



\*\*\* 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, April 22, 2014 at 5:00 PM**  
 Location: **City Hall, 2nd Floor Board Room**  
 Members: Bill Nagle (C), Karen Kellbach, Dave Nutting, David Oberbeck, Keene Winters

### AGENDA ITEMS FOR CONSIDERATION/ACTION

- 1 Public Comment on matters appearing on the agenda.
- 2 Select a Chairperson and Vice Chairperson for 2014-2016 term.
- 3 Establish Regular Meeting Date and Time for 2014-2016 term.
- 4 Consider funding and installation of decorative lighting on the 900 Block of Scott Street
- 5 Approval of Project Fund Agreement and Application for Program/Fiscal Sponsorship between the City of Wausau and Community Foundation of North Central Wisconsin to fund the proposed Wausau Area Access Channel Production Fund
- 6 Review of OMotion, Inc Development Agreement terms and tax revenue projections and discussion regarding the possible business relocation and expansion of Jarp Industries, Inc. to the Wausau Business Campus
- 7 Establish Interview Schedule for Bond Counsel RFP's - June 3rd 2015 at 4PM
- 8 Request for funds to provide insurance coverage for the Labor Day Parade (Marathon County Labor Council AFL-CIO)
- 9 Update regarding Council Ipads, paperless agendas, and agenda management software
- 10 Consider General Fund Financial Reports January and February and Animal Licensing 2014

Adjournment

Bill Nagle, 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 04/17/14 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.

Other Distribution: Media, (Alderspersons: Neal, Gisselman, Abitz, Mielke), \*Tipple, \*Jacobson, \*Groat, \*Loy, Rayala, Department Heads



APPLICATION FOR PROGRAM/FISCAL SPONSORSHIP

ORGANIZATION INFORMATION

1. Individual, organization, or group submitting request:

Name: David Dickinson/on behalf of

Organization: City of Wausau - Public Access

Mailing Address: 407 Grant Street

Wausau, WI 54403-4783

Phone: 715-261-6550 FAX: Email: david.dickinson@ci.wausau.wi.us

Contact Person: David Dickinson

2. For what period of time is the Community Foundation being asked to serve as fiscal sponsor?

Begin date: March, 2014 End date: March, 2016

How did you arrive at the end date?

3. Has your group incorporated as a separate legal entity responsible for its own actions? (Attach relevant correspondence) [X] Yes [ ] No

The City of Wausau is a municipal corporation

4. Does your program plan to become recognized as nonprofit by the IRS by obtaining its own 501(c)(3) status? [ ] Yes [X] No

If you answered no above, why not? Employees of the City of Wausau operate the channels.

If you answered yes above, what has been done to date in preparation for securing 501(c)(3) status? (Attach relevant correspondence)

5. Do you have liability insurance? Yes, through Cities and Villages Mutual Insurance Corporation

6. Would other fiscal sponsors be involved in your program in addition to the Community Foundation? If so, why?

- 1. City of Wausau budget \$47,190
2. Contracts for producing meetings:
a. County of Marathon \$2500/yr., 2 yrs. ending 12/14
b. Wausau School Board \$25/hr., 1 yr. ending 12/14
c. Independent Producers @ \$50/yr.

Name(s)

## **PROJECT DESCRIPTION**

1. What specific, measurable charitable or education outcomes does your group hope to bring about and when? (The lives of how many people will be better and in what specific measurable ways?)
2. Who is serving on the Advisory or Steering Committee for this project? (Please attach list) What other groups or organizations have been involved in planning this effort?
3. The Community Foundation's primary service area includes the greater Wausau and Marathon County area. What geographic "community(ies)" do you expect to benefit?
4. The Community Foundation strives to work with all sectors of the community. What specific groups of citizens do you expect to benefit?
5. A primary objective of the Community Foundation is to encourage endowment building. If your plans include an endowment-building component to help assure long-term attention to your charitable objectives, please describe them.

## **COMMUNITY FOUNDATION OF NORTH CENTRAL WISCONSIN SERVICES REQUESTED**

1. How much money do you anticipate being contributed to this fund within twelve months after the first deposit has been made: \$ \_\_\_\_\_  
How much over the life of the fund: \$ \_\_\_\_\_
2. When do you expect the first deposit to be made (month/year): \_\_\_\_/\_\_\_\_
3. What funds do you anticipate raising for this program, and why do you think these funds will be contributed? How do you plan to raise the money? Will you hold events?
4. Please attach your budget. How many receipts for expenses or requests for grants from the fund do you think the community foundation will be asked to process?  
\_\_\_\_\_ per month or \_\_\_\_\_ per year.
5. When do you expect to ask the Community Foundation to pay the first expense or grant?
6. Who will submit invoices or requests for grants to the community Foundation for payment from the fund, and why does that person or persons have this authority?
7. If you need services from the community Foundation beyond accepting, receipting, managing or disbursing funds, please indicate what those services are.
8. If the Community Foundation does not serve as fiscal sponsor for this effort, indicate which other non-profit, governmental or religious organization(s) could be a likely candidate to do so, and your reasons for not making this request to them.
9. If you have a written plan of activity for your program, please attach it to this application. If not, explain why?

## PROJECT DESCRIPTION

The City of Wausau employs two part-time individuals to operate its public access channels, known as Wausau Area Access Channels (WAAC).

1. We hope to help local non-profit, church and sports organizations to publicize and broadcast their events and raise awareness of local area events. We hope to tape, produce, and broadcast events of local interest beyond which our budget allows. By broadcasting to our northcentral Wisconsin audience, we raise awareness more globally of events of interest in the greater Wausau area.
2. Mayor Tipple oversees the department. Secondly, the employees serve at the request of non-profit organizations or the organizers of events and seek their advice as to how they wish to document their events by video. We have in the past produced events for the River Valley Harmonizers, broadcasting their concerts, Melissa Dotter through the Health Department to raise awareness of alcohol and other drug abuse for broadcast on her youtube channels and ours, and local hockey events through parents organizations.
3. We expect to benefit the viewing area covered by a diamond-shaped area from Minocqua to Westfield and Shawano to Thorp (see attached map for coverage area).
4. We expect to benefit anyone wishing to broadcast their events on public access television, including local softball and soccer leagues, Wausau Music Conservatory, other church organizations, the Marathon County Historical Society, the Whitewater Kayak Course. In addition to benefitting the public through broadcasting of programming on the public channel, we would also like to partner to produce programming that could be broadcast on the government/education channel. Anyone with internet access or Charter cable capability would benefit from the programming produced and broadcast on both channels.
5. Because we are a department of the City of Wausau, a municipal corporation, we have no endowment building or charitable objectives.

## COMMUNITY FOUNDATION OF NORTH CENTRAL WISCONSIN SERVICES REQUESTED

- 1-3. It is difficult to anticipate the amount of contributions that may be made on behalf of a particular project or for a particular purpose (sports, music, hobby) within 12 months. We anticipate that those wishing to retain anonymity in their donations will make donations for productions, when donating directly to the City does not allow for that.
4. Please see attached budget. 4-6.
7. We would gladly accept help with marketing, and writing grants to help fund the channels, as well as locating sponsors.

8. We have been tasked with seeking funding in addition to the city budget to fund the activities of the channel.
9. See attached written plan of activity.

If it serves as your fiscal sponsor, the Community Foundation must ensure that the outcomes of your program are consistent with the purposes of the Community Foundation of North Central Wisconsin. By signing this request, you are agreeing to provide the Community Foundation with minutes of your board or steering committee meetings, and to respond in writing to periodic questions from the Community Foundation regarding activities of your program. We reserve the right to request additional information.

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

Title: Mayor, City of Wausau

Proposed Name of Fund: City of Wausau Public Access Production Fund



Project Fund Agreement

Community Foundation of North Central Wisconsin (CFONCW) may provide administrative services to charitable activities regardless of whether or not a legal entity exists.

- If a legal entity exists, proper documentation is required (articles of incorporation, bylaws, tax-exempt ruling, etc.)
• If no legal entity exists, a written statement of purpose, individuals involved, those benefited and other pertinent information is required.

The role of CFONCW is to administer these funds. Administrative services include:

- Receiving donations;
• Maintaining records and reporting to fund raisers;
• Carrying out correspondence with fund raisers, donors, vendors, and others;
• Properly acknowledging donations of all sizes;
• Investing funds in short term, cash equivalent securities;
• With proper authorization, disbursing funds to a legal entity, if one exists, or if none exists, to vendors, etc. to the project.

Services are rendered on a project basis to be completed within schedule or reasonable time frame.

The Community Foundation will charge 1.5% on all gifts and retain earnings from the fund as a fee for its services.

Notwithstanding anything herein to the contrary, the Fund shall at all times be held and administered in accordance with the provisions of the Articles and Bylaws of the Foundation which are hereby accepted and agreed to by the undersigned, including those provisions relating to amendment, termination and variance from donors' direction. The undersigned acknowledges that under the provisions of the Articles and Bylaws, and as required by regulations promulgated pursuant to the Internal Revenue Code of 1986, as amended, the Foundation has explicit authority to redirect the assets of any fund it administers. However, the Community Foundation does not anticipate exercising such authority unless, in the opinion of the Board of Directors, the purposes for which the fund was established become unnecessary, incapable of fulfillment, or inconsistent with the needs of the community.

Accepted by: \_\_\_\_\_ James E. Tipple, Mayor Date: \_\_\_\_\_
Signature Print Name

On behalf of: City of Wausau Public Access Production Fund
Name of Fund

Accepted by: \_\_\_\_\_ Toni Rayala, City Clerk Date: \_\_\_\_\_
Signature Print Name

On behalf of: Community Foundation of North Central Wisconsin

Person(s) designated to authorize disbursements from the fund:

\_\_\_\_\_  
Signature Print Name

\_\_\_\_\_  
Signature Print Name

The City of Wausau's Wausau Area Access Channels (WAAC) would like to build on our past practice of finding community organizations and events that can benefit from our ability to record, produce and broadcast to a large area in Central Wisconsin. We hope to engage the Community Foundation in identifying donors interested in funding the production of specific programming, and in some special instances, fund off site equipment. While the City of Wausau budgets for the administrative costs of operating the WAAC channels, it is producers that fund specific programs. Our hope is to establish a fund to help pay production costs for a number of events.

We have in the past broadcast whitewater kayaking, organ concerts, River Valley Jazz events, Marathon County Court informational videos, high school sports, Badger State Games and curling events, to list a few.

The diverse nature of these productions makes it difficult to write an all-encompassing plan of action. The curling coverage that WAAC has produced in the past would serve as a good example of how our future productions could benefit from the proposed funding model.

A good example of nonproduction off site equipment funding would involve the new curling facility which has a unique one-time requirement. WAAC would require approximately \$3,800 to install infrastructure and wiring in the building for future recording and broadcasts. This infrastructure could be used by any broadcaster and the cost could possibly be shared.

For productions of curling events, the ideal model for funding would involve grants and donations procured well in advance of the curling season. Once funding has been agreed upon and procured, WAAC can organize staff and plan shooting schedules for bonspiels that are on the calendar for the curling season. We would anticipate that all productions would be recorded "live" and broadcast at a later time on our channels and our video on demand site. Additionally DVDs of the events are produced and sold for a nominal fee to participants that have travelled to our community.

All members of our production crew would be (City) WAAC employees or trained volunteers. The cost of production would be reported for each event. Upon completion, an invoice would be submitted to the Community Foundation.

The fund is intended to apply to all productions. It is assumed that some donors or grants will require that specific funds apply to specific events. WAAC will abide by any cost limitations or restrictions placed on donations or grants by donors.

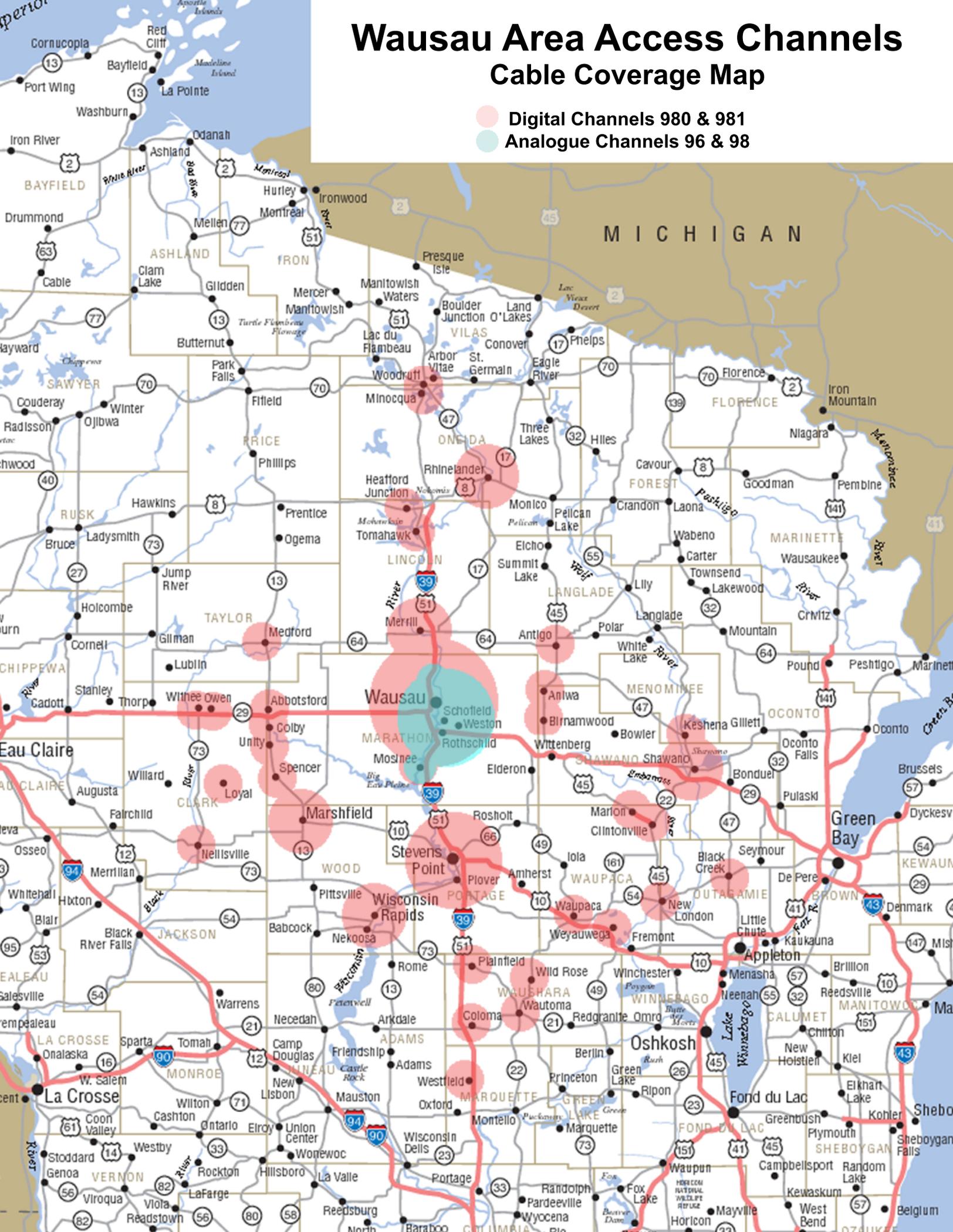
Any additional underwriting or sponsorships needed outside of Community Foundation funding will follow PBS underwriting guidelines.

## Wausau Area Access Channels 2014 Account Numbers and Budget Amounts

	<u>Administration Budget</u>	<u>Production Budget</u>
<b>Personnel</b>		
152 2591250 Wages - Programmers	\$15,000.00	
Wages - Production		\$6,000.00
	<b>\$15,000.00</b>	<b>\$6,000.00</b> Sub Total personal
<b>Contactual Services</b>		
152 2592490 Repair / Maintenance	\$2,000.00	\$1,850.00
Nexus Streaming Subscription	\$3,000.00	
City County Data Service Fees	\$2,125.00	
	<b>\$7,125.00</b>	<b>\$1,850.00</b> Sub Total Contractual
<b>Supplies &amp; Expense</b>		
152 2593120 Office Stationary / Forms	\$100.00	
152 2593121 Paper	\$100.00	
152 2593130 Printing / Duplication	\$200.00	
152 2593190 Other Office Supplies	\$125.00	\$150.00
152 2593240 Membership Dues	\$550.00	
152 2593350 Meals	\$195.00	
152 2593360 Lodging	\$400.00	
152 2593390 Meeting Expenses	\$400.00	
152 2593490 Other Operating Supplies	\$1,000.00	
	<b>\$3,070.00</b>	<b>\$150.00</b> Sub Total Supplies & Expenses
<b>Capital Outlay</b>		
152 2598132 TV Production Equipment	\$9,000.00	
152 2598190 Other Capital Equipment	\$4,995.00	
	<b>\$13,995.00</b>	<b>\$0.00</b> Sub Total Expenses
	<b>\$39,190.00</b>	<b>\$8,000.00</b> Total Expense
<b>Revenue Accounts</b>		
152 2581110 Cable Franchise Fee	\$15,000.00	
152 2588332 Sale of Program copies		
152 2588410 Private Orgs & Industry Donations		
152 2588413 Operating Money from Cable Co.		
152 2588414 Capital Equipment Money from Cable Co.		
152 2588419 Friends of WAAC Donations		
152 2588442 WAAC Program Production Donations		
Revenues from Wausau City Council		\$1,500.00
Revenues from County Board		\$2,500.00
Revenues from School Board		\$1,500.00
Revenues from Other Productions		\$3,500.00
	<b>\$15,000.00</b>	<b>\$9,000.00</b> Sub total revenues

# Wausau Area Access Channels Cable Coverage Map

-  Digital Channels 980 & 981
-  Analogue Channels 96 & 98



# Wausau Area Access Channels

## Public, Educational & Governmental Television Policies, Procedures, and Communication Guidelines

Updated

March 18, 2014

# Wausau Area Access Channels Public, Educational, and Governmental Policies & Procedures

## Mission Statement:

“Our mission is to provide and promote local viewpoints & perspectives and the diverse interests of our community.”

## I. Introduction and Definitions

### Introduction

By the terms of Act 42 of the State of Wisconsin Franchising Agreement the PEG channels or Public, Educational, & Governmental channels have been designated in the following way: WAAC - Gov. & Ed. or Wausau Area Access Channels Government & Education Television channels 96 & digital 981 have been designated for the cable casting of government and educational programs ; WAAC - Community or Wausau Area Access - Community Television channels 98 & digital 980 have been designated for the cable casting of Community programs.

The television studios, editing facilities, and equipment for use in the production of programs to be broadcast on the channels have been purchased by the City of Wausau and funded by cable franchise fees. Equipment is housed within the WAAC studios at 407 Grant Street, Wausau, WI 54403.

The policies and procedures in these guidelines have been established to encourage the use of and ensure fair and nondiscriminatory access to the channels, studios, editing facilities, and equipment by producers of PEG Access programs, and to ensure that producers receive education and training in the use of specified equipment.

**Definitions** - the following definitions apply throughout these guidelines:

- A. Government Television Program** - A Government television program is any program produced, directed, engineered, and otherwise made by City of Wausau Government employees including, but not limited to, the Coordinator and other WAAC staff members or independent community producers. Government television programs provide a means of communication between units of government and their constituents and/or provide other public services through the medium of cable television.
- B. Community Television Program** - A Community television program is any program produced, directed, engineered, and otherwise made by or sponsored by residents or WAAC staff or independent community producers. Community Television programs are a means of communication and expression through the medium of cable television.

- C. Educational Television Program** - An Educational television program is any program produced, directed, engineered, and otherwise made and/or sponsored by WAAC staff, students, educational institutions, and residents. Educational television programs are a means of communication and expression through the medium of cable television.
- D. Community Producer:** The person, group, organization or other entity that conceives of the program idea and manages the production of the program (whether the production is done by the local resident producer or another crew).
- E. Commercial Advertising:** No commercial advertising is allowed on the PEG channels. Program underwriting and sponsorship is permitted under the guidelines used by the Public Broadcasting System.
- F. Obscene, Indecent and/or Libel Material:** Any material in a program and/or presentation that would be deemed obscene or indecent by local community standards or by standards established by any federal, state or local regulation or law applicable to cable television.
- 1. Obscenity:** the Supreme Court has defined obscenity as works which, taken as a whole, appeal to the prurient interest in sex; which portray sexual conduct in a patently offensive way, and which taken as a whole, do not have serious literary, artistic, political, or scientific value.
  - 2. Indecency:** in a 1992 policy statement, the Federal Communications Commission defined indecency as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs.
  - 3. Libel:** Defamation by publishing or broadcasting that may expose its subject to public hatred, shame or disgrace.
- G. Copyright:** the exclusive legal right of publication, duplication, imitation, or sale of literary, musical or artistic work. All necessary copyright clearances are the sole responsibility of the community producer.
- H. Lottery/Raffle:** Any promotion, contest or other program that involves the elements of prize, chance and consideration, which is considered a lottery/raffle under applicable local, state or federal laws.

## **II. Who May Participate:**

- A.** WAAC equipment and facilities are owned by the City of Wausau and are reserved primarily for use by residents of the greater Wausau metro area. Persons eligible to become access users and use WAAC equipment and facilities include:
  - 1. Anyone with a valid greater Wausau metro address.
  - 2. Members and employees of commonly recognized local non-profit organizations that serve the Wausau community.
  - 3. Production facilities and equipment will be made available on a first-come, first-served, non-discriminatory, non-monopolistic basis, provided they:
    - a. Have successfully completed the necessary required courses and passed the evaluation given at the conclusion of the course; OR can demonstrate the basic operation of the requested equipment,
    - b. Are registered as either a volunteer, local resident producer or sponsor of non-local programming,
    - c. Complete and submit the required documents for use of equipment and facilities,
    - d. Obey all the rules and regulations adopted by the PEG guidelines.
- B.** Use of WAAC equipment and facilities must be for the primary purpose of recording and preparing programs for broadcast on the PEG channels unless the production falls under the Studio Rental Guidelines & Policies.
- C.** Community Producers between the ages of 16-18 years of age must have their parent or guardian co-sign all required documents. The co-signer is then responsible, along with the user, for all costs, which may be incurred as a result of damage to the facilities or equipment, other than normal wear and tear. Residents under the age of 16 wishing to use the WAAC facilities can do so only when in the presence of their parent or guardian. Parents or guardians are then responsible for the actions of their child and for all costs that may be incurred as a result of damage to the facilities or equipment, other than normal wear and tear.

## **III. Producing a Program:**

- A.** After attending and successfully completing the necessary training classes required, community producers may begin producing a program. PEG replay schedules are based upon series programming. Whenever possible, WAAC encourages community producers to produce programming on a regular basis; however, one-time or special programs are also accepted.
- B.** Community producers are responsible for gathering their own volunteer crew and equipment in producing their program. WAAC staff can assist with

providing producers with the proper equipment and providing a list of volunteers.

**C. Recording/Playback Media:**

1. WAAC will provide the first DVD free of charge. Final edit masters set for cable casting can have only one program per DVD.
2. Any program submitted for broadcast on any PEG channel must be on a DVD.

**D. All programs submitted for cablecast must include:**

1. A completed Cablecast Application and Agreement form
2. WAAC reserves the right to add its disclaimer to any program.  
"The viewpoints expressed in programs seen on WAAC are not necessarily those of Wausau Area Access Channels, the servicing cable system, the City of Wausau or its employees. Each program's producer or sponsor is responsible for the program's content."
3. Labels on the DVD & cover
4. Name of the program
5. Name & phone number of producer
6. Total running time of the program (TRT)
7. Date program was produced

**E. Producers and sponsors may use WAAC equipment and facilities to edit their programs to meet WAAC technical requirements. Program playback is subject to normal broadcast standards. Programs may be withheld from playback until broadcast standards are met.**

**F. If permission to cablecast or edit copyright materials is necessary, WAAC must receive that permission in writing no less than 24 hours in advance of the scheduled cable casting date or the program may be held off the cable casting schedule. This includes, but is not limited to, any scripts, music, or pre-videotaped portions of a live program unless previous arrangements are made with WAAC.**

**G. The producer or sponsor of any live or videotaped program cablecast on WAAC is responsible for the program's content and agrees to indemnify, save, and hold harmless Wausau Area Access Channels, the servicing cable system, the City of Wausau and its employees, Charter, LLC, and anyone involved with the production of the program from and against any and all liability, claim, judgment, action, loss, cost damage, injury (including death) or expense (including attorneys' fees), arising out of or resulting from their program.**

**H. The producer or sponsor is responsible for making all appropriate arrangements and obtaining all appropriate clearances from broadcast stations, networks, music licensing organizations, performers, performers' representatives, and without limitation by this list, any and all other persons**

as may be necessary for authorization to edit and/or cablecast the material in their program on WAAC.

- I. The producer or sponsor of any program submitted to WAAC for cable casting is required to pick up the DVD from WAAC two weeks after the program's scheduled cablecast date. Any media left at WAAC more than two months after its scheduled cablecast date becomes the property of WAAC. We always attempt to contact the owner of the media.
- J. Production Deadline - A producer who uses WAAC's studio, editing facilities, and/or equipment will submit their finished program for cable casting within 2 months of use. An extension of time may be granted at the discretion of WAAC if sufficient need is shown.

**K. Channel Time Allotment**

- 1. Time slots are assigned at the sole discretion of the WAAC staff. Priority is given to locally produced series programs with reserved weekly or monthly time slots, and then to non-locally produced series programs with reserved time slots.
- 2. Priority will then be given to other locally produced programs on a first-come, first-served basis and finally to other non-locally produced programs on a first-come, first-served basis.
- 3. The WAAC staff will schedule channel time on the appropriate channel depending on content.
- 4. Any program or episode of a series program may play additional times depending on time slot availability. A program may be rebroadcast on multiple channels including WAAC-Gov. & Ed., WAAC-Community, and the internet.
- 5. Reserved weekly or monthly time slots, when available, may be given to series programs with special consideration given to programs produced by WAAC or Certified Producers, programs presenting dated material, programs with audience building needs, and other factors which the WAAC staff considers in the best interest of the program and WAAC's overall cable casting schedule.
- 6. Reservations for weekly or monthly series time slots may be made no less than two months in advance of the first cable casting date requested. The time slots will be reserved for no more than four months unless approved by the WAAC staff.
- 7. Producers or sponsors of series programs will be considered in default of their responsibilities and may have their time slot reservation canceled and/or be restricted from series time slots temporarily or completely for any of the following reasons:
  - a. Failure to produce a new program two episodes in a row without giving WAAC staff notice 24 hours prior to the program's scheduled cablecast time.

- b. Failure to produce a new program three episodes in a row for any reason, unless special arrangements were made in advance with the Access Coordinator.
- 8. Due to staff constraints, programs are scheduled in advance to be aired at a specific time; however, if due to unforeseen circumstances, your program does not air as scheduled, please contact staff and the problem will be addressed and your program rescheduled to air.
- L. Producers requesting services from WAAC staff members above and beyond those free services are subject to the WAAC rental rates. This includes, but is not limited to, requests for WAAC staff members to perform the duties of camera and/or camcorder operators, directors, audio and/or VTR engineers, editors, and other technical crew.

**M. Duplications:**

- 1. WAAC will set fee rates for copies (dubs) of WAAC programming. Such rates will be based upon charges incurred for media and dubbing costs.
- 2. If Community producers need to make dubs, they will be subject to normal dubbing costs.

**N. Sponsorship & Underwriting:**

- 1. Underwriter Acknowledgements: WAAC community producers may choose to solicit underwriting funds to cover their production expenses. Community producers may list acknowledgements of program sponsors in accordance with Public Broadcasting System (PBS) guidelines.
- 2. Commercial: Community producers are not allowed to promote the goods or services of any underwriter or donor. In order to avoid “promoting,” announcements made regarding entities who have furnished some consideration must NOT include any:
  - a. Mention of price: no interest rate, pricing information, discount, savings, or value of any kind may be included in acknowledging a contribution.
  - b. This does not prohibit non-profit organizations from promoting their services or fundraising campaigns.
  - c. Call to action: any announcement regarding a company or person who furnishes remuneration to the public broadcaster may not suggest that the viewer take action—the listener cannot be encouraged to “call,” “come by,” “try,” or even “be sure” in relation to a product or service.
  - d. Inducements to buy: it is improper to entice the viewer to make a purchase by offering bonuses, freebies, or other specials.
  - e. Qualitative or comparative language: this area prohibits descriptive or comparative language of a product or service. An announcement may not explain, for example, that something is

“perfect,” “less filling,” or is the “largest,” “smallest,” or “most” anything.

**O. Non-Locally Produced Programs (Imported):**

1. Non-locally produced public access programs (programs produced outside the greater Wausau metro area) may be cablecast on the PEG channels provided the following:
  - a. The program is sponsored by a resident with a greater Wausau metro address or lives in one of the constituent school districts and meets all the technical requirements and administrative requirements as listed within these guidelines:
  - b. The sponsor of the program completes the necessary cablecast agreement.
  - c. The sponsor obtains all necessary rights to the program. This includes all necessary literary, artistic, intellectual, performing, and music rights as well as all necessary clearances from the owners of licenses of such material.
  - d. Sponsors must be able to document, in writing, that the cable casting of such material does not violate the rights of third part(ies).

**P. Rights to the Program**

1. The program master is the property of the program producer.
2. WAAC may cablecast the program at any time.
3. WAAC may use the entire program or edited portions of the program as a promotional tool for WAAC or as an instructional tool.
4. After the program has been cablecast on WAAC, the producer of the program may purchase a copy of the program from WAAC. The producer of the program will then be given the right to make and sell other reproductions from their copy, and to submit their copy or copies to other cable or broadcast stations to telecast in its entirety.

**Q. Certification**

1. Anyone who wants to operate any of WAAC's equipment must first become a WAAC Certified Volunteer, which is free.
2. Level I Certified Community Producer - Anyone who wants to check out or use WAAC equipment for the purpose of producing a program must first become a WAAC Certified Community Producer by completing the necessary training
3. Level II Certified Community Producer – Anyone who is trained on editing and postproduction techniques. This includes learning PC editing systems. Level I Certification is required.
4. Level III Certified Community Producer – Anyone who is trained on in-studio multi-camera production. Includes but not limited to directing, technical director, camera, lighting, audio, teleprompter, set up, and tear down. Level I & II certification are required.

5. WAAC Certified Producers and Volunteers will receive an I.D. card.
6. WAAC Certified Producers will receive 5 program hours on the channels annually.

**R. Cost of Community Producer Certification**

Individual Producers must provide the following:

- a. \$ 50 annual fee
- b. 5 volunteer hours - The candidate will report hours worked to WAAC Staff who will keep a record of the hours.
- c. Completion of an introductory level television production class taught by a WAAC staff member, or a qualified WAAC Certified Producer.
- d. Sign a Statement of Compliance with WAAC Policies before certification privileges will begin.

**S. Assistance** - WAAC will strive to assist its Certified Producers and Volunteers in achieving self-sufficiency and will help as needed.

**IV. Reserving Equipment and Facilities:**

- A.** WAAC equipment and facilities are available to certified community producers in good standing on a first-come, first-served basis. WAAC productions always take priority over community producer needs. Every effort will be made to accommodate a producer's request. Producers may request equipment by completing equipment reservation forms available at the WAAC offices or by phone.
- B.** Access users assume full responsibility for the use of production facilities and will be liable for damage, misuse or theft that occurs while the equipment or facilities are in their possession or control. The user shall identify and hold harmless WAAC and the city of Wausau, from and against any damages, liabilities and costs of any nature including attorney fees and disbursements arising out of or resulting from any action or use by the user of the equipment or facilities herein described.
- C.** WAAC staff reserves the right to refuse the use of equipment or facilities to any person who appears to be under the influence of alcohol or drugs, not in full control of his or her faculties, or who engages in inappropriate conduct.
- D.** Equipment reservations are non-transferable. The community producer making the reservation must be present at the time of check out of equipment.
- E.** WAAC is to be informed as soon as possible of any cancellations of reservations.

## **V. Program Content:**

- A.** Community Producers are fully responsible for the content of the programs that they produce. This responsibility includes libel, defamation, copyright, and any other legal accountability. Criminal prosecution and/or civil lawsuits can result from illegal use of PEG access. Applicants are responsible for insuring that programming submitted is not obscene, libelous, or otherwise prohibited by law.
  
- B.** In accordance with the Free Speech protections of the First Amendment, WAAC does not censor programs. Programming rules are not intended to exercise editorial control, but to keep WAAC a fair and open forum for all local residents. Neither WAAC or the City of Wausau accept any responsibility for the content of access programs, except those produced or sponsored by WAAC staff. WAAC's response to individuals with complaints about access programming includes the following options:
  - 1.** Provide a written complaint to the Mayor of the City of Wausau to have the matter reviewed by the Public Health & Safety Committee.
  - 2.** Advise the complainant of his or her rights to present opposing views in a response program that would also be cablecast on the appropriate PEG channel.

## **VI. Special Programming Considerations:**

- A. GENERALLY OFFENSIVE PROGRAMMING:** These guidelines are not intended to discourage free expression, but rather to achieve a balance between the First Amendment right to free speech and the cable subscriber's right to be protected from unwanted viewing of offensive material. WAAC is a public forum which provides first-come, first-served public access and whose program schedule is managed by reasonable time, place and manner constraints. WAAC policy is not to cablecast programs which are obscene under federal or Wisconsin law. WAAC will not cablecast programs that are identified as "generally offensive" according to the following guidelines:

### Guidelines for determining "Generally Offensive" Content:

A program, which contains any of the following, will be considered to be "Generally Offensive to some audiences."

- 1. Language**
  - a.** Slang, vulgar or colloquial expression, which refers in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination; or
  - b.** Abusive language against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.
- 2. Violence**
  - a.** Extreme acts of violence against people; or

- b. Depictions of extreme violent acts in dramatic and/or poetic manners.
  - 3. Graphic Images
    - a. Images or depictions of:
      - 1) Human or animal elimination and/or mutilation;
      - 2) Graphic medical surgical procedures; or
      - 3) Abuse against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.
- B.** In addition to the foregoing factors, WAAC staff also has the authority to determine classification as “Generally Offensive” based on items which may not be listed above. If a live program is intended for a general audience, and measures are taken to prevent indecent language to no avail, scheduling of replays as adult programs can be avoided by editing out vulgarities. If indecent language cannot be deleted, then the producer must add a viewer disclaimer to the program and any subsequent replays will occur in “Late Night” time slots.
- C.** Disclosure of “Generally Offensive” Content: Each local resident producer is responsible for certifying on the WAAC Cablecast Application Agreement whether their programming contains any “Generally Offensive” material according to the above guidelines. Should any producer fail to properly disclose the “Generally Offensive” nature of the program on the Cablecast Application Agreement, WAAC has the right to suspend or terminate the producer’s privileges. Any suspension or termination of privileges will include the producer of the program.
- D.** VIEWER WARNING DISCLAIMER: In programs that have been identified to include “generally offensive” material, community producers will include a viewer warning disclaimer that immediately follows the standard Community Producer Disclaimer stating: “This program contains material which some viewers may find offensive or disturbing. Parental discretion is advised. The program content is the sole responsibility of the local resident producer and do not reflect the views or policies of WAAC, the city of Wausau, Charter Cable, School District of Wausau, or Public Health & Safety Committee.”
- E.** WAAC retains the right to place a viewer warning disclaimer before any program.
- F.** POLITICAL CANDIDATES: Political candidates can utilize the channel as like any other access user, provided they abide by the PEG Policies & Procedures. WAAC has provided the following information for all candidates running for office:
  - 1. Political candidates can appear on PEG programming by:
    - a. Appearing as a guest on a program;
    - b. Participating in a televised candidate forum;
    - c. Producing and appearing on their own program;

- d. Having a resident of Wausau “sponsor” their taped program to be run on WAAC.
- 2. WAAC staff WILL assist political candidates by:
  - a. Helping candidates find producers to have them on as guests;
  - b. Training candidates and/or their supporters in becoming their own producers;
  - c. Scheduling programs to be cablecast on the PEG channels.
- 3. Other important issues regarding political candidates and their usage of the PEG channels include the following:
  - a. Candidates may appear on PEG channels up to election day.
  - b. There are no limits to how often candidates may appear on programming;
  - c. Candidates and/or producers take full responsibility for their words or actions while appearing on a program—WAAC and the City of Wausau are not held liable for the content of any programs.
  - d. WAAC is not required to provide “equal time” provisions unlike broadcast television; however WAAC will attempt to provide equal time for all candidates.

**VII. Denial of Access Privileges/Appeals:**

**A. Community Producer Conduct**

- 1. Community Producers & Volunteers are expected to conduct themselves in a professional manner at all times while at the WAAC facilities and in the community while producing their programs.
- 2. Community Producers are required to wear the identification provided by WAAC that identifies them as “Independent”. Because community producers are responsible for the content of their program, WAAC, the City of Wausau, School District of Wausau, and the Public Health & Safety Committee is in no way represented by the community producer other than the fact that they are certified to operate and use WAAC equipment.
- 3. Community Producers are responsible for gaining their own access to organizations, individuals, and events. Therefore, it is required that community producers identify themselves with their own program and not with WAAC or represent us in any way. Misrepresentation shall result in immediate suspension of privileges.
- 4. Failure to follow these guidelines will result in disciplinary actions.

**B. Disciplinary Actions** - WAAC reserves the right for the WAAC Staff and/or the Public Health & Safety Committee to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, sanctions, or other appropriate actions against individuals or organizations interfering with or jeopardizing WAAC's operations or otherwise violating WAAC policies and procedures - as presented in these

guidelines and/or as posted on the WAAC premises - under which WAAC provides training, equipment, facilities, channel time, and other services.

- C. WAAC staff members may request that an individual or individuals leave the WAAC premises immediately as follows:
  - 1. If an individual appears to be under the influence of alcohol or drugs, or consumes, sells or dispenses drugs on the WAAC premises.
  - 2. If an individual interferes with the orderly conduct of WAAC staff, activities, facilities, or programs.
  - 3. If an individual is currently under any membership sanctions or other disciplinary action.
- D. Should a dispute arise, producers and/or volunteers should contact the WAAC Staff and arrange a meeting to discuss the dispute. Appeals may be made to the Public Health & Safety Committee.

### VIII. Wausau Area Access Channels Studio Rental Policy

- A. Studio use is made available to non-profit organizations & individuals, as long as the produced program is intended for broadcast on WAAC. Any individual or organization represented by an individual, who resides within the greater Wausau metro area and is at least 18 years of age may reserve the WAAC studio and/or editing facility after receiving appropriate training and being certified as a community producer. WAAC will provide a technical crew of one WAAC staff member for the session at a cost of \$30 per hour. If the producer wants more crew members, WAAC will provide a list of certified volunteers whom the producer may contact.
- B. An organization, business or individual may also rent the WAAC studio facilities for non broadcast cable projects at the following rental rate schedule:

**Studio Only Rental** (includes 1 WAAC Staff)

\$150.00/half day = 4 hours

\$300.00/full day = 4-8 hours

\$45.00/hour after 8 hours

**Single Camera Studio Production** \$185.00/hour

Includes camera operator, director, floor manager

**Multi Camera Studio Production** \$240.00/hour

Includes 2 camera operators, director, floor manager

**Additional Services:**

Edit suite only \$50/hour

Edit suite with editor \$100/hour

Times are subject to availability of the facilities & staff. Operations of WAAC take priority. All payments for services are made directly to the City of Wausau. All contracted labor will be billed back to the City of Wausau.

## **REQUEST FOR ADDITIONAL INFORMATION GRANT TO O-MOTION, INC.**

In fall, the Finance Committee and the Council approved a \$650,000 grant to a start-up business, O-Motion, Inc. The business, we were told, would make cylinders for oil and gas drilling, now a booming industry, and would occupy an empty building that formerly was home to Fiskar's.

The project is supposed to include \$3.9 million in new taxable investment in two phases. Since the full \$3.9 million will not be on the tax rolls on Day 1, the payback period is in excess of 20 years. No formal return on investment (ROI) calculation was presented.

The agenda item came to committee with 24 hours notice and no information in the committee packet. We were then asked to approve the grant at the council meeting on the same evening without any time to research the proposal or contact constituents.

Since that time, two issues have come emerged that merit further information gathering:

1. O-Motion, the new start-up, will compete directly with the Schofield-based Jarp Industries, making the same product. Jarp Industries had been looking at a 500,000 square foot expansion in the Wausau industrial park. We should gather information about the status of those expansion plans and the net effect of jobs and production capability this has brought to the area.
2. Some of the investment planned by O-Motion may be tax exempt under state laws meant to encourage business development. If this is true, we will not realize a full \$3.9 million in new tax base, and the payback period is even longer.

This request for information includes the following:

1. City staff should contact Jarp Industries and get their assessment of the impact of a new competitor on their business and on their plans for expansion to the Wausau industrial park. A report on the findings should be presented to the Finance Committee.
2. A formal payback/ROI calculation should be made for this TIF funded project. It is not a "blight remediation project," so an ROI calculation should be possible. Please create a spreadsheet with the following column headings and populate it with data: Year, New Tax Base Available, Mill Rate, Taxes Generated that Year, and a Running Total of Tax Revenue Generated. Let the Finance Committees see how many years it takes for the city to get its \$650,000 back in new tax revenue.

Yes, it is important that we act expeditiously when opportunities arise. However, acting in haste, can also result in material omissions and errors. We would do well to double-check our work in this case and learn from the experience.

Prepared by: Keene Winters  
April 8, 2014



## **STAFF REPORT ON DEVELOPER AGREEMENT – ORDERED MOTION SYSTEMS, INC (OMOTION) AND CAG INDUSTRIAL, INC.**

### **BACK GROUND INFORMATION**

305 S 84<sup>th</sup> Avenue is located within the City of Wausau's business park. The 271,000 square foot facility was constructed in 1994 and served as a distribution and warehouse center for Fiskars Inc. until the facility closed in the spring of 2011.

On November 26, 2013, the Common Council authorized proper city officials to enter into a development agreement with CAG Industrial, Inc. for the purpose of redeveloping the property from warehousing to manufacturing use for the start-up company, Ordered Motion Systems, Inc.

Ordered Motion Systems, Inc. brings back to the City of Wausau, manufacturing activity previously provided by Clover Industries. Clover Industries operated a 120,000 square foot facility at 7811 Stewart Avenue until the company was sold to Milwaukee based, Oil Gear, Inc. Shortly after the purchase of the company, Oil Gear, Inc. closed its facility and moved its operations to Milwaukee, eliminating approximately 45 Wausau jobs. Both Ordered Motion Systems, Inc. and Clover Industries manufactured specialty complex hydraulic cylinders used in land based drilling rigs.

In exchange for the City of Wausau's \$650,000 developer payment, the developer and owner, CAG Industrial Inc., agreed to make improvements necessary for the manufacturing activity including office upgrades, re-lamping the facility, crane erection, loading dock building addition and expansion/rehabilitation of parking and drive surfaces. The total improvement budget presented was \$892,385. In addition to these facility improvements, the tenant, Ordered Motion Systems, Inc. signed a 10 year lease and executed a document acknowledging their expectation to:

- Create 25 FTE's by December 31, 2014 and 50 FTE's by December 31, 2018.
- Place equipment within the property valued at \$3,900,000 by January 1, 2019.

Per State Statute, equipment used in manufacturing is considered exempt from personal property tax. The State of Wisconsin Department of Revenue values manufacturing properties. The DOR appraiser assigned to the City of Wausau provided details of the appraisal process conducted by the DOR. Annually, by March 1, manufacturers are required to submit to the DOR a Wisconsin Manufacturing Real Estate Return. This return (attached) accumulates data regarding improvements to the real estate each year. This information along with building permit information provided by the City assist the DOR in their annual valuation work. The DOR performs site visits of each manufacturing facility every five years, the last occurring in 2012. The appraiser indicated that the market for large manufacturing facilities is poor and that he values these properties based upon market sales/value rather than the income approach. As such, a vacant building with no income generating activity is valued in an equivalent manner to a facility actively generating income. Based upon the list of improvements the appraiser would not commit to the impact these improvements would have on future value. He indicated that no change

would occur for the 1/1/2014 value. A summary of the property value and taxes for the property is as follows:

<b>Year</b>	<b>Land</b>	<b>Improvements</b>	<b>Total</b>	<b>Equalized Value</b>	<b>Taxes</b>
2009	\$400,300	\$8,664,300	\$9,064,600	\$9,136,800	\$ 223,509.89
2010	\$410,900	\$8,449,000	\$8,859,900	\$8,699,800	\$ 221,923.57
2011	\$415,900	\$8,552,500	\$8,968,400	\$8,700,400	\$ 223,472.23
2012	\$429,100	\$7,441,500	\$7,870,600	\$7,400,700	\$ 190,404.47
2013	\$486,600	\$6,839,400	\$7,326,000	\$6,750,200	\$ 176,510.10

The resolution (attached) authorizing this development agreement focuses a number of public purposes for the city's investment including:

- Manufacturing job creation
- Reuse of existing facilities
- Long term occupancy commitments
- Financial investment of the private sector

This project is identical to the Southern Stretch redevelopment project because it takes an existing vacant facility (the old Clover Industries site) and brings a new manufacturing operation with good paying manufacturing jobs to the community.

No payback calculation was provided for either of these developments because the focus of these initiatives was job creation and reuse of existing facilities rather than increases in property values.

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

Approving the Development Agreement between City of Wausau and CAG Industrial, Inc. for a \$650,000 developer grant to finance facility improvements including the construction of a crane, facility addition, parking and private drive improvements at 305 84<sup>th</sup> Avenue

Committee Action: Finance: Approved 5-0  
ED Com: Approved 5-0

Fiscal Impact: \$650,000 in assistance from tax incremental district five

**File Number:** 13-1116

**Date Introduced:** November 26, 2013

**RESOLUTION**

**WHEREAS**, 305 84<sup>th</sup> Avenue is a 270,716 square foot distribution and warehouse facility constructed in 1994 and previously occupied by Fiskars until 2011 when its operations were transferred to Mississippi, and

**WHEREAS**, Ghidorzi Companies has secured a new manufacturing tenant, O-Motion, Ordered Motion Systems, Inc. to serve as an anchor tenant providing customer focused engineering and manufacturing of hydraulic cylinders, and

**WHEREAS**, facility modifications are necessary to accommodate manufacturing operations including: re-lamping of the facility, office upgrades, crane erection, building addition, and hard surface improvements, and

**WHEREAS**, assistance in the amount of a \$650,000 grant has been requested from tax increment district number five to assist with these improvements, and

**WHEREAS**, the facility tenant is willing to sign a ten year lease with an option to purchase, and a development agreement with the City committing to the creation of 25 jobs within the first year and 50 jobs within five years, along with an investment of approximately \$3,900,000 in equipment in Phases One and Two,

**NOW THEREFORE BE IT RESOLVED**, that the City approves the attached Development Agreement, with CAG Industrial, Inc. for facility modifications for manufacturing operations, and

**BE IT FURTHER RESOLVED**, that the Common Council of the City of Wausau directs the proper City officials and staff to execute and monitor this Agreement; and

**BE IT FURTHER RESOLVED**, that the Common Council of the City of Wausau authorizes the proper city staff to proceed with a City of Wausau monetary obligation to CAG Industrial, Inc. from Tax Increment District Five, and directs city staff to monitor and report back in a reasonable time to the Finance and Economic Development Committees as the terms of the Agreement become satisfied.

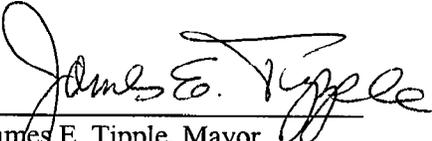
**BE IT FURTHER RESOLVED** that the Finance Director and proper City officials are hereby authorized to modify the budget for Tax Increment District Number Five Fund and publish the budget modification in the official newspaper as required.

143-342097200 Developer Grant

\$650,000

**BE IT FURTHER RESOLVED** that the Common Council of the City of Wausau directs the City Clerk to mail a copy of the executed Development Agreement to the Joint Review Board members.

Approved:

  
James E. Tipple, Mayor

**CAG Industrial**  
 305 84 Avenue Wausau  
 Improvements for Manufacturers  
 Ordered Motion Systems, Inc.

**Offices**

Painting	<u>15,600</u> sq. ft.	\$ <u>29,600</u>
Carpeting	<u>1,645</u> sq. yds.	\$ <u>65,800</u>
Carpet Base	<u>900</u> lin. ft.	\$ <u>4,500</u>
	Subtotal	99,900

**Exterior New (Hard surface)**

North Entry	<u>8,057</u> sq. ft.	\$ <u>12,891</u>
East Driveways Blacktop	<u>72,726</u> sq. ft.	\$ <u>116,361</u>
New road to east	<u>14,627</u> sq. ft.	\$ <u>23,400</u>
	Subtotal	152,652

**Building Loading Dock Addition 55' x 76' = 4,180 s.f.**

Concrete Foundation	<u>210</u> l.f. @ 150"/ft.	<u>31,500</u>
Concrete floors w/ sealer	<u>4,180</u> sq. ft. @ 4.40/s.f.	<u>18,400</u>
Plumbing (Floor/Roof)		<u>5,000</u>
Steel Joists	<u>4,180</u> sq. ft. @ 7.15	<u>29,900</u>
Membrane Roof	<u>4,180</u> sq. ft. @ 5.70	<u>23,800</u>
Electrical/Lighting	<u>12</u> fixtures	<u>4,800</u>
Overhead Doors (1) Double (1) Single		<u>16,000</u>
Dock Levelers (3)	<u>5,200</u> @	<u>15,600</u>
Excavation		<u>4,000</u>
HVAC – Carbon Monoxide Sensor/System		<u>10,500</u>
Steel Erection	<u>4,180</u> @ 3.00	<u>12,500</u>
Sprinkler System	<u>4,180</u> @ 2.00	<u>10,800</u>
Spancrete	<u>147'</u> @ 30'	<u>76,000</u>
	Subtotal	258,800

**Crane**

Custom Steel	15 ton	9 Bay	222,000
Concrete Footing			<u>35,000</u>
		Subtotal	257,000

**Lighting Upgrades**

Florescent Fixtures	<u>611</u> @	<u>158.00</u> ea.	<u>96,538</u>
Installation	<u>611</u> @	<u>45.00</u> /fix	<u>27,495</u>
		Subtotal	124,033

# Custom Steel Inc.

318 Ross Avenue P.O. Box 25  
Schofield, WI 54476-0025  
Ph: 715-355-1300 Fax: 715-355-5200

NOVEMBER 14, 2013

GHIDORZI  
ATTN: CHUCK GHIDORZI / BRIAN SHARON

QUOTE # 10329

RE: QUOTE FOR (1) 15-TON CLASS "C" TOP RUNNING DOUBLE GIRDER BRIDGE CRANE AT  
49'-10" SPAN INCLUDING CRANE RUNWAYS

\*\*\*\*\*  
CUSTOM STEEL INC. WILL FURNISH LABOR AND MATERIALS TO FABRICATE, PAINT AND INSTALL (1) 15-TON  
CAPACITY CLASS "C" TOP RUNNING DOUBLE GIRDER BRIDGE CRANE AT 49'-10" SPAN:

**(1) 15-TON BRIDGE CRANE INCLUDES:**

- (1) R&M MODEL SX506 ELECTRIC WIRE ROPE HOIST
- 32'-9" MAXIMUM LIFT / 19'-7" ACTUAL LIFT
- (2) SPEED LIFTING AT 2.1 AND 12 FPM
- (2) SPEED VARIABLE FREQUENCY PROGRAMMABLE DRIVES AT 65 FPM TOP SPEED
- OVERLOAD PROTECTION ON HOIST
- MECHANICAL OVERLOAD DEVICE
- FLASHING WARNING LIGHT WHEN CRANE TRAVELS
- 460 VOLT 3 PHASE
- (1) PAIR OF R&M MODEL RTN20B TOP RUNNING END TRUCKS
- (2) SPEED VARIABLE FREQUENCY PROGRAMMABLE DRIVES AT 100 FPM TOP SPEED
- RUBBER BUMPERS ON END TRUCKS
- 460 VOLT 3 PHASE
- (2) 24" BEAM GIRDERS 49'-10" SPAN
- (1) EIGHT BUTTON (2) SPEED PENDANT CONTROL ON A SEPARATE FESTOON TRACK FROM HOIST
- BRIDGE CRANE PAINTED SAFETY YELLOW & LABELED WITH 15-TON CAPACITY AND SERIAL #

**TOTAL COST FOR (1) 15-TON 49'-10" SPAN DOUBLE GIRDER BRIDGE CRANE, F.O.B.  
CUSTOM STEEL INC. \$ 53,950.00  
SHIPPING, INSTALLATION, SET UP AND TEST RUNNING THE 15-TON CRANE IN  
WAUSAU, WI \$ 2,800.00**

\*\*\*\*\*  
**15-TON CRANE RUNWAY BAY 66'-0" LONG**

- (8) W10 x 49# BEAM COLUMNS WITH TOP PLATES AND BASE PLATES ON 14' / 38' / 14' CENTERS
- (2) W24 x 162# BEAM RUNWAYS 66' LONG
- (2) 30# ASCE RAIL 66' LONG WITH SPLICES, HOOK BOLTS AND END STOPS
- (1) 66' RUN OF 4 CONDUCTOR BUSS BAR ELECTRIFICATION WITH ALL HARDWARE
- (4) 3 x 3 x 1/4 ANGLE X-BRACES
- ALL STEEL PRIME PAINTED

**TOTAL RUNWAY COST FOR A 66'-0" BAY F.O.B. CUSTOM STEEL INC. \$ 27,600.00  
INSTALLATION OF RUNWAYS \$ 4,250.00**

\*\*\*\*\*  
**COST FOR EACH ADDITIONAL 52'-0" CRANE RUNWAY BAY**

**MATERIALS \$ 19,500.00  
INSTALLATION \$ 3,200.00  
(FOOTINGS BY OTHERS)**

\*\*\*\*\*  
**OPTIONAL COST FOR (1) REMOTE CONTROL WITH A SPARE TRANSMITTER \$ 950.00**  
\*\*\*\*\*

CUSTOM STEEL INC. WILL TAKE FIELD MEASUREMENTS AND FURNISH CAD DRAWINGS FOR YOUR APPROVAL  
PRIOR TO FABRICATION.

SINCERELY,

ALLEN SCHILLER  
CUSTOM STEEL, INC.

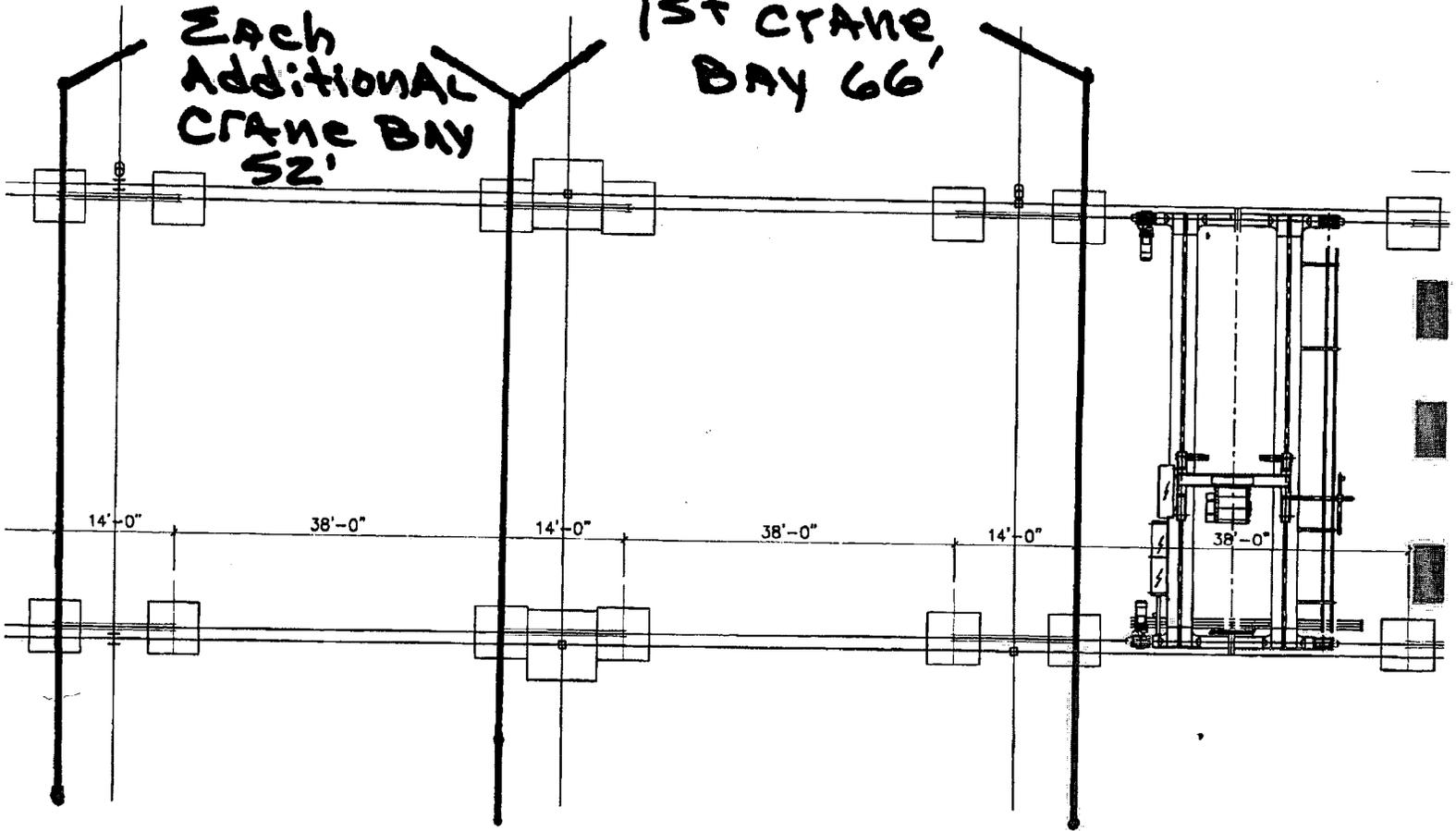
15 Ton Crane with 4 Bays 108,500  
\$ 1 Bay @ 12,700 @ 113,150

Total Quoted \$ 222,000

\*\*\*SALES TAX NOT INCLUDED IN ABOVE PRICES

Each  
Additional  
CRANE BAY  
52'

1<sup>ST</sup> CRANE  
BAY 66'



# COMPONENT OFFER FROM CUSTOM STEEL INC.

Offer reference (Calculation number) 15-Ton	Customer reference (Customer calc. ref.) Quote# 10329	Offer date 13/11/2013
System reference RCUJSC / 2.52.5	Crane type QXDk15-TON x 49.8ft Hol:19.56ft	Page 1 (4)

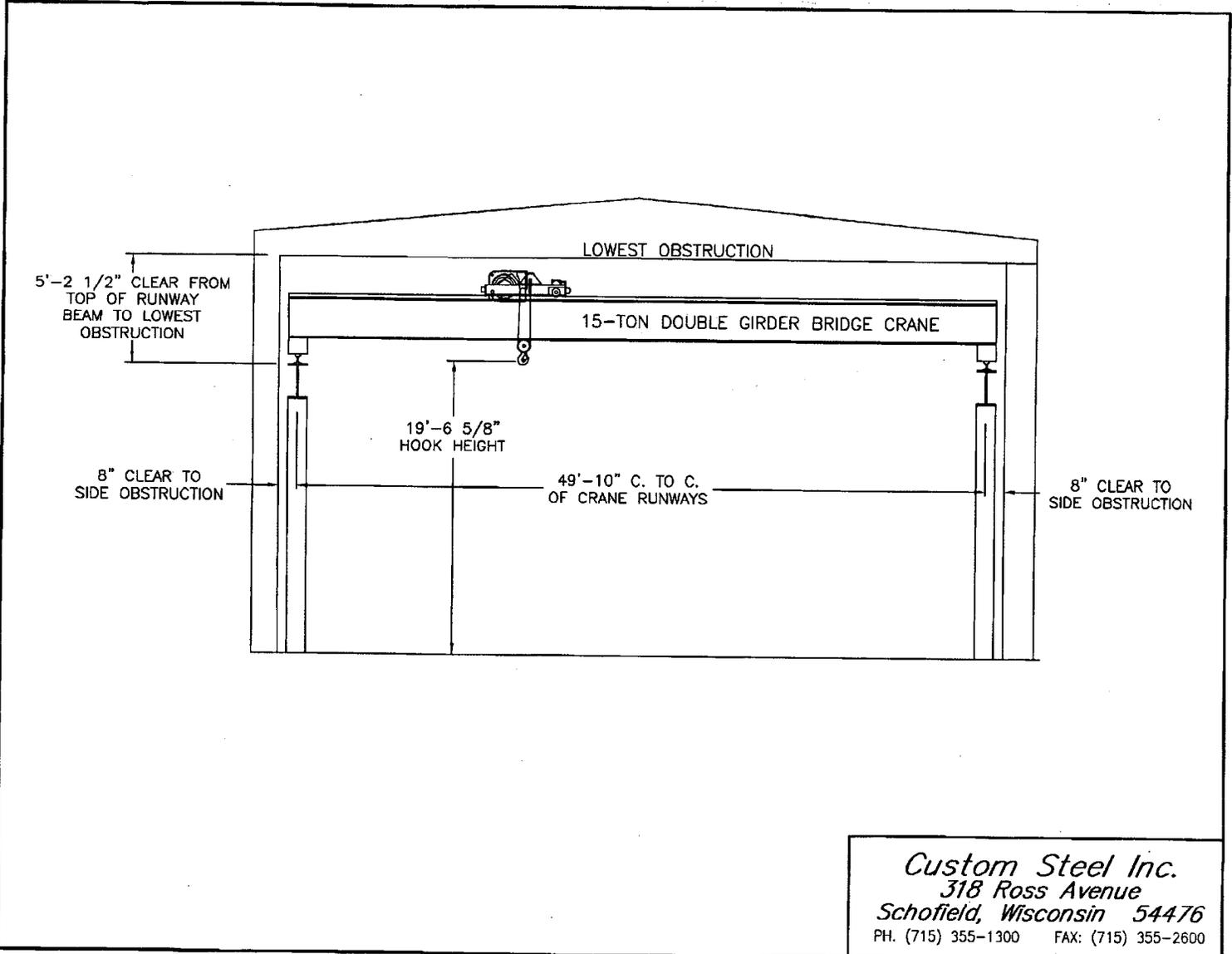
TO: GHIDORZI	ATT: CHUCK
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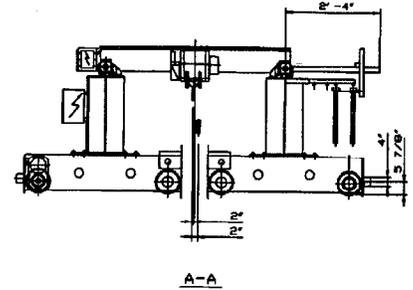
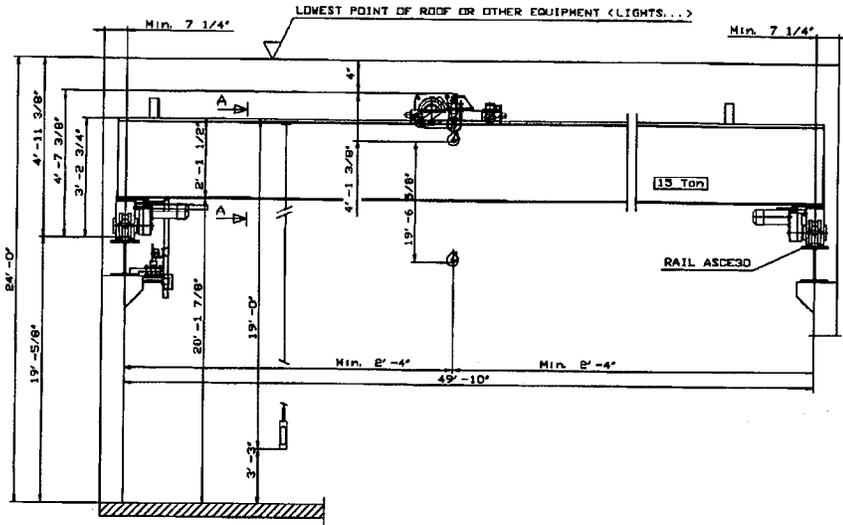
We thank you for your valued inquiry and take pleasure in submitting our offer based on our "General Terms and Conditions of Sale" for crane components as follows.

Item No.	Description	Qty
1.	<b>SX50610150P55FFD0S</b>	<b>1 EA</b>
	Electric hoist	
	Frame size.....	C
	Rope reeving code .....	06
	Drum length code .....	F
	Hoist duty group .....	ASME H4
	Load (SWL) .....	30 000 lbs
	Voltage 1 (main) .....	460 V
	Voltage 2 (control) .....	115 V
	Frequency .....	60 Hz
	Height of lift (Max. hoist / Actual crane).....	32'-9 11/16" / 19'-6 5/8"
	Hoisting control type .....	2sp
	Hoisting motor type and power.....	P5 (MF11X-106) / 14.8/2.1 hp
	Overload device .....	MEC
	Condition monitoring .....	NO
	Electric assembly .....	CSA
	Electric provision .....	CRANE
	Hoisting speed, high .....	12.00 ft/min
	Hoisting speed, low .....	2.10 ft/min
	Trolley speed, high .....	65.0 ft/min
	Trolley motor power.....	0.5 hp / pc
	Trolley traversing control type .....	CMXC
	Data plate language / Type code.....	EN / CSA
	Trolley type .....	M
	Trolley rail gauge .....	6'-6 3/4"
	Trolley wheel groove width .....	2 11/16"
	Trolley rail type .....	2"x1" - not included
	Girder flange width .....	1'-7/8"
	Girder type.....	Profile - not included
	Trolley traversing duty group .....	CMAA C
	Trolley traversing machinery type.....	GES342PS3BOF06LA20P-6460N
	Number of traversing machinery .....	2 ps
	Hoist and trolley weight .....	1 840 lbs

**Additional features**

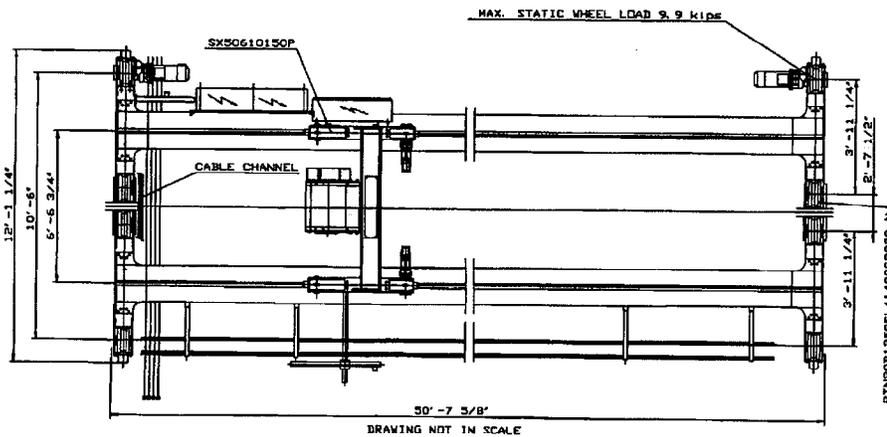
- Overload protector
- Trolley travelling motor thermal protection
- DIN hook
- Mechanical overload device
- Trolley travel inverter braking resistor type





**TECHNICAL DATA**

LOAD	15 Ton
SPAN	49'-10"
LIFTING HEIGHT	19'-6 5/8"
HOISTING SPEED	12/2.1 ft/min 2-SPEED
TROLLEY SPEED	65 ft/min STEPLESS
BRIDGE SPEED	100 ft/min STEPLESS
WEIGHT OF TROLLEY	1840 lbs
WEIGHT OF BRIDGE	16650 lbs
POWER SUPPLY	460 V / 115 V / 60 Hz
CRANE GROUP	CMAA.C.



DRAWING NOT IN SCALE

**Custom Steel Inc.**  
 318 Ross Avenue  
 Schofield, Wisconsin 54476  
 Ph. (715) 355-1300 FAX: (715) 355-5200

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL  
held on Tuesday, November 26, 2013, at 7:00 pm in the Council Chambers at City Hall. Mayor  
Tipple presiding.

Item # 111341

13-1116 CAG

11/26/2013 9:31:06 PM

Motion by Wagner, second by Brezinski to adopt a joint resolution approving the Development Agreement between City of Wausau and CAG Industrial, Inc. for a \$650,000 developer grant to finance facility improvements including the construction of a crane, facility addition, parking and private drive improvements at 305 84th Avenue.

Yes Votes: 11      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Nagle, William P.	YES
2	Wagner, Romey	YES
3	Nutting, David	YES
4	Brezinski, Jim	YES
5	Gisselman, Gary	YES
6	Winters, Keene	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	YES
9	Oberbeck, David	YES
10	Abitz, Sherry	YES
11	Mielke, Robert	YES

**Wisconsin Manufacturing Real Estate Return****2014****Reporting Requirements –**

- Use the M-R Form to report to the Wisconsin Department of Revenue (DOR) only real estate previously classified as manufacturing property by DOR for property tax purposes, whether owner-occupied or tenant-occupied
- Since DOR requires an original signature, we will not accept a faxed copy or other rendering of this prescribed form, including versions from prior years
- Discard unused schedules instead of returning them with your completed forms
- **Do not combine information from other parcels on this form**

**Reminders –**

- **Due Date** – You must file this form or an extension request on or before March 3, 2014. The appropriate DOR Manufacturing & Utility Bureau District Office (listed on page 2) must receive this form or your extension request on or before March 3, 2014. If you mail your return or extension request, it must be postmarked on or before March 3, 2014.
- **Important – Appeal filing deadline** – You must file your appeal no later than 60 days after the date of the notice, under state law (sec. 70.995 (8)(b)1 and sec. 70.995 (8)(d), Wis. Stats.). Your appeal is considered timely if the State Board of Assessors receives it by the 60th day and/or you send it by certified mail and it is postmarked before midnight of the 60th day. The deadline applies to filing of appeals of manufacturing property notices of assessment, appeals of notices of classification determinations, and appeals of imposition of penalties.
- If you do not file a 2014 M-R Form, you will receive a non-filing penalty and lose the right to appeal your assessment
- DOR does not print or mail M-Forms. We encourage manufacturers to e-file or download and print the M-R Form from our website. For more details, visit [revenue.wi.gov](http://revenue.wi.gov); for e-filing search key word “Manufacturing Forms” and for paper forms search key word “2014 M-R Form.”
- You must include the State Identification Number (ID) (ex: 76-13-251-R-000136257) or DOR Parcel Number (9-digit) on this form
- Sign up for the DOR Electronic Mailing List to receive an email newsletter on filing deadlines, forms updates and electronic filing availability. Visit [revenue.wi.gov/html/lists.html](http://revenue.wi.gov/html/lists.html) and check the “Manufacturers” box.

**Electronic Filing** – The electronic M-R Form is easy to use and provides immediate receipt confirmation. For information on the authorization process or to e-file this form, visit [revenue.wi.gov](http://revenue.wi.gov) and search key word “Manufacturing Forms.” You may also request an extension electronically.

**Paper Forms** – If you choose to file a paper M-R Form, download an electronic version of this form from our website. Visit [revenue.wi.gov](http://revenue.wi.gov) and search key word “2014 M-R Form.” If you submit a printed copy of the M-R Form, complete, sign and send the form to the Manufacturing & Utility Bureau District Office responsible for the location of your manufacturing property. See page 2 for office locations.

**New Manufacturer** – If you are applying for manufacturing classification for property tax for the first time, you must complete and submit the *Questionnaire for Potential Manufacturers* (Form PA-780) to the Manufacturing & Utility Bureau District Office in your area on or before March 1, 2014. See page 2 for office locations. For more details, visit [revenue.wi.gov](http://revenue.wi.gov) and search key word “Form PA-780.”

**If you sold this real estate before January 1, 2014**, in the spaces below provide (1) your company’s name (seller) and State ID number or parcel number, address and phone number, and (2) the new owner’s name (buyer), address and phone number. Return this page to the district office in your area. See page 2 for office locations.

If you sold it **after** January 1, 2014, attach a note with your completed return identifying the new owner’s name, address, phone number, date of sale and purchase price.

Company/Owner name (Seller)		State ID or DOR parcel number	
Name (Buyer)		Phone	
Street		PO Box	
City		State	Zip
Date of sale	Purchase price		

# Addresses of Manufacturing & Utility Bureau District Offices Wisconsin Department of Revenue

(Mail your completed return to the appropriate office listed below.)

**Madison District Office – Area 76**

Manufacturing & Utility Bureau  
PO Box 8909 MS 6-301  
Madison WI 53708-8909  
Phone: 608-267-2163  
Fax: 608-267-1355  
Email: mfgtel76@revenue.wi.gov

**Milwaukee District Office – Area 77**

Manufacturing & Utility Bureau  
State Office Bldg  
819 N 6th St Rm 530  
Milwaukee WI 53203-1606  
Phone: 414-227-4456  
Fax: 414-227-4095  
Email: mfgtel77@revenue.wi.gov

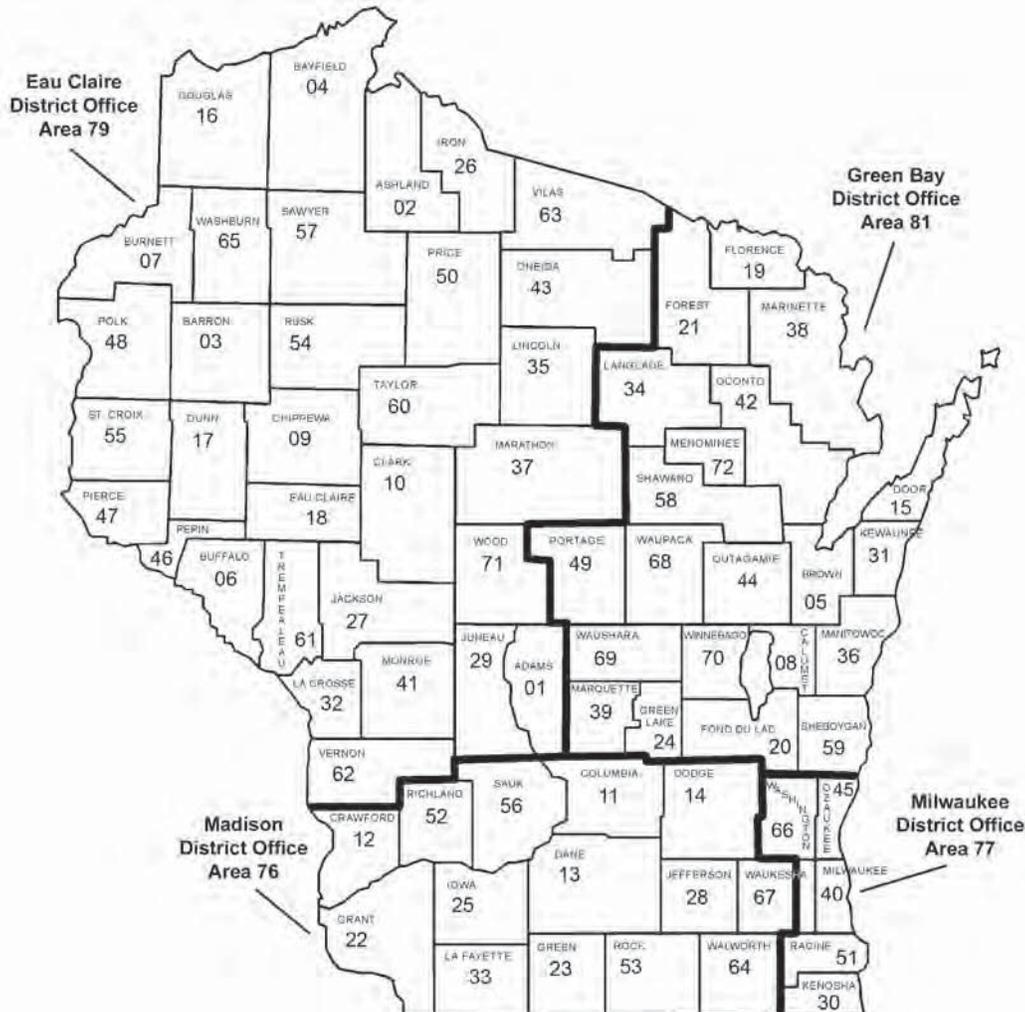
**Eau Claire District Office – Area 79**

Manufacturing & Utility Bureau  
610 Gibson St Ste 7  
Eau Claire WI 54701-2650  
Phone: 715-836-4925  
Fax: 715-836-6690  
Email: mfgtel79@revenue.wi.gov

**Green Bay District Office – Area 81**

Manufacturing & Utility Bureau  
200 N Jefferson St Ste 126  
Green Bay WI 54301-5100  
Phone: 920-448-5191  
Fax: 920-448-5210  
Email: mfgtel81@revenue.wi.gov

Alphabetical List of Wisconsin Counties											
County Code	County Name	District Office Code	County Code	County Name	District Office Code	County Code	County Name	District Office Code	County Code	County Name	District Office Code
01	ADAMS	79	25	IOWA	76	49	PORTAGE	81	51	RACINE	77
02	ASHLAND	79	26	IRON	79	50	PRICE	79	52	RICHLAND	76
03	BARRON	79	27	JACKSON	79	51	RACINE	77	53	ROCK	76
04	BAYFIELD	79	28	JEFFERSON	76	52	RICHLAND	76	54	RUSK	79
05	BROWN	81	29	JUNEAU	79	53	ROCK	76	55	ST CROIX	79
06	BUFFALO	79	30	KENOSHA	77	54	RUSK	79	56	SAUK	76
07	BURNETT	79	31	KEWAUNEE	81	55	ST CROIX	79	57	SAWYER	79
08	CALUMET	81	32	LA CROSSE	79	56	SAUK	76	58	SHAWANO	81
09	CHIPPEWA	79	33	LAFAYETTE	76	57	SAWYER	79	59	SHEBOYGAN	81
10	CLARK	79	34	LANGLADE	81	58	SHAWANO	81	60	TAYLOR	79
11	COLUMBIA	76	35	LINCOLN	79	59	SHEBOYGAN	81	61	TREMPEALEAU	79
12	CRAWFORD	76	36	MANITOWOC	81	60	TAYLOR	79	62	VERNON	79
13	DANE	76	37	MARATHON	79	61	TREMPEALEAU	79	63	VILAS	79
14	DODGE	76	38	MARINETTE	81	62	VERNON	79	64	WALWORTH	76
15	DOOR	81	39	MARQUETTE	81	63	VILAS	79	65	WASHBURN	79
16	DOUGLAS	79	40	MILWAUKEE	77	64	WALWORTH	76	66	WASHINGTON	77
17	DUNN	79	41	MONROE	79	65	WASHBURN	79	67	WAUKESHA	76/77
18	EAU CLAIRE	79	42	OCONTO	81	66	WASHINGTON	77	68	WAUPACA	81
19	FLORENCE	81	43	ONEIDA	79	69	WAUSHARA	81	69	WAUSHARA	81
20	FOND DU LAC	81	44	OUTAGAMIE	81	70	WINNEBAGO	81	70	WINNEBAGO	81
21	FOREST	81	45	OZAUKEE	77	71	WOOD	79	71	WOOD	79
22	GRANT	76	46	PEPIN	79	72	MENOMINEE	81	72	MENOMINEE	81
23	GREEN	76	47	PIERCE	79						
24	GREEN LAKE	81	48	POLK	79						



*Waukesha County Municipal Assignment – Detail		
Municipality		District Office Code
Name	Type	
Big Bend	V	76
Brookfield	T	77
Brookfield	C	77
Butler	V	77
Chenequa	V	76
Delafield	T	76
Delafield	C	76
Dousman	V	76
Eagle	T	76
Eagle	V	76
Elm Grove	V	77
Genesee	T	76
Hartland	V	76
Lac La Belle	V	76
Lannon	V	77
Lisbon	T	76
Menomonee Falls	V	77
Merton	T	76
Merton	V	76
Milwaukee	C	77
Mukwonago	T	76
Mukwonago	V	76
Muskego	C	77
Nashotah	V	76
New Berlin	C	77
North Prairie	V	76
Oconomowoc	T	76
Oconomowoc	C	76
Oconomowoc Lake	V	76
Ottawa	T	76
Pewaukee	V	76
Pewaukee	C	76
Summit	V	76
Sussex	V	76
Vernon	T	76
Wales	V	76
Waukesha	T	76
Waukesha	C	76

## General Instructions

Under state law (sec. 70.995(12), Wis. Stats.), owners of real estate classified as manufacturing property for property tax purposes, whether owner-occupied or tenant-occupied, must file the M-R Form annually with DOR.

Use this downloadable M-R Form to complete and file your 2014 Wisconsin Manufacturing Real Estate Return.

### Completing the paper M-R Form

#### Page 5 – Schedule A

##### Top Portion

1. Complete the Address Area with the legal owner of the property (per county records) and the legal owner's mailing address. If the name or address changed from the prior year, check the name/address change box.

**Important:** If you use a PO Box, make sure to use the correct zip code

2. Enter state identification number, local parcel number and location information

3. Answer the four questions regarding occupancy, use, sales and waste treatment

#### Page 5 – Schedule B

Check the "No Changes" box if the statement applies. If you have no changes, complete Schedule Y-R.

If there are changes, complete Schedule B using values from completed Schedule R-1 through R-6.

#### Signature Box

Sign the completed return and make a copy for your records.

#### Page 6 – Schedule Y-R – Summary of Accounting Records

**Part 1** – List the total capitalized (not depreciated) cost of this real estate as of January 1, 2013 and January 1, 2014. Then, list the additions and deletions during 2013. **This must agree with your accounting records for this property.**

If you have any land size (acres/SF) and cost (additions or deletions), attach a note with a detailed explanation.

**Part 2** – Complete the bottom of Schedule Y-R. This helps prevent double assessments of building components you capitalized and reported as personal property.

#### Pages 7-12 – Schedule R-1 through R-6

Explain the additions and deletions you listed on Schedule Y-R by completing detail Schedules R-1, R-2, R-3, R-4 and R-6.

**Important:** You must explain all additions and deletions reported on Schedule Y-R on a detail schedule:

- **Page 7, 8 & 9 – Schedule R-1, Part 1 & 2** – Report all new construction including construction not complete, as of January 1, 2013
- **Page 10 – Schedule R-2** - Report all remodeling
- **Page 11 – Schedule R-3 & R-4**
  - R-3 - Report all demolition by you or by acts of nature
  - R-4 - Report all additions to the land improvements
- **Page 12 – Schedule R-5 & R-6**
  - R-5 - Complete this schedule if the property is leased
  - R-6 - Complete this schedule if the property is used for waste treatment. You must also report all new exemption or reporting changes (previously exempt property that is retired, replaced, disposed of, moved, sold, or no longer used).

**Note:** State law (sec. 70.11(21)(am), Wis. Stats.), provides for the exemption of property, purchased or constructed as a waste treatment facility. You must report costs associated with items that qualify for waste treatment exemption on line 6, Part 1 of Schedule Y-R (page 6). Also refer to Question 4, page 5 for further details.

**Note:** If you need to report property located in more than one Manufacturing & Utility Bureau District Office, **you must mail a separate return to each district office** (see page 2 for office locations).

**Due Date** – The appropriate Manufacturing & Utility Bureau District Office (listed on page 2) **must receive** your M-R Form on or before March 3, 2014. If you mail your M-R Form, it must be postmarked on or before March 3, 2014.

**Where to file the paper return** – Mail your completed **original** return to the Manufacturing & Utility Bureau District Office responsible for the location of your manufacturing property. To determine the correct district office, match the county where the property is located to the two digit District Office Code on page 2. Since DOR requires an original signature, **we do not accept faxed copies of the return.**

**Assessment Date** – DOR uses this return in determining the assessed value of your real estate **as of the close of January 1, 2014.**

**Extension Requests** – State law grants one filing extension to April 1, 2014. You may file your extension request electronically, by email, first class mail or fax. DOR **must receive** your extension request on or before March 3, 2014. If you mail your extension request, it must be postmarked on or before March 3, 2014. DOR will deny a request if it's postmarked after March 3, 2014.

#### In addition, you must:

- Identify each manufacturing real estate account requesting a filing extension by either its 9-digit parcel number (ex: 000099999) or its full state identification number (ex: 76-13-251-R-000099999)
- If you are filing extension requests for multiple owners, you must submit a separate request for each owner identifying every account requesting an extension
- **Online Request** – File an online electronic extension request from our website. Visit [revenue.wi.gov](http://revenue.wi.gov) and search key word "Manufacturing Forms." Authorization information is also available on our site. Timely filed electronic extensions are immediately acknowledged on screen.
- **Email or Fax** your extension request to the district office in your area. See page 2 for office locations.  
To verify delivery, choose email delivery receipt confirmation (sender option) or fax transmission confirmation report.
- **Written Requests**
  - If you do not file electronically, you must send your extension request in writing (not by telephone) to the district office in your area, with the heading "Attn: Extensions." See page 2 for office locations.
  - For proof you mailed your request, we recommend you get a USPS certificate of mailing

**Filing Penalty** – State law (sec. 70.995(12)(c), Wis. Stats.), requires DOR to charge a filing penalty if this return is not filed, filed late or not filed completely.

DOR considers this return properly and timely filed only if:

- You completed pages 5 and 6
- You completed all other appropriate schedules
- You used DOR forms to file
- It is received and/or postmarked by March 3, 2014

**Annual Assessment Calendar for 2014**

- January 1** . . . . . Assessment date. The assessment is based on your real estate as of that date.
- March 3** . . . . . Last day to request an extension. See instructions on page 3.
- March 3** . . . . . M-R Form **due if you have not** requested a filing extension
- April 1** . . . . . M-R Form **due if you have** timely requested a filing extension
- April, May, June** . . . . Mailing of assessment notices. Call if you have not received the notice by the end of June. DOR mails penalty bills (if applicable) at the same time as the assessment notices. Penalty payments are due to DOR within 30 days.
- 60 days following assessment notice** . . . . Appeal period. You and the municipality each have the right to appeal the assessment. Penalties may also be appealed. You must file your appeal no later than 60 days after the date of the notice. Your appeal is considered timely if the State Board of Assessors receives it by the 60th day and/or you send it by certified mail and it is postmarked before midnight of the 60th day.
- Oct. & Nov.** . . . . . DOR equates the fair market assessment to the same level of assessment as all other property in the municipality. Then DOR sends an “equated” assessment roll to the municipal clerk, who prepares the tax bill.
- Dec., Jan.** . . . . . The real estate owner pays the tax bill to the local municipal treasurer

**Comments/Suggestions** – We appreciate your comments and suggestions on forms. Submit them with your return. Thank you.

STAPLE  
HERE

Form  
**M-R**

**Schedule A**  
**Wisconsin Manufacturing Real Estate Return**  
Assessment date January 1, 2014

**2014**

See instructions on page 3.	Name		<b>Due Date</b> <b>March 3, 2014</b>																						
	Street	PO Box																							
	City	State    Zip																							
State identification number (AA-County-Municipality-R-Parcel Number)		<b>FOR DEPARTMENT USE ONLY</b>																							
Local parcel number		<input type="checkbox"/> Check if name or address changed		Stamp																					
This property is located in: <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City																									
Municipality _____		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">PENALTY</th> </tr> <tr> <td><input type="checkbox"/> 10 days or less</td> <td><input type="checkbox"/> 31+ days</td> </tr> <tr> <td><input type="checkbox"/> 11-30 days</td> <td><input type="checkbox"/> Cancel</td> </tr> <tr> <td colspan="2">Extension <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Date of mailing _____</td> </tr> <tr> <td colspan="2">Type _____</td> </tr> <tr> <td style="text-align: center;">Initial</td> <td style="text-align: center;">Date</td> </tr> <tr> <td>Log In _____</td> <td>_____</td> </tr> <tr> <td>Preaudit _____</td> <td>_____</td> </tr> <tr> <td>Audit _____</td> <td>_____</td> </tr> <tr> <td>Review _____</td> <td>_____</td> </tr> </table>		PENALTY		<input type="checkbox"/> 10 days or less	<input type="checkbox"/> 31+ days	<input type="checkbox"/> 11-30 days	<input type="checkbox"/> Cancel	Extension <input type="checkbox"/>		Date of mailing _____		Type _____		Initial	Date	Log In _____	_____	Preaudit _____	_____	Audit _____	_____	Review _____	_____
PENALTY																									
<input type="checkbox"/> 10 days or less	<input type="checkbox"/> 31+ days																								
<input type="checkbox"/> 11-30 days	<input type="checkbox"/> Cancel																								
Extension <input type="checkbox"/>																									
Date of mailing _____																									
Type _____																									
Initial	Date																								
Log In _____	_____																								
Preaudit _____	_____																								
Audit _____	_____																								
Review _____	_____																								
County _____		2014-04-17    (R. 1-14)																							
Street address _____																									

1. Is this property **Vacant or Non-operating**?     Yes     No    If vacant, what percent is vacant? \_\_\_\_\_ %  
*(Circle most appropriate description.)*
2. During the last two years, did you (Buy), (Sell) or (List/Offer for Sale) - **this property**?     Yes     No  
If "Yes," circle the one that applies above and provide the date and price.    Date \_\_\_\_\_ \$ \_\_\_\_\_
3. Was this property appraised for any purpose since January 1, 2013?    Yes     No      
If "Yes," provide the date and value. Attach a complete copy of appraisal.    Date \_\_\_\_\_ \$ \_\_\_\_\_
4. Is any portion(s) of this real estate (land, land improvements or structures) used for waste treatment of air or water pollution? If "Yes," fill out Schedule R-6 on page 12.     Yes     No

**Schedule B – Summary of All Real Estate Changes as of January 1, 2014**

Check the "No Changes" box if there were absolutely no real estate changes to this property since January 1, 2013. (Note: You must still complete Schedule Y-R on page 6.) }  **No Changes**

Changes – Complete the appropriate schedules for values	Declared Value	Leave Blank
1. New construction and construction in progress (from Schedule R-1)	\$	
2. Remodeling and construction in progress (from Schedule R-2)	\$	
3. Demolitions and demolition in progress (from Schedule R-3)	\$	
4. Land improvements and construction in progress (from Schedule R-4)	\$	

I, the undersigned, declare under penalties of law that I personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete. **Note: Original signature(s) is required.**

Mail this completed return to the appropriate district office.

See page 2 for office locations.

<b>Preparer Sign Here</b>	Name (please print)		Email
	Signature		Phone (    )    -
	Firm or title	Date	Fax (    )    -
<b>Manufact./ Owner Sign Here</b>	Name (please print)		Email
	Signature		Phone (    )    -
	Firm or title	Date	Fax (    )    -



# M-R

## Schedule R-1

Name	
State identification number	
R	
<b>AND</b>	Local parcel number

### Part 1 – New Construction and Construction in Progress

#### What to Report:

You must complete this schedule for each separate new building or addition, to clarify the type of your new construction and reduce the possibility of an erroneous assessment.

**Exclude:** Remodeling to existing buildings. Report remodeling on Schedule R-2 (see page 10).

Is new construction a free standing building or an addition to an existing structure? <i>(Check the most appropriate description.)</i>			
<input type="checkbox"/> Free standing building	<input type="checkbox"/> Addition to an existing structure		
Provide the following for the new construction:			
<b>TOTAL</b> floor area	.....	_____	SF
<b>GROUND</b> floor area	.....	_____	SF
Predominant building <b>HEIGHT</b>	.....	_____	FT
<b>Structure Type</b>	<input type="checkbox"/> Office ____ %	<input type="checkbox"/> Production ____ %	<input type="checkbox"/> Whse ____ %
<b>Foundation</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Basement</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Insulation</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Framing</b>	<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood post	<input type="checkbox"/> Steel (Structural)
	<input type="checkbox"/> Reinf. concrete	<input type="checkbox"/> Wood pole	<input type="checkbox"/> Pre-engineered steel (Butler type)
<b>Exterior Wall</b> (Predominant Material)	<input type="checkbox"/> Conc. block (Plain)	<input type="checkbox"/> Split-face block	<input type="checkbox"/> Tilt-up concrete
	<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Other _____
<b>Power</b>	<input type="checkbox"/> 220 Volt	<input type="checkbox"/> 440 Volt	<input type="checkbox"/> 880 Volt <input type="checkbox"/> None
<b>Plumbing</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Heating</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bldg. area heated _____ %
<b>Air Conditioning</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bldg area cooled _____ %
<b>Fire Protection</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bldg area sprinkled _____ %
<b>Finished Area</b>			
Floor area of (finished) office space	.....	_____	SF
Floor area of other finished areas (ex: computer rooms, R & D labs, lunch rooms)	.....	_____	SF
Floor area of finished production space (ex: food preparation areas)	.....	_____	SF

<b>Miscellaneous</b>
Other significant building components not included above (ex: elevators, ramps, docks, special electrical service, additional foundations)
_____
_____
_____

**Part 1 – New Construction and Construction in Progress**

**What to Report:** Include construction started and/or completed between January 1, 2013 and January 1, 2014. Indicate on the building sketch below, the relationship of this structure to existing buildings. Be sure to include partial construction not reported in last year's report.

**Note:** If blueprints or drawings are available for the new construction, you may submit them instead of completing the sketch. DOR encourages you to add supplemental pages, drawings or photographs to help describe the new construction.

Name	
State identification number	
R	
<b>AND</b>	Local parcel number

**Building Sketch**

Scale: 1" = \_\_\_\_\_ Ft.

**EXAMPLE:** Scale 1" = 100'

1) Outline bldg. dimensions to scale & label measurements.  
 2) Outline interior partitions and identify area's use.

Calculations and other pertinent data:

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**Part 2 – New Construction and Construction in Progress Costs**

**Complete Schedule R-1 Part 2 or send us copies of contract or billings.**

Name	
State identification number	
R	
<b>AND</b>	Local parcel number

**What to Report:**

List your expected (or actual if complete) construction costs.

**Exclude:**

Remodeling, demolition and land improvement, and waste treatment costs. Report these costs on Schedule R-2, R-3, R-4 and R-6 (pages 10-12). Also exclude costs not paid by you.

**Guidelines for Reporting Cost**

1. **Site preparation** – Costs you incurred in preparing site for use (ex: clearing, excavating, and grading)
2. **Super structure** – (ex: concrete/masonry work, framing, walls, roof, insulation and structural floors)
3. **Electrical/lighting/power** – Costs of the lighting, power and electrical systems
4. **Plumbing** – Cost of the plumbing system
5. **Sprinkler system** – Cost incurred for sprinkler fire protection system. Report the cost of a chemical fire protection system on line 9 or 10
6. **HVAC** – Costs incurred for the heating, ventilating and air conditioning systems
7. **Finish** – Costs incurred for interior partitions, and finish to floors, walls and ceilings
8. **Start up costs** – Overhead costs not directly associated with any specific building component (ex: architect fees, permits, interest (if capitalized), legal fees)
- 9/10. **Other** – Costs of other building items (ex: cranes, craneways, elevators, security system, dock levelers, mezzanines, exterior facings)

**Reporting Cost** Check the box that applies:

- Acted as own general contractor
- Hired general contractor

Report cost for:

- 1 Site preparation ..... \$ \_\_\_\_\_
- 2 Super structure ..... \_\_\_\_\_
- 3 Electrical/lighting/power ..... \_\_\_\_\_
- 4 Plumbing ..... \_\_\_\_\_
- 5 Sprinkler system ..... \_\_\_\_\_
- 6 HVAC ..... \_\_\_\_\_
- 7 Finish – partitions, also interior finish on floors, walls, and ceilings ..... \_\_\_\_\_
- 8 Start up costs (ex: soft costs, architect fees) ..... \_\_\_\_\_
- 9 Other \_\_\_\_\_
- 10 Other \_\_\_\_\_
- 11 If costs include items you feel may qualify as **exempt machinery and equipment** (ex: special machine foundations, production power wiring or process piping), attach a note and documentation with an explanation ..... ( \_\_\_\_\_ )
- 12 **Total cost** of construction upon completion. .... \_\_\_\_\_
- 13 **Percent complete** on January 1, 2014 (use cost incurred, not cost paid, to calculate). .... \_\_\_\_\_
- 14 **Total building cost** incurred January 1, 2014 (Excluding Ex M&E) (multiply line 12 by line 13) ..... \_\_\_\_\_
- 15 **Important:** Deduct amount of construction reported last year ..... ( \_\_\_\_\_ )
- 16 **Net amount** to be reported this year. Enter here and on Schedule B, Line 1 ..... \_\_\_\_\_
- 17 **Your estimate** of market value of construction as of January 1, 2014 ..... \$ \_\_\_\_\_

If line 17 is different than Line 14, attach a note explaining any differences.

FOR DEPARTMENT USE ONLY	Phys. Res.	Ind.Bldg. Func. Res.	Overall Func. Res.	Loc. Res.	Other Eco. Res.	OARes.
Comments:						
	Total S.F.			\$	\$/SF	





**Real Estate Lease**

Name	
State identification number	
	R
<b>AND</b>	Local parcel number

**What to Report:**

Identify market rentals. Real estate leases between related parties are usually not market rentals.

**Examples of related rentals:** Intercompany leases, corporate or business leases between corporate officers, stockholders or owners of the enterprise.

**Note:** If there are more than two (2) tenants, make additional copies of this page.

<p><b>Tenant #1</b></p> <p>Name _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Current Lease Information</b></p> <p>Sq. ft. leased _____</p> <p>Length of lease _____</p> <p>Inception date _____</p>
<p>1. Are there leasehold improvements (building components or land improvements) <b>not</b> owned by you on this parcel? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the owner related to the tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Type of the owner/tenant relationship _____</p>	

<p><b>Tenant #2</b></p> <p>Name _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Current Lease Information</b></p> <p>Sq. ft. leased _____</p> <p>Length of lease _____</p> <p>Inception date _____</p>
<p>1. Are there leasehold improvements (building components or land improvements) <b>not</b> owned by you on this parcel? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the owner related to the tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Type of the owner/tenant relationship _____</p>	

**Schedule R-6 – Waste Treatment**

<p>1. Was there a change in the status of waste treatment on this piece of real estate during 2013? (ex: new additional buildings or structures, areas of land used for waste treatment changed; no longer being used for waste treatment; crops on vacant land being sold)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. If "Yes," explain the change.</p> <p>_____</p> <p>_____</p> <p>_____</p>	