



\*\*\* 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:	<b>FINANCE COMMITTEE</b>
Date/Time:	<b>Tuesday, October 28, 2014 at 5:00 PM</b>
Location:	<b>City Hall, 2nd Floor Board Room</b>
Members	Keene Winters (C), Karen Kellbach, Dave Nutting, David Oberbeck, Bill Nagle

### AGENDA ITEMS FOR CONSIDERATION/ACTION

- 1 Public Comment on matters appearing on the agenda.
- 2 Minutes of the previous meeting(s) (9/23/14)
- 3 Questions and possible direction for staff regarding the Wausau Mine Company development agreement and the Bridge Street Investors Group development agreement. - Community Development Staff
- 4 Approval of the 2015 BID Operating Plan - Groat
- 5 Discussion and possible action regarding budget modification to transfer funds to the Animal Control Fund - Groat
- 6 Discussion and possible action to approve the 2015 Animal Control fund budget - HardeI, Groat
- 7 Discussion and possible action on 2014 budget amendment based upon estimated actual projections
- 8 Discussion regarding future agenda items

Adjournment

Keene Winters, Chair

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 10/22/14 at 4:00 pm.

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.**

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

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

## **FINANCE COMMITTEE**

Date and Time: Tuesday, September 23, 2014 @ 5:00 pm., Board Room

Members Present: Winters, Kellbach, Nagle, Oberbeck, Nutting

Others Present: Tipple, Groat, Giese, Werth, Barnes, Hite, Hardel, Wagner, Rasmussen, Goede, Neal, Abitz, Goede, Mark Craig, Joe Mella, Kari Rasmussen, Kasey Taube, Dawn Follenberg, John Robinson, Brad Karger, Jim Rosenberg, Deb Ryan

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Winters.

### **Public Comment on matters appearing on the agenda.**

- 1) Kari Rasmussen, Director of Wausau Area Events, addressed the committee regarding the 400 Block Policy as it pertains to rental fees. She stated they are a non-profit organization, which puts on the majority of special events on the block. She felt the fees would have a devastating effect on downtown events and asked the committee for careful consideration before accepting the projected fee structure.
- 2) Kim Scholenberger, 702 S. 21<sup>st</sup> St, spoke regarding the “pay as you throw” option for garbage collection and voiced concerns that she will end up paying more and taxes won’t go down.
- 3) Mark Craig, Compass Properties, stated they are considering the purchase of a building on 3<sup>rd</sup> Street and reinvesting a couple million into the downtown. He referred to the city’s parking agreement with Murdock who currently owns the building. He asked them to reconsider the agreement and lock the \$27 per stall in for five years instead of just one year because that is what the bank is looking for.
- 4) Deb Ryan, 702 Elm St, commented on Window & Wall as well as Revi Design issues.
- 5) Joe Mella, President of Central Wausau Progress & Main Street, spoke regarding the 400 Block fee structure proposal. He felt the increase of fees or imposition of additional fees would have a chilling effect on the continued development and use of the space.
- 6) Jim Rosenberg, former Alderperson, spoke regarding The 400 Block and fee structure.

### **Discussion and possible action on amendment to Parking Space Lease Agreement between City of Wausau and Murdock Wausau Limited Properties**

Nagle commented we have an opportunity to partner up with an organization (Compass Properties) that has shown a great deal of initiative in Wausau and he was supportive of the five year arrangement.

Winters questioned how much would be invested in the building and what could be expected in terms of increased tax base. Mark Craig responded he did not know what the final value would be yet, but they were not intending to come back to the city to ask for any other dollars. He stated they anticipated investing a quarter to a half million dollars in the first couple years. He indicated they are going to pull out the dysfunctional escalator and put in a staircase and do façade work to clean up the exterior. The building is only 70% occupied and to attract more businesses into that building we need a parking rate that we can lock in.

Motion by Nagle, second by Kellbach to approve the amendment to the Parking Space Lease Agreement with Murdock Wausau Limited Properties. Motion carried 4-1. (*Winters was the dissenting vote.*)

### **Minutes of the previous meeting(s). (8/13/14)**

Motion by Nutting, second by Nagle to approve the minutes of previous meetings on 8/13/14. Motion carried 5-0.

### **Update on Brokaw by County Officials - Karger and Robinson**

Brad Karger, County Administrator, stated they commissioned a study from which some ideas have been generated which he will be sharing with the Brokaw Board on Thursday. He noted if they had ideas they could participate in this process as individuals or as a group. He indicated the end of the process will be 90 days from Labor Day; there will be a community meeting of elected officials of all the impacted communities and they will explain the results, their findings and recommendations. At that point the municipal bodies will have to make whatever decision they think is most appropriate, starting with Brokaw. He stated however, there is a lot more than just Brokaw at stake and there are opportunities here for some creative thinking. He provided contact information for the committee.

John Robinson commented this is a challenge to the community and the county as well as for the City of Wausau because it was depending upon the future of Brokaw in many ways relative to water service. It is a neighbor to the north and their problems will resonate throughout the county if they default. He strongly encouraged the city to be an aggressive participant in the process. Winters questioned what would be a good way for the city to participate. Nagle indicated he would put the issue on and upcoming the Economic Development Committee agenda for discussion.

**Discussion and possible action regarding the animal control budget – Groat; and Discussion and possible action regarding the costs associated with an in-house kennel operation for statutory cat holds – Barnes**

Winters stated this was our first full year of the animal control program and we've made great strides, but revenues are not what we had hoped, in particular the cat revenue.

Lt Matt Barnes stated this is typically the time of year that we would start having conversations with the Humane Society in regard to contracts for 2015. He pointed out one of our biggest expenses is the sheltering and housing of stray and feral cats. The current 2014 contract with HS contained a fee of \$30,000 which covered 150 cats for the Everest Metro jurisdiction and the City of Wausau. This calculates to \$200 per cat for the first 150 and any after are \$220 per cat. He noted we are currently between the 160 – 170 cat rate, so he was expecting a bill shortly. He stated the city needs to make a decision on how to handle cats in the future. The options are: 1) Have a set amount of money and after it is gone we no longer deal with cats for the year; 2) Continue with our current system; or 3) the city handles cats on our own by sheltering them at our own facility.

Barnes stated the city could shelter the cats for a significantly reduced rate compared to what we pay the Humane Society. He indicated they have some room near the Police Department in our external building where we would have to put kennels and have staff to daily care of those animals. He noted the statutory requirement is that we would keep stray cats for seven days. The cat would be scanned for a chip and/or collar to determine the owner and return it or stay 7 days and on the 8<sup>th</sup> day would be made available to rescue groups or the Humane Society. Any animals left over that would be euthanized on the 9<sup>th</sup> day. Chief Hardel commented for staffing reasons, having a contract with the Humane Society is the best if we could work out a contract at a reasonable amount. Winters stated the question becomes is the price so outrageous that we have to do it in-house.

Wagner stated the Public Health & Safety Committee had a special information meeting on Trapp-Neuter-Return which showed an extremely lower price, but that had to be started by an outside volunteer group going through the Humane Society. Rasmussen commented there are two schools of thought on TNR; the Humane Society and cat lovers love the idea; property owners who have to deal with ferals and bird lovers/bird clubs hate the idea. No matter what you do with TNR, half the people are going to be angry with you. The cost is only \$20 - \$50 per cat; however, they are released back to where they were found, are fed and although they can't breed they are not gone.

Winters felt the committee should pick an option from the ones presented by Lt. Barnes, so that we know what kind of budget amendment we need for 2014 and what kind of budget to set up for this fund for 2015. If we choose to go with our in-house kennel, we will need approximately \$15,000 for cages and a table prior to next year so it is ready to go on January 1<sup>st</sup>.

Motion by Nagle, second by Nutting to approve the in-house kennel option as presented.

Oberbeck objected, stating this is not appropriate for Finance Committee and needs to go to Public Health & Safety to get a recommendation on how to deal with the animal control issue. Winters requested PH&S take up the policy aspects of having our own kennel and come back to Finance if it is not doable, but we need to move on with the budget.

Vote was taken, Motion carried 4-1. (*Oberbeck was the dissenting vote*).

Oberbeck stated we are getting deeper and deeper into this animal control issue. He believed this has to be thoroughly thought out and analyzed before buying equipment and providing another service. He felt they should be looking at the Humane Society as Hardel suggested, negotiating a contract and moving forward.

Rasmussen stated the Humane Society has flatly refused to help us by selling our pet licenses. She felt if we implement this plan it is because we have been forced to. We are paying \$220 per cat to house cats that nobody wants to sit out there for a year at taxpayer's expense. The county's decision to defund cats and the shelter's unwillingness to partner with us to ramp up license sales has backed us into a corner. She pointed out we are required to give the HS notice by October 31<sup>st</sup> if we intend to terminate or renew.

Hardel questioned as an option if we should request a proposal from the Humane Society for 2015 and bring it to Finance to review. The committee agreed and Barnes indicated he would contact them.

Motion by Nagle, second by Kellbach to direct the Finance Director to prepare a 2014 budget amendment to include a one-time cost of \$14,500 to set up a kennel, along with \$65,000 in operating deficit for the program and bring it back to the next meeting. Motion carried 4-1. (*Oberbeck was the dissenting vote.*)

Winters asked Groat to put together a budget for 2015 based on projected year end costs with a couple of amendments: take off the animal services contract with the Humane Society under contractual services; add in \$26,000 under supplies expense, which would be the operating costs of the program; and we will be losing the grant from the county. He asked Rasmussen to have PH&S consider increasing pet license fees to \$12/\$24 for next year.

Groat stated we are currently paying PetData approximately \$21,000 per year to issue licenses. About 70% of those licenses are issued at the counter in City Hall, the rest through the mail and a few online. She indicated there has been a lot of feedback that the online pet licensing is not very user-friendly. It is hard to get your vaccination information attached so many people come to us to scan the document to send to PetData. She felt we could do this in-house rather than using PetData, which would save the \$20,000 per year. We would not require any additional staffing and would send out the notices being done by PetData in December and the delinquency notices. She indicated the IT Department is investigating if they can create an online database. Rasmussen questioned what to do with our partners in Weston who have gone to 100% PetData sales and don't sell across their counter. Groat suggested selling them here or by mail and could continue to invoice Weston pet owners and either charge them that \$3.90 or another rate. Winters suggested adding this to PH&S agenda as well.

#### **Discussion and possible action regarding budget modification to utility relocation on 80th Avenue**

Sean Gehin explained 80<sup>th</sup> Avenue is currently being extended south of Stewart Avenue, east of 77<sup>th</sup> Avenue, to facilitate the expansion of Wausau Coated. He indicated they just recently received cost estimates for the relocation of private utilities consisting of WPS electric, WPS gas, Frontier and Charter. The cost to relocate those facilities in the new road right-of-way is approximately \$105,000. Winters stated the funds are coming from TID #10.

Motion by Nagle, second by Kellbach to approve the budget modification to utility relocation on 80<sup>th</sup> Avenue. Motion carried 5-0.

#### **Discussion and possible action regarding creating a stormwater utility - Wesolowski, Groat and Tipple**

Groat indicated quite a bit of investigation regarding creating a stormwater utility had been done in 2005 and 2006 and Council actually approved the creation of a stormwater utility and we were working on getting some of the final pieces of information and system set up to implement it. During that implementation planning period the city received sufficient signatures on a direct legislation referendum petition that requested that the city require a city wide referendum anytime we were increasing fees or creating new fees. The Council considered that petition and determined they would create an ordinance that directs us to hold a referendum if we were creating new fees. She explained based on state statutes, that ordinance is only in effect for a two year period which has now expired. It was her understanding that as housekeeping item the Council could make a change of ordinance that eliminates that provision. Once that ordinance was eliminated we would have the right to create the utility and a fee structure for it, which would take about eight months. She noted the levy limit laws prevent us from not reducing the levy and creating a new fee, so we would have to reduce the levy by the amount of the new fee otherwise we would have to hold a referendum.

Oberbeck felt it would be valuable to separate it out from the levy as it would equalize the impact where people who have more pavement and create more issues end up paying more for the system. The advantages are you start

looking at different types of surfaces or stormwater retention; promotes better design as far as environmental; and puts the cost where the burden is. Disadvantages might be how people perceive this as a tax, but it's actually a service that you are providing for stormwater control and there are not a lot of negatives to it.

Nagle questioned what percentage of area in the city is owned by tax exempt properties. He commented it is probably a large percentage and they are not paying for any of the stormwater, but most have large impervious surfaces. This is one way all can pay their fair share. Rasmussen pointed out there will be a lot of pushback from church congregations and non-profits. She felt it could be done without repealing the direct legislation ordinance because we are having a referendum in April and this question could be added to it.

Motion by Nagle, second by Oberbeck to forward to Council the question of whether to keep or repeal the ordinance that requires a referendum for the creation of new fees. Motion carried 5-0.

#### **Discussion and Possible Action of the 2015 Capital Improvement Plan Budget – Groat**

Groat stated the CIP Committee met over the summer and spent quite a bit of time looking at the capital projects that were proposed from the departments. They also looked into the Motor Pool Fund to see what its financial capacity was to take on additional burdens. The committee took a tour of the public works facility to take a look at the deferred maintenance there. The committee ranked the projects and went through a funding analysis to determine how to fund each of the projects that received high rankings. There were things that ranked higher that they felt still could be delayed. She provided and reviewed a spreadsheet of the CIP plan. She noted this plan stays within the levy limit goal.

Motion by Nagle, second by Kellbach to approve the 2015 CIP plan as presented. Motion carried 5-0.

#### **Discussion and possible action regarding budget modification - Stewart Avenue Median Project**

Groat explained state law indicates that because we did not write the specs for requiring prevailing wage rates when they gave us the proposal for the project, we are obligated to pay the contractor those prevailing wage rates. She stated documentation was obtained from Revi for what they actually paid their employees and the exact number of hours they worked; we audited them and made some slight changes to their initial request based on how they had implemented the statutes on overtime and fringe benefits. Their original request was for \$18,893.30 and based on the audit it is now \$18,999.54. The owner of Revi mentioned having the Department of Workforce Development do the audit at a previous meeting. She indicated she reached out to the Department of Workforce Development to see if that was something they would be willing to do and they responded no, they had no interest in auditing these payments. She believed that we have done adequate procedures to determine what we should actually be paying them. As a result of having to pay these prevailing wages they have had to supplement that cost for Social Security and Unemployment Comp obligations which are based on salary. She indicated they have asked for additional funds on top of the wages however, Workforce Development has said we are not obligated to make those payments and it was up to the committee as to whether they wanted to compensate them. She stated they should consider if they want to pay them a total of \$22,814.33 to include the SS and Unemployment Comp or just the amount we are obligated to pay of \$18,999.54.

Motion by Oberbeck, second by Nutting to approve paying only what we are obligated to pay in the amount of \$18,999.54. Motion carried 5-0.

Winters stated he was unhappy when the representative from Revi came to Finance and said they were not going to provide the city any more additional information. He wanted a letter sent to them that tells them they need to understand if we ask for additional information they need to provide it. He also wanted them to send us a written response acknowledging that. He stated if they don't agree to that, we should let them know it will reflect negatively on them in qualifying for future bids.

Motion by Nagle, second by Oberbeck to send the letter to Revi that we want them to acknowledge their responsibility to provide us information as suggested by Winters. Motion carried 5-0.

**Discussion and possible action regarding removing refuse and recycling from the property tax levy and levying a special charge to the property owner- Groat**

Oberbeck stated this is a direct service to the residents where they have the opportunity to go to automated recycling and refuse as far as sizing, subsequently producing less garbage and more going into recycling. This is better for the environment, less tipping fees, less cost to the city. He felt moving towards this, where you actually pay for what you produce, is a benefit. Groat noted we would need to restrict curbside service from the multi-unit buildings to single family homes up to three units.

Motion by Oberbeck, second by Nagle to move forward with removing refuse and recycling from the property tax levy for 2015. Motion carried 4-1. (*Winters was the dissenting vote.*)

**Update on Back Tax Payments by Wausau Window and Walls – Groat**

Groat stated this had gone to Council in one format where they would be paying over the next 15 years, but that resolution failed. Wausau Window and Wall presented an alternate proposal to the ED Committee last week. Werth indicated they will bring that proposal to the next Finance Committee meeting. They are asking the city to forgive the 1.5% interest and stick with the 15 years as in the original agreement over a 10 year time period.

**Discussion and possible action regarding modifying the 400 Block Policy as it pertains to rental fees and rental fee exemptions - Duncanson and Groat; and**

**Discussion and possible action of accounting for the 400 Block expenses outside of the park budget - Duncanson and Groat**

Nagle commented The 400 Block is not a park like the other parks, such as Oak Island or Fern Island, that have a general benefit to the city and as such the operation and maintenance comes off the general taxes. The 400 Block is a city square that is integral to our downtown and benefits all those taxpaying commercial entities. He was totally against raising the fees and didn't feel it should even be a part of the park budget, but should be city function.

Oberbeck agreed The 400 Block should not be part of the Parks budget and we need to develop funding for it to exist and maintain because right now it is taking away from all the other parks. He noted the fees proposed here are minimal. Rasmussen commented there of costs in staff time and overtime for events that are beyond park maintenance, so if you were to look at a separate fund for 400 Block costs some of those things would need to be rolled in. She pointed out that legally, the 400 Block needs to remain a park because that is the enabling mechanism for carrying in alcohol. She suggested room tax as a source of funding.

Winters asked if anyone was willing to put forth a motion to raise the fees; there was no motion.

Wagner suggested WAE, the Visitors Bureau or a foundation have a fundraiser event at The 400 Block once a year for expenses of The 400 Block. Vendors could come in for food but a percentage of their income could go toward the block in appreciation of its use for their business all year. He felt the entities that use the block should engage in some fundraising activities or there could be sponsorships. Kari Rasmussen indicated she would be happy to take the idea to the WAE Board meeting.

Motion by Oberbeck, second by Nagle to establish a special revenue fund for The 400 Block for the 2015 budget. Motion carried 5-0. Groat indicated the funding source would be room tax.

**Discussion and possible action August 2014 General Fund financial report**

Groat reviewed the financial report for August. She indicated revenues were looking very good and the only revenue issue was that the permit revenue continues to lag. Expenditures are currently at almost 64% of budget with almost 67% of the year completed. She noted the midyear budget resolution was on the Council agenda for tonight and if adopted, when they get the September report there will be a balanced budget in the general fund.

**List of Development Agreements Issued Since 1/1/2006 with a Summary of Agreement Terms and Tracking System - Werth, Tipple**

*No discussion or action.*

**Consider purchase of 1006 N 1st Street – Werth**

Werth requested they convene in closed session to discuss the offer to purchase.

**CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for negotiating the purchase of properties. (1006 N 1st Street) – Werth**

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

*Reconvened into open session to take action on closed session item.*

Motion by Nutting, second by Kellbach to approve the purchase of 1006 N 1<sup>st</sup> Street for \$80,000. Motion carried 5-0.

**Adjournment**

Motion by Nagle, second by Nutting to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:47 p.m.

**OPERATING PLAN  
FOR  
CALENDAR YEAR 2015  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
OF THE CITY OF  
WAUSAU, WISCONSIN**

**OPERATING PLAN FOR CALENDAR YEAR 2015  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
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**OPERATING PLAN FOR CALENDAR YEAR 2015  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
OF THE CITY OF WAUSAU, WISCONSIN**

**I. INTRODUCTION**

Under Wisconsin Statute section 66.1109, (the “BID Law”) cities are authorized to create Business Improvement Districts (“BIDs”) upon the petition of at least one owner of property used for commercial purposes within the District. The purpose of the BID Law is “. . .to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” 1983 Wis. Act 184, Section 1, legislative declaration.

BID assessments are similar to traditional special assessments wherein property owners are assessed for improvements or services that benefit them. Unlike the traditional special assessments, however, BID assessments can be used to finance a wider range of activities, services and improvements such as The River District activities, special events, business retention, expansion and recruitment, promotions and marketing, and seasonal street decorations.

Pursuant to BID Law, an operating plan (“Operating Plan”) must be presented to all property owners of the proposed City of Wausau, Wisconsin Business Improvement District No. 1 (the “District”). The Operating Plan must show the services to be offered by the District, expenditures by the District, the special assessment method applicable to properties within the District for the second year of the BID, and other requirements of the BID Law.

**II. DISTRICT BOUNDARIES**

The Business Improvement District area shown in the map located in Appendix A, which is attached hereto and incorporated herein by this reference. This entire area represents the heart of Wausau’s central business district. The area also encompasses the area designated as the River District Wausau.

**III. OPERATING PLAN**

**A. Plan Objectives**

The objective of the Main Street Wausau, Inc. is to further promote the development, redevelopment, operation and promotion of the River District for the physical and economic benefit of all business and property owners within the BID as well as the entire Wausau community through the partial financing of the operating budget of Main Street Wausau, Inc. This is to occur in conjunction with the continued funding of these efforts by the City of Wausau.

Main Street Wausau, Inc. was accepted into the Wisconsin Main Street Program in 2002. Each year the program is provided three Architectural drawings, available to any business or commercial property owner in the River District, by the Wisconsin Main Street Program. The Program also provides a maximum of two on-site business assistance visits and a one-day technical assistance visit, available to any business or commercial property owner in the River District. In addition, Main Street Wausau, Inc. holds monthly four point approach committee meetings and listening sessions.

In conjunction with Wausau Events, Inc., the Main Street Program assists the organization of many beneficial and enjoyable events, such as Concerts on the Square, Winter Fest, and the Holiday Parade. These events have attracted locals and visitors alike to the River District.

Main Street Wausau, Inc. continues to adopt and undertake work plans to develop and promote the River District as an exciting place to live, learn, work and play, through collaborative efforts that involve area businesses, public and private institutions and property owners.

## B. Proposed Activities

With the funding from the BID, the Main Street Program is planning for 2015 the following programs, either directly, or through cooperative efforts with Wausau Events, Inc. and the City of Wausau:

### I. Organization

- a. Maintain website, database and inventory of properties, businesses, and District stakeholders.
- b. Research various revenue streams through which to additionally support organizational operations.
- c. Develop partnerships with and among Wausau River District stakeholders by gathering members bi-annually for River District In4mation Breakfast.
- d. Develop and distribute State of the Wausau River District Report
- e. Coordinate customer satisfaction survey of Wausau River District stakeholders to measure organization's progress on meeting the business and property development needs as established with the baseline set of data in 2014.
- f. Communicate regularly with Wausau River District stakeholders in person and via electronic and mail correspondence.
- g. Recruit, train, and orient new board and committee members.
- h. Promote the Main Street program via the website, press releases, presentations with community groups, informational brochures, e-newsletters, etc.
- i. Recognize volunteer contributions to the Program by highlighting volunteer accomplishments via a variety of marketing channels.
- j. Support legal name change of Main Street Wausau, Inc. to Wausau River District, Inc.
- k. Pursue National Main Street Accreditation

### II. Promotions/Marketing

- a. Promote the District to residents and visitors. This includes advertisements in the CVB Visitor Magazine and other in- and out-of-market advertising channels.
- b. Develop promotional campaign and marketing materials to support Near West Side businesses during 2015 street reconstruction.
- c. Publish weekly promotional emails (Hot Happenings In The River District)
- d. Assist the development and launch of First Thursdays.
- e. Introduce and market Wausau River District brand with new positioning statement.
- f. Coordinate seasonal promotions and advertising campaigns through the development and placement of print, online, television and/or radio

advertisements for Sidewalk Sales, Christmas on First Open House and Trick or Treat.

- g. Financially assist the reproduction of pedestrian oriented signage (e.g. ‘map kiosks’ along Third Street) in accordance with recommendations made through the City of Wausau Wayfinding Master Planning
- h. Support special events.

### III. Economic Development

- a. Lead and/or support redevelopment initiatives on the District’s Near West Side.
- b. Update, reprint and redistribute River District Market Profile.
- c. Conduct Market Survey.
- d. Administer Property Improvement Grant.
- e. Facilitate and/or secure resources needed for individual business development.

### IV. Design

- a. Administer Sign Grant Program
- b. Support City/Metro Area Wayfinding Signage initiative
- c. Coordinate stakeholder input on planning for neighborhood design on the west side of the Wausau River District.
- d. Support and/or facilitate incorporation of artwork into the District’s landscape

Based on resources, time and BID Board discretion, some of these programs may not be fully implemented. The BID Board acknowledges that the Main Street Program may conduct other activities similar to those above, to carry out the objectives identified above. The BID Board further acknowledges that the Main Street Program may not achieve full completion of all of the activities outlined above. In addition, the BID shall have all powers granted under the BID Law, including to collect the assessments provided herein, and to carry out the purposes of this Operating Plan.

### C. Expenditures and Financing Method

The operating budget for the District is \$60,000.00 which will be collected through the BID assessment. The BID expenditure represents the partial funding of the 2015 Main Street Program. This funding will be made upon written request from Main Street Wausau, Inc. to the extent of funds collected by the City of Wausau pursuant to the assessment levied hereby. The projected revenue and expenditures for year 2015 of the Main Street Program are identified on Appendix B, which is attached hereto and incorporated herein. The actual budget will be adjusted if the actual revenue received is less than projected. The adjustments could include revising or eliminating individual budget line items as determined by the BID Board of Directors. Expenditures are intended to be made in a fair and equitable basis throughout and for the benefit of the entire District. In the event that a surplus exists at the end of any fiscal year, the monies may be carried over for expenditures in subsequent years.

The Operating Budget for any BID year will be subject to the approval of the City of Wausau, as set forth in Wisconsin Statutes section 66.1109. While this budget does not, the BID Board acknowledges that if any year’s annual operating budget exceeds the prior year’s annual operating budget by 4% or more, such budget must be approved by a 2/3 majority of the entire District Board. No capital improvements are currently planned by the District. For the purpose of this Operating Plan, “capital improvement” means any physical item that is permanently

affixed to real estate including, without limitation, street lighting and sidewalk improvements. The term “capital improvement” shall not include, among other things, any maintenance equipment or supply, any communications equipment, any vehicles, any seasonal improvement or any holiday lighting or decoration. After the District Board has approved the annual operating plan and budget, they will be sent to the City for approval, adoption and inclusion in the City’s annual budget for the following year.

The District may not borrow funds.

The District will continue to support the Main Street Program’s efforts to solicit gifts, grants and other voluntary contributions from parties outside the Main Street Program boundaries.

D. Organization of the District Board

The Mayor shall appoint members, who will culturally represent Wausau’s diverse communities, to the District Board (the “Board”), and the Wausau City Council will act on the confirmation of such appointments. The Board shall be responsible for implementation of this Operating Plan. This requires the Board to negotiate with providers of services and materials to carry out the Operating Plan; to enter into various contracts; to monitor the effectiveness of the District’s activities, to aid compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of District assessments.

Wisconsin Statutes section 66.1109(3)(a) requires that the Board be composed of at least five members and that a majority of the Board members shall either own or occupy real property in the District. If the actual property or business owner is an entity, that entity shall designate a representative to act on its behalf.

The Board shall be structured and operate as follows:

1. Board Size – 11 members.

2. Composition –

**Business Owners** – four members, representing owners of commercial business in the area;

**Property Owners** – five members, representing owners of commercial property in the area;

**Government** – one member, representing the City of Wausau; and

**Wausau Events, Inc.** – one member, representing Wausau Events, Inc., Inc.

In addition, the following representatives shall be appointed by the Mayor who shall not be formal members of the Board and therefore cannot vote, but who will represent the following constituency, and advise the Board, and shall be notified of all Board meetings, shall be able to attend such Board meetings and give input to the Board:

**Board of Main Street Wausau, Inc.** – all members (without votes) of the Board of Directors of Main Street Wausau, Inc.

3. Term – Appointments to the Board shall be two classes (of five and six members per class respectively) for staggered periods of two years.
4. Compensation – None.
5. Open Meetings Law – All meetings of the Board shall be governed by the Wisconsin Open Meetings Law if and as legally required.
6. Record Keeping – Files and records of the Board’s affairs shall be kept pursuant to the Wisconsin Public Records Law.
7. Staffing and Office – To be determined as necessary.
8. Meetings – The Board shall meet regularly, at least once every three months. An annual meeting will be planned for all property/business owners.
9. Executive Committee – The Board shall elect from its members a chair, a vice-chair, a secretary, and a treasurer who shall comprise an Executive Committee of the Board. The Executive Committee of the Board shall be authorized to oversee the day-to-day operations of the District, including the execution of minor contracts, and the signing of checks, subject to the controls adopted by the Board.
10. Committees – To be determined as necessary.
11. Non-Voting Advisors – The Board will have non-voting advisors, as identified above.
12. Powers – The Board shall have all powers necessary and convenient to implement the Operating Plan, including the power to contract.
13. Annual Report – The Board shall prepare and make available to the public annual reports, including an independent certified audit conducted by the City of Wausau, as required by the BID Law.

#### **IV. METHOD OF ASSESSMENT**

##### **A. Annual Assessment Rate and Method**

The annual assessment for District operating expenses will be in direct proportion to the equalized assessed value of that property within the District.

The total assessment for each assessed parcel is formulated as follows:

1. Divide the proposed annual District budget by the total assessed valuation (as reflected on the City’s tax rolls) of all property within the District that is subject to assessment as provided by law.

(Note - this quotient shall expressed to the nearest 1/10,000 and be referred to so the “BID Mil Rate”)

2. Multiplying the BID Mil Rate by the assessed valuation of each Assessable Property (as defined herein), the product of which shall be the District’s initial assessment of that Assessable Property, but shall be subject to the adjustments set forth in Section IV.A.3 below.
3. Notwithstanding the foregoing, the total of the District’s assessment for each Assessable Property shall not exceed \$2,500.00 nor be less than \$250.00, which is computed using the following steps:
  - a. first, all Assessable Properties whose initial assessment is less than \$250.00 shall have their assessment adjusted to \$250.00;
  - b. second, any excess assessment created by the adjustment made in subsection a. shall be applied to reduce the initial assessment of all other Assessable Properties within the District;
  - c. third, all Assessable Properties whose initial assessment is greater than \$2,500.00 shall have their initial assessment adjusted to \$2,500.00;
  - d. fourth, any deficit of assessment created by the adjustments made in subsection c. shall be allocated among all other Assessable Properties on a proportionate basis, this basis being equivalent to what the total assessed value of Assessable Property bears to the total assessed value of all Assessable Properties in the District.
4. Use of each Assessable Property as of January 1 in the year of assessment, as reflected in the records of the Assessor for the City of Wausau, shall control for purpose of the District’s assessment.

For purposes of this Operating Plan, an “Assessable Property” shall be defined as a parcel of land subject to assessment hereunder and under the BID Law, with a separate Tax Key Number, as identified in the City of Wausau’s Assessor’s Office.

The BID assessment is hereby levied by the City of Wausau, which shall be a lien against each of the tax parcels of real property contained in the District, unless exempted as identified herein, under the power of Wisconsin Statutes Chapter 66. Such special assessments are hereby levied by the City of Wausau by adoption of this BID Plan. The city comptroller is authorized to include the BID assessment on bills for properties subject to the assessment within the designated Improvement District for calendar year 2015.

The City of Wausau shall collect such BID assessments and shall provide to the BID Board an accounting of the amounts received and the tax key numbers for which they are collected. All assessments shall be placed in a segregated account in the City’s treasury. The City shall disburse the funds when the BID Board requisitions payments for its expenses that are authorized by the BID Operating Plan. All interest earned by virtue of temporary investment of funds in the BID account shall remain in the account for activities delineated in the BID Operating Plan.

All assessments hereby levied shall be due and payable on or before the due date of the first installment of real estate taxes on the properties assessed hereby. No assessments levied hereby may be paid in installments.

**B. Excluded and Exempt Property**

The BID statute requires explicit consideration of certain classes of property. In compliance with the law, the following statements are provided.

1. Wisconsin Statutes section 66.1109(1)(f) 1m: The District will not contain property used exclusively for manufacturing purposes.
2. Wisconsin Statutes section 66.1109(5)(a): Property used exclusively for residential purposes will not be assessed.

Property exempt from general real estate taxes, for the calendar year in which the BID Operating Plan is adopted, are hereby excluded from the District by definition, even though the boundaries of the District would otherwise include them. Owners of tax exempt property adjoining the District and expected to benefit from District activities will be asked to make a financial contribution to the District on a voluntary basis. In addition, those tax exempt properties adjoining the District which are later determined no longer to be exempt from general property taxes, and tax exempt properties whose owners consent in writing to be assessed, shall automatically become included within the District and subject to assessment under any current operating plan without necessity to undertake any other act.

**V. PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY**

Under Wisconsin Statutes section 66.1109(1)(f) 4, this Operating Plan is required to specify how the creation of the District promotes the orderly development of the City. The District will increase the vitality of the Main Street Program Area and central business district and, consequently, encourage commerce in the City. Increased business activity in the City will increase sales tax revenues and property tax base.

**City Role in District Operation**

The City has committed to assisting owners and occupants in the District to promote its objectives. To this end, the City has played a significant role in creation of the District and in the implementation of the Operating Plan. In furtherance of its commitment, the City shall:

1. Maintain services to the Main Street at their current levels;
2. Maintain the City's current financial commitment to the Main Street Program for \$30,000.00 per year in funding;
3. Handle the billing and collection of the BID assessment as provided herein;
4. Have the City Attorney make a legal opinion that the BID Operating Plan complies with the requirements of the BID Law; and

5. Annually perform an independent certified audit of the implementation and operating plan pursuant to section 66.1109(3)(c) of the BID Law.

## **VII. FUTURE YEAR OPERATING PLANS**

### **A. Changes**

This Operating Plan is designed to authorize and control the BID for only its 2015 activities.

Wisconsin Statutes Section 66.1109(3)(b) requires the Board and the City to annually review, approve, and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms proposed activities, information on specific properties, budget amounts and expenditures are based solely upon current conditions. Subsequent years' activities, budget, and assessments will be provided in the required annual plan updates, and approval by the Common Council of such plan updates shall be conclusive evidence of compliance with this Operating Plan and the BID Law.

### **B. Amendment, Severability and Expansion**

The District has been created under authority of Wisconsin Statutes section 66.1109. Should any court find any portion of this Operating Plan, or the BID Law invalid or unconstitutional its decision will not invalidate or terminate the District and this Operating Plan shall be amended to conform to the law without need of re-establishment.

### **C. Automatic Termination Unless Affirmatively Extended**

The District Board shall not incur obligations extending beyond 2015.

## **VI. GENERAL**

All exhibits referenced herein are incorporated herein by reference.



APPENDIX B

	MAIN STREET WAUSAU, INC.					
	General Fund	Organization	Promotion	Economic Dev.	Design	TOTAL
<b>REVENUES</b>						
Grants	\$ 30,000					30,000
BID Funds	\$ 60,000					60,000
Other						
<b>Total Revenues</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>90,000</b>
<b>EXPENDITURES</b>						
<b>Administration:</b>		55,670				55,670
<b>Projects:</b>		5,650	49,685	2,600	5,100	60,035
<b>TOTAL EXPENDITURES</b>		<b>61,320</b>	<b>49,685</b>	<b>2,600</b>	<b>5,100</b>	<b>120,550</b>
Excess (Deficiency) of Revenues over Expenses						(30,555)*

\* Deficit is funded through Main Street Wausau, Inc.'s budget carryover and/or grants that may be secured.



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** October 7, 2014

**SUBJECT:** ANIMAL CONTROL FUND

Purpose: To comply with the finance committee request to provide a budget modification for the projected loss in the Animal Control fund in the amount of \$65,000 along with \$14,500 to finance the purchase of cages and a table for cat kennel activity.

Facts:

I have attached an updated 2014 projected budget and 2015 budget which are attached. The budget continues to indicate the need for the entire \$65,000 of operating funds and \$14,500 for the capital outlay. I would recommend funding the transfer from the Contingency Fund which has a balance of \$329,750.

## ANIMAL CONTROL BUDGET

	923 - 2013 Actual	2014 - 2014 Adopted Budget	2014 - 2014 Modified Budget	922 - Sept 2014 Actual	254 - 2014 Estimated Actual	20151 - 2015 Budget Dept Request	Recommended Modifications by K Winters	Adjusted Budget
<b>EXPENSES</b>								
<b>ANIMAL LICENSING COSTS</b>								
167.00000000270092190 - OTHER PROFESSIONAL SERVICES	780	-	-	120	200	-		-
167.00000000270092945 - MARATHON COUNTY LICENSE FEES	18,919	19,210	19,210	19,561	19,632	20,000	2,100	22,100
167.00000000270092990 - SUNDRY CONTRACTUAL SERVICES	21,472	22,740	22,740	21,697	21,755	22,000		22,000
167.00000000270093190 - OTHER OFFICE SUPPLIES	1,411	2,500	2,500	1,500	2,000	2,500		2,500
167.00000000270095930 - FEES & PERMITS	500	-	-	-	-	-		-
<b>TOTAL LICENSING COSTS</b>	<b>43,082</b>	<b>44,450</b>	<b>44,450</b>	<b>42,878</b>	<b>43,587</b>	<b>44,500</b>	<b>2,100</b>	<b>46,600</b>
<b>ANIMAL CONTROL PROGRAM COSTS</b>								
167.00000000271091110 - SALARIES-PERMANENT-REGULAR F/T	13,345	29,263	29,263	19,805	30,638	31,001	-	31,001
167.00000000271091250 - WAGES-TEMPORARY-REGULAR	-	13,438	13,438	8,665	13,438	27,349		27,349
167.00000000271091510 - SOCIAL SECURITY	889	3,267	3,267	2,243	3,365	4,464		4,464
167.00000000271091520 - RETIREMENT EMPLOYERS SHARE	835	2,048	2,048	1,563	2,127	2,108		2,108
167.00000000271091540 - HOSPITAL/HEALTH INSURANCE	7,820	21,028	21,028	15,275	19,367	20,096		20,096
167.00000000271091550 - LIFE INSURANCE	-	-	-	2	8	5		5
167.00000000271091560 - WORKERS COMPENSATION	-	770	770	-	770	2,264		2,264
167.00000000271092000 - MOTOR POOL CHARGES	320	6,500	6,500	7,091	9,891	11,600		11,600
167.00000000271092171 - ANIMAL SERVICES	-	-	32,400	32,400	54,400	57,750	(5,250)	52,500
167.00000000271092189 - TRAINING	1,619	1,225	1,225	1,440	2,000	2,000		2,000
167.00000000271092190 - OTHER PROFESSIONAL SERVICES	10	125	125	18	25	24		24
167.00000000271093460 - CLOTHING/UNIFORM	1,263	1,500	1,500	-	500	1,500		1,500
167.00000000271093490 - OTHER OPERATING SUPPLIES	899	4,000	4,000	4,160	6,560	4,000		4,000
167.00000000271098190 - OTHER CAPITAL OUTLAY	-	-	14,500	-	14,500	-		-
<b>TOTAL ANIMAL CONTROL PROGRAM COSTS</b>	<b>27,001</b>	<b>83,165</b>	<b>115,565</b>	<b>92,664</b>	<b>157,590</b>	<b>164,161</b>	<b>(5,250)</b>	<b>158,911</b>
<b>TOTAL EXPENSES</b>	<b>70,083</b>	<b>127,615</b>	<b>160,015</b>	<b>135,541</b>	<b>201,178</b>	<b>208,661</b>	<b>(3,150)</b>	<b>205,511</b>
<b>REVENUES</b>								
167.00000000270081110 - GENERAL PROPERTY TAXES	-	-	79,500	-	79,500	86,343	(7,267)	79,076
167.00000000270083180 - DOG LICENSES & COUNTY REFUND	39,629	40,600	40,600	41,206	41,500	41,261	4,200	45,461
167.00000000270083185 - CAT LICENSES	16,610	18,000	18,000	16,935	17,000	16,900	4,000	20,900
167.00000000270083190 - PET FANCIER LICENSE	-	-	-	35	-	-	3,500	3,500
167.00000000270084110 - FINES & FORFEITURES	5,245	27,495	27,495	8,127	13,000	18,000		18,000
167.00000000270084190 - LICENSE & PERMIT VIOLAT PENALT	6,660	6,000	6,000	4,020	4,380	4,000	300	4,300
167.00000000270085120 - TREASURER FEES	-	-	-	35	35	-		-
167.00000000270085130 - ACCOUNTING FEES	3,276	2,200	2,200	1,889	3,000	3,000	210	3,210
167.00000000270087232 - CONTRACTS FOR SERVICE	-	11,481	17,313	17,307	17,307	17,313	1,841	19,154
167.00000000270088416 - GRANT PROCEEDS	-	-	25,419	25,419	25,419	12,710		12,710
<b>TOTAL REVENUES</b>	<b>71,420</b>	<b>105,776</b>	<b>216,527</b>	<b>114,973</b>	<b>201,141</b>	<b>199,527</b>	<b>6,784</b>	<b>206,311</b>
<b>NET INCOME (LOSS)</b>								
<b>BEGINNING NET POSITION</b>	<b>18,893</b>				<b>20,231</b>			<b>20,194</b>
<b>ENDING NET POSITION</b>	<b>20,231</b>				<b>20,194</b>			<b>20,994</b>



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** October 21, 2025

**SUBJECT: 2014 Budget Amendment Based Upon Estimated Actual Projections**

Purpose: To comply with the finance committee request to provide a budget modification based upon the estimated actual projections included within the 2015 budget.

Facts:

General Fund

Finance Staff prepared a 2014 payroll projection based upon staffing levels throughout the year, projected overtime earnings and known terminations and retirements. This projection was combined with the departments spending expectations of their non-payroll budget line items to formulate projected expenses through December 31, 2014. The combined projection was compared to the 2014 modified budget and the following departments indicate that they will exceed budget at December 31, 2014:

Human Resources \$10,531  
Municipal Court \$4,602  
Unclassified \$8,375  
Fire Department \$189,574  
Department of Public Works \$92,114

In addition, the budget projection showed that the police department will have unused funds due to vacancies experienced during the year. The recommendation is to process a transfer from the Police Department salaries to finance these overages.

Capital Projects Fund

The Board of Public Works received a request to authorize payment for the work to the Wisconsin DOT completed on Grand Avenue. I noted that the request would place us over expended on the account and asked that the projected total costs be obtained from the state. Staff found correspondence that the project costs had increased for the project but that this increase was not forwarded to be included within the budget. We will need to increase the budget from \$521,102 to \$619,780. The documentation is attached.

## CITY OF WAUSAU 2014 BUDGET PROJECTIONS

	927 - 2012 Actual (Final)	923 - 2013 Actual	20143 - 2014 Adopted Budget	2014 - 2014 Modified Budget	254 - 2014 Estimated Actual	Adopted Budget to Actual Variance
<b>EXPENSES</b>						
100.110.005 - ELECTED OFFICIALS-COUNCIL	\$ 104,687	\$ 93,090	\$ 115,298	\$ 106,098	\$ 96,762	\$ 9,336
100.110.010 - ELECTED OFFICIALS-MAYOR	234,385	224,721	229,680	229,680	228,002	1,678
100.110.020 - FINANCE DEPARTMENT	1,439,821	1,255,693	1,372,877	1,391,877	1,385,904	5,974
100.110.026 - CITY COUNTY DATA CENTER	572,724	570,942	675,797	675,797	664,315	11,482
100.110.030 - HEALTH & WELFARE	1,402,297	1,447,936	1,481,300	1,481,300	1,481,000	300
100.110.040 - ASSESSMENT DEPARTMENT	557,815	586,806	629,047	629,047	600,202	28,845
100.110.050 - LEGAL AFFAIRS	460,202	513,228	508,901	508,901	487,430	21,471
100.110.051 - HUMAN RESOURCES	362,264	305,420	293,597	293,597	304,128	(10,531)
100.110.052 - MUNICIPAL COURT	124,588	124,721	124,931	124,931	129,533	(4,602)
100.110.080 - UNCLASSIFIED	253,991	193,976	165,675	146,675	155,050	(8,375)
100.110.090 - POLICE DEPARTMENT	8,413,303	8,687,532	8,657,499	8,672,374	8,334,025	338,349
100.110.100 - FIRE DEPARTMENT	6,402,731	6,391,820	6,307,376	6,307,376	6,496,949	(189,574)
100.110.120 - INSPECTIONS & ELECTRICAL SYSTM	576,848	572,368	601,912	611,112	602,862	8,250
100.110.139 - DEPARTMENT OF PUBLIC WORKS	7,421,519	7,675,360	7,792,430	7,807,349	7,899,463	(92,114)
100.110.160 - PARKS DEPARTMENT	2,264,693	2,249,653	2,419,032	2,437,790	2,425,007	12,783
<b>TOTAL EXPENSES</b>	<b>30,591,867</b>	<b>30,893,264</b>	<b>31,375,352</b>	<b>31,423,904</b>	<b>31,290,632</b>	<b>84,720</b>

### REVENUES

100.110.020 - FINANCE DEPARTMENT	25,012,549	24,771,542	25,471,568	25,471,568	25,642,222	170,654
100.110.030 - HEALTH & WELFARE	27,961	44,191	28,407	28,407	44,191	15,784
100.110.040 - ASSESSMENT DEPARTMENT	-	24,300	24,000	24,000	24,300	300
100.110.052 - MUNICIPAL COURT	386,871	353,662	405,000	405,000	382,000	(23,000)
100.110.080 - UNCLASSIFIED	16,749	11,291	-	-	-	-
100.110.090 - POLICE DEPARTMENT	629,948	663,176	757,606	765,043	717,340	(40,266)
100.110.100 - FIRE DEPARTMENT	1,618,823	1,454,613	1,514,735	1,514,735	1,468,776	(45,959)
100.110.120 - INSPECTIONS & ELECTRICAL SYSTM	249,282	223,127	247,325	247,325	199,730	(47,595)
100.110.139 - DEPARTMENT OF PUBLIC WORKS	2,656,910	2,481,132	2,679,413	2,679,413	2,570,027	(109,386)
100.110.160 - PARKS DEPARTMENT	256,005	263,707	247,298	257,413	247,738	440
<b>TOTAL REVENUE</b>	<b>\$ 30,855,098</b>	<b>\$ 30,290,740</b>	<b>\$ 31,375,352</b>	<b>\$ 31,392,904</b>	<b>\$ 31,296,324</b>	<b>\$ (79,028)</b>

NET BUDGET PROFIT (SHORTFALL)

\$ 5,693

### EXPENSES

HUMAN RESOURCES - UNANTICIPATED PROFESSIONAL SERVICES

MUNICIPAL COURT - BUDGET DID NOT REFLECT HISTORICAL SPENDING

FIRE DEPARTMENT - PERSONNEL SHORT \$120,000 DUE TO A COMBINATION OF OVERTIME FOR PARAMEDIC TRAINING, 4 SICK LEAVE PAYOUTS IN DECEMBER, MOTOR POOL SHORT FALL \$60,000

### REVENUES

MUNICIPAL COURT - REVENUE ANTICIPATED \$37,000 INCREASE DUE TO FEE HIKES - NOT REALIZED

POLICE - GRANT INCOME DOMESTIC VIOLENCE GRANT ENDED JUNE 2014 BUDGET FOR A FULL YEAR

FIRE DEPARTMENT - AMBULANCE REVENUE BUDGETED AT \$1,400,000 REVISED ESTIMATE IS \$1,345,000

INSPECTIONS DEPARTMENT - PERMIT REVENUE BUDGETED BASED UPON 2012 EXPERIENCE

DEPARTMENT OF PUBLIC WORKS - ANTICIPATES PATCHING INCOME FROM UTILITY - THIS WAS CONTRACTED OUT IN 2014



## MEMORANDUM

DATE: October 21, 2014

TO: Finance Committee

CC: Alderpersons, Department Heads

FROM: James Tipple, Mayor *James E. Tipple*

RE: 2014 Fire Department Memos dated 10/21/14 sent to Finance Committee

I have reviewed the recommendation from the Wausau Fire Department memo's sent to the Finance Committee on October 21, 2014.

I recommend the Finance Committee reject the Fire Chief's recommendation to lay-off 5 to 6 personnel per day during the months of November and December due to the devastating impact this would have on the Department, the City and the citizens of the City of Wausau.

Based on the ramifications to the Fire Department in their ability to absorb a deficit of this magnitude, I would recommend the Wausau Police Department's 2014 Operational Budget to transfer the amount of \$175,000 to the Wausau Fire Department's 2014 Operational Budget. It is projected, the Wausau Police Department will be under budget by \$338,349, as the result of the lag in the recruitment of four (4) police officers.

# Memorandum



**From:** Tracey Kujawa, Thru: Jim Tipple, Mayor  
**To:** Finance Committee  
**Date:** October 21, 2014  
**Re:** 2015 Budget

---

**Purpose:** to provide the Finance Committee with an action plan to cut approximately \$40,000 from the proposed 2015 Operational Budget for the Wausau Fire Department (WFD).

The proposed action to decrease the 2015 operational budget by \$40,000 is to conserve monies allocated to salaries by not immediately filling an entry level position caused by a retirement.

Although, I believe the proficiency of a department suffers by not aggressively hiring when an opening occurs I feel this is the option that will affect Department operations the least. Other considerations with their anticipated consequences are as follows:

**Consideration:** decrease monies in the operational budget allocated for training, equipment replacement and purchase of personal protective equipment (PPE). Projected savings: \$10,000.  
**Consequences:** not having the ability to prepare WFD personnel to perform their jobs safely and proficiently. The fire service is constantly changing and the risks and dangers faced by those in the fire service are continually increasing. Therefore it is imperative that we aggressively train our personnel to respond appropriately. It is also important to keep the safety of our personnel at the forefront by keeping them well equipped both through reliable equipment and PPE.

**Consideration:** discontinue providing tactical emergency medical support (TEMS) for law enforcement. Projected savings: \$10,000.  
**Consequences:** TEMS is an essential component of tactical law enforcement teams and helps maintain a safer environment for both law enforcement and the public. It is a unique subspecialty that responds with SWAT and provides emergency care under extreme and potentially dangerous situations. This is a partnership between fire/EMS and law enforcement that we feel is very important to preserve.

**Consideration:** change minimum staffing. Projected savings: dependent on staffing.  
**Consequences:** reduction in minimum staffing would be detrimental to the proficiency of the Department. WFD would fall further below the minimum standards set by NFPA 1710 which is the safety and response standard. WFD has also experienced increasing calls for service, service demands and EMS care standards all of which indicate the need to retain staffing.

**Conclusion:**  
Upon the retirement of BC Krueger, in March, 2015, WFD would promote but would not hire immediately at the entry level and therefore would save salary and benefits. The WFD would not hire until mid-October which would be a savings of 7 ½ months of salary and benefits which would equate to over \$40,000 which was directed.

**Cc:** Jim Tipple, Mayor

# Memorandum



**From:** Tracey Kujawa, Thru: Jim Tipple, Mayor  
**To:** Finance Committee  
**Date:** October 21, 2014  
**Re:** 2014 Budget

---

Purpose: to provide information regarding the projection that the Operational Budget for the Wausau Fire Department (WFD) will be over budget by \$190,000 at the end of 2014 with the directive to procure \$175,000 from the 2014 budget to reimburse the City of Wausau to acquire a balanced operational budget.

Details for unanticipated budget overruns:

- Retirement costs (≈ \$150,000)
- Costs to hire a chief (≈ \$30,000)
- Critical Care Paramedic Costs (≈ \$20,000)
- Decision to strengthen minimum staffing while increasing skills through the Critical Care Paramedic education (≈ \$40,000)
- Tactical Emergency Medical Support (TEMS) (≈10,000)
- Line items which were not budgeted accurately (≈ \$10,000 ambulance supplies, ≈ \$45,000 motor pool, ≈ \$10,000 snow removal)

Budget composition:

Total Budget:	\$6,307,376
Less:	
Motor Pool	\$63,724
Salaries and Benefits	\$5,792,738
Ambulance Billing	\$141,434
Drugs and Paramedic Supplies	\$47,000
Utility Services	\$61,369
Fixed Charges	<u>\$56,878</u>
Other Spending	\$144,233*

\*Represents funds available to the fire chief to spend on management priorities in 2014.

Approximately two percent (2%) of the operational budget (\$144,233) for the WFD is available to allocate to accounts such as equipment replacement, personal protective equipment, training, workplace safety, office supplies and building maintenance and supplies.

With the budget composition detailed above it can certainly be resolved that unfunded mandates or expenses charged to this operational budget would be very difficult to absorb. I don't believe that the WFD should have to live with the consequences of decisions that were made to our employees 25 years ago. The policymakers of the City, at that time, made the decision to pay out leave accounts upon retirement and therefore in 2014 with four retirements, the cost to the Department is approximately \$150,000. Should it be – because of a lack of planning on behalf of the City, the fire

service to our community should suffer? I express this assertion because the only resolve to the request of balancing this year's budget in the manner directed will ultimately have to come from salary accounts and therefore result in a reduction of services.

Currently, the WFD 2014 Operation Budget has limited dollars in the "other spending" monies remaining in the 2014 operational budget. These line items have been reserved to replace failing equipment such as hoses and nozzles (only discernible after the completion of annual fall hose testing), personal protective equipment – PPE (determined after end-of-year inspections), fire house upkeep, along with some end of the year training for our inspectors. If we don't use any more money in these identified line items for these essentials, the amount preserved will be approximately \$30,000.

The only manner in which we would be able to preserve any additional operational monies is in salaries which would result in the lay-off of 5 to 6 personnel every day during the months of November and December. Currently, minimum staffing at the WFD is 15 personnel; a lay-off of 5 to 6 personnel could result in a minimum staffing of 9 personnel which is a daily lay-off of over 1/3 of the Department's line personnel. This would require the closings of both Station 2 and Station 3 with all staff relocated to Station 1. The WFD would only be able to staff one Engine, two Ambulances, one Incident Commander and one person to a floating position.

**Current Delegation of Daily Staffing**

Station 1: Engine (3), Ambulance (2), Incident Commander (1), Floating Position\* (1)

Station 2: Engine (2), Ambulance (2)

Station 3: Engine (2) Ambulance (2)

**Lay-off Staffing Delegation**

Station 1: Engine (3), 2 Ambulances (4), Incident Commander (1), Floating Position\* (1)

Station 2: Closed

Station 3: Closed

\* The individual assigned to this position could respond with the ladder, rescue, hazmat or tender depending on the emergency.

**Table 1: Comparison of Current Minimum Staffing with Lay-off Staffing**

	Current Staffing	Lay-off Staffing
<b>Station 1</b>		
Engine 1	3	3
Ambulance(s)	2	4
Truck, Rescue, Hazmat etc.	1	1
Incident Commander	1	1
<b>Station 2</b>		
Engine 2	2	0
Ambulance	2	0
<b>Station 3</b>		
Engine 3	2	0
Ambulance	2	0
<b>Total</b>	<b>15</b>	<b>9</b>

National Fire Protection Association (NFPA) 1710 sets criteria for the staffing of firefighter crews which are based on “minimum levels necessary for safe, effective and efficient emergency fire ground operations.” NFPA’s minimum recommended staffing requirements for each Engine Company, whose primary function is to pump and deliver water and perform basic fire fighting at fires, including search and rescue, is 4 on-duty personnel. NFPA’s minimum recommended staffing requirements for each Truck Company, whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility work, illumination, overhaul and salvage work, has a minimum recommended staffing of 4 on-duty personnel as well.

Table 2: Comparison (NFPA Recommended Staffing/Current Staffing/Lay-off Staffing)

	NFPA Staffing Recommendations	Current Staffing Levels	Lay-off Staffing Levels
Engine 1	4	3	3
Engine 2	4	2	0
Engine 3	4	2	0
Truck 1	4	1	1
IC	1	1	1
<b>Total:</b>	<b>17</b>	<b>9*</b>	<b>5^</b>

\*Supplemental staffing of 6 when ambulances are available for a total of 15.

^Supplemental staffing of 4 when ambulances are available for a total of 9.

The initial full fire alarm assignments described in NFPA 1710 apply only to fires in low-hazard residential structures which can be defined as a structure fire in a typical 2000 ft<sup>2</sup>, two story single-family dwelling without basement and with no exposures. The following is what NFPA states shall be provided for this type of low hazard structure:

1. Establishment of Incident Command (staffing = 1)
2. Establishment of a water supply (staffing = 1)
3. Establishments of an effective water flow application rate of 300 gpm from two handlines (minimum staffing = 2/handline)
4. Provision of one support person for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control and forcible entry (minimum staffing = 2)
5. Provision of at least one victim search and rescue team (minimum staffing = 2)
6. Provision of at least one team to raise ladders and perform ventilation (minimum staffing = 2)
7. If an aerial device is used in operations an aerial operator to maintain primary control of the aerial device (staffing = 1)
8. Establishment of a Rapid Intervention Team (minimum staffing = 4)
9. EMS rehabilitation (minimum = 1)

It has been established above that an initial fire attack requires, at minimum, two engine companies with adequate staffing (which equates to 8 fire fighters) to run the lines and operate the nozzles and pumps, plus a truck company capable of simultaneously performing forcible entry, search and rescue, ventilation, raising of ladders, salvage operations and operation of various power tools carried on the

truck (which equates to 4 fire fighters). The number of fire fighters normally required to respond with the apparatus to achieve this level of performance is 16 which includes the Incident Commander. This is so hose streams and equipment can be properly staffed; a two-person crew can be designated as a Rapid Intervention Crew in case personnel become trapped or injured and are unable to exit the structure; and personnel can be assigned to rehabilitation to make certain staff can continue in the fire fight. The current minimum staffing levels at the WFD allows for this first alarm response if all ambulances are available, which unfortunately is most often not the case. But with lay-offs, we would obviously have a much higher gap between the staffing recommendations by NFPA and our actual daily staffing. WFD would be staffed with 8 staff and an Incident Commander; if both staffed ambulances are available. If ambulance personnel are not available initial response could be as few as 5.

A first alarm response, with an initial fire attack which has dangerously undermanned fire companies may seriously limit the ability to make a prompt fire attack jeopardizing both the safety of responding personnel and the safety of the community. In my opinion, the lay-offs required to achieve the dollar amount requested by the Finance Committee would certainly fall into the category of "dangerously undermanned" which has the high potential to have dire consequences.

The location of the WFD fire stations allows the Department to deliver proficient and timely services to our customers; the tax payers. The recent ESCi study endorses the current locations of the stations and response times are appropriate. NFPA 1710 states that "the fire department shall have the capabilities to provide for the arrival of an engine company within a 240-second travel time to 90% of incidents and an initial full alarm assignment within a 480 second travel time, 90 percent of the time." Lay-offs would close both outside stations, Station 1 and Station 2, which would result in response times doubling or tripling at a minimum, with the likelihood of being four to five times longer; if not more. First-in areas of Station 2, which currently have a two minute response time, could have an increased response time of 10 to 12 minutes when responding from Station 1. Of course, this increase in response time could have a deadly outcome when one considers that biological death occurs in 4 to 6 minutes of cardiac arrest and fires grow exponentially every minute; consequentially each minute of delay is critical to the safety of the occupants and firefighters and is directly related to property damage.

If the Finance Committee decides to recommend the execution of lay-offs, I would be remiss if I didn't mention the financial strain which would be burdened by the employees at the WFD; again, through no fault of their own. There would be a loss of income to every employee of approximately \$3,000. This unanticipated loss of income could be devastating. This dollar amount would result in a decrease of income, on average, of one-third of the employee's monthly income, which would have to be endured simultaneously with a holiday season that most often results in additional expenses.

I believe the final element for consideration is the harm that would result to the reputation of the WFD. When looking for employment most will explore the overall security of the department. It is very hard to attract high caliber recruits when there is any indication there is instability present, particularly when it has a financial focus.

I would also like the Finance Committee to note that in addition to providing structure fire response we also provide the following: emergency medical services (EMS), TEMS (tactical emergency medical support), technical rescue (confined space, high and low angle rescue, trench rescue and collapse rescue), swift water rescue, ice water rescue, extrication, fire prevention inspections (commercial and multi-unit residential twice/year) and fire prevention education.

Table 3: Calls for Service and Number of Inspections Annually

	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
Fire Responses	2100	1618	1493	1333	1285	1437	1393	1433	1478	1455	1648
Emergency Responses	4436	4311	4224	4161	4074	4617	4185	4003	3734	3565	3350
Inspections	4105	3922	3919	4004	3951	3640	4043	4018	4438	3816	4183

Cc: Jim Tipple, Mayor

## MaryAnne Groat

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**From:** Allen Wesolowski  
**Sent:** Wednesday, October 22, 2014 3:59 PM  
**To:** MaryAnne Groat; Anne Jacobson; Jim Tipple  
**Subject:** Grand Avenue-DOT construction costs  
**Attachments:** DOC102214-10222014144352.pdf

All,

Lori dug up the SMA for the project. A revised SMA is dated April 19, 2013. The estimated cost to the City on this version is \$521,102. However, based upon actual bids received, the DOT sent a revised cost estimate to the City of \$619,779.84. This letter is dated Oct 22, 2013. I attached the cover of the revised SMA and the bid letter from the DOT for reference..

At the last BPW you asked what the expected final budget would be. It appears the \$619,779.84 is the correct budget number for this project.

Allen M. Wesolowski, P.E.  
Project Manager  
City of Wausau  
Office: 715-261-6762  
Cell: 715-581-5774

**REVISED**  
**STATE/MUNICIPAL AGREEMENT**  
**FOR A**  
**HIGHWAY IMPROVEMENT PROJECT**

DATE: April 19, 2013  
 I.D.: 6999-02-08/78  
 TITLE: Wausau, Grand Avenue  
 SUBTITLE: Kent St to Division St  
 COUNTY: Marathon  
 ROADWAY: BUS 51  
 LENGTH: 1.57 miles

*This agreement supercedes the agreement signed on 1/6/2010.*

The signatory, **City of Wausau**, hereinafter called the **Municipality**, through its undersigned duly authorized officers or officials, hereby requests the **Wisconsin Department of Transportation (WDOT)**, hereinafter called the **State**, to initiate and effect the highway or street improvement hereinafter described. The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25 (1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

Existing Facility: The existing concrete pavement in the travel lanes is distressed, exhibiting deteriorated joints and cracks with faulting. In addition, there are extensive joint repairs present.

Proposed Improvement: It is proposed to perform a construction project that will extend the service life of the roadway. The project improvement concept is resurfacing. The project will repair concrete joints and overlay with asphalt.

The Municipality is responsible for any adjustments to their utilities necessary for completion of construction.

**Estimated Project Costs**

Phase	Estimated Cost				
	Total Estimated Cost	Federal/State funds	%	Municipal Funds	%
Preliminary Engineering (6999-02-08):	\$300,000	\$225,000	75	\$75,000	25
<sup>1</sup> Participating Construction (6999-02-78):					
Roadway Items (Cat 010)	\$1,560,096	\$1,560,096	100	\$0	0
Street Lighting and sidewalks (Cat 020)	\$784,628	\$392,314	50	\$392,314	50
Community Sensitive Solutions <sup>2</sup> (Cat 030)	\$163,390	\$122,000	max	\$41,390	bal
Local Utilities (Cat 040)	\$12,398	\$0	0	\$12,398	100
Subtotal Construction costs	\$2,520,512	\$2,074,410		\$446,102	
Total Cost	\$2,820,512	\$2,299,410		\$521,102	

<sup>1</sup> Estimate includes construction engineering.

<sup>2</sup> Community Sensitive Solution (CSS) funding is capped at \$122,000 Fed/State dollar per number 9 of Basis for local participation. Any un-used CSS funds will be removed from the project upon contract LET.

The Municipality assumes full responsibility for the design, installation, testing and operation of the sanitary sewer and water main and relieves the State and all of its employees from liability for all suits, actions or claims resulting from the sanitary sewer and water main construction under this agreement.



Division of Transportation  
 System Development  
 North Central Region  
 510 North Hanson Lake Road  
 Rhinelander WI 54501

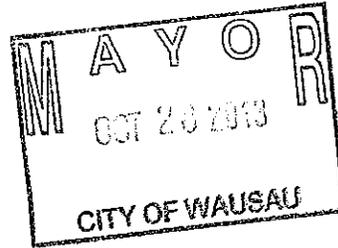
Scott Walker, Governor  
 Mark Gottlieb, P.E., Secretary  
 Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (715) 365.3490  
 Facsimile (FAX): (715) 365.5780

E-mail: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)

October 22, 2013

THE HONORABLE JAMES TIPPLE  
 MAYOR CITY OF WAUSAU  
 407 GRANT STREET  
 WAUSAU WI 54403



SUBJECT: Project ID 6999-02-78  
 C Wausau, Grand Avenue  
 Kent Street to Division Street  
 BUS 51  
 Marathon County

The Wisconsin Department of Transportation has awarded the contract for the improvement project listed above on the basis of the bids received on 9/10/13. A report of the contract letting is enclosed for your information. On the basis of the awarded bid, we have prepared the following estimate of costs and financing.

**Note: This is only an estimate of work to be done. The actual project costs may vary depending on conditions encountered during the construction work. Variances may affect your budgeting process.**

**Estimate of Costs**

American Asphalt of Wisconsin	\$2,856,082.09
Engineering & Contingencies	\$ 371,290.67
<b>TOTAL ESTIMATED COST</b>	<b>\$3,227,372.76</b>

**Estimate of Financing**

Federal Funding	\$2,194,219.18
State Funding	\$ 413,373.74
City of Wausau	\$ <u>619,779.84</u>
<b>TOTAL ESTIMATED FINANCING</b>	<b>\$3,227,372.76</b>

You will receive interim billings throughout the life of the project based on actual costs incurred. The timing of the bills is dependent on the balance due. Bills are sent monthly if balance due exceeds \$100,000 and quarterly if the balance due exceeds \$5,000. A bill is sent at the end of the calendar year for all projects regardless of the project balance.

A final bill is sent after all costs have been determined, the project has been closed, and a final audit is performed on our contracts. The final bill may take one or more years after construction before it reaches you. All bills are due within 30 days of receipt.

If you have any questions, please feel free to call me at 715.365.5729.

*Roxy Coppenger*

Roxy Coppenger  
 Financial Specialist, NC Region – Rhinelander Office

Enclosure