



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

OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of: **FINANCE COMMITTEE**
Date/Time: **Tuesday, February 11, 2014 at 5:00 PM**
Location: **City Hall (407 Grant Street) - Board Room, 2nd Floor**
Members: Bill Nagle (C), Jim Brezinski, Dave Nutting, David Oberbeck, Keene Winters

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1 Public Comment on matters appearing on the agenda.
- 2 Minutes of the previous meeting(s). (12/10/13, 1/14/14, 1/28/14, & 1/30/14)
- 3 Consider offer to purchase of 2408 Gowen Street.
- 4 Authorize the Issuance of the Central Business District Parking Study Request for Proposal
- 5 Discussion and action regarding the issuance of an RFP for the impoundment of non-dog strays per ordinance 8.08.160(f).
- 6 Authorize acceptance of conveyance, by donation, of Kwik Trip, 1500 Grand Avenue, to the City of Wausau from Kwik Trip.
- 7 Consider Purchase of 1201 N. 2nd Street Wausau WI
- 8 **CLOSED SESSION** pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for negotiating the purchase of properties. (1201 N. 2nd Street)
Adjourn

William Nagle, Chairperson

It is possible and likely that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Toni by calling (715)261-6622 or via email mgoede@mail.ci.wausau.wi.us

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 2/07/2014 @ 2:00 PM

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.

Other Distribution: Media, (Alderspersons: Wagner, Gisselman, Rasmussen, Kellbach, Abitz, Mielke) *Tipple, *Jacobson, *Groat, *Loy, Rayala, Duncanson, Marquardt, Hebert, Lenz, Buchberger, Hardel, Stratz, Werth

FINANCE COMMITTEE

Date and Time: Tuesday, December 10, 2013 @ 5:00 pm., Board Room

Members Present: Nagle (C), Oberbeck, Brezinski, Nutting, Winters

Others Present: Mielke, Wagner, Kellbach, Rasmussen, Gisselman, Marquardt, Tipple, Groat, Giese, Werth, Stratz, Chmiel, Rayala, Lawrence, Lenz, Hardel, Berna-Karger, Clift, Peckham, LaFrombois

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 Chairperson Nagle.

Public Comment on matters appearing on the agenda.

None.

Minutes of the previous meetings. (11/05/13, 11/12/13)

Motion by Nutting, second by Winters to approve the minutes of the previous meetings on 11/05/13 and 11/12/13.

Motion carried 5-0.

Consider Airport Improvement Six Year Capital Plan

Airport Manager Chmiel reported that the plan must be updated and submitted to the State Bureau of Aeronautics if the City is interested in infrastructure improvement aid. The plan will also be presented at a public hearing of the Plan Commission prior to consideration by the Common Council.

Motion by Oberbeck, second by Nutting to approve the airport improvement Six Year Capital Plan. Motion carried 5-0.

Authorization to accept donation of 901 Stark Street

Stratz explained that Wells Fargo obtained this property during foreclosure. The City has orders on the house due to a tarp on the roof. Wells Fargo has offered to donate the property to the city. They have agreed to pay the real estate taxes and all closing costs. Staff has evaluated the building and recommends demolition. A single family residence that is architecturally compatible will be constructed on the vacant lot.

Motion by Brezinski, second by Winters to accept the conveyance of 901 Stark Street by donation from Wells Fargo, with Wells Fargo to pay closing costs and taxes. Motion carried 5-0.

Authorization to accept donation of 402 Chicago Avenue

Stratz explained that the owners have asked to donate the home to the City of Wausau. The home is in good condition and functioning as a duplex. The City will renovate and return it to a single family home. The City will pay closing costs and 2013 taxes.

Motion by Brezinski, Second by Nutting, to accept the conveyance of 402 Chicago Avenue by donation with the City of Wausau to pay closing costs and 2013 taxes. Motion carried 5-0.

Authorization to accept donation of Grand Avenue Kwik Trip Property

Werth indicated that Alderperson Nagle has been working with his constituents and Kwik Trip to determine beneficial re-use options for the Grand Avenue Kwik Trip Store. Werth indicated that Kwik Trip has removed the fuel tanks and canopies and is working with the DNR to final clearances and approvals. Any pollution liability and exposure is retained by Kwik Trip. Kwik Trip has offered to donate the property to the city. Their only contingencies are that the property may not be used as a convenience store, alcohol or cigarette outlet or adult novelty store. Oberbeck questioned whether the property would be rezoned and whether the new use would be residential or commercial. He also wanted to know whether we would likely demo the property and how long it

should be allowed to sit vacant. Ann indicated that the answer to these questions were unknown at this time. She indicated that the building was not that old and could serve a purpose such as a coffee shop. Nagle expressed appreciation for Kwik Trip's civic minded gift.

Motion by Brezinski, Second by Nutting, to accept the donation of Grand Avenue Kwik Trip Property. Motion carried 5-0.

Approving of Regional Animal Control Services Contract between the City of Wausau and Everest Metropolitan Police Department for the provision of certain animal control services from 1/1/14-12/31/14

Groat stated the City Attorney worked with Everest Metro to come up with a mutually agreeable contract. Hardel pointed out that the services we are providing to Everest Metro can be conducted only when the Humane Officer is working; when she is off, on vacation, or at training, services will not be supplied during those hours. He indicated he has asked the Attorney's Office to ensure that is made clear in the contract. He explained those services would then fall on their jurisdiction, just like our police department would respond when the Humane Officer's services are not available.

Winters questioned how long it would be before there were model contracts for the other six townships. Hardel stated it was a decision by Everest Metro and their Attorney Shane VanderWaal, Wally Sparks, the City Attorney's Office and himself that in the best interest of all of them, to have this contract first with Everest Metro for a year to see if we can provide all of the services. Winters felt having the townships on board and on our side was important and indicated he was willing to meet and discuss it. Oberbeck indicated he was still concerned with overextending ourselves with one person. We need to take care of the issues in the City of Wausau first and then expand services if we are able to and possibly add people if it justifies it. Winters commented we need other people to put money into the pot to cover a large enough staff to cover enough time of the day to take the burden off our officers.

Motion by Brezinski, second by Winters to approve the Animal Control Contract between the city and Everest Metro. Motion carried 4-1. (*Oberbeck was the dissenting vote.*)

Authorizing approval of Letter of Intent with the Humane Society of Marathon County for the Provision of Impound Services for Non-Dog Stray Animals and Animals held for Cause Beyond December 31, 2013.

Groat stated the clerk received a possible contract on December 3rd from the Humane Society, as well as the financial terms. Our contract would be \$80,000 per year and in the first year we would be reimbursed approximately \$21,000 from the County to offset that cost. She stated due to short notice Anne Jacobson felt rather than committing to this contract immediately, it would be in the City's best interests to have Council do a Letter of Intent that met the Humane Society's goals, in that we will contract with them for 2014. This would give the City Attorney more time to review the contract. Groat indicated Jacobson's request was for them to approve the Letter of Intent and after she completes her review of the contract it will be brought to Council at the first meeting in January. Groat noted there were actually two contracts to consider, which would include one for those animals that would have to be maintained on a longer term basis because of a possible lawsuit.

Linda Berna-Karger, Humane Society Board President, explained when an animal is brought in as a stray it has to be held of seven days because you can't assume that it is feral, it could be someone's pet. There is an admission fee for processing that animal in, a seven day fee and a disposition fee. At the conclusion of the seven day hold the animal becomes the property of Humane Society at which time we determine if it is suitable for adoption, would be transferred to a different rescue or another Humane Society organization, or humanely euthanized.

Winters stated it was his understanding that the seven day hold only applied to dogs and that there was no statute for cats. Berna-Karger stated the County has no responsibility for cats and suggested having the attorney check the

statutes relative to cats. Rasmussen felt they needed to address the length of stay for stray animals, as well as whose responsibility the intake charges are depending on who drops off the animal.

Brezinski stated it was his understanding that by signing a Letter of Intent we are simply saying we intend to negotiate a contract with them. He indicated he would not want to sign a Letter of Intent that stipulates anything else or had any prices in it. He envisioned it would only state that we intend to work with the Humane Society to formulate a contract that is mutually acceptable.

Wagner stated he would like the service to require that any cats or dogs in the municipality would have to be licensed right there upon adoption; the Humane Society would become an agent for the city and possibly get a part of the licensing fee. Berna-Karger noted they do inform the City of Wausau of every animal that is adopted into Wausau, which gives the Humane Officer the opportunity to follow up on licensing and shots. Groat questioned who these notices were being sent to because no one there was aware of them. Wagner felt there should be a working relationship and eliminate the middle man. Nutting agreed it ought to be a requirement for licensing by the Humane Society or veterinarians.

Berna-Karger stated the HS Board has made the decision that if they do not have a contract in place by January 1, 2014, they will not be able to provide these services, because it is not their fiscal responsibility; it is a municipal responsibility by statute. She indicated they are not willing to incur those costs after January 1st. She believed that was why Attorney Jacobson wanted the Letter of Intent with the contract amount or fees stated. Nagle questioned where the \$80,000 would come from. Groat stated it is not in the budget so it could come from carryover funds of 2013 or take it out of contingency. Groat clarified the Letter of Intent that was drafted does not have dollar amounts included, but it does indicate that if for whatever reason we were unable to reach an agreement by January 1st they would just charge us for animals brought to them in that interim period. Nagle clarified if they don't actually adopt an agreement pursuant to the Letter of Intent, it will cost the city \$332 for a feral cat.

Motion by Brezinski, second by Winters to approve the Letter of Intent with the Humane Society. Motion carried 5-0.

Approve proposal for assistance with grant applications to EPA for a brownfields revolving loan fund grant and two brownfield community-wide assessment grants with Stantec Consulting Services Inc.

Brezinski stated this came before the Economic Development Committee earlier and he commended Brad for pursuing it to get funding for cleanup of our brownfields.

Motion by Brezinski, second by Winters to approve the grant applications to the EPA. Motion carried 5-0.

Consider Purchase of 1306 N 1st Street Wausau WI

Tammy Stratz explained the property at 1306 N 1st Street is a duplex and the owner contacted us when one of the tenants moved out wondering if we would be interested in purchasing it. She indicated they obtained an appraisal and would like to discuss a price.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for negotiating the purchase of properties. (1306 N. 1st Street)

Motion by Winters, second by Brezinski to move into closed session. Roll Call Vote: Ayes: Brezinski, Nutting, Oberbeck, Winters, Nagle. Noes: 0. Motion carried 5-0.

Meeting adjourned in Closed Session.

FINANCE COMMITTEE

Date and Time: Tuesday, January 14, 2014 @ 5:00 pm., Board Room

Members Present: Nagle (C), Oberbeck, Brezinski, Winters

Members Absent: Nutting

Others Present: Mielke, Kellbach, Gisselman, Marquardt, Tipple, Groat, Giese, M. Lawrence, Loy, Rayala, Chris Berge, David Dickinson

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 Chairperson Nagle.

Public Comment on matters appearing on the agenda.

None.

2013 Budget Carry Over Request - Inspections Division

Marquardt explained this is request for carryover of items within the Inspections Division that weren't finalized yet. He indicated the \$3,000 and \$1,200 were for iPads and the charges associated with them; they are waiting until they receive the software to ensure that everything is compatible. The \$5,000 is to finish a scanning project which is under contract.

Motion by Winters, second by Oberbeck to approve the carry over request of the Inspections Division. Motion carried 4-0.

Amend and repeal following sections of the Wausau Municipal Code to coincide with fee schedule: Amend Section 2.56.010 Public records, 3.25.040 Permit-requirements, 3.25.050 Permit-revocation, 5.08.070 False alarm fee, 5.18.040 Application, 5.18.080 Term, 5.20.040 Licensing, 5.26.050 Facility license, 5.26.060 Facility operator's license, 5.48.010 License required-fee, 5.60.040 Registration and license, 5.61.050 Conditions for permit, 5.61.080 Violation of chapter, 5.68.030 Park license required, 6.44.030 Separation, 6.44.040 Solid waste containers, 8.08.170 Licenses, 8.08.200 Dangerous animals, 10.48.010 Definitions, 10.48.060 Rates for metered parking, 10.48.080 Rates in parking ramps, 10.48.090 Monthly permits, 15.40.010 Fee for permit, 15.56.065 Construction site erosion, 15.56.080 Permitting requirement, procedures and fees, 15.56.120 Fee schedule, 16.04.037 Rent abatement, 17.10.010 Fees designated, 17.10.020 Permits required, 17.24.020 Open fire and burning allowed by permit, 17.49.060 Fireworks/pyrotechnics, 21.12.060 Development agreements, 21.16.085 Required dedications for park purposes, 23.78.030 Application, and repeal Section 15.48.060 Tags

Groat explained this is basically a housekeeping item to correct the ordinances listing individual fees that were initially missed and move them to the Comprehensive Fee Schedule in order to have all the fees in one place.

Motion by Winters, second by Brezinski to approve the ordinance amendments. Motion carried 4-0.

Authorizing the addition of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code §3.40.010(a)

Groat explained the stormwater permit application fees were not included on the fee schedule. She pointed out it is not a new fee; it is just highlighting and incorporating them into the fee schedule. She noted there were also a couple from Building Inspections where they were making minor changes to terminology.

Motion by Winters, second by Brezinski to approve the changes to the fees and license schedule. Motion carried 4-0.

Winters suggested putting the fee schedule into a booklet or pamphlet form.

Discussion and Possible Action on the Public Access TV Operations, Funding and Related Matters

Winters summarized a proposal for a public access program to turn it into a semi-independent business or a quasi-governmental organization, because we still need to legally own the channel and can't just give it away. For the next three years the city would pay the capital costs only, which would be \$13,000 instead of \$39,000. If they charge enough per hour to earn all the costs in the fund, it would be about \$50 per hour and he felt some people would balk at that cost. If we pay the capital costs for the next three years, they could charge \$33 - \$35 range, which isn't a big stretch from \$25. He felt going into the future we would still have to provide capital costs for things such as the machinery used to program things on the channel. He suggested a concept of a quasi-independent entity that would be coached by the Entrepreneurial Center and possibly relocating there as a metro community service. He noted they would not be charging content producers who bring programming to fill space. Discussion followed with Dave Dickinson and the committee.

Winters suggested formally asking Romey Wagner to take this to the Entrepreneurial Center Board for their input or send a letter from the Mayor asking them if they would be interested in coaching or taking on public access as a client. Mayor Tipple indicated he could ask them to put it on their agenda for discussion.

Production Agreement between Wausau School District Board of Education and Administration and City of Wausau

Dave Dickinson explained \$5,550 is for the annual contract with the WSD Board of Education and Administration, which is basically \$25 per hour, but it is important to understand that they did not want to sign a blanket contract. He indicated if they have to, they can go back with them to discuss any overages, but was fairly sure they would come in under the \$5,550.

Tipple stated our goal for the future is to have a blanket contract that would come to Finance Committee for approval, with any small changes made by the City Attorney, rather than taking every contract through the Council.

Motion by Winters, second by Oberbeck to approve the Production Agreement between the WSD Board of Education and Administration and the City of Wausau. Motion carried 4-0.

Transfer of Funds Change of Purpose

Withdrawn.

Monthly Financial Report General Fund and Animal Control

Groat reviewed pet license revenue data and costs for the Animal Control program, noting there is currently net revenue of \$11,081. She indicated the vehicle has not been charged yet. Winters suggested using the grant money to pay for \$15,000 of the vehicle upfront and the remaining cost be amortized.

Groat reviewed the monthly financial report through November, commenting she was feeling positive about how the year end is going to turn out with possibly a slight profit. Most department budgets will be relatively exhausted by year end. She reviewed revenues, noting while she thought it would meet budget, it would fall short of 2012 as permits were down.

Adjourn

Motion by Brezinski, second by Winters to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:45 p.m.

FINANCE COMMITTEE

Date and Time: Tuesday, January 28, 2014 @ 5:00 pm., Board Room

Members Present: Nagle (C), Oberbeck, Brezinski, Winters, Nutting

Others Present: Mielke, Kellbach, Wagner, Tipple, Groat, Giese, Loy, Jacobson, Werth, Rayala, Goede

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 Chairperson Nagle.

Public Comment on matters appearing on the agenda.

None.

Consider Cellphone Contract Renewal

Michael Loy explained over the course of the last two years we have contracted with one organization rather than having the departments contract independently with cell phone providers as in the past. Everyone was moved onto the single Cellcom plan, which made sense from a purchasing standpoint and in the process saved a couple thousand dollars, by pooling our minutes and avoiding overcharges. The plan cost is currently about \$34,000 and may exceed that in 2014 budget. He indicated Cellcom wants to renew the contract for a two year period. He stated the Procurement Policy was the only thing that would dictate any kind of purchasing requirements and he was seeking direction how the committee would like him to handle the renewal. He commented they were satisfied with Cellcom because they come to us frequently to change our plans if our needs change and we have access to the state pricing. He indicated he would like to renew with Cellcom for two years and maybe bid it through an RFP at the end of the contract. Groat noted if the state has state pricing the Procurement Policy would allow us to go onto the plan without doing another RFP. Loy commented Cellcom is actually offering renewal for less than what we were paying, so they are continuing to find ways to save us money although we are adding more and more devices on the plan. He understood, however, that competitive bidding was a good thing. He stated his preference would be an agreement to renew for two years with an option to renew for another two if satisfied. Oberbeck felt the contract should include a provision that the phone numbers would be maintained by the city should it ever move to a different provider.

Motion by Brezinski, second by Winters to approve the two year contract renewal with Cellcom, with a statement from the City Attorney confirming it is legal pursuant to our own purchasing policy; and a provision that the city will maintain the phone numbers. Motion carried 5-0.

Consider authorizing Public Access employees to negotiate and the Mayor and City Clerk to execute public access production agreements with entities for the purpose of providing production services and broadcasting of PEG programming.

Mayor Tipple explained typically all public access contracts individually have to come to Finance Committee for approval; however, the proposed contract is a boiler plate contract for future use. Public Access employees would negotiate and the Mayor and Clerk would be able to execute the agreements with any minor changes made by the City Attorney. If there is a major change to the contract requested, it would be brought back to Finance Committee.

Winters stated after having done an analysis of their potential revenue it was determined that the \$25 per hour pricing has been a real business mistake. They believe the direct labor costs are \$19 per hour, which only leaves \$6 extra beyond that to cover other costs. Actual costs for production given the true costs out there are between \$49 and \$50. He indicated he would like the contracts to be at least in the \$35 per hour range to at least be able to cover all but our capital costs. He felt if we continue at \$25 per hour, we will continue to subsidize this program.

Motion by Brezinski, second by Winters to amend the contract to \$40 per hour for providing production services and allow public access employees to enter into an agreement for one or two years; and to apply the \$40 rate to renewals. Motion carried 5-0

Transfer of Funds Change of Purpose – City Attorney’s 2013 Budget

Groat stated the transfer of \$54,000 is to cover the overage for the continued increase in professional services costs for property tax appeals. Oberbeck questioned if there were totals to date of what the Walgreen’s appeals has cost the city. Jacobson indicated she was preparing a litigation report for the Council, which would include all of these. Oberbeck felt these numbers should be made public and municipalities should work together to fight it.

Motion by Brezinski, second by Nutting to approve the City Attorneys request to transfer of \$54,000 to cover overages for professional services. Motion carried 5-0.

Consider car removal process and possible brochure for abandoned or non-licensed cars

Winters stated every year we send out about 2300 property inspection letters city wide of which approximately 600 are for vehicles that are illegally parked in the neighborhood. They are either parked on lawns, not running and/or unregistered. Often people are unsure of what to do with the vehicles or are unable to deal with them. He suggested putting together a one- third page brochure that would list places where you can donate vehicles, such as Rawhide Boys Ranch or Wheels to Work, which takes broken cars and with Tech students and volunteer mechanics get them running and give them to a needy family locally to get back and forth to work. He noted they will pick up donated vehicles for free. He suggested on the reverse side of this brochure, we could sell advertising to towing companies in Wausau. We could place a legal disclaimer on it that they are paid advertisements and we don’t endorse anyone in particular. He noted this brochure could be stuffed in with the warning letter or ticket.

Groat commented she spoke with Schultz, our newest recycler, and found out that they will pay somewhere \$250-\$300 for a car; however, they don’t pick it up. She thought perhaps they would be an advertiser on the brochure and that could be another option. She pointed out an issue for some people may be obtaining the title for the car.

Motion by Winters, second by Brezinski to direct staff to further explore the idea. Motion carried 5-0. (Winters indicated he would speak with Bill Hebert about it.)

Discuss the City, Town and County tax structures, relationships, methods and processes for establishing values, valuation percentages and related issue all regarding property taxes and sales taxes

Winters stated if you look at commercial property values in the county for 2012, a little less than half is in Wausau, but if you include Wausau and Weston together it is considerably over half. He indicated he was looking for how much of the property tax generated for Marathon County comes from the City of Wausau. He noted Wausau as a population is 29% of the county and rural townships mostly have agricultural property and forest crop land which does not pay full assessment. He questioned if it would be possible to determine what portion of the county taxes that Wausau and Weston represent. Nagle and Brezinski agreed it was a dialogue the committee could begin to have. Oberbeck commented he did not feel this should not be done until after the 2015 revaluation because our assessments are out of whack right now and 30% of our property values are under assessed.

Motion by Winters, second by Nagle to direct staff to determine the property tax numbers of Wausau and Weston. Motion carried 4-1 (*Oberbeck was the dissenting vote.*)

Adjourn

Motion by Winters, second by Oberbeck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:05 p.m.

SPEICAL FINANCE COMMITTEE

Date and Time: Thursday, January 30, 2014 @ 2:45 pm., Board Room

Members Present: Oberbeck, Brezinski, Winters

Members Absent: Nagle(C), Nutting

Others Present: Tipple, Werth, Marquardt

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 Keene Winters in the absence of the chair.

Approve purchase price for 1108 McDonald Street for the furtherance of the extension of Curling Way from its existing termini north to McDonald Street.

Marquardt explained that in November CISM approved extending Curling Way to intersect with Junction Street and McDonald Street with a better alignment. Also in November, Finance approved starting the acquisition process for 1108 McDonald Street. In January 2014, CISM and the Plan Commission both approved the Relocation Order and Map for the extension of Curling Way. The Common Council approved the Relocation Order and Map on January 28, 2014.

An appraisal was completed with a value of \$138,000. The City's assessed value was \$132,500. The property was listed for sale before the process began at \$169,000. The appraisal was shared with the property who felt the appraiser did not take into account \$20,000 of improvements made to the interior. MSA, the city's consultant, made an Administrative Revision in the amount of \$145,000. The property has agreed to this amount, which is the same amount paid in 2009 for the property.

Marquardt explained that while this is a little higher than the appraised value, the city would have to pay for a second appraisal if the owner asked for one. Also, some of this property could be used in negotiations with the cemetery. Marquardt also indicated that moving/relocation costs will be paid to the tenant according to state statutes.

Motion by Brezinski, second by Oberbeck to approve the purchase of 1108 McDonald Street for \$145,000. Motion carried 3-0.

Adjourn

Motion by Brezinski, second by Oberbeck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:55 p.m.

STAFF REPORT TO FINANCE COMMITTEE

AGENDA ITEM
Authorization to accept offer to purchase of 2408 Gowen Street, Wausau
BACKGROUND
The owner of 2408 Gowen Street has been working with the Inspections Department regarding extensive water damage and foundation repairs. Inspections Department recommended demolition of the building
KEY ISSUES
<ul style="list-style-type: none"> * Property is a single family house and is vacant * Assessed value is \$30,900 * Pipes broke last year and there was significant water damage done. * During inspection, the foundation walls were noted to be falling off the foundation. * Inspection's Department wrote raze orders on the property after receiving bids documenting the repairs are far more than 50% (92%) of the value of the property. * Property owner is underinsured. * Property is over three years delinquent on property taxes. * Owner would like City to purchase property for the value of the lot, less the demo costs which would put the offer at \$9,500. * 2408 Gowen Street is in the close proximity of Athletic Park and would make a good redevelopment project.
FINANCIAL IMPACT
<ul style="list-style-type: none"> * Acquisition price \$10,000 (includes closing costs) – Community Development program income funds * Demolition – in kind with DPW * New construction costs – Community Development program income funds
STAFF RECOMMENDATIONS
Staff recommends accepting the offer to purchase 2408 Gowen Street for \$9,500 plus closing costs with the intention of demolishing and rebuilding a new single family home that will be resold to an income-qualifying household.



**CITY OF WAUSAU
REQUEST FOR PROPOSALS
CENTRAL BUSINESS DISTRICT PARKING ANALYSIS AND LONG TERM PLAN**

The City of Wausau is requesting proposals from consultants to conduct an evaluation of the City's current parking system, evaluate future parking needs and make recommendations for the development of a long-term parking strategy for the East and West Central Business District. The City's objective is to provide a functional, efficient and self-sustaining parking system that will achieve maximum benefits. Proposals will be accepted until 4:00 PM, March 24th 2014.

The City of Wausau is interested in developing a comprehensive parking strategy to maximize use of available parking; improve the accessibility of convenient parking for visitors to the central business district; minimize the negative impacts of surface parking lots; improve existing parking facilities and plan for future parking improvements; provide for emerging technologies; establish parking rates that encourage effective use of parking infrastructure and provide revenue to recover parking costs; create a strategy for fines that encourages compliance with parking rules; develop a marketing, signage and education strategy to improve the parking experience.

Attached to this proposal is a map defining the boundaries of the East and West side of the Central Business District, the existing public and private parking facilities and parking zones.

SCOPE OF WORK AND DELIVERABLES

Below is an outline of minimum items to be considered within the scope of work. Consultants are encouraged to recommend additional analysis or review that will result in an improved parking plan. While the study incorporates the East and West side of the Central Business District these areas have different needs and challenges that must be studied and addressed independently.

A. Stakeholder Input

Propose a methodology for engaging stakeholders including property owners, business owners, employees, residents, public and potential developers in the process. East and West side of the Central Business District River East and West stakeholder input should be conducted independently.

B. Parking Utilization Observations and Analysis

Include private and public parking facilities.

C. Existing and Future Parking Conditions, Needs and Recommendations

- Assess the demand for parking within each study area and evaluate the demand to current inventory. Provide occupancy and turnover data. Identify areas with surplus or deficit parking.
- Project new demand based on proposed developments and assess the impact on parking.

- Identify the feasibility, optimal locations and timing for potential parking structures to support existing and future parking needs. Provide specifics regarding recommended parking capacity, number of floors, mixed-use opportunities and cost estimates.
- Identify and evaluate potential sites that could satisfy current and projected parking deficits. Proposed sites should identify estimated parking count and optimal configuration on the site.
- Evaluate the potential for “in-fill” development of surface lots to increase development density within the East and West side of the Central Business District.
- Examine opportunities for shared private parking.
- Examine and recommend opportunities to relocate, redesign or reuse existing parking inventory to meet existing and anticipated parking needs.

D. Review and Recommendations for Parking Management Strategies

- Evaluate existing ordinance and recommend parking rules and regulations that support the goals and objectives of a downtown parking strategy.
- Recommend a fee structure (including fees and fines) for on- and off-street parking that encourages the optimal parking utilization and discourages parking abuse by employees and all-day parkers. Provide comparisons to similar localities.
- Examine the hotel parking located within the Jefferson Street Parking Ramp and Lot and provide recommendations for improved processes.
- Examine and recommend zoning requirements for private off-street parking within the East and West side of the Central Business District.
- Identify potential new revenues sources.
- Evaluate and recommend parking control technology strategies that will improve parking management.

E. Improved Parking Experience

- Evaluate and recommend a parking wayfinding system.
- Evaluate and recommend technology to improve parking location identification and payment options.
- Evaluate and recommend street crossings, pedestrian access and synergy with alternative modes of transportation including the City bus system.
- Evaluate and recommend safety and security measures
- Recommend other opportunities for enhanced parking experiences specifically as it relates to the prospective of downtown residents, workers, business owners and visitors.

F. Implementation Plan and Budget

- Develop an implementation matrix which outlines recommended actions, estimated time frames, costs and responsible parties. Specifically identify and highlight those actions considered “quick fixes”.
- Create a map of the East and West side of the Central Business District. Identify proposed parking infrastructure improvements or redevelopments and parking time limits.

G. Presentation

Conduct three formal presentations:

- Meeting One - East Side Stakeholder Meeting
- Meeting Two – West Side Stakeholder Meeting
- Meeting Three – Common Council Meeting

The consultant may propose additional tasks and/or a revised scope based on experience with similar projects in similar cities. Expected client consultant communications such as conference calls, draft reviews, site visits, etc. shall be considered part of the proposed scope but are not specifically detailed within this document.

SELECTION PROCESS

Proposals will be reviewed and a consultant will be recommended by the selection committee to the City's *Economic Development Committee*. The recommendation will be based upon the consultant's experience/capabilities, project approach, and cost, all of which are described below under "Proposal Specifications."

TIMELINE

The estimated timeline for completion of the selection process is outlined below.

February 15	Distribution date of RFP
March 24	Deadline to submit proposal
April 11	Consultant is selected and final negotiations are commenced
On or Before	
October 10	Stakeholder Presentations

PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capacity to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

Business Organization – This section shall include the firm's name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms.

Experience and Capabilities - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of references for each applicable project.

Project Approach – The consultant shall describe the approach to the proposed project, the method of conducting the work, and how the final deliverables will be developed.

Stakeholder Input – The consultant shall describe the method or methods used to obtain stakeholder input on parking.

Cost – The consultant shall provide an hourly rate schedule and an estimated number of hours to complete the proposed project. Estimated hours to be spent on specific tasks should be broken out to the greatest extent practicable. If hours are to be billed at different rates, a breakdown of hours per wage rate shall be provided.

SUBMITTAL REQUIREMENTS

One (1) original and four (4) copies of the proposal along with an electronic pdf stored on a jump drive, must be submitted in a sealed envelope by **4:00 p.m. CST on Monday, March 24, 2014**. Please mark "Proposal for City of Wausau Parking Study" on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall
Attn: Maryanne Groat, Finance Director
407 Grant Street
Wausau, WI 54403**

CONTACT PERSON

Questions about the RFP or the project should be directed to Maryanne Groat, Finance Director, phone (715) 261-6645 or email mgroat@ci.wausau.wi.us.

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of this letter to solicit bids (on this date): _____
- () familiarization with all terms, conditions, and specifications herein stated,
- () company is qualified to perform work and services as proposed,
- () that the proposal submitted is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

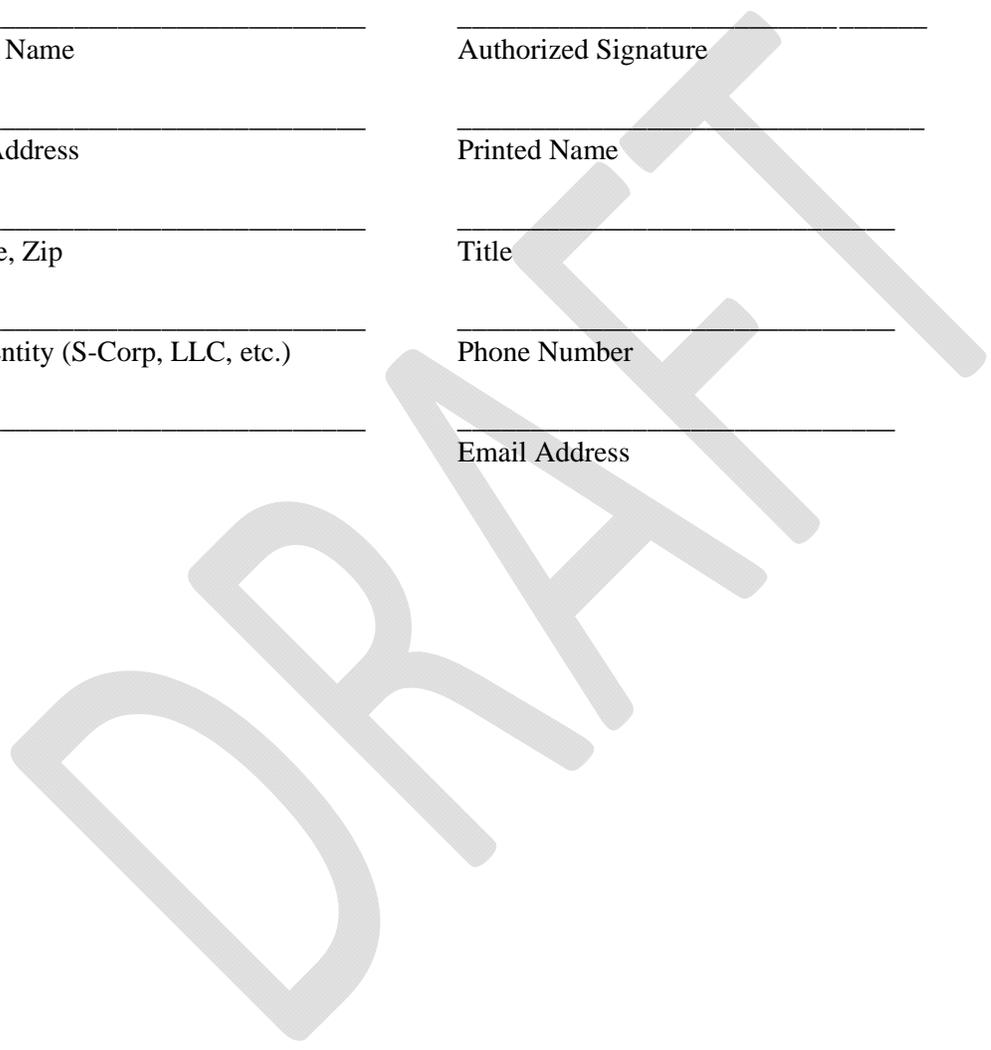
Title

Type of Entity (S-Corp, LLC, etc.)

Phone Number

Web Site

Email Address



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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing acceptance of conveyance, by donation, of Kwik Trip, 1500 Grand Avenue, to the City of Wausau from Kwik Trip.

Committee Action: 1/28/14 Approved 5-0
2/11/14 Pending

Fiscal Impact:

File Number: 14-0110

Date Introduced: January 28, 2014 (*Tabled*)

Reintroduced: February 11, 2014

RESOLUTION

WHEREAS, in furtherance of economic development on the City of Wausau's Southeast side, the owner of 1500 Grand Avenue, has offered to donate their property to the City, and

WHEREAS, the City will seek to find a suitable owner to purchase the property for its highest and best utilization, and

WHEREAS, the Economic Development Committee will serve as the oversight committee to monitor the progress of this redevelopment site, and

WHEREAS, city staff is conducting a review of the environmental closure documents;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the appropriate City officials are hereby authorized and directed to execute the necessary real estate documents to effect the conveyance of 1500 Grand Avenue to the City of Wausau, contingent upon the environmental clearance documentation.

Approved:

James E. Tipple, Mayor