increase	Workers Compensation	110-13091560	\$ 6.44

WHEREAS, your Human Resources Committee recommends this market rate salary adjustment to the base annual salary of the Assistant City Attorney.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to transfer such funds in accordance with this Resolution.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the annual salary of the current Assistant City Attorney be adjusted to \$85,576.50, an hourly rate of \$41.14 which is a point midway between the mid-point (\$77,797) and maximum rate (\$93,356) in Grade 5, currently assigned to that position, and that this position cease to receive pay for overtime or compensatory time, both effective the next pay period following Council action.

Approved:

Robert B. Mielke, Mayor



Office of the City Attorney

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

MEMORANDUM

TO: Human Resources Committee Members
Finance Committee Members

FROM: Anne L. Jacobson, City Attorney *ALJ*

DATE: July 8, 2016 *IP*

RE: Salary Range Market Adjustment of Assistant City Attorney

Purpose: To seek approval of a market adjustment to the salary of the Assistant City Attorney within her current Grade 5, and within the approved budget for salaries within the City Attorney's Office.

History:

Tara Alfonso began work for the City on March 26, 2012.

On October 2, 2013, Tara Alfonso, Assistant City Attorney, received a letter from Michael Loy, then Director of Human Resources, indicating her New Salary Grade is 5, and establishing the new salary range from \$29.92 to \$44.88 hourly, with \$37.40 being the mid-point (market) rate of pay. Her hourly rate in 2013 was \$33.43.

In 2014, she received an adjustment which still fell short of the mid-point.

On December 14, 2015, she attended a Human Resources Committee meeting and understood, during a discussion of the implementation of the new pay plan, that it was the intention of the City to have brought all employees at least to the mid-point by that time. In 2015, her hourly rate of pay was \$35.81, short of the mid-point.

In 2016, with the 1.5% raise effective June 5, 2016, she is paid \$36.35 per hour. The hourly mid-point of Grade 5 is \$37.40. This would indicate a minimum \$1.05 an hour increase to bring her to the midpoint of her grade, for an annual salary of \$77,797.00.

As part of the published 2016 budget, Council approved \$10,000 in Account 110-13091150, Salaries – temporary regular (allocated to a legal intern position). The legal intern left the employ of the City of Wausau on February 25, 2016, for full-time employment with a local law firm, leaving \$9,144.75 in the budget for that position. The cost to bring her salary and benefits to the midpoint for July 13 through December 31, 2016 is \$1,153.05. Although this is well within our approved budget for salaries, it still does not appropriately compensate the Assistant City Attorney.

Background:

By way of comparison to the Corporation Counsel’s office in Marathon County, as our local market for full-time government staff attorneys, in 2012 the county commissioned a class compensation study by Fox Lawson and Associates, and established the following market rates:

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Corporation Counsel	\$104,577	\$130,639	\$156,766
Deputy Corporation Counsel	89,656	107,587	125,518

The actual pay ranges (without a market differential) had been:

Corporation Counsel	74,757	93,445	112,135
Deputy Corporation Counsel	64,414	77,297	90,179

Currently, the Corporation Counsel earns \$108,701 and is slated for a 2-3% salary increase in August 2016 (\$110,875 @ 2%), and the recently vacated Deputy Corporation Counsel position was advertised at the minimum point of the market rate established in 2012, or \$89,656.

Attracting and retaining trained attorneys has been challenging and will continue to be so unless we can fairly compensate our employees.

It is recognized that this is an exempt position, which should not be paid compensatory or overtime pay, which is currently the case. This is a professional, salaried position. Attached please find the compensatory value for her time in 2015 and 2016 thus far.

Recommendation and Impact:

For the foregoing reasons, I recommend her salary be adjusted to a mid-point between the mid-point (\$77,797) and the maximum rate (\$93,356), which would result in an annual salary of \$85,576.50, and an hourly rate of \$41.14. The cost to bring her base salary to the recommended market rate, plus benefits for the remainder of the year is \$5,260.11 (\$4,598.40 + \$661.71 benefits). The annual increase in salary for this position is within the City Attorney’s budget for salaries, and the legal intern position shall remain unfilled for the remainder of 2016. The breakdown of salary and benefits for such increase is attached. She will realize a net gain of less than the actual salary increase, when compensatory time ceases to be paid, which is also recommended.

cc Mayor Robert Mielke
Myla Hite, HR Director

PG 5	current	mid-point	Annual Adl Cost	110%	Annual Adl Cost
	36.35	37.4		41.14	
salary	75,608.00	77,792.00		85,571.20	
fica/med 7.65%	5,784.01	5,951.09		6,546.20	
retire 6.6%	4,990.13	5,134.27		5,647.70	
wk comp .14	105.85	108.91		119.80	
Annual Cost	86,487.99	88,986.27	2,498.28	97,884.90	11,396.90

Effec 7-18-2016

960 hrs

salary	1,008.00	4,598.40
fica/med	77.11	351.78
retire	66.53	303.49
wk comp	1.41	6.44
Adl cost remainder 2016	1,153.05	5,260.11

TARA'S OVERTIME – 2015

67.25 hours accrued

54.5 hours used (\$1,951.66 value)

12.75 hours paid out (\$456.58)

\$2,408.24

TARA'S OVERTIME – 2016 (thru July 2)

52.32 hours accrued

2 hours used (\$71.62 value)

10.32 hours paid out (\$375.12)

Currently has a balance of 40 hours in her comp bank

\$446.74

Chapter 5 – Compensation

5.01 – General Provisions

5.02 – Compensation Plan Administration

5.02 – Time Keeping

5.04 – Payroll

5.05 – Overtime

5.06 – Compensatory Pay

5.07 – Call-in Pay

5.08 – Shift Differential

5.09 – Jury Duty

5.10 – Mechanic Incentive Pay (Water Utilities)

5.11 – Firearm Certification Pay

5.12 – Expense Reimbursement

5.13 – Clothing and Equipment

5.14 – Attendance at Training Sessions and Other Meetings

5.01 – General Provisions

The compensation for general City employees in an allocated position not covered by a labor contract shall be established by the Director of Human Resources within the budget approved by the Common Council.

Where applicable, overtime, compensatory time, call-in pay, shift differential and court appearances for Police Lieutenants shall be paid in accordance with the provisions of the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association.

We believe that it is in the best interest of the City of Wausau, our employees, and the community in which we serve, to competitively and fairly compensate employees for their work. The compensation for general City employees in an allocated position not covered by a labor contract will be established by the Human Resources Director within the budget approved by the Common Council.

The City's compensation philosophy is to maintain position classifications and compensation levels that are internally consistent and responsive to changes in local economic conditions and strategic priorities. The City's compensation priorities include:

- (1) Internal alignment: Employee's jobs and skills will be compared in terms of their relative contributions to the City's objectives. Pay rates both for employees doing equal work and those doing dissimilar work will continually be evaluated.
- (2) External competitiveness: To be an effective organization the City must attract and retain high caliber employees while at the same time controlling labor costs to ensure living in Wausau provides value to our citizens. The City will gauge our compensation against both private and public markets to ensure that we are capable of employing a quality work force at market costs.
- (3) Employee contributions to pay: Employee contributions to pay refer to the relative emphasis placed on performance. The City will evaluate employee performance and determine whether one employee should be paid differently from another depending on relative performance.
- (4) Administration: The City will continually evaluate our compensation plan and pay model to determine that we are meeting our strategic goals with our human resources. This review will focus on whether we are attracting and retaining skilled workers, perceived fairness and understanding of the pay plan, and how our labor costs compare to the overall labor market.

Our total compensation system is comprised of both Base Compensation and Employee Benefits. Our compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. **Base compensation salary ranges for each position are established by researching industry and local salary survey data. Base compensation levels within the established range for the position are determined on the basis of an employee's ability to execute the full responsibilities of the position at an acceptable proficiency level.** Generally, the City will administer base compensation to reflect our pay-for-performance culture.

City employee benefits will be reviewed on an annual basis to ensure they remain competitive within the marketplace and reflect those benefits valued by our employees. Targeted levels for benefits will be positioned at or slightly above the market median as derived by review of industry and local survey data and discussion with City insurance representatives and other advisors.

5.02 – Compensation Plan Administration

- (1) Job Documentation:** Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at the City. The description focuses on the job, not the employee assigned to the job. Appraisal of the employee's performance is treated as a separate issue.

City job descriptions generally contain the following information: job title; reporting relationships; exemption status; purpose; essential duties and responsibilities; additional duties and responsibilities; job requirements; performance specifications; and work environment conditions. A copy of the approved job description is available for each employee on the City's website, through their manager, or the Human Resources Director. A job description is used to describe every job. It is intended to document the minimum requirements of the job as it exists at the present time. The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions will be prepared and maintained.

Salary adjustments for current employees or hiring rates for new employees are authorized only with a current job description.

Current job documentation is the responsibility of the Human Resources Director in coordination with department managers. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

If a manager wants to hire for a new job, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a pay grade and salary range assigned to the job.

As a job changes, a revised job description may be needed. Managers are required to review job descriptions with their employees on an annual basis in conjunction with the performance appraisal process. If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If a job becomes vacant, the manager is required to review the current job description to determine if there should be any changes prior to the position being posted. Revisions should be made before any action is taken to fill the position.

- (2) Salary Range Structures:** The City is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

Job pricing is the process of matching our jobs at the City to jobs of the external market. Pay grades are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together (job groups). The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. To reflect the City of Wausau's pay for performance philosophy, the minimum and maximum of each pay grade will be within 20% of the midpoint. The City of Wausau will review the Consumer Price Index for All Urban Consumers (CPI-U) data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Each salary range is identified through a minimum, midpoint, and maximum salary amount.

- (a) Minimum** –The lowest amount the City will pay an individual for a job assigned to the salary range.

- (b) Minimum to midpoint area (the first and second quintiles)** – Is intended for employees who:

- Are continuing to learn job responsibilities while meeting performance standards.
- Are fully trained but perform at a level that is less than proficient.
- Have not acquired sufficient time in the job to warrant pay at the midpoint level.

- (c) Midpoint area (the third quintile)** – Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (the direct midpoint of the range is intended to reflect the market rate).

- (d) Midpoint area to maximum (the fourth and fifth quintiles)** – Intended for employees whose performance is continuously excellent or outstanding and exceeds performance objectives over a period of time.

The Human Resources Director will conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range. As a policy, the Common Council requires the overall pay plan to maintain a comparative ratio analysis within the third quintile.

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these recommendations will be made by the Common Council. A full review of market data for all City jobs will be conducted approximately once every five (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices.

- (3) Pay Adjustments:** A pay adjustment occurs when the City adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons. To ensure credibility and achievement of City objectives, an effective pay adjustment system must be developed and maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance.

Department managers are responsible for initiating appropriate pay adjustments for their employees through the performance management system with the oversight of the Human Resources Director. Managers will communicate all approved pay adjustments to employees.

- (a) **Market Adjustments:** Market rates (mid-points of salary ranges) are the rate of pay with which the City compares itself in local, regional or even national markets for our jobs. When necessary and appropriate, salary adjustments not related to performance, but intended to correct market or equity disparities may be proposed for individual jobs, groups of jobs, or the overall pay plan to maintain the City's relative position to the market. All market adjustments will be approved by the Common Council.
- (b) **Merit Increases:** Merit increases are intended to ensure that performance is recognized and that equity is achieved and maintained. The Human Resources Director will review market conditions and trends to recommend a merit increase budget on an annual basis that will be approved by the Common Council. Recommendations for individual merit increases will be determined by Department Directors within the budget provided and should be on the basis of performance. Merit increases are not permitted if the increase would move the compensation of an employee past the maximum established for the salary range. A merit increase is applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The following table is an example of an annual merit increase decision worksheet. The merit increase worksheet will be determined within the budget approved by the Common Council, employee performance, and both overall and individual comparative ratio analysis on an annual basis.

Example Annual Merit Increase Considerations

LEVEL OF PERFORMANCE	QUINTILES				
	1 st (80-87%)	2 nd (88-95%)	3 rd (96-104%)	4 th (105-112%)	5 th (113-120%)
Exceptional Performance	4.0%	3.5%	3.0%	2.5%	2.0%
Proficient Performance	3.5%	3.0%	2.5%	2.0%	1.5%
Marginal Performance	0.0%	0.0%	0.0%	0.0%	0.0%

- (c) **New Hires:** The hiring rate is normally the minimum of the salary range for entry-level individuals. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to the City. The proposed rate should not create inequities with current staff. The proposed hiring rate will be determined and approved by the Human Resources Director. Any hiring rate that exceeds the market rate (mid-point) for a position must be presented to and approved by the Mayor.
- (d) **Promotional Increases:** Promotional increases are provided to recognize an increase in the scope and responsibility of a job and should be given at the time the new responsibilities are assumed. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and internal equity issues.
- (e) **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be evaluated to determine if the job needs to be reclassified into a different pay grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions. All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. Employees can make reclassification requests to their respective Department Head who will request that Human Resources aid in the analysis and collection of market

data. Reclassification requests can be made beginning the first working day in April and all requests must be submitted to Human Resources no later than the last working day in June. All reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan's administrative guidelines and philosophy.

- (f) **Transfer:** A transfer is the reassignment of an employee from one job to another job in the same pay grade and salary range which normally does not involve a change in pay. Lateral transfers provide employees with the opportunity to acquire new work experience and provide exposure to a different work environment.
 - (g) **Temporary Appointments:** Employees temporarily appointed to positions of a higher classification may be eligible for a pay increase during the temporary appointment period. The Human Resources Director will take into consideration the employee's pay level at the time of the appointment, change in scope of duties and responsibilities, duration of the appointment, internal equity issues, and other factors when making the compensation determination.
 - (h) **Demotion:** A demotion is the reassignment of an employee from one job to another job in a lower pay grade and salary range with a resulting decrease in the scope and responsibility. Demotions may occur for unsatisfactory job performance, in response to an employee request, and for various organizational reasons. The determination of whether the employee should have their pay reduced will be based on the current pay level of the employee relative to the salary range as well as internal equity considerations.
 - (i) **Redlining:** Employees whose salary is determined to be above the maximum pay rate in the pay grade established for their job will have their pay rates redlined until such time that the market adjustments bring their current salary within established salary ranges. The redlining procedure does not allow for an employee's base rate to be adjusted above the salary range maximum rate. Once adjusted to the maximum salary rate, employees remain eligible to receive any portion of any pay increase that exceeds the salary range maximum rate as a lump sum payment to be paid at the time of the adjustment. The lump sum payment will be calculated by taking the hourly rate that exceeds the salary range maximum rate and multiplying it by the annual hours for the position (usually 2,080 hours). Before an employee is redlined they must be notified in writing prior to and given adequate time to appeal the decision to the Human Resources Director.
 - (j) **Exceptions:** In order to make the base compensation plan an effective management tool, exceptions from to base compensation administration guidelines may be considered when extenuating circumstance exist. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any recommendation. Exceptions must be reviewed and approved by the Human Resources Director.
- (4) **Confidentiality:** The City will treat all pay and salary range information confidentially. As a general rule, City will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, we will remain focused on that employee's specific pay situation. Employees will be provided their individual pay and salary range only. If an employee is considering a job change to a vacant position, the salary range information will be discussed at that time.

City of Wausau compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

5.03 – Time Keeping

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each work period, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than Company business or with prior approval from the supervisor. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the City of Wausau has the authority to ask, or encourage, or insinuate that you should work off the clock.

Employees may use vacation, sick leave or compensatory time in units of 15 minutes or more.

5.04 – Payroll

City employees shall participate in the City's direct deposit program and are paid on a bi-weekly basis. The payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The City of Wausau is required to make certain deductions from your paycheck each time one is prepared. This includes federal income taxes and your contribution to Social Security, where applicable and as required by law. These deductions will be itemized on your payroll statement. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Human Resources immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the City is ordered to make such deductions.

The City reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for you to authorize the City to make additional deductions from your paycheck for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. If you believe an error has been made or you have a question about your pay, notify Human Resources immediately. If you believe your pay has been improperly docked, notify Human Resources immediately. The City will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

5.05 – Overtime

Prior approval by supervision or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of City service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one (1 ½) times.

For workers in the following individual Divisions, overtime is defined as work in excess of eight (8) hours per day or forty (40) hours per week. The Divisions listed below exclude support staff, and exempt staff for the purposes of overtime.

- Community Development Maintenance Division
- Construction and Maintenance Division
- Electrical Division
- Engineering Division
- Sewage Maintenance Division
- Water Distribution Division
- Wastewater Treatment Division

5.06 – Compensatory Pay

Non-exempt employees shall have the choice of receiving overtime in pay, or as compensatory time. Exempt level staff may receive straight time (hour for hour) compensatory time for hours worked in excess of 40 hours per week. Executive level shall not be allowed compensatory time under any circumstances. Compensatory time may accumulate to a maximum of forty (40) hours. Compensatory pay for Battalion Chiefs shall be paid at straight time (hour for hour) for additional hours worked in excess of the employee’s regular hours of work and may accumulate up to a maximum of four hundred (400) hours. Compensatory time off shall be scheduled so as not to unduly disrupt operations.

Compensatory time off shall be paid out at any time during the year upon written request and approval by the Department Director. Compensatory balances that exceed the bank hour maximum shall be paid out. All balances in compensatory time banks must be used within the year it is earned or it will be paid out on the last pay period of each year.

5.07 – Call-in Pay

If a non-exempt employee is called back into work outside of his or her work schedule, he or she will receive a minimum of two (2) hour’s pay for such work or pay for the actual time worked, whichever is greater.

For scheduled court appearances on behalf of the City of Wausau, employees will receive a minimum of two (2) hour’s pay for such work or pay for the actual time worked, whichever is greater.

These provisions will not apply to hours worked consecutively prior to or subsequent to the employee’s regular schedule of hours.

5.08 – Shift Differential

Any regular employee whose assigned to work a schedule that requires four (4) or more work hours after 4:30 p.m. shall receive forty-five cents per hour (\$.45/hour) in addition to their regular hourly rate. For any regular employee whose assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$.60/hour) in addition to their hourly rate. Shift differential shall be paid as described above for leave time and would include vacation, sick days, and holidays. No differential shall be paid for an employee working overtime.

5.09 – Jury Duty

Regular full-time employees who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal shall be paid the difference between the jury or witness duty fees and their regular earnings. When released from jury or witness duties employees shall immediately return to their job and complete the scheduled work day. Employees shall not be entitled to overtime or shift differential under this provision. Part-time employees are not eligible for paid time off for jury duty but shall be allowed to modify their work schedule to accommodate such duty when reasonably possible.

5.10 – Mechanic Incentive Pay (Water Utilities)

Employees classified as a Plant Maintenance Mechanic in the Water Department are eligible for an educational incentive pay of \$0.50 per hour upon achieving 50% of the electrical and instrumentation training program as confirmed by North Central Technical College officials. Upon completion of the electrical and instrumentation NTC program and receipt of a State of Wisconsin Journeyman card, the employee will receive an incentive pay of \$1.00 per hour.

5.11 – Firearm Certification Pay

Persons classified as Deputy Chief, Captain or Lieutenant will receive Firearm Certification Bonus equal to 1% of step 5 of their respective positions pay grade. Firearm pay shall be paid upon meeting department annual certification testing standards and no later than November 1.

5.12 – Expense Reimbursement

For employees where a Commercial Driver's License is a requirement of employment, the City will pay up to \$50 toward the difference in the cost of a commercial driver's license and a regular license, upon issuance and/or renewal.

5.13 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment. The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

- Construction and Maintenance Division
- Electrical Division
- Engineering Division
- Sewage Maintenance Division
- Water Distribution Division
- Wastewater Treatment Division

1) All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.

2) The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.

3) Skilled workers shall furnish hand tools of their trade as found necessary in their job requirements. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City.

4) Employees shall receive an annual reimbursement of \$50.00 towards the purchase of cold weather gear.

5) Employees will be reimbursed 50% of the cost up to \$75.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI Z41.1 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year, persons classified as Deputy Fire Chief shall receive a uniform allowance of \$350.00 per year and persons classified as

Battalion Chief, EMS Division Chief, or Fire Marshall shall receive a uniform allowance of \$325.00 per year for replacement and care of uniform items. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform allowance in accordance with the provisions of Article 20 of the agreement between the City of Wausau and the Professional Police Association.

5.14 Attendance at Training Sessions and Other Meetings

During your employment, you may be asked, or required, to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after the employees regular work schedule may be considered paid time. To find out more information regarding when training sessions or other meetings will be considered paid time; please contact your direct supervisor or human resources.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: August 12, 2013 at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, B. Nagle, D. Nutting, D. Oberbeck
MEMBERS ABSENT:
Other Present: Mayor Tipple, D. Bohn, J. Brezinski, P. Czarapata, N. Giese, M. Groat, J. Hardel,
A. Jacobson, K. Kellbach, M. Loy, K. Rantanen-Day

Consider Creating an Evidence Technician Position (Police Department)

Michael Loy explained the Police Department currently has a half time evidence technician who is retiring at the end of August and we need a determination now as to whether we can make it a full time position so as not to delay the recruitment cycle and replacement to October/November.

Chief Hardel stated he truly believed that they should have a full-time evidence technician and also should be adding a full-time clerical. He felt there was enough work to justify it and that personnel were being overburdened. He stated both the evidence custodian duties and the duties of the clerical personnel have increased dramatically over the past few years. He highlighted reasons for the necessity of a fulltime evidence tech, noting we must meet a higher level of professional standards due to revised state evidence guidelines and ensure compliance with federal and WI Department of Justice standards. New audio/video technology is being used by businesses and the general public and victims of crime turn over their surveillance videos on a regular basis. Smart phones, computers and tablets have to be downloaded, reviewed and put in evidence. Increased security of evidence integrity, chain of custody and integrity of the evidence custodian himself all are vital. Additionally there are substantial case preparation demands by the District Attorney; the ability to obtain DNA from different items and technology advances of DNA; as well as changes in the law as to the length of time evidence must be kept and how it is disposed of.

Hardel indicated clerical personnel have worked nearly 300 hours beyond the normal work hours so far this year because we have mandates to report to the federal government on our crime statistics. He noted grants are also attached to those figures and reporting. He proposed folding clerical assistance into the evidence technician position for help with data entry. He noted when comparing Wausau PD to other departments as far as evidence technicians and clerical positions we are the lowest in both those areas. He indicated he was willing to accept an increase in the evidence position from half time to full-time and hopes it is enough to maintain, but if not, we will have to re-evaluate.

Finance Committee

Motion by Brezinski, second by Oberbeck to approve the creation of a full-time Evidence Technician Position in the Police Department. Motion carried 4-0.

Human Resources Committee

Motion by Nutting, second by Gisselman to approve the creation of a full-time Evidence Technician Position in the Police Department. Motion carried 5-0.

Adjourn (Finance Committee)

Motion by Brezinski, second by Oberbeck to adjourn the Finance Committee. Motion carried unanimously. Finance adjourned at 5:15 pm.

Approval of 6/10/2013 minutes. Motion by Nutting, second by Gisselman to approve the June 10, 2013 draft minutes. All ayes. Motion carried unanimously.

Consider Compensation Philosophy and Base Pay Administrative Procedures.

Loy outlined what has been discussed so far on this topic and stated that this will be the first of two discussions, asking for the committee's input. Loy said he'd hoped to have been done this project earlier, however the previous consultant resigned. All results of the study that WIPFLI did will be presented by the new consultant at the September meeting. Loy gave an overview of the system we have now and the proposed system. The 5.01 General Provisions section of the Employee Handbook will be renamed Compensation Philosophy. Loy went over changes to this section, stating that it is meant to explain the philosophy towards the design and administration of the plan. Loy brought attention to the last sentence of the section, "Targeted levels for benefits will be positioned at or slightly above the market as derived by review of the industry and local survey data and discussion with City insurance representatives and other advisors." Loy feels it is important for the City to offer benefits that are at the slightly above other employers in order to attract qualified candidates and keep employees, and that this is a smart way for the City to compensate employees because it is non-taxable benefit. This part of compensation will be discussed more by the consultant next month. Gisselman asked if the City's benefits package would be above the market in the public sector, private sector, or both? Loy explained that the benefits offered in the area are taken into consideration as a whole, and that the City should be slightly above.

Loy moved forward with the discussion and focused on section 5.02 Base Compensation Plan Administration (formerly named Compensation Plan Administration), which explains how the plan will be managed and administered over time. The section begins by explaining the importance and function of job descriptions. Loy explained that job descriptions are essential for performance expectations, why the job is needed within the organization, and also helps with determining fit for duties, temporary assignments, and possible accommodations. Loy pointed out the policy in this section stating that salary adjustments and hiring rates will be only be authorized with a current job description, therefore maintaining job descriptions within all departments is vital. The new performance evaluations system will require 1) a performance evaluation be completed in order to receive a step increase, and 2) a review of the job description must be conducted as part of the performance evaluation. The next part of the section outlines the salary range structure. Loy went over changes with the new system, how it will be structured, and how performance will be tied to pay. A full report will be available next month. Gisselman stated his concern over if the new system provides a living wage to make Wausau desirable for families as a place to live. Loy stated again that the purpose of this discussion is to review the information, ask questions and provide input, and that he would rather everything be gone over thoroughly than rush through it, as it is a big policy change. The third part of this section outlined pay adjustments. Loy reviewed this section and outlined how market adjustments would be handled as well as merit increases. Loy explained that at this time, the current pay scale begins at 20% below market value and ends at 12% above market value, and takes an employee 11 years to reach the top. The new pay scale will allow employees to reach the market value rate at a quicker pace, but performance evaluations will determine all increases and the amount of increase that will be received.

Consider Amending Employee Handbook Section 1.06 – Residency Requirement.

Loy stated that the new State Budget that was passed that prohibits municipality residency requirements for employees, except for law enforcement, fire, and emergency personnel (which are not defined). Loy has talked to several labor attorneys and the League of WI Municipalities, and at this time the thought is that residency is a prohibited subject of bargaining and that the City can impose residency requirements without regard to collectively bargaining to do so. Therefore, it is likely that the requirements for Police and Fire are within the law limits. Because the City policy for department heads to live in the City of Wausau is now unlawful, Loy recommended that the committee decide if the policy should be changed. Gisselman asked what would happen if they didn't change it? Loy said if a department head moved out of the City, it might be challenged by someone, but that the new rules provided by the State would likely trump the City's policy. Nagel asked what would happen if an at-will department head was fired because their supervisor didn't like where they lived, since technically the supervisor would not have to give a reason for firing the person as long as it wasn't because of a protected class reason (race, age, sex, religion, etc.)? Loy said he would never advise anyone to do this and that grievance procedures were created as part of Act 10 that do not allow arbitrary or capricious termination of employees. Discussion took place regarding the current residency requirements and effects to service. Czarapata said that the Wausau Fire Department has a 60 mile radius for its employees and their response time has not been affected and has improved the pool of candidates that apply. Additionally, the Fire Department has had their

response time tested for HAZMAT no issues have been reported. Oberbeck asked why the City needs to dictate where the employees live, because if they need to be able to respond within 15 minutes for an emergency, they will most likely live in an area that allows them to accomplish this. Gisselman asked how many employees live in the City; Loy said over 50% live outside of the City of Wausau, and the number is actually higher because of addresses that are in towns but use Wausau as a mailing address. Hardel stated that the Police Department has a 20 miles radius and they have no issues with response time. Nutting asked if the officers take their squad cars home; Hardel said only SWAT and K-9 officers take them home. Loy said that he feels more discussion is needed about who qualify as emergency personnel, but department heads should be removed from any residency requirements. Motion made by Gisselman to allow Loy to amend the language in the handbook to remove the residency requirement for department heads. Second by Oberbeck. All ayes. Motion passes unanimously.

Future Agenda Items for Consideration. Wagner asked that the Public Relations (Communication Coordinator) position be brought back to the committee for consideration (discussed 2/13/12 and 7/9/12). Loy said the next meeting will include the position ranking discussion.

Adjourn. Motion by Nutting to adjourn. Second by Nagle. All ayes. Motion passes unanimously. Committee adjourned.

Romey Wagner
Human Resources Committee, Chair

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 3, 2013 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), D. Nutting, D. Oberbeck
MEMBERS ABSENT: B. Nagle, G. Gisselman (left the meeting prior to these items),
Also Present: Mayor Tipple, M. Barnes, D. Bohn, P. Czarapata, D. Erickson, N. Giese, B. Graham,
A. Jacobson, M. Lawrence, M. Loy, B. Marquardt, M. Pauls

Review Wage Study Results and Process. Loy reminded the committee that they have previously reviewed the process and tools WIPFLI used in developing their recommendations for the new pay plan. Loy asked if the committee had any additional questions on the document or process. The committee was satisfied with previous discussion of the topic and had no further questions.

Amendments to Chapter 5 – Compensation of the Employee Handbook. Loy proposed complete revision of Chapter 5 – Compensation of the Employee Handbook with two additional changes since it was first published in the study document. The first change is in the language for merit increases to accurately reflect how the amount of a merit increase will be calculated. Initially the verbiage stated that a merit increase would be applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the midpoint of the salary range by the percentage increase based on the employee's level of performance. The proposed change is to state that a merit increase will be applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The committee had no comments regarding this change of language.

The second proposed change is to the section on redlining. Initially, this section said that any employee whose salary is above the maximum pay rate in the pay grade established for their job would have their pay rate frozen until market adjustments brought their current salary within the established salary ranges. The proposed change allows for any employee who is at or above the maximum rate to be eligible to receive "any portion of any pay increase that exceeds the salary range maximum rate as a lump sum payment to be paid at the time of the adjustment. The lump sum payment would be calculated by taking the hourly rate that exceeds the salary range maximum rate and multiplying it by the annual hours for the position (usually 2080 hours)." Loy explained that this would continue to provide incentive to those who are at or above the maximum for their pay range without further compounding the problem. Over the course of time these employees should be brought back into the pay range as inflation adjustments to the salary ranges occur. Wagner asked if there is a certain group or departments with positions at or above the maximum of their pay range. Loy stated that there is no discernible trend or pattern throughout the organization as to where these positions are. Oberbeck questioned why the organization would continue to give pay increases to an employee who is at or above the top of their pay range. Loy said that all employees should have an incentive to perform well, and if you take away the possibility of receiving any type of incentive, you may be taking away an employee's drive to keep performing. Wagner asked if redlining will eventually go away, or is it something that the organization will always have issues with. Loy responded that redlining should be a short term issue. However, he said there may always be the possibility of it occurring in the future as an exception, especially with high performers, but it should not be the norm. Wagner said he believes this adds value to the system and doesn't see any issues if it is

something that the organization will grow out of. Nutting agreed. Mayor Tipple asked if the redlining is a symptom of the current salary structure. Loy said yes, that not all jobs excel at the same rate in the job market. The current system has adjusted all positions at the same rate, leading to some positions being underpaid, and some positions being overpaid according to the current market rates. Loy went on to discuss the new pay for performance system and how this will enable department heads to focus on performance of employees rather than the dollar amount of raises. Oberbeck said he would like more information on what "exceptional" means in terms of employee performance presented to the committee. Loy said the best thing that can come out of this new system is for managers to have expanded conversations with their employees about their performance and the overall quality of the City's job descriptions. Oberbeck said that he envisions an exceptional employee as one that is helping to move the organization forward. Motion by Oberbeck to approve the amendments to Chapter 5 – Compensation of the Employee Handbook. Second by Nutting. All ayes. Motion passes unanimously.

Implementation of New Pay Plan Salary Ranges. Loy reviewed with the committee the steps that were taken to create the new pay plan salary ranges, and stated that employees had questions and concerns when they received the Wage Comparability Study. Loy created an electronic survey for employees and received over 100 responses. The responses indicated that some employees felt that they were graded too low on the internal equity piece of the study, and secondly, employees wanted to know who they were compared to. Because WIPFLI used public and private sector market rates, the information of who employees were compared with is not available; private sector company information remains anonymous and the public sector data is mixed in. After reviewing all of the submitted surveys, Loy sat down with department heads and went over the survey's feedback. Upon completion of these meetings, some positions were placed in a higher grade due to factors that were not considered by WIPFLI and were unique to our organization. Loy proceeded to review the cost drivers associated with the plan's implementation as outlined in the memo provided to the committee. Wagner questioned how the appeal's process would be conducted. Loy stated that he would like the HR Committee to be involved in the appeal's process. Loy would provide the committee with all the documentation needed to make informed decisions. Oberbeck said the committee should be focusing on voting on the implementation, not the specifics of the plan. Mayor Tipple stated that reclassification requests have been handled by the HR Committee the past several years because the HR staff was not in a position to make those decisions. However, Tipple feels that the HR department can now handle and issues, including appeals that may come about in the new system. Wagner said he trusts the HR department to take care of placement decision within the structure and any appeals process and that would not be a role of the HR Committee. Motion by Nutting to approve the implementation of the new pay plan salary ranges as amended by the HR Director. Second by Oberbeck. All ayes. Motion passes unanimously.

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Authorizing Implementation of a New Pay Plan for General City Employees by Adoption of the Amended Compensation Philosophy, Base Pay Plan Administration Procedures, and New Salary Grade Structure.

Committee Action: Approved 3-0

Fiscal Impact: Included in 2014 Budget

File Number: 12-0220

Date Introduced: December 10th, 2013

RESOLUTION

WHEREAS, your Human Resources Committee recognizes the fiscal necessity of a clearly defined specific compensation policy and schedule that directs employee wages, and

WHEREAS, your Human Resources Committee authorized staff to engage in a wage comparability and compensation study to review current pay rates to available market data and develop a new merit based pay system, and

WHEREAS, market data was reviewed and used to develop a new merit based salary grade structure, and

WHEREAS, recommendations were reviewed and drafted to update the City's compensation philosophy and base pay plan policies and procedures necessary to administer the new merit based salary plan, and

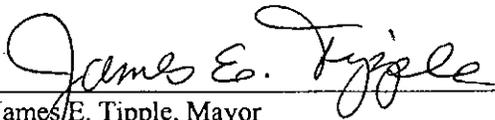
WHEREAS, Compensation Philosophy, Base Pay Plan Administration Procedures, and a new Salary Grade Structure has been created and approved at the December 3rd Human Resources Committee that sets compensation policies and salary ranges for all general city employees, and

WHEREAS, the Compensation Philosophy and Base Pay Plan Administration Procedures shall be incorporated into the Employee Handbook as amended by the committee and attached hereto, and

WHEREAS, your Human Resources Committee has reviewed, studied, and discussed the Wage Study process and data provided, Compensation Philosophy, Base Pay Plan Administration Procedures, and new Salary Grade Structure and recommends adoption, including proposed plan implementation procedures, as attached to this resolution in its entirety and as amended by the Human Resources Committee.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the Compensation Philosophy, Base Pay Plan Administration Procedures, and new Salary Grade Structure for General City Employees, as stated and specified above, is approved and adopted to be effective as of January 1st, 2014.

Approved:


James E. Tipple, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 14, 2015, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, P. Czarapata, K. Dubore, M. Hite, E. Krohn, T. Kujawa, E. Lindman, R. Mohelnitzky, J. Schara, B. Schmidt

Approval of 11/09/2015 minutes.

Motion by Oberbeck, second by Nagle to approve the draft minutes from November 9, 2015. All ayes. Motion passes 5-0.

Input from DPWU regarding Competitive Wage – Street Maintainer (Lindman).

Lindman gave Mohelnitzky the floor to begin the discussion. Mohelnitzky began by saying he was happy to see that money will possibly be earmarked for possible wage increases. He went on to explain that when employees are hired, they receive a large amount of training to make them valuable employees. At this time, he feels that he is unable to retain new employees because once they receive training, they are finding better paying jobs elsewhere. Mohelnitzky said that recruitment has been difficult because good candidates are not willing to accept the starting pay for vacant positions. Wagner asked if Mohelnitzky thinks the entry level (pay) is not market (rate) and that's the issue. Mohelnitzky said yes, but that even the employees who have been with the City for a few years and are close to market (rate) need an adjustment in order to maintain them. Oberbeck said he was concerned because he thought that everyone had been brought into the matrix. Tipple said they were brought in 3 years ago when the study was done. Oberbeck continued, asking if there had been adjustments to bring those employees up in the matrix, and if employees are asked to sign a commitment when they are hired. Adjustments have not been made, and Hite said that some employees are asked to sign a commitment for a period of time and language has been added to the Employee Handbook regarding training and employees reimbursing the cost of training if they leave within a certain period of time. Gisselman asked what the beginning pay is at this time. Hite said it depends on which position you look at, but the Street Maintainer, Sewer Maintainer and Water Maintainer positions begin at \$15.57 per hour. The mid-point of the salary range is \$19.46 per hour, and the hourly maximum rate is \$23.36. Hite shared the rates that maintainers are currently being paid. Gisselman asked what the current market rate is for this position. Hite said that she has not looked into current market rates because the City decided they would conduct a market study every 5 years. She went on to explain that there are more businesses in the area than a few years ago and less workers for these positions. Hite shared the starting salary rates for companies with entry-level jobs. The committee asked if Hite would research comparable jobs at Marathon County. Nagle said he would go on record that operators who are training and doing a good job need to be paid more than \$24.45 an hour (the top salary of an Equipment Operator at this time). Rasmussen asked if employees can be brought in at higher levels of the matrix if they have more experience. Hite said yes, every starting salary is determined by HR on a variety of factors. Oberbeck asked if a market study could be done sooner. Further discussion on this subject and challenges of future hiring took place. No action was taken on this item.

Discussion and Possible Action of Employee Handbook – Revisions to Chapter 5 and Section 8.07 Family Medical Leave (Hite).

Hite noted that the group incentive in lieu of perfect attendance leave that was brought to the committee at the last meeting was not incorporated into the version of the handbook the committee received in their packet for this meeting. Hite will add the language into the final version. Hite pointed out that the revision Wagner requested at