*** 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:	**JOINT FINANCE AND ECONOMIC DEVELOPMENT COMMITTEES**
Date/Time:	**Tuesday, April 8, 2014 at 5:00 PM**
Location:	**City Hall, 2nd Floor Board Room**
Finance Members	Bill Nagle (C), Jim Brezinski, Dave Nutting, David Oberbeck and Keene Winters
ED Members:	Jim Brezinski(C), Romey Wagner, Bill Nagle, David Oberbeck and Lisa Rasmussen

AGENDA ITEMS FOR CONSIDERATION/ACTION

ED ONLY	1	Approve the Economic Development Committee minutes from 2/18/14
ED ONLY	2	Approve Thomas Street Corridor Master Plan.
JOINT	3	Discussion and possible action in regards to request by CBL & Associates to amend the ground lease, extend the terms of the special letter of agreement, hire an attorney and/or consultant and related budget modification.
		Adjournment (ED Committee)
		FINANCE ONLY ITEMS
	4	Public Comment on matters appearing on the agenda.
	5	Minutes of the previous meeting(s). (3/04/14, 3/11/14, 3/19/14)
	6	Consider Vehicle Donation from Yachs - 2006 Chevrolet Cobalt
	7	Consider procurement policy modifications
	8	Discussion regarding Council Ipads, paperless agendas, and agenda management software
	9	Consider RFP Legal Services - Bond Counsel
	10	Budget Modification - Irrigation 17th Avenue Landscaping Project
	11	Approving alleged claim for excessive assessment - GE Capital Franchise Financial Corporation (Applebee's)
	12	Approving alleged claim for excessive assessment - Financial Way, LLC
	13	Approving alleged claim for excessive assessment - Sears Holdings Corporation
	14	Approving alleged claim for excessive assessment - Walgreen Co., 105 Central Bridge Street
	15	Approving alleged claim for excessive assessment - Walgreen Co., 504 S 17th Avenue
	16	2015 Budget Priorities
		Adjournment (Finance Committee)

Bill Nagle, Finance Chair Jim Brezinski, ED Chair

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.**

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 04/03/14 at 2:30 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.

FINANCE COMMITTEE
Date and Time: Tuesday, March 4, 2014 @ 5:00 pm., Board Room
Members Present: Nagle (C), Oberbeck, Nutting, Winters
Not Present: Brezinski
Others Present: Tipple, Groat, Jacobson, Marquardt, M. Lawrence, Duncanson, Kellbach, Rasmussen, Wagner, Goede, various room tax applicant representatives.

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 2014 Room Tax Requests and establish the 2014 Room Tax Fund Budget
Groat stated as of the end of this year $130,000 has accumulated in the room tax fund. She estimated the 2014 revenues at $720,000; last year's revenue was $770,000. She stated based on that $720,000 estimate, we would have to provide 2.5% to the CVB - $225,000 and .5% to the Sports Marketing Fund - $45,000. The Room Tax Policy articulates that some of the organizations are considered what the policy classifies as continuing contributions, which are due the flat percent. It also has provisions for a percentage of the room tax collected based on the prior year collection. She noted the only one that doesn't function on a percent of revenues is Main Street because there is a second component to that calculation and it says that we can't provide more than one third of their budget; their BID tax is $60,000, so the maximum amount we can contribute is $30,000.

Groat stated the other component to look at on the continuing contributions is what we paid in 2013. She indicated if they use the flat payment amount there would be $61,800 to distribute to other organizations. If we use the percentage component to calculate our continuing contributors, it would only be $35,360 for the other organizations, so we could provide 62% of their request. She noted there was a one-time request in the group from Friends of Wausau Ice Hockey for a capital donation of $75,000 to make improvements to the ice hockey arena that the county owns.

Chris Toner, on behalf of Friends of Wausau Ice Hockey, addressed the committee stated their group started raising funds to improve the rink at Marathon Park this past summer. They started with a budget figure of $750,000 and to date have raised $540,000. He stated their goal is to build out four new locker rooms for the youth program and two locker rooms for high school programs, as well as put up new bleachers. He noted the building has not been upgraded since 1991. He indicated if they received the full amount they felt they would be able to break ground this April. He stated they have received some room tax funds from Rib Mountain as well.

Nagle questioned if they had approached the County Board for funding. Toner indicated they approached the Marathon County Park Department Foundation, but they got the sense from the county that they did not have money for this program. Nutting questioned how many city residents are using the facility. Toner responded the breakdown would be about 70-30, Wausau kids to Rib Mountain kids. He explained the economic impact through the tournaments that bring families to the city hotels, restaurants and stores. It was pointed out the kids don't fit in the youth locker rooms with their equipment and that the girls do not currently have a locker room and must use the restrooms to change in. Oberbeck felt the program deserves a lot of support, but also felt we should issue a strong challenge to the county to support it as well, since it is a county-owned facility and they receive financial benefit through sales tax.

Nutting questioned if it was feasible to do the full payment option to the smaller organizations because he felt they were all worthy. Groat stated they would carryover $55,000 fund balance to the next year if they use the 62% option or $33,000 carryover with the full payment.

Motion by Nutting, second by Oberbeck to approve the Percent of Prior Year Revenues of $414,640 to the Continuing Contributions and full payment of $57,000 to the second tier applicants, as well as $75,000 to Friends of Wausau Ice Hockey. Motion carried 4-0.

Establish 2014 East Riverfront Project Budget

Groat stated there is a 2013 project carryover to complete the Remediation and Stream Daylighting Project with a balance on the contract of $1.3 million. She reviewed the estimates for the 2014 projects listed, followed by committee discussion.

Oberbeck commented the problem with developing parking lots before any other building development happens is they get ruined with any utilities that you have to bring to the building or other buildings and you also have construction as far as staging areas. He recommended they not do any parking lot construction until the development occurs. Nagle suggested funding it to have it ready and available, but hold off on the construction.

Nagle stated the approval of this project budget would include approving the start of the debt issuance. Oberbeck questioned what the best timeline was for moving forward. Groat stated we have reimbursement authority, so we can reimburse ourselves if we choose based on the market not to issue debt until later in the year.

Motion by Nutting, second by Winters to approve the 2014 East Riverfront Project Budget without funding for the parking lot construction. Motion carried 4-0.

Authorizing the execution of a contract with WPS regarding relocation of utility lines along the Riverfront

Marquardt stated the contract cost is $1 million and WPS is spending $5 million of their own money. Oberbeck commented it is great timing and it makes sense to do it all at once.

Motion by Oberbeck, second by Nutting to approve execution of the contract with WPS for relocation of utility lines along the Riverfront. Motion carried 4-0.

Approve 2014 Budget Modifications, Fund Transfers, Change of Purpose and the Establishment of Committed Fund Balances

Groat reviewed the list of carryovers for the capital budget and TIF districts.

Motion by Oberbeck, second by Nutting to approve the 2013 project reservations and fund carryovers to modify the 2014 budget as presented. Motion carried 4-0.

Consider Purchase of 401 S. 1st Avenue, Wausau WI.

Groat indicated it was not necessary to go into closed session as we have an accepted offer for $190,000 for the former L&S Printing property. She stated the Alexander Foundation indicated that they would provide us with an interest only loan for five years while we found a redevelopment opportunity for that site. She noted the interest rate is 2.75%.

Motion by Winters, second by Oberbeck to approve the purchase of 401 S. 1st Avenue for $190,000 to be funded by an Alexander Foundation 5 year interest only loan. Motion carried 4-0.

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. (401 S. 1st Avenue)
Withdrawn

Consider Negotiations with CBL & Associates Properties, Inc. regarding tenant redevelopment and replacement plans
Nagle indicated it was necessary to discuss negotiations in closed session.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Negotiations with CBL & Associates Properties, Inc. regarding tenant redevelopment and replacement plans).
Motion by Nutting, second by Winters to convene in closed session. Roll Call Vote: Ayes: Winters, Oberbeck, Nutting, Nagle. Noes: 0. Motion carried 4-0.

The committee adjourned in closed session at 7:10 p.m.

FINANCE COMMITTEE
Date and Time: Tuesday, March 11, 2014 @ 5:00 pm., Board Room
Members Present: Nagle (C), Oberbeck, Nutting, Winters
Not Present: Brezinski
Others Present: Tipple, Groat, Jacobson, Marquardt, Loy, M. Lawrence, Kellbach, Rasmussen, Wagner, Mielke, Goede, Berge, Dickinson, Debra Ryan.

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.
Debra Ryan, 702 Elm St, commented on the Riiser fuel purchase. She commented on some research she did on her own regarding gas bids from January to March, noting there were no signatures and was concerned about the lack of checks and balances. She felt anything over $100,000 should have full City Council approval.

(Addendum Item) Discussion of past and current fuel purchases and fuel purchase policies for city vehicles.
Nagle stated in Sunday's Daily Herald there was an article concerning the fuel purchase arrangements that the city has and how they were arrived at. He asked city staff to clarify the facts and respond to the article.

Marquardt stated this was originally introduced to Finance Committee on March 12, 2014; was discussed, tabled and brought back April 23, 2014 at which time Riiser did a presentation and he submitted a sole source request. He clarified that they are only required to take the low bidder for public construction projects and this is not public construction, it is purchasing a material. He explained Riiser offered the advantages of purchasing split loads and daily price monitoring for savings. It was his understanding at that time that no one else could provide this service in this way.

Marquardt confirmed that based on the homework he did as Director of Public Works and that Don Skare did as Superintendent, that Riiser was the most cost effective supplier for what they needed. Winters commented the Transit Department purchases fuel by a different methodology and he wanted to know which was better. Nagle suggested putting it on the agenda for the next meeting and invite Greg Seubert from Transit. Oberbeck requested that data be provided for that meeting and to look again at our procurement policy for possible changes.

Minutes of the previous meeting(s). (2/24/14 & 2/25/14)
Motion by Winters, second by Nutting to approve the minutes of the previous meetings on 2/24/14 and 2/25/14. Motion carried 4-0.

Termination of the United Health Group parking lease.
Jacobson stated the parking lease is United Health Group effective until March 9, 2016 and there is no provision in the lease for early termination. She indicated she received a letter requesting early termination as of June 30, 2014. She noted this lease just applies to the 90 parking stalls in the Penney's Ramp. Groat indicated she was told they were turning back the permits on April 1, 2014.

Groat stated there are a couple options, one of which is to just let them out of the lease. She explained they received a discounted parking permit because they had signed the long term agreement and were buying bulk purchase of permits. She stated another option would be to charge them for the balance of the rent, which would be $37,700 or recover the discounted amount from the time the lease was signed through April 2014, which would be $17,000.

Groat felt that recovering the rent discount was the right thing to do, however, the fact that it is a business in the community may be a consideration. She recommended that in future contracts an early termination clause be added so that it doesn't have to come back to Finance Committee. Oberbeck stated we value their business in the City of Wausau and if $17,000 is going to make a big difference, why do it, because we have the spaces available for another potential business downtown for office space development.

Winters suggested that staff be directed to tell them that since they negotiated a discount from us for time and volume and they are now not making those time and volume commitments, we feel it would be fair to at least recover the rent discount; and bring this item back to Finance.

Consider Amending Wausau Area Access Channels Public, Educational & Governmental Television Policies, Procedures and Communication Guidelines and amending the model Public Access Production Agreement to make production rates consistent

Jacobson stated originally they approved the Polices & Procedures which contained a production hourly rate of $25, which was subsequently put into a boiler plate contract. She explained when the boiler plate contract came separately to Finance they amended the rate to $40 per hour and now the Policies and Procedures needs to be updated. She indicated both the policy and contract are on the agenda today to discuss and make consistent with whatever they finalize as the rate.

Dave Dickinson commented in negotiating the Board of Education contract at $25 we were okay, however, if we gone up to a $35 or $40 rate, that is one contract that would already be gone. He noted when looking at comparables originally, our $25 an hour rate was $2.50 higher than the only one that we could find. Recently they found that Marshfield has a $30 rate and Waupaca has an $11 rate. He stated $40 an hour is a 60% increase, which he felt was a very steep increase. He noted our contracts are typically with government entities which have very tight budgets and most are going down. He felt $40 was too high and they would have difficulty getting any contracts with that rate.

Oberbeck pointed out that the $25 rate was not covering their costs. He felt if we did not raise it the city would be subsidizing the school board and county and everyone else, unless we put in additional funds through the franchise fee. Dickinson stated in Stevens Point the franchise fee is given to public access and because they have the franchise fee they cover government for free. He commented we were asked to go and find other funding and that is what we have done by getting the Board of Education to share in the cost of public access. Oberbeck suggested we may have to put more of the franchise fee into public access to cover the costs and supplement it with other agencies paying their share through the rate. Dickinson suggested the fee be placed in the city's fee schedule as well.

Wagner suggested keeping it at $25 for 2014 and in the months to come he hoped to bring a presentation to the Council in how to develop it in 2015, 2016 and 2017. Winters stated it would take $49 per hour to cover the costs, so at $30 we would as least recover 60% of those costs. Rasmussen commented the reason we are subsidizing others is because we are spending our franchise fee on other things. There is a fund source available designed by cable fees to do these things and perhaps we don't allocate enough of it for public access.

Motion by Winters, second by Oberbeck to set the hourly rate to $30 for both the Policies and Procedures and the boiler plate contract. Motion carried 4-0.

Termination of Tax Increment District Number Two

Groat stated the allocation will be $259,476.35, which still needs to be verified by the auditors before we are allowed to disperse it. The county would receive $49,288.26; city $86,159.65; Wausau School District $104,824.73; and NTC $19,203.72. She predicted a $0.25 reduction in the tax rate for the Wausau School District properties and a $0.15 reduction for D.C. Everest District properties that are in the city limits. She noted TID #2 was the first tax incremental district in the Business Park and from which they authorized the one year of increment for housing stock. She explained they need to terminate the district because they have recovered all of their costs and can't accumulate excess increment and the expenditure period is closed. Oberbeck commented it will provide additional revenue which offsets tax increases.

Motion by Winters, second by Oberbeck to approve closure of TID #2. Motion carried 4-0.

2013 General Fund Financial Report

Approving Modification of the 2014 General Fund Budget and the Establishment of the 2014 Contingency Fund

Withdrawn; to be brought back to the next meeting.

Adjournment

Motion by Oberbeck, second by Nutting to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:15 pm.

SPECIAL FINANCE COMMITTEE
Date and Time: Wednesday, March 19, 2014 @ 5:30 pm., Board Room
Members Present: Nagle (C), Oberbeck, Brezinski, Nutting, Winters
Others Present: Jacobson, Hardel, Barnes, Loy, Wagner, Mielke, Kellbach, Rasmussen, Goede, Linda Karger, Mary Kirlin of the Humane Society, and other interested parties.

Discussion and consideration of proposal received in response to the city's RFP for animal impoundment services - stray cats.

Anne Jacobson explained there was one response to the RFP from the Marathon County Humane Society with two separate proposals. One bid is specifically for 150 stray cats only at $30,000; the other bid is for 150 stray cats and up to 12 additional stray animals other than stray dogs and cats for $32,400.

Lt. Matt Barnes indicated they hosted a meeting with the Humane Society (HS) to obtain clarifications in the proposal. He pointed out it is not just 150 *stray* cats; it is 150 *cats* either stray or feral. He noted this is separate from bite/quarantines and it would also mean a mother cat with 10 kittens would count as 11 cats; or a pregnant cat that gives birth within the first week would count the number of kittens delivered.

Jacobson asked the committee to direct staff to either reject the response or to go forward and negotiate a contract with the Humane Society of Marathon County and to clarify any other directives in regard to said contract. She indicated the contract would need to come back to Finance, go forward to Council for adoption and be signed by March 31, 2014 in order to get the money from the county.

Nutting questioned if citizens could bring cats to the HS on their own. Barnes explained the average citizen of Wausau that recovers a cat and wants it to go the HS would have to contact law enforcement to have either the humane officer or a police officer pick up the cat and transport it to the HS.

Oberbeck questioned how this handles other participating municipalities. Hardel stated we will need to clarify that in our contract with Weston. We would bill Weston 18% of the additional money that we are going to have to come up with between the county's reimbursement and the total contract amount of $32,400, however, once we get above 150, they would have to pay for those cats separately. Winters explained the 18% cost sharing figure was based on the number of dispatch calls to 911 for Everest Metro and how many went to Wausau. Oberbeck was concerned about the overage of the 150 number and how it is determined who pays the $220 or $240 per cat at that point. He did not want Wausau subsidizing other municipalities for the service. Hardel suggested putting in a specific number of cats from the jurisdiction, or 18% of 150; once they reach that number they pay the increased price per cat brought in above that.

Barnes commented they should decide whether to have us negotiate based on $32,400 for the 150 cats and up to 12 non-cats and non-dogs; $220 for every additional cat up to the next 150, then $240, and we don't come back to Finance until the end of the year regardless of how many cats we get. Or we just accept 150 cats and come back to committee when we reach 130. Consensus was to have a plan in place so that they don't have to come back to Finance till the end of the year. Brezinski felt the number it will cost if we exceed should be included so we know how much it is going to cost us. Barnes stated it is $332 a cat if we terminate the contract. Linda Karger, HS, explained the escalator costs, which is a 10% upcharge and termination language. She noted the price has been discounted and $332 is the actual cost per cat. Mary Kirlin explained the expense of care of animals and the costs of additional personnel.

Oberbeck commented we need to consider micro chipping and the advantages of it. This is a way to be proactive in reducing the stray population and will also identify what municipality the animal comes from. Discussion took

place regarding the licensing of animals at the Humane Society and the issues for them. Barnes indicated he was working with the Humane Officer, Ashlee Bishop regarding micro chipping. He stated she is putting together the possibility and seeking co-sponsors from vet clinics and donors to help us get started with clinics to just do micro chipping and licensing or micro chipping, licensing and rabies vaccination all at once. The cost would be reduced for the micro chipping to about $15 instead of $60 or $70. He indicated they will also be providing the Council with information on a trap, neuter, and release program.

Motion by Winters, second by Oberbeck to authorize staff to negotiate a contract with the Humane Society of Marathon County; a number of 18% of 150 cats be set in the Weston contract; and the motion includes the flexibility for the Police Department to negotiate on the escalator costs. Motion carried 5-0.

Motion by Oberbeck, second by Nutting to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 p.m.

CITY OF WAUSAU

407 Grant Street
Wausau, WI 54403-4783

A RESOLUTION OF THE FINANCE COMMITTEE

Donated Capital Items Policy

FILE # 95-0414

Introduced: Apr. 11, 1995

Referred:

Reported Back:

Adopted: April 11, 1995

Other:

Committee/Commission Action:

Adopted 4-0, Chair Abstained

RESOLUTION

WHEREAS, the City of Wausau is in need of a policy for accepting donated items if the annual operating expenses are expected to be greater than $500 or if the acceptance of the item results in a reduction of property tax base, and

WHEREAS, the acceptance of donated capital items occur outside the normal budgeting process, and

WHEREAS, the Finance Committee recognizes the advantages of establishing a policy that would require an analysis for cause and effect on the City's financial status prior to acceptance of any donated item, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the donated item policy be adopted as recommended above and authority for acceptance of donated capital items be delegated to the Finance Committee.

Approved

John D. Hess

John D. Hess, Mayor

and switching them serves no beneficial reason and 5) there is no additional work generated from either the Finance or Attorney's Offices in keeping both agencies. Whalen further stated that they could report back with more collection percentages in one (1) year or whenever the committee felt necessary.

Motion by Paetzold, second by Day to continue using both Badger Creditors and Wausau Creditor Service for the City's hard to collect accounts and to report back results in six (6) months. Motion carried 4-0, Chair abstained.

(6) CONSIDER CITY POLICY FOR ACCEPTANCE OF DONATED CAPITAL ITEMS.

Mayor Hess explained that this policy was needed for accepting donated capital items if the annual operating expenses are expected to be greater than $500 or if the acceptance of the item results in a reduction of property tax base. Hess further explained that there is no policy on this issue and since the acceptance of donated capital items occur outside the normal budgeting process, it should be considered and acted upon by the Finance Committee.

Alderman Lawrence questioned whether this would be gifts of land. Hess stated that it could be land or vehicles or any other capital item that is donated to the City.

Alderman Paulsen questioned whether a capital item donated to the City could be sold either by bids or auction. The committee directed Bill Nagle to research this matter and also capital items surrendered to the Police Department under the Drug Enforcement Forfeiture Act. It was requested that Nagle report his findings at the upcoming informational meeting.

Motion by Paetzold, second by Paulsen to establish a policy whereby the acceptance of donated capital items as stated above be considered and acted upon by the Finance Committee. Motion carried 4-0 Chair abstained.

Mayor Hess was excused from the meeting.

(7) CONSIDER AGREEMENT BETWEEN THE CITY AND CDA REGARDING WAUSAU CENTURY.

Community Development Director Mike Morrissey presented an agreement between the City of Wausau and the Community Development Authority which provides a legal connection for financing redevelopment activities in connection with the Wausau Century Project.

The committee briefly reviewed the terms of the agreement and discussed the effects any changes in legislation, such as the Davis-Bacon Act, would have on the agreement. Morrissey stated that any changes in legislation would probably not affect any agreement that supersedes such changes.

Motion by Day, second by Baumgardt to recommend approval of the agreement between the City and the Community Development Authority (CDA) regarding Wausau Century. Motion carried 4-0, Chair abstained.

It was decided by the committee to reschedule the regular April 25th, 1995 meeting to Thursday, April 20th, 1995 at 6:00 p.m. Motion by Paulsen, second by Paetzold to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Richard M. Whalen

Richard M. Whalen, CPA
Acting Finance Director

ksm : 2 pgs

CITY OF WAUSAU, WISCONSIN
PROCUREMENT POLICY

POLICY OBJECTIVE

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

COVERAGE

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

GOALS

1. To encourage open and free competition to the greatest extent possible.

2. To receive maximum value and benefits for each public dollar spent.

3. To ensure that all purchases are made incompliance with federal, state and local laws.

4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.

5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

ETHICAL STANDARDS

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.

2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.

3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.

4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.

5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.

6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

GENERAL GUIDELINES

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
    - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
    - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.

2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).

3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.

5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding $50,000 shall require the Department Head to provide written notice to the Common Council.

6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.

7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.

8. Purchase Orders – Shall be issued for all purchases of goods and services in excess of $5,000 unless such payment is authorized by a written contract or agreement.

9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.

10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An "interested party" must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City's procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1)the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

PURCHASE OF GOODS

1. Purchase of Goods under $5,000 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods $5,000 to $25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department MUST obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of $25,000 – a formal bid process is required.
    a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
    b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
    c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.
    d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the City's best interest to award the contract to other than the lowest responsible bidder.
4. Commodities $5,000-$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.

6. The following items must be purchased using a centralized purchasing process:
    a. Copiers - coordinated by the CCITC.
    b. Computer hardware/software - coordinated by CCITC.
    c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
    d. Furniture – coordinated by Department of Public Works.
    e. Office Supplies – coordinated by the Finance Department.
    f. Janitorial Services – coordinated by Department of Public Works.
    g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
    h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.

PURCHASE OF SERVICES

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.

- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.

- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.

- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.

    1. If it is estimated that the service being solicited has a total cost of over $25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head.

        a) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.

        b) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.

        c) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.

        d) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects

completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of

services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.

e) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.

f) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.

g) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

SOLE SOURCE

Purchase of goods or services under $25,000 may be made without competition when it is agreed in advance between the Department Head and Finance Director. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under $5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of $5,000 to $25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding $25,000 must be approved by the Finance Committee.

BUDGET

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when ALL of the following conditions have been met:
    a) The funds for services are included in the approved City budget.
    b) The procurement for services complies with the procurement policy.
    c) The City Attorney has reviewed and approved the form of the contract.
    d) The contract complies with other laws, resolutions and ordinances.
    e) The contract is for a period of one year or less, or the contract is for a period of not more than three years and the annual average cost of the services does not exceed $25,000.

3. The following contracts require council approval:
   (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
   (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
   (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
   (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
   (e) Intergovernmental Contracts– Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
   (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
   (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
   (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.
4. The common council delegates contract approval to the department level for the following:
   (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget.

H:\fwcommon\financialpolicies\procurementpolicy.wpd

CITY OF WAUSAU PROCUREMENT MATRIX

PURCHASE OF GOODS	PURCHASE OF CONTRACTOR SERVICES	PUCHASE OF CONSTRUCTION SERVICES
Examples include: Equipment, supplies, construction materials, rolling stock, furniture.	Furnishing labor, time and effort by a contractor usually not involving the delivery of specific goods. Examples include: Refuse and recycling collection, snow removal services, janitorial services, elevator maintenance, delivery services.	Substantial repair, remodeling, enhancement construction or other changes to any City owned land, building, or infrastructure. Examples include: Door replacement, roof replacement, office remodeling, bathroom addition.
		Procedures in Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 Shall Take Precedence.

Goods or Service Under $5,000 - may be made based upon the best judgement of the department head or division director. However it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.

Goods or Service $5,000 to $25,000 - Requires prior department head approval and the issuance of a purchase order. The cost of the purchase must be included within the approved department budget. The department must obtain 3 written quotes. Quote summary, and written quotes must accompany purchase order request and submitted to the Finance Department.

Goods or Service in Excess of $25,000 - Requires a formal bid process.

- Requests for bids shall be formally noticed.
- Notices of bids shall state time and place of the bid opening.
- Bids shall be submitted sealed in an identifable bid packet and contain the bid name and date on the envelope.
- The Department Head is responsible for the preparation of plans, specifications, notices or advertising. Prequalifications of bidders may be done at the discretion of the department head.
- Sealed bids shall be opened, recorded and tabulated by the Board of Public Works.
- Bids and tabulations must be available for public inspection and placed on file with the City Clerk.
- The Board of Public Works shall have the authority to award the contract whent he costs of the purchase have been included within the budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule, regulation or this policy shall be separately authorized by the Common Council.

Commodities Subject to Volatile Pricing Such as Fuel $5,000 to $50,000 - Requires written quotes. Requires prior department head approval and the issuance of a purchase order. The cost of the purchase must be included within the approved department budget. The department must obtain 3 written quotes. Quote summary, and written quotes must accompany purchase order request and submitted to the Finance Department.

Goods or Service Requiring Centralized Purchasing - Copiers, Computer Hardware and Software, Cellular Phones, Telephones, Security Cameras, Furniture, Office Supplies, Janitorial Services, Plowing Services, Vehicles and Other Rolling Stock, Facility Maintenance.

PURCHASE OF COMBINED GOODS AND SERVICES	PURCHASE OF PROFESSIONAL SERVICES
Purchase combines goods and services (exclusive of construction and contractor services). Technology Projects, EMS Billing Services, Parking Ramp Revenue System, Parking Enforcement Services, Vehicle Repairs and Maintenance.	Consulting and expert services provided by a company, organization or individual. Examples include: Attorneys, CPAs, Appraisers, Financial and Economic Advisors, Engineers, Architects, Planning and Design. Services measured by professional competence and expertise.

Goods or Service Under $25,000 - may be made based upon the best judgement of the department head or division director. However it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.

Services Greater than $25,000 a Formal Request For Proposal Process is Required.

- Department Head is responsible for the preparation of the development of specifications, notices and advertising.
- The Request for proposal should be developed to evaluate the expertise and experience and quality of the proposer and services offered.
- Establish selection criteria and selection committee is advisable. Publish the numeric ranking matrix in the proposal. This process reduces the subjective nature of the selection process.
- Proposals should be solicited from an adequated number of qualified sources. Proposals shall be opened, recorded and tabulated by the Board of Public Works.
- Proposals and tabulations must be available for public inspection and placed on file with the City Clerk.

CITY OF WAUSAU
REQUEST FOR PROPOSALS
LEGAL SERVICES - BOND COUNSEL

The City of Wausau is seeking bond counsel and other legal services in connection with the issuance of general obligation and revenue bonds during a five year period. The City may, at its sole discretion, seek up to two additional one year extensions.

During the term of the contract, the Firm shall give advice relating to other debt matters and tax increment financing advice as requested. Such advice shall be considered "Additional Service" and shall be paid for at the hourly rate(s) shown on the schedule of Hourly Rates.

When submitting a proposal the following information must be included in your submittal.

1. Introduce your Firm - Identify your firm, contact name, address, telephone number and email address and a general profile of the firm.

2. Capabilities and Technical Experience - Provide the qualifications of the attorney(s) that will be assigned to the City of Wausau and their experience with federal securities law and regulations. Include in this discussion the depth of resources your firm has available in the event the primary attorney is unavailable and disclose the number of full time attorneys in your firm who specialize in municipal securities law. Include your ability to provide legal counsel relative to non-routine or specialized legal/tax issues that may arise relative to a bond or note issue or other legal matters relative to the city's capital financing program. Provide a description of specific tax increment financing advisory services that will demonstrate a depth of experience your firm offers. Discuss your ability to provide legal counsel with regard to arbitrage rules, IRS laws, State of Wisconsin law with regard to bond/note issuance, tax increment financing and other pertinent legal issues. Discuss any potential conflicts you may have that would impair your ability to act as bond counsel for the city. Provide a brief summary of the process you would use to assist the city with a bond or note issue, including timing requirements you may have with regard to providing services. Submit a resume of the individual(s) who will manage and advise the city. The resume(s) should include relevant experience and indicate the nature and extent of the individual's involvement in similar work. Include a list of recently completed bond issues.

3. Past Experience - List other employees who will be assigned to this project, the capacity in which they will serve, and their qualifications and experience.

4. Pricing – Describe your fees and methodology for billing. Provide a schedule of hourly rates that will apply for additional services provided.

5. References - Provide at least three references of municipalities located within the State of Wisconsin, including a contact name, telephone number and email address.

6. Contract - Provide a contract for services.

5. **Please respond by 2PM, Friday, May 2, 2014.**

The mailing and hand delivery address is:

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

6. Direct all questions and replies to:

Maryanne Groat, CPA
Finance Director
City of Wausau
407 Grant Street
Wausau WI 54403
mgroat@ci.wausau.wi.us
Telephone: 715-261-6645
Fax: 715-261-0319

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

General Quality of the Response	10
Experience of Firm with Financing and Other Work	30
Qualifications of Attorney(s)	30
Understanding of the Services To Be Provided	10
Qualifications/Depth/Strength of Firm	20
	100

The City reserves the right to negotiate a change in any element of the contract or proposal to achieve the best overall value for the city.

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

RESOLUTION OF THE FINANCE COMMITTEE			
Approving Budget Modification – Irrigation Connection			
Committee Action:	Approved X-X		
Fiscal Impact:	$20,000		
File Number:	13-1109	**Date Introduced:**	April 22, 2014

RESOLUTION

WHEREAS, the City of Wausau made a financial investment to enhance the entrance of the City of Wausau along the I-39 and Stewart Avenue Corridor, and

WHEREAS, the irrigation system installed on site will ensure the landscaping remains an attractive feature into the future, and

WHEREAS, requests have been made for the following 2014 Budget Modification.

BUDGET MODIFICATION

144-345298746 Streetscape Project.....$20,000.00

PURPOSE: This transfer will finance the connection of the irrigation system located in the traffic islands on Highway 52 Parkway to a water source. This budget will be financed by Tax Increment District Number Six

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the budget as stated above and to publish the budget modification in the official newspaper as required.

Approved:

_____

James E. Tipple, Mayor

MaryAnne Groat

From: Lisa Rasmussen
Sent: Tuesday, April 01, 2014 5:41 PM
To: MaryAnne Groat
Cc: Bill Nagle; Jim Tipple
Subject: RE: 2015 Budget Priorities

As I see it, priorities should include these things:

1.) Continue efforts to address housing blight and urban decay using the enforcement tools created from 2012-14 via the inspections dept and CRO program within WPD

2.) Continue efforts underway to control drug use and sale and related crimes as well as address nuisance properties proactively

3.) Approve Thomas St alignment and plan in committees and begin right of way acquisitions to relieve neighborhood tensions and uncertainty

4.) Complete pool reconstructions as scheduled

5.) Continue advancing initiatives on "River East" and "River West" plans as opportunities become available

6.) Address backlog of work in IT Dept to ensure timely flow. If this cannot be improved, evaluate cost/benefit of taking IT operations for the city in house or outsourcing work to 3rd parties if possible/practical. Late rollouts have caused detrimental delays in many projects.

7.) Pursue economic development opportunities to attract maufacturing or processing operations that support materials grown or produced in the region. Consider new marketing strategies if needed to acccomplish.

8.) Complete city wide property re assessments

9. Consider potential development/redevelopment opportunities along the Grand Ave corridor to support curling and soccer facilities and related tournaments as facilities gain use and popularity

10.) Stabilize Wausau Center mall or locate ideas for ways to re purpose/re design/re brand the facility using longer term strategy

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From: MaryAnne Groat
Sent: Friday, March 28, 2014 5:40 PM
To: (garygisselman@yahoo.com); Dave Nutting; David Oberbeck; Jim Brezinski; Karen Kelbach; Lisa Rasmussen; Lisa Rasmussen; Keene Winters; Robert Mielke; Romey Wagner; Sherry Abitz; Bill Nagle
Subject: 2015 Budget Priorities

The Finance Committee will begin 2015 budget discussions at the next Finance Committee meeting on April 8th. On behalf of the Finance Chair, I would request that you bring forward any specific priorities, ideas or concerns to this meeting. If you are unable to attend, please forward them to Bill, the mayor or myself at your earliest convenience.

Thank you and have a great weekend.

Maryanne Groat, CPA
Finance Director
Customer Service Department
CITY OF WAUSAU
407 GRANT STREET
WAUSAU WI 54403

Phone: 715-261-6645
Fax: 715-261-0319