



*** 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,

Meeting of: **FINANCE COMMITTEE**
 Date/Time: **Tuesday, August 11, 2015 at 5:30 PM**
 Location: **City Hall, 2nd Floor Board Room**
 Members: David Oberbeck (C), Karen Kellbach, Dave Nutting, Bill Nagle, Robert Mielke

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

Presenter

- | | | |
|----|---|--------------|
| 1 | Public Comment on matters appearing on the agenda. | |
| 2 | Discussion and possible action regarding Sole Source Purchase Request Decorative Street Lighting Etc | Pergolski |
| 3 | Discussion and possible action regarding 1500 Grand Avenue Development Agreement and Budget Modification | Schock |
| 4 | Discussion and possible action regarding RFP for leased vehicles | Hanson |
| 5 | Discussion and possible action regarding the Two Year Liability Insurance Proposal and Third part Administrative Services Agreement | Groat |
| 6 | Discussion and possible action regarding Credit Card Rebate Program Revenue | Groat |
| 7 | Discussion and possible action regarding LifeQuest EMS Billing Contract Extension until December 31, 2015 | Groat/Kujawa |
| 8 | Discussion and possible action regarding 2016 CIP funding modification - Fire Department | Kujawa |
| 9 | Discussion and Possible Action regarding Budget Modification Street Improvements | Lindeman |
| 10 | Discussion and Possible Action regarding Budget Modification 1st Street Extension and Riverfront Redevelopment Project | Lindeman |
| 11 | Discussion and Possible Action regarding Budget Modification Public Access | Tipple |
| 12 | Discussion and possible action approving State of Wisconsin Trust Fund Loan of \$4,000,000 for Utility Improvements | Groat |
| 13 | Discussion and possible action regarding changes in the Procurement Policy - legal services | Jacobson |
| 14 | Discussion and possible action regarding changes in the Procurement Policy - sole source exemption Technology Services CCITC | Groat |
| 15 | Discussion and possible action regarding 2016 property insurance | Groat |
| 16 | Discussion and possible action regarding Wausau on the Water, Inc. (WOW) Development Agreement and related budget modification | Schock |
| 17 | CLOSED SESSION pursuant to Section 9.85(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 - Discussion and possible action on Development Agreement with Wausau on the Water, Inc. (WOW) and related budget modification | |
| 18 | RECONVENE into open session to take action on closed item: Discussion and possible action regarding Wausau on the Water, Inc. (WOW) Development Agreement and related budget modification | |
| 19 | Discussion and possible action regarding local area Premier Resort Tax | Groat/Tipple |
| 20 | 2016 Budget Update | Groat |
| 21 | June 2015 General Fund Financial Report | Groat |
| 22 | Adjournment | |

David Oberbeck, Chair

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Mary by calling (715)261-6645 or via email mgoede@ci.wausau.wi.us

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 faxed to the Daily Herald newsroom on 8/07/15 @ 12:00 PM

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

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



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OFFICIAL NOTICE AND AGENDA

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

ADDENDUM

Meeting of: **FINANCE COMMITTEE**
Date/Time: **Tuesday, August 11, 2015 at 5:30 PM**
Location: **City Hall, 2nd Floor Board Room**
Members: David Oberbeck (C), Karen Kellbach, Bill Nagle, Dave Nutting, Robert Mielke

ADDENDUM ITEM(S) FOR CONSIDERATION/ACTION

- 22 Report on Performance of Assessment Services Contract between the City of Wausau and the City of Schofield for 2012-2015.
- 23 **CLOSED SESSION** pursuant to 19.85(1)(e) of Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons requires a closed session - for providing continuing contract assessment services to the City of Schofield.

Adjournment

David Oberbeck, Chair

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 8/07/15 at 4:45 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: Gisselman, Rasmussen, Nutting, Abitz, Winters), *Tipple, *Jacobson, *Groat, Rayala, Lindman, Hebert, Lenz, Hardel.



**CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000**

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

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

-
1. Provide a detailed explanation of the good or service to be purchased and vendor.

Decorative low level lights from Holophane to match the current lights that exist throughout the city. This is mostly for knock down replacement and stocking parts.

2. Provide a brief description of the intended application for the service or goods to be purchased.

Decorative low level lights are located in the downtown area and in other locations in the City. As new low level lights are approved for an area, the lights from Holophane would be installed. Lights add a level of safety at night and also an aesthetic appeal to neighborhoods. As an example, Prospect Avenue from Forest Street to the viaduct currently has low level lights. CISM has approved installing new low level lights from the viaduct to Townline Road to finish the lighting along this stretch. This was done in coordination with the reconstruction of Prospect Avenue.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

The City has been purchasing and installing Holophane decorative low level lights ever since it was decided to install low level lights. Having a standardized product results in a more efficient and economical operation for installation and maintenance. Also, by purchasing only Holophane, we are assured of the new lights matching the existing lights we have for aesthetics. These lights work with ROAM system and we have excellent factory support.

4. Describe your efforts to identify other vendors to furnish the product or services.

There are other vendors that provide decorative low level lights. However, they do not match our current style. The high quality with real glass, that is currently used, doesn't yellow like others that use plastic.

5. How did you determine that the sole source vendor's price was reasonable?

The prices have been consistent over the years we have been purchasing these lights. Prices are comparable to other vendors' decorative low level lights.

6. Which of the following best describes this sole source procurement? Select all that apply.

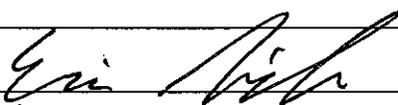
- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

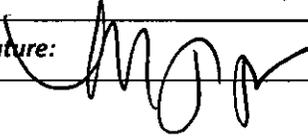
Department: Public Works

Preparer: Rick Pergolski

Vendor Name: Holophane

Expected amount of purchase or contract:

Department Head Signature:  **Date:** 8/5/15

Finance Director Signature:  **Date:** 8/4/15

QUOTATION

ETCO Electric Supply, INC
 2310 N. 3rd Street
 Wausau, WI 54403
 715-848-2955

Order Number	
1199135	
Order Date	Page
4/29/2015 08:00:20	1 of 1

Bill To:
 WAUSAU ELECTRICAL DEPT.
 400 MYRON ST.
 ATTN: SHEILA
 WAUSAU, WI 54401
 USA
 715-261-6966

Ship To:
 WAUSAU ELECTRICAL DEPT.
 400 MYRON ST.
 attn: SHEILA
 WAUSAU, WI 54401
 USA

Requested By: Mr. RICK PERGOLSKI

Customer ID: 21453

PO Number		Ship Route		Taker				
HOLOPHANE LOW LEVEL QUOTE				JONT				
Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
1	0	1	EA		HOLSL5CP181000DXP3T	EA	2,340.09000	2,340.09
				1.0	SITELINK SL5 SERIES ALUM. POLE 10' 3"X3" TENON RAL8028 ANCHOR BOLTS INCLUDED	1.0		
1	0	1	EA		HOLGVD404KASLRAL80283NNUDM	EA	1,536.06000	1,536.06
				1.0	GRANVILLE II LED HEAD RAL8028 40W	1.0		
1	0	1	EA		HOLDUR105	EA	12.00000	12.00
				1.0	PHOTO CONTROL RECEP RETROFIT	1.0		
1	0	1	EA		HOLREN127NM1	EA	120.00000	120.00
				1.0	STANDARD ROAM NODE 120-277V	1.0		
<i>Total Lines: 4</i>						SUB-TOTAL:	4,008.15	
						TAX:	0.00	
						AMOUNT DUE:	4,008.15	
							<i>U.S. Dollars</i>	

QUOTATION

ETCO Electric Supply, INC
 2310 N. 3rd Street
 Wausau, WI 54403
 715-848-2955

Order Number	
1205629	
Order Date	Page
7/28/2015 12:43:23	1 of 1

Bill To:

WAUSAU ELECTRICAL DEPT.
 400 MYRON ST.
 ATTN: SHEILA
 WAUSAU, WI 54401
 USA
 715-261-6966

Ship To:

WAUSAU ELECTRICAL DEPT.
 400 MYRON ST.
 attn: SHEILA
 WAUSAU, WI 54401
 USA

Customer ID: 21453

PO Number		Ship Route	Taker		
HOLOPHANE GLOBES			STEVET		
Quantities					
Ordered	Allocated	Remaining	UOM Unit Size	Disp.	
16	0	16	EA		
			1.0		
Item ID	Item Description		Pricing UOM	Unit Price	Extended Price
HOLGV4N	HOLOPHANE GV4N GLASS LENSE		EA	335.00000	5,360.00
			1.0		

Total Lines: 1

SUB-TOTAL: 5,360.00
TAX: 0.00
AMOUNT DUE: 5,360.00

U.S. Dollars

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

RESOLUTION OF THE ECONOMIC DEVELOPMENT AND FINANCE COMMITTEES

City to accept the proposal of Badger Pharmacy DBA Young's Drug Store & Young's Long Term Care Pharmacy and to transfer the City owned property at 1500 Grand Avenue (formerly a Kwik Trip) for the establishment of a pharmacy operation and urgent care center.

Committee Action: Economic Development Committee 4-0, Finance Committee TBD

Fiscal Impact: \$0

File Number:

Date Introduced: August 11, 2015

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Fund 125</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$25,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$25,000</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the City of Wausau aims to assist and participate in job creation and quality redevelopment activities which increase the economic benefits to the City of Wausau and further economic development goals; and

WHEREAS, the City of Wausau had received the former Kwik Trip property at 1500 Grand Avenue from the owner to facilitate its redevelopment; and

WHEREAS, the City requested proposals through a public Request For Proposal (RFP) process earlier this year which solicited opportunities for the redevelopment of the city owned site; and

WHEREAS, Badger Pharmacy was one of two proposals received which were ranked by a selection committee and then by the Economic Development committee;

WHEREAS, the Finance Committee has considered and approved the budget modification for the transactions.

Increase 125-225088320	Revenue - Sale of Assets Held for Resale	\$25,000
Increase 125-225097200	Expense- Development Grant	\$25,000

NOW THEREFORE BE IT RESOLVED, that the proper City officials are hereby authorized and directed to accept the proposal as presented, transfer said property to Badger Pharmacy upon receipt of \$25,000 and provide Badger Pharmacy reimbursable grant payments for exterior physical improvements and landscaping in accordance with the plans submitted up to \$25,000 from the City.

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the proper city officials are hereby authorized and directed to modify the budget as presented above and to publish in the budget modification in the official newspaper as required.

Approved:

James E. Tipple, Mayor



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 6, 2015

SUBJECT: CVMIC Renewals

Purpose: To obtain approval to enter into the Third Party Administrative Services Agreement for the self-insured workers compensation program and the two year liability program for the years 2017 and 2018.

Background Information:

Cities and Villages Mutual Insurance Company (CVMIC) provides insurance, risk management services and human resources and safety training. The City has been a member since 2006. The company is uniquely designed to meet the insurance and risk challenges facing communities. They are composed of approximately 50 Wisconsin communities. We have been very satisfied with the services offered. The procurement policy currently provides a sole source exemption for services provided by CVMIC.

CVMIC has submitted their two year liability renewal package and their third party administrative workers compensation self-insurance program agreement amendment. A copy of the 2016 expected premiums remain stable.

Recommendation:

I would recommend executing the amendment to the third party administrative services agreement and to continue as a member of CVMIC for the policy years of 2016, 2017 and 2018 as outlined in option 1 electing the \$50,000 SIR.



9898 W. Blue Mound Road
Wauwatosa, WI 53226-4319

office 262-784-5666
fax 262-784-5599

web cvmic.com

August 3, 2015

City of Wausau
Attn: Maryanne Groat
407 Grant Street
Wausau, WI 54403

RE: Third Party Administrative Services Agreement Amendment

Dear Maryanne:

We have done a review of the Workers' Compensation Self Insured Program and are amending Item II of the agreement to document and update the minimum and maximum charges for the services provided by Cities and Villages Mutual Insurance Company (CVMIC). This letter will serve as an amendment to the Third Party Administrative Service Agreement between CVMIC and City of Wausau effective 1/1/2013.

Item II, titled "Financial Terms" shall be amended as follows:

II. FINANCIAL TERMS

CVMIC will charge as follows: \$625 per indemnity claim and \$92 per medical-only claim, regardless of the length of time it takes for the claim to be completed. Incident reports will be charged at \$23 per file. CVMIC guarantees these rates for 2016, 2017 and 2018. Moreover, we guarantee that the rate will not increase by more than 7.5% per year thereafter unless amended in writing. A minimum charge of \$8,400 and a maximum charge of \$14,000 will protect the City from costs higher than expected in any given year.

This agreement is on a "per claimant" basis. Any accident or occurrence resulting in ten or more injured employees shall be capped at that level. Indemnity claims are defined as all "other than" medical-only claims and incident reports. This Agreement excludes allocated expenses which are outlined in Section V, Conditions of the Agreement.

This amendment has not increased the minimum or maximum charges that were in place for 2013-2015. This change will be effective January 1, 2016 and will be reflected in future invoices. The actual claims processed per rate defined above will be reviewed annually and any services provided above the minimum will be invoiced separately upon completion of the previous year's compilation of claims which is typically after June 30th.

Signatures of both parties to the agreement shows understanding of the terms listed above and will complete the records of each party.

Michelle Voskuil

Michelle Voskuil, Finance Manager
CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Maryanne Groat, Finance Director and Treasurer
CITY OF WAUSAU



July 17, 2015

Ms. Maryanne Groat
City of Wausau
407 Grant Street
Wausau, WI 54403

RE: Two-Year Liability Renewal Package
2017-2018

Dear Maryanne:

Cities and Villages Mutual Insurance Company (CVMIC) is pleased to provide your community with its two (2) year liability renewal package. CVMIC continues to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin. This re-pricing continues CVMIC's approach of providing a long-term solution to your liability insurance needs.

Bickmore Risk Services has completed an actuarial review of CVMIC losses from 1988 to present. Their analysis has indicated that we continue to have very stable losses. The Board of Directors requested that Bickmore Risk Services review 2017-2018 premiums for both the current and next higher self-insured retention (SIR). Premium calculations were developed utilizing current loss data and the underwriting information members provided last fall for the reinsurance renewal.

The proposed pricing limits the experience modification to premium increases no greater than 15% and reductions no greater than 10% for 2015. Increases for 2016 will be as quoted in 2013.

Your premium options for the 2017 and 2018 policy years are set forth in Attachment One. These premiums are guaranteed for the two-year period, assuming that we achieve an adequate level of commitment for the renewal. In order to lock in these rates, we are asking that each member make their renewal commitment **by September 15, 2015**. Our general counsel, Mark Kircher of

Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC (Attachment Two).

CVMIC is currently comprised of 46 member cities and villages. In addition to broad liability protection with \$5 million in limits, we also provide loss control services, risk management assistance and access to other insurance products through optional group purchases. These programs provide access to needed insurance coverage at substantial savings.

The Board of Directors continues its commitment to assisting members with their risk management and loss control programs. CVMIC's loss control representatives continue to work directly with members to provide loss control assistance. In addition, we have provided a wide range of free educational programs for your employees. These seminars have proven to be very popular and are highly rated by those attending. We believe these services have had a direct impact on losses and have helped keep premiums low. We will continue to expand our training efforts and encourage member participation. The preliminary 2015-2016 fall/winter schedule has been posted on CVMIC's website.

Liability Program Dividends

On April 1, 2007 CVMIC retired the WMIC bond. This was accomplished with CVMIC paying all principal and interest payments on behalf of members. The retirement of the WMIC debt opened the door to return excess funds from the liability program to members in the form of dividends. The first dividend was declared in 2008 and paid in early 2009. At their May 20th meeting, the Board declared a liability dividend in the amount of \$1,511,352.00 for the policy period ending 12/31/14. This dividend will be paid on or around March 1, 2016. Specific information regarding this dividend will be provided in a separate letter. The goal of the Board is to provide stable dividends while maintaining surplus at target levels.

Other Insurance Purchase Options

In addition to the liability insurance program, CVMIC offers a first-dollar Worker's Compensation program, Auto Physical Damage program and several top quality insurance products on a group-purchase basis. Group purchase options include Employment Practice Liability, Excess Worker's Compensation, Umbrella/Excess Liability, Crime, Boiler & Machinery and Special Events Liability Program insurance, and these programs have been offered in response to member requests to provide cost-effective options to meet their community's insurance needs. Renewal information for these programs will be provided at the summer meeting.

Ratings and Awards

We are extremely pleased to inform the membership that CVMIC has maintained its 'A' rating from AM Best. A.M. Best is the foremost source for insurer ratings in the world. Best's initial rating of CVMIC covered the five-year period ending December 31, 1992. Their rating is based on a thorough review of the company's financial strength. On the basis of that review, A. M. Best awarded CVMIC an A (VI) rating. A is for excellent which is assigned to companies which have achieved excellent overall performance when compared to the standards established by A. M. Best Company. Companies with an A rating have a strong ability to meet their policyholder and other contractual obligations over a long period of time. The financial size category (VI) represents policyholder's surplus between \$25 Million and \$50 Million. The A. M. Best rating is reviewed annually. We are proud to report that CVMIC has maintained an A- or better rating each year since 1992.

In 1997, we refinanced the WMIC bond and had our financial ratings reviewed by Moody's. At that time, Moody's gave CVMIC a rating of Aa2. We were very pleased with the rating and felt it reflected Moody's belief of CVMIC's strong financial position. The recognition of CVMIC's success was further enhanced when we received the Association of Governmental Risk Pools (AGRIP) Pooling Advisory Standard Recognition Award. This award demonstrates CVMIC's compliance with recommended operational practices and documentation set forth in Pooling Advisory Standards. The criteria for this recognition are reviewed every three years. CVMIC has retained this recognition for many years.

We feel the A. M. Best rating, the Moody's rating and the recognition award from AGRIP provides the membership with the assurance and peace of mind that the company is operating in a professional and financially sound manner. One of the goals when CVMIC was founded was to achieve a Best Rating of B+. The fact that we exceeded this goal by three rating categories is significant and reflects the continuing emphasis on achieving excellence by improving the way the company operates, increasing CVMIC's financial strength, expanding the level of services provided to members and strengthening the commitment of members to CVMIC. We are extremely pleased and proud of these ratings, as well as the AGRIP recognition, and continue to work hard to maintain and improve upon them.

The Board implemented the two-year pricing cycle to ensure members will always know their liability insurance cost before beginning the budget process.

To confirm your community's commitment to CVMIC for the 2017-2018 policy years as outlined in Attachment One, it will be necessary to complete and sign the acceptance form at the bottom of Attachment One and return one signed copy in the postage paid envelope provided.

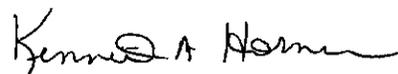
We look forward to continuing working with you. If you have any questions regarding re-pricing, please contact either Ken Horner or myself.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE CO.



Michael L. DeMoss
Executive Director



Ken Horner
Director of Operations

MLD:scp
Enc.



City of Wausau
ANNUAL PREMIUMS
 Policy Years 2016, 2017, 2018

ATTACHMENT ONE

- **Coverage includes:**
 - General Liability
 - Auto Liability
 - Excess Liability
 - Public Officials Liability
 - Law Enforcement Liability

- **Self-Insured Retention ("SIR")** is available at several levels.

- **Limits of Liability:**
 - \$5,000,000 per occurrence excess of SIR.

- **Defense Costs are included in the SIR.**

ANNUAL PREMIUMS:

(SIR) Occurrence/Aggregate

	<u>Current SIR</u>	<u>Optional SIR</u>
	\$50,000	\$75,000
<u>Policy Year</u>	<u>Option 1</u>	<u>Option 2</u>
2016	\$166,637	\$159,972
2017	\$173,545	\$166,604
2018	\$177,884	\$170,769

NOTE: The premiums stated herein are based on an expected number of renewals and are subject to review, depending on the actual number of renewals. With that qualification, they are guaranteed for the three-year policy period 2016, 2017 and 2018.

ACCEPTANCE

The City of Wausau agrees to continue as a member of CVMIC for the policy years 2016, 2017 and 2018 as outlined in Option 1 _____ (\$50,000) [or] as outlined in Option 2 _____ (\$75,000) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

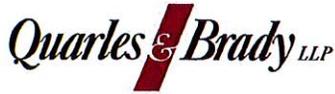
ACCEPTED AND AGREED TO this _____ day of _____, 2015.

City of Wausau

By _____
Name

Its _____
Title





411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
www.quarles.com

Writer's Direct Dial: 414.277.5347
E-Mail: mark.kircher@quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Naples
Phoenix
Tampa
Tucson
Washington, D.C.

June 30, 2015

To: CVMIC Members
From: Quarles & Brady LLP
Re: Membership Commitment for Years 2017-2018

Attachment Two

Ladies and Gentlemen:

Mr. DeMoss has asked us to provide instructions as to how members may commit for the next two year period.

First, note that there is no affirmative City Council/Village Board action which CVMIC requires in order for you to continue your membership. The letter from Mr. DeMoss which accompanies this Memorandum sets forth the guaranteed annual premiums which CVMIC offers in exchange for a two year commitment of continued membership. All CVMIC requires is that you select your SIR and return a copy of Attachment 1 with the Acceptance Form executed by an authorized officer. If City Council/Village Board action is required for you to make the commitment, we suggest the following authorization language either in the form of a motion or resolution:

RESOLVED, that _____ (City/Village) _____ accepts the Liability Insurance Proposal dated June 30, 2015, from Cities and Villages Mutual Insurance Company ("CVMIC") and agrees to continue its membership in CVMIC for policy years 2017 and 2018 based on the premiums guaranteed by CVMIC for said policy years.

Please contact me if you have any questions or if we can be of assistance in this regard.

Very truly yours,

QUARLES & BRADY LLP

Mark A. Kircher

2015 Mutual Member Participation Calculation

WAUSAU

	Premium-(A)	Claims-(B)	SIR-(C)		
1988	\$0	\$0	\$0		
1989	\$0	\$0	\$0		
1990	\$0	\$0	\$0		
1991	\$0	\$0	\$0		
1992	\$0	\$0	\$0		
1993	\$0	\$0	\$0		
1994	\$0	\$0	\$0		
1995	\$0	\$0	\$0		
1996	\$0	\$0	\$0	CVMIC Net Premium-(D)	\$34,534,221
1997	\$0	\$0	\$0	CVMIC SIR-(E)	\$25,315,000
1998	\$0	\$0	\$0	Total Assets-(F)	\$50,607,089
1999	\$0	\$0	\$0		
2000	\$0	\$0	\$0		
2001	\$0	\$0	\$0	Total Liabilities-(G)	\$15,652,033
2002	\$0	\$0	\$0	Min Permanent Surplus-(H)	\$14,000,000
2003	\$0	\$0	\$0	Unencumbered Reserve (I)	\$16,028,221
2004	\$0	\$0	\$0		
2005	\$0	\$0	\$0		
2006	\$0	\$0	\$0		
2007	\$144,522	\$39,195	\$50,000		
2008	\$148,135	\$0	\$50,000		
2009	\$151,838	\$89,492	\$50,000		
2010	\$155,634	\$22,500	\$50,000		
2011	\$159,584	\$0	\$50,000		
2012	\$163,574	\$0	\$50,000		
2013	\$157,031	\$0	\$50,000		
2014	\$161,349	\$0	\$50,000		
Total	\$1,241,667	\$151,188	\$400,000		
Total-10 Years	\$1,241,667	\$151,188	\$400,000		
	(A-I)	(B-I)	(C-I)		

Premium Calculation

Member Premium-(A-1)	\$1,241,667
15% of Claims-(B-2)	\$22,678
Member Net Premium-(J)	\$1,218,989
CVMIC Net Premium-(D)	\$34,534,221
Percentage-(K)	3.530%

Participation Percentage:-(M)

SIR Calculation

Member SIR-(C-1)	\$400,000
CVMIC SIR-(E)	\$25,315,000
Percentage-(L)	1.580%

2.945%

Participation Calculation

	Amount	Member Percentage	Mutual Member Position
Unencumbered Reserve	\$16,028,221 (I)	2.945% (M)	\$472,013 (N)

Original Principal Amount-(O)	Principal Retired by CVMIC-(P)
\$0	\$0

This is an estimate while every effort has been made to present an accurate calculation. Numbers used in the calculation are subject to change and there may be rounding errors and other discrepancies.

NOTES FOR MEMBER PARTICIPATION* – CALCULATION STEPS

Data Used for Calculation:

- A. Total premium paid to CVMIC for all years.
- A-1 Total premium paid to CVMIC for the last 10 years
- B. Total incurred claims (paid & reserved including expenses) excess of a member's SIR for all years.
- B-1 Total incurred claims excess of a member's SIR for the last 10 years.
- B-2. 15% of incurred claims excess of Member's SIR.
- C. Total per occurrence SIR for all years.
- C-1 Total per occurrence SIR for the last 10 year.
- D. CVMIC Net Premium equals the total of all premium collect for the last 10 years, minus 15% of all incurred claims (paid and reserved including expenses) excess of a Member's SIR for the last 10 years.
- E. CVMIC SIR is the total per-occurrence SIR for the last 10 years, for all Members.
- F. Total Assets equals the amount shown in the 12/31/14 audited financial statement.
- G. Total Liabilities equals the amount shown in the 12/31/14 audited financial statement for Losses and Loss Adjustment Expenses.
- H. Minimum Permanent Surplus is the minimum surplus required by the Board of Directors.
- I. Unencumbered Reserves equals the total Surplus as regards policyholders as shown in the 12/31/14 audited financial statement minus Minimum Permanent Surplus (H).
- J. Member's Net Premium equals Member's Premium (A-1) minus 15% of Claims (B2).
- K. Premium Calculation Percentage is developed by dividing the Member's Net Premium (J) by CVMIC's Net Premium (D).
- L. SIR Calculation – Percentage Ownership is developed by dividing the Member SIR (C) by CVMIC SIR (H).
- M. Participation Percentage is developed by taking the Premium Calculation Percentage (K) multiplied by seven-tenths (.7), plus SIR Calculation (L) multiplied by three tenths (.3).
- N. Participation Calculation is calculated by taking the Unencumbered Reserves (I) times the Participation Percentage (M).
- O. Bonds delivered to CVMIC at the time of joining.
- P. Principal Paid is the amount of Bond that has been retired.

*Refer to CVMIC Article VII of the Articles of Incorporations for details regarding Distribution on Dissolution.

EVERY EFFORT HAS BEEN MADE TO PRESENT AN ACCURATE CALCULATION; HOWEVER, THERE MAY BE MINOR ERRORS OR DISCREPANCIES DUE TO ROUNDING.

**2016 Premium Projections as of 8/4/15.
Wausau**

	2014	2015	2016-Low Range	2016-High Range	
CVMIC Liability Premium	\$ 161,349	\$ 163,370	\$ 166,637	\$ 166,637	Selected for 2016 SIR \$ 50,000
CVMIC Liability Dividend	\$ (6,691)	(21,820)	(37,136)	(37,136)	Dividends amounts are announced at the Summer Meeting. Dividend projections are those paid in 2016.
CVMIC WC Projection	\$ -	\$ -	\$ -	\$ -	Based on a 3% increase in payroll from 2014 WC Audit Rates for 2016 have been set by the WCRB. Based on 2016 Normal Experience Modification. See attached worksheet
Excess Workers Compensation Premium	\$ 53,500	\$ 50,943	\$ 50,943	\$ 50,943	Low Range - Based on 0% increase in rates. High Range - Based on 0% increase in rates. Based on audited payrolls from 2014 with 3% increase.
Excess Liability Premium	\$ 4,614	\$ 4,635	\$ 4,774	\$ 5,099	Low Range - Based on a 3% increase in rates. High Range - Based on 10% increase in rates.
Employment Practice Liability	\$ 20,600	\$ 24,842	\$ 28,568	\$ 31,053	Low Range - Based on a 15% increase in rates. High Range - Based on 25% increase in rates. Based on no change in employment count.
Auto Physical Damage Coverage	\$ 42,195	\$ 45,539	\$ 49,250	\$ 52,598	Low Range - Based on an increase in rate of 3% and 5% inflation in fleet values. High Range - Based on 10% Increase in rates and 5% inflation in fleet values. Based on actual fleet value on file as of 7/31/15. Based on a deductible of: \$ 1,000
CVMIC APD Dividend	\$ (8,516)	(8,694)	(7,810)	(7,810)	Dividends amounts are announced at the Summer Meeting. Dividend projections are those paid in 2016.
Boiler & Machinery Coverage	\$ 6,284	\$ 6,284	\$ 6,634	\$ 6,956	Low Range - Based on 3% increase in rates and 2.5% increase in values. High Range - Based on 8% increase in rates and 2.5% increase in values.
Crime	\$ 835	\$ 1,556	\$ 1,603	\$ 1,712	Low Range - Based on 3% change in rates High Range - Based on 10% change in rates
Volunteer Blanker Accident Policy	\$ -	\$ 775	\$ 775	\$ 813	Low Range - No Rate Change High Range - 5% Rate Change
Cyber Coverage	\$ -	\$ 3,627	\$ 3,736	\$ 3,918	Imputed amount in 2015 (not billed to member) Low Range at 3% increase and high range at 8%
	<u>\$ 274,170</u>	<u>\$ 271,056</u>	<u>\$ 267,974</u>	<u>\$ 274,781</u>	
			-1.14%	1.37%	



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 4, 2015

SUBJECT: Credit Card Rebate

Purpose: To develop a policy regarding the credit card rebate.

Background Information:

The City moved to the US Bank purchasing card program in 2014. This program offers a rebate for purchases. The rebate earned from December 1, 2014 to April 30th 2015 was \$1,552.79. The rebate % varies based upon the amount of charges placed on the card.

Utilization of the card provides a number of benefits such as the rebate earned and the staff resources saved through the elimination of processing vendor transactions. To encourage further use of the purchase card program some communities return the all or a portion of the rebate to the department budgets.

Recommendation:

I would recommend that the City return 50% of the rebate to the departments.

US Bank Purch Card -City of Wausau
 Department Spend Summary-Calendar Month Basis
 Dec 1, 2014 to April 30, 2015

Department Name	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	Total	%
20 Mayor	368.87	5,028.38	92.16	2,298.99	705.34	8,493.74	9.2%
30 Fianace	400.00	-	-	-	445.00	845.00	0.9%
80 City Clerk	-	776.13	40.00	25.00	189.06	1,030.19	1.1%
120 Assessment	34.95	34.95	34.95	34.95	216.40	356.20	0.4%
130 Attorney	-	-	73.00	-	1,690.68	1,763.68	1.9%
150 Human Resources	523.20	759.39	1,320.39	815.18	565.64	3,983.80	4.3%
160 Maintenance	-	-	69.15	305.34	403.78	778.27	0.8%
300 Police	1,791.85	7,444.23	5,736.46	5,257.93	5,550.08	25,780.55	27.8%
500 Fire	2,837.52	1,453.67	1,857.21	3,306.73	761.39	10,216.52	11.0%
800 Inspection	-	20.00	420.00	140.00	140.00	720.00	0.8%
1000 Engineering	359.95	135.00	316.00	3,466.79	655.90	4,933.64	5.3%
1009 Public works	-	2,643.39	999.63	320.24	1,217.23	5,180.49	5.6%
1011 Motor Pool	416.98	-	928.00	(377.95)	1,252.18	2,219.21	2.4%
1900 Community Dvlpmnt	688.40	1,972.50	784.18	364.24	2,842.97	6,652.29	7.2%
2000 Community Dvlp Aut	-	-	-	408.78	609.07	1,017.85	1.1%
2910 Metro Ride	327.67	602.33	-	455.32	479.97	1,865.29	2.0%
8010 Sewer	1,960.62	41.84	366.27	840.72	814.20	4,023.65	4.3%
9010 Water	579.81	4,527.87	1,523.61	2,464.84	3,719.72	12,815.85	13.8%
Totals	10,289.82	25,439.68	14,561.01	20,127.10	22,258.61	92,676.22	100.0%

Rebate Rate 1.6755%
 Rebate 1,552.79



TO: FINANCE COMMITTEE MEMBERS

FROM: Tracey Kujawa

DATE: August 5, 2015

SUBJECT: EMS Contract and 2016 CIP Request

Purpose:

To obtain direction from the Finance Committee regarding the EMS billing contract and patient care records.

Background Information:

In 2008 the City of Wausau went out for proposals for EMS billing and collection services, outsourcing a service previously performed by Finance staff. The privatization of service coincided with a retirement of the billing clerk and the elimination of the position. In addition, through attrition, the department eliminated other positions based upon the elimination of the billing work. In November of 2008 the city entered into a five year agreement with Life Line Billing Systems located in Wautoma, Wisconsin. In connection with the new billing service the City succeeded in converting paper based manual patient care records to a paperless electronic system which was provided by the contractor. This system integrates into their billing system which provides a seamless transfer of patient transport and care information into the billing system. In addition, this patient care information is used to prepare compliance reports mandated by the State of Wisconsin. The current contract for EMS billing services expires on November 1, 2015.

The Fire Department is interested in purchasing new Fire/EMS software and CCITC submitted a 2016 CIP request in the amount of \$70,000. The goal was to purchase a single system that provided inspection, fire, inventory, training and patient care modules. The Fire Department believes that owning this software will provide the department with enhanced access to data and more robust reporting capabilities. The Fire Department has been assured by the EMS billing companies that they would be able to interface with any software that is chosen which would allow for a seamless interface for effective and efficient billing. The plan had been to implement the new software on January 1, 2016. Unfortunately, the CIP for software was not funded by the Committee of the Whole.

The City has two apparent options:

1. Issue an RFP similar to the request issued in 2008 which requires the contractor to provide the electronic patient care software as part of the contract and recover the cost of this software through their fees. In this situation the City is prepared to release the RFP immediately.
2. Reallocate CIP funding to include EMS software specifically with the understanding that a grant will be written in attempt to achieve a currently approved CIP project. The Committee of the Whole approved a 2016 CIP for the Fire Department to purchase Rescue Task Force equipment in the amount of \$30,000. The \$70,000 software request for CIP included EMS

and fire software along with a training component. The Department would be willing to submit a grant in attempt to fund the Rescue Task Force equipment and then utilize the current monies allocated to purchase electronic patient care reporting software. This would delay the implementation of the Rescue Task Force for approximately a year. We currently do have fire software that complies with all State and Federal reporting but would like, in the future, to look at software that might be more robust in the acquiring data. By allowing for this substitution, the EMS records software modules would be able to be purchased and implemented by January 1, 2016. Along with the reallocation of funds, we would also ask that the Common Council to authorize a two month extension of the current EMS billing service, adjusting the contract end date to January 1, 2016. This extension would allow the department to implement the new patient care software and billing software simultaneously. In this situation the City will release two RFP's – an EMS billing service RFP and an EMS software RFP.

Recommendation:

By owning and controlling the electronic patient care reporting software the department will have the greatest flexibility to acquire more information and information that is Wausau Fire Department specific. This will allow for the flexibility to capture and report applicable data. In addition, by seeking grant funding for the Rescue Task Force equipment the City will stretch its purchasing power.

Attachment: EMS billing 2 month contract extension

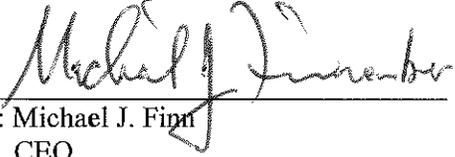
**EXTENSION TO THE TERMS AND CONDITIONS OF THE ORIGINAL
ASSIGNMENT, ASSUMPTION AND COLLECTION SERVICES AGREEMENT**

This EXTENSION ("Extension") is to the Assignment, Assumption and Collection Services Agreement ("Agreement") which was entered into the first day of November, 2008, ("Effective Date") by and between the City of Wausau ("Client") and Lifeline Systems, Inc. n/k/a Life Line Billing Systems, LLC., d/b/a LifeQuest Services ("Agency") the Parties entering into this Extension Agreement for the sole purpose of adding two (2) months to the terms and conditions of the original Agreement to become effective on November 1, 2015, and terminating on December 31, 2015.

Upon the expiration of the original Agreement the terms and conditions of the original Agreement shall be extended for one two (2) month new Agreement Term unless this Extension is otherwise Terminated upon at least seven (7) days written notice prior to October 31, 2015 (the new Agreement Term shall be generically referred to as "The Subsequent Term").

Agency:

Life Line Billing Systems, LLC, d/b/a LifeQuest
Services
a Delaware limited liability company


By: Michael J. Finn
Its: CEO

Dated: 3 August 2015, 2015

Client:

City of Wausau
a Wisconsin governmental entity

By: Maryanne Groat, CPA
Its: Finance Director

Dated: _____, 2015

By: Toni Rayala
Its: City Clerk

Dated: _____, 2015

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving the Budget Modification for 2015 Street Improvement Projects	
Committee Action:	Pending
Fiscal Impact:	None
File Number:	14-1109
Date Introduced:	August 11, 2015

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Total Transfer of Funds \$826,811</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$696,314 Annual Retirement \$78,000 Utilities and \$55,212 City</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, Common Council approved the 2015 Street Improvement Projects and the 2014 Curling Way Project; and

WHEREAS, final bid prices, rock quantities and other unanticipated costs require budget modifications to finance the additional project costs; and

WHEREAS, the Finance Committee has reviewed and approved the budget modification that finances these project shortfalls as follows;

Increase	150-232098230	Street Improvements Expense.....	\$38,745
Increase	150-236198250	Storm sewers - Expense.....	\$130,498
Decrease	150-232098237	Street Project – Trees Expense.....	\$36,840
Decrease	150-237598437	Parking Ramp Capital Expense.....	\$77,191
Increase	150-231089120	Proceeds of Notes – Revenue.....	\$55,212
Increase	161-14031	Water Mains/Laterals.....	\$398,116
Increase	163-15217	Sanitary sewers.....	\$298,198
Increase	161-25250	Water – State Trust Fund Loan.....	\$398,116
Increase	163-28230	Sewer – State Trust Fund Loan.....	\$298,198

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

Approved:

James E. Tipple, Mayor

2015 Street Projects

		2015 Budget Documents					
		STREETS	STORM	CITY COSTS	WATER	SEWER	TOTAL
BUDGET							
A	22nd Avenue from Nehring Street to cul-de-sac	263,000		263,000			263,000
B	Grant from Bellis to 10th Street and 11th Street from McClellan to Franklin St	360,200	50,000	410,200	115,000	65,000	590,200
D	Flieth Street from Park Blvd to 11th Avenue	340,000	-	340,000	-	-	340,000
E	7th Street from Spring St to Crocker St and Crocker St from 7th to 13th Street	555,375	95,000	650,375	155,000	110,000	915,375
Carryover Funds and other Budget Modifications		12,625	107,767	120,392			120,392
Total Budget		1,531,200	252,767	1,783,967	270,000	175,000	2,228,967
							0
							0
							0
ACTUAL							
A	22nd Avenue from Nehring Street to cul-de-sac	181,115	19,813	200,928	2,600	62,370	265,898
B	Grant from Bellis to 10th Street and 11th Street from McClellan to Franklin St	328,111	80,754	408,865	231,152	144,838	784,855
D	Flieth Street from Park Blvd to 11th Avenue	285,510	90,494	376,004	65,720	950	442,674
E	7th Street from Spring St to Crocker St and Crocker St from 7th to 13th Street	410,248	168,545	578,793	358,642	246,214	1,183,649
Curling Way Completion -2015 Expense		364,961	(15,086)	349,875	10,002	18,826	378,702
Total Estimated Actual		1,569,945	344,520	1,914,465	668,116	473,198	3,055,778
Budget Modification Needed		38,745	91,753	130,498	398,116	298,198	826,811

CURLING WAY - 2014 and 2015

Pay Requests		STREETS	STORM	CITY COSTS	WATER	SEWER	TOTAL
1		65,754.02	630.00	66,384.02	66,102.00	92,065.00	224,551.02
2		62,923.28	88,215.00	151,138.28	113,429.00	59,824.00	324,391.28
3		338,679.17	57,716.50	396,395.67	79,763.50	90,605.00	566,764.17
4		91,186.00	78,775.50	169,961.50	47,443.00	54,822.50	272,227.00
5		288,937.44	66,767.00	355,704.44	55,949.71	12,743.50	424,397.65
	Retainage	50,315.12		50,315.12			50,315.12
Total Expended in 2014		897,795.03	292,104.00	1,189,899.03	362,687.21	310,060.00	1,862,646.24
Finished Project		1,262,755.68	277,018.30	1,539,773.98	372,688.71	328,886.00	2,241,348.69
Curling Way Completion - 2015 Expense		364,960.65	(15,085.70)	349,874.95	10,001.50	18,826.00	378,702.45

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving the Budget Modification for 1 st Street Extension and Riverfront Redevelopment Project	
Committee Action:	Approved
Fiscal Impact:	None
File Number:	14-1109
Date Introduced:	August 11, 2015

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: TID #3 Riverfront Project</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Total Project cost \$1,224,449.35</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Utility work and Parking Lot \$244,000</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$980,500 Annual Retirement \$84,000</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, Common Council approved the construction of 1st Street Expansion, the Parking Lot; related infrastructure and remediation, and

WHEREAS, utility work and a component of the parking lot construction are grant funded through the WEDC; and

WHEREAS, to facilitate annual reporting to the state, it is necessary to establish separate budget lines for street lighting, storm sewer, sidewalk and utility work;

WHEREAS, these budget allocations have been established based upon bids received for the project; and

WHEREAS, the Finance Committee has reviewed and approved the budget modification that reclassifies expenses for proper annual state reporting;

141-342898260	Sanitary Sewer Mains/Laterals.....	\$4,500
141-342898270	Water Mains/Laterals.....	\$17,000
141-342898240	Sidewalks.....	\$45,000
141-342898250	Storm sewers.....	\$53,000
141-342898743	Street Lighting.....	\$270,000
141-342898230	Streets/Curb/Gutter.....	\$20,000
141-342898245	Parking Lot.....	\$235,000
141-342898290	Other Capital Improvements.....	(\$644,500)

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

Approved:

James E. Tipple, Mayor

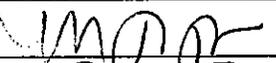
TRANSFER OF FUNDS/CHANGE OF PURPOSE REQUEST FORM

Requested: Kris Berge & David Dickinson

Dept: PUBLIC ACCESS

Date: 7/23/2015

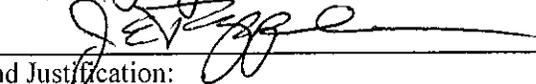
Reviewed by Finance:



Date:

7/30/15

Reviewed by Mayor:



Date:

7/31/15

Transfer Explanation and Justification:

This is the total amount of carryover funds from the Public Access fund. \$2,500 of the total is payment for Marathon County Board productions in 2014 that was paid in 2013 and was not recognized in the 2014 budget as revenue. The remaining amount is production fees from 2012 through 2014 that were not carried over into the 2015 budget. Our goal is to use some of the funding to find sponsors to cover the upcoming High School Hockey and Curling seasons.

FROM / TO	ACCOUNT NUMBER	ACCOUNT NAME	\$ AMOUNT
	TRANSFER OF FUNDS		
From	152-33421		5764.17
To	152-2791250	WAGES-TEMPORARY-REGULAR	5354.92
To	152-2791510	SOCIAL SECURITY	409.25

COMMENTS:

Fin. Committee Approval Denial Date: _____ Council Approval Denial Date: _____



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 4, 2015

SUBJECT: State Trust Fund Loan of 2015 Water and Sewer Capital Projects

Purpose: To obtain authority to submit an application to the Commissioner of Public Lands for a \$4,000,000 loan to finance the 2015 Water and Sewer Improvement Projects

Background: The Utility Commission authorized a State Trust Fund loan of \$4,000,000 to finance the 2015 Water and Sewer Improvement Projects. The Finance Committee at the July 14th meeting approved the same. We submitted an application for an application with the Wisconsin Commissioners of Public Lands and provide the attached resolution which is required accompany the application. The current interest rate for State Trust Fund Loans 10 year loans is 3.25%.

The application will be considered by the Common Council on August 11th, 2015.

While the loan document indicates the debt is backed by the taxing authority of the city, it is expected that repayment will be made from the revenues of the Water and Sewer Utility.

As indicated at the July finance meeting, this debt maintains considerable flexibility because the entire amount may be retired annually with no penalty or substantial costs.

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

RESOLUTION OF THE FINANCE COMMITTEE	
Authorizing Proper City Official(s) to apply for and borrow from the Board of Commissioners of Public Lands of Wisconsin a State Trust Fund Loan not to exceed \$4,000,000 for the purpose of water and sewer capital improvements	
Committee Action:	Approved
Fiscal Impact	The annual debt retirement is approximately \$475,000. Interest expense over the life of the issue is approximate \$750,000
File Number:	Date Introduced: August 11, 2015

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Water and Sewer Utility Capital Budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: To be determined upon final amortization schedule from state</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$4,000,000 Annual Retirement \$475,000</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, by the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

WHEREAS, by the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewage system created under Sec. 281.43(4), school district or technical college district.),

WHEREAS, the Utility Commission and Finance Committees have reviewed and recommend the proposed State Trust Fund Loan financing for capital improvements;

NOW THEREFORE BE IT RESOLVED, that the City of Wausau, in the County of Marathon, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Four Million and 00/100 Dollars

(\$4,000,000.00) for the purpose of financing utility improvements and no other purpose.

BE IT FURTHER RESOLVED, the loan is payable within 10 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 3.25 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

BE IT FURTHER RESOLVED, that there be raised and there is levied upon all taxable property, within the City of Wausau, in the County of Marathon, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

BE IT FURTHER RESOLVED, that no money obtained by the city of Wausau by such loan from the state be applied or paid out for any purpose except financing utility improvements without the consent of the Board of Commissioners of Public Lands, and

BE IT FURTHER RESOLVED, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of Wausau, in the County of Marathon, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

BE IT FURTHER RESOLVED, this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Approved:

James E. Tipple, Mayor



Douglas La Follette, *Secretary of State*

Matt Adamczyk, *State Treasurer*

Brad D. Schimel, *Attorney General*

101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943

608 266-1370 INFORMATION
608 266-0034 LOANS
608 267-2787 FAX
bcpl.wisconsin.gov

Tia Nelson, *Executive Secretary*

July 29, 2015

Ms. Toni Rayala
City of Wausau
407 Grant St
Wausau, WI 54403

ID# 05604257

Dear Ms. Rayala:

Thank you for your request for a loan application from the State Trust Fund. The current interest rates for Trust Fund loans are:

General Obligation Loan Rates:

1 – 2 Years	2.50%
3 – 5 Years	3.00%
6 – 10 Years	3.25%
11 – 20 Years	3.75%

At the present time, funds are available for your project. Interest rates, which are set by the Board of Commissioners of Public Lands, are subject to change. However, once a loan is approved at a certain rate of interest, that rate remains for the duration of the loan.

We have enclosed the application form for a State Trust Fund loan and a checklist which should be used as a guide in submitting your completed application. If your loan application is approved, you are required to take the entire amount of the loan within four months of the approval date. To better serve all of our applicants, we would like to know when you will need your loan funds. Please complete the attached "Anticipated Schedule of Disbursements" form, giving us the dates you expect to make draws on the loan and the amount of the draw.

This application **cannot exceed \$4,000,000.00** without prior approval from our office. Our Board has tentatively reserved funds for your project, therefore, it is imperative that the application be approved by the municipal board and returned to this office within thirty (30) days of the date of the meeting. If there are any delays or the municipality chooses not to make application, the blank forms must be returned along with a letter of explanation.

If you have questions, you can contact me at (608) 266-0034. Please include ID# **05604257** on all correspondence. We appreciate your interest and look forward to serving you in the future.

Sincerely,

Richard Sneider
Loan Analyst

Enclosures: 1) Application Form – City 20 Year Maximum
2) Checklist for Application Review
3) Anticipated Schedule of Disbursements

**BCPL State Trust Fund Loan Program
Application Checklist**

- A copy of the minutes from the meeting at which the Resolution to Borrow Funds and Levy Tax was presented and approved is required to process the application. This meeting must take place following your receipt of the application. Please make certain that the resolution approved by your board or council is the exact resolution contained in the application. The minutes from this meeting should also contain this language.

- Mail the completed application and meeting minutes to the address below:
**Board of Commissioners of Public Lands
P.O. Box 8943
Madison, WI 53708-8943**

- For overnight (non-USPS) delivery, please note that our street address has a different zip code:
**Board of Commissioners of Public Lands
101 E. Wilson Street, 2nd Floor
Madison, WI 53703**

Upon receipt, BCPL staff will review your application and contact you if any additional information or corrections to the application are required.

To allow time for internal reviews, BCPL needs to receive your completed application a minimum of 8 days in advance of our Board's next scheduled board meeting. The BCPL Board meets the first and third Tuesday of each month. Following approval by the BCPL loan committee and a legal review by the office of the Attorney General, the application will be placed on the agenda for the next available board meeting.

Following board approval, there are a few additional steps and your loan may be funded in 5-10 days. All draws must be made within four months of the board approval date.

BCPL appreciates having photographs of the projects that we help finance. We use these photos both internally and for publishing of promotional materials regarding the BCPL State Trust Fund Loan Program. If possible, please forward high-resolution, digital photographs of the project being financed. Be sure to include information on who should be given credit for the photos. We thank you in advance.

Please contact us at (608) 266-0034 or richard.sneider@wisconsin.gov if you have any questions.



Managing Wisconsin's trust assets for public education.

BCPL State Trust Fund Loan Program Anticipated Schedule of Disbursements

City of Wausau
Worksheet # 05604257
Finance Utility Improvements
\$4,000,000.00

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Fill out this form using your best estimates as of the loan application date. *This is not an actual disbursement form.* We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

Board of Commissioners of Public Lands
PO Box 8943
Madison, WI 53708-8943

fax 608.267.2787
richard.sneider@wisconsin.gov

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943
APPLICATION FOR STATE TRUST FUND LOAN
CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF WAUSAU

Date sent: July 29, 2015

Received and filed in Madison, Wisconsin:

ID # 05604257

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned Mayor and clerk of the City of **Wausau**, in the County(ies) of **Marathon**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Four Million And 00/100 Dollars (\$4,000,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing utility improvements**.

The loan is to be continued for a term of **10** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **3.25** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Wausau**, in the County(ies) of **Marathon**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20_____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Four Million And 00/100 Dollars (\$4,000,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Wausau** in the County(ies) of **Marathon**, Wisconsin, for the purpose of **financing utility improvements**. That at the same time and place, the common council of the City of **Wausau** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Wausau**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **Wausau** in the County(ies) of **Marathon**, Wisconsin, this _____ day of _____, 20_____.

Mayor, City of Wausau

Clerk, City of Wausau

FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Wausau**, in the County(ies) of **Marathon**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Four Million And 00/100 Dollars (\$4,000,000.00)** for the purpose of **financing utility improvements** and for no other purpose.

The loan is to be payable within **10** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **3.25** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Wausau**, in the County(ies) of **Marathon**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Wausau** by such loan from the state be applied or paid out for any purpose except **financing utility improvements** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Wausau**, in the County(ies) of **Marathon**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

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Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | |
|-----|----------------|-------|-------|
| 1. | Alderman _____ | voted | _____ |
| 2. | Alderman _____ | voted | _____ |
| 3. | Alderman _____ | voted | _____ |
| 4. | Alderman _____ | voted | _____ |
| 5. | Alderman _____ | voted | _____ |
| 6. | Alderman _____ | voted | _____ |
| 7. | Alderman _____ | voted | _____ |
| 8. | Alderman _____ | voted | _____ |
| 9. | Alderman _____ | voted | _____ |
| 10. | Alderman _____ | voted | _____ |
| 11. | Alderman _____ | voted | _____ |
| 12. | Alderman _____ | voted | _____ |

A majority of the members of the common council of the City of **Wausau**, in the County(ies) of **Marathon**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN

County(ies) of **Marathon**

I, _____, Clerk of the City of **Wausau**, in the County(ies) of **Marathon**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Wausau** at a meeting held on the _____ day of _____, _____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Wausau**, County(ies) of **Marathon**, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Wausau** this day of _____, 20_____.

Clerk (Signature)

Clerk (Print or Type Name)

City of **Wausau**

County(ies) of **Marathon**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN
COUNTY(IES) OF **MARATHON**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **Wausau**, County(ies) of **Marathon**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Wausau** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20_____* \$_____

* Latest year available

I further certify that the whole existing indebtedness of the City of **Wausau**, County(ies) of **Marathon**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **Wausau**

County(ies) of **Marathon**,

State of Wisconsin

_____, 20_____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

2015 BCPL EARNINGS DISTRIBUTION

\$35.5 million in Common School Fund library aid to be distributed in 2015. The Common School Fund was established by Wisconsin's founders in Article 10 of the State Constitution as a permanent school trust fund. By investing in community projects throughout the state through the State Trust Fund Loan Program, the Board of Commissioners of Public Lands generates earnings for the Common School Fund that are distributed annually to public school libraries. These monies are the sole source of state funding for public school libraries. For many school districts this is the only money available to them for library materials including books, newspapers and periodicals, web-based resources, and computer hardware and software.

A

Abbotsford, \$24,409
Adams-Friendship Area,
\$57,681
Albany, \$15,052
Algoma, \$28,681
Alma, \$8,311
Alma Center, \$23,450
Almond-Bancroft, \$19,120
Altoona, \$58,146
Amery, \$56,867
Antigo, \$104,785
Appleton Area, \$684,297
Arcadia, \$41,205
Argyle, \$11,652
Ashland, \$115,013
Ashwaubenon, \$93,278
Athens, \$31,732
Auburndale, \$34,783
Augusta, \$36,061
Arrowhead UHS, \$81,538

B

Beecher-Dunbar-Pembine,
\$9,560
Big Foot UHS, \$28,535
Baldwin-Woodville Area,
\$57,942
Bangor, \$25,542
Baraboo, \$119,023
Barneveld, \$22,491
Barron Area, \$57,972
Bayfield, \$20,835
Beaver Dam, \$153,893
Belleville, \$35,074
Belmont Community, \$11,827
Beloit, \$275,445
Beloit Turner, \$47,830
Benton, \$9,647
Berlin Area, \$65,149
Birchwood, \$8,514
Black River Falls, \$66,079
Blair-Taylor, \$29,175
Bloomer, \$48,295
Bonduel, \$36,468
Boscobel, \$30,918
Bowler, \$14,733
Boyceville Community,
\$28,477
Brighton #1, \$3,313
Brillion, \$31,325
Bristol #1, \$21,852
Brodhead, \$34,928
Brown Deer, \$58,640

Bruce, \$18,568
Burlington Area, \$138,725
Butternut, \$7,003
Black Hawk, \$28,884

C

Central/Westosha UHS,
\$60,383
Cadott Community, \$32,807
Cambria-Friesland, \$15,314
Cambridge, \$30,279
Cameron, \$28,187
Campbellsport, \$71,629
Cashton, \$39,403
Cassville, \$7,700
Cedarburg, \$118,936
Cedar Grove-Belgium Area,
\$39,549
Chequamegon, \$32,894
Chetek-Weyerhaeuser,
\$38,299
Chilton, \$54,252
Chippewa Falls Area,
\$219,624
Clayton, \$12,553
Clear Lake, \$26,937
Clinton Community, \$43,994
Clintonville, \$53,729
Cochrane-Fountain City,
\$27,315
Colby, \$45,302
Coleman, \$40,914
Colfax, \$32,168
Columbus, \$51,404
Cornell, \$16,389
Crandon, \$45,535
Crivitz, \$36,207
Cuba City, \$33,068
Cudahy, \$117,919
Cumberland, \$32,168

D-F

Friess Lake, \$6,451
D C Everest Area, \$229,213
Flambeau, \$26,472
Elmbrook, \$319,584
Darlington Community,
\$29,175
Deerfield Community, \$26,327
Deforest Area, \$120,186
Delavan-Darien, \$101,763
Denmark, \$62,999
Depere, \$162,495
Desoto Area, \$22,637
Dodgenville, \$49,922

Dover #1, \$3,894
Drummond, \$14,471
Durand, \$42,687
East Troy Community,
\$64,713
Eau Claire Area, \$407,312
Edgar, \$30,221
Edgerton, \$62,330
Elcho, \$14,616
Eleva-Strum, \$22,230
Elkhart Lake-Glenbeulah,
\$19,643
Elkhorn Area, \$113,677
Elk Mound Area, \$45,331
Ellsworth Community,
\$68,491
Elmwood, \$15,982
Erin, \$9,764
Evansville Community,
\$65,498
Fall Creek, \$25,077
Fall River, \$17,522
Fennimore Community,
\$29,552
Florence, \$14,471
Fond Du Lac, \$267,250
Fontana J8, \$8,456
Fort Atkinson, \$112,485
Fox Point J2, \$29,901
Franklin Public, \$159,502
Frederic, \$20,980
Freedom Area, \$70,409
Dodgeand, \$32,691

G-J

Galesville-Ettrick, \$53,787
Geneva J4, \$4,068
Genoa City J2, \$21,416
Germantown, \$179,697
Gibraltar Area, \$25,106
Gillett, \$16,650
Gilman, \$13,716
Gilmanton, \$7,555
Glendale-River Hills, \$31,993
Glenwood City, \$25,833
Goodman-Armstrong, \$4,330
Grafton, \$111,468
Granton Area, \$18,016
Grantsburg, \$29,494
Green Bay Area, \$1,102,302
Greendale, \$84,851
Greenfield, \$111,003
Green Lake, \$9,531
Greenwood, \$24,642
Gresham, \$10,723

Hamilton, \$199,573
Hartford UHS, \$70,583
Hartford J1, \$71,106
Hartland-Lakeside J3,
\$50,591
Hayward Community, \$72,820
Herman #22, \$1,889
Highland, \$9,676
Hilbert, \$21,794
Hillsboro, \$34,580
Holmen, \$155,056
Horicon, \$41,495
Hortonville, \$177,750
Hukon-Suamico, \$254,000
Howards Grove, \$36,585
Hudson, \$226,162
Hurley, \$22,317
Hustisford, \$23,915
Independence, \$15,750
Iola-Scandinavia, \$36,149
Iowa-Grant, \$26,850
Ithaca, \$12,321
Janesville, \$399,757
Jefferson, \$89,936
Johnson Creek, \$28,826
Juda, \$9,880

K-L

Kickapoo Area, \$21,678
Kettle Moraine, \$131,489
Lac Du Flambeau #1, \$17,900
Kaukauna Area, \$139,916
Kenosha, \$913,451
Kewaskum, \$74,593
Kewaunee, \$43,791
Kiel Area, \$52,334
Kimberly Area, \$174,525
Kohler, \$21,387
Lacrosse, \$281,460
Ladysmith, \$34,027
Lafarge, \$17,144
Lake Geneva-Genoa UHS,
\$59,395
Lake Geneva J1, \$80,259
Lake Holcombe, \$12,379
Lake Mills Area, \$49,545
Lancaster Community,
\$33,068
Laona, \$8,194
Lena, \$17,929
Linn J4, \$3,865
Linn J6, \$3,022
Little Chute Area, \$55,211
Lodi, \$55,763
Lomira, \$41,873



Loyal, \$32,720
Luck, \$18,772
Luxemburg-Casco, \$78,341
Lakeland UHS, \$30,686
Lake Country, \$13,134

M

Maple Dale-Indian Hill,
\$15,953
Madison Metropolitan,
\$861,204
Manawa, \$30,105
Manitowoc, \$240,807
Maple, \$47,917
Marathon City, \$28,158
Marinette, \$82,177
Marion, \$23,247
Markesan, \$50,939
Marshall, \$42,716
Marshfield, \$159,705
Mauston, \$59,860
Mayville, \$54,601
Mcfarland, \$73,314
Medford Area, \$83,485
Mellen, \$10,752
Melrose-Mindoro, \$29,581
Menasha, \$136,226
Menominee Indian, \$35,713
Menomonee Falls, \$156,276
Menomonie Area, \$130,850
Mequon-Thiensville, \$119,982
Mercer, \$4,998
Merrill Area, \$108,795
Merton Community, \$30,453
Middleton-Cross Plains,
\$275,852
Milton, \$191,698
Milwaukee, \$4,655,565
Mineral Point, \$28,681
Minocqua J1, \$20,719
Mishicot, \$33,853
Mondovi, \$33,010
Monona Grove, \$123,585
Monroe, \$88,192
Montello, \$30,889
Monticello, \$12,640
Mosinee, \$73,634
Mount Horeb Area, \$84,763
Mukwonago, \$199,573
Muskego-Norway, \$206,315

N

North Fond Du Lac, \$52,625
Norwalk-Ontario-Wilton,
\$24,903
Norway J7, \$2,702
North Cape, \$6,248
North Lakeland, \$4,766
Northland Pines, \$44,721
Northern Ozaukee, \$39,113
North Crawford, \$17,784
Nicolet UHS, \$49,835
North Lake, \$11,071
Northwood, \$12,408
Necedah Area, \$27,838
Neenah, \$279,426
Neillsville, \$35,771
Nekoosa, \$50,562
Neosho J3, \$7,700

New Auburn, \$10,664
New Berlin, \$165,459
New Glarus, \$33,998
New Holstein, \$60,064
New Lisbon, \$25,600
New London, \$137,185
New Richmond, \$114,519
Niagara, \$14,733
Norris, \$2,819

O-P

Oak Creek-Franklin, \$201,317
Oakfield, \$17,871
Oconomowoc Area, \$213,463
Oconto, \$35,684
Oconto Falls, \$77,121
Omro, \$50,387
Onalaska, \$103,390
Oostburg, \$43,065
Oregon, \$123,963
Parkview, \$36,788
Osceola, \$68,491
Oshkosh Area, \$408,794
Osseo-Fairchild, \$40,943
Owen-Withee, \$28,390
Palmyra-Eagle Area, \$43,210
Pardeeville Area, \$56,954
Paris J1, \$5,405
Pepin Area, \$10,170
Peshtigo, \$69,043
Pewaukee, \$98,682
Phelps, \$5,318
Phillips, \$29,291
Pittsville, \$26,356
Platteville, \$51,288
Plum City, \$11,507
Plymouth, \$91,679
Portage Community, \$87,437
Port Edwards, \$15,314
Port Washington-Saukville,
\$112,282
Potosi, \$12,553
Poynette, \$37,776
Prairie Du Chien Area,
\$51,637
Prairie Farm, \$11,478
Prentice, \$16,680
Prescott, \$49,225
Princeton, \$16,302
Pulaski Community, \$134,744
Pecatonica Area, \$19,382

R-S

South Shore, \$8,514
Racine, \$864,052
Randall J1, \$19,062
Randolph, \$23,683
Random Lake, \$34,783
Raymond #14, \$10,287
Reedsburg, \$99,293
Reedsville, \$35,219
Rhineland, \$100,222
Rib Lake, \$19,266
Rice Lake Area, \$87,582
Richfield J1, \$10,984
Richland, \$67,067
Rio Community, \$17,435
Ripon Area, \$65,498
River Falls, \$117,861

River Ridge, \$21,997
Rosendale-Brandon, \$33,940
Rosholt, \$21,038
Rubicon J6, \$3,022
Saint Croix Falls, \$39,868
Saint Francis, \$40,711
Salem, \$33,708
Sauk Prairie, \$103,332
Seneca, \$13,716
Sevastopol, \$23,334
Seymour Community, \$94,818
Sharon J11, \$8,543
Shawano, \$103,535
Sheboygan Area, \$367,095
Sheboygan Falls, \$70,002
Shell Lake, \$21,474
Shiocton, \$29,494
Shorewood, \$61,429
Shullsburg, \$14,006
Silver Lake J1, \$16,098
Siren, \$17,115
Slinger, \$117,541
Solon Springs, \$14,384
Somerset, \$60,790
South Milwaukee, \$114,752
Southern Door County,
\$43,326
Sparta Area, \$112,398
Spencer, \$32,545
Spooner, \$55,269
River Valley, \$55,182
Spring Valley, \$24,642
Stanley-Boyd Area, \$42,396
Stevens Point Area, \$308,135
Stockbridge, \$10,258
Stoughton Area, \$116,117
Stratford, \$36,061
Sturgeon Bay, \$47,075
Sun Prairie Area, \$267,192
Superior, \$163,018
Suring, \$16,912
Royall, \$25,455
Saint Croix Central, \$52,944
Southwestern Wisconsin,
\$26,269
Richmond, \$15,343
Swallow, \$16,273
Stone Bank School District,
\$8,921
Riverdale, \$24,409

T-V

Tri-County Area, \$28,041
Thorp, \$34,928
Three Lakes, \$20,399
Tigerton, \$10,200
Tomah Area, \$131,315
Tomahawk, \$43,733
Trevor-Wilmot Consolidated,
\$16,069
Turtle Lake, \$17,668
Twin Lakes #4, \$13,948
Two Rivers, \$51,869
Union Grove UHS, \$43,675
Union Grove J1, \$29,320
Valders Area, \$36,614
Verona Area, \$185,683
Viroqua Area, \$59,686
Tomorrow River, \$46,552

Unity, \$49,719

W-Y

Wabeno Area, \$16,767
Walworth J1, \$16,331
Washburn, \$17,726
Washington, \$2,877
Waterford UHS, \$40,856
Washington-Caldwell, \$5,637
Waterford Graded, \$53,671
Waterloo, \$33,853
Watertown, \$176,094
Waukesh, \$498,991
Waunakee Community,
\$128,351
Waupaca, \$85,286
Waupun, \$77,266
Wausau, \$304,736
Wausaukee, \$19,614
Wautoma Area, \$51,114
Wauwatosa, \$267,018
Wauzeka-Steuken, \$13,105
Webster, \$24,642
West Allis, \$342,105
West Bend, \$301,917
Westby Area, \$57,303
West Depere, \$116,931
Westfield, \$35,974
Weston, \$21,184
West Salem, \$68,520
Weyauwega-Fremont,
\$41,989
Wheatland J1, \$17,493
Whitefish Bay, \$113,531
Whitehall, \$37,020
White Lake, \$10,287
Whitewater, \$63,289
Whitnall, \$75,261
Wild Rose, \$20,457
Williams Bay, \$19,818
Wilmot UHS, \$54,949
Winneconne Community,
\$59,134
Winter, \$9,764
Wisconsin Dells, \$64,364
Wisconsin Rapids, \$272,684
Wittenberg-Birnamwood,
\$50,562
Wonewoc-Union Center,
\$17,319
Woodruff J1, \$14,849
Wrightstown Community,
\$46,493
Yorkville J2, \$12,728
Wisconsin Heights, \$33,998



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

MEMORANDUM

TO: Finance Committee Members
FROM: Anne Jacobson, City Attorney 
DATE: August 5, 2015
RE: Procurement Policy

Purpose: To institute the necessary Procurement Policy modifications to require timely billing of attorney services.

Background: A change to the Procurement Policy is necessary to facilitate the billing frequency and format of attorney services. The changes are shown below.

PURCHASE OF SERVICES

- i) **Attorney Services: Billing Frequency and Format**
 - A) **Time Changes. Actual time should be billed in one-tenth (.10) hour increments.**
 - B) **Billing Frequency. Invoices for legal services or expense shall be invoiced every 30 days from the date of initial suit assignment and monthly thereafter.**

In any event, invoices submitted more than 60 days after the last date of legal services will require explanation of the billing delay to the City Attorney.

Invoices submitted more than one (1) year after the last date of legal services or expense will be rejected.

Recommendation: Your approval is recommended.

alj

CITY OF WAUSAU, WISCONSIN PROCUREMENT POLICY

POLICY OBJECTIVE

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

COVERAGE

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

GOALS

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made in compliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

ETHICAL STANDARDS

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

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

GENERAL GUIDELINES

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

1. Procurements are classified into the following two major categories:
 - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
 - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.
4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.
6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.
8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of \$5,000.
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.
10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to

award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City's procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1) the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

PURCHASE OF GOODS

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

- f. Janitorial Services – coordinated by Department of Public Works.
- g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
- h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.
- i. Procurement of Legal Services – coordinated by the City Attorney’s office.

PURCHASE OF SERVICES

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

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.
 - a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head. A formal RFP will not be required to solicit legal services for representation in a specific matter, regardless of cost. The City Attorney will consult with the Finance Committee if it is anticipated that expenses (9 fees and costs) in excess of \$25,000 for a single matter will be incurred. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed.

i) Attorney Services: Billing Frequency and Format

A) Time Changes. Actual time should be billed in one-tenth (.10) hour increments.

B) Billing Frequency. Invoices for legal services or expense shall be invoiced every 30 days from the date of initial suit assignment and monthly thereafter.

In any event, invoices submitted more than 60 days after the last date of legal services will require explanation of the billing delay to the City Attorney.

Invoices submitted more than one (1) year after the last date of legal services or expense will be rejected.

- b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
- c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
- d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
- e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
- f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.
- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
- h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

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

SOLE SOURCE

Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. In advance of the purchase, the Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

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

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Property Insurance purchases from the Local Property Insurance Fund.
5. Utility Services and Charges.
6. Marathon County Landfill

BUDGET

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

CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when the following conditions have been met:
 - a) The funds for services are included in the approved City budget.
 - b) The procurement for services complies with the procurement policy.
 - c) The City Attorney has reviewed and approved the form of the contract.
 - d) The contract complies with other laws, resolutions and ordinances.
 - e) The contract term meets one of the following criteria:
 1. The contract is for a period of one year or less, or
 2. The contract is for a specific project, or
 3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.
3. The following contracts require council approval:
 - (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
 - (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is not required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
 - (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
 - (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
 - (e) Intergovernmental Contracts in excess of \$5,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
 - (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
 - (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
 - (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.

4. The common council delegates contract approval to the department level for the following:
 - (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase contracts for goods or services valued at \$5,000 or less may be signed by individual department directors as long as the purchase is provided in the budget.

H:\fwcommon\financialpolicies\procurementpolicy.wpd



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 6, 2015

SUBJECT: Procurement Policy

Background Information

We would like to add supplies and services provided by CCITC as purchases exempt from competitive purchasing requirements and sole source documentation.

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Property Insurance purchases from the Local Property Insurance Fund.
5. Utility Services and Charges.
6. Marathon County Landfill
7. **Technology Supplies and Services provided by CCITC**

CITY OF WAUSAU, WISCONSIN

PROCUREMENT POLICY

POLICY OBJECTIVE

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

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GOALS

1. To encourage open and free competition to the greatest extent possible.
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City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

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4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.
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7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.
8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of \$5,000.
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.
10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City's procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt

of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1)the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

PURCHASE OF GOODS

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

PURCHASE OF SERVICES

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

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.
 - a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head. A formal RFP will not be required to solicit legal services for representation in a specific matter, regardless of cost. The City Attorney will consult with the Finance Committee if it is anticipated that expenses (fees and costs) in excess of \$25,000 for a single matter will be incurred. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed.
 - b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
 - c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
 - d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
 - e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
 - f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.

- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
 - h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.
- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

SOLE SOURCE

Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. In advance of the purchase, the Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

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

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Property Insurance purchases from the Local Property Insurance Fund.
5. Utility Services and Charges.
6. Marathon County Landfill
7. Technology Supplies and Services provided by CCITC

BUDGET

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

CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when the following conditions have been met:

- a) The funds for services are included in the approved City budget.
 - b) The procurement for services complies with the procurement policy.
 - c) The City Attorney has reviewed and approved the form of the contract.
 - d) The contract complies with other laws, resolutions and ordinances.
 - e) The contract term meets one of the following criteria:
 - 1. The contract is for a period of one year or less, or
 - 2. The contract is for a specific project, or
 - 3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.
3. The following contracts require council approval:
- (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
 - (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
 - (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
 - (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
 - (e) Intergovernmental Contracts in excess of \$5,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
 - (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
 - (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
 - (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.
4. The common council delegates contract approval to the department level for the following:
- (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase contracts for goods or services valued at \$5,000 or less may be signed by individual department directors as long as the purchase is provided in the budget.

H:\fwcommon\financialpolicies\procurementpolicy.wpd



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 4, 2015

SUBJECT: Property Insurance Fund

Purpose: To update the Finance Committee on the status of the City of Wausau 2016 Property Insurance

Background Information: The City of Wausau has utilized the Local Government Property Insurance Fund for many years. The proposed 2015-2017 state budget contained language that would have terminated the funds existence. This effort was a response to the Insurance Fund's poor financial performance. The poor performance was the result of the 2009 premium holiday implemented by the legislature, followed by a number of significant property losses from participants. The City of Wausau contributed to these losses filing +\$1 million claim on the Riverview Towers fire/sprinkler damage and the wind damage at the airport resulting in a claim in excess of \$300,000. Prior to the budget approval the language terminating the fund was removed from the budget.

In a collaborative effort, CVMIC, the League of Municipalities Mutual Insurance Companies, and Wisconsin Municipal Mutual Insurance Company reacted proactively to the proposed termination of the Local Government Property Insurance by establishing the Municipal Property Insurance Fund. This fund will operate independent of the State Legislature and will function for the purpose of providing property coverage to Wisconsin local governments.

Recommendation: That the City seek policy quotes from both carriers to examine costs and coverage. I will bring the information obtained to the finance committee and council for consideration.



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor
Theodore K. Nickel, Commissioner

Wisconsin.gov

Local Government Property Insurance Fund
125 South Webster Street • P.O. Box 7873
Madison, Wisconsin 53707-7873
Phone: (608) 264-8118 • Fax: (608) 264-6220
E-Mail: Brynn.BruijnHansen@wisconsin.gov
Web Address: oci.wi.gov

July 27, 2015

City of Wausau
Maryanne Groat
407 Grant Street
Wausau, WI 54403

Re: Continuance of the LGPIF

Dear Policyholder,

As most of you are aware the 2015-2017 state budget included a provision to discontinue the LGPIF. The Joint Finance Committee affirmed this budget item with a modification to the actual ending date. Prior to the budget going to the Senate for debate, this provision was removed in its entirety. The budget, with the provision removed, was passed by both the Senate and the Assembly and signed by the governor on July 12th, 2015. Thus, the Fund will continue to provide property coverage.

Management has discussed the current rate structure in relation to the Fund's financials and has decided to maintain the 85% overall rate increase. These rate increases are to the Fund in its entirety, individual policyholder rate changes will vary.

The Fund will continue to honor the suspension of its short term cancellation clause (SECTION VIII-CONDITIONS, B – **Termination of Policy**) for those insureds that renew from July 1st, 2015 to September 30th, 2015.

If you have questions about any of the above changes, please contact the Fund Administrator at 877-229-0009, or the undersigned at (608) 264-8118, or email me at Brynn.BruijnHansen@wisconsin.gov.

Sincerely,

Brynn Bruijn-Hansen
Insurance Program Manager
Local Government Property Insurance Fund



DATE: August 3, 2015

TO: LGPIF Policy Holders

FROM: The MPIC Board of Directors

RE: Municipal Property Insurance Company (MPIC)

We are excited to announce that MPIC has been awarded its' Certificate of Authority by the Office of the Commissioner of Insurance to write property insurance for municipalities in Wisconsin. **MPIC** has been created for only municipalities to:

“Provide a Long Term, Stable Source of Property Insurance for Wisconsin Municipal Entities”

Municipal Property Insurance Company (MPIC) is a reality! On May 28, 2015, Wisconsin Insurance Commissioner, Ted Nickel, approved the incorporation of **MPIC** and on July 29th, 2015 we received our Certificate of Authority. The company is jointly owned by CVMIC (Cities and Villages Mutual Insurance Company), LWMMI (League of Wisconsin Municipalities Mutual Insurance Company) and WMMIC (Wisconsin Municipal Mutual Insurance Company). The Directors of the company are:

- Jerry Deschane, Executive Director LWM and LWMMI Director
- Dennis Tweedale, CEO LWMMI
- Mike DeMoss, Executive Director CVMIC
- Ken Horner, Director of Operations CVMIC
- Dean Boes, Executive Director WMMIC
- Danielle Rogacki, Operations Manager WMMIC

MPIC has been created in response to overall market conditions for property insurance for public entities. This company will not just provide property insurance to CVMIC, LWMMI and WMMIC members; but will be available to all Wisconsin public entities.

Moving from LGPIF to **MPIC** in the first year of operation will be a very seamless process and will only require a very simple application. **MPIC** has finalized a contract with The ASU Group to provide policy administration and claims adjusting services. Having ASU as the administrator and claims adjusters will ensure a seamless transition. The ASU Group will have dedicated **MPIC** staff to ensure quality claims reporting processes and policy administration.

We will soon announce the new CEO for **MPIC** who will be actively involved in policyholder relations.

MPIC has carefully analyzed the property insurance market for strengths and weaknesses to ensure we are providing a quality product to Wisconsin municipalities. These will include improved systems, support staff and adding professionals with significant municipal insurance experience.

MPIC Facts

- MPIC is an independent stock insurance company.
- CVMIC, LWMMI & WMMIC are all equal investors in the company.
- You do not have to be a member of CVMIC, LWMMI or WMMIC to get property insurance from MPIC.
- By partnering we will achieve the economies of scale necessary to develop a long term solution to meet your property insurance needs.
- If you would like to be contacted by an agent representing **MPIC** please let us know. **MPIC** has designated agents that know your needs and will help make the transition easy for you.

Please contact the ASU group at **1-800-968-4670**, or information@mpicwi.com with questions or to inquire about a proposal.

This is an exciting time and an opportunity for municipalities to support a Wisconsin Company created for you, licensed in Wisconsin and approved by the OCI and owned by three Wisconsin Municipal Mutual Insurance Companies cooperating for the good of all.

Sincerely,

Dennis Tweedale, President

Mike DeMoss, Treasurer

Dean Boes, Secretary

MaryAnne Groat

From: Ken Horner <kah@cvmic.com>
Sent: Monday, August 03, 2015 10:10 AM
Subject: Property Insurance Update
Attachments: MPIC Marketing Announcement.docx; Property Insurance Withdrawal Form.pdf

This information is being sent to CVMIC member representatives.

Good morning – We are pleased to announce that Municipal Property Insurance Company (MPIC) has received the Certificate of Authority to write property insurance for Wisconsin municipalities. I've attached a draft of a marketing letter that will be sent to all Local Government Property Insurance Fund (LGPIF) policy holders. As noted MPIC is an independent stock insurance company jointly owned by the League of Wisconsin Municipalities Mutual Insurance Company (LWMMI), Wisconsin Municipal Mutual Insurance Company (WMMIC) and CVMIC. We are very excited about the new company and feel that it will provide a long-term solution to meet the property insurance needs of Wisconsin municipalities. MPIC's operating approach will reflect the same approach to service and support that members have come to expect from the League, WMMIC and CVMIC. This commitment will make MPIC a valued partner and resource for all Wisconsin municipalities.

Some important points

- We are in the process of hiring a CEO for MPIC.
- The MPIC contact information (email, telephone and address) provided on the attached letter is preliminary and is not active. Any questions you might have over the next few weeks should be directed to Mike or me.
- The insurance policy has been submitted to the Office of the Commissioner of Insurance for review and the rating materials will be submitted shortly.
- While there is still work to be done we are on track to begin issuing policies on or before October 1st.
- As noted in the attached letter ASU Group will provide policy administration and claims adjusting services. This means that your official proposal (pricing) will come from ASU, however, once the rating information has been submitted we anticipate that we will be able to provide premium estimates. This should be helpful as you prepare your 2016 budgets. Mike or I will contact each member as this information becomes available and would be happy to schedule a time to meet with you to discuss MPIC and answer any questions that you might have.
- Those of you that currently are insured through the LGPIF need to be aware of the statutory defined process for withdrawal. While no immediate action is required you do need to be aware of this requirement and plan accordingly.

Please feel free to contact Mike (mld@cvmic.com) or me (kah@cvmic.com) with any questions or concerns.

This communication along with any attachments is intended only for the use of the individual or entity to which it was addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you received this communication in error, please notify the original sender immediately by telephone or return e-mail and delete this message along with any attachments from your computer and destroy any printed copies. Thank you.

LOCAL GOVERNMENT PROPERTY INSURANCE FUND
2801 Crossroads Drive, Suite 2200
Madison, WI 53718
PHONE: 877-229-0009
FAX: 877-832-0122

WITHDRAWAL FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND

INSTRUCTIONS: Pursuant to the requirements of s.605.21(3) Wisconsin Statutes, provide certified notice to the Local Government Property Insurance Fund that by a majority vote, your Board or Council elected to withdraw from the Fund. **Withdrawal date cannot be prior to the date action was taken.** Send completed notice to above address.

Policyholder Name	Cancel Effective Date	Policy #
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As Clerk, I certify that by a majority vote, the above-named local governmental unit's Board/Council voted to withdraw from the Local Government Property Insurance Fund. This action was taken at the _____ / _____ / _____ meeting.
Month Day Year

Name of Clerk (Type or Print)	Signature of Clerk	Date
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Introducing the Mutual Property Insurance Company

The Local Government Property Insurance Fund narrowly-escaped a legislative death sentence this year and will continue to be under close scrutiny, but the hundreds of Wisconsin communities relying on it may not notice.

A new Wisconsin-based insurance company has been created, modeled after the best aspects of the Fund and focused solely on serving local governments in Wisconsin. That company will begin writing insurance policies this fall.

Local governments who participate in the new company will see very little change in how their policies and claims are administered. Even the application forms and the company processing those forms will look familiar. The new company has entered into a contract with the ASU Group to provide policy administration and claims adjusting services. The ASU Group is the company currently providing those services to the Fund.

Since 1913 the Fund has been the property insurer of choice for Wisconsin cities, villages, schools, counties, towns and special purpose districts. Roughly one-thousand local governments get their property coverage from the fund, including two-thirds of all cities and villages. It provides loss coverage for every form of public property, from tiny village halls to Lambeau Field in Green Bay. Recently the fund has been hit by large losses. That, coupled with structural problems which limit the fund's ability to react to changes in the marketplace, led to the recommendation to shut it down. In the recently-passed state budget, the Fund is being required to raise its rates dramatically to cover these recent losses. It is believed the Fund will

become an "insurer of last resort," for schools or municipalities with high loss histories and few options for insurance.

In response, the three companies that provide other casualty insurance for the majority of cities and villages and some counties have moved to create a new property insurance subsidiary that is owned in equal shares by all of them. On May 28 of this year the Mutual Property Insurance Company, "MPIC" was born. Barring any unexpected hold-ups in licensing and permitting, MPIC will begin writing property insurance policies for Wisconsin communities in October.

MPIC was conceived by the three people in Wisconsin who know the most about insuring local governments: the CEO's of the companies that insure the majority of cities and villages and several counties. Those companies include The League of Wisconsin Municipalities Mutual Insurance (LWMMI), Cities & Villages Mutual Insurance Company (CVMIC) and Wisconsin Municipal Mutual Insurance Company (WMMIC). The CEO's combined have more than 110 years of experience providing insurance to local governments.

Dennis Tweedale is the leader of LWMMI. Dean Boes is CEO of WMMIC. Mike DeMoss is the CEO of CVMIC. Tweedale and Boes worked for the Fund earlier in their careers



Dean Boes, CEO, Wisconsin Municipal Mutual Insurance Co.

while DeMoss was a national risk management consultant.

DeMoss said the three, normally competitors, started discussing the options that local governments in Wisconsin would have. The option of joining forces to create a new independently operated company owned by the three quickly rose to the top of the list. "We worked hard to figure out why we shouldn't do it this way, but none of us could come up with a good reason," he said.

DeMoss, who describes himself as "the geeky guy," who spends his time working with the numbers, said it was clear that MPIC would only work if the three companies worked together. "None of us working alone has the dollar volume you need to make this successful. It had to be a team effort."

All three companies are Wisconsin-based "mutual" insurance companies. A mutual insurance company is owned by its policyholders. All three were created by cities, villages and counties

in Wisconsin for the sole purpose of serving those communities. They agree that same single purpose will motivate MPIC.

“We’re not aiming to be the cheapest insurance out there, we want to be the most stable,” said DeMoss. Tweedale added, “We know municipalities and we know what they need. In addition to stability, our policies will be tailored to the unique needs of Wisconsin municipalities.”

The new company will combine the best aspects of the Fund with modern insurance practices. MPIC will continue the Fund’s century-old community service tradition. It will also introduce experience-based underwriting and more timely property valuations to limit unexpected financial losses. As a result, the new company will look like and feel like the Fund but will be more stable financially.

“We’re in this for the long haul, because that’s what our members need,” said Tweedale.

The three of them have a lot of respect for the Fund, pointing out that it has done a lot of good for taxpayers during its century of service. “The Fund has saved Wisconsin taxpayers tens of millions if not hundreds of millions of dollars over the years,” reflected DeMoss. “It was there to provide insurance when the marketplace wasn’t. What’s happened recently shouldn’t tarnish the history of the Fund.”

The Fund is hampered by its structure, including its inability to rate policyholders based on losses or to market

more aggressively. Tweedale said MPIC will be more visible to local governments.

The insurance industry experience behind MPIC has made an impression on regulators. Normally it would take a year or longer to create and license a brand new insurance company. MPIC is positioned to go from incorporation to writing policies in four months. Boes gives credit to the Office of Commissioner of Insurance, which has been prompt and professional. “I think they are happy that we’re using the best legal, actuarial and accounting firms in the insurance field,” he said. “Everything is being scrutinized, but the process moves much more smoothly when everyone at the table is a known quantity.” Although Boes didn’t say it, having himself,

DeMoss and Tweedale involved is another signal to OCI that the MPIC effort is serious and well-planned.

“Making the transition seamless is a priority for us,” said Dean Boes, CEO of WMMIC.

“We are bringing in new financial expertise with the accounting firm of

Strohm Ballweg and Towers Watson as our actuaries, but the “front end,” will be handled by the same company that is managing claims for the Fund.”

MPIC will be licensed to insure property owned by cities, villages, towns, counties, schools and special purpose districts. Its primary focus will be cities, villages and counties and their related special purpose districts.

A professional search is underway to hire a full-time CEO for MPIC. In the



Dennis Tweedale, CEO
LWM Mutual Insurance

meantime, the company is being overseen by Tweedale, Boes and DeMoss. While they are eager to hand over the day-to-day operations to the new CEO, they also admitted that creating this new company was exciting, a challenge, and an extension of what they like to do the most; serve Wisconsin communities.

“It’s exciting to be part of something new,” said Boes, “and while the company won’t technically be a non-profit corporation, we are going to operate it that way; the mission comes first.”

“Members need a stable, long-term solution for property insurance,” Tweedale told us. “It’s gratifying to see your fingerprints on something like this, which was created to meet the needs of local government.”

Rates and policy conditions are still being developed, but again, cities and villages and counties shouldn’t be surprised. All three men told us they anticipate most communities will see rates lower than those currently being quoted by the Fund, which has had to issue significant rate increases to cover recent losses.

All three companies are Wisconsin-based “mutual” insurance companies. A mutual insurance company is owned by its policyholders.





TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 6, 2015

SUBJECT: Wausau on The Water, Inc Development Agreement

Background Information

The City and Economic Development Committee have been working to finalize the Wausau on the Water Development since Council's authorization in October 2014. The project now represents new construction in site further north. These changes will increase development values and allow an additional development site. The building design has changed to meet the constraints of the new site and the developer has responded to requests to improve the esthetics of the building.

The evolution of the project resulted in cost changes and the final terms are proposed as follows:

- Minimum value of \$1,400,000
- Monthly land lease of \$1,000 beginning December 1, 2018
- Two City loans:
 - Loan #1 \$521,000 15 year note, 2.75% interest 18 month deferral
 - Loan #2 \$354,000 10 year note, city's interest rate, 18 month deferral, 20 year amortization with a balloon at the end of year 10.
- Two Reimbursable Grants:
 - \$54,000 Landscaping and patio grant
 - \$271,000 Foundation Grant
- 16 new FTE's by the 1st anniversary of operations

A cashflow depicting the financial terms is attached. The City borrowed \$575,000 in the 2015 debt issues which represents loan #1 of \$521,000 and the landscaping grant of \$54,000. Funding for Loan #2 and the foundation grant will be obtained in the 2016 debt issue. In the interim the City will use existing funds.

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

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

Approving a Development Agreement between the City of Wausau and Wausau On The Water, Inc., for the land lease and construction of the Wausau On The Water family entertainment center within the East Riverfront Redevelopment Area.

Committee Action: Economic Development TBD
Finance TBD

Fiscal Impact: \$521,000 (2.75%/15/year loan) be financed from Tax Increment District Number Three
An additional loan (at the City’s borrowing rate/10year, amortized over 20 years with a balloon payment due) of \$354,000.
\$54,000 grant to be financed from Tax Increment District Number Three
An additional \$271,000 grant for foundation work required for the construction of a building at the site.

File Number: 14-1014

Date Introduced: August 11, 2015

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: TID #3</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$325,000 grant for foundation and landscaping and \$875,000 loan</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$1,200,000 Annual Retirement \$115,000 (\$575,000 issued)</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

WHEREAS, the City of Wausau has undertaken multiple initiatives to redevelop and revitalize Wausau’s East Riverfront District, a former industrial site, located north of downtown along the Wisconsin River;

WHEREAS, a Development Agreement with the proposed Wausau On The Water (WOW) redevelopment was approved in October 2014 for a lease and City incentives to allow the project to occur which included an 85 year land lease at a rate of \$1,000/month beginning December 2018; a \$521,000 loan, deferred for 18 months, payable at an annual percentage rate of 2.75% over a 15 year period; and a \$54,000 grant for exterior landscaping, payable on a reimbursement basis; and

WHEREAS, WOW agreed to pay property taxes based on a minimum value of \$1,400,000; and create 8 full time jobs and 32 part time jobs; and

WHEREAS, the City of Wausau's Economic Development Committee retained full and final approval on all interior and exterior design elements; and

WHEREAS, the facility is located within the boundaries of Tax Increment District Number Three; and

WHEREAS, the project plan objectives of TID #3 are:

- To eliminate predominantly open and under-utilized areas which contribute to blight in the Central Business District and impair the sound growth of the community.
- To help prevent the recurrence of blight and blighting conditions through public and private investments within the tax incremental district.
- To carry out "rehabilitation or conservation work", as defined in 66.435(3).
- To enhance the property value and development potential of properties within and adjacent to the tax incremental district.
- To strengthen the economic well-being of the tax incremental district area and the Central Business District.
- To identify feasible and appropriate means of undertaking and financing the improvements outlined in this project plan.
- To increase employment opportunities available in the community.
- To increase total and per capita income in the community.
- To help implement the Redevelopment plan and any amendments to the plan.

WHEREAS, the Finance Committee and Economic Development Committee have reviewed the developer incentive request and find the following:

- That the WOW business development would not occur without the financial assistance from the City of Wausau financed from Tax Increment District Number Three.
- That the financial assistance will be supported by a developer agreement signed by Wausau On The Water, Inc.
- The developer incentives for construction, equipment and landscaping and related startup costs are an eligible expense under the tax increment financing laws;
- That this project furthers the purposes of Tax Increment Financing and the objectives of the Tax Increment District Number Three Project Plan objectives;
- That payment of the City's assistance to WOW is necessary and convenient to effectuate the purposes for which Tax Increment District Number Three was created and to implement its project plan; and

WHEREAS, since the original passage of the previous Resolution in October 2014 both the City and WOW have found it necessary to change the plans for the area and the proposed building based on foundation and soil engineering analysis which has resulted in the need for a new, purpose-built structure; and

WHEREAS, these additional costs for construction and operation necessitate changes to the grant and loan structure with an additional \$271,000 for foundation work which would be required of any proposed development on this site and an additional loan \$354,000 at the City's borrowing rate for 10 years/amortized over 20 years with a balloon payment with an eighteen month deferral

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau as follows:

1. That the Common Council of the City of Wausau finds the following:
 - o That the WOW business development would not occur without the financial assistance from the City of Wausau financed from Tax Increment District Number Three.
 - o That the financial assistance will be supported by a developer agreement signed by Wausau On The Water, Inc.
 - o The developer incentives for construction, equipment and landscaping and related startup costs are an eligible expense under the tax increment financing laws;
 - o That this project furthers the purposes of Tax Increment Financing and the objectives of the Tax Increment District Number Three Project Plan objectives;
 - o That payment of the City's assistance to WOW is necessary and convenient to effectuate the purposes for which Tax Increment District Number Three was created and to implement its project plan; and
2. That the Mayor and City staff is authorized and directed to work on behalf of the City of Wausau to prepare and execute a development agreement and a ground lease with these additional resources to the original October 2014 Resolution.
3. That the Finance Director and proper City officials are here by authorized to modify the budget for Tax Increment District Number Three Fund and publish the budget modification in the official newspaper as required.

Increase 141-342897200	Developer Payments Expense- Loan	\$354,000
Increase 141-342897200	Developer Payments Expense – Grant	\$271,000
Increase 141-342889120	Proceeds from Notes - Revenue	\$625,000

4. That the City Clerk mail a copy of the executed Developer Agreement to the Joint Review Board Members.

Approved:

James E. Tipple, Mayor

WOW
TAX INCREMENT DISTRICT 3

PROPERTY APPRECIATION FACTOR	1.005%
CURRENT TAX RATE (PER \$1,000 EQUALIZED VALUE - Increment Calculation)	\$26.60
MINIMUM PROJECT VALUE	\$1,400,000
\$1,000 MONTHLY GROUND LEASE BEGINNING 12/2018	
LOAN #1 - \$521,000 15 YEAR NOTE 2.75% INTEREST - DEFERRED 18 MO	\$521,000
LOAN #2 - \$354,000 10 YEAR NOTE - 20 YR AMORTIZATION CITY RATE - DEFERRED 18 MO	\$354,000
DEVELOPER GRANT (\$271,000 FOR FOUNDATION AND \$54,000 FOR EXTERIOR LANDSCAPING AND PATIO)	\$325,000
CITY DEBT ISSUANCE	\$1,200,000

CASH FLOW PROJECTED BY YEAR

Budget Year	Increment Value	Equalized Tax Rate	SOURCES OF FUNDS				USE OF FUNDS		Annual Surplus (Deficit)	Accumulated Surplus (Deficit)
			Increment Revenue Projection	Ground Lease	Developer Loan #1 Repayment	Developer Loan #2 Repayment	Debt Retirement \$1,200,000			
			\$	\$	\$	\$	\$	\$		
1	2015	-	\$26.60	-	-	-	-	-	-	-
2	2016	-	\$26.60	-	-	-	-	45,934	(45,934)	(45,934)
3	2017	1,400,000	\$26.60	37,240	-	22,089	11,991	39,846	31,474	(14,460)
4	2018	1,407,000	\$26.60	37,426	1,000	44,178	23,981	115,533	(8,948)	(23,408)
5	2019	1,414,035	\$26.60	37,613	12,000	44,178	23,981	115,454	2,318	(21,089)
6	2020	1,421,105	\$26.60	37,801	12,000	44,178	23,981	115,307	2,653	(18,436)
7	2021	1,428,211	\$26.60	37,990	12,000	44,178	23,981	115,093	3,056	(15,380)
8	2022	1,435,352	\$26.60	38,180	12,000	44,178	23,981	114,810	3,529	(11,850)
9	2023	1,442,529	\$26.60	38,371	12,000	44,178	23,981	114,460	4,070	(7,780)
10	2024	1,449,741	\$26.60	38,563	12,000	44,178	23,981	114,042	4,680	(3,100)
11	2025	1,456,990	\$26.60	38,756	12,000	44,178	23,981	113,463	5,452	2,352
12	2026	1,464,275	\$26.60	38,950	12,000	44,178	23,981	114,849	4,260	6,612
13	2027	1,471,596	\$26.60	39,144	12,000	44,178	221,447	113,692	203,077	209,689
14	2028	1,478,954	\$26.60	39,340	12,000	44,178		114,523	(19,005)	190,684
15	2029	1,486,349	\$26.60	39,537	12,000	44,178		115,032	(19,317)	171,367
16	2030	1,493,781	\$26.60	39,735	12,000	44,178		115,232	(19,319)	152,048
17	2031	1,501,250	\$26.60	39,933	12,000	44,178		-	96,111	248,159
18	2032				12,000	22,089		-	34,089	282,248
				\$578,581	\$169,000	\$662,670	\$449,267	\$1,577,270		



TO: FINANCE COMMITTEE MEMBERS

FROM: MARYANNE GROAT

DATE: August 4, 2015

SUBJECT: Premier Resort Tax

Purpose: To provide the Finance Committee with background information on the Premier Resort Tax and the interest expressed by local communities in adopting the tax for the purpose of funding infrastructure improvements.

Background Information:

- The Premier Resort Tax represents a ½% sales tax on a variety of tourism related sales.
- The tax is available to communities that contain at least 40% of their equalized value of taxable property in tourism related retailers.
- The majority of the communities within the state who have implemented the tax have obtained special legislation to write them into the law rather than qualifying on the 40%.
- The special legislation would require a referendum supporting the implementation of the tax.
- The tax must be used to finance infrastructure costs.
- The tax applies to only certain retailers and retail transactions that are related to tourism.
- Communities currently imposing the tax include: Village of Lake Delton, City of Wisconsin Dells, City of Bayfield, City of Eagle River, and Village of Stockton. The City of Rhinelander's April 2015 referendum was approved by the voters and the recently adopted State Budget added the City of Rhinelander to the list of communities authorized to impose the tax.
- Local area municipalities see the benefit of securing authorization to impose the tax as a group because it will eliminate the creation of a tax island.

Attached is comprehensive Executive Summary prepared for the Village of Weston; the resort tax collection history of Wisconsin Dells, Lake Delton, Bayfield, Eagle River and Stockton and the Town of Rib Mountain invitation letter. The Town of Rib Mountain asked each area community seek feedback from their local elected officials.



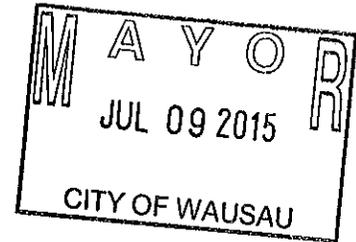
TOWN OF RIB MOUNTAIN
Where Nature, Family & Sport Come Together

www.townofribmountain.org

3700 North Mountain Road
Wausau, Wisconsin 54401
(715) 842-0983
Fax (715) 848-0188

July 6, 2015

Mayor James Tipple
407 Grant Street
Wausau, Wisconsin 54403



RE: Invitation for Premier Tax Discussion

Dear Jim:

You, or a representative, are invited to a meeting with other local officials to discuss the possibility of a premier sales tax for our area at **1 p.m. on Thursday, July 16**, at the **Rib Mountain Municipal Center, 3700 North Mountain Road**. Invitations have been extended to Wausau, Schofield, Mosinee, Rothschild, Weston, and Kronenwetter.

According to the Wausau Central Wisconsin Visitor & Convention Bureau and TravelWisconsin.com, Marathon County ranks in the top 10 in the state for visitor spending. We have several tourism attractions in our area including Granite Peak Ski Area, Rib Mountain State Park, Nine-Mile Recreation Area, Leigh Yawkey Museum, Wausau Curling Center, Wausau Whitewater course, etc. And this doesn't include our communities' year-round fairs, expos, and sporting events/tournaments.

What is the Wisconsin premier sales tax? It is one of the very few tools available to local municipalities where a community can retain a portion of the sales tax. The sales tax collected impacts only tourism industry sales. The money collected must be used towards public infrastructure. Attached is further background information.

Eagle River City Administrator Joe Laux will discuss Eagle River's experience. As you may know, Rhinelander has made news lately with its quest for premier tax status. Even though Rib Mountain has a strong retail base, we would not qualify by state statute. Like Eagle River and Rhinelander, we too would need special legislation. Because many of our communities have common borders, the Town Board feels a joint effort to seek a premier tax would benefit the region. Please note this is only a preliminary discussion.

Please contact Town Administrator Gaylene Rhoden at grhoden@townofribmountain.org or 715-842-0983.

Sincerely,

Allen Opall
Town of Rib Mountain Chairman

Wisconsin Department of Revenue
Enterprise Services Division

Premier Resort Tax Distributions

The following worksheet shows Premier Resort sales tax distributed to the four municipalities that have enacted the local sales tax

Date	Wisconsin		Lake		Eagle		Stockholm	Totals
	Dells	Delton	Bayfield	River				
02/15/15	\$ 244,305.80	\$ 1,057,802.50	\$ 13,088.29	\$ 38,085.04	\$ 2,237.52	\$ 1,355,276.95		
05/15/15	\$ 322,521.08	\$ 1,358,624.27	\$ 8,817.36	\$ 29,877.88	\$ 871.59	\$ 1,718,112.18		
08/15/15					\$ -	\$ -		
11/15/15					\$ -	\$ -		
Total 2015	\$ 566,826.88	\$ 2,416,226.77	\$ 19,683.65	\$ 67,742.92	\$ 2,909.11	\$ 3,073,389.13		

Date	Wisconsin		Lake		Eagle		Totals
	Dells	Delton	Bayfield	River			
02/15/14	\$ 189,834.89	\$ 822,083.62	\$ 10,856.45	\$ 37,980.83	\$ 1,060,717.79		
05/15/14	\$ 214,948.02	\$ 992,440.02	\$ 8,070.22	\$ 28,170.92	\$ 1,243,629.78		
08/15/14	\$ 387,171.81	\$ 1,382,108.25	\$ 13,973.29	\$ 41,285.96	\$ 1,804,539.31		
11/15/14	\$ 768,727.88	\$ 2,200,247.59	\$ 39,986.40	\$ 68,730.01	\$ 3,057,690.88		
Total 2014	\$ 1,550,683.20	\$ 5,376,869.48	\$ 72,887.36	\$ 166,147.72	\$ 7,166,577.76		

Date	Wisconsin		Lake		Eagle		Totals
	Dells	Delton	Bayfield	River			
02/15/13	\$ 70,314.58	\$ 901,871.12	\$ 11,298.66	\$ 36,146.32	\$ 1,019,630.68		
05/15/13	\$ 225,324.27	\$ 939,182.87	\$ 8,800.73	\$ 30,003.38	\$ 1,203,111.25		
08/15/13	\$ 372,266.38	\$ 1,187,028.98	\$ 13,360.13	\$ 41,074.23	\$ 1,623,739.72		
11/15/13	\$ 688,844.57	\$ 1,728,904.84	\$ 35,260.86	\$ 81,832.66	\$ 2,412,642.93		
Total 2013	\$ 1,256,539.80	\$ 4,764,987.81	\$ 68,540.38	\$ 169,056.59	\$ 6,259,124.58		

Date	Wisconsin		Lake		Eagle		Totals
	Dells	Delton	Bayfield	River			
02/15/12	\$ 190,285.74	\$ 740,800.51	\$ 15,019.26	\$ 32,623.43	\$ 978,828.94		
05/15/12	\$ 184,289.17	\$ 949,193.53	\$ 4,805.26	\$ 24,264.54	\$ 1,162,652.52		
08/15/12	\$ 371,769.31	\$ 1,250,537.72	\$ 15,082.85	\$ 40,491.19	\$ 1,677,860.87		
11/15/12	\$ 684,441.59	\$ 1,815,200.20	\$ 39,154.18	\$ 58,205.24	\$ 2,375,001.19		
Total 2012	\$ 1,410,785.81	\$ 4,655,831.96	\$ 74,041.35	\$ 153,884.40	\$ 6,194,243.52		

Date	Wisconsin		Lake		Eagle		Totals
	Dells	Delton	Bayfield	River			
02/15/11	\$ 218,288.46	\$ 778,205.39	\$ 10,340.89	\$ 38,320.25	\$ 1,039,154.99		
05/15/11	\$ 99,394.92	\$ 1,052,494.17	\$ 3,538.43	\$ 21,575.63	\$ 1,177,003.16		
08/15/11	\$ 416,897.86	\$ 1,129,067.30	\$ 11,975.89	\$ 42,334.35	\$ 1,599,275.20		
11/15/11	\$ 510,654.32	\$ 1,721,224.45	\$ 30,440.97	\$ 58,931.18	\$ 2,321,250.92		
Total 2011	\$ 1,242,235.56	\$ 4,678,991.31	\$ 56,295.98	\$ 159,161.41	\$ 6,136,684.26		

Date	Wisconsin		Lake		Eagle		Totals
	Dells	Delton	Bayfield	River			
02/15/10	\$ 88,232.64	\$ 368,368.95	\$ 11,853.75	\$ 29,016.28	\$ 495,269.62		
05/15/10	\$ 228,750.91	\$ 785,486.29	\$ 3,791.77	\$ 28,882.58	\$ 1,042,711.55		
08/15/10	\$ 255,131.66	\$ 1,094,972.49	\$ 14,183.18	\$ 37,822.21	\$ 1,402,109.54		
11/15/10	\$ 588,328.55	\$ 1,838,238.26	\$ 37,828.81	\$ 52,890.84	\$ 2,317,286.28		
Total 2010	\$ 1,159,443.76	\$ 3,885,064.01	\$ 67,457.31	\$ 148,411.91	\$ 5,257,376.99		

02/15/09	\$ 81,254.52	\$ 299,211.82	\$ 11,489.51	\$ 78,368.48	\$ 470,304.33
05/15/09	\$ 121,348.28	\$ 421,170.08	\$ 4,442.05	\$ -	\$ 546,958.39
08/15/09	\$ 158,107.66	\$ 436,509.49	\$ 12,758.23	\$ 38,973.79	\$ 646,347.17
11/15/09	\$ 254,991.93	\$ 798,589.87	\$ 32,777.30	\$ 29,849.80	\$ 1,116,188.70
Total 2009	\$ 615,700.37	\$ 1,955,481.26	\$ 61,445.09	\$ 147,191.87	\$ 2,779,768.89

02/23/08	\$ 101,712.23	\$ 392,901.89	\$ 11,824.79	\$ 34,653.77	\$ 541,092.88
05/23/08	\$ 112,898.88	\$ 329,495.09	\$ 3,947.44	\$ 18,128.20	\$ 464,269.61
08/15/08	\$ 151,024.52	\$ 444,350.67	\$ 13,173.99	\$ 35,021.82	\$ 643,571.00
11/15/08	\$ 284,042.08	\$ 871,079.78	\$ 32,854.89	\$ 51,005.33	\$ 1,038,781.88
Total 2008	\$ 649,477.71	\$ 1,837,827.43	\$ 61,600.91	\$ 138,809.12	\$ 2,687,715.17

02/23/07	\$ 118,895.28	\$ 447,194.60	\$ 15,049.97	\$ 18,181.81	\$ 599,321.64
05/23/07	\$ 77,038.33	\$ 391,984.02	\$ -	\$ 18,316.00	\$ 485,338.35
08/23/07	\$ 162,070.54	\$ 471,863.52	\$ 13,897.03	\$ 38,819.18	\$ 688,450.27
11/20/07	\$ 170,465.23	\$ 809,013.91	\$ 22,655.60	\$ 40,982.40	\$ 842,217.14
11/30/07	\$ 120,811.01	\$ 68,730.87	\$ 10,793.12	\$ 9,463.10	\$ 209,798.10
Total 2007	\$ 649,280.37	\$ 1,988,788.92	\$ 62,395.72	\$ 122,662.49	\$ 2,823,126.50

ATTORNEY-CLIENT PRIVILEGE

July 11, 2014

VIA E-MAIL ONLY
Daniel Guild
Village of Weston
dguild@westonwi.gov

Re: Premier Resort Area Tax

Dear Daniel:

Several Central Wisconsin municipalities have shown interest in the possibility of creating a Premier Resort Area in Central Wisconsin to collect a Premier Resort Area Tax to help pay for infrastructure costs. You asked me to research Wisconsin's Premier Resort Area Tax law to determine the plausibility of this idea. This letter contains my legal analysis on the plausibility of creating a Premier Resort Area in Central Wisconsin.

EXECUTIVE SUMMARY

Wisconsin law permits a city, village, town or county to impose a Premier Resort Area Tax if the city, village, town or county enacts an ordinance or resolution declaring itself to be a Premier Resort Area. A city, village, town or county may not declare itself to be a Premier Resort Area unless at least 40% of the equalized value of the taxable property within the political subdivision is used by tourism-related retailers.

The legislature created an exception to the 40% equalized value rule for the cities of Bayfield and Eagle River and the Villages of Ephraim, Sister Bay, and Stockholm. However, with the exception came a requirement that the ordinance or resolution be approved in a referendum. As of April 1, 2014, the only municipalities who impose a Premier Resort Area tax are the Village of Lake Delton, the City of Wisconsin Dells, the City of Bayfield and the City of Eagle River.

Since none of the Central Wisconsin area municipalities will likely meet the 40% rule, the only way that any of the municipalities may become a Premier Resort Area is by lobbying the legislature for an exception, enacting an ordinance or resolution, and then having the ordinance or resolution approved in a referendum.

Once neighboring municipalities become Premier Resort Areas, they may enter into a contract under to cooperate in paying for infrastructure expenses, in addition to any other authority they may have to act under Wis. Stat. § 66.0301.

The proceeds from a Premier Resort Area Tax may be used to pay only for infrastructure expenses within the jurisdiction of a Premier Resort Area. Infrastructure expenses include the cost of purchasing, constructing or improving parking lots; access ways; transportation facilities, including roads and bridges; sewer and water facilities; exposition center facilities used primarily

for conventions, expositions, trade shows, musical or dramatic events, or other events involving educational, cultural, recreational, sporting, or commercial activities; parks, boat ramps, beaches, and other recreational facilities; firefighting equipment; police vehicles, ambulances; and other equipment or material dedicated to public safety or public works.

The Wisconsin Department of Revenue is responsible for administering the Premier Resort Area Tax and distributing the tax to the city, village, town or counties that adopt the tax.

The Premier Resort Area Tax is not imposed on the buyer. However, the tax imposed on the retailer may be passed on to the buyer. The buyer is not liable to the Department of Revenue for the Premier Resort Area Tax if the retailer fails to charge the tax to the buyer.

HISTORY OF PREMIER RESORT AREA TAX

Tom Diehl, President of the Tommy Bartlett Ski Show lobbied the state legislature to create the Premier Resort Area Tax. The idea behind the tax was to look for ways to pay for infrastructure upgrades in communities with small year-round populations and huge tourist populations. Lake Delton and Wisconsin Dells were the first two communities in the state to levy the tax. It was used to pay for municipal water and wastewater utilities.

WHO MAY IMPOSE A PREMIER RESORT AREA TAX?

In order to charge a Premier Resort Area Tax, a municipality must become a Premier Resort Area pursuant to Wis. Stat. § 66.1113(2). The governing body of a city, village, town or county may enact an ordinance or adopt a resolution declaring itself to be a Premier Resort Area upon a 2/3 vote of the members of the governing body who are present when the vote is taken, if at least 40% of the equalized assessed value of the taxable property within such political subdivision is used by tourism-related retailers. "Tourism-related retailers" means retailers classified in the standard industrial classification manual, 1987 edition, published by the US Office of Management and Budget under the following industry numbers:

- 5331 – variety stores
- 5399 – miscellaneous general merchandise stores
- 5411 – candy, nut and confectionary stores
- 5451 – dairy products stores
- 5461 – retail bakeries
- 5541 – gasoline service stations
- 5812 – eat places
- 5813 – drinking places
- 5912 – drugstores & proprietary stores
- 5921 – liquor stores
- 5941 – sporting goods stores & bicycle shops
- 5946 – camera & photographic supply stores
- 5947 – gift, novelty & souvenir shops
- 7011 – hotels & motels

7032 – sporting & recreational camps
7033 – recreational vehicle parks & campsites
7948 – racing, including track operation
7922 – public golf courses
7993 – coin-operated amusement devices
7996 – amusement parks
7999 – amusement & recreational services, not elsewhere
classified

If a municipality does not meet the 40% rule, the municipality can lobby the legislature for an exception. To date, the City of Eagle River, the City of Bayfield, the Village of Sister Bay, the Village of Ephraim, the Village of Stockholm, are not subject to the 40% rule. However, the exception requires a referendum in favor of imposing the tax.

If two or more contiguous political subdivisions that are Premier Resort Areas each impose a tax, they may enter into a contract under Wis. Stat. § 66.0301 to cooperate in paying for infrastructure expenses, as well as any other authority they have to act under Wis. Stat. § 66.0301.

WHO COLLECTS THE PREMIER RESORT AREA TAX

The tax is imposed on the retailer, who may pass it on to the buyer. The retailer is required to pay the tax to the Department of Revenue along with other taxes collected. The buyer does not become liable to the Department of Revenue for the Premier Resort Area tax if the retailer fails to charge the tax to the buyer.

HOW MUCH IS THE TAX?

Wis. Stat. § 77.994 (1) permits a Premier Resort Area to adopt by ordinance a tax at a rate of 0.5% of the sales price of certain property, items, goods and services. An exception to this 0.5% tax was created for the City of Wisconsin Dells and the Village of Lake Delton who have been authorized to impose a tax of 1.25%.

MUNICIPALITIES' USE OF THE PROCEEDS FROM THE TAX

Pursuant to Wis. Stat. § 66.1113(2)(d), the proceeds from a Premier Resort Area tax may be used "only to pay for infrastructure expenses within the jurisdiction of a Premier Resort Area. Wis. Stat. § 66.1113(1)(a) defines "infrastructure expenses" as follows:

(a) "Infrastructure expenses" means the costs of purchasing, constructing, or improving parking lots; access ways; transportation facilities, including roads and bridges; sewer and water facilities; exposition center facilities used primarily for conventions, expositions, trade shows, musical or dramatic events, or other events involving educational, cultural, recreational,

sporting, or commercial activities; parks, boat ramps, beaches, and other recreational facilities; firefighting equipment; police vehicles; ambulances; and other equipment or materials dedicated to public safety or public works.

WHICH RETAILERS ARE SUBJECT TO THE PREMIER RESORT AREA TAX?

In order for the Premier Resort Area Tax to apply to a retailer, the sale, license, lease or rental must be "sourced" to a Premier Resort Area. For example, if the Village of Weston is a Premier Resort Area, then any items sold to a customer physically in the Village of Weston will be subject to this tax. However, if the retailer shipped an item to a customer at the customer's home in a municipality that is not a Premier Resort Area, the Premier Resort Area Tax would not be applicable.

The retailers subject to the Premier Resort Area Tax include the following:

- (ad) 5311 — Department stores.
- (am) 5331 — Variety stores.
- (b) 5399 — Miscellaneous general merchandise stores.
- (c) 5441 — Candy, nut and confectionary stores.
- (d) 5451 — Dairy product stores.
- (e) 5461 — Retail bakeries.
- (em) 5499 — Miscellaneous food stores.
- (f) 5541 — Gasoline service stations.
- (fa) 5611 — Men's and boys' clothing and accessory stores.
- (fb) 5621 — Women's clothing stores.
- (fc) 5632 — Women's accessory and specialty stores.
- (fd) 5641 — Children's and infants' wear stores.
- (fe) 5651 — Family clothing stores.
- (ff) 5661 — Shoe stores.
- (fg) 5699 — Miscellaneous apparel and accessory stores.
- (g) 5812 — Eating places.
- (h) 5813 — Drinking places.
- (i) 5912 — Drug stores and proprietary stores.
- (j) 5921 — Liquor stores.
- (k) 5941 — Sporting goods stores and bicycle shops.
- (ka) 5942 — Bookstores.
- (kb) 5943 — Stationery stores.
- (kc) 5944 — Jewelry stores.
- (kd) 5945 — Hobby, toy, and game shops.
- (L) 5946 — Camera and photographic supply stores.
- (m) 5947 — Gift, novelty and souvenir shops.
- (ma) 5948 — Luggage and leather goods stores.
- (mb) 5949 — Sewing, needlework, and piece goods stores.
- (mc) 5992 — Florists.

- (md) 5993 — Tobacco stores and stands.
- (me) 5994 — News dealers and newsstands.
- (mf) 5999 — Miscellaneous retail stores.
- (n) 7011 — Hotels and motels.
- (o) 7032 — Sporting and recreational camps.
- (p) 7033 — Recreational vehicle parks and campsites.
- (pa) 7922 — Theatrical producers (except motion picture) and miscellaneous theatrical services.
- (pb) 7929 — Bands, orchestras, actors, and other entertainers and entertainment groups.
- (q) 7948 — Racing, including track operation.
- (qa) 7991 — Physical fitness facilities.
- (r) 7992 — Public golf courses.
- (s) 7993 — Coin-operated amusement devices.
- (t) 7996 — Amusement parks.
- (ta) 7997 — Membership sports and recreation clubs.
- (u) 7999 — Amusement and recreational services, not elsewhere classified.

DOES A PREMIER RESORT AREA TAX MAKE SENSE IN CENTRAL WISCONSIN?

The Premier Resort Area Tax was intended for communities like the Wisconsin Dells and Lake Delton. The year round population of these communities is small and the average household income is probably well below Wisconsin averages. This tax gives these communities a tool to raise revenue from the heavy influx of tourists to the community to help pay for the infrastructure necessary to support the community's tourism industry. My concern with having a Premier Resort Area Tax in Central Wisconsin is that the majority of the money collected would likely be from Central Wisconsin residents and not from tourists to the community. With that in mind, the only way that a Premier Resort Area Tax would be viable in Central Wisconsin would be if all of the communities agreed to impose the tax and the legislature agreed to create an exception to the 40% rule for each of the Central Wisconsin communities. Even if that occurred, each community would have to enact an ordinance or resolution which would then have to be approved in a referendum. If one or more of the Central Wisconsin Communities refused or were unable to adopt this tax, businesses in the Premier Resort Area will argue that they are at a disadvantage because their competitors in non-Premier Resort Areas will be able to charge customers less.

Please call me if you have any questions, comments or concerns. I look forward to discussing this issue with you further.

Very truly,

Matthew E. Yde
Strasser & Yde, S.C.

MEY:jmw

MaryAnne Groat

From: MaryAnne Groat
Sent: Wednesday, August 05, 2015 11:12 AM
To: 'Daniel Guild'
Subject: RE: Premier Resort Tax

Wonderful. We will be sure and pass this additional information on to our Finance Committee. Have a great day!

From: Daniel Guild [<mailto:dguild@westonwi.gov>]
Sent: Wednesday, August 05, 2015 11:11 AM
To: MaryAnne Groat; Jim Tipple
Cc: Barb Ermeling; John Jacobs
Subject: RE: Premier Resort Tax
Importance: High

That is not a problem for me – thank you for asking.

We are always happy to do what we can, when we can do it, to support cooperation and collaboration with our colleagues and neighbors.

Please note that the Weston Village Board on Monday evening 8/3 voted to participate in the research and study of implementing the tax amongst our municipalities.

Sincerely,

Daniel Guild, Administrator
Village of Weston, Wisconsin.
m. 715.571.9693
dguild@westonwi.gov

Municipal Center
5500 Schofield Ave Weston, WI 54476
p. 715.359.6114 | f 715.359.6117
www.westonwi.gov

What is a Municipal Administrator? Find out more at [Life, Well Run](#).

From: MaryAnne Groat [<mailto:mgroat@ci.wausau.wi.us>]
Sent: Tuesday, August 04, 2015 8:22 PM
To: Daniel Guild <dguild@westonwi.gov>
Cc: Jim Tipple <Jim.Tipple@ci.wausau.wi.us>
Subject: Premier Resort Tax

Hi Daniel,

The City of Wausau will be placing on next Tuesday's Finance Committee meeting the topic of the Premier Resort Tax. The Mayor attended the resort tax meeting hosted by Rib Mountain on July 16. I believe during this

meeting he obtained a copy of the executive summary crafted for you by Matthew Yde. This summary provides excellent coverage of the issues and regulations surrounding the tax and its implementation.

Please let me know if it would be acceptable for me to share this document with our Finance Committee. We typically publish the agenda packet on Thursday. Thank you very much.

Maryanne Groat, CPA
Finance Director
City of Wausau
407 Grant Street
Wausau WI 54403
715-261-6645 phone
715-261-0319 fax



CITY OF WAUSAU 2015 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
June 30, 2015
NARRATIVE

REVENUES

Below is a description of notable items.

Other Taxes – In 2014 the City received an omitted tax payment of \$42,340 which is not a regularly occurring payment.

Municipal Services – The City receives an annual payment for the state and this account will fall short of budget by \$10,990.

Other Grants – The 2014 included the tree grant the parks department received which is not a recurring grant. The balance of the short fall from 2014 YTD is due to the ending of the police department domestic violence abuse grant that ended June 2014.

Licenses – Last year the City had a significant number of the five year burning permits renew \$13,500. Fewer burning permit licenses will be expiring this year. The budget for burning permits is \$8,000 the actual revenue to date is \$10,000.

Permits – Building permits are showing a positive variance from 2014 but it is unknown at this time whether they will meet the budget projections. 2014 total revenue was \$181,803.

Fines, Forfeitures and Penalties – This revenue is down \$24,000 from the collections of June 2014. We dropped the 2015 budget as compared to the 2014 budget but this may not have been sufficient as the 2014 actual revenues were \$355,000. Based upon the past two year trends this revenue will fall short of budget by \$40,000.

Public Charges General Government – 2014 revenues included the fee for exempt not-for-profit reports which are a biennial filing. No budget problems are expected.

Public Charges Public Safety – Currently revenues looking good exceeding both 2014 and budget projections. Strong EMS Collections to date.

Public Charges Streets – 2015 revenues appear down from 2014 and represents a sidewalk shoveling charged to downtown property owners. The amount billed is down about \$10,000 from 2014 due to lack of snow.

Public Charges Recreation – it appears that 2015 revenues will lag 2014 revenues for winter recreation by about \$12,000. This is likely due to the cold weather, limited snow and the abrupt end to winter. Overall we did not meet the 2014 revenue budget of \$139,800 and could experience greater shortages in 2015 due to an increased budget. The unanticipated closing of Memorial Pool will also decrease revenues but expenses should also decrease mitigating the financial impact to the city. In addition, while the County has not turned over revenues yet it appears that concessions and attendance at Kaiser is exceeding all expectations.

Public Charges Public Areas – It appears the 2015 revenues could lag 2014 again due to the winter recreation program. In addition, this area contains a budget of \$60,000 for sponsorship revenue.

Intergovernmental Charges for Services – No expected budget difficulties expected at this time.

Interest on General Investments – The 2014 and 2015 interest reflects timing of maturities and related interest. This income could produce a budget shortfall.

Miscellaneous Revenues – No expected budget difficulties expected at this time.

Other Financing Sources - No expected budget difficulties expected at this time. PILOT from the utility is being posted monthly in 2015 rather than at yearend.

EXPENSES

The budget to date appears in line with the budget with 44% of the budget spent and 50% of the year complete. In addition the expenses to date of \$14,005,165 are \$907,305 less than June of 2014.

Unclassified – This account contains that tax payment to Sears for \$86,419.

Fire – May have a few line items with issues. Other professional services funds the billing costs for EMS which is a percent of revenues. Since revenues are running high this account will too.

Ambulance – Lab supplies are nearly exhausted.

Transportation and Streets – These accounts reflect the minimal snowfall in 2015. Expenses are \$720,000 less than 2014.

BUDGET RISKS - \$246,409

- Sponsorship Revenues \$60,000
- Municipal Service Revenues \$10,990
- Building Permit Revenue \$Unknown
- Fines and Forfeitures \$40,000
- Park Revenue \$15,000
- Tax Payments \$86,419
- EMS Lab Supplies \$25,000
- Ambulance Billing Costs will depend upon continued high collections
- Interest Income \$10,000

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended June 30, 2015

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
TAXES					
General property taxes	\$ 16,200,627	\$ 16,200,627	\$ 16,200,627	\$ -	\$ 15,843,883
Mobile home parking fees	28,000	28,000	16,148	(11,852)	10,180
Payments in lieu of taxes	115,000	115,000	2,700	(112,300)	1,724
Other taxes	<u>67,709</u>	<u>67,709</u>	<u>47,633</u>	<u>(20,076)</u>	<u>87,041</u>
Total Taxes	<u>16,411,336</u>	<u>16,411,336</u>	<u>16,267,108</u>	<u>(144,228)</u>	<u>15,942,828</u>
INTERGOVERNMENTAL					
State shared taxes	4,434,045	4,434,045	-	(4,434,045)	-
Expenditure restraint	771,566	771,566	-	(771,566)	-
Fire insurance tax	105,000	105,000	102,678	(2,322)	-
Municipal services	195,000	195,000	184,010	(10,990)	195,507
Transportation aids	2,541,749	2,541,749	1,268,658	(1,273,091)	1,187,528
Other grants	<u>123,834</u>	<u>123,834</u>	<u>121,440</u>	<u>(2,394)</u>	<u>160,753</u>
Total Intergovernmental	<u>8,171,194</u>	<u>8,171,194</u>	<u>1,676,786</u>	<u>(6,494,408)</u>	<u>1,543,788</u>
LICENSES AND PERMITS					
Licenses	175,531	175,531	152,530	(23,001)	160,104
Franchise fees	340,000	340,000	60,360	(279,640)	95,694
Permits	<u>227,519</u>	<u>227,519</u>	<u>79,731</u>	<u>(147,788)</u>	<u>62,290</u>
Total Licenses and Permits	<u>743,050</u>	<u>743,050</u>	<u>292,621</u>	<u>(450,429)</u>	<u>318,088</u>
FINES, FORFEITURES AND PENALTIES					
	<u>398,000</u>	<u>398,000</u>	<u>186,824</u>	<u>(211,176)</u>	<u>211,408</u>
PUBLIC CHARGES FOR SERVICES					
General government	67,300	67,300	38,605	(28,695)	40,680
Public safety	1,377,200	1,377,200	710,052	(667,148)	640,926
Streets and related facilities	79,971	79,971	82,143	2,172	90,676
Recreation	144,700	144,700	51,220	(93,480)	63,834
Public areas	<u>159,479</u>	<u>159,479</u>	<u>17,688</u>	<u>(141,791)</u>	<u>32,660</u>
Total Public Charges for Services	<u>1,828,650</u>	<u>1,828,650</u>	<u>899,708</u>	<u>(928,942)</u>	<u>868,776</u>
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,340	11,340	180	(11,160)	130
County and other municipalities	236,264	239,514	42,407	(197,107)	46,131
City departments	<u>1,249,432</u>	<u>1,249,432</u>	<u>9,394</u>	<u>(1,240,038)</u>	<u>18,277</u>
Total Intergovernmental Charges for Services	<u>1,497,036</u>	<u>1,500,286</u>	<u>51,981</u>	<u>(1,448,305)</u>	<u>64,538</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended June 30, 2015

	Budgeted Amounts		Actual	Variance with Final Budget	2014 Actual
	Original	Final			
COMMERCIAL					
Interest on general investments	\$ 260,000	\$ 260,000	\$ 120,933	\$ (139,067)	\$ 155,532
Interest on special assessments	15,000	15,000	485	(14,515)	64
Other interest	<u>19,000</u>	<u>19,000</u>	<u>18,770</u>	<u>(230)</u>	<u>19,383</u>
Total Commercial	<u>294,000</u>	<u>294,000</u>	<u>140,188</u>	<u>(153,812)</u>	<u>174,979</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	210,100	210,100	127,513	(82,587)	106,083
Sale of City property/loss compensation	12,500	12,500	14,822	2,322	9,234
Other miscellaneous revenues	<u>110,022</u>	<u>110,022</u>	<u>22,679</u>	<u>(87,343)</u>	<u>9,604</u>
Total Miscellaneous Revenues	<u>332,622</u>	<u>332,622</u>	<u>165,014</u>	<u>(167,608)</u>	<u>124,921</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,897,000</u>	<u>1,897,000</u>	<u>745,682</u>	<u>(1,151,318)</u>	<u>-</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES					
	<u>\$ 31,572,888</u>	<u>\$ 31,576,138</u>	<u>\$ 20,425,912</u>	<u>\$ (11,150,226)</u>	<u>\$ 19,249,326</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended June 30, 2015

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>	<u>2014 Actual</u>
	<u>Original</u>	<u>Final</u>			
GENERAL GOVERNMENT					
City Council	\$ 112,122	\$ 102,122	\$ 39,807	\$ 62,315	\$ 40,161
Mayor	203,263	203,263	94,644	108,619	108,839
City Promotion	124,600	124,600	53,549	71,051	76,683
Finance department	471,638	471,638	237,358	234,280	210,979
Data processing	696,369	696,369	306,610	389,759	380,322
City clerk/customer service	492,398	492,398	237,437	254,961	235,373
Elections	34,950	34,950	17,800	17,150	21,712
Assessor	595,907	595,907	253,686	342,221	274,165
City attorney	490,025	490,025	205,216	284,809	214,542
Municipal court	128,529	128,529	55,866	72,663	57,833
Human resources	293,937	293,937	138,872	155,065	163,606
City hall and other municipal buildings	321,523	321,523	133,805	187,718	142,996
Unclassified	32,000	135,192	110,762	24,430	7,174
Total General Government	<u>3,997,261</u>	<u>4,090,453</u>	<u>1,885,412</u>	<u>2,205,041</u>	<u>1,934,385</u>
PUBLIC SAFETY					
Police department	8,973,536	8,968,536	4,151,537	4,816,999	4,006,157
Fire department	3,431,816	3,431,816	1,731,825	1,699,991	1,678,519
Ambulance	2,991,652	2,999,902	1,309,685	1,690,217	1,440,510
Inspections and electrical systems	705,394	705,394	311,363	394,031	317,956
Total Public Safety	<u>16,102,398</u>	<u>16,105,648</u>	<u>7,504,410</u>	<u>8,601,238</u>	<u>7,443,142</u>
TRANSPORTATION AND STREETS					
Engineering	1,401,003	1,401,003	621,672	779,331	666,436
Department of public works	6,082,730	6,084,430	2,728,085	3,356,345	3,447,643
Total Transportation and Streets	<u>7,483,733</u>	<u>7,485,433</u>	<u>3,349,757</u>	<u>4,135,676</u>	<u>4,114,079</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	1,537,400	1,537,400	512,208	1,025,192	607,435
NATURAL RESOURCES/RECREATION					
Parks and recreation	2,452,096	2,460,396	753,378	1,707,018	813,429
TOTAL EXPENDITURES	<u>\$ 31,572,888</u>	<u>\$ 31,679,330</u>	<u>\$ 14,005,165</u>	<u>\$ 17,674,165</u>	<u>\$ 14,912,470</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended June 30, 2015

BUDGET REVENUES RECONCILIATION

2015 ADOPTED BUDGET	\$ 31,572,888
Budget modification for Police Department for sale of sniper rifle	<u>3,250</u>
2015 MODIFIED BUDGET	<u>\$ 31,576,138</u>

BUDGET EXPENDITURES RECONCILIATION

2015 ADOPTED BUDGET	\$ 31,572,888
Resolution 12-0313 Budget modification for settlement of tax claims by Sears Holdings Corporation	86,419
Budget modification for Police Department for use of sniper rifle proceeds for SWAT equipment	3,250
Resolution 15-0406 Budget modification for settlement of tax claim by Associated Bank	<u>16,773</u>
2015 MODIFIED BUDGET	<u>\$ 31,679,330</u>