

\*\*\* 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, October 25, 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

### Call to Order

Pledge of Allegiance / Roll Call / Proclamations

**Presentations:** **Wausau River District (Elizabeth Field)**

**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
16-1001		Minutes of previous meeting(s). (10/11/16)	
16-1007	AIR, P&R, PLAN, & FIN	Joint Resolution authorizing acceptance of A7 Corsair Fighter Jet for placement at Alexander Park, execution of Loan Agreement with the National Museum of the United States Air Force, and payment for periodic maintenance of aircraft display	Approved 6-0 Approved 5-0 Approved 5-0 Approved 3-0

File #	CMT	Resolutions and Ordinances	ACT
16-1003		Confirmation of Mayor's Appointments	
12-1011	FIN	Resolution Approving Reprogramming of Community Development Block Grant funds – Homeowner Rehabilitation Loan Program Income Funds into Neighborhood Revitalization Program	Approved 3-0
16-1010	WWW & HR	Joint Resolution Approving elimination of the Senior Sewer Maintainer position and approving creation of the Sewer Maintenance Supervisor position in Wausau Water Works (1 FTE)	Approved 4-0 Approved 5-0
16-1011	WWW & HR	Joint Resolution Approving elimination of the Senior Plant Maintenance Mechanic and approving creation of the Wastewater Plant Operations Supervisor	Approved 4-0 Approved 5-0
16-1008	WWW & HR	Joint Resolution Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE)	Approved 4-0 Approved 5-0
16-1009	WWW & HR	Joint Resolution Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE)	Approved 4-0 Approved 5-0
		<b>Suspend the Rules: 1(D) <u>Transmission of Committee Business to Council</u> (2/3 Vote required)</b>	
12-0220	FIN	Resolution authorizing a merit increase for introductory period completion for 2017	Pending
15-1109	FIN	Resolution Approving Modification of the 2016 Budget for the payment of Demolition Services for the former Northland Group Home and Former St. James School	Pending
15-1109	FIN	Resolution Authorizing a 2016 Budget Modification to Fund the Purchase of up to 4 used buses for a total not to exceed \$27,000	Pending

Public Comment & Suggestions  
Adjournment

Signed by Robert B. Mielke, Mayor

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/20/16 @ 400 pm. 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.



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## 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.

Special Meeting of the: **COMMON COUNCIL OF THE CITY OF WAUSAU**  
 Date/Time: **Tuesday, October 25, 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
16-1012	ED & FIN	Joint Resolution Instructing City staff to prepare a grant application to the Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment (CDI) grant for the extension of Fulton Street and associated infrastructure to support the East Riverfront Redevelopment Area and Riverlife Village plans.	Approved 5-0 Pending
02-1005	FIN	Resolution approving acquisition of remnant and garage at 612 West Thomas Street	Pending
16-1013	ED	Resolution Approving an easement to Wisconsin Public Service Corporation (WPSC) for electric service work behind 309 McClellan Street (the Wausau Club) currently owned by the City.	Approved 5-0

Adjournment

Signed by Robert B. Mielke, Mayor

This Revised Agenda was posted at City Hall and faxed to the Daily Herald newsroom on 10/21/2016 @ 2:45 pm. Questions regarding this agenda may be directed to the City Clerk.

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**OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL**  
held on Tuesday, October 11, 2016, at 7:00 pm in the Council Chambers at City Hall.  
Mayor Mielke presiding.

**Roll Call**

10/11/2016 7:07:40 PM

Roll call indicated 10 members

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	YES
9	Gehin, Joe	NV
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

**Proclamation**

Mayor Mielke proclaimed **Wednesday, October 12, 2016**, as **BIG BROTHERS BIG SISTERS of Northcentral Wisconsin DAY** in celebration of their 40<sup>th</sup> Anniversary in the City of Wausau, and encouraged all citizens to join him in recognizing Big Brothers Big Sisters of Northcentral Wisconsin for its 40 years of service to improving our school age children by offering mentoring services in our community.

**Communications**

Mayor Mielke recognized and thanked Nan Giese, who has served as Interim City Assessor since early July. He thanked her for coming back to work after her retirement to help the Assessment Department through the Open Book and Board of Review process. She has been recognized by her peers from the Wisconsin Association of Assessing Officers with a Certificate of Commendation for 35 years of service to the City of Wausau.

**Presentation: VFW Burns Post and the Auxiliary**

Donation of 100 US Flags to the City of Wausau by Dave Mandli and Deb Spatz.

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

- 1) Danielle Welter, 1213 W Wausau Ave, addressed the Council to appeal the denial recommendation for her Operator's License. She explained the reasons for the denial and all that she has done to change her past. She indicated she has since obtained a Bachelor's Degree in Psychology and is working on a Master's in Community Mental Health & Wellness.
- 2) Jack Tobalsky, 2136 Meadowbrook Way, spoke in opposition to the Phase I development plan on Northwestern Avenue (15-1207) and urged the Council to vote no until a precise building plan is in place that is at least as detailed as the former plan. *(Copy of his statement placed on file.)*
- 3) Joel Hoelter, 2119 Meadowbrook Way, spoke in strong opposition to the Northwestern Avenue Phase I site development plan. He asked the Council to vote it down.
- 4) Dan Higginbotham, 156 Kent St, owner of the property on Northwestern Avenue, explained one developer backed out but we have a local person very interested in teaming up with us. He indicated he could answer questions when they get to the debate process on this item.

**Consent Agenda**

10/11/2016 7:27:14 PM

Motion by Neal, second by Peckham to adopt all items on the consent agenda as follows:

*Peckham requested the Resolution 16-0108 regarding licenses be removed from the Consent Agenda.*

**16-0901** Minutes of previous meeting(s). (09/27/16)

**16-1004** Resolution of the Capital Improvements and Street Maintenance Committee establishing assessment Rates for 2017 New Street Construction Projects.

**16-1005** Resolution accepting Drainage Easements for Discharge of Stormwater Runoff into City-Owned Conveyance System - HAI Wausau, LLC & Landmark Leasing, LLC.

**16-1006** Resolution of the Capital Improvements and Street Maintenance Committee approving Agreement for the Management and Maintenance of a Stormwater facility (Elder Sanctuary, LLC - 215 East Thomas Street).

**02-1005** Resolution of the Finance Committee approving acquisition of 612 West Thomas Street.

**00-1009** Resolution of the Finance Committee authorizing application for U.S. Environmental Protection Agency (USEPA) Brownfields Assessment Grant.

**12-1006** Resolution of the Plan Commission approving a conditional use at 2000 Westwood Drive to allow for both emergency signage as well as signs in excess of thirty feet high in an IB, Interchange Business District.

**16-0704** Revised Resolution of the Wausau Water Works Commission approving application for administration of the Safe Drinking Water Loan Program.

Yes Votes: 10    No Votes: 0    Not Voting: 1    Result: PASS

**16-0108 Amendment**

10/11/2016 7:42:02 PM

Motion by Smith, second by Neal to amend the Resolution of the Public Health & Safety Committee to approve the Operator's License for Danielle Welter.

Peckham indicated he voted to overturn the denial and approve her license at committee but the vote lost. He stated she has not had any violations or problems for four years, which he felt was a long time for someone in their 20's. He noted she has paid all of her court fines and paid the price for the four OWI's that are in her past. He felt she has proved herself by being a good employee and going back to college to get her degree. Neal commented we should help people to move forward so they can pursue their job responsibility at a higher level. He applauded Ms. Welter's efforts in furthering her education and felt it carried more weight than past mistakes.

Rasmussen stated we have set published criteria that we use for denials and felt to deviate from it undermines the credibility and the integrity of the criteria. She commented we all have to own our life choices which may have the consequence of closed doors in the future; it was not one mistake she made, it was four big mistakes. Wagner agreed and that in time she can obtain a license again when she meets the qualifications. *Discussion followed.*

Yes Votes: 6    No Votes: 4    Abstain: 0    Not Voting: 1    Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	NO
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	NO
7	Rasmussen, Lisa	NO
8	Kellbach, Karen	NO
9	Gehin, Joe	NV
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

**16-0108**

10/11/2016 7:42:34 PM

Motion by Neal, second by Peckham to adopt a Resolution of the Public Health & Safety Committee approving or denying various licenses as indicated, as amend on council floor.

Yes Votes: 9    No Votes: 1    Abstain: 0    Not Voting: 1    Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES

6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	NO
9	Gehin, Joe	NV
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

**16-1003**

10/11/2016 7:43:40 PM

Motion by Peckham, second by Nutting to confirm the Mayor's appointment to the Plan Commission.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

**14-0707**

10/11/2016 7:44:39 PM

Motion by Rasmussen, second by Neal to adopt a Resolution of the Capital Improvements and Street Maintenance Committee approving revision to State/Municipal Agreement for Townline Road, Grand Avenue to Easthill Drive.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

**14-0704**

10/11/2016 7:45:36 PM

Motion by Nutting, second by Gisselman to adopt a Resolution of the Capital Improvements and Street Maintenance Committee approving revision to State/Municipal Agreement for South 1<sup>st</sup> Avenue, Thomas Street to Stewart Avenue.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

**01-0906**

10/11/2016 7:47:30 PM

Motion by Neal, second by Rasmussen to adopt a Resolution of the Finance Committee authorizing agreement between the City of Wausau and the Wausau Cemetery Association, Inc. for the lease of a snow disposal site.

*Gisselman indicated he would abstain from voting because he sits on the Board of the Wausau Cemetery Association.*

Jacobson explained the contract states the city will provide a one-time payment to them in the amount of \$15,000 for use of the snow disposal site on or before October 31, 2016; this includes \$5,000 to cover unanticipated expenses due to storm damage to the property and unanticipated equipment breakdowns and \$10,000 to construct a gasoline storage building to replace the one that was removed.

Yes Votes: 9 No Votes: 0 Abstain: 1 Not Voting: 1 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	ABS
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	YES
9	Gehin, Joe	NV
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

**15-1109**

10/11/2016 8:01:59 PM

Motion by Rasmussen, second by Wagner to adopt a Resolution of the Finance Committee approving Modification of the 2016 Budget for the payment of Engineering and Professional Services for the Master and Siting Plan for the Wausau Business Campus Expansion Project.

McElhaney questioned why the city would pay for Wausau Chemical to move to the expansion site. Schock explained if Wausau Chemical was to move, it would be for the city's future planning and redevelopment of the parcel; so it would be the city requesting that they move. *Discussion followed.*

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Motion by Neal, second by Gisselman to adopt a Joint Resolution of the Human Resources and the Finance Committees authorizing the adjustment of the Salaries of 18 Non-Represented Employees hired in 2014 to 96% of the Mid-Point of their Pay Range as outlined within the 2013 Compensation Plan Beginning with the First Pay Period in January 2017.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

15-1207

Motion by Abitz, second by Nutting to adopt a Resolution of the Plan Commission approving the Precise Implementation Plan at 2130, 2121, 2201, 2221, 2301 and 2305 Northwestern Avenue to allow Phase I site preparation activities for a multi-family residential development.

Rasmussen commented this seems to be the project that won't go away; the people that live in this area do not want a high density apartment complex and she would not support it. Neal stated it is not a precise plan, it is a site digging plan and he would not vote for it. Wagner agreed and wanted to see a commitment of what the property is actually going to look like, not just an excavation.

Brad Lenz felt the concerns that were brought back to Plan Commission were addressed and traffic issue was taken care of at CISM. Peckham commented it appeared that Mr. Higginbotham has been trying to meet the concerns of the neighborhood.

Nutting questioned Higginbotham as to why he did not feel this was an appropriate site for single family homes. Higginbotham explained the property is across the river from Christianson's Asphalt operation and Integrity Grading, which makes it a little less desirable for single family. There are also railroad tracks where they stack 3M rail cars, if not for that, it would be perfect for single family homes. We only have a single access across the tracks, which better for a communal access to an apartment complex.

Yes Votes: 4 No Votes: 6 Abstain: 0 Not Voting: 1 Result: FAIL

District	Aldersperson	Vote
1	Peckham, Patrick	YES
2	Wagner, Romey	NO
3	Nutting, David E.	YES
4	Neal, Tom	NO
5	Gisselman, Gary	NO
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	NO
8	Kellbach, Karen	NO
9	Gehin, Joe	NV
10	Abitz, Sherry	YES
11	Smith, Dennis	NO

16-0907

Motion by Peckham, second by Kellbach to adopt a Resolution of the Plan Commission approving a conditional use at 317 East Kent Street to allow for material storage such as dirt, sand and compost, in a R3, Two Family Residence District.

Wagner stated they have agreed not to grind their dirt between 7:00 – 8:00 a.m., Monday through Friday; and have indicated they only do it two or three times a year. He indicated he was happy with these changes and he could support it now.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

14-1014

Motion by Rasmussen, second by Neal to adopt a Resolution of the Plan Commission amending the Precise Implementation Plan at 1420 North River Drive to allow for an expanded outdoor patio area and updated landscaping plan.

Neal asked for clarification on the plan. Lindman stated there were some concerns with the landscaping and how it would interact with the trail. There were also some easement concerns and the utilities and now have those issues addressed. Discussion followed.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Public Comment or Suggestions

None

**Adjournment**

10/11/2016 8:33:55 PM

Motion by Nutting, second by Peckham to adjourn. Motion carried unanimously. Meeting adjourned at 8:33 pm.

Robert B. Mielke, Mayor  
Toni Rayala, City Clerk



WHEREAS, the City is planning to undertake renovation of the Park and both the City and the Southeast Side Neighborhood Group (“Neighborhood Group”) desire to implement an aviation theme at the Park because of its proximity to the Airport; and

WHEREAS, the Veterans of Foreign Wars Burns Post 388 (“VFW”) located in Wausau, WI is the current steward of an A7 Corsair Fighter Jet (“Corsair”) by virtue of an agreement with the National Museum of the United States Air Force (“NMUSAF”); and

WHEREAS, the VFW no longer intends to continue its stewardship of the Corsair; and

WHEREAS, the City is desirous to obtain stewardship of the Corsair and place the Corsair in the Park as part of the aviation theme to be implemented at the Park; and

WHEREAS, the City has submitted a request to the NMUSAF for loan of the Corsair for static display of the aircraft in the Park; and

WHEREAS, upon any approval by the NMUSAF of the City’s request for loan of the Corsair, the City will be required to enter into a Loan Agreement with the United States of America represented by the NMUSAF substantially in the form of that contained in Exhibit 1 attached hereto (“Loan Agreement”); and

WHEREAS, pursuant to the Loan Agreement the City will be responsible for all costs associated with the loan, demilitarization, hazardous material removal, relocation, set up and maintenance of the Corsair; and

WHEREAS, pursuant to the Loan Agreement the City will agree to bear continuing financial responsibility for the performance of routine maintenance of the Corsair including but not limited to annual upkeep, periodic painting, repair of damage, day-to-day care and management of the aircraft; and

WHEREAS, the City Department of Public Works will participate in part in the physical relocation of the Corsair through the labor of City employees and the use of certain City owned equipment; and

WHEREAS, planning and execution of the moving and mounting of the Corsair will be coordinated between the Department of Public Works and the Airport Manager; and

WHEREAS, the City has estimated the costs for the display and loan of the Corsair, in addition to the costs associated with the physical relocation of the Corsair to the Park through City Department of Public Works employees and City owned equipment, as follows:

Painting and restoration	\$16,000.00
Moving and mounting	32,000.00
Periodic maintenance	16,000.00 every 10 years; and

WHEREAS, certain City staff and the Airport Manager have been advised by the Neighborhood Group that it will be responsible for all costs associated with: the initial painting and restoration of the Corsair; all moving expenses (other than the cost of labor performed by City Department of Public Works employees in connection with the physical relocation of the Corsair and the use of certain City owned equipment); and, the mounting of the Corsair in the Park; and,

WHEREAS, the Airport will be responsible for funding the periodic maintenance of the Corsair through the Airport operating budget with surplus general maintenance funding to be carried over with an average of \$1500.00 annually for 10 years to pay for such maintenance; and

WHEREAS, your Airport Committee, at its June 30, 2016, meeting recommended approval of location of the Corsair in the Park as a veterans' memorial, and initiation of the application process with the NMUSAF; and

WHEREAS, your Park and Recreation Committee, at its August 29, 2016, meeting recommended approving the transfer of the Corsair to City stewardship; and

WHEREAS, your Finance Committee, at its October 11, 2016, meeting recommended obtaining a loan of the Corsair to the City from the NMUSAF, the execution of a Loan Agreement substantially in the form of Exhibit 1, and the assumption of costs of periodic maintenance of the Corsair to be funded through the Airport operating budget of approximately \$16,000.00 every ten (10) years; and

WHEREAS, your Plan Commission, at its September 26, 2016, meeting recommended the proposed location of the plane within the park, per Wisconsin Statute 62.23 (5).

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau, that upon approval by the National Museum of the United States Air Force, the City accept the loan of the A7 Corsair Fighter Jet.

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized and directed to execute a Loan Agreement substantially in the form of Exhibit 1 for the loan of the A7 Corsair Fighter Jet.

**BE IT FURTHER RESOLVED**, that upon all funds being in place and secured by the Southeast Side Neighborhood Group to ensure and guarantee payment for all costs associated with: the initial painting and restoration of the Corsair; all moving expenses (other than the cost of labor performed by City Department of Public Works employees in connection with the physical relocation of the A7 Corsair Fighter Jet and the use of certain City owned equipment); and, the mounting of the A7 Corsair Fighter Jet that the aircraft be located and placed within Alexander Park; and,

**BE IT FURTHER RESOLVED**, that the costs of periodic maintenance of the A7 Corsair Fighter Jet be funded through the Airport operating budget with surplus general maintenance funding to be carried over with an average of \$1500.00 annually for 10 years to pay for such maintenance.

**BE IT FURTHER RESOLVED**, that the appropriate City Officials and staff are authorized to take other such action reasonable and prudent to implement the transfer of the A7 Corsair Fighter Jet to Alexander Park consistent with this Resolution.

Approved:

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Robert B. Mielke, Mayor

## PROPOSAL TO MOVE A7 CORSAIR FROM VFW TO ALEXANDER PARK

### OBJECTIVES:

1. Planning approval of the City of Wausau taking stewardship of the Corsair jet currently stewarded by the VFW on Riverside Drive.
2. Approval of moving and mounting the jet in Alexander Park.

**BACKGROUND:** In 2015 the Southeast Side Neighborhood Group began discussions regarding neighborhood improvements. Renovating Alexander Park ranked high and a committee made up of neighborhood group participants was formed to investigate possible improvements to the park. Ultimately the group decided that the park should be upgraded with an aviation theme. A rough draft of the committee's ideas was presented to the Neighborhood Group at their monthly meeting at the airport. The plan received support from the group and the committee was directed to continue pursuit of the plan.

During initial discussions the idea of having a "real" airplane on display in Alexander park was raised. About this time the VFW was reorganizing and considering a move to a different location. The VFW is the current steward for the veteran's memorial display of an A7 Corsair aircraft which is located on county land adjacent to the VFW building on Riverside Drive. The committee decided that the jet would be the perfect for the park and its new aviation theme and that is when pursuit of the jet for the park began. The VFW is in favor of the airplane being displayed in Alexander Park.

Working with Becher Hoppe Engineering a general layout of the park was created. The committee decided on the following park features. Pathways in the park will become "runways", "taxiways", and "aprons" painted to scale to look like the real thing. Reflectors alongside the "runways" will take the place of "real" runway lighting. The current shelter will be modified to become a round top "hangar". Playground equipment research began to find a "control tower", airplanes, and helicopters and other aviation themed playground equipment.

The Neighborhood Group committee plan avoided modifications to the tennis court and basketball court in the plan. The current plan also takes into consideration the trees currently in the park. It was very important to the Neighborhood Group that the trees remain in the park to provide a canopy to shelter park users from the sun. The current plan will only require one tree to be removed. The "bang board" used to practice tennis forehand/backhand will be painted with an aviation mural. Around the perimeter of the park a gravel walking/jogging path will have body weight exercise stations that parents can use while their kids play in the park. Another feature will be a terrain modification, a manmade small hill called "glider hill" which will allow kids to test fly balsa or paper gliders.

The Southeast Side Neighborhood group agrees that emphasis on upgrades in the park should be ADA compliant as well as other government mandates. After those primary improvements are made, "attractions" can be added. The Corsair jet will be a park attraction.

We are currently pursuing approval for City of Wausau stewardship for the jet now because the VFW has been receiving requests from other organizations for the jet. It was decided that the process should begin as soon as possible to ensure that the jet could be moved to Alexander Park.

Alexander Park exists on airport property through a lease between the Parks Department and the Airport. The FAA and Wisconsin Bureau of Aeronautics have been consulted regarding locating the jet at Alexander Park and there is no opposition. At the July airport committee meeting the airport committee unanimously approved allowing the jet to be relocated and moved to the park. The Mayor's office and airport committee have directed the airport manager to fill out the U.S. Air Force application to take stewardship of the jet for display in Alexander Park. That paperwork was submitted to the USAF the week of September 5th.

The Park & Recreation Committee unanimously approved moving and mounting the Corsair jet in Alexander Park as a veteran's memorial display in addition to the aviation motif and park upgrades. City Council approval is also required.

**USAF REQUIREMENTS:** The airplane cannot be used as playground equipment. The public cannot have access to the aircraft. The aircraft will be mounted 10-15 feet in the air with the landing gear retracted to resemble an aircraft climbing out after take-off to comply with this requirement.

Ongoing periodic maintenance of the aircraft to include painting will be the responsibility of the City.

The airplane is the property of the USAF. The City is the steward.

#### **SPECIFIC COSTS ASSOCIATED WITH THE JET:**

Painting and restoration – \$16,000

Moving and mounting in the park – \$32,000

Periodic maintenance for the jet - \$16,000 every 10 years

**FUNDING SOURCES:** The Southeast Side Neighborhood Group is aware that the upgrades to the park are beyond the funding capabilities of the Park & Recreation budget for Alexander park. It was decided from the very beginning that upgrades to the park will be privately funded. Alexander Park was scheduled for some upgrades by the Parks Department in 2016. Approximately \$37,000 was budgeted for those upgrades which included ADA compliance. The Neighborhood Group intends to privately raise the difference.

The Southeast Side Neighborhood Group plan is estimated to cost over \$500,000. The group has partnered with the Community Foundation to begin fund raising for the Park. We have already been in contact with two local foundations regarding funding of the project. The group has also organized a fundraising event called "Run the Runway" which will be a 5K run/walk event. The current hope is to raise the funds for the project as quickly as possible to complete the project. But, the group is also not opposed to phasing the project to allow park upgrades to occur as funding becomes available.

Ongoing maintenance of the aircraft will be funded through the airport operating budget. Surplus general maintenance funding will be carried over with an average of \$1500 annually for 10 years to pay

for maintenance to the aircraft. It is possible that the ongoing fundraising efforts by the Neighborhood Group and local foundations could supplement ongoing maintenance costs for the jet.

#### RESPONSIBLE PARTIES:

- The City of Wausau will be the responsible party for the airplane.
- The Southeast Side Neighborhood Group will be responsible for costs associated with initial restoring, moving, and mounting of the aircraft in Alexander Park.
- The Southeast Side Neighborhood Group will be responsible for raising funds for park upgrades beyond the ADA compliance and government mandates.
- The airport will be responsible for funding periodic maintenance of the aircraft.

#### SIGNIFICANCE OF THE CORSAIR JET:

The A7 Corsair was a Vietnam War era jet. The airplane was used by the Air Force and the Navy. It was a subsonic attack aircraft. The specific aircraft on display by the VFW was flown by a highly decorated Air Force pilot in Vietnam.





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## AIRPORT COMMITTEE

Time and Place: Thursday, June 30<sup>th</sup>, 2016 at 6:00 p.m. at the Wausau Downtown Airport Terminal Conference Room

Members Present: Abitz, Mohr, Peckham, Denny, Prehn, Kellbach, Rasmussen,

Members Excused: none

Others Present: John Chmiel, Airport Manager, Josh Holbrook, Becher Hoppe Engineering, Mayor Mielke, Tara Alfonso, City Attorney, Dr. Glenn Burt, Angela Uhl, Finance Director Wausau Flying Service, Inc., Dave Piehler

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and copy Chairman Nagle called the meeting to order at 6:06 p.m.

Since this was the first meeting all those present introduced each other.

### Discussion and Possible Action Regarding Installation of A7 Corsair in Alexander Park - Chmiel

Chmiel explained that the Southeast Side Neighborhood Group plan is take pay for improvements to Alexander Park with an aviation theme. One of the proposed features in the park will be displaying of the A7 Corsair which is currently on display at the VFW. The Southeast Side Neighborhood Group has been in communication with the VFW about transferring stewardship of the airplane to the City for display in the park. Representatives have been contacting by other entities regarding the airplane. Therefore the VFW has requested that the City begin the official process of transfer, rather that moving forward based on verbal or handshake agreements.

Chmiel stated that in discussion with the Alfonso and Bill Duncanson from the Parks Department, that the process should be: 1. Approval from airport committee (since the park is actually on airport property); 2. Approval of the Parks and Recreation Committee; 3. Approval by the Planning Commission after a public hearing (since the airplane is considered a memorial to veterans); 4. Approval by City Council.

Mayor Mielke asked whether a letter had been drafted and sent on behalf of the Mayor and the City to the VFW stating City interest in the aircraft. Chmiel stated that at the meeting with Alfonso and Duncanson it was decided that Chmiel would contact the VFW and initial the formal process to take stewardship of the airplane. The approval by the airport committee is the first step. Chmiel has discussed the plan with the BOA and they do not foresee any issues. An airspace study will need to be accomplished, but because the airplane will be lower than the powerlines in the park, it should not be an issue.

Alfonso stated to the committee that the City's formal process does not guarantee the airplane for the park. The City also has to make a formal request to the Air Force for the display in the park.

The airport committee directed Chmiel to formally begin the application process with the Air Force.

Bill Duncanson has expressed concern about how the airplane will be maintained in the future and who should be responsible for the cost of maintaining the airplane. Chmiel stated that since the structure is on City/airport property that he felt it is the City's responsibility to maintain the monument. The money from the airport maintenance operating budget could be carried over annually to pay for the maintenance/painting of the airplane in the amount of \$1600/year for ten years. Prehn stated that there are most likely grants available to help pay for painting the airplane as well. A grant would be the best way to pay for the maintenance, but that the carryover plan with the airport budget could be a good alternative if grants weren't available. Rasmussen made a motion to direct the airport manager to begin the application process with the Air Force and approve the A7 Corsair to be located in Alexander Park as a veterans' memorial. Mohr second. All approved 7-0.

Respectfully Submitted by John P. Chmiel, Airport Manager

**DRAFT**

**CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES**

Date/Time: August 29, 2016 at 4:30p.m. Location: Board Room, City Hall  
Members Present: David Nutting, Joe Gehin, Gary Gisselman, Tom Neal, Pat Peckham (c)  
Others Present: Bill Duncanson-Director, Peter Knotek-Asst. Director, John Chmiel – southeast side citizen, Zach Hagenbucher – WSAU Radio

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Peckham at 4:30 p.m.

Public comments – none brought forward.

Alexander Park – Discussion and Possible Action on Approving the Permanent Display of an A7 Corsair Fighter Jet in Alexander Park – John Chmiel said he was representing the southeast side neighborhood as a citizen. He said the Park and Recreation Committee had previously approved working with the neighborhood group in re-theming the park to an airport theme. This item is for getting the jet that is currently located at the VFW on River Drive approved to be placed in Alexander Park as one of the attractions in the park. The VFW is concerned about whether the City is interested in the airplane being in the park and this is part of the process to show that the City is committed to it. The next steps would be to take this item to the Planning Committee and then to City Council. Neal said he supports this item because the jet in its current location is low to the ground surrounded by a chain link fence which is not very attractive. The new location will put it up in the air creating more drama and will also put it in the area of an airport, all of which is a vast improvement. Chmiel said the neighborhood's intention is for this not to be a tax burden. They anticipate that private funding will help move the airplane from its current location to the park and part of that funding will pay for refinishing the plane. There is ongoing maintenance that would have to be done every ten years. As a worst case scenario, if there is no outside funding, the Airport Committee has approved that they would carry over \$1500 a year from the operating budget annually for ten years to pay for that maintenance. The neighborhood group intends to pursue grants and has organized an annual 5K race which they intend to continue to hold to help fund this project and other future projects. The neighborhood is trying to put this park together and will help pay for it but when it becomes the City's possession they feel the City should ultimately be responsible for its maintenance. Gisselman questioned any ties to Wausau's aviation, park or neighborhood history. Chmiel said he believes that aviation history in general should be honored not necessarily local aviation history. He felt this will be an attention getter along with other features which will get people into the park to use it. Chmiel said there would be a plaque on the support structure of the airplane. **Motion** by Neal, second by Gehin to approve the transfer of the A7 Corsair Fighter Jet to City ownership. **Motion carried** by voice vote. Vote reflected as 5-0.

Chmiel left the meeting at 5:35 p.m.

## PLAN COMMISSION

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Time and Date: The Plan Commission met on Monday, September 26, 2016, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

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

Others Present: Lenz, Hebert, Woller, Chmiel, Arndt, Greenwood, Wagner, Brickner, Matzke, Higginbotham, Tobalsky, Lawrence

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 installation of a memorial plane at Alexander Park.**

John Chmiel, Airport Manager, 511 Kent Street, said the commission has seen the briefing and said he can answer any questions.

Lenz said the action would be to accept the plane as a memorial/sculpture. The Plan Commission is the body to review any such dedication. Mayor Mielke asked Chmiel if he had anything from the Air Force. Chmiel said that he had called them that day and is expecting a call the next day.

Gisselman motioned to approve installation of a memorial plan at Alexander Park. Peckham seconded and the motion carried unanimously 5-0. This item will go to Common Council on October 11, 2016.

Chmiel said that the fundraising is going very well and there is a 5K this weekend.

**FINANCE COMMITTEE**

Date and Time: Tuesday, October 11, 2016 @ 5:00 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach

Members Excused: Gehin, and Nutting- *entered at 5:15 pm.*

Others Present: Groat, Lindman, Alfonso, Jacobson, Mielke, Stratz, Giese, Duncanson, Chmiel, Neal, Rayala.

**Discussion and Possible Action on Authorizing acceptance of A7 Corsair Fighter Jet for placement at Alexander Park, execution of Loan Agreement with the National Museum of the United States Air Force, and payment for periodic maintenance of aircraft display.**

Rasmussen explained the A7 Corsair Fighter Jet was previously on display at the VFW and due to the closure of the VFW, is available. Alexander Park, which is next to the downtown airport, would like to secure it to give the park an aviation theme.

Tara Alfonso stated the city would be doing the periodic maintenance for the aircraft and there will be a carryover every year of approximately \$1,500 to provide that maintenance. She indicated the neighborhood group wants to help with some of the cost, however, that is not a certain. John Chmiel stated the neighborhood group feels very strongly that they do not want it to be a financial burden on the city, not only for the initial modifications to the park, but also for the upkeep of the airplane. He noted there may also be grants available as well.

Motion by Smith, second by Kellbach to approve the placement of the A7 Corsair Fighter Jet at Alexander Park.  
Motion carried 3-0.

**CONFIRMATION OF MAYOR'S APPOINTMENTS**

to Boards, Commissions and Committees: *Room Tax Commission*

**File Number:** 16-1003

**Date Introduced:**

October 25, 2016

**Room Tax Commission**

Tim VanDeYacht	310 Geraldts Ct	1 Yr Term Exp. 10/25/17	920-268-8118
Tom Weaver	321 Ross Ave	1 Yr Term Exp. 10/25/17	715-843-9094
Romey Wagner	3500 Golf View Dr	1 Yr Term Exp. 10/25/17	715-848-5506
Lisa Rasmussen	1310 Crescent Dr	1 Yr Term Exp. 10/25/17	715-675-4872
Tom Neal	916 Hamilton St	1 Yr Term Exp. 10/25/17	715-845-9291

Approved:

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Robert B. Mielke, Mayor



## MEMORANDUM

DATE: October 19, 2016  
TO: Toni Rayala, Mary Goede  
FROM: Mayor Robert Mielke  
RE: Room Tax Commission

Please place the following appointments on the Council Agenda for the meeting on October 25, 2016. If you have any questions, please call my office. Thank you.

### **ROOM TAX COMMISSION**

Mr. Tim VanDeYacht (See short bio attached)  
310 Gerald's Court  
Wausau, WI 54401  
920-268-8118(work)/715-212-3732/715-348-1387(mobile)  
[Tim.vandeyacht@gmail.com](mailto:Tim.vandeyacht@gmail.com)

Mr. Tom Neal  
916 Hamilton Street  
Wausau, WI 54403  
715-845-9291

Mr. Tom Weaver (See resume attached)  
321 Ross Avenue  
Wausau, WI 54403  
715-843-9094(work)/715-573-8465(mobile)  
[Tom.weaver@ascension.org](mailto:Tom.weaver@ascension.org)

Mr. Romey Wagner  
3500 Golf View Drive  
Wausau, WI 54403  
715-848-5506(home)/715-848-2016(work)

Ms. Lisa Rasmussen  
1310 Crescent Drive  
Wausau, WI 54401  
715-675-4872(home)/715-848-0378(work)

October 19, 2016

**Tim VanDeYacht**

310 Gerald's Court  
Wausau, WI 54401  
920-268-8118  
[Tim.vandeyacht@gmail.com](mailto:Tim.vandeyacht@gmail.com)

I have lived and worked in Wausau for the past nine years. My experience over the past decade is in the fields of marketing and sales, and I currently hold the position of Sales Director for Wausau-based Ghidorzi Hotel Group. Through my experience, I have learned and understand what drives hotel profitability and the overall economic impact tourism has on our community.

I would be honored to serve on the Room Tax Commission.

Tim Van De Yacht

# TOM WEAVER

321 ROSS AVENUE, WAUSAU, WISCONSIN, 54403

715.843.9094-Office ▪ 715.573.8465-Cell ▪ tom.weaver@ascension.org



## Career Summary:

I am a dynamic and versatile communications professional with more than 20 years of experience in public, community and media relations, internal communications, broadcasting and journalism. Throughout my years of working as a communication professional I also have gained training and experience in crisis communications/emergency management and social media. I possess strong leadership skills with a passion for continuous improvement, operational efficiency and have served as a positive change agent for the purpose of achieving organizational excellence. I am seeking an expanded role with the organization to leverage these skills and build a team where I can coach and council others to ultimately benefit the company.

## Public Relations and Communications Experience:

Public and Community Relations Manager

July 2016 - Present

Ascension Wisconsin ▪ 2600 Stewart Avenue, Suite 148, Wausau, Wisconsin 54401

As part of a service reorganization plan for Marketing, PR and Communications, I assumed a regional leadership role with oversight over Ascension Wisconsin's Northern Region which comprises 8 hospitals and more than 50 clinic locations. Direct management and accountability for external public relations, community relations/sponsorships and crisis/emergency communications.

Public and Community Relations Manager-Communications Team Lead

November 2015 - Present

Ministry Health Care ▪ 2600 Stewart Avenue, Suite 148, Wausau, Wisconsin 54401

As part of a service reorganization plan for Marketing, PR and Communications, I assumed a team leadership role for one of five cross-functional teams charged with changing from a regional focus to system priorities. The Communications Team was charged with all aspects of internal communications, social media, crisis/emergency communications as well as public, community and media relations. Working in tandem with a Director/Mentor, played a significant role in the development and launch of the new work model, online submission process and review as well as facilitation of relationships between cross-functional teams and regional leadership.

Public and Community Relations Manager

August 2006 – November 2015

Ministry Health Care ▪ 3400 Ministry Parkway, Weston, Wisconsin 54476

Management and development of productive relationships including key internal and external leadership to preserve and advance Ministry Health Care's brand and community relations for Ministry Saint Clare's Hospital, Ministry Good Samaritan Health Center and Ministry Medical Group Clinics. Direct management and accountability for: internal and external public relations, internal and external community relations/sponsorships, internal communications, social media and crisis/emergency communications.

#### Media Relations Specialist

August 2003 – August 2006

Marshfield Clinic ▪ 1000 North Oak Avenue, Marshfield, Wisconsin 54449

Principal emphasis on day-to-day media relations with attention to detail and full understanding of the responsibility of representing a major healthcare organization. Research and production of written copy for various internal and external media, including news releases and Clinic publications. Organized media distribution lists via e-mail as well as internet-based online newsroom. Research, development and management of weekly dedicated health feature segment with local television station. New physician and associate communications orientation.

#### **Broadcast Communications Experience:**

##### Radio Play-By-Play Announcer

August 2003 – Present (2016)

Sunrise Broadcasting ▪ 1110 East Wausau Avenue, Wausau, Wisconsin 54401

WSPT AM-FM ▪ 500 Division Street, Stevens Point, Wisconsin 54481

Freelance Play-By-Play broadcast professional assigned to cover University of Wisconsin-Stevens Point (NCAA Division III) men's hockey, women's basketball, football, softball and baseball. Full men's hockey schedule includes 25 regular season, conference post season tournament and NCAA National Tournament games. Member of broadcast team that provided coverage of Marathon, Wausau West, Newman Catholic, Stevens Point and Stevens Point Pacelli High Schools in football, basketball, hockey, baseball and softball.

##### Operations Manager/Programming and News Director

August 1997 – August 2003

Midwest Communications ▪ 557 Scott Street, Wausau, Wisconsin 54403

Responsible for all day-to-day on-air activities at central Wisconsin's news/sports and information leader, Newsradio 550 WSAU. This included supervision of four full-time news/sports department and rotating roster of part-time staff for six radio stations. Wrote, produced and anchored live mid-day newscast as well as produced daily news and sports content for other pre-recorded newscasts. Regular schedule of sports play-by-play announcing featuring Wausau East, DC Everest and Mosinee High Schools in hockey, football and basketball. Coordinated promotional activities, internet web site content as well as station imaging.

#### **Skills/Professional Training**

- Crisis Communications:
  - Introduction to the Incident Command System (ICS 100), July 2007
  - ICS for Single Resources and Initial Action Incidents (IS-00 200), July 2007
  - National Incident Management System (NIMS) an Introduction (IS-00700), July 2007
  - National Response Plan (NRP), An Introduction (IS-00800.A), July 2007
  - Advanced Public Information Officer: Health/Hospital Emergencies, September 2011
  - Social Media for Natural Disaster Response and Recovery, December 2012
- Wausau/Marathon County Chamber of Commerce-Leadership Wausau, Class XVI (May 2005)

## **Education**

University of Wisconsin-Stevens Point: May 1994

Bachelor of Arts-Communications (Emphasis: Broadcasting/Journalism/Public Relations)

- Executive Staff Member/Sports Director: WWSP 90FM
- Assistant Sports Information Director: UWSP Athletics
- Staff News/Sports Writer: The Pointer

## **Professional Memberships**

- Public Relations Society of America (2006-Present)
- Wisconsin Healthcare Public Relations and Marketing Society (2006-Present)
- Minnesota Health Strategy and Communications Network (2005-2006)
- Radio and Television News Directors Association of American (1995-2003)
- Wisconsin Associated Press Executive Board (1996-2003)

## **Community Involvement and Leadership**

- Member, Wausau East Band Boosters (WEBB) (2015-Current)
  - President, Term begins June, 2016
- Member, Support East Theater (SET) (2015-Current)
- Central Wisconsin Children's Theater (CWCT) (2015-Current)
  - Publicity Chair, Current
- Member, River City Rhapsody Drum and Bugle Corps Show Committee(2014-Current)
  - Publicity Chair, Current
- Member, Northwood's Festival of Brass Organizing Committee (Publicity Chair, 1997-2002)
- Director, Wausau Symphony and Band (2000-2006)
  - President, Board of Directors (2003-2006)
- Member, Wausau Elks Lodge #248, (2005-Current)
  - State Convention Publicity Chair (2007)
- Member, Wisconsin Public Service Advisory Committee (2005-2007)
- Member, City of Wausau Ad Hoc Room Tax Allocation Review (2014)

## References

Geoffrey Huys  
Senior System Director, Internal Communications  
Ascension Wisconsin  
[geoffrey.huys@ascension.org](mailto:geoffrey.huys@ascension.org)  
715.843.9090-Office  
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715.343.3396-Office

TO: Mayor Mielke

Members of the Common Council

FROM: Anne Jacobson, City Attorney

RE: Room Tax Commission

DATE: October 19, 2016

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On August 23, 2016, the Common Council approved amendments to Chapters 2 and 3 of the Wausau Municipal Code, which created the Room Tax Commission, a tourism commission, pursuant to the room tax law. Under the room tax law, municipalities have always had the option of creating a tourism commission to oversee the spending of room taxes collected by the municipality.

Beginning January 1, 2017, 2015 Act 55, which became effective July 14, 2016, requires municipalities to forward the 70 percent of room tax revenue required to be spent on tourism promotion and *tourism* development to a tourism entity or a tourism commission and file a report with the Wisconsin Department of Revenue by May 1, 2017.

Following the mayoral appointments to the Room Tax Commission, confirmed by the Council, a meeting of the Commission will be noticed for them to elect a chairperson, vice chairperson and secretary. A decision will need to be made to contract with at least, an existing tourism entity, and a contract approved by the Common Council.

While the law requires the commission to contract with a tourism entity to *market* the community to tourists and other travelers, it does not require the commission to contract *exclusively* with a tourism entity existing within the community, but may contract with other organizations as well to provide tourist marketing services.

This commission has some discretion on how to spend the room tax revenue it receives from the city.

While a tourism commission must contract with a tourism entity or other organization to market the community to tourists, it need not forward all or any of the room tax revenue it receives from the municipality to them. The commission has the option of using some or all of the revenue it receives on “tangible municipal development” to be used by tourists and reasonably likely to generate paid overnight stays in local lodging establishments. Section 66.0615(1)(fm), Wis.Stats., defines “tourism promotion and tourism development.”

To give effect to the creation of the commission and its power and requirement to contract with a tourism entity and spend room tax revenue, various agreements between the City of Wausau and the Wausau/Central Wisconsin Convention and Visitors Bureau, Inc., were reviewed:

- Convention and Visitors Agreement Between the Municipality of the City of Wausau and the Wausau/Central Wisconsin Convention and Visitors Bureau, Inc.  
 \*adopted January 11, 2000, for an initial term commencing January 1, 2000, and ending on December 31, 2000, automatically renewed from year to year, unless terminated pursuant to paragraph 13., which requires ninety (90) days written notice to the CVB at any time;  
 \*paragraph 16 states, “Notwithstanding the provisions contained in this agreement, this agreement and all of its provisions shall be null and void and automatically terminated if any provisions of state law are created or amended so as to be in derogation of this agreement.”
- An Amendment to the foregoing agreement, entered into on September 27, 2011, amended paragraphs 6 and 7, regarding reporting procedures and financing. The financial activity related to the Sports Authority efforts were to be accounted and reported for in segregated accounts. Additionally, for a period of three years, an additional .5% of the room tax levy was paid by the city to the CVB to host major sports tournaments.
- Agreement Between the City of Wausau and the Wausau/Central Wisconsin Convention and Visitors Bureau, Inc. (Meetings Mean Business)  
 \*entered into May 26, 2015, for an initial term from July 1, 2015, through June 30, 2016, automatically renewed for consecutive one year terms, unless terminated upon written notice no later than 90 days in advance of the expiration of the original term or any renewal term.

Confirming a conversation with Mr. Richard Barrett, Executive Director of the CVB, notices will be sent to the CVB, terminating both contracts, to allow for the Commission to meet and move forward before year’s end to contract with the CVB.

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving Reprogramming of Community Development Block Grant funds – Homeowner Rehabilitation Loan Program Income Funds into Neighborhood Revitalization Program

Committee Action:      Approved 3-0

Fiscal Impact:         NONE

**File Number:**         12-1011

**Date Introduced:**     October 25, 2016

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount: N/A</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	.
<b>SOURCE</b>	<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 City of Wausau through its Community Development Department operates a Homeowner Rehabilitation Loan Program and a Neighborhood Revitalization Program with Community Development Block Grant Funds;

**WHEREAS,** Community Development Block Grant funds need to be expended in a timely manner in order to meet necessary guidelines as administered by the federal Housing and Urban Development (HUD). Currently there is substantial program income in the Homeowner Rehabilitation Loan Program fund and insufficient funds in the Neighborhood Revitalization Program fund to assist with the development of the Longfellow Tot Lot;

**WHEREAS,** both programs would benefit by reprogramming \$30,000 from the Homeowner Rehabilitation Loan program income into the Neighborhood Revitalization Fund to assist with the development of the Longfellow Tot Lot and other potential neighborhood projects;

**WHEREAS** the Citizen’s Advisory Committee for Community Development held a public hearing on September 29, 2016 to receive public comments on said reprogramming of federal funds from the program income in Homeowner Rehabilitation Loan activity into the Neighborhood Revitalization activity and recommends to the Finance Committee that said funds be reprogrammed as discussed; and

**BE IT RESOLVED**, that the proper city officials and staff are hereby authorized and directed to execute any and or all documents or agreements which are necessary to accomplish the reprogramming of funds.

Approved:

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Robert B. Mielke, Mayor

**FINANCE COMMITTEE**

Date and Time: Tuesday, October 11, 2016 @ 5:00 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach

Members Excused: Gehin, and Nutting- *entered at 5:15 pm.*

Others Present: Groat, Lindman, Alfonso, Jacobson, Mielke, Stratz, Giese, Duncanson, Chmiel, Neal, Rayala.

**Discussion and Possible Action on Authorization of Reprogramming CDBG Homeowner Rehabilitation program income funds into Neighborhood Revitalization Program.**

Tammy Stratz stated they are seeking approval to reprogram \$30,000 from the Homeowner Rehab Program Income Account into the Neighborhood Revitalization Account. She explained they have been working with the Longfellow District for their tot lot for almost 10 years and now have a plan. She stated they anticipate to be approximately \$25,000 under budget from what is in that Neighborhood Revitalization Account. She indicated there is excess program income in the Homeowner Rehab account and would like to transfer the funds over for this purpose. She stated they held a public hearing September 29, 2016 and the Citizens Advisory Committee recommended the reprogramming of funds. There originally was is a caveat that if the entire \$30,000 is not used it would go back to the Rehab Program, however, the Citizens Advisory Committee asked that it stay in the Neighborhood Revitalization Account for other things.

Motion by Smith, second by Kellbach to approve the reprogramming of the CDBG funds as presented. Motion carried 3-0.



## MEMO

TO: Finance Committee members

FROM: Tammy Stratz, Community Development

DATE: September 30, 2016

RE: Reprogramming Community Development Block Grant Funds

As you are aware, the City of Wausau offers a Homeowner Rehabilitation Loan Program for income qualifying homeowners. This program has been the cornerstone of Community Development Block Grant and has been able to assist almost 500 homeowners over the past 30 years. This program has been consistently funded over the years with new funds as well as utilizing recycled program income funds as loans are repaid. This year the following things have occurred:

1. The waiting list has dwindled to which there are currently only four (4) homeowners on the list.
2. Contractors have been so incredibly busy that many on our approved list have told us NOT to solicit bids from them until the beginning of next year.
3. To date this year, the City has received over \$140,000 in loan repayments – in comparison to previous years' of \$50,000 - \$60,000.
4. There is still almost \$300,000 in new funding waiting to assist applicants.

Through the Neighborhood Revitalization Program city staff has been working towards the creation of a Tot Lot in the Longfellow Neighborhood Association's boundaries - at the corner of Single and Prospect Avenues. That project has hit several road bumps throughout the years but we are finally in the bidding stages. Due to the time of the year, we are anticipating the project to begin late spring and should be completed by early summer. We have set aside two years of Neighborhood Revitalization funding (\$52,475) for this project. We anticipate this project to cost approximately \$75,000.

Community Development Department staff is recommending \$30,000 of Homeowner Rehabilitation program income funds be reprogrammed into the Neighborhood Revitalization program to assist the development of the Longfellow Neighborhood Tot Lot. This will allow additional funds (if needed) for extras – signage, vegetation, picnic tables, etc. Any funds not needed for this project would stay in the Neighborhood Revitalization program fund to assist with other Neighborhood Association project.

Finance Committee  
September 30, 2016  
Page 2

A Public Hearing was held on Thursday, September 29, 2016 to reprogram these funds. After hearing comments, the Citizens Advisory Committee approved the reprogramming of these funds and recommends the same to the Finance Committee.

If you have any questions regarding this request, please feel free to call me at 715-261-6682.

Thank you.

*Tammy Stratz*

## COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Time and Place: The Community Development Citizens Advisory Committee met on Thursday, September 29, 2016 at 4:30 p.m. in the Board Room of City Hall

Members Present: Chairman Bohlken, Freiberg, S. Ackerman, Thao, Campbell, D. Ackerman, Peckham, Lenz, and Jackson

Members Excused: Reif and Olafsson

Others Present: Ed Wilson, Salvation Army; Erica Huffman, Children's Hospital of Wisconsin; Connie Umstead and Dan Mills, Catholic Charities; Allen Wesolowski and Eric Lindman, City of Wausau Engineering Department; Deb Ryan, Westies' Neighborhood Association; Christian Schock, Travis Lepinski and Tammy Stratz, Community Development staff

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the Daily Herald in the proper manner.

(1) **Call to Order and Introductions**

Chairman Bruce Bohlken called the meeting to order at 4:30. Introductions of both the committee members and citizens attending the meeting were made.

(2) **PUBLIC HEARING to receive comments on the program performance and the 2017 Annual Plan for Community Development Block Grant and Public Housing.**

Allen Wesolowski, City Engineering Department, spoke first. Their proposal requests \$125,000 to be used towards to replacement of deteriorated sidewalks and installing ADA compliant crosswalks in income-qualifying census tracts. A map of the proposed are was supplied in the Summary Page for the committee to see – a majority along Sherman Street from S. 3<sup>rd</sup> Avenue to S. 13<sup>th</sup> Ave and also along 7<sup>th</sup> Street from Forest Street to East Wausau Avenue. The funding will assist approximately 130 residential properties – no commercial properties. Only 25% of the cost of the sidewalk replacement will be billed back to the owner – or approximately \$30 per square in front of their house. The life-span of the sidewalk was questioned and Wesolowski responded that the contractor's must guarantee the work for three years.

Connie Umstead, Catholic Charities, operates the Project Step Up Program which is available to all of Marathon County residents. However, the majority of the families that are assisted are Wausau residents – currently only one family resides outside of the city limits. These families' income falls under the 50% of the County Median Income. Project Step Up works one on one with families to learn budgeting, credit repair, how to save, banking education, goal setting and financial organization, to name a few. The program also offers quarterly group events for the entire family - such as back to school shopping and Health Meal preparation. On a given time, 20 families are enrolled, equating to assisting about 30 families in a year. Each family is enrolled for approximately one year, but several come back just to ask follow up questions or to just touch base. Project Step Up works with other agencies such as the Salvation Army, Neighbor's Place, Women's Community and Community Development. The key to a successful program is the case management and relationship building with each family which allows the program to have over an 80% success rate.

Ed Wilson, Salvation Army, operates the Transitional Living Center at the Salvation Army. When he came to work at the Salvation Army, he saw several different areas the center could improve. The first one was increasing the stay time from the 90 days. In many cases, three months is not enough time to get a person to overcome the obstacles they may have to get back on their feet. The other was having

the center closed from 7:00 a.m through 4:00 p.m. This didn't allow persons who worked second or third shift to get any sleep or they couldn't accept a job during those shift times. The other was additional case managers to offer one-on-one assistance. Now the center is open 24/7, a person can stay longer than 90 days as long as they are working towards their goals, and there is more one-on-one case management. The shelter also offers a healthy dinner every day vs. fast food. They also changed their view on addiction. Previously if a client was caught using, they were kicked out of the program for 30 days. Now, they work with them so that the client doesn't want to fall back into the bad habit. With working on more case management, the percentage of clients who found and keep permanent housing jumped from 13% - 47%. The request of \$25,000 would assist in the ability to increase their case managers from two to four. This would enable them to help more clients in a better capacity.

Dan Mills, Catholic Charities, operates a new Pilot program called Beyond Shelter which started in operation this past July. This program provides long term housing for three chronically, homeless males. Catholic Charities rents a house in which each male has their own lockable bedroom and shares the kitchen, living room and bathrooms. The three males that were chose to start this program were referred by The Warming Shelter and were listed by the State of Wisconsin as the most chronically homeless males with the highest failure rate to remain housed. All of them have addiction issues of which the program assists them in breaking the habit with the caveat that if they fall back into the bad habit, staff is there to pick them back up and start moving forward again. The goal is to make the tenant want to overcome the addiction and not want to use again. One of the males is the city's longest homeless man in the City of Wausau. He states he has been homeless for over six years. They also have had their first success story with a gentleman getting a job and being able to afford his own place. All of the men have been very excited to have their own place to live and they have become a family – looking out for each other and being moral support for each other. This program has been so successful already and they are hoping to find other houses to be able to assist more people. The \$10,000 they are requesting for this program will assist with the rent and utility payments of the home.

Travis Lepinski, Community Development Department, discussed the Hand in Hand Housing Program. This pilot program started last year with funding towards the case management for homeless families who were placed in our Short Street apartment building. These tenants are referred from Salvation Army, Women's Community or Catholic Charities. Tenants receive approximately 6 months of free rent as long as they are working with case managers from one of these organizations so they learn how to better their situation and can afford to find long-term housing. The case managers not only work with the families while they are staying at Short Street, but continue to work with them after they move into other housing – helping them to continue to succeed in staying in their home. The request of \$20,000 is to continue to assist with the cost of case management for approximately eight Short Street tenants.

Deb Ryan, City of Wausau resident, stated that there is a high need for rental assistance in the community and the need to continue those programs is a must.

(3) **Close of Public Hearing.**

With no other comments regarding the 2017 Annual Plan for Community Development Block Grant Funding, the public hearing was closed.

(4) **PUBLIC HEARING to receive comments on the re-programming of Community Development Block Grant Homeowner Rehabilitation Loan Program (program income funds) into Neighborhood Revitalization Program.**

Stratz referred to the memo that was part of the agenda packet that was previously posted. The memo discussed the CDBG Neighborhood Revitalization funds that were set aside for the development of the Longfellow Neighborhood Tot Lot. There is approximately \$54,000 in that fund with the proposed budget for the new tot lot to be around \$75,000 - \$80,000. This past year staff has seen over \$140,000 in loan repayments through the Homeowner Rehabilitation Loan Program with an additional \$300,000 in new funds. The waiting list has dwindled down to around four people on it and the contractors have been

extremely busy so it has been difficult to obtain bids. Therefore, Stratz is recommending that we reprogram \$30,000 from the Homeowner Rehabilitation Loan Program into the Neighborhood Revitalization Program funds. She indicated that if there are any funds remaining from that \$30,000 after the tot lot is done, the money can convert back into the Homeowner Rehabilitation Loan Program. Bohlken asked if the unused funds could stay in the Neighborhood Revitalization Program fund instead of reverting back to Homeowner Rehabilitation. Stratz indicated it could be handled whichever way the committee recommended. Ryan indicated she as the President of the Westies' Neighborhood Association, she would like that is stayed in the Neighborhood Revitalization Fund. Freiberg moved to reprogram \$30,000 from the Homeowner Rehabilitation Loan fund into the Neighborhood Revitalization Fund with the stipulation that whatever funds that are not needed towards the Tot Lot, would stay in the Neighborhood Revitalization Fund. Peckham seconded. Motion passed unanimously.

(5) **Close of Public Hearing**

With no other comments to come towards the committee, the public hearing was closed.

(6) **Approval of August 31, 2016 minutes.**

S. Ackerman moved to approve the August 31, 2016 minutes as written. Peckham seconded. Motioned approved unanimously.

(7) **Re-allocation of program funds: Program income Homeowner Rehabilitation Loan Program into Neighborhood Revitalization Program**

This item was addressed during the public hearing.

With no other business to come before the committee, D. Ackerman moved to adjourn the meeting and Campbell seconded. The meeting was adjourned.

Respectfully Submitted,

Bruce Bohlken  
Chairman



Approved:

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Robert B. Mielke, Mayor

See Item 5 related to  
Organizational Chart revision



### Minutes of August 2, 2016

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 2, 2016. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 29, 2016.

1) **Roll Call**

Members present: Commissioners Abitz, Force, Gehin, and Rebman.

Others present: Eric Lindman, Scott Boers, Cheryl Sell, Dave Erickson, Valerie Swanborg, Tonia Speener, Clark Dietz; Ken Ligman, Becher Hoppe; Steve Schultz, Becher Hoppe.

2) **Approve Minutes of the June 29, 2016 meeting**

Motion by Rebman to approve the minutes of the June 29, 2016 meeting. Seconded by Force. Motion carried unanimously 4-0.

3) **Director's Report on Utility Operations**

Since the Director's Report is reviewed by the Commission members prior to the meeting, the Commission agreed by consensus to forego the reading of the report and ask questions on any items.

Lindman introduced Cheryl Sell, who started as the Utility Resource Manager on July 11. Sell noted that for 16 years she was the head water operator in Oconto Falls where she did things such as operating valves and hydrants, assisted the manager, bid projects, PCS reports, and monthly data reporting for water and wastewater.

Abitz questioned if there were issues with only one high service pump or if work would be completed on all the high service pumps. Boers replied eventually work will be completed on all, but only on High Service Pump #1 this year. The bearings on both the motor and pump needed repair. It was cheaper to rebuild the pump and supply a new motor. The energy savings from the new motor will probably pay for the motor within three years. All six pumps are from 1964.

Boers explained that a computer is set up in the lab to keep track of the data for reporting to the DNR. There were hard drive issues with this system and the SCADA system has been down for approximately three weeks. The computer and software are being replaced and he hopes to be able to retrieve the data. Boers hopes to have the system running next month. He noted this work is independent of the IT Department and the existing software is from 1999.

Boers indicated that uni-directional flushing began yesterday and he will provide a report next month.

Force questioned where the sewer lining project is taking place. Erickson said this project is in various areas and he could provide exact locations to Force.

Force questioned the estimated cost regarding the North Secondary Digester. Erickson replied the cost will depend upon what is done. Estimates range from \$1 million for replacement of the cover down to zero to put back in service as is. At this point staff is trying to determine what path to take. \$7,000 has been spent on patching holes. One idea is to put it back in service and plan to replace the cover in the near future. The other idea is to complete some sandblasting and painting

to see if we could hold off on replacement. Ligman explained that when the South Secondary Digester was down, it was inspected and found in good shape. It was a surprise to find issues in the North Secondary Digester. As repairs were completed more sections were found to need repair. The inspector is coming back to provide an educated opinion on what to do and for what costs.

Motion by Rebman to approve the Director's Report as presented and place on file. Seconded by Abitz. Motion carried unanimously 4-0.

**4) Make recommendation for the purchase of a 66,000 GVWR Tandem Dump Truck chassis. (Proposals were opened by the Board of Public Works on July 12, 2016.)**

Boers stated that after comparing the proposals it was found that Wisconsin Kenworth was the only chassis that met spec. The Sewer Utility has had two of these trucks in service for over 10 years with no issues. Mark Hanson, DPW Fleet Manager, had indicated that these particular trucks have the lowest cost per mile to operate and maintain. Boers believes the extra cost is worth it due to the proven track record. Force noted that since the City has these units, staff is familiar with servicing Kenworth trucks. Abitz asked if other trucks would be replaced. Boers replied the Water Department has two trucks. This would replace a truck purchased in 1989. Lindman added that the cost of the chassis falls within budget.

Abitz moved to accept the proposal from Wisconsin Kenworth in the amount of \$103,840. Seconded by Rebman. Motion carried unanimously 4-0.

**5) Discussion and possible action on the proposed revised organizational chart for the Water and Sewer Utility.**

Lindman has been working on this with Human Resources since last summer. HR currently has a RFP out to hire a consultant to review all positions within the City for classifications and wages. Lindman has been working with staff on the organizational chart so that services provided can be maintained efficiently. Two new positions are proposed; a full-time lab tech for Wastewater and an Administrative position for Water.

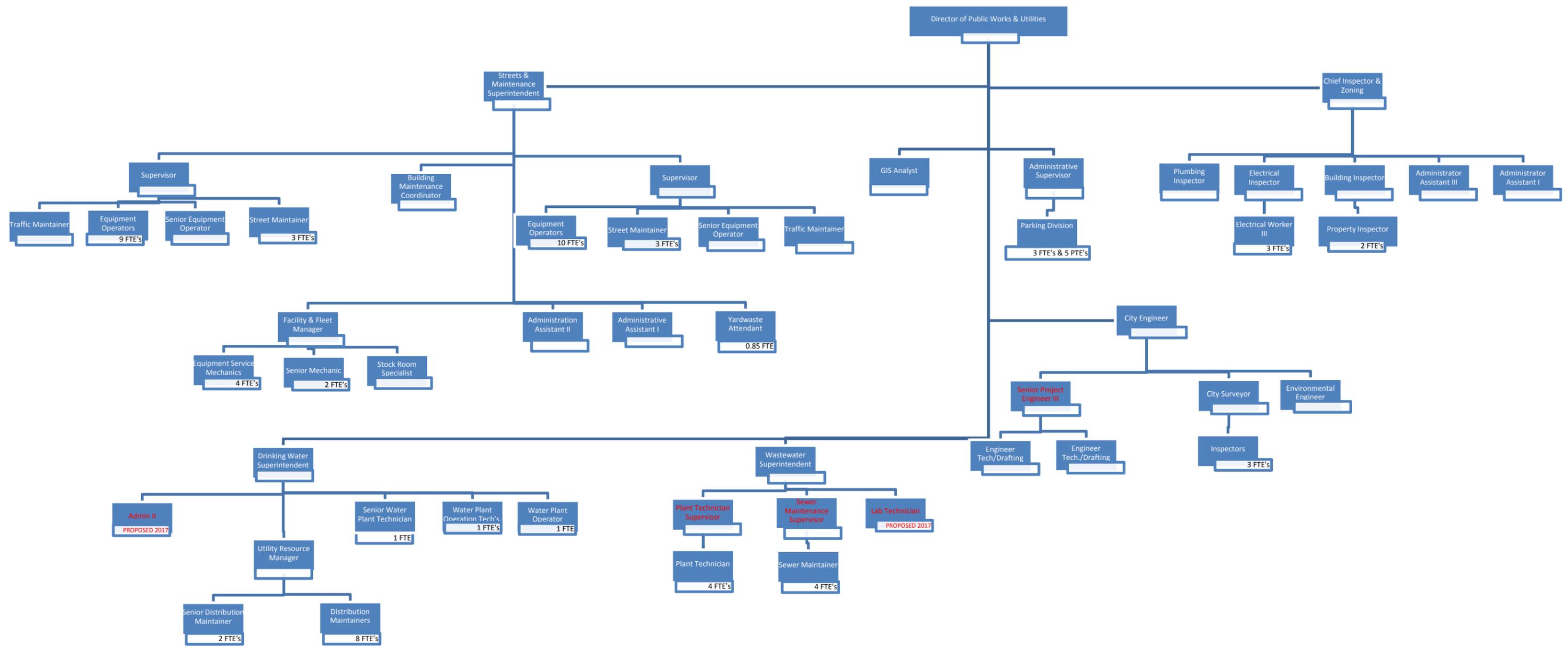
Abitz noted that the lab tech who was present when she toured the plant was a college intern. She asked if we would be going strictly through the college to hire this position. Erickson explained that he has been using interns from Stevens Point; however, every six months he has to start over with a new intern. He would like to hire a full-time position to avoid this. Abitz asked if an intern would still be hired if a full-time position is on staff. Erickson replied that would be a budget issue. He is hoping to get a full-time position first and if budget allows have an intern during the summer. Abitz questioned the cost of the position. Lindman researched the position and found the pay for lab technicians ranges depending upon what type of testing they do and job duties. The position ranged from \$30,000 to \$52,000. This is not currently budgeted for. A job description has been drafted and would have to be approved by the Human Resource Committee and then budgeted for 2017.

Lindman explained the Administrative position would handle the clerical items, such as tracking data for regulations, purchase orders, and be a liaison for Finance. This position would also have to be approved by the Human Resource Committee and budgeted for 2017.

Abitz moved to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and directed staff to move this forward to HR. Seconded by Rebman.

Gehin stated that over the years the water plant and the wastewater plant have been automated, along with meter reading. At one time there were over 50 employees and now it is down to approximately 30. Over the years we have been very frugal and asking for these positions makes a lot of sense.

There being a motion and a second, motion to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and direct staff to move this forward to HR carried unanimously 4-0.





September 15, 2016

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## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of update of the job description of the Senior Plant Maintenance Mechanic to Wastewater Plant Operations Supervisor

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**Issue:** Whether to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position.

**Background:** Attached is a new job description for creating a Wastewater Plant Operations Supervisor. Additional regulatory and reporting requirements have made it necessary for the Superintendent (current supervisor of all employees at the wastewater plant) to take time away from these duties in order to meet required regulatory requirements. With these additional duties it has been necessary to revise the organizational chart and structure and determine a better more efficient way to distribute supervisory duties. As you can see on the organizational chart it has been determined to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position in its place. This position will directly supervise all wastewater plant mechanics removing some supervisory responsibility from the Superintendent distributing responsibility and creating efficiencies within the utility. The Superintendent will become a second line supervisor to the plant mechanics and a first line supervisor to the Wastewater Plant Operations Supervisor.

The Wausau Water Works Commission reviewed and approved the new organizational chart for Wausau Water Works at its August 2016 meeting. Also approved was the 2017 operational budget, which includes additional costs of this position.

Below are some highlighted benefits to the City that are already in place and also benefits once this position is put in place:

1. This position is now responsible for maintenance of the wastewater plant infrastructure as well as lift station maintenance on the collection system. Scheduling priorities and ensuring emergent situations are tracked and addressed timely to ensure wastewater treatment processes are not compromised. It has also become necessary for this position to be involved in assisting with writing proposals for work, administration of projects, establishing maintenance and safety plans and overall ensuring each of the plant processes continue to perform to meet WDNR discharge requirements.
2. This position has also evolved requiring the need for writing technical documents such as Request for Proposals, commenting on sewer plans and specifications, reviewing lift station designs and knowledge of SCADA/PLC devices for remote monitoring.
3. It has become necessary for this position to supervise the plant mechanics. In the past the Superintendent has supervised all employees at the wastewater utility and this has become cumbersome and inefficient. For the past couple of years this position has been forced to directly manage and schedule all work for the mechanics and it would be beneficial and efficient for the organization to be structured so this position supervises the plant mechanics.
4. This position would be the backup position for the superintendent at the wastewater plant. In order for this to be recognized on the DNR reports, this position needs to require plant/process classifications and this will be required in the new position.

**Financial Impact:** This position would be advertised and filled in 2017. Salary and benefits would add to the base \$5,803.88 in 2017. This will be an exempt salaried position.

**Recommendation:** Based on the additional workload required and added responsibilities required I am recommending the Senior Plant Maintenance Mechanic position Pay Grade 11 be eliminated and a Wastewater Plant Operations Supervisor position at Pay Grade 9 be created.

**Motion Sought:** To recommend the City Council approve eliminating the Senior Plant Maintenance Mechanic position at Pay Grade 11 and create a Wastewater Plant Operations Supervisor at Pay Grade 9.

DRAFT

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

DATE/TIME: September 12, 2016 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

**Discussion and Possible Action Approving Elimination of the Senior Sewer Maintainer Position and Approving Creation of the Sewer Maintenance Supervisor Position in Wausau Water Works (1 FTE).**

Wagner asked if this item was to change the title of the position. Lindman explained that he began looking at the organization of the department in 2015 and that the superintendent was the supervisor for everyone at the Wastewater Plant. Lindman said that having the superintendent supervise all the employees is not efficient; he would like to take the Senior Sewer Maintainer and the Senior Plant Mechanic positions and change them into supervisory positions. Lindman said that when the positions are rewritten they will be advertised. Neal asked how the position would change; Lindman said that the position would be gaining responsibilities and allowing the superintendent to manage the plant as a whole rather than trying to supervise maintainers.

Motion by Gisselman approving elimination of the Senior Sewer Maintainer position and approving creation of the Sewer Maintenance Supervisor position in Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.

**JOINT RESOLUTION OF THE WAUSAU WATER WORKS COMMISSION  
AND THE HUMAN RESOURCES COMMITTEE**

Approving elimination of the Senior Plant Maintenance Mechanic and approving creation of the Wastewater Plant Operations Supervisor

Committee Action:      WWW: Approved 4-0  
                                    FIN: Approved 5-0

Fiscal Impact:            Increase of \$5,803.88 for 2017

<b>File Number:</b> 16-1011	<b>Date Introduced:</b> October 25, 2016
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**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<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: Included in 2017 Utility operating budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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 <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>			

**RESOLUTION**

**WHEREAS**, over the past several years additional regulatory and monitoring requirements has placed additional responsibilities on the Superintendent requiring additional time and taking away from his supervising responsibilities; and

**WHEREAS**, the Senior Plant Maintenance Mechanic position, since its inception, has had to take on supervisory and additional management responsibilities which has been an accretion of duties; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports eliminating the Senior Plant Maintenance Mechanic position and creating a Wastewater Plant Operations Supervisor position to improve and disperse the workload among other employees within the wastewater utility; and

**WHEREAS**, eliminating the Senior Plant Maintenance Mechanic position and creating a Wastewater Plant Operations Supervisor position will improve the structure of the Department’s organization; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Wastewater Plant Operations Supervisor position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to eliminate the Senior Plant Maintenance Mechanic position Pay Grade 11 and create a Wastewater Plant Operations Supervisor at Pay Grade 9; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the Senior Plant Maintenance Mechanic position Pay Grade 11 be eliminated and a Wastewater Plant Operations Supervisor position at Pay Grade 9 be created.

Approved:

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Robert B. Mielke, Mayor

DRAFT

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

DATE/TIME: September 12, 2016 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

**Discussion and Possible Action Approving Elimination of the Senior Plant Maintenance Mechanic Position and Approving Creation of the Wastewater Plant Operations Supervisor Position.**

Lindman said that this is the same situation as the request for the creation of the Sewer Maintenance Supervisor position, only on the Wastewater Plant side.

Motion by Neal approving elimination of the Senior Plan Maintenance Mechanic position and approving creation of the Wastewater Plant Operations Supervisor position. Second by McElhaney. No further discussion. All ayes. Motion passes 5-0.



September 15, 2016

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## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of update of the job description of the Senior Plant Maintenance Mechanic to Wastewater Plant Operations Supervisor

---

**Issue:** Whether to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position.

**Background:** Attached is a new job description for creating a Wastewater Plant Operations Supervisor. Additional regulatory and reporting requirements have made it necessary for the Superintendent (current supervisor of all employees at the wastewater plant) to take time away from these duties in order to meet required regulatory requirements. With these additional duties it has been necessary to revise the organizational chart and structure and determine a better more efficient way to distribute supervisory duties. As you can see on the organizational chart it has been determined to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position in its place. This position will directly supervise all wastewater plant mechanics removing some supervisory responsibility from the Superintendent distributing responsibility and creating efficiencies within the utility. The Superintendent will become a second line supervisor to the plant mechanics and a first line supervisor to the Wastewater Plant Operations Supervisor.

The Wausau Water Works Commission reviewed and approved the new organizational chart for Wausau Water Works at its August 2016 meeting. Also approved was the 2017 operational budget, which includes additional costs of this position.

Below are some highlighted benefits to the City that are already in place and also benefits once this position is put in place:

1. This position is now responsible for maintenance of the wastewater plant infrastructure as well as lift station maintenance on the collection system. Scheduling priorities and ensuring emergent situations are tracked and addressed timely to ensure wastewater treatment processes are not compromised. It has also become necessary for this position to be involved in assisting with writing proposals for work, administration of projects, establishing maintenance and safety plans and overall ensuring each of the plant processes continue to perform to meet WDNR discharge requirements.
2. This position has also evolved requiring the need for writing technical documents such as Request for Proposals, commenting on sewer plans and specifications, reviewing lift station designs and knowledge of SCADA/PLC devices for remote monitoring.
3. It has become necessary for this position to supervise the plant mechanics. In the past the Superintendent has supervised all employees at the wastewater utility and this has become cumbersome and inefficient. For the past couple of years this position has been forced to directly manage and schedule all work for the mechanics and it would be beneficial and efficient for the organization to be structured so this position supervises the plant mechanics.
4. This position would be the backup position for the superintendent at the wastewater plant. In order for this to be recognized on the DNR reports, this position needs to require plant/process classifications and this will be required in the new position.

**Financial Impact:** This position would be advertised and filled in 2017. Salary and benefits would add to the base \$5,803.88 in 2017. This will be an exempt salaried position.

**Recommendation:** Based on the additional workload required and added responsibilities required I am recommending the Senior Plant Maintenance Mechanic position Pay Grade 11 be eliminated and a Wastewater Plant Operations Supervisor position at Pay Grade 9 be created.

**Motion Sought:** To recommend the City Council approve eliminating the Senior Plant Maintenance Mechanic position at Pay Grade 11 and create a Wastewater Plant Operations Supervisor at Pay Grade 9.

<b>JOINT RESOLUTION OF THE WAUSAU WATER WORKS COMMISSION AND THE HUMAN RESOURCES COMMITTEE</b>	
Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE)	
Committee Action:	WWW: Approved 4-0 FIN: Approved 5-0
Fiscal Impact:	\$65,928 in Salary and benefits for 2017
<b>File Number:</b>	16-1008
<b>Date Introduced:</b>	October 25, 2016

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<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 type="checkbox"/>	No <input type="checkbox"/>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>Budget Source: Included in 2017 Utility operating budget</i>		<i>Amount:</i>	
<i>Amount:</i>		<i>Amount:</i>	
<b>SOURCE</b>	<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**, Wausau Water Works has demonstrated the need for the position; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports the recommendation to create this full time Administrative Assistant II position; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Administrative Assistant II position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create the full time Administrative position in Wausau Water Works; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the proper city officials are hereby authorized and directed to formally create, post, and fill the Administrative Assistant II position as a full time employee.

Approved:

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Robert B. Mielke, Mayor

DRAFT

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

DATE/TIME: September 12, 2016 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

**Discussion and Possible Action Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE).**

Lindman explained that this added position would be with the Water Department. This position would help with reporting, logging, day-to-day operations, as well programs that are currently contracted out. This position would be responsible for monitoring and tracking various programs. Wagner asked if this position is funded the same as the Lab Technician position; Lindman said yes.

Motion by Gisselman approving creation of Administrative Assistant II position in the Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.



September 15, 2016

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of creating an Administrative Assistant II position in the Water Utility

**Issue:** Whether to create a full-time Administrative Assistant II position in Wausau Water Works as recommended by the Wausau Water Works Commission.

**Background:** Below are some highlighted benefits to the City once this position is put in place:

1. Currently the Water Utility continues to fall behind on their filing of monitoring documentation. These documents are to be maintained throughout the year as they are the basis for the PSC annual filing. These include required testing documentation, contract/cost administration and general assistance with maintaining regulatory requirements and scheduling.
2. This position would be responsible for ensuring proper documentation is filed and maintained for year-end reporting, it would be responsible for maintaining maintenance logs prepared by the technicians, responsible for preparing and completing the newsletter for review, establishing and maintaining an operational filing system within the utility, ensuring public correspondence is timely and placed on file.
3. This position would be responsible for preparing the monthly Wausau Waterworks Commission packet, recording meeting minutes, and properly filing/archiving this information.
4. Once established this position would be expected to monitor and handle all notices to the public regarding work orders, track the water meter replacement scheduling, maintain documentation related to the private well program, and take over the documentation related to the cross connection control program notices once the Utility's contract with their consultant is complete.
5. This position will assist with creating PO requests, monitoring operating budgets, advertising RFP's and other services as needed by the Water Utility to more efficiently run their day to day operations.

**Financial Impact:** Salary and benefits would add to the base \$65,928 in 2017.

**Recommendation:** Based on the needs stated above and as approved by the Wausau Water Works Commission, it is recommended to create a full time Administrative Assistant II position for Wausau Water Works. Wausau Water Works Commission has included the cost of this full time Administrative Assistant II position in the 2017 operating budget.

**Motion Sought:** To recommend the City Council approve the creation of an Administrative Assistant II position for the Water and Wastewater Utility.



DRAFT

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

DATE/TIME: September 12, 2016 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

**Discussion and Possible Action Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE).**

Lindman explained that this would be a new position within the department. Wagner quickly explained to the committee that they are to determine if a new position is needed, not determine if the City can afford it, as that is the responsibility of the Finance Committee. Lindman explained that the Lab is currently run by interns who are in school and are not always available when needed. Lindman expects more regulations to affect the department in the near future, and having a full-time Lab Technician would allow the department to complete all the work required for testing, samples, reporting, etc., effectively. The Lab Technician position would eliminate the need for lab interns.

Motion by Neal to approving creation of Lab Technician position in Wausau Water Works (1 FTE). Second by McElhaney. Lindman said that the position is funded through the utility, not through the levy. It was determined that this item does not need to be approved by the Finance Committee. All ayes. Motion passes 5-0.



September 15, 2016

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## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of creating a Lab Technician position in the Sewer Department

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**Issue:** Whether to create a full-time Lab Technician position in the Sewer Department.

**Background:** Below are some highlighted benefits to the City once this position is put in place:

1. Currently the wastewater utility hires interns to complete their lab sampling and testing. These interns only work part time; therefore, the sampling and testing is not always convenient or consistent.
2. Each intern that is hired needs to be trained and monitored, which requires significant time and resources each time a new intern is hired. The interns also do not necessarily have a full understanding of the plant operation which makes troubleshooting and recommendations more challenging.
3. The interns also do not complete or fill out any of our regulatory reporting documents, this is left up to the Superintendent which is quite time intensive.
4. This position would prepare and monitor the schedule for all required sampling throughout the year and complete any additional sampling as needed to ensure efficient operation of the plant.
5. Position would assist and document flow monitoring, chemical dosage rates, and influent and compare influent/effluent testing results.
6. This position would not only do all of the testing but would also be responsible for completing the required regulatory forms for review by the Superintendent prior to filing with the DNR.
7. Having a full time lab technician may also allow for us to do additional testing in the future and possibly conduct testing for other entities, which may become a revenue stream.
8. Creating this position within the organization allows for the Superintendent to focus on and manage the plant operations more closely. It also creates additional structure within the organization which will increase efficiencies in the required regulatory reporting.

**Financial Impact:** Salary and benefits would add to the base \$81,574 in 2017. There will be a cost reduction by not having to hire interns, which is estimated to be approximately \$22,000.

**Recommendation:** Based on the needs stated above and as approved by the Utility Commission, it is recommended to create a full time Lab Technician position for the Wastewater Utility.

**Motion Sought:** To recommend the City Council approve the creation of a Lab Technician for the Wastewater Utility.

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving Modification of the 2016 Budget for the payment of Demolition Services for the former Northland Group Home and Former St. James School

Committee Action: Pending

Fiscal Impact: \$16,300

**File Number:** 15-1109

**Date Introduced:** October 25, 2016

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Budget Source: Tax Increment District Three</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: \$16,300</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input checked="" type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>			

**RESOLUTION**

**WHEREAS**, the City of Wausau Common Council authorized an agreement between the City of Wausau and the Resurrection Parish for the partial purchase and lease of land located at the city block commonly described as 602, 620 and 630 N 2<sup>nd</sup> Street; and

**WHEREAS**, the authorizing Resolution 13-0913 also created a budget of \$160,000 for the demolition and site preparation; and

**WHEREAS**, the low bid for the demolition of the buildings located on the site was \$176,300; and

**WHEREAS**, the purchase and lease agreements obligate the City to conduct this work in a timely fashion; and

**WHEREAS**, your Finance Committee has reviewed and recommends the following budget modification

Decrease	141-342598210	TID3 – 3 <sup>rd</sup> Street Corridor Redevelopment	\$16,300
Increase	141-342198210	TID3 – District Infrastructure Improvements	\$16,300

**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:

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Robert B. Mielke, Mayor

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Authorizing a 2016 Budget Modification to Fund the Purchase of up to 4 used buses for a total not to exceed \$27,000

Committee Action: Pending

Fiscal Impact: \$27,000

**File Number:** 15-1109

**Date Introduced:** October 25, 2016

**RESOLUTION**

**WHEREAS**, the Metro Ride bus fleet consists of 21 transit buses; and

**WHEREAS**, 20 transit buses are necessary to provide Metro Ride bus routes during the school year; and

**WHEREAS**, insufficient spare buses are available to facilitate preventive maintenance tasks and unscheduled mechanical failures; and

**WHEREAS**, 4 buses in the existing fleet have accumulated more than 500,000 miles; and

**WHEREAS**, Metro Ride desires to bid on or negotiate for the acquisition of used buses when they become available; and

**WHEREAS**, the Finance Committee has reviewed and recommends a budget amendment to purchase up to 2 buses at a cost not to exceed \$27,000 to be funded by Metro Ride Fund reserves;

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau, that the proper City Official(s) be hereby authorized and directed to fund the purchase of up to 4 used buses for an amount not to exceed \$27,000 164-11650 and funding to come from Metro Ride Fund reserves 164-30003.

**BE IT FURTHER RESOLVED** these Vehicles shall be included in City of Wausau equipment inventory records and maintained in accordance and in compliance with FTA requirements.

**BE IT FURTHER RESOLVED** this budget modification shall be published in the official newspaper as required.

Approved:

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Robert Mielke, Mayor

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

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

Instructing City staff to prepare a grant application to the Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment (CDI) grant for the extension of Fulton Street and associated infrastructure to support the East Riverfront Redevelopment Area and Riverlife Village plans.

Committee Action: ED: Approved 5-0  
FIN: Pending

Fiscal Impact: Up to \$250,000 if successful

**File Number:** 16-1012

**Date Introduced:** October 25, 2016

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<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>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>			

**WHEREAS**, the City of Wausau has 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**, the Riverlife Villages plan presented by Frantz Community Investors (FCI) was selected by the City in February 2016 and continued design, construction and financing is being finalized; and

**WHEREAS**, the City is moving forward with the design and eventual construction of the extension of Fulton Street west to the River to provide access and infrastructure to the development areas within the Riverlife Villages plan.

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau, that the proper City officials are hereby authorized and encouraged to submit an application to the Wisconsin

Economic Development Corporation (WEDC) for the Community Development Investment (CDI) grant to support the roadway, infrastructure and other public elements of the Riverlife Village plan.

Approved:

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Robert B. Mielke, Mayor

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Approving Acquisition of remnant and garage at 612 West Thomas Street	
Committee Action:	Pending
Fiscal Impact:	\$12,700
<b>File Number:</b>	02-1005
<b>Date Introduced:</b>	October 25, 2016

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<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>
<b>SOURCE</b>	<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> <span style="float: right;"><i>Annual Retirement</i></span>
	<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 3<sup>rd</sup> Avenue to 17<sup>th</sup> 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 612 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 initially accepted the offer for acquisition of the strip and house only with the owner retaining the remnant and garage, and

**WHEREAS**, on October 11, 2016, the Common Council approved the acquisition of the strip and house for \$90,300, and

**WHEREAS**, the property owner had the intention of selling the remnant and garage to the neighboring property owner; and

**WHEREAS**, the neighboring property owner has decided not to purchase the remnant and garage; and

**WHEREAS**, the property owner is now requesting the City purchase the remnant and garage; and

**WHEREAS**, on October 25, 2016, the Finance Committee considered the purchase of the remnant and garage and recommends approval at the appraised value; 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 remnant and garage at 612 West Thomas Street.

Approved:

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Robert B. Mielke, Mayor

**AGREEMENT FOR PURCHASE AND SALE OF REAL ESTATE - LONG FORM**

Ipa1618 08/2011 (Replaces RO692)

THIS AGREEMENT, made and entered into by and between **Complete Properties LLC**, 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: 612 W. Thomas Street, Wausau, WI**

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 **One hundred three thousand and 00/100** dollars, **(\$103,000.00)**.

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 **RENTER** 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: **September 1, 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.

<b>The above agreement is hereby accepted.</b>		Complete Properties LLC, A Wisconsin Limited Liability Company	
_____	_____	<i>Constance Decker</i>	<i>10/21/16</i>
Witness Signature	Date	Seller Signature	Date
_____	_____	Constance J Decker, Member	_____
Print Name		Print Name	
_____	_____	_____	_____
Seller Signature	Date	Seller Signature	Date
_____	_____	_____	_____
Print Name		Print Name	Date
_____	_____	_____	_____
Seller Signature	Date	City of Wausau, Mayor's Signature	Date
_____	_____	Robert B. Mielke	_____
Print Name	Date	Print Name	

Project ID: Thomas Street

Parcel No.: 50

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 **River Valley Bank**, 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.**

# STATEMENT TO CONSTRUCTION ENGINEER

lpa1528 8/2011 (Replaces DT3034) s. 84.09 Wis. Stats.

*Provide copies to: project engineer, parcel folder and owner*

Owner Name(s) Complete Properties LLC Connie Decker	Address property: 612 W. Thomas St, Wausau, WI mailing: 2304 Nuthatch Ln, Wausau, WI 54401	Area code - phone Cell: 715-581-0899
Tenant, if any	Address 612 W. Thomas Street, Wausau, WI 54401	Area code - phone Home: Cell: Work:

- **Basic concepts of construction project have been explained to owner.**
- **All commitments agreed upon between negotiator and property owner are listed below.**
- **No other commitments, either verbal or implied, are valid.**
- **All commitments are subject to approval of WisDOT.**

Commitments made (fences, driveways, trees, drainage or other items):

Other matters of interest and owner concerns:

Complete Properties LLC

 10/21/16  
Property Owner Signature Connie J Decker, Member Date

Negotiator Signature

Date

Property Owner Signature

Date

## Commitments Approved:

Approving Authority Signature and Title Eric Lindman, Director of Public Works

Date

Project No.: Thomas Street

County: Marathon

Parcel No.: 50

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

**RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE**

Approving an easement to Wisconsin Public Service Corporation (WPSC) for electric service work behind 309 McClellan Street (the Wausau Club) currently owned by the City.

Committee Action:      Approved 5-0

Fiscal Impact:           \$0

**File Number:**           16-1013

**Date Introduced:**      October 25, 2016

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<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>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>Amount:</i>
<b>SOURCE</b>	<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: \$500,000 loan</i>	
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>			

**WHEREAS**, the Wausau Club, built in 1901, is listed on the National Register of Historical Places and is a reflection of Wausau’s cultural history and a beloved icon to the citizens of Wausau; and

**WHEREAS**, the Wausau Club property was transferred to the City and is currently under review for a potential redevelopment in response to the most recent Request for Proposals process; and

**WHEREAS**, WPSC has requested an easement on the existing Wausau Club property for the installation of a new electric service to serve the area.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Wausau hereby approves the requested easement and instructs the proper City officials to sign the easement documents as necessary.

Approved:

\_\_\_\_\_  
Robert B. Mielke, Mayor