



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

# OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or

Meeting of: **FINANCE COMMITTEE**  
 Date/Time: **Tuesday, October 27, 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

- |    |  | Presenter |
|----|--|-----------|
| 1  | Public Comment on matters appearing on the agenda.   |           |
| 2  | Minutes of previous meeting(s). (9/23/15, 9/24/15, & 9/30/15)  |           |
| 3  | Discussion and possible action regarding the Thomas Street Real Estate Services Contract with MSA Professional Services  | Lindman   |
| 4  | Discussion and possible action regarding inspection services contract execution with City of Schofield   | Hebert    |
| 5  | Discussion and possible action regarding adoption of the 2016 Business Improvement District Budget and Plan  | Fields    |
| 6  | September 2015 General Fund Financial Report   | Groat     |
| 7  | Discussion and possible action regarding 2015 midyear budget modification  | Groat     |
| 8  | Discussion and Possible Action regarding the 2016 Budget   | Tipple    |
| 9  | Discussion and Possible Action regarding 2015 CIP Status Report  |           |
| 10 | Review of 2017 Budget Plan   | Groat     |
| 11 | Discussion and possible action regarding resolution authorizing City staff to insource pet licensing processing beginning with the January 2016 licensing season | Groat     |

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](mailto: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 10/23/15 @ 1:00 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

**FINANCE COMMITTEE – BUDGET SESSION #1**  
**REVENUE**

Date and Time: Wednesday, September 23, 2015 @ 5:00 pm., Board Room  
Members Present: Oberbeck(C), Kellbach, Mielke, Nutting  
Members Excused: Nagle  
Others Present: Groat, Jacobson, Giese, Schock, Seubert, Ray, Whalen, Goede, Abitz

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

**2016 Revenue Projections by Finance Director**

Maryanne Groat presented a PowerPoint of the 2016 Budget summarizing revenues trends and changes. Options presented: Wheel Tax, Storm Water Utility, Premier Resort Tax, and refuse & recycling as a special charge.

**2015 Property Value Projections by the Assessor**

Jeremy Ray presented a PowerPoint relative to changes in property value. Giese noted some of their biggest challenges for the Assessment Department are technology and staff turnover.

**2015 Economic Development Projections by Economic Development Manager**

Chris Schock provided and reviewed data of City of Wausau building permit comparisons and developments. *(Nutting exited the meeting at 6:10 pm.)* Oberbeck suggested separating out the tax exempt properties from the reporting.

**2016 Funding Level Discussion**

Groat stated we receive a municipal aid payment, which is like a payment in lieu of tax, for any properties that are state properties in the city limits. Currently we only receive about 50% and it based on what they determine the value of the property to be. She noted the UW Extension is on that list, as is the Army Reserve building. She indicated there is a legislator trying to get support for the state to make 100% of the payment. She commented in general, when you look at the continued erosion and continued desire to control any growth of revenue for the city, it doesn't look good. She pointed to the recent room tax legislation changed in the last state budget taking that control away from us.

Oberbeck reiterated taking the garbage/recycling off the tax levy, as well as storm water is a source of revenue and levels the playing field for taxpayers.

**Adjourn**

Motion by Mielke, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:30 pm.

**FINANCE COMMITTEE – BUDGET SESSION #2**  
**EXPENSES**

Date and Time: Thursday, September 24, 2015 @ 5:00 pm., Board Room

Members Present: Oberbeck (C), Kellbach, Mielke, Nutting

Members Excused: Nagle

Others Present: Groat, Duncanson, Giese, Kujawa, Lindman, Wagner, Goede

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

**Executive Budget is presented to Finance Committee by Mayor**

Maryanne Groat presented a PowerPoint of the 2016 Cost to Continue Budget. She noted she is still waiting for the health insurance numbers. She stated we implemented a new process this year with a form called a Supplemental Budget Request for departments that wanted to increase their budget for a specific purpose over and above what was funded for 2015. Oberbeck felt the departments should also show how they would achieve keeping their budgets the same; what they would have to cut to do that or what impact it would have.

**Executive Ranking of the decision items by the Mayor**

2016 Supplemental Budget Requests were reviewed:

**Fire**

- Kujawa explained the two year accreditation process and requested moving forward for \$6,000.

**Parks**

- Duncanson stated over the last year they have been going through the process of putting together a conceptual plan to create a mountain bike park facility at Sylvan Hill as a summer activity. He noted it is a great draw for sports tourism. He requested \$20,000 to contract for final design. Groat recommended funding out of room tax.
- Duncanson explained the Athletic Park Facility requires ongoing maintenance, an elevator and skilled manpower to do it. Oberbeck considered this a cost to continue because it must be done and should be put in the overall budget. Nutting agreed it was not an option. *Motion by Mielke, second Kellbach to put the Athletic Park Facility Maintenance back into the budget. Motion carried 4-0.*
- Duncanson reviewed the list of deferred maintenance projects that need to be addressed. He indicated they needed more manpower to accomplish them as well as additional funding.
- Duncanson discussed maintenance expenses for the East Riverfront Development. Groat indicated she spoke to the financial advisors who stated the expenses for the vacant property could be charged to the TID because it is property that is up for sale and needs to be maintained for development.
- Oberbeck stated the request for swimming pool maintenance may also be a cost-to-continue item. Duncanson noted this reflects the difference from operating the old pools to fully operating the improvements. *Motion by Mielke, second by Nutting to put the costs of swimming pool maintenance back into the budget as a cost-to-continue. Motion carried 4-0.*

**Public Works**

- Lindman indicated there has been a lot of turnover of employees and \$5,200 would help to cross train new employees and fund continuing education for the inspectors.
- Lindman stated he was looking to increase the budget \$210,000 for street seal coating and asphalt filling to help maintain our streets to get their expected design life. He also included a request for funding for asphalt filler at \$25,000. Oberbeck questioned if any of the costs were TIF eligible. Groat felt it was too much maintenance related. She suggested taking money out of the public works budget and create a reserve for the fourth quarter winter event. Whatever differences, depending on the type of winter we have, we could reallocate for streets.

- Lindman requested a \$3,500 increase for ready mix for curb and gutter repairs. Oberbeck felt this could be a TIF infrastructure expense for areas within TIDS.
- Lindman stated there were some overhead doors at public works in critical condition due to the age of the building that need to be replaced for \$15,000. Groat suggested a transfer of funds this year since the past winter was mild. It is a safety issue that should be addressed.
- Lindman discussed contractual services of \$40,000 for epoxy painting for streets with high traffic. Epoxy lasts much longer than the water based paints.
- Lindman requested creating a budget line in Bridges & Culverts for \$80,000 for epoxy chip seal on bridge decks. He noted the county does bridge inspections every two years and there will be one in 2016.
- Lindman stated a \$350 lumber purchase for abatements and fire is something requested by streets and maintenance. He felt his overall budget could absorb this cost.
- Lindman stated the large item spring pickup is an additional \$40,000. Discussion took place regarding spring pick up, central collection sites, and various ways of charging a fee.

Oberbeck commented they would like the departments input on options they would recommend. After the Finance Committee makes it recommendation for the budget it will go to a Committee of the Whole.

### **2016 Funding Level Discussion**

Groat stated we do not know how the elimination of the prevailing wage law will affect our contract costs and stormwater requirements compliance is another issue. Oberbeck added another factor was the Emerald Ash Borer expenses. Duncanson pointed out the Americans with Disabilities Act is being addressed with playground efforts, but it will be showing up in all the facilities.

### **Adjourn**

Motion by Nutting, second by Mielke to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:55 pm.

**FINANCE COMMITTEE – BUDGET SESSION #3**  
**BUDGET RECOMMENDATION**

Date and Time: Wednesday, September 30, 2015 @ 5:30 pm., Board Room  
Members Present: Oberbeck (C), Kellbach, Mielke, Nutting, Nagle  
Others Present: Groat, Tipple, Duncanson, Hardel, Barnes, Hite, Jacobson, Kujawa, Lindman, Werth, Wagner, Neal, Rasmussen, Gisselman, media.

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

**(Addendum Item) Establishing a 2.5% increase for Employee Health Care Benefit within the 2016 Budget**

Myla Hite requested authorization to place approximately \$91,660 for a 2.5% increase in cost for health insurance into the budget. She noted they have also confirmed that our dental rates will remain flat, so she will not need to ask for more money for dental. The initial and preliminary estimates were health insurance was going to increase almost 16% in cost to maintain the same benefit. She explained the plan design they came up with was to eliminate a couple of options because the more choices, the higher the price tag. One of the biggest impacts will be that we will take our retirees from a retiree only plan and migrate them into the same options as general employees, which impacts 10 employees. There will be 40 total employees impacted; the cost represents an increase for 300 employees that participate in health care.

Motion by Mielke, second by Kellbach to approve the 2.5% increase for health insurance. Motion carried 5-0.

**Discussion and possible action regarding the 2016 Budget and 2016 Fee Schedule**

Oberbeck stated we looked at revenue and expenses in the first two sessions and tonight is an analysis and putting for a recommendation to the Committee of the Whole scheduled for October 6<sup>th</sup>. Departments will be asked to present their decision items for either additions or subtractions to the budget at that time for review and consideration. The Committee of Whole will then be asked to rank them, much like the CIP process, and bring those rankings back to the second meeting where we would debate and prioritize them. After finalization of those rankings we will put it forth to the general public and get feedback at the public hearing. The Committee of the Whole will finalize the budget on November 4<sup>th</sup> and forward to Council on November 10<sup>th</sup>.

**Finance Committee recommends 2016 Budget**

Groat explained when the health insurance information was received on Friday we updated all of the information in order to let the departments know how much to cut. She noted the departments did not get their information until Monday. Mayor Tipple commented it is a work in progress and numbers will go up and down throughout the process. Groat summarized department head comments and/or memos and distributed them to the committee. She reviewed each of the departmental budget proposals in detail. She indicated if the Council implemented the ones the Mayor recommends (marked with the letter “R”) the levy would be \$761,000, which would be a 3.16% increase.

Discussion took place regarding pros and cons of the spring cleanup, which was not included. Nutting felt the spring cleanup and all the other requests should be added back in.

Motion by Nutting, second by Nagle to accept the recommendations of the executive 2016 budget. Motion carried 5-0.

Oberbeck read the list of departmental requests that were not included in the budget. Nagle agreed these should all be added back into the budget and let the Committee of the Whole decide what to cut. Nutting felt many of them were maintenance and necessary.

Motion by Nutting, second by Nagle to add the departmental line item budget requests back into the 2016 budget. Motion carried 5-0.

Oberbeck indicated all this information will be sent out to Council giving approximately a week to review and the items will be ranked at the Committee of the Whole.

**Adjourn**

Motion by Nagle, second by Mielke to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:17 pm.

Department of Public Works



Eric Lindman, P.E.  
Director of Public Works and Utilities

**TO:** MaryAnne Groat, Director – Finance Department  
**FROM:** Eric Lindman, P.E. *ELM*  
Director of Public Works & Utilities  
**DATE:** October 19, 2015  
**SUBJECT:** Thomas Street – Real Estate Services Contract

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The contract for Thomas Street Real Estate Services has been prepared and approved at CISM. The project was put out for proposals as a Statement of Qualifications and each proposal was rated based on criteria set forth in the request. The contract will be awarded to MSA Professional Services. Total cost of the contract is \$276,625.00.

A cost estimate was prepared for the proposed services. The estimate did not include the full scope of services as the complete scope of work had not yet been identified. It was necessary to have a real estate specialist on board to complete the scope of services required and final costs for the services. The estimate included the real estate appraisals, public/staff meetings, and relocation services. The estimate for these services is \$161,100 and MSA costs for these services are \$170,500. The estimate included 18 appraisals and the actual number is 24, which is included in MSA pricing. Prices provided by MSA are reasonable for proposed work.

The contract, as written, is based on the WIDOT template for real estate acquisition to ensure the City complies with all state and federal regulations related to the proposed property acquisitions. Complying with state and federal guidelines will ensure the remainder of the Thomas Street corridor will be eligible for federal funding in the future.

**REAL ESTATE SERVICES  
ENGINEER ESTIMATE**

**SCHEDULE A - REQUEST FOR REAL ESTATE SERVICES**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1.	Residential Appraisal Fee	16	Each	\$3,500.00	\$56,000.00
2.	Residential Acquisition Fee	16	Each	\$800.00	\$12,800.00
3.	Residential Relocation Fee	16	Each	\$1,800.00	\$28,800.00
4.	Commercial Appraisal Fee	2	Each	\$4,500.00	\$9,000.00
5.	Commercial Acquisition Fee	2	Each	\$2,000.00	\$4,000.00
6.	Commercial Relocation Fee	2	Each	\$3,500.00	\$7,000.00
7.	Review Appraiser	18	Each	\$600.00	\$10,800.00
8.	Acquisition Nominal Parcel Fee (Strip Land)	20	Each	\$800.00	\$16,000.00
9.	Acquisition Appraised Parcel Fee	20	Each	\$500.00	\$10,000.00
10.	Relocation Plan Fee	1	Lump Sum	\$6,000.00	\$6,000.00
11.	<sup>1</sup> Appraisal Fee Short Form	1	Each	\$400.00	\$400.00
12.	<sup>1</sup> Appraisal Fee Standard Abreviated	1	Each	\$300.00	\$300.00
13.	Attend Monthly CISM Meeting	12	Each	\$150.00	\$1,800.00
14.	Attend Public Start Meeting	1	Each	\$250.00	\$250.00
<b>Total Schedule A =</b>					<b><u>\$161,100.00</u></b>

*Eric Lindman*  
Eric Lindman, P.E.

*9/16/15*  
Date

MODIFIED FROM ORIGINAL ESTIMATE OF \$102,500<sup>00</sup>

DATED 9/9/15

*\$276,625<sup>00</sup> Edg*

BID COSTS FROM MSA = ~~\$275,025<sup>00</sup>~~

\* TOTAL SCOPE OF SERVICES NOT INCLUDED IN ESTIMATE.

\* COMPARING SERVICES IN ESTIMATE W/ SERVICES BID BY MSA THE COMPARABLE PRICES ARE AS FOLLOWS

MSA  
\$71,400<sup>00</sup> APPRAISALS  
99,100<sup>00</sup> RELOCATION  
170,500<sup>00</sup>

ESTIMATE  
\$161,100<sup>00</sup>

PREPARE NARRATIVE FOR COMMITTEE'S

*10/15/15 Edg*

R/W PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
FEDERAL PROJECT NUMBER	4.01	9
PLAT OF RIGHT-OF-WAY REQUIRED FOR		
THOMAS STREET		
17TH AVENUE - WISCONSIN RIVER		
THOMAS STREET	CITY OF WAUSAU	
CONSTRUCTION PROJECT NUMBER		

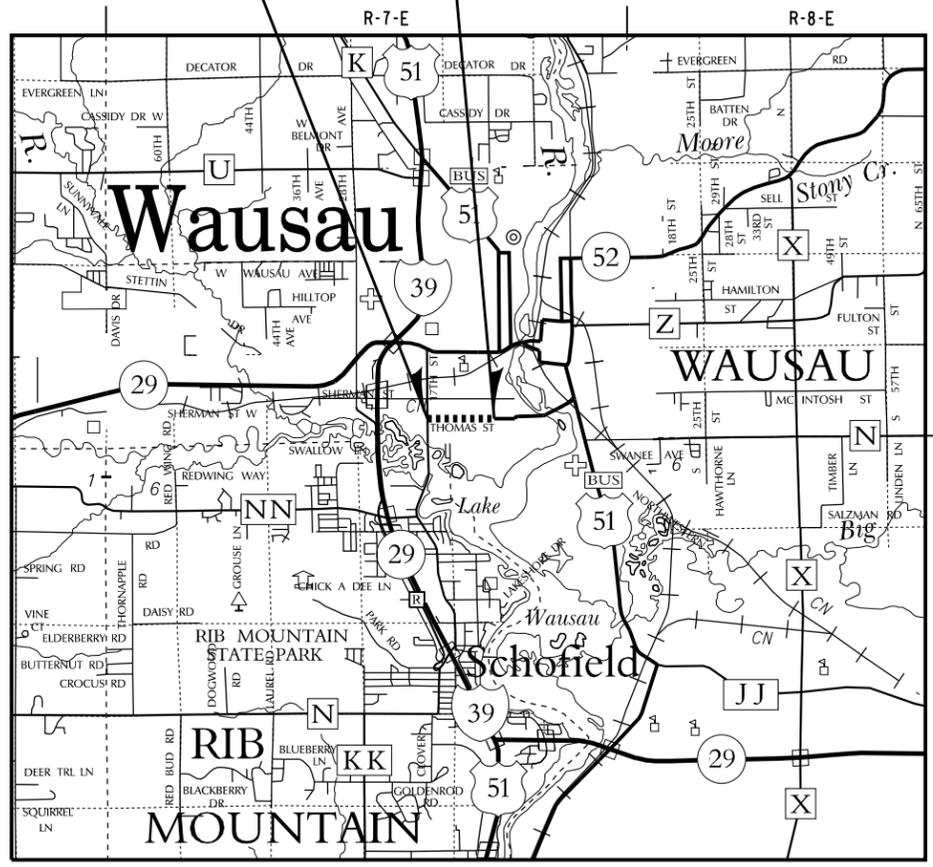
**CONVENTIONAL SIGNS AND ABBREVIATIONS**

STATE LINE	-----	SECTION CORNER		FOUNDATION OR RUIN BUILDING	
COUNTY LINE	-----	NOTATION FOR COMBUSTIBLE FLUIDS		CEMETERY	
TOWNSHIP AND RANGE LINES	-----	NOTATION FOR HIGH VOLTAGE TRANSMISSION LINES		R/W MONUMENT	
SECTION LINE	-----	BRIDGE		NON-MONUMENTED R/W POINT	
QUARTER LINE	-----	LAKE		IRON PIN	
SIXTEENTH LINE	-----	CULVERT (Box, Pipe Or Cattle Pass)		VALVE	
NEW REFERENCE LINE	-----	ENCROACHING SIGN		WINDMILL	
NEW R/W LINE	-----	ELECTRIC POLE		MANHOLE, SEPTIC VENT, WELL, ETC.	
EXISTING R/W LINE	-----	TELEPHONE POLE		GAS PUMPS	
PROPERTY LINE	-----	PEDESTAL (Label Type - Communications, Electric)		BUSHES	
CORPORATE LIMITS	-----	ACCESS RESTRICTED (By Acquisition)		TREES (Deciduous)	
LOT, TIE AND OTHER MINOR LINES	-----	ACCESS RESTRICTED (By Previous Acquisition/Control)		TREES (Coniferous)	
SLOPE INTERCEPTS	-----	NO ACCESS (By Statutory Authority)		WOODS	
SLOPE INTERCEPTS UNDERGROUND FACILITY (Communications, Electric, Etc.)	-----				
FENCE	-----				
FEE INTEREST	-----				
TEMPORARY INTEREST	-----				
EASEMENT (Highway, Permanent Limited or Restricted Development)	-----				
BEAM GUARD	-----				
TRANSMISSION STRUCTURES (Line Optional)	-----				
RAIL LINE	-----				

P.I.	Point of Intersection	ST.	Street
or PI		IP	Iron Pipe or Iron Pin
°	Deflection Angle	C.S.M.	Certified Survey Map
D.	Degree of Curve	COR.	Corner
T.	Tangent Length	L.C.	Long Chord
L.	Length	L.C.B.	Long Chord Bearing
R.	Radius	MI.	Miles
CATV	Cable Television Line	MISC	Miscellaneous
FO	Fiber Optic Cable	N/A	Not Available or Applicable
G	Gas Line	P.L.	Property Line
GUY	Guy Wire	P.L.E.	Permanent Limited Easement
GV	Gas Valve	P.O.B.	Point of Beginning
SAN	Sanitary Sewer Line	PC	Point of Curvature
SEPV.	Septic Vent	PG.	Page
T	Telephone Line	PROP	Property Corner
W	Water Line	PT	Point of Tangency
ANT.	Antenna	R/W	Right of Way
B	Barn or Building	RD.	Road
G	Garage	REM.	Remnant
H	House	S.F.	Square Feet
S	Shed	SEC.	Section
C.T.H.	County Trunk Highway	STA.	Station
CORP	Corporation	T.L.E.	Temporary Limited Easement
LLC	Limited Liability Corporation	or TLE	
RR.	Railroad	VOL.	Volume
S.T.H.	State Trunk Highway		

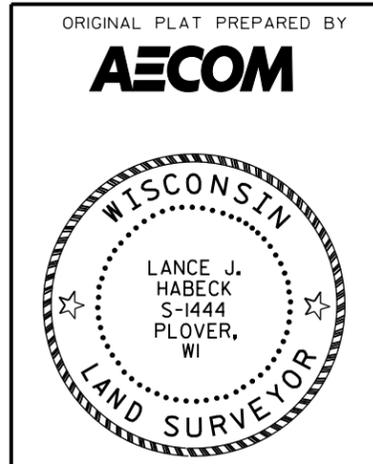
**BEGIN RELOCATION ORDER**  
**STA. 13+96.36**  
 1318.70' NORTH AND 900.69' WEST  
 OF THE SOUTHWEST CORNER  
 OF SECTION 35, T29N, R7E.

**END RELOCATION ORDER**  
**STA. 49+15.00**  
 1314.64' NORTH AND 17.32' WEST  
 OF THE SOUTH QUARTER CORNER  
 OF SECTION 35, T29N, R7E.



LAYOUT  
 SCALE 0 MI.

TOTAL NET LENGTH OF CENTERLINE = 0.666 MI.



*Lance J. Habeck*  
 DATE: 9/28/15

REVISION DATE	CITY OF WAUSAU
	APPROVED FOR THE CITY OF WAUSAU
	DATE: _____ JAMES E. TIPPLE, MAYOR

**NOTES**

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COUNTY COORDINATES, MARATHON COUNTY, NAD 83 (2007) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS AND GRID DISTANCES. GRID DISTANCES MAY BE USED FOR GROUND DISTANCES.

RIGHT OF WAY MONUMENTS ARE TYPE 2 MONUMENTS (TYPICALLY 3/4 " X 24" REBAR) AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

RIGHT OF WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS OF PUBLIC RECORD.

FOR CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE CITY OF WAUSAU.

PROPERTY LINES SHOWN ON THIS PLAT ARE DRAWN FROM DATA DERIVED FROM MAPS AND DOCUMENTS OF PUBLIC RECORD AND/OR EXISTING OCCUPATIONAL LINES. EXCLUDING RIGHT OF WAY LINES, THIS PLAT MAY NOT BE A TRUE REPRESENTATION OF EXISTING PROPERTY LINES AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY.

# SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSED ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY OF WAUSAU.

PARCEL NUMBER	SHEET NUMBER	OWNER (S)	INTEREST REQUIRED	R/W NEW	SO. FT. EXISTING	REQUIRED TOTAL	T.L.E. SO.FT.
1	4.04	JESSE TOWLE TRUSTEE OF THE MILTON A. TOWLE REVOCABLE TRUST	FEE	3343	-----	3343	-----
2	4.04	MICHAEL L. HANKE	TLE	-----	-----	-----	103
3	4.04	BEE MOUA & MOR VUE	FEE & TLE	100	-----	100	693
4	4.04	DENISE L. EMMERICH	FEE & TLE	2	-----	2	693
5	4.04	STEVEN XIA CHANG & XAI K. CHANG	TLE	-----	-----	-----	538
6	4.04	WEBKO REAL ESTATE, LLC	FEE & TLE	2055	-----	2055	2203
7	4.04	WEBKO REAL ESTATE, LLC	FEE & TLE	1797	-----	1797	1651
8	4.04	CITY OF WAUSAU	FEE & TLE	1763	-----	1763	550
9	4.04	PAUL LAWRENCE	FEE & TLE	1770	-----	1770	550
10	4.04	DAVID L. LINKE & HOPE A. LINKE	TLE	-----	-----	-----	529
11	4.04	CONNIE M. NIENOW	TLE	-----	-----	-----	537
12	4.04	LOUIS P. KRAUS & PATRICIA J. KRAUS	TLE	-----	-----	-----	533
13	4.04	DALE J. WEINKE	TLE	-----	-----	-----	532
14	4.04	ERVIN H. BIRR & JOANN J. BIRR	TLE	-----	-----	-----	532
15	4.04 & 4.05	HELKE LLC	TLE	-----	-----	-----	532
16	4.05	ROSEWITHA PAHL	TLE	-----	-----	-----	534
17	4.05	DIANE STENCIL	TLE	-----	-----	-----	534
18	4.05	CLAUDE N. PASZEK & JUDY M. PASZEK	FEE & TLE	155	-----	155	1526
19	4.05	NICHOLAS A. WEINKE	FEE & TLE	1784	-----	1784	550
20	4.05	JAMES H. TREU & MARY J. TREU REVOCABLE TRUST	FEE & TLE	1646	-----	1646	1103
21	4.05	JAN W. MUETZEL & SUSAN M. MUETZEL	FEE & TLE	1387	-----	1387	678
22	4.05	ROGER J. AHO	FEE & TLE	826	-----	826	371
23	4.05	CITY OF WAUSAU	FEE & TLE	2370	-----	2370	536
24	4.05	CHRISTOPHER BARGENDER & JESSICA BARGENDER	FEE & TLE	436	-----	436	484
25	4.05	CHARLENE J. CHRISTIAN	FEE & TLE	322	-----	322	250
26	4.05	GARY HABLE	FEE & TLE	381	-----	381	250
27	4.05	LINDA L. KROENING	FEE & TLE	968	-----	968	482
28	4.06	JOYCE A. KREAGER, TRUSTEE OF THE JOYCE A. KREAGER REVOCABLE TRUST	FEE & TLE	1582	-----	1582	1843
29	4.06	WILFRID J. GUILLAUME, TRUSTEE OF THE WILFRID J. GUILLAUME TRUST	FEE & TLE	1934	-----	1934	725
30	4.06	CLINTON GIBSON & GENA M. GIBSON	FEE & TLE	192	-----	192	194
31	4.06	CITY OF WAUSAU	FEE & TLE	1732	-----	1732	575
32	4.06	CLIFFORD J. HEISER	FEE & TLE	3	-----	3	627
33	4.06	JESSE F. KUFAHL	TLE	-----	-----	-----	655

PARCEL NUMBER	SHEET NUMBER	OWNER (S)	INTEREST REQUIRED	R/W NEW	SO. FT. EXISTING	REQUIRED TOTAL	T.L.E. SO.FT.
34	4.06	HOLY NAME OF JESUS PARISH	TLE	-----	-----	-----	655
35	4.06	CITY OF WAUSAU	FEE & TLE	985	-----	985	351
36	4.06	THAD THOMAS	FEE & TLE	984	-----	984	301
37	4.06	KEVIN L. BROWN	FEE & TLE	936	-----	936	287
38	4.06	REUBEN E. DEHNEL OR EVELYN G. DEHNEL, TRUSTEES, DEHNEL REVOCABLE TRUST DATED FEBRUARY 15, 2001	FEE & TLE	1026	-----	1026	340
39	4.07	CITY OF WAUSAU	FEE & TLE	971	-----	971	324
40	4.07	DEVELOPMENT FIRST, LLC	FEE & TLE	970	-----	970	300
41	4.07	MATT KOEHLER	FEE & TLE	1935	-----	1935	586
42	4.07	ABC RENTALS, LLC	TLE	-----	-----	-----	450
43	4.07	JAMES M. ANDERES	TLE	-----	-----	-----	225
44	4.07	JAMES G. ASCHER & AUDREY M. ASCHER	TLE	-----	-----	-----	625
45	4.07	SCOTT L. KOY	TLE	-----	-----	-----	1200
46	4.07	CHAI PA XIONG & MAY YANG VANG	TLE	-----	-----	-----	774
47	4.07	CITY OF WAUSAU	FEE & TLE	1942	-----	1942	625
48	4.07	GERALD L. PATNODE & JANET C. PATNODE REVOCABLE TRUST	FEE & TLE	969	-----	969	300
49	4.07	MERLIN C. KRUEGER & PATSY J. KRUEGER	FEE & TLE	969	-----	969	350
50	4.08	COMPLETE PROPERTIES LLC	FEE & TLE	972	-----	972	350
51	4.08	ROBERT R. BREDECK	FEE & TLE	972	-----	972	300
52	4.08	ROBERT R. BREDECK	FEE & TLE	1948	-----	1948	625
53	4.08	HELKE LLC	TLE	-----	-----	-----	680
54	4.08	JOY & KEVIN'S PROPERTIES, LLC	TLE	-----	-----	-----	655
55	4.08	JAMES P. LITZENBERGER & KENNETH C. SCHAUER	TLE	-----	-----	-----	625
56	4.08	EZ & KZ ENTERPRISES, LLC	TLE	-----	-----	-----	650
57	4.08	HUNG V. NGUYEN	FEE & TLE	1953	-----	1953	645
58	4.08	TODD UTECHT & JANET UTECHT	FEE & TLE	1971	-----	1971	595
59	4.09	SCHULRUD FAMILY LEGACY TRUST	FEE & TLE	1988	-----	1988	649
60	4.09	CHRISTOPHER M. PETTERSON & LAURA L. PETTERSON	FEE & TLE	1953	-----	1953	597
61	4.09	BRIAN SHIDELL	TLE	-----	-----	-----	275
62	4.09	DAVID J. NEWMAN	TLE	-----	-----	-----	199
63	4.09	JEREMY R. LUISIER	TLE	-----	-----	-----	161
64	4.09	UNDERWOOD CHAPEL, LLC	TLE	-----	-----	-----	625
65	4.09	BHAGAVATI, LLC	TLE	-----	-----	-----	381

REVISION DATE	DATE	HWY: THOMAS STREET	COUNTY R/W PROJECT NUMBER	PLAT SHEET 4.02
		COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET

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REVISION DATE

DATE

NOT TO SCALE

HWY: THOMAS STREET

COUNTY R/W PROJECT NUMBER

PLAT SHEET 4.03

COUNTY: MARATHON

CONSTRUCTION PROJECT NUMBER

PS&E SHEET

E

NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM CROCKER'S ADDITION TO THE TOWN OF STETTIN, THE FIRST ADDITION TO WUNSCH'S ROOSEVELT PARK ADDITION AND WUNSCH'S ROOSEVELT PARK ADDITION.

R/W COURSE TABLE

FROM - TO	BEARING	DISTANCE
2096 - 2097	N05°03'23"E	5.03'
2097 - 2098	SEE R/W CURVE TABLE	
2098 - 2099	SEE R/W CURVE TABLE	
2099 - 532	N89°43'35"E	7.05'
532 - 1784	S00°05'43"E	108.45'
1784 - 2068	S80°03'08"E	50.78'
2068 - 2070	S88°26'37"E	79.58'
2070 - 2071	N89°43'35"E	584.84'
2071 - 2072	S89°43'35"W	60.00'
2072 - 2073	S89°43'35"W	109.87'
2073 - 2074	S89°43'35"W	16.00'
2074 - 2075	S89°43'35"W	110.02'
2075 - 2076	S89°43'35"W	60.00'
2076 - 2077	S89°43'35"W	97.83'
2077 - 2078	N88°26'37"W	12.23'
2078 - 2079	N88°26'37"W	16.01'
2079 - 2080	N88°26'37"W	110.16'
2080 - 2081	N53°11'10"W	50.24'
2081 - 2082	N01°33'23"E	52.46'
2082 - 2083	S89°54'07"W	326.20'

R/W STATION & OFFSET TABLE

POINT	STATION	OFFSET
532	22+97.76	18.14'
1784	14+44.75	54.41'
2023	14+37.53	34.00'
2024	15+47.69	34.00'
2025	15+63.55	29.00'
2026	15+75.32	29.00'
2027	16+72.69	29.00'
2028	17+32.69	29.00'
2029	18+42.70	29.00'
2030	18+58.70	29.00'
2031	19+68.58	29.00'
2068	14+94.98	47.00'
2070	15+74.56	47.00'
2096	13+96.36	52.46'
2097	13+96.66	57.48'
2098	22+43.15	25.00'
2099	22+95.84	25.00'
2100	13+96.36	0.00'

TLE COURSE TABLE

FROM - TO	BEARING	DISTANCE
532 - 2099	S89°43'35"W	7.05'
2099 - 3178	N13°29'12"E	30.04'
3178 - 532	S00°05'43"E	29.18'

TLE STATION & OFFSET TABLE

POINT	STATION	OFFSET
3094	14+37.98	49.00'
3095	15+48.13	49.00'
3096	15+63.99	44.00'
3097	15+75.32	44.00'
3098	16+72.64	44.00'
3099	17+32.67	34.00'
3100	18+42.69	34.00'
3101	18+58.69	34.00'
3102	19+68.55	34.00'
3103	14+94.69	57.00'
3135	15+74.40	57.00'
3178	23+31.17	21.28'

R/W COORDINATE TABLE

POINT	Y	X
532	198069.160	275137.608
1784	197960.713	275137.788
2023	197877.533	275128.161
2024	197874.541	275238.284
2025	197874.106	275254.285
2026	197873.774	275266.511
2027	197874.241	275364.340
2028	197874.528	275424.340
2029	197875.054	275534.356
2030	197875.130	275550.356
2031	197875.655	275660.227
2068	197951.941	275187.802
2070	197949.779	275267.356
2096	197960.078	275089.366
2097	197965.087	275089.809
2098	198029.560	275112.962
2099	198069.126	275130.553
2100	197907.636	275087.941

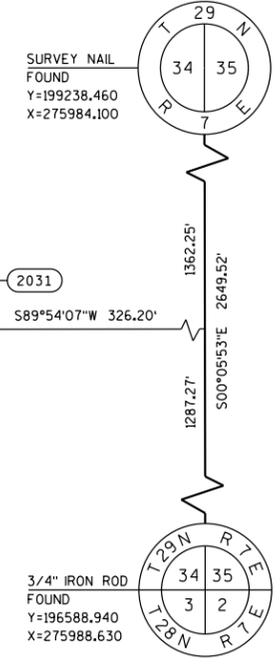
S. 15TH AVE. ALIGNMENT

P.I. = 20+26.46  
Y 197803.252  
X 275100.588  
Δ. = 04°16'05" RT.

P.I. = 22+15.57  
Y 197991.624  
X 275117.254  
Δ. = 29°23'44" RT.  
D. = 52°05'13"  
T. = 28.85'  
L. = 56.43'  
R. = 110.00'

P.I. = 22+87.71  
Y 198052.155  
X 275158.781  
Δ. = 34°23'02" LT.  
T. = 44.55'  
L. = 86.42'  
R. = 144.00'

P.I. = 23+89.88  
Y 198157.019  
X 275158.906



R/W CURVE TABLE

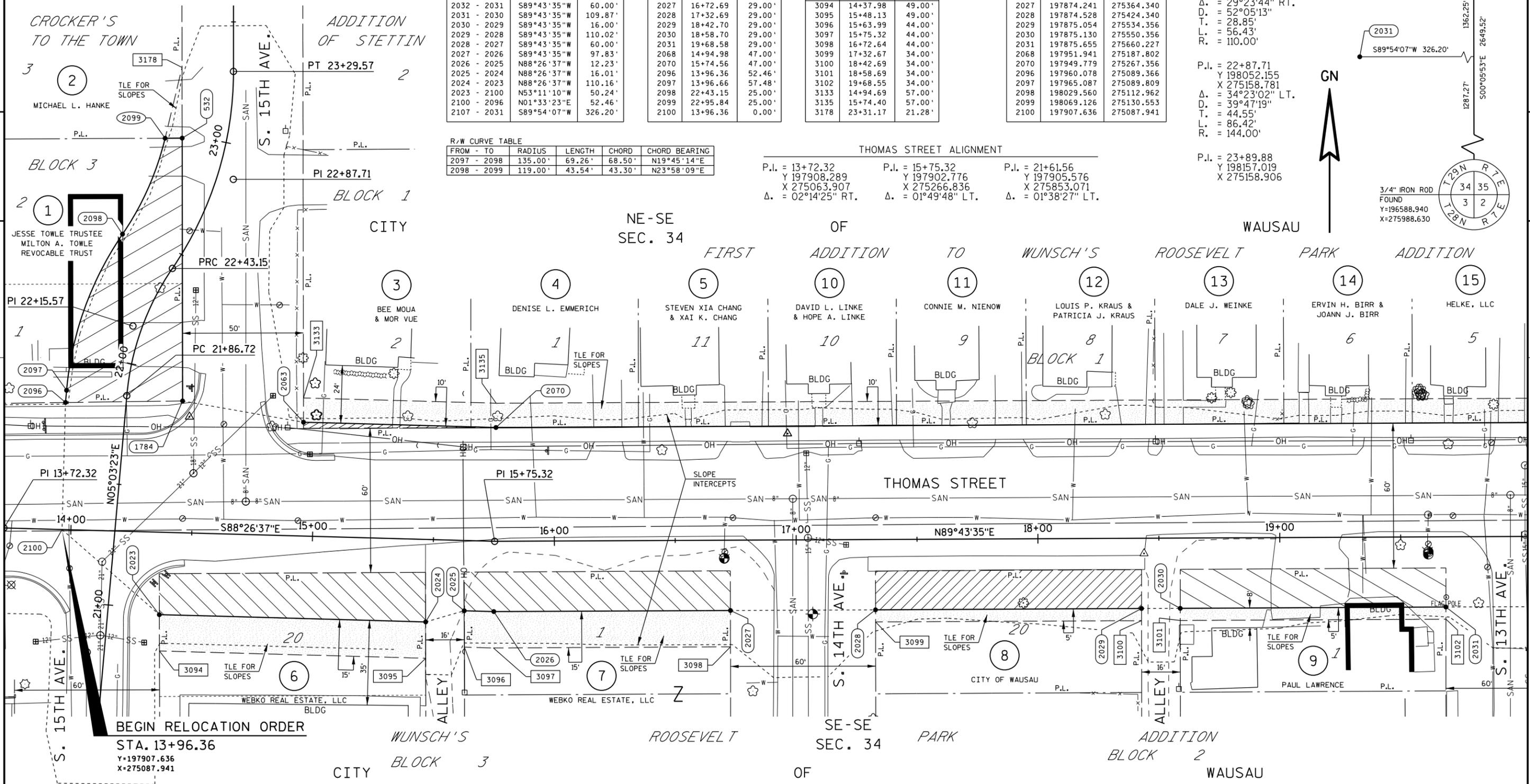
FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
2097 - 2098	135.00'	69.26'	68.50'	N19°45'14"E
2098 - 2099	119.00'	43.54'	43.30'	N23°58'09"E

THOMAS STREET ALIGNMENT

P.I. = 13+72.32  
Y 197908.289  
X 275063.907  
Δ. = 02°14'25" RT.

P.I. = 15+75.32  
Y 197902.776  
X 275266.836  
Δ. = 01°49'48" LT.

P.I. = 21+61.56  
Y 197905.576  
X 275853.071  
Δ. = 01°38'27" LT.



REVISION DATE	DATE	SCALE, FEET	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.04
	GRID FACTOR N/A	0 20 40	COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

R/W COORDINATE TABLE		
POINT	Y	X
430	197896.760	276299.844
982	197957.140	276299.791
2032	197875.941	275720.227
2033	197876.467	275830.257
2034	197876.543	275846.257
2035	197876.579	275853.624
2036	197880.017	275956.494
2037	197882.038	276016.948
2038	197886.565	276152.405
2039	197886.967	276164.405
2043	197888.002	276195.371
2048	197866.764	276268.722
2049	197855.855	276282.084
2051	197799.276	276300.000
2071	197952.573	275852.185
2072	197956.053	275956.293
2073	197958.058	276016.289
2078	197966.508	276269.072
2091	197970.910	276288.794
2092	197984.597	276299.744

R/W CURVE TABLE				
FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
2091 - 2092	14.00'	18.94'	17.53'	N38°39'35"E
2051 - 2049	168.90'	59.66'	59.35'	N17°34'14"W
2049 - 2048	22.00'	17.73'	17.25'	N50°46'15"W

NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM THE FIRST ADDITION TO WUNSCH'S ROOSEVELT PARK ADDITION, WUNSCH'S ROOSEVELT PARK ADDITION, A.R. HOLUB'S ADDITION, CSM 2557 AND GOVERNMENT LAND LINES.

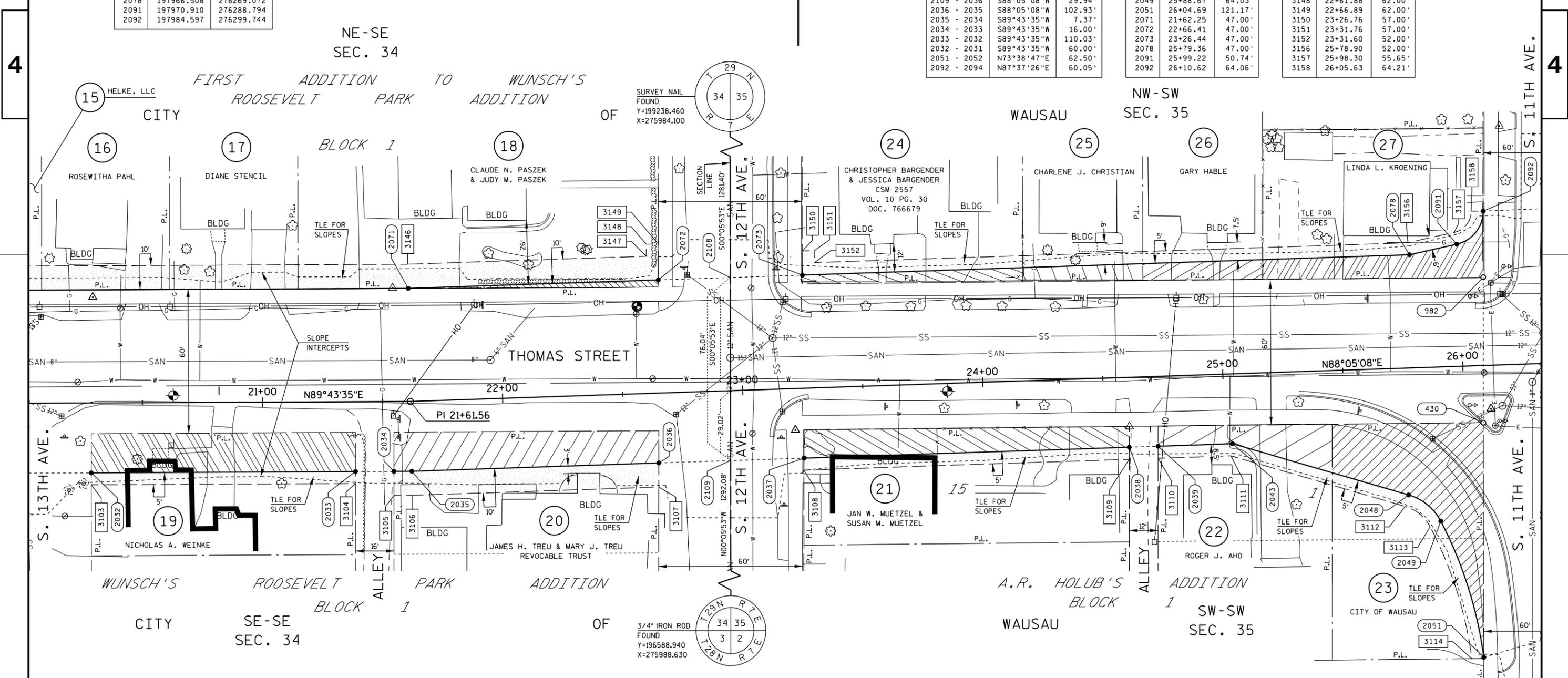
R/W COURSE TABLE		
FROM - TO	BEARING	DISTANCE
2070 - 2071	N89°43'35"E	584.84'
2071 - 2072	N88°05'08"E	104.17'
2072 - 2108	N88°05'08"E	30.02'
2108 - 2073	N88°05'08"E	30.02'
2073 - 2078	N88°05'08"E	252.92'
2078 - 2091	N77°25'03"E	20.21'
2091 - 2092	SEE R/W CURVE TABLE	
2092 - 982	S00°05'53"E	27.46'
982 - 430	S00°03'00"E	60.38'
430 - 2051	S00°05'30"E	97.48'
2051 - 2049	SEE R/W CURVE TABLE	
2049 - 2048	SEE R/W CURVE TABLE	
2048 - 2043	N73°51'08"W	76.36'
2043 - 2039	S88°05'08"W	30.98'
2039 - 2038	S88°05'08"W	12.01'
2038 - 2037	S88°05'08"W	135.53'
2037 - 2109	S88°05'08"W	30.54'
2109 - 2036	S88°05'08"W	29.94'
2036 - 2035	S88°05'08"W	102.93'
2035 - 2034	S89°43'35"W	7.37'
2034 - 2033	S89°43'35"W	16.00'
2033 - 2032	S89°43'35"W	110.03'
2032 - 2031	S89°43'35"W	60.00'
2051 - 2052	N73°38'47"E	62.50'
2092 - 2094	N87°37'26"E	60.05'

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
430	26+07.79	23.74'
982	26+09.75	36.61'
2032	20+28.58	29.00'
2033	21+38.61	29.00'
2034	21+54.61	29.00'
2035	21+61.56	29.00'
2036	22+64.07	29.00'
2037	23+24.56	29.00'
2038	24+60.09	29.00'
2039	24+72.10	29.00'
2043	25+03.08	29.00'
2048	25+75.68	52.68'
2049	25+88.67	64.03'
2051	26+04.69	121.17'
2071	21+62.25	47.00'
2072	22+66.41	47.00'
2073	23+26.44	47.00'
2078	25+79.36	47.00'
2091	25+99.22	50.74'
2092	26+10.62	64.06'

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
3103	20+28.55	34.00'
3104	21+38.58	34.00'
3105	21+54.56	39.00'
3106	21+61.56	39.00'
3107	22+63.73	39.00'
3108	23+24.38	34.00'
3109	24+59.93	34.00'
3110	24+71.93	34.00'
3111	25+02.29	34.00'
3112	25+74.13	57.43'
3113	25+84.17	66.20'
3114	25+99.70	121.57'
3146	21+62.39	57.00'
3147	22+61.73	57.00'
3148	22+61.88	62.00'
3149	22+66.89	62.00'
3150	23+26.76	57.00'
3151	23+31.76	57.00'
3152	23+31.60	52.00'
3156	25+78.90	52.00'
3157	25+98.30	55.65'
3158	26+05.63	64.21'

THOMAS STREET ALIGNMENT

P.I. = 15+75.32	P.I. = 21+61.56	P.I. = 28+12.46
Y 197902.776	Y 197905.576	Y 197927.321
X 275266.836	X 275853.071	X 276503.602
Δ = 01°49'48" LT.	Δ = 01°38'27" LT.	Δ = 01°28'07" RT.



REVISION DATE	DATE	SCALE, FEET	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.05
	GRID FACTOR N/A	0 20 40	COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM J.H. KOEHLER'S ADDITION AND A. A. BOCK'S LAKE PARK ADDITION.

FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
2094 - 2095	17.00'	27.24'	24.42'	S46°00'22"E
2059 - 2058	120.00'	64.01'	63.25'	S72°48'17"W
2058 - 2061	27.00'	15.78'	15.56'	S40°46'39"W

POINT	STATION	OFFSET
1085	26+71.53	91.76'
3115	26+64.83	117.82'
3116	26+93.30	59.29'
3117	27+01.90	49.98'
3118	27+60.37	34.00'
3119	27+77.63	34.00'
3120	27+89.64	34.00'
3121	28+03.75	34.00'
3122	29+05.92	34.22'
3123	29+05.87	39.22'
3124	29+10.87	39.22'
3125	29+70.88	39.22'
3126	29+75.88	39.22'
3127	29+75.92	34.22'
3129	32+17.79	34.24'
3130	32+17.74	39.24'
3131	32+22.74	39.24'

POINT	STATION	OFFSET
3159	26+86.53	91.35'
3160	26+85.53	60.00'
3162	27+81.04	60.00'
3163	27+92.77	52.00'
3164	28+12.46	52.00'
3165	29+06.36	52.00'
3166	29+06.61	77.00'
3167	29+11.61	77.00'
3168	29+71.46	62.00'
3169	29+76.46	62.00'
3170	29+76.36	52.00'
3172	30+91.79	52.00'
3173	31+03.79	52.00'
3175	32+19.22	52.00'
3176	32+19.27	57.00'
3177	32+24.27	57.00'

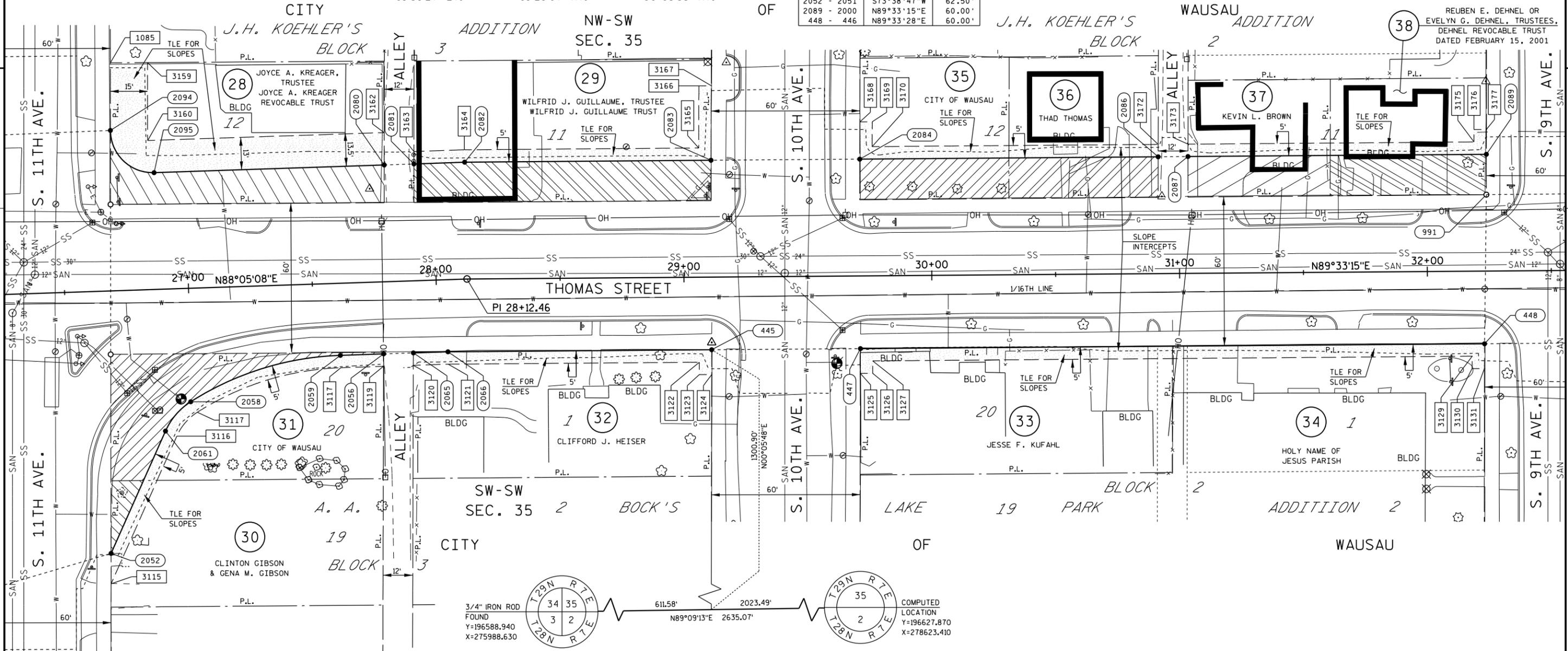
FROM - TO	BEARING	DISTANCE
2094 - 2095	SEE R/W CURVE TABLE	
2095 - 2080	N88°05'08"E	92.93'
2080 - 2081	N88°05'08"E	12.01'
2081 - 2082	N88°05'08"E	20.46'
2082 - 2083	N89°33'15"E	99.45'
2083 - 2084	N89°33'15"E	60.00'
2084 - 2086	N89°33'15"E	120.43'
2086 - 2087	N89°33'15"E	12.00'
2087 - 2088	N89°33'15"E	57.43'
2088 - 2089	N89°33'15"E	63.00'
2089 - 991	S00°05'16"W	16.26'
991 - 448	S00°41'26"W	59.99'
448 - 447	S89°33'28"W	251.87'
447 - 445	S89°33'28"W	60.00'
445 - 2066	S89°33'28"W	106.41'
2066 - 2065	S88°05'08"W	13.99'
2065 - 2056	S88°05'08"W	12.01'
2056 - 2059	S88°05'08"W	17.44'
2059 - 2058	SEE R/W CURVE TABLE	
2058 - 2061	SEE R/W CURVE TABLE	
2061 - 2052	S24°01'52"W	53.91'
2052 - 454	N00°05'30"W	80.12'
454 - 984	N00°03'00"W	60.32'
984 - 2094	N00°05'53"W	29.77'
2094 - 2092	S87°37'26"W	60.05'
2052 - 2051	S73°38'47"W	62.50'
2089 - 2000	N89°33'15"E	60.00'
448 - 446	N89°33'28"E	60.00'

POINT	STATION	OFFSET
445	29+10.97	29.22'
447	29+70.97	29.22'
448	32+22.84	29.24'
454	26+67.76	25.50'
984	26+69.73	34.79'
991	32+24.03	30.74'
2052	26+65.22	105.59'
2056	27+77.81	29.00'
2058	26+99.35	45.67'
2059	27+60.37	29.00'
2061	26+88.80	57.11'
2065	27+89.82	29.00'
2066	28+03.81	29.00'
2080	27+80.59	47.00'
2081	27+92.60	47.00'
2082	28+12.46	47.00'
2083	29+11.31	47.00'
2084	29+71.31	47.00'
2086	30+91.74	47.00'
2087	31+03.74	47.00'
2089	32+24.18	47.00'
2094	26+70.67	64.54'
2095	26+87.66	47.00'

POINT	Y	X
445	197898.869	276602.339
447	197899.332	276662.339
448	197901.277	276914.198
454	197896.997	276359.843
984	197957.321	276359.791
991	197961.257	276914.921
2052	197816.874	276359.972
2056	197897.179	276469.949
2058	197877.898	276392.090
2059	197896.597	276452.514
2061	197866.115	276381.927
2065	197897.581	276481.950
2066	197898.048	276495.930
2080	197973.230	276470.188
2081	197973.631	276482.189
2082	197974.314	276502.634
2083	197975.088	276602.085
2084	197975.555	276662.087
2086	197976.492	276782.516
2087	197976.585	276794.516
2089	197977.522	276914.946
2094	197987.087	276359.740
2095	197970.125	276377.308

THOMAS STREET ALIGNMENT

P.I. = 21+61.56 Y 197905.576 X 275853.071 Δ = 01°38'27" LT.	P.I. = 28+12.46 Y 197927.321 X 276503.602 Δ = 01°28'07" RT.	P.I. = 38+77.99 Y 197935.610 X 277569.106 Δ = 00°03'53" RT.
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3/4" IRON ROD FOUND  
Y=196588.940  
X=275988.630

COMPUTED LOCATION  
Y=196627.870  
X=278623.410

REVISION DATE	DATE	SCALE, FEET 0 20 40	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.06
	GRID FACTOR N/A		COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM HILDENSPERGER AND BRAND ADDITION, WISCONSIN VALLEY LAND COMPANY'S FIRST ADDITION AND LOTZ AND BOPF'S FIRST ADDITION.



FROM - TO	BEARING	DISTANCE
2000 - 2002	N89°33'15"E	119.69'
2002 - 2003	N89°33'15"E	12.00'
2003 - 2001	N89°33'15"E	119.69'
2001 - 2004	N89°33'15"E	60.00'
2004 - 2006	N89°33'15"E	120.04'
2006 - 2007	N89°33'15"E	12.00'
2007 - 2005	N89°33'15"E	120.04'
2005 - 1005	S00°10'16"W	16.13'
1005 - 442	S00°13'12"W	60.00'
442 - 486	S89°32'27"W	120.00'
486 - 485	S89°32'27"W	12.00'
485 - 443	S89°32'27"W	120.00'
443 - 444	S89°35'56"W	60.00'
444 - 466	S89°31'54"W	119.97'
466 - 463	S89°31'54"W	12.00'
463 - 446	S89°31'54"W	119.97'
446 - 990	N00°41'25"E	60.01'
990 - 2000	N00°05'16"E	16.24'
2000 - 2089	S89°33'15"W	60.00'
446 - 448	S89°33'28"W	60.00'
2005 - 2008	N89°35'10"E	60.00'
442 - 468	N89°37'59"E	60.00'

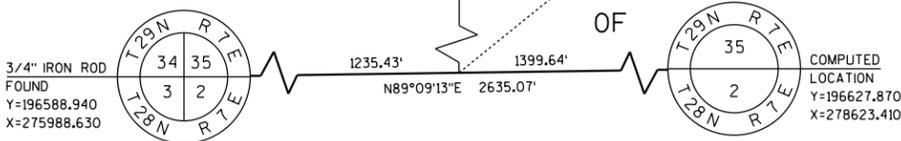
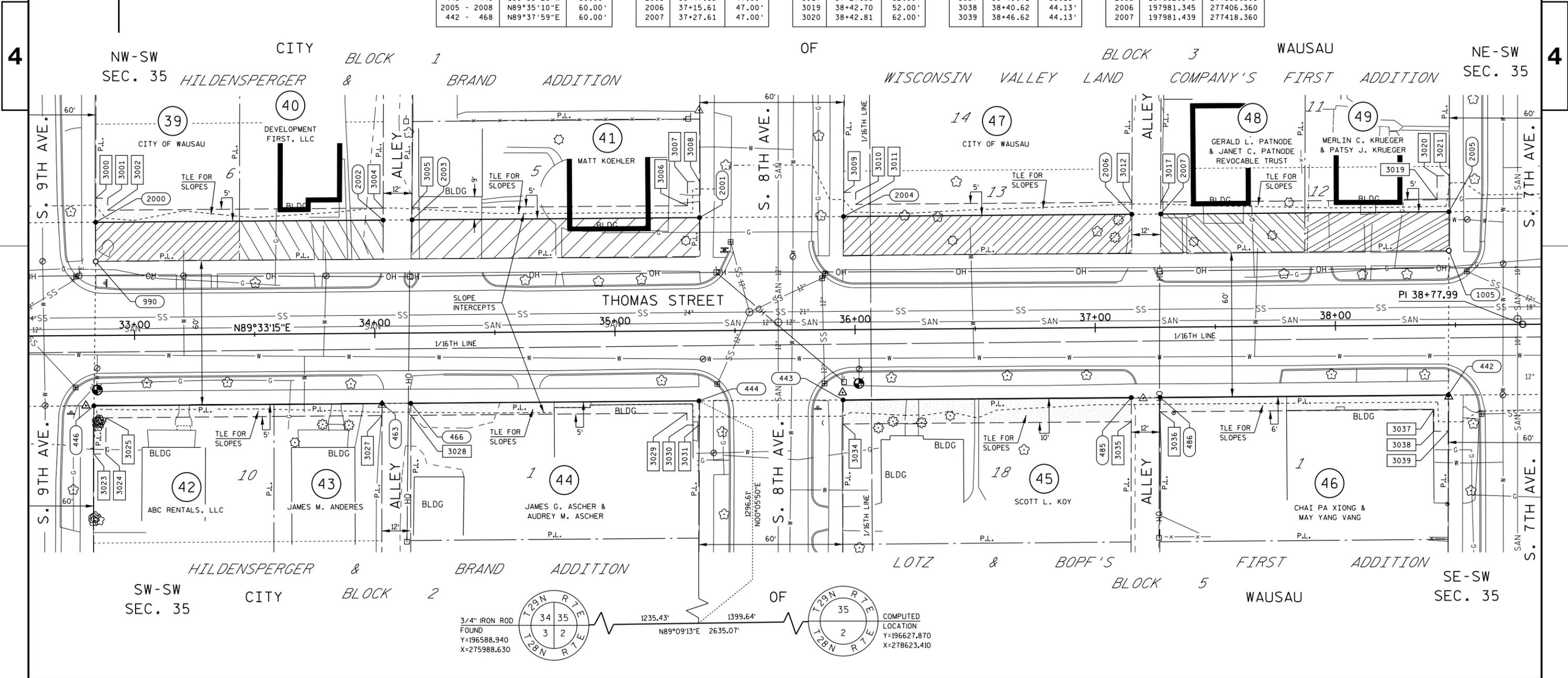
POINT	STATION	OFFSET
442	38+46.77	29.13'
443	35+94.77	29.19'
444	35+34.77	29.14'
446	32+82.84	29.24'
463	34+02.80	29.19'
466	34+14.81	29.19'
485	37+14.77	29.16'
486	37+26.78	29.16'
990	32+84.03	30.76'
1005	38+47.47	30.87'
2000	32+84.18	47.00'
2001	35+35.56	47.00'
2002	34+03.87	47.00'
2003	34+15.87	47.00'
2004	35+95.57	47.00'
2005	38+47.65	47.00'
2006	37+15.61	47.00'
2007	37+27.61	47.00'

POINT	STATION	OFFSET
3000	32+84.27	57.00'
3001	32+89.27	57.00'
3002	32+89.23	52.00'
3004	34+03.92	52.00'
3005	34+15.92	52.00'
3006	35+30.62	52.00'
3007	35+30.72	62.00'
3008	35+35.72	62.00'
3009	35+95.67	57.00'
3010	36+00.67	57.00'
3011	36+00.62	52.00'
3012	37+15.66	52.00'
3017	37+27.66	52.00'
3019	38+42.70	52.00'
3020	38+42.81	62.00'

POINT	STATION	OFFSET
3021	38+47.81	62.00'
3023	32+82.65	49.24'
3024	32+87.65	49.24'
3025	32+87.79	34.24'
3027	34+02.76	34.19'
3028	34+14.76	34.19'
3029	35+29.72	34.14'
3030	35+29.68	39.14'
3031	35+34.68	39.14'
3034	35+94.68	39.19'
3035	37+14.68	39.16'
3036	37+26.72	35.16'
3037	38+40.71	35.13'
3038	38+40.62	44.13'
3039	38+46.62	44.13'

POINT	Y	X
442	197906.239	277538.117
443	197904.220	277286.125
444	197903.800	277226.124
446	197901.740	276974.199
463	197902.721	277094.161
466	197902.819	277106.161
485	197905.181	277406.121
486	197905.278	277418.121
990	197961.748	276974.922
1005	197966.243	277538.347
2000	197977.989	276974.947
2001	197979.945	277226.323
2002	197978.920	277094.635
2003	197979.014	277106.635
2004	197980.412	277286.325
2005	197982.373	277538.395
2006	197981.345	277406.360
2007	197981.439	277418.360

THOMAS STREET ALIGNMENT  
 P.I. = 28+12.46      P.I. = 38+77.99  
 Y 197927.321      Y 197935.610  
 X 276503.602      X 277569.106  
 Δ = 01°28'07" RT.      Δ = 00°03'53" RT.



REVISION DATE	DATE	SCALE, FEET	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.07
	GRID FACTOR N/A	0 20 40	COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET



NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM WISCONSIN VALLEY LAND COMPANY'S FIRST ADDITION, LOTZ AND BOPF'S FIRST ADDITION AND J.M. SMITH'S ADDITION.

THOMAS STREET ALIGNMENT

P.I. = 38+77.99      P.O.T. = 50+16.52  
 Y 197935.610      Y 197943.181  
 X 277569.106      X 278707.610  
 Δ = 00°03'53" RT.

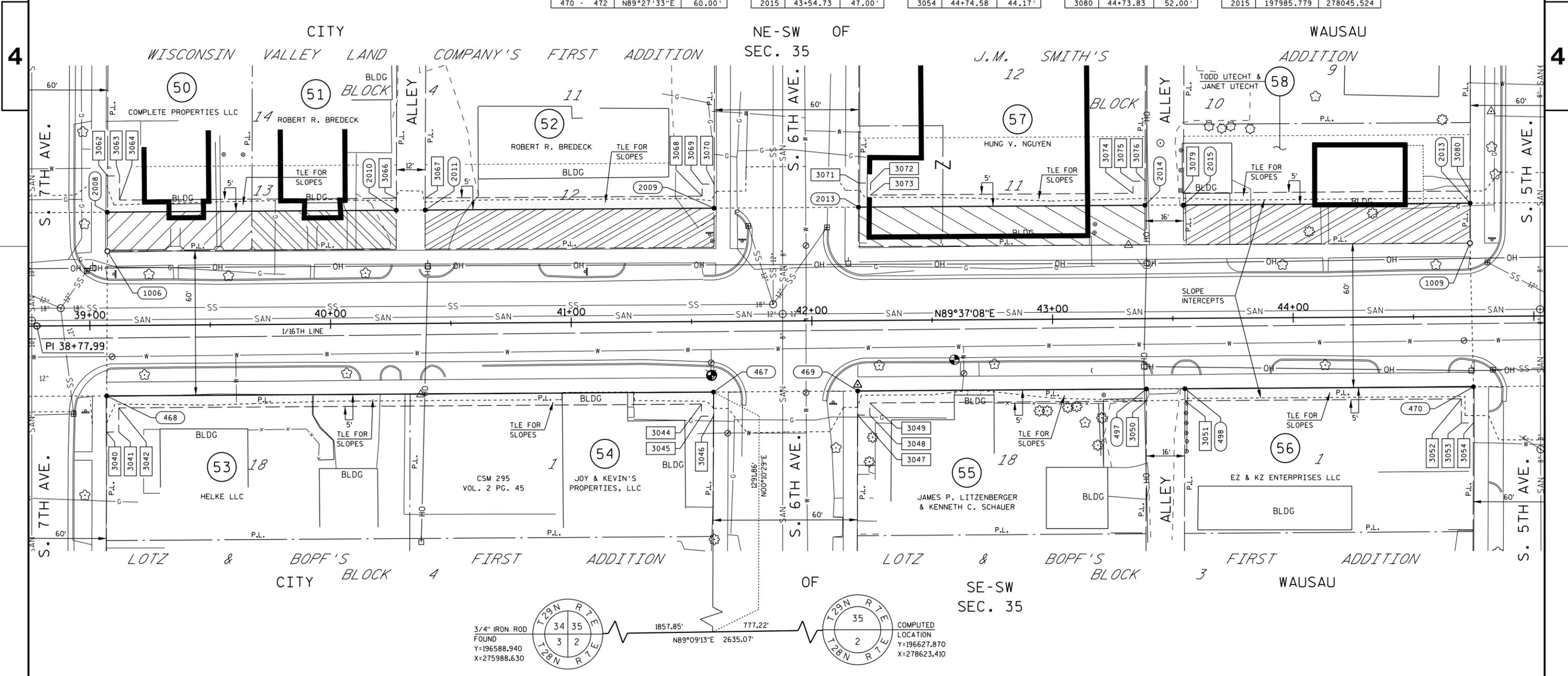
FROM - TO	BEARING	DISTANCE
2008 - 2010	N89°37'08"E	120.04'
2010 - 2011	N89°37'08"E	12.00'
2011 - 2009	N89°37'08"E	120.04'
2009 - 2012	N89°37'08"E	60.00'
2012 - 2014	N89°37'08"E	119.06'
2014 - 2015	N89°37'08"E	16.00'
2015 - 2013	N89°37'08"E	119.06'
2013 - 1009	S00°06'43"W	16.62'
1009 - 470	S01°24'58"E	59.56'
470 - 498	S89°36'20"W	119.91'
498 - 497	S89°36'20"W	16.00'
497 - 469	S89°36'20"W	119.91'
469 - 467	S89°36'34"W	60.00'
467 - 468	S89°37'59"W	252.10'
468 - 1006	N00°13'13"E	60.00'
1006 - 2008	N00°10'16"E	16.18'
2008 - 2005	S89°35'10"W	60.00'
468 - 442	S89°37'59"W	60.00'
2013 - 2016	N89°37'08"E	60.00'
470 - 472	N89°27'33"E	60.00'

POINT	STATION	OFFSET
467	41+58.91	29.24'
468	39+06.81	29.18'
469	42+18.91	29.23'
470	44+74.72	29.17'
497	43+38.82	29.20'
498	43+54.82	29.20'
1006	39+07.44	30.82'
1009	44+73.65	30.38'
2008	39+07.60	47.00'
2009	41+59.67	47.00'
2010	40+27.63	47.00'
2011	40+39.63	47.00'
2012	42+19.67	47.00'
2013	44+73.79	47.00'
2014	43+38.73	47.00'
2015	43+54.73	47.00'

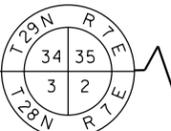
POINT	STATION	OFFSET
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3040	39+06.68	44.18'
3041	39+11.68	44.18'
3042	39+11.77	34.18'
3044	41+53.86	34.24'
3045	41+53.81	39.24'
3046	41+58.81	39.24'
3047	42+18.81	39.23'
3048	42+23.81	39.23'
3049	42+23.86	34.23'
3050	43+38.77	34.20'
3051	43+54.77	34.20'
3052	44+69.68	34.17'
3053	44+69.58	44.17'
3054	44+74.58	44.17'

POINT	STATION	OFFSET
3063	39+12.74	62.00'
3064	39+12.64	52.00'
3066	40+27.68	52.00'
3067	40+39.68	52.00'
3068	41+54.72	52.00'
3069	41+54.77	57.00'
3070	41+59.77	57.00'
3071	42+19.77	57.00'
3072	42+24.77	57.00'
3073	42+24.72	52.00'
3074	43+33.78	52.00'
3075	43+33.82	57.00'
3076	43+38.82	57.00'
3079	43+54.78	52.00'
3080	44+73.83	52.00'

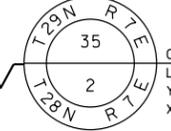
POINT	Y	X
467	197908.239	277850.211
468	197906.624	277598.118
469	197908.648	277910.213
470	197910.409	278166.018
497	197909.473	278030.115
498	197909.584	278046.115
1006	197966.626	277598.349
1009	197969.952	278164.546
2008	197982.806	277598.397
2009	197984.482	277850.467
2010	197983.604	277718.432
2011	197983.684	277730.432
2012	197984.881	277910.469
2013	197986.571	278164.578
2014	197985.673	278029.523
2015	197985.779	278045.524



3/4" IRON ROD FOUND  
 Y=196588.940  
 X=275988.630



1857.85'      777.22'  
 N89°09'13"E      2635.07'



COMPUTED LOCATION  
 Y=196627.870  
 X=278623.410

REVISION DATE	DATE	SCALE, FEET	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.08
	GRID FACTOR N/A		COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

NOTE: EXISTING RIGHT OF WAY ESTABLISHED FROM LOTZ AND BOPF'S FIRST ADDITION AND J.M. SMITH'S ADDITION.

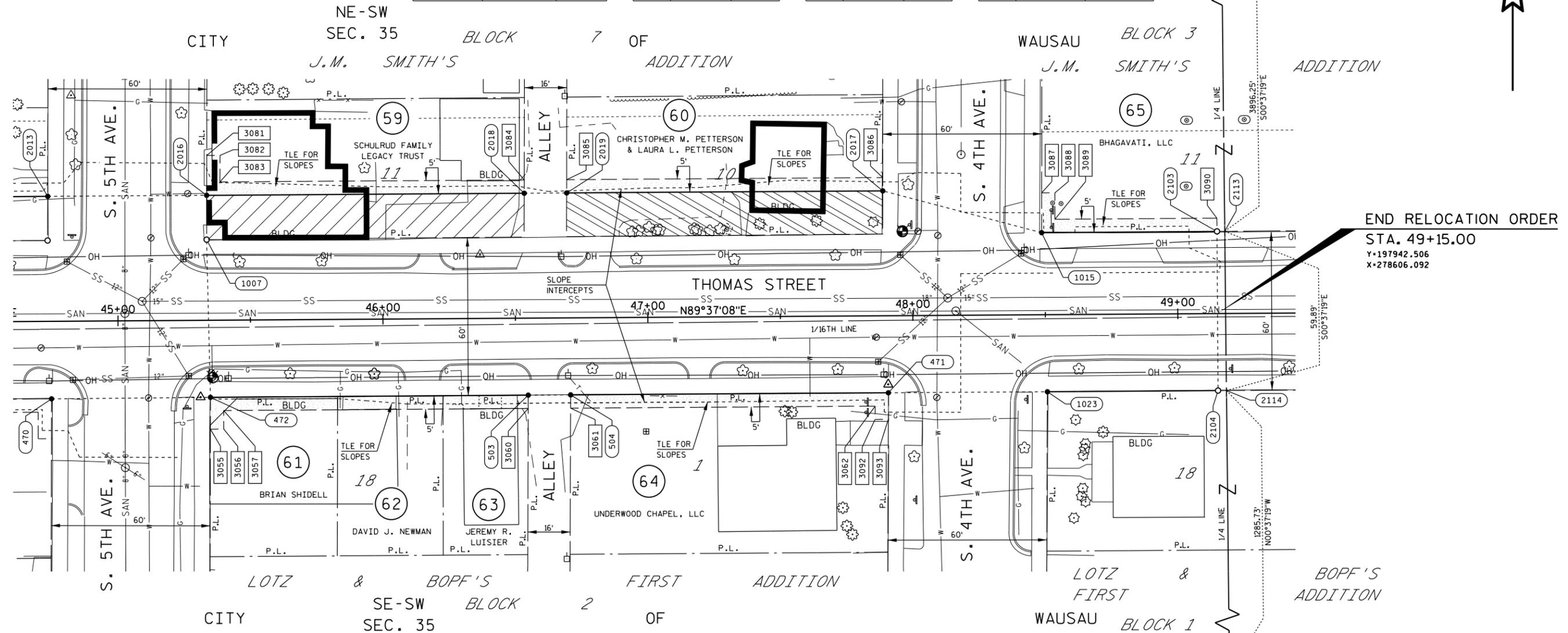
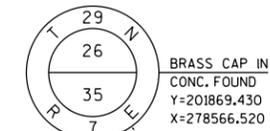
FROM - TO	BEARING	DISTANCE
2016 - 2018	N89°37'08"E	119.84'
2018 - 2019	N89°37'08"E	16.00'
2019 - 2017	N89°37'08"E	119.32'
2017 - 1015	S75°16'57"E	62.02'
1015 - 2103	N89°35'02"E	66.17'
2103 - 2113	N89°35'02"E	2.92'
2113 - 2114	S00°37'19"E	59.89'
2114 - 2104	S89°37'07"W	3.17'
2104 - 1023	S89°37'07"W	64.42'
1023 - 471	S89°37'07"W	60.00'
471 - 504	S89°37'07"W	119.93'
504 - 503	S89°37'07"W	16.00'
503 - 472	S89°37'07"W	119.93'
472 - 1007	N01°25'21"W	59.33'
1007 - 2016	N00°06'43"E	16.69'
2016 - 2016	N89°37'08"E	60.00'
472 - 470	S89°27'33"W	60.00'

POINT	STATION	OFFSET
470	44+74.72	29.17'
471	47+90.58	29.00'
472	45+34.73	29.00'
503	46+54.65	29.00'
504	46+70.65	29.00'
1007	45+33.65	30.32'
1015	48+48.83	30.85'
1023	48+50.58	29.00'
2013	44+73.79	47.00'
2016	45+33.79	47.00'
2017	47+88.95	47.00'
2018	46+53.63	47.00'
2019	46+69.63	47.00'
2103	49+15.00	30.89'
2104	49+15.00	29.00'
2113	49+17.92	30.89'
2114	49+18.17	29.00'

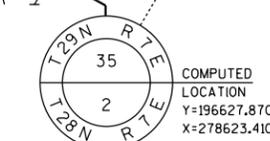
POINT	STATION	OFFSET
3052	44+69.68	34.17'
3053	44+69.58	44.17'
3054	44+74.58	44.17'
3055	45+34.62	41.00'
3056	45+39.62	41.00'
3057	45+39.68	34.00'
3060	46+54.60	34.00'
3061	46+70.60	34.00'
3062	47+85.53	34.00'
3080	44+73.83	52.00'
3081	45+33.92	62.00'
3082	45+38.92	62.00'
3083	45+38.83	52.00'
3084	46+53.67	52.00'
3085	46+69.67	52.00'
3086	47+88.99	52.00'
3087	48+48.94	45.85'
3088	48+53.94	45.85'
3089	48+53.87	35.85'
3090	49+15.00	35.89'
3092	47+85.47	39.00'
3093	47+90.47	39.00'

POINT	Y	X
470	197910.409	278166.018
471	197912.679	278481.865
472	197910.976	278226.019
503	197911.774	278345.942
504	197911.881	278361.942
1007	197970.284	278224.547
1015	197972.910	278539.718
1023	197913.079	278541.867
2013	197986.571	278164.578
2016	197986.970	278224.579
2017	197988.667	278479.733
2018	197987.767	278344.414
2019	197987.873	278360.414
2103	197973.391	278605.886
2104	197913.508	278606.285
2113	197973.412	278608.806
2114	197913.529	278609.456

THOMAS STREET ALIGNMENT  
 P.I. = 38+77.99      P.O.T. = 50+16.52  
 Y 197935.610      Y 197943.181  
 X 277569.106      X 278707.610  
 Δ = 00°03'53" RT.



END RELOCATION ORDER  
 STA. 49+15.00  
 Y=197942.506  
 X=278606.092



REVISION DATE	DATE	SCALE, FEET	HWY: THOMAS STREET	STATE R/W PROJECT NUMBER	PLAT SHEET 4.09
	GRID FACTOR N/A	0 20 40	COUNTY: MARATHON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

Local Public Agency City of Wausau Contract No. \_\_\_\_\_

**CONTRACT BETWEEN**

THE MUNICIPALITY OF City of Wausau  
(MUNICIPALITY),

AND MSA Professional Services  
(CONSULTANT).

Project: Thomas Street – Phase 1 Project ID \_\_\_\_\_

Termini: 4<sup>th</sup> Ave to 17<sup>th</sup>

Highway: Thomas Street

County: Marathon

The **CONSULTANT** Representative is Beth Steinhauer, whose work address and telephone number is: 2901 International Lane, Suite 300, Madison, WI 53704. 608-242-6622

The **MUNICIPALITY** Representative is Eric Lindman, Director of Public Works, whose work address and telephone number is: City Hall, 407 Grant Street, Wausau, WI 54403

Compensation for all services provided by the CONSULTANT under the terms of this contract shall not exceed \$ \_\_\_\_\_.

This contract will extend for the term of \_\_\_\_\_ years/months,

**For the CONSULTANT**

By: \_\_\_\_\_  
**Michael J. Statz, P.E.**

Title: Wisconsin Transportation Program Manager

Date: September

39-1016174  
**Social Security Number of FEIN**

For the MUNICIPALITY: City of Wausau

\_\_\_\_\_  
**James Tipple - Authorized Official**

Mayor / \_\_\_\_\_  
**Title Date**

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\*See attached Exhibit F for Scope of Acquisitions Services

## STANDARD PROVISIONS

### I. SCOPE OF SERVICES

(1) MSA Professional Services (hereinafter referred to as the "CONSULTANT")~~The CONSULTANT~~ shall furnish services and labor necessary to conduct and complete the services, and shall furnish materials, equipment, supplies, and incidentals other than those designated to be furnished by the City of Wausau (hereinafter referred to as~~HEREON KNOWN AS~~ "MUNICIPALITY").

(2) The services under this CONTRACT shall be performed in accordance with generally accepted standards of the profession and requirements contained in the current Wisconsin Department of Transportation Division of Highways Real Estate Program Manual~~Real Estate Program Manual (MANUAL)~~. The MUNICIPALITY shall provide copies of the appropriate Manual section to the CONSULTANT upon request.

(3) The CONSULTANT shall from time to time during the progress of the services confer with the MUNICIPALITY and shall prepare and present such information, studies, or reports as may be necessary or as may be requested by the MUNICIPALITY to enable it to reasonably pass judgment on the features of the services. The CONSULTANT shall make changes, amendments, or revisions in the detail of the services as may be requested by the MUNICIPALITY. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by MUNICIPALITY's requested changes in the scope of the services.

(4) Meetings may be scheduled at the request of the CONSULTANT or the MUNICIPALITY for the purpose of discussing and reviewing the services under this CONTRACT. Meetings may include a visit to the PROJECT site. Meeting schedules are to be coordinated with the MUNICIPALITY Representative.

### II. PROSECUTION AND PROGRESS

#### A. GENERAL

(1) Services under this CONTRACT shall commence upon notification from the MUNICIPALITY to the CONSULTANT, which order will constitute authorization to proceed.

(2) The CONSULTANT shall complete the services under this CONTRACT within the specified time for completion. Services by the CONSULTANT shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the MUNICIPALITY in the event of a delay attributable to the MUNICIPALITY, or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the CONSULTANT.

(3) The CONSULTANT may notify the MUNICIPALITY in writing when the services have been completed. Upon MUNICIPALITY's subsequent determination that the services have satisfactorily been completed, the MUNICIPALITY will provide written notification to the CONSULTANT acknowledging formal acceptance of the completed services.

## **B. DELAYS AND EXTENSIONS**

(1) Delays in completing the services within the time provided for completion for reasons not attributable to the CONSULTANT may constitute justification for additional compensation to the extent of documented increases in costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time may constitute a basis for denying any cost adjustment.

(2) Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of this CONTRACT by the other party.

## **C. TERMINATION**

(1) The MUNICIPALITY reserves the right to terminate all or part of this CONTRACT at any time with not less than ten days written notice to the CONSULTANT.

(2) In the event the CONTRACT is terminated by the MUNICIPALITY without fault on the part of the CONSULTANT, or by the CONSULTANT under II.B(2) herein, the CONSULTANT shall be paid a prorated amount for the services rendered. The prorated amount shall be the same ratio to the total CONTRACT price as the percent of services completed or partially completed and delivered to the MUNICIPALITY, as determined by mutual agreement between the MUNICIPALITY and the CONSULTANT as a CONTRACT amendment.

(3) In the event the services of the CONSULTANT are terminated by the MUNICIPALITY for fault on the part of the CONSULTANT, the CONSULTANT shall be paid a reasonable value for the services rendered and delivered to the MUNICIPALITY up to the time of termination. The value of the services will be determined by mutual agreement between the MUNICIPALITY and the CONSULTANT.

(4) In the event of the death of any member or partner of the CONSULTANT'S firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the MUNICIPALITY and the survivors, in which case the CONSULTANT will be paid as set forth in II.C.(2) herein.

#### **D. SUBLETTING OR ASSIGNMENT OF CONTRACT**

(1) The CONSULTANT shall not sublet or assign any part of this CONTRACT without prior written approval of the MUNICIPALITY. Subconsultants on this project will include:

- a. Scott Williams Appraisals, Inc.
- b. Rolling & Barnes, LLC
- c. G.J. Miesbauer & Associates, Inc.
- d. Asset Equipment Appraisals & Brokerage

(2) Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the CONTRACT.

(3) No subcontracting or assignment of any services under this CONTRACT shall state, imply, intend, or be constructed to limit the legal liability of the CONSULTANT or the sub-consultant.

#### **III. BASIS OF PAYMENT**

(1) The CONSULTANT will be paid by the MUNICIPALITY for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, expenses, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment.

(2) The CONSULTANT shall submit detailed invoices not more often than once per month during the term of the CONTRACT, for partial payment for the authorized services completed to date. The final invoice shall be submitted to the MUNICIPALITY within three months of completion of the CONTRACT. Final payment of any balance due to CONSULTANT will be made promptly after verification by the MUNICIPALITY, for completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the MUNICIPALITY.

(3) The CONSULTANT and any sub-consultants shall maintain all documents and evidence pertaining to costs incurred under this CONTRACT for inspection by the MUNICIPALITY, during normal business hours in their respective offices for a period of five years following the financial closure of the project and final CONTRACT payment.

(4) If, in the CONSULTANT'S opinion, orders or instructions given by the MUNICIPALITY would require the discarding or redoing of services which were based upon earlier direction, approvals, or instructions given by the MUNICIPALITY, that would involve services not within the scope of services, the CONSULTANT must notify the MUNICIPALITY in writing if it desires extra compensation or a time extension. The MUNICIPALITY will review the CONSULTANT'S submittal, and if acceptable, approve a CONTRACT amendment.

#### **IV. MISCELLANEOUS PROVISIONS**

##### **A. OWNERSHIP OF DOCUMENTS**

At the option of the MUNICIPALITY and upon completion or termination of this CONTRACT all manuals, guides, written instructions, unused forms, books, information and documents furnished to the CONSULTANT by the MUNICIPALITY for performance of this CONTRACT or collected or prepared by the CONSULTANT in the performance of this CONTRACT shall be properly assembled, delivered, and become the property of the MUNICIPALITY. Documents collected or prepared by the CONSULTANT in the performance of this CONTRACT may be used without restriction by the MUNICIPALITY for any public purpose.

##### **B. CONTINGENT FEES**

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this CONTRACT.

##### **C. LEGAL RELATIONS**

(1) The CONSULTANT shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.

(2) The CONSULTANT shall be responsible for damages to property or persons arising out of negligent act, error and/or omission in the CONSULTANT'S performance of the services under this CONTRACT.

(3) The CONSULTANT shall indemnify, defend, release and save harmless the MUNICIPALITY, and all of their officers, agents, and employees for anyon-account-of damages to persons or property resulting from any negligence, errors or omissions of the CONSULTANT in conjunction with performance and completion of the services covered by this CONTRACT.

##### **D. NONDISCRIMINATION IN EMPLOYMENT**

In connection with the performance of services under this CONTRACT, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, development disability as defined in sec. 51.01(5)Wis. Stats., sexual orientation as defined in sec. 111.32(13m)Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship. Except with respect to sexual orientation, the CONSULTANT agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause.

**E. ERRORS AND OMISSIONS**

The CONSULTANT shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or omissions without additional compensation. The CONSULTANT shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT.

**F. CONFLICT OF INTEREST**

The CONSULTANT warrants it has no public or private interest, and shall not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this CONTRACT. The CONSULTANT shall not employ any person currently employed by the MUNICIPALITY for any services included under the provisions of this CONTRACT.

**G. CONTINGENCY FEES**

These fees allow flexibility for payment for services that go beyond the contracted scope of work and include such things as, additional parcels, changes required to previously accepted work because of project changes, meetings required for consultation beyond the scope of the contract and any other additional services needed.

**SPECIAL PROVISIONS**

**V. REAL ESTATE CONSULTANT SERVICES**

CONSULTANT real estate services, including appraisals, negotiations, acquisition services, relocation services, and maintenance of project and parcel files, will be performed according to Wisconsin State Statutes, Wisconsin Administrative Codes, and the Wisconsin Department of Transportation Division of Highways Real Estate Program Manual.

CONSULTANT will provide services to include, but not limited to:

Provide a Real Estate Project Manager	Preparation of nominal value offers
Prepare Acquisition Stage Relocation Plan	Complete appraisal services
Pre-project conferences	Complete relocation services
Preparation of all parcel files	Complete acquisition services
Project parcel progress spreadsheets	Coordination of all plat revisions
Preparation of R/W certifications	Appraisal objective reviews
Attend monthly project status meetings, if requested	

Essentially, services include all of those activities which are dealt with in the satisfactory completion of an acquisition project, pursuant to statutory requirements of eminent domain.

Any CONSULTANT staff providing services under any particular real estate functional area that requires certifications, special requirements, special expertise, or are required to be pre-approved for that functional area, must be approved by the MUNICIPALITY. Any subsequent changes or additions to that staff must be approved by the MUNICIPALITY.

**A.) CONSULTANT STAFF/ SUB-CONSULTANT:**

<b>FUNCTION or TASK</b>	<b>NAME</b>
Project Manager	Beth Steinhauer
Lead Negotiator	Glenn Speich
Negotiator	Barbara Skibinski
Negotiator	Barb Halley
Negotiator	Ed Singer
<b>Sub Consultants</b>	
Appraiser	Scott Williams
Appraiser	Cherie Laffin
Appraiser	Janet Williams
Review Appraiser	John Rolling
Review Appraiser	Marion Barnes
Fixture Appraiser	Jacob Hoaglund
Lead Relocation Specialist	Peter Meisbauer
Relocation Specialist	Deanna Loewenhagen

## VI. CONSULTANT PROJECT MANAGEMENT

The CONSULTANT will provide a Real Estate Project Manager with sufficient experience and capability to provide an acceptable level of management and coordination of all the functional areas. Functional areas are defined as appraisal, negotiation, relocation, and lands management. This management will include the responsibility to coordinate ~~that~~ these functional areas to ensure each activity is accomplished according to all applicable~~the appropriate~~ laws, statutes, codes, and policies. Beyond the defined functional areas, the project manager will provide the coordination, oversight, and leadership required to deliver the project in a professional, timely, and cost effective manner.

The CONSULTANT Project Manager will also be responsible for maintaining appropriate reports, spread sheets, and will be the lead contact between the CONSULTANT FIRM and the MUNICIPALITY.

The CONSULTANT Project Manager will be the RECOMMENDATION AUTHORITY on all (non-contract) submittals to the MUNICIPALITY to include but not limited to:

Acquisition Stage Relocation Plan	Vouchers for parcel payments
Nominal value parcel reports	Rental agreements
Revised Offers	Administrative Revisions
Right of Way Certifications	Appraisal Objective Reviews

The CONSULTANT Project Manager will provide coordination between the consultant Real Estate staff and other Municipality personnel, or assigns, such as design, and construction.

## VII. REAL ESTATE APPRAISAL

The CONSULTANT and SUBCONSULTANTS represents they are qualified by training and experience and are able to prepare and furnish to the MUNICIPALITY the desired appraisal reports in order to assist the MUNICIPALITY in determining present fair market value.

Total fee is based upon the list of individual parcel acquisition fees and other contingencies/requirements itemized on Exhibit "A" attached hereto and made a part hereof. The CONSULTANT will furnish to the MUNICIPALITY complete and fully documented appraisals of the parcel(s) listed on Exhibit "A" included herein.

The MUNICIPALITY shall furnish the CONSULTANT with parcel numbers, right of way plat sheets, legal descriptions and names and addresses of record owners (unless identified elsewhere in this contract), and construction plan data (when available) sufficient to identify the property and define the appraisal assignment. However, the CONSULTANT will assume responsibility for the completeness, accuracy or applicability of appraisal-type information, sales, or other data given to the CONSULTANT from whatever source.

The Appraisal report on each parcel and sales study, if applicable, shall deliver 3 paper copies and one electronic copy in a .pdf format by the dates set forth in Exhibit "A" included herein. Any extension of time must be expressly granted in writing by the MUNICIPALITY.

It is agreed that the CONSULTANT shall be available to ~~the MUNICIPALITY for pretrial conferences with Counsel and~~ the MUNICIPALITY for out-of-court consultation regarding appraisals conducted for each of the parcels on Exhibit A ~~for parcels contracted to appraise herein~~ at the compensable per hour rate of: \$ 175.00 (Williams), \$ 125.00 (Hoaglund), \$ 125.00 (Rolling)

It is also agreed that the CONSULTANT will be available to the MUNICIPALITY for Court appearances and court testimony in its behalf on said properties for compensation computed on the per hour rate of: \$ 190.00 (Williams), \$ 125.00 (Hoaglund), \$ 175.00 (Rolling)

Payment for court appearances, and court testimony at the request of or in compliance with the legal process on behalf of adversary parties, not performed at the request or demand of the MUNICIPALITY, shall not be the obligation of the MUNICIPALITY.

~~The CONSULTANT shall apply the legal opinions and conclusions of law as given by the attorney for the MUNICIPALITY.~~ Exhibits "B" and "C" are attached hereto and made a part hereof as a reference summary for the CONSULTANT. The CONSULTANT also agrees to utilize the Certificate of Appraiser.

**EXHIBIT A****APPRAISAL PARCEL FEES**

RE1002 88 (Replaces RA121)

**APPRAISER: Scott Williams Appraisals****DATE:**

<b>Parcel No</b>	<b>Owner</b>	<b>Relocation</b>	<b>Specialty Reports</b>	<b>Appraisal Format Required</b>	<b>Required Completion Date</b>	<b>Appraisal Fee</b>
1	Jesse Towle & Milton Towle	Yes		STDI		\$2,500
24	Christopher & Jessica Bargender	Yes		STDI*		\$2,900
25	Christine Christian	Yes		STDI*		\$2,900
26	Gary Hable	Yes		STDI*		\$2,900
27	Linda Kroeinig	Yes		STDI*		\$2,900
29**	Wilfrid Guillaume	Yes		STDI		\$2,800
36	Thad Thomas	Yes		STDI		\$2,500
37	Kevin Brown	Yes		STDI		\$2,500
38	Reuben & Evelyn Dehnel	Yes		STDI		\$2,500
40	Development First LLC	Yes		STDI		\$2,500
41	Matt Koehler	Yes		STDI		\$2,500
48	Gerald Patnode & Janet Patnode	Yes		STDI		\$2,500
49	Merlin Krueger & Kathy Krueger	Yes		STDI		\$2,500
50	Complete Properties LLC	Yes		STDI		\$2,500
51	Robert Bredeck	Yes		STDI		\$2,500
57A**	Hung Nguyen & Hong Nguyen	Yes		STDI		\$2,600
57B**	Hung Nguyen & Hong Nguyen	Yes		STDI		\$3,000
58	Todd Utecht & Janet Utecht	Yes		STDI		\$2,500
59	Schulrod Family Legacy, Randy Schulrod	Yes		STDI		\$2,500
60	Christopher & Laura Petterson	Yes		STDI		\$2,500
9	Paul Lawrence	Yes		STDI		\$2,500
19	Nicholas Weinke	Yes		STDI		\$2,500
21	Jan Muetzel & Susan Muetzel	Yes		STDI		\$2,500
22	Roger Aho	Yes		STDI*		\$2,900

\*Appraisals with valuations for both strip land acquisition and total purchase acquisition addressed.

\*\* Commercial parcels

<b>Project Kick-off &amp; Project Introduction Meetings</b>		\$1,500
<b>Project Data Book</b>		\$7,000
<b>TOTAL FEE</b>		\$71,400
<b>Contingency Fee</b> Additional residential appraisals @ \$2,500/ea		
<b>PROJECT I.D. THOMAS STREET</b>	<b>COUNTY: MARATHON</b>	

EXHIBIT A-1						
APPRAISAL FEES						
APPRAISER: Asset Equipment Appraisals & Brokerage				DATE:		
Parcel No	Owner	Relocation	Specialty Reports	Appraisal Format Required	Required Completion Date	Appraisal Fee
29	Wilfrid Guillaume	Yes	Fixture			\$3,875
57A	Hung Nguyen & Hong Nguyen	Yes	Fixture			\$3,275
57B	Hung Nguyen & Hong Nguyen	Yes	Fixture			\$4,875
<b>TOTAL FEE</b>						\$12,025
<b>Contingency Fee</b>						
<b>PROJECT I.D. THOMAS STREET</b>				<b>COUNTY: MARATHON</b>		

EXHIBIT A-2						
APPRAISAL REVIEW FEES						
APPRAISER: Rolling & Barnes, LLC				DATE: September 16, 2015		
						Appraisal Review Fees
<b>Review each Appraisal</b> – Desk & field review, communicate with appraisers, PLA 2128 review report and LPA 1894 Offering Price Report. Cost to 24 parcels @ \$700 per each						\$16,800
<b>Project Kick-off &amp; Project Involvement Meetings</b>						\$1,200
<b>Review Project Data Book</b>						\$2,500
<b>TOTAL FEE</b>						\$20,500
<b>Contingency Fee</b> Desk review of Owner supplied appraisal @ \$700 per each						
<b>PROJECT I.D. THOMAS STREET</b>				<b>COUNTY: MARATHON</b>		

## **EXHIBIT B**

### **APPRAISAL FORMATS**

This is a brief summary of the three appraisal formats. More detail is provided in Chapter 3 of the Real Estate Program Manual, which will be provided upon request.

#### **URAR Format (Uniform Residential Appraisal Report)**

- Total taking of a residence - Note: additions required compared with usual banking requirements

#### **Short Format Appraisal**

- When a "Nominal Payment Parcel - Waiver of Appraisal Form" is rejected by the owner
- On a Non-Complex Parcel where highly comparable market data is available with minimal adjustments required
- Present Highest and Best Use is not changed by the proposed improvement
- There are no substantial damages to the remainder and no special benefits, land severance \$2,000 or less NO building severance
- No dollar limit for Cost-to-Cure
- May include minor outbuildings, wells, septic systems, driveways or items of landscaping which may be evaluated by the cost approach

#### **Standard Format (Detailed Appraisal)**

- Complex appraisal problems
- Damages are difficult to support or determine
- Land severance damages over \$2,000
- Any building severance
- Format to be used if legal action is likely
- May be strip appraisal or before and after if buildings are affected.

## EXHIBIT C

### PROJECT DATA BOOK

An acceptable Project Data Book will contain all the comparable sales/rentals pertinent to the valuation of all subject properties contracted to appraise. **This is only a summary; the CONSULTANT agrees to refer to Chapter 3 of the MANUAL for greater detail.**

The appraiser ~~shall~~should include the following in the Project Data Book:

1. Vacant land sales - most current, comparable available in market area.
2. Sales with minor improvements which can be allocated. This information is especially valuable when vacant land sales are limited.
3. Improved Sales when applicable. This information will include analysis of improvements and allocate sales price between land, site improvements, various building improvements and personal property included in sales price, if applicable.
4. ~~Include~~Sales which are used to support adjustments in the comparative analysis or support severance damages to remainders after taking for ~~appropriate~~certain after situations.
5. Verification of sales data, preferably with principal parties in the transaction, documented and documentation on the sales data sheets, is required.
6. A sales location map with sufficient detail to easily locate all sales.
7. A standardized sales data sheet for each comparable sale.
8. A summary of all sales, ~~will be included.~~ Sales ~~will~~could be classified by use, location, size or other categories that will provide a reasonable division of the sales.
9. If the project involves properties where improvements are to be appraised and the income approach to value will be used, the CONSULTANT will contact the Review Appraiser assigned to the project for further Rental Survey requirements.

## VIII. REAL ESTATE NEGOTIATIONS

The CONSULTANT represents that it has [the](#) qualifications by training and experience and is able to provide the MUNICIPALITY the desired Negotiation services ~~necessary in order~~ to assist the MUNICIPALITY in clearing the required Right of Way for the subject project.

The total fee is based upon the work elements of individual parcel fees and other work elements itemized on Exhibit "D" included herein. The CONSULTANT will furnish to the MUNICIPALITY complete and fully documented negotiation services. These services will be provided in conformance with the [Wisconsin Department of Transportation Division of Highways Real Estate Program Manual, WISCONSIN DEPARTMENT OF TRANSPORTATION MANUAL](#), the Wisconsin Statutes, other appropriate and pertinent State and Federal laws, policies and guidelines described as responsibilities in this contract.

The CONSULTANT shall supply the individual parcel folders containing:

Title Search Report	Typed Partial Release, if required
Copy of Introductory/Brochure letter	Property Inventory Report
Original and Copy of Appraisal Report	Property Owners Appraisal Guidelines
Approved Offering Price Report	Statement to the Construction Engineer
Negotiation Diary Forms	Parcel Check List
Closing Statement Form	W-9 Form
Offering Price Letter	Legal Description for Acquisition Area
Waiver of appraisal, if appropriate	

The CONSULTANT shall send an Introduction/Brochure letter and "Rights of Landowners Under Wisconsin Eminent Domain Law" brochure to each parcel owner.

The MUNICIPALITY may meet with the CONSULTANT, prior to the initiation of negotiations, to review any file material pertinent to the acquisition process.

The MUNICIPALITY shall supply the CONSULTANT with the following:

- Construction Plans, Profiles and Cross Sections
- Right of Way Plats
- "Rights of Landowners" Brochures
- Design Study Report
- Required Tax Forms
- Owners Contact List with Mailing Addresses and Phone Number
- Title Reports & Title Updates for Each Parcel
- Tax Listing Reports

RUNKEL ABSTRACT & TITLE shall assume responsibility for the final disposition of the acquisition including voucher, sending payment and recording documents. Fees for these services will be ~~directly~~ billed [directly](#) to the MUNICIPALITY.

The CONSULTANT will assume responsibility for ~~all actions performed~~ [condemnation actions in conjunction with the City Attorney](#) up to the recording of the Award of Damages as required. The MUNICIPALITY will cut the checks for payment to the property owners, and sign any Jurisdictional Offers, Lis Pendens, or Awards of Damages.

If Nominal Payment Parcels are to be negotiated as part of this contract, the MUNICIPALITY shall determine which parcels qualify as Nominal Parcels and identify such parcels.

The CONSULTANT will determine the potential Offering Prices for all Nominal Parcels and provide the MUNICIPALITY a completed report listing those Nominal values for review and approval.

Any Appraisal Reports received from the property owners shall be handled in accordance with the [Wisconsin Department of Transportation Division of Highways Real Estate Program Manual](#)~~MANUAL~~. The CONSULTANT shall submit a copy of the Appraisal Report along with a recommendation for payment or non-payment, to the MUNICIPALITY for review.

When Revised Offers or Administrative Revisions are warranted due to errors, design changes, owner's counter offers, litigation protection or other reasons, the CONSULTANT shall attempt to secure a purchase agreement from the owner subject to approval by the MUNICIPALITY in the case of a minor adjustment. When a significant increase is involved the CONSULTANT shall set up a conference with the MUNICIPALITY to discuss the proposed settlement prior to making any commitments to the Property Owner. The CONSULTANT should be prepared to present a recommendation and justification by means of factual data available. In either event the CONSULTANT will formally submit an Administrative Settlement or a Revised Offer to the MUNICIPALITY for approval.

By the end of each month or as requested, the CONSULTANT shall submit to the MUNICIPALITY a progress report for that month's activities.

All offers, appraisals, revised offers, and Administrative Revisions are subject to approval by the MUNICIPALITY.

**EXHIBIT "D"**

**NEGOTIATION PARCEL FEES**

Negotiator : Glenn J. Speich Jr., Barbara Skibinski, Beth Steinhauer, Barb Halley, Ed Singer

Date 9/18/15

Parcel No.	Owner	Relocation	Complex Negotiation Special Requirements*	Required Completion Date	Negotiation Fee
1	Jesse Towle & Milton Towle	Yes	Complex		\$2,400
24***	Christopher & Jessica Bargender	Yes	Complex		\$2,400
25***	Christine Christian	Yes	Complex		\$2,400
26***	Gary Hable	Yes	Complex		\$2,400
27***	Linda Koenig	Yes	Complex		\$2,400
29**	Wilfrid Guillaume	Yes	Complex		\$3,600
36	Thad Thomas	Yes	Complex		\$2,400
37	Kevin Brown	Yes	Complex		\$2,400
38	Reuben & Evelyn Dehnel	Yes	Complex		\$2,400
40	Development First LLC	Yes	Complex		\$2,400
41	Matt Koehler	Yes	Complex		\$2,400
48	Gerald Patnode & Janet Patnode	Yes	Complex		\$2,400
49	Merlin Krueger & Kathy Krueger	Yes	Complex		\$2,400
50	Complete Properties LLC	Yes	Complex		\$2,400
51	Robert Bredeck	Yes	Complex		\$2,400
57A**	Hung Nguyen & Hong Nguyen	Yes	Complex		\$3,600
57B**	Hung Nguyen & Hong Nguyen	Yes	Complex		\$3,600
58	Todd Utecht & Janet Utecht	Yes	Complex		\$2,400
59	Schulrod Family Legacy, Randy Schulrod	Yes	Complex		\$2,400
60	Christopher & Laura Petterson	Yes	Complex		\$2,400
9	Paul Lawrence	Yes	Complex		\$2,400
19	Nicholas Weinke	Yes	Complex		\$2,400
21	Jan Muetzel & Susan Muetzel	Yes	Complex		\$2,400

22***	Roger Aho	Yes	Complex		\$2,400
<b>Consultant Project Management Fee</b>					<b>\$4,800</b>
<b>Introduction letters, create &amp; distribute door hanger notices for PIM</b>					
<b>Attend Project Introduction Meeting</b>					<b>\$4,400</b>
<b>Project Kick-off with City Staff</b>					<b>\$1,600</b>
<b>TOTAL FEE</b>					<b>\$72,000</b>
<b>Contingency Fee</b> – Cost to attend up to four (4) planning and/or status meeting with the City (\$1,600 ea)					
<b>PROJECT I.D. THOMAS STREET</b>			<b>COUNTY: MARATHON</b>		
<p>*All parcels are being appraised</p> <p>**Commercial parcels</p> <p>***Parcels are being appraised with valuations for both strip land acquisition and total purchase acquisition addressed.</p>					

**IX. REAL ESTATE RELOCATION CONSULTANT**

The CONSULTANT and GJ Miesbauer and Associates, Inc. (hereinafter referred to as "SUBCONSULTANTS") represent they possess the necessary qualifications by training and experience and are able to prepare and furnish to the MUNICIPALITY the desired relocation services.

The total fee is based upon the list of individual parcel fees and other contingencies/requirements itemized on Exhibit "E" attached hereto and made a part hereof. The CONSULTANT will provide to the MUNICIPALITY the services indicated on Exhibit "E".

The MUNICIPALITY shall furnish the CONSULTANT with parcel numbers, right of way plat sheets, legal descriptions and names and addresses of record owners (unless identified elsewhere in this contract), sufficient to identify the property and define the relocation assignment. The CONSULTANT will, however, assume responsibility for the completeness, accuracy or applicability of the relocation-type information, or other data given to the CONSULTANT from whatever source.

The work on each parcel and the relocation plan, if applicable, shall deliver 4 copies by the dates set forth in Exhibit "E" included herein. Any extension of time must be expressly granted in writing by the MUNICIPALITY.

It is agreed that the CONSULTANT shall be available to the MUNICIPALITY for out-of-court consultation regarding any parcel listed on Exhibit "E"~~pretrial conferences with Counsel and the MUNICIPALITY for parcels contracted, herein~~ at the per hour rate of: \$ 150

It is also agreed that the CONSULTANT will be available to the MUNICIPALITY for Court appearances and court testimony on its behalf at a per hour rate of: \$ 150

Payment for court appearances, and court testimony at the request of or in compliance with the legal process on behalf of adversary parties, not performed at the request or demand of the MUNICIPALITY shall not be the obligation of the MUNICIPALITY.

The CONSULTANT shall apply the legal opinions and conclusions of law as given by the attorney for the MUNICIPALITY and shall use proper relocation techniques, methods and analyses applicable, and agrees to perform the Relocation Service and Payments Plan, if applicable, in the approved formats to be provided by the MUNICIPALITY as such formats are applicable and in accordance with all instructions provided.

**CONSULTANT AND SUBCONSULTANT SHALL PERFORM THE FOLLOWING ACTIVITIES:**

**A. RELOCATION PLAN**

1. A. CONSULTANT agrees to prepare the project Acquisition Stage Relocation

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Plan for approval by appropriate State and Federal Agencies and to utilize the procedures and forms contained in the State's most current Relocation Assistance Manual.

~~a.1.~~ The development of this plan requires that each of the potential displacees' be contacted by the CONSULTANT to inform them of their respective relocation rights and benefits and to secure personal information necessary for the plan.

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~~b.2.~~ Wisconsin Administrative Code (COMM 202.28) requires that a plan shall include the following elements in sufficient detail to assess whether relocation can be satisfactorily accomplished.

- ~~i.a.~~ Project Description
- ~~ii.~~ ~~b.~~ Project Administration
- ~~iii.e.~~ Inventory of Displacements
- ~~iv.d.~~ Characteristics of Occupants
- ~~v.e.~~ Survey of Resources
- ~~vi.f.~~ Relocation Service and Assistance
- ~~vii.g.~~ Relocation Payment Plan
- ~~viii.h.~~ Property Management
- ~~ix.i.~~ Relocation Grievance Procedures
- ~~x.j.~~ Maps and Photographs

~~2. B.~~ CONSULTANT shall begin to provide services under this CONTRACT upon execution thereof by the MUNICIPALITY, and CONSULTANT shall complete the Acquisition Stage Relocation Plan and submit plan for approval within a maximum of 90 days of the execution thereof by MUNICIPALITY, providing suitable replacement sites can be obtained to demonstrate referrals.

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## **B. RESIDENTIAL DISPLACEMENT**

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~~A.~~ CONSULTANT shall perform the following:

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1. Counsel each individual and family concerning their specific needs regarding replacement housing that is decent, safe and sanitary, is suitably located and within their financial means.
2. Continually gather data commensurate with the displacees' needs and advise them accordingly. Provide current information on the availability of rental/sale of housing in the general area. Inspections will be made of those units that the displacees' actually rent or purchase as their replacement units to certify that they are decent, safe and sanitary.
3. Assist prospective homeowners in obtaining mortgage financing and aid in the preparation of offers to purchase. Assist in obtaining related documents, e.g., credit reports, appraisals, surveys.

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4. Advise prospective tenants on lease agreements, tenant/landlord responsibilities, security deposit practices, and rental ranges, ~~etc.~~
5. Provide information and referrals to local welfare and social service assistance agencies when there appears a need for such service.
6. Make personal contacts for the purpose of discussing and providing leads, referrals and all other matters necessary for successful relocation. Personal contacts will be determined upon the complexity of the displacement and the level of availability in compliance with the spirit and intent of the relocation program.
7. Provide assistance to complete claims for relocation payments for which each displaced may be eligible.
8. Assist in planning moving arrangements including the transfer of utility services.
9. Provide all required written notices, delivered by personal contact whenever feasible, to ensure full understanding of eligibility requirements, payment options, project information and other notices required by law or regulations.

**C. BUSINESS DISPLACEDS**

**A. CONSULTANT shall perform the following:**

1. Assist owners of displaced business concerns in obtaining and becoming established in suitable business locations.
2. Maintain listings of vacant or available business sites.
3. Maintain close contact with agencies and brokers dealing in commercial and business space.
4. Inform business concerns of the Small Business Administration entitlements when federal aid is involved.
5. Assist in obtaining or transferring business licenses and permits.
6. Jointly develop an inventory of personal property to be moved.
7. Advise owners of relocation claim entitlements and assist in filing claims with full documentation.
8. Contact with each business unit will be made at regular intervals during which various leads or referrals will be offered.

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**EXHIBIT "E"**

RELOCATION CONTRACT PARCEL FEES

Relocation Service       Relocation Plan

RE 1002 895

CONSULTANT: GJ Miesbauer and Associates, Inc.

DATE: September 14, 2015

Parcel No	Owner	Tenant	Type of Displ.	Vacate	Fee
1	Towle		Res		\$2,750
24	Bagender		Res*		\$2,750
25	Christian		Res*		\$2,750
26	Hable		Res*		\$2,750
27	Kroening	Yes (2)	Res*		\$5,500
29	Guillaume	Wausau Eggroll	Bus		\$4,500
36	Thomas		Res		\$2,750
37	Brown		Res		\$2,750
38	Dehnel	Yes (1)	Res		\$2,750
40	Dev. First LLC	Yes (2)	Res		\$5,500
41	Koehler		Res		\$2,750
48	Patnode	Yes (1)	Res		\$2,750
49	Krueger	Yes (1)	Res		\$2,750
50	Complete Prop., LLC	Yes (1)	Res		\$2,750
51	Bredeck	Yes (1)	Res		\$2,750
57A	Nguyen	Tremor Bar	Bus		\$4,500
57B		Oriental Food Mart	Bus		\$4,500
58	Utecht	Yes (2)	Res		\$5,500
59	Schulrud	Yes (2)	Res		\$5,500
60	Petterson	Yes (2)	Res		\$5,500
9	Lawrence		Res		\$2,750
19	Weinke		Res		\$2,750
21	Muetzel		Res		\$2,750
22	Aho	Yes (1)	Res*		\$2,750

<b>Project Kick-off Meeting</b>		\$1,600
<b>Project Introduction Meeting</b>		\$1,600
<b>RELOCATION PLAN REPORT</b> – Cost is for displacees' listed herein; additional units will be an additional cost*		\$12,500
<b>TOTAL FEE</b>		<b>\$100,700</b>
<b>Contingency Fee</b> – Cost to attend up to four (4) planning and/or status meeting with the City (\$1,600 ea)		
<b>PROJECT I.D.</b> Thomas Street Project	<b>COUNTY</b> Marathon	

\*Depending on the basis of the City's decision whether to acquire Parcels 24, 25, 26, 27, & 22 as strip land acquisitions. If the City chooses to go with the total purchase option for the acquisitions of Parcels 24, 25, 26, 27, & 22 a Plan Amendment may be required in order to proceed.

**X. TITLE SEARCH**

**UPDATED TITLE SEARCH REPORT –**

Title updates will be requested by the CONSULTANT and prepared by Runkel Abstract & Title and billed directly to the MUNICIPALITY,

**EXHIBIT F**  
**SCOPE OF ACQUISITION SERVICES**

The City of Wausau plans to reconstruct Thomas Street from 4th Avenue to 17th Avenue. The project will include the replacement of water/sewer service laterals, new sidewalks, curb and gutter and a center median. The reconstructed street is approximately 3,600 feet long. There are approximately 68 parcels abutting the street reconstruction. Because of the size and complexity of the project, property acquisitions and relocations have been subdivided into phases. Phase 1 is described in the following sections. Future phases will be determined as additional information is available.

**Phase 1 Thomas Street-4<sup>th</sup> Avenue to 17<sup>th</sup> Avenue**

Three commercial parcels and 16 residential parcels have been identified as requiring a total acquisition of the parcel in fee. The businesses and residents will be relocated.

Five parcels will have appraisals prepared to address strip land acquisition and total purchase acquisition valuations options. The City will determine which option will be utilized based on information provided in the appraisals.

The right of way plat is being prepared by AECOM and the anticipated approval date is October 1, 2015.

<b>Parcel #</b>	<b>Owner</b>	<b>Comm/Res</b>	<b>Relocation</b>
1	Jesse & Milton Towlee	Res	Yes
24	Christopher & Jessica Bargender	Res	Yes (1)
25	Charlene Christian	Res	Yes (1)
26	Gary Hable	Res	Yes (1)
27	Linda L. Kroening	Res	Yes (1)
29	Wilfrid J. Guillaume (Wausau Eggroll)	Comm	Yes
36	Thad Thomas	Res	Yes
37	Kevin Brown	Res	Yes
38	Reuben & Evelyn Dehnel	Res	Yes
40	Development First LLC	Res	Yes
41	Matt Koehler	Res	Yes
48	Gerald & Janet Patnode	Res	Yes
49	Merlin & Kathy Krueger	Res	Yes
50	Complete Properties LLC	Res	Yes
51	Robert Bredeck	Res	Yes
57A	Hung Nguyen & Hong Nguyen (Tremor's Sports Bar)	Comm	Yes
57B	Hung Nguyen & Hong Nguyen (Wausau Oriental Food Market)	Comm	Yes
58	Todd & Janet Utecht	Res	Yes
59	Schulrod Family legacy	Res	Yes
60	Christopher & Laura Peterson	Res	Yes
9	Paul Lawrence	Res	Yes
19	Nicholas Weinke	Res	Yes
21	Muetzel, Jan & Susan Muetzel	Res	Yes
22	Roger Aho	Res	Yes (1)
Note 1) Five parcels will have appraisals prepared to address strip land acquisition and total purchase acquisition valuation options. The City will determine which option will be utilized based on information provided in the appraisals			

1. MSA will create an introduction letter to the property owners to be approved by the City. The letter will be sent on joint City/MSA letterhead for this project. The letter will introduce the MSA team and will include a Rights of Landowners Under Wisconsin Eminent Domain Law brochure and a Wisconsin Relocation Rights brochure, if applicable. The letter will provide the location and date for a Project Introduction Meeting. The letter will also include the following information:
  - Copy of the plat.
  - Timeline for the project.
  - Contact information for the MSA project manager.
  - Contact information for the Appraiser, if the parcel is being appraised.
  - Contact information for the Relocation Specialist, if relocation is necessary.
2. A project kick off meeting with City staff will be held in the afternoon in early October, 2015. The meeting will help to identify critical issues to be resolved, significant timeframes, the general requirements of acquisition involving the eminent domain process that apply to this project, and topics related to the project.
3. The Introduction Meeting for landowners will introduce City staff and officials and MSA team members. The meeting will open with a general session where the MSA team will explain the eminent domain process and time line. A time for question and answer will follow with the announcement that the MSA team will remain to talk one-on-one with the property owners. The Appraiser and Relocation Specialist will be able to make appointments and answer questions individual owners have. Minutes of the Project Introduction Meeting will be created.
4. There are a large number of tenants in the project area that need to be contacted. Letters are being sent to landowners, but contacting tenants is more difficult. To encourage attendance at the Project Introduction Meeting, by tenants of rental units (both in the Phase 1 area and along the entire project), MSA will create door hanger notices and distribute the notices.
5. Following the Introduction Meeting, the appraiser(s) will contact the landowners of the parcels being appraised to set an inspection date, if contact was not previously made at the Project Introduction Meeting.
6. The Project Data Book will be prepared by the appraiser and include a description of the project, area and neighborhood analysis, zoning and comparable sales information. The information will be incorporated in the appraisals to determine Fair Market Value.
7. The appraiser(s) will meet with the landowners for the appraisal inspection and prepare 19 standard abbreviated appraisals. An additional 5 appraisals will be prepared with valuations for both strip land acquisition and total purchase acquisition addressed. All appraisals will be reviewed by the review appraiser on the MSA Team. After any necessary revisions are made the appraisal will be presented to the City for their review and approval.
8. The fixture appraiser will accompany the appraiser for the inspection of the commercial property to clarify the items considered real estate and the items considered fixtures.
9. The Review appraiser will review the Project Data Book and each appraisal, field review the information, communicate with appraisers, prepare LPA 2128 review report and LPA 1894 Offering Price Report. The Offering Price Report will be provided to the City for their review and approval.

10. Relocation Plan is prepared by the Relocation Agent based on the meetings held with each displaced person to determine their individual relocation needs.
11. The relocation specialist will contact the displacees being relocated to determine the relocation needs, if contact was not previously made at the Project Introduction Meeting. The MSA team will prepare a relocation plan for the Thomas Street reconstruction project Phase 1, review with City staff, and submit to the Wisconsin Department of Administration for approval. Following approval of the plan, replacement housing payments will be calculated for approval by the City and presentation to landowners.
12. Relocation services will include advice and assistance to displacees<sup>2</sup> in finding suitable replacement housing, information on relocation payment entitlements and rights, help in arranging moves and guidance through the steps in the relocation process.
13. MSA negotiators will contact landowners to set up a meeting to present the offer packages after the City has approved the Appraisals, and the Offering Price Reports. If relocation is required, the Relocation Specialist will accompany the negotiator to present the offer. All meetings are assumed to take place in the Wausau area.
14. When negotiated settlements have been reached, an Offer to Purchase will be signed by the landowners and presented to the City for approval. After the Offer to Purchase has been approved, it will be sent to the Title Company to clear the title and set a closing date. MSA will attend the closings, if requested by the City. W-9 Forms will be prepared for all parcels and 1099's will be prepared by the title company for parcels with a value more than \$600.00. Checks will be distributed and documents will be recorded by the Title Company after the closing.
15. If a negotiated settlement cannot be reached MSA will meet with the City to discuss the issues related to the acquisition of the parcel. MSA will make a recommendation to the City for its consideration regarding proceeding with the eminent domain process in order to acquire the property to meet the project schedule. MSA will assume responsibility for condemnation actions in conjunction with the City Attorney up to the recording of the Award of Damages as required. The City will cut the checks for payment to the property owners, and sign Jurisdictional Offers, Lis Pendens, and Award of Damages.
16. Once the acquisitions are complete, the parcel files will be assembled including all approved documents, copies of recorded conveyances and parcel diaries. A certification of right of way will be prepared for the project.
17. Services provided by the City of Wausau include: Property information, updated title reports, owner contact information, tax information, right of way plat, legal descriptions, construction plans, and language interpreters. City will provide a person to handle a sign in desk at the Project Introduction Meeting
18. All parcels in Phase 1 are being appraised.

## **Real Estate Acquisition Approval Process – Thomas Street Reconstruction 4<sup>th</sup> Ave to 17<sup>th</sup> Ave**

### **To be completed prior to beginning the Project Acquisitions**

#### **1. Preliminary work prior to offers being made**

- a. Interview the displacees' and owners
- b. Provide/educate displacees' and owners of their rights, services, and options.
- c. Prepare the Acquisition Stage Relocation Plan and have it approved by the Department of Administration.

### **Appraisals, Relocation & Offers**

#### **1. Appraisal/Appraisal Review Process**

- a. Appraisals are completed by the consultant and values of the property are assigned.
- b. Appraisals are reviewed by consultant and final values submitted to the City.
- c. Consultant calculates the amount of the Replacement Housing Payment the displacee is eligible to receive.
- d. Complete the Determination of Replacement Housing Payment.
- e. Appraisals/Offer brought to the Finance Committee for action. **CLOSED SESSION**
- f. Appraisals/Offer brought to council for approval. **CLOSED SESSION**
- g. Offer is presented to owner.
- h. Present displacees with the relocation eligibilities and benefits including a summary of relocation payments.
- i. Displacee chooses replacement property.
- j. Consultant assists the displacee with planning and implementation of the move.
- k. Owner has 60 days to complete their own appraisal.

#### **2. Revised offer (if initial offer is not accepted)**

- a. Owner elects to complete their own appraisal.
- b. City reimburses owner for appraisal.
- c. Owner's appraisal is reviewed by consultant.
- d. Negotiated/revised offer is prepared by consultant.
- e. Revised offer is brought to Finance Committee for action. **CLOSED SESSION**
- f. Revised offer brought to council for approval. **CLOSED SESSION**
- g. Revised offer is presented to Owner.
- h. Owner has 10-days to accept.
- i. If offer is not accepted then the condemnation process begins.

#### **3. Jurisdictional Offer – Condemnation Process (if Revised Offer is rejected)**

- a. Consultant prepares Jurisdictional Offer (J.O.)
- b. Consultant presents J.O. to Owner.
- c. This offer does not go back to Committee as the J.O. will be the same offer as the previous revised offer.
- d. Owner has 20 days to accept.
- e. City issues payment and condemns property.
- f. Owner has 40 days to contest the right to condemn; time begins when J.O. is presented.
- g. Owner has 2 years to appeal for additional compensation.

**Finance and Council meet the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.**



## Memorandum

**From:** William D. Hebert *WDH*  
**To:** Finance Committee  
**Date:** 10/19/2015  
**Re:** City of Schofield – Residential Permitting and Inspections Contract

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Purpose: To obtain your approval for a contract with the city of Schofield to provide residential permitting and inspection services.

Facts / Considerations:

Schofield Mayor Hoehn contacted Mayor Tipple to gauge the city of Wausau's interest in providing permitting and inspections services. Schofield's part-time building inspector retired at the end of August. Since September 1, 2015, our department has provided inspection service to Schofield at a rate of \$50 per inspection.

Once a contract is signed and Schofield updates their fee schedule, the inspections division would apply the same fee schedule that Wausau residents currently pay. Our fees are based off of square footage. This method seems to be the most fair and often reflects the amount of time required for inspections.

The inspections and permitting software system is soon to go-live. When staff negotiated that contract we reserved the right to utilize the system for permitting and inspection of surrounding municipalities. The transition should have minimal issues.

Recommendation: Your approval is requested for:

Contract with the city of Schofield to provide permitting and inspections services for residential construction.

Impact:

The history of permits over the last 2 years were reviewed and estimated to take 50 inspections over the course of a year. The estimated revenue would be \$3,000.

Coordination:

Inspections staff has worked closely with City Attorney Anne Jacobson, Schofield's Public Works Director Mark Thuot, and Schofield's Attorney Shane Vanderwaal in developing a contract.

Cc: Jim Tipple, Mayor  
Eric Lindman, DPW & Utilities Director  
Anne Jacobson, City Attorney

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving contract for residential building inspection services between the City of Wausau and City of Schofield

Committee Action: Pending

Fiscal Impact: Revenue to the city of \$50 per inspection and \$28 per plan review

File Number:

Date Introduced: October 27, 2015

**FISCAL IMPACT SUMMARY**

		FISCAL IMPACT SUMMARY	
<b>COSTS</b>	<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:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input 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 Schofield has contacted the City of Wausau to inquire whether they would be interested in performing residential building permitting and inspection services for Schofield; and

**WHEREAS**, since September 1, 2015, the City of Wausau Inspection Department has provided inspection service to Schofield; and

**WHEREAS**, your Finance Committee, at their October 27, 2015 meeting, discussed and approved entering into a contract with the City of Schofield for residential building permitting and inspection services at a rate of \$50 per inspection and \$28 per plan review for a period beginning September 1, 2015 through December 31, 2015; and

**WHEREAS**, the Schofield City Council will take action on this contract at their November meeting.

**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 execute the contract for inspection services between the City of Wausau and City of Schofield which is attached hereto and incorporated herein by reference.

Approved:

\_\_\_\_\_  
James E. Tipple, Mayor

# CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, hereinafter referred to as "WAUSAU" and the CITY OF SCHOFIELD, a municipal corporation of the State of Wisconsin, hereinafter referred to as "SCHOFIELD":

WITNESSETH:

WHEREAS, WAUSAU presently operates a Zoning and Inspection Division of the Department of Public Works and Utilities and employs properly credentialed inspectors; and

WHEREAS, SCHOFIELD acknowledges that pursuant to Section 62.17 of the Wisconsin Statutes that it has enacted and currently enforces a building code ordinance, which requires it to provide or to contract for the provision of inspection services during all phases of residential construction; and

WHEREAS, SCHOFIELD desires to utilize, for its city, WAUSAU's residential inspection services, and WAUSAU agrees to provide residential construction inspection services to SCHOFIELD all upon certain terms and conditions as hereinafter enumerated.

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM.** WAUSAU shall provide the following residential inspection services within the corporate boundaries of SCHOFIELD for a period beginning September 1, 2015 through December 31, 2015. This contract shall not automatically renew.
2. **SCOPE.** Subject to the provisions hereinafter contained in this contract, WAUSAU shall provide, upon request, inspection services during all phases of residential construction, including, but not limited to, building, HVAC, plumbing and electrical, to SCHOFIELD, and the service shall be provided to any person or entity within SCHOFIELD needing such inspection service.
3. **FEES.** WAUSAU shall be paid \$50 per inspection plus \$28 for plan review by the following means:
  - A) A contractor and/or individual engaging in residential construction within the City of Schofield shall first obtain a zoning certificate from the City of Schofield;
  - B) The contractor and/or individual shall then present the zoning certificate to the City of Wausau for the issuance of a building permit, which fee for said permit shall be paid to WAUSAU, as the issuing authority by the City of Schofield, upon invoice for the same, within 30 days of receipt; and
  - C) WAUSAU shall then perform and issue a final building inspection, and forward the report of such inspection to SCHOFIELD.

4. TERMINATION. WAUSAU or SCHOFIELD shall each have the option at any time during the term of this contract to terminate this contract upon sixty (60) days' written notice to the other party.
5. HOLD HARMLESS. WAUSAU agrees to defend, hold harmless, indemnify, release and forever discharge SCHOFIELD from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature, which may be sustained by reason of damage to any property or damages or injury to any person or persons or death to any person or persons, or by reason of any other liability imposed by law or by anything or by anyone else upon SCHOFIELD, as the result of and/or due to WAUSAU's inspection operations which are the subject of this contract and/or as a result of and/or due to the existence of this contract, except such of the foregoing as are due, and to the extent due, to the sole negligence or intentional act of SCHOFIELD or its employees; and specifically included within this hold harmless are attorneys fees and other costs of defense which may be sustained by and/or occasioned to SCHOFIELD and/or any of SCHOFIELD's employees, agents, officers and designees, whether appointed, hired or elected.
6. NOTICE. Notice pursuant to this contract shall be given in the case of WAUSAU to the City Clerk of the City of Wausau, 407 Grant Street, Wausau, Wisconsin 54403-4783, and in the case of SCHOFIELD, to the City Clerk of the City of Schofield, 200 Park, Schofield, Wisconsin, 54476.

IN WITNESS WHEREOF, this contract has been duly executed the day and year first above written.

CITY OF WAUSAU BY:

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James E. Tipple, Mayor

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Toni Rayala, Clerk

CITY OF SCHOFIELD BY:

---

Kregg Hoehn, Mayor

---

Lisa Quinn, Clerk

**OPERATING PLAN  
FOR  
CALENDAR YEAR 2016  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
OF THE CITY OF  
WAUSAU, WISCONSIN**

**OPERATING PLAN FOR CALENDAR YEAR 2016  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
OF THE CITY OF WAUSAU, WISCONSIN**

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**OPERATING PLAN FOR CALENDAR YEAR 2016  
BUSINESS IMPROVEMENT DISTRICT NO. 1  
OF THE CITY OF WAUSAU, WISCONSIN**

**I. INTRODUCTION**

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

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

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

**II. DISTRICT BOUNDARIES**

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

**III. OPERATING PLAN**

**A. Plan Objectives**

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

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

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

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

## B. Proposed Activities

With the funding from the BID, the Main Street Program is planning for 2016 the following programs, either directly, or through cooperative efforts with Wausau Events, Inc. and the City of Wausau:

### I. Organization

- a. Maintain website, database and inventory of properties, businesses, and District stakeholders.
- b. Research and apply for various revenue streams through which to additionally support organizational operations.
- c. Develop partnerships with and among Wausau River District stakeholders by gathering members annually for the State of the River District Breakfast.
- d. Develop and distribute State of the Wausau River District Report/Market Profile
- e. Communicate regularly with Wausau River District stakeholders in person and via electronic and mail correspondence.
- f. Recruit, train, and orient new board and committee members.
- g. Promote the Main Street program via the website, press releases, presentations with community groups, informational brochures, e-newsletters, etc.
- h. Recognize volunteer contributions to the Program by highlighting volunteer accomplishments via a variety of marketing channels.
- i. Maintain National Main Street Accreditation
- j. Pursue Great American Main Street Award
- k. Monitor Room Tax and BID legislation
- l. Administer Technology Assistance fund
- m. Develop and implement Block Captain Program
- n. Coordinate quarterly neighborhood meetings

### II. Promotions/Marketing

- a. Promote the District to residents and visitors. This includes advertisements in the CVB Visitor Magazine advertising channels.
- b. Develop promotional campaign and marketing materials to support Near West Side businesses during 2016 street reconstruction.
- c. Publish weekly promotional emails (Hot Happenings In The River District)
- d. Continue First Thursdays.
- e. Coordinate seasonal promotions and advertising campaigns through the development and placement of print, online, television and/or radio advertisements for Sidewalk Sales, Christmas on First Open House and Small Business Saturday.
- f. Support special events.

- g. Develop and publish updated River District brochures and kiosk maps.
- h. Develop and print seasonal and themed itineraries for use by hotels, CVB, etc.
- i. Develop, coordinate, and implement Downtown Dining Week.
- j. Develop, coordinate, and implement Downtown Employee Appreciation Week.
- k. Coordinate Sidewalk Sales.

### III. Economic Development

- a. Lead and/or support redevelopment initiatives on the District's Near West Side.
- b. Update, reprint and redistribute River District Market Profile.
- c. Update and reprint Market Profile annually.
- d. Communicate regularly with business group developing First Thursdays to ensure organizing needs are met.
- e. Re-evaluate Property Improvement Grant.
- f. Maintain River District vacant property listings on website.
- g. Investigate America Saves partnership.
- h. Support and/or coordinate West Side Pride fix-up days.

### IV. Design

- a. Administer Sign Grant Program.
- b. Support City/Metro Area Wayfinding Signage initiative.
- c. Coordinate Sign Ordinance Task Force.
- d. Assist with administration of Planter Adoption Program.
- e. Advocate for directory kiosk on near west side.
- f. Collaborate with City and Park Dept. on 2<sup>nd</sup> Avenue and Clark Street reconstruction project.
- g. Advocate for bike racks on near west side.
- h. Investigate Tactical Urbanism projects.
- i. Coordinate and host Downtown Open House week with Historic Walking Tour.

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

### C. Expenditures and Financing Method

The operating budget for the District is \$60,000.00 which will be collected through the BID assessment. The BID expenditure represents the partial funding of the 2016 Main Street Program. This funding will be made upon written request from Main Street Wausau, Inc. to the extent of funds collected by the City of Wausau pursuant to the assessment levied hereby. The projected revenue and expenditures for year 2016 of the Main Street Program are identified on Appendix B, which is attached hereto and incorporated herein. The actual budget will be adjusted if the actual revenue received is less than projected. The adjustments could include revising or eliminating individual budget line items as determined by the BID Board of Directors. Expenditures are intended to be made in a fair and equitable basis throughout and for

the benefit of the entire District. In the event that a surplus exists at the end of any fiscal year, the monies may be carried over for expenditures in subsequent years.

The Operating Budget for any BID year will be subject to the approval of the City of Wausau, as set forth in Wisconsin Statutes section 66.1109. While this budget does not, the BID Board acknowledges that if any year's annual operating budget exceeds the prior year's annual operating budget by 4% or more, such budget must be approved by a 2/3 majority of the entire District Board. No capital improvements are currently planned by the District. For the purpose of this Operating Plan, "capital improvement" means any physical item that is permanently affixed to real estate including, without limitation, street lighting and sidewalk improvements. The term "capital improvement" shall not include, among other things, any maintenance equipment or supply, any communications equipment, any vehicles, any seasonal improvement or any holiday lighting or decoration. After the District Board has approved the annual operating plan and budget, they will be sent to the City for approval, adoption and inclusion in the City's annual budget for the following year.

The District may not borrow funds.

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

#### D. Organization of the District Board

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

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

The Board shall be structured and operate as follows:

1. Board Size – 11 members.

2. Composition –

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

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

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

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

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

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

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

#### IV. METHOD OF ASSESSMENT

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

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

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

1. Divide the proposed annual District budget by the total assessed valuation (as reflected on the City's tax rolls) of all property within the District that is subject to assessment as provided by law.  
  
(Note - this quotient shall expressed to the nearest 1/10,000 and be referred to so the "BID Mil Rate")
2. Multiplying the BID Mil Rate by the assessed valuation of each Assessable Property (as defined herein), the product of which shall be the District's initial assessment of that Assessable Property, but shall be subject to the adjustments set forth in Section IV.A.3 below.
3. Notwithstanding the foregoing, the total of the District's assessment for each Assessable Property shall not exceed \$2,500.00 nor be less than \$250.00, which is computed using the following steps:
  - a. first, all Assessable Properties whose initial assessment is less than \$250.00 shall have their assessment adjusted to \$250.00;
  - b. second, any excess assessment created by the adjustment made in subsection a. shall be applied to reduce the initial assessment of all other Assessable Properties within the District;
  - c. third, all Assessable Properties whose initial assessment is greater than \$2,500.00 shall have their initial assessment adjusted to \$2,500.00;
  - d. fourth, any deficit of assessment created by the adjustments made in subsection c. shall be allocated among all other Assessable Properties on a proportionate basis, this basis being equivalent to what the total assessed value of Assessable Property bears to the total assessed value of all Assessable Properties in the District.
4. Use of each Assessable Property as of January 1 in the year of assessment, as reflected in the records of the Assessor for the City of Wausau, shall control for purpose of the District's assessment.

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

The BID assessment is hereby levied by the City of Wausau, which shall be a lien against each of the tax parcels of real property contained in the District, unless exempted as identified herein, under the power of Wisconsin Statutes Chapter 66. Such special assessments are hereby levied by the City of Wausau by adoption of this BID Plan. The city comptroller is authorized to include the BID assessment on bills for properties subject to the assessment within the designated Improvement District for calendar year 2016.

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

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

**B. Excluded and Exempt Property**

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

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

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

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

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

**City Role in District Operation**

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

1. Maintain services to Wausau River District at their current levels;

2. Maintain the City's current financial commitment to the Main Street Program for \$30,000.00 per year in funding;
3. Handle the billing and collection of the BID assessment as provided herein;
4. Have the City Attorney make a legal opinion that the BID Operating Plan complies with the requirements of the BID Law; and
5. Annually perform an independent certified audit of the implementation and operating plan pursuant to section 66.1109(3)(c) of the BID Law.

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

### **A. Changes**

This Operating Plan is designed to authorize and control the BID for only its 2016 activities.

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

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

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

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

The District Board shall not incur obligations extending beyond 2016.

## **VI. GENERAL**

All exhibits referenced herein are incorporated herein by reference.



APPENDIX B

	MAIN STREET WAUSAU, INC.					TOTAL
	General Fund	Organization	Promotion	Economic Dev.	Design	
<b>REVENUES</b>						
Grants	\$ 30,000					30,000
BID Funds	\$ 60,000					60,000
Other (Sponsorships, FORD program)	\$ 66,000					66,000
<b>Total Revenues</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>119,500</b>
<b>EXPENDITURES</b>						
<b>Administration:</b>		56,670				56,670
<b>Projects:</b>		1,300	56,335	2,200	2,600	62,435
<b>TOTAL EXPENDITURES</b>		<b>57,970</b>	<b>56,335</b>	<b>2,200</b>	<b>2,600</b>	<b>119,105</b>
Excess (Deficiency) of Revenues over Expenses						395

**CITY OF WAUSAU 2015 BUDGET**  
**GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL**  
**September, 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.

Shared Revenues – We received our re-estimate from the State of Wisconsin on September 9 our 2015 Shared Revenues will be \$4,013,090 which is \$1,045 more than budgeted and Expenditure Restraint will be \$12,803 less than their preliminary numbers.

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

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 \$25,000 from the collections of September 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 at least \$40,000.

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 represent sidewalk shoveling charged to downtown property owners. The amount billed is down due to lack of snow.

Public Charges Recreation – look good this year. Pool user fees of \$50,902 have doubled the budget of \$24,000 and last year's actual of \$18,251. Concessions revenues of \$39,293 have exceeded budget and 2014 by slightly over \$10,000. These strong revenues are making up for the unrealized sponsorship revenues.

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 accruals.

Miscellaneous Revenues – No expected budget difficulties expected at this time. The increase in revenues in rent of land and buildings represents a timing delay experienced in 2014 collections.

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 70% of the budget spent and 75% of the year complete. In addition the expenses to date of \$22,184,874 are \$527,048 less than September 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 budget is exhausted, this budget is also impacted by run activity.

Transportation and Streets – These accounts reflect the minimal snowfall in 2015. Expenses continue to run in excess of \$700,000 less than 2014.

## **BUDGET RISKS - \$222,409**

- Sponsorship Revenues \$60,000
- Municipal Service Revenues \$10,990
- Fines and Forfeitures \$40,000
- Tax Payments \$86,419

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

	Budgeted Amounts		Actual	Variance with Final Budget	2014 Actual
	Original	Final			
<b>TAXES</b>					
General property taxes	\$ 16,200,627	\$ 16,200,627	\$ 16,200,627	\$ -	\$ 15,843,883
Mobile home parking fees	28,000	28,000	20,897	(7,103)	22,390
Payments in lieu of taxes	115,000	115,000	3,300	(111,700)	2,624
Other taxes	<u>67,709</u>	<u>67,709</u>	<u>67,170</u>	<u>(539)</u>	<u>110,113</u>
Total Taxes	<u>16,411,336</u>	<u>16,411,336</u>	<u>16,291,994</u>	<u>(119,342)</u>	<u>15,979,010</u>
<b>INTERGOVERNMENTAL</b>					
State shared taxes	4,434,045	4,434,045	986,256	(3,447,789)	1,059,633
Expenditure restraint	771,566	771,566	771,566	-	755,879
Fire insurance tax	105,000	105,000	102,678	(2,322)	104,834
Municipal services	195,000	195,000	184,010	(10,990)	195,507
Transportation aids	2,541,749	2,541,749	1,902,988	(638,761)	1,781,293
Other grants	<u>123,834</u>	<u>123,834</u>	<u>121,440</u>	<u>(2,394)</u>	<u>182,866</u>
Total Intergovernmental	<u>8,171,194</u>	<u>8,171,194</u>	<u>4,068,938</u>	<u>(4,102,256)</u>	<u>4,080,012</u>
<b>LICENSES AND PERMITS</b>					
Licenses	175,531	175,531	172,281	(3,250)	172,715
Franchise fees	340,000	340,000	157,043	(182,957)	192,433
Permits	<u>227,519</u>	<u>227,519</u>	<u>171,282</u>	<u>(56,237)</u>	<u>144,828</u>
Total Licenses and Permits	<u>743,050</u>	<u>743,050</u>	<u>500,606</u>	<u>(242,444)</u>	<u>509,976</u>
<b>FINES, FORFEITURES AND PENALTIES</b>					
	<u>398,000</u>	<u>398,000</u>	<u>264,009</u>	<u>(133,991)</u>	<u>289,532</u>
<b>PUBLIC CHARGES FOR SERVICES</b>					
General government	67,300	67,300	62,290	(5,010)	61,449
Public safety	1,377,200	1,377,200	1,173,799	(203,401)	963,343
Streets and related facilities	79,971	79,971	119,207	39,236	125,976
Recreation	144,700	144,700	140,593	(4,107)	81,549
Public areas	<u>159,479</u>	<u>159,479</u>	<u>82,967</u>	<u>(76,512)</u>	<u>47,782</u>
Total Public Charges for Services	<u>1,828,650</u>	<u>1,828,650</u>	<u>1,578,856</u>	<u>(249,794)</u>	<u>1,280,099</u>
<b>INTERGOVERNMENTAL CHARGES FOR SERVICES</b>					
State and federal reimbursements	11,340	11,340	190	(11,150)	180
County and other municipalities	236,264	239,514	71,407	(168,107)	74,635
City departments	<u>1,249,432</u>	<u>1,249,432</u>	<u>128,340</u>	<u>(1,121,092)</u>	<u>35,153</u>
Total Intergovernmental Charges for Services	<u>1,497,036</u>	<u>1,500,286</u>	<u>199,937</u>	<u>(1,300,349)</u>	<u>109,968</u>

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with	2014
	<u>Original</u>	<u>Final</u>		<u>Final Budget</u>	<u>Actual</u>
<b>COMMERCIAL</b>					
Interest on general investments	\$ 260,000	\$ 260,000	\$ 274,311	\$ 14,311	\$ 187,580
Interest on special assessments	15,000	15,000	636	(14,364)	357
Other interest	<u>19,000</u>	<u>19,000</u>	<u>33,223</u>	<u>14,223</u>	<u>11,979</u>
Total Commercial	<u>294,000</u>	<u>294,000</u>	<u>308,170</u>	<u>14,170</u>	<u>199,916</u>
<b>MISCELLANEOUS REVENUES</b>					
Rent of land and buildings	210,100	210,100	178,432	(31,668)	175,583
Sale of City property/loss compensation	12,500	12,500	19,814	7,314	12,433
Other miscellaneous revenues	<u>110,022</u>	<u>110,022</u>	<u>102,971</u>	<u>(7,051)</u>	<u>53,639</u>
Total Miscellaneous Revenues	<u>332,622</u>	<u>332,622</u>	<u>301,217</u>	<u>(31,405)</u>	<u>241,655</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers in	<u>1,897,000</u>	<u>1,897,000</u>	<u>1,249,772</u>	<u>(647,228)</u>	<u>86,890</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>					
	<u>\$ 31,572,888</u>	<u>\$ 31,576,138</u>	<u>\$ 24,763,499</u>	<u>\$ (6,812,639)</u>	<u>\$ 22,777,058</u>

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

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
<b>GENERAL GOVERNMENT</b>					
City Council	\$ 112,122	\$ 102,122	\$ 62,809	\$ 39,313	\$ 62,675
Mayor	203,263	203,263	146,733	56,530	170,983
City Promotion	124,600	124,600	82,931	41,669	97,803
Finance department	471,638	471,638	366,402	105,236	357,710
Data processing	696,369	696,369	412,610	283,759	534,889
City clerk/customer service	492,398	492,398	357,905	134,493	361,715
Elections	34,950	34,950	18,009	16,941	38,637
Assessor	595,907	595,907	406,909	188,998	436,942
City attorney	490,025	490,025	325,965	164,060	357,179
Municipal court	128,529	128,529	87,603	40,926	92,151
Human resources	293,937	293,937	242,831	51,106	233,740
City hall and other municipal buildings	321,523	321,523	200,170	121,353	222,329
Unclassified	32,000	135,192	112,216	22,976	13,201
Total General Government	3,997,261	4,090,453	2,823,093	1,267,360	2,979,954
<b>PUBLIC SAFETY</b>					
Police department	8,973,536	8,968,536	6,432,821	2,535,715	6,199,509
Fire department	3,431,816	3,431,816	2,661,046	770,770	2,502,796
Ambulance	2,991,652	2,999,902	2,055,329	944,573	2,166,171
Inspections and electrical systems	705,394	705,394	488,669	216,725	476,913
Total Public Safety	16,102,398	16,105,648	11,637,865	4,467,783	11,345,389
<b>TRANSPORTATION AND STREETS</b>					
Engineering	1,401,003	1,401,003	993,598	407,405	1,096,882
Department of public works	6,082,730	6,084,430	4,174,775	1,909,655	4,937,398
Total Transportation and Streets	7,483,733	7,485,433	5,168,373	2,317,060	6,034,280
<b>SANITATION, HEALTH AND WELFARE</b>					
Garbage and refuse collection	1,537,400	1,537,400	1,003,353	534,047	991,087
<b>NATURAL RESOURCES/RECREATION</b>					
Parks and recreation	2,452,096	2,460,396	1,552,190	908,206	1,361,212
<b>TOTAL EXPENDITURES</b>	\$ 31,572,888	\$ 31,679,330	\$ 22,184,874	\$ 9,494,456	\$ 22,711,922

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SUMMARY OF BUDGET MODIFICATIONS**  
Period Ended September 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>

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Authorizing a midyear Budget Modification as required by Ordinance 3.08.050 Annual Budget Adjustment Required	
Committee Action:	Approved
Fiscal Impact:	No increase in the budget
<b>File Number:</b>	14-1109
<b>Date Introduced:</b>	November 10, 2015

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<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: Budget Transfer</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$50,529</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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 type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount 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"/>		

**WHEREAS**, Ordinance 3.08.050 requires that each year between August 31 and October 31 that the Mayor shall prepare and submit to the Finance Committee a budget amendment based upon year end projections, and

**WHEREAS**, your Finance Committee recommends the budget modification outlined below:

FROM:	110-8191430	Election Clerk	\$10,000
TO:	110-4091540	Finance - Health Insurance	\$10,000
FROM:	110-11592970	Refuse	\$2,000
TO:	110-3192130	Audit	\$2,000
FROM:	110-11597325	EPA/Groundwater	\$6,000
FROM:	110-1093321	Council Travel - Mileage	\$500
FROM:	110-1093350	Council Travel - Meals	\$150
FROM:	110-1093360	Council Travel - Lodging	\$400
FROM:	110-1093230	Council Subscriptions	\$4,800
FROM:	110-1095185	Council - Risk Insurance	\$2,000
TO:	167-271092171	Animal Control - Animal Services	\$13,850
FROM:	110-10259200	Winter Maintenance - Motor Pool	\$24,679
TO:	176-82791540	Rental Licensing - Health Insurance	\$24,679
FROM:	110-54085230	Ambulance Revenue	\$54,000
TO:	110-54092190	Ambulance - Billing Services	\$34,000
TO:	110-54093420	Ambulance - Lab Supplies	\$20,000

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2015 budget as presented above.

**BE IT FURTHER RESOLVED**, that the proper City Officials are hereby authorized and directed to publish the budget modification in the official newspaper as required.

Approved:

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James E. Tipple, Mayor

**CITY OF WAUSAU**

**2016 BUDGET ANALYSIS- LEVY DEPENDENT FUNDS - COW 10/20/2015**

	2016 EXECUTIVE/FINANCE BUDGET	COW MODIFICATIONS	2016 ADJUSTED BUDGET	2015 BUDGET	CHANGE INCREASE (DECREASE)	PERCENT CHANGE
<b>GENERAL FUND</b>						
Expenditures	\$31,894,972	(\$128,282)	\$31,766,690	\$31,572,888	\$193,802	0.614%
Revenues	15,024,591	1,340	15,025,931	15,372,261	(346,330)	-2.253%
Fund's Net Levy Requirement	16,870,381	(129,622)	16,740,759	16,200,627	540,132	3.334%
<b>RECYCLING FUND</b>						
Expenditures	618,665		618,665	665,575	(46,910)	-7.048%
Revenues	148,000		148,000	148,300	(300)	-0.202%
Fund's Net Levy Requirement	470,665		470,665	517,275	(46,610)	-9.011%
<b>RENTAL LICENSING FUND</b>						
Expenditures	151,838		151,838	143,266	8,572	5.983%
Revenues	151,838		151,838	130,000	21,838	16.798%
Fund's Net Levy Requirement	-	-	-	-	-	
<b>COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT FUND</b>						
Expenditures	1,430,010		1,430,010	1,422,165	7,845	0.552%
Revenues	1,445,791		1,445,791	1,847,304	(401,513)	-21.735%
Fund's Net Levy Requirement	156,375		156,375	48,500	107,875	222.423%
<b>DEBT SERVICE FUND</b>						
Expenditures	7,696,013		7,696,013	8,016,800	(320,787)	-4.001%
Revenues	3,865,855		3,865,855	3,953,204	(87,349)	-2.210%
Fund Balance Application	(292,842)		(292,842)	(59,404)	(233,438)	392.967%
Fund's Net Levy Requirement	4,123,000		4,123,000	4,123,000	-	0.000%
<b>CAPITAL PROJECT FUND</b>						
Expenditures	8,713,346		8,713,346	7,007,651	1,705,695	24.340%
Revenues	8,263,346		8,263,346	6,439,171	1,824,175	28.329%
Fund Balance Application	-		-	162,390	(162,390)	-100.000%
Fund's Net Levy Requirement	450,000		450,000	406,090	43,910	10.813%
<b>CENTRAL EQUIPMENT AND FACILITY CAPITAL FUND</b>						
Expenditures	110,800	68,000	178,800	-	178,800	
Revenues	-	68,000	68,000	-	68,000	0.000%
Fund Balance Application	-		-	-	-	0.000%
Fund's Net Levy Requirement	110,800	0	110,800	-	110,800	
<b>METRO RIDE FUND</b>						
Expenditures	3,125,481		3,125,481	3,359,262	(233,781)	-6.959%
Revenues	2,326,032		2,326,032	2,548,417	(222,385)	-8.726%
Fund Balance Application	275,030		252,107	161,556	90,551	56.049%
Fund's Net Levy Requirement	547,342		547,342	647,342	(100,000)	-15.448%
<b>PARKING FUND</b>						
Expenditures	2,407,948		2,407,948	1,912,528	495,420	25.904%
Revenues	1,048,400		1,048,400	1,052,700	(4,300)	-0.408%
Fund Balance Application(Noncash Depreciation)	1,148,496		1,148,496	648,776	499,720	77.025%
Fund's Net Levy Requirement	211,052		211,052	211,052	-	0.000%
<b>WAUSAU DOWNTOWN AIRPORT FUND</b>						
Expenditures	386,835		386,835	382,605	4,230	1.106%
Revenues	133,586		133,586	137,100	(3,514)	-2.563%
Fund Balance Application(Noncash Depreciation)	173,249		173,249	165,505	7,744	4.679%
Fund's Net Levy Requirement	80,000		80,000	80,000	-	0.000%
<b>ANIMAL CONTROL</b>						
Expenditures	193,569	(37,105)	156,464	204,924	(48,460)	-23.648%
Revenues	156,464		156,464	126,435	30,029	23.751%
Fund's Net Levy Requirement	37,105	(37,105)	0	78,489	(78,489)	-100.000%
<b>TOTAL LEVY BEFORE INCREMENT</b>	<b>23,056,720</b>	<b>(166,727)</b>	<b>22,889,993</b>	<b>22,312,375</b>	<b>577,618</b>	<b>2.589%</b>
City's Share of TIF Increment	2,056,030	(14,867)	2,041,162	1,795,196	245,967	13.701%
<b>TOTAL LEVY</b>	<b>\$25,112,750</b>	<b>(\$181,594)</b>	<b>\$24,931,155</b>	<b>\$24,107,571</b>	<b>\$823,585</b>	<b>3.416%</b>
<i>Estimated Assessed Value</i>	<b>\$2,648,121,200</b>	<b>(\$657,800)</b>	<b>\$2,647,463,400</b>	<b>\$2,748,578,600</b>	<b>(\$101,115,200)</b>	<b>-3.679%</b>
<b>Tax Rate Per \$1,000 of Assessed Value</b>	<b>\$9.48323</b>	<b>(\$0.06624)</b>	<b>\$9.4169970</b>	<b>\$8.770923</b>	<b>\$0.64607</b>	<b>7.366%</b>
<b>Equalized Value</b>	<b>\$2,633,849,300</b>		<b>\$2,633,849,300</b>	<b>\$2,655,928,800</b>	<b>(\$22,079,500)</b>	<b>-0.831%</b>
<b>Tax Rate Per \$1,000 of Equalized Value</b>	<b>\$9.53462</b>	<b>(\$0.06895)</b>	<b>\$9.465673</b>	<b>\$9.0768890</b>	<b>\$0.388784</b>	<b>4.283%</b>

2016 BUDGET REDUCTIONS AND OTHER SAVINGS PROPOSALS

	DEPARTMENT	REQUIRED REDUCTION	DESCRIPTION	SERVICE IMPACT	ONE TIME OR SUSTAINABLE	FTE	COSTS				REVENUES		NET BUDGET IMPACT	ASSESSED TAX RATE SAVINGS	TOTAL	AVE
							PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	TOTAL	AMOUNT				
3	Common Council	\$ 20,539	Eliminate Council Raise Approved by the HR Council		Unsustainable. Salary modifications only allowed once during the term. No increase in eight years		20,539					20,539	\$0.008	38	4.75	
2	Mayor's Office	\$ 11,670	Eliminate Mayor Salary Raise Approved by the HR Committee		Unsustainable. Salary modifications only allowed once during the term. No increase in eight years		11,670					11,670	\$0.005	49	6.125	
1	Various Dpts	\$ 10,313	Reduce Dental Insurance Costs to reflect 0% quote in renewal	None	Premium requirements reviewed annually		10,313					10,313	\$0.004	56	7	
17	Unclassified	\$ 1,340	Increase in Revenue to Reflect new Lamar Lease		Sustainable					-	1,340	Lease Income -Lamar	1,340	\$0.001	210	26.25
18	Finance	\$ 2,400	Eliminate Comp time budget due to the Presidential Election activity	Generally staff are expected to flex time to prevent an actual expense of comp or overtime. Timing of Presidential election workload peak in November and then tax collection in December may make it difficult for people to flex there time so a line item of \$2,400 was put in the budget to compensate for the additional costs.	Dependent upon future quotes for service		2,400					2,400	\$0.001	233	29.125	
13	Engineering	\$ 10,000	Eliminate engineering contractual services line item from operating budget	There is a professional services line item within the capital budget that should be sufficient for departmental needs	Sustainable			10,000				10,000	\$0.004	240	30	
14	Audit	\$ 6,000	Reduce budget to reflect the contract recently authorized by the Finance Committee	No service impact	Dependent upon future quotes for service			6,000				6,000	\$0.002	267	33.375	
15	Refuse	\$ 9,000	Adjust for clarification in the residential unit definition	Recent ordinance language clarifies that residential units located within commercial property contract for refuse and recycling separately	Sustainable			9,000				9,000	\$0.004	309	38.625	
16	Recycling	\$ 8,500	Adjust for clarification in the residential unit definition	Recent ordinance language clarifies that residential units located within commercial property contract for refuse and recycling separately	Sustainable			8,500				8,500	\$0.003	309	38.625	
4	Unclassified	\$ 120,000	This represents the funds set aside for non represented salary increases for 2016.	Staff received no compensation incentives in 2015. Elimination of this line item would require a second year of all wage incentive freezes	Not sustainable		120,000					120,000	\$0.049	325	40.625	
9	Police - Animal Control	\$ 1,500	Reduce the Animal Control training budget		Sustainable				1,500			1,500	\$0.001	344	43	
8	Police - Animal Control	\$ 2,000	Reduce the Animal Control supplies budget		Sustainable				2,000			2,000	\$0.001	355	44.375	
11	Police	\$ 42,498	Reduce Salaries and maintain 3 FTE vacancies for 2 months	Reduction is not expected to impact organizational goals	One Time		42,498					42,498	\$0.017	467	58.375	
7	Police - Animal Control	\$ 23,376	Eliminate the majority of CSO Animal Control Staffing for 2016 and related CSO uniform costs. If stray cat transports are eliminated and related response calls the demand for CSO's declines	Residents would no longer have an opportunity to call the police department for pick up of stray cats and other non-dog strays.	City could in the future examine other options to deal with strays such as Trap Neuter Release program		22,376		1,000			23,376	\$0.010	494	61.75	
10	Police	\$ 21,246	Reduce budget for CSO police part time staff	Reduction is not expected to impact organizational goals	Sustainable		21,246					21,246	\$0.009	535	66.875	
6	Police - Animal Control	\$ 52,500	Eliminate service of housing/disposing of cats and other non-dog strays. Small amount of funds retained for special circumstances.	Residents would no longer have an opportunity to call the police department for pick up of stray cats and other non-dog strays.	City could in the future examine other options to deal with strays such as Trap Neuter Release program				52,500			52,500	\$0.022	567	70.875	

Animal Control Reductions were limited to the amount of levy which was \$37,105

# CITY OF WAUSAU 2016 SUPPLEMENTAL BUDGET REQUESTS

DEPARTMENT	DEPT PRIORITY	DESCRIPTION	ONE TIME OR RECURRING	FTE	COSTS						REVENUES		NET BUDGET IMPACT	ASSESSED TAX RATE IMPACT	TOTAL	AVE	
					PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	CAPITAL OUTLAY	TOTAL	AMOUNT	FUNDING SOURCE					
2 Parks	Critical	East River Front Development Maintenance	Ongoing	0.47	31,866	10,000	2,635				44,501	44,501	TID #3	-	\$ -	692	76.89
3 Public Works	Critical	Street Seal Coating	Ongoing			100,000					100,000	100,000	TID #6 & 8	-	\$ -	641	71.22
4 Parks	Medium	Design a mountain bike park in Sylvan Hill Park	One Time			20,000					20,000	20,000	Room Tax	-	\$ -	567	63.00
1 Fire	Critical	Accreditation (\$11,000 in 2017)	Two Year						6,000		6,000			6,000	\$ 0.002	537	59.67
12 Parks	High #5	Fern Island Park - Replace Bridge Decking	One Time					12,000			12,000	12,000	Debt Proceeds	-	\$ -	537	59.67
11 Parks	High #4	Sylvan Park - Furnace Replacement	One Time			11,500					11,500	11,500	Debt Proceeds	-	\$ -	534	59.33
6 Parks	High	Facilities and Grounds Operations and Maintenance Seasonal Labor	Ongoing		7,884						7,884			7,884	\$ 0.003	531	59.00
9 Parks	High #2	400 Block - Wall surface repairs and restaining - Deferred Maintenance	One Time			6,000					6,000	6,000	Room Tax Fund	-	\$ -	498	55.33
18 Parks	High #11	Whitewater Seating and Bank Repair	One Time					8,000			8,000	8,000	Room Tax Fund	-	\$ -	496	55.11
10 Parks	High #3	400 Block - Install 6' concrete walk in front of stage	One Time			6,000					6,000	6,000	Room Tax Fund	-	\$ -	479	53.22
13 Parks	High #6	Athletic Park - 1st Base Concession Roof	One Time			10,000					10,000	10,000	Debt Proceeds	-	\$ -	469	52.11
15 Parks	High #8	Stewart Park - Light Fixture Replacement	One Time					3,500			3,500	3,500	Debt Proceeds	-	\$ -	461	51.22
14 Parks	High #7	Oak Island Restrooms - Sink Replacement	One Time					5,000			5,000	5,000	Debt Proceeds	-	\$ -	454	50.44
16 Parks	High #9	Sylvan Park - Front Door Replacement	One Time					8,500			8,500	8,500	Debt Proceeds	-	\$ -	434	48.22
8 Parks	High #1	Stewart Park Masonry Repairs - Deferred Maintenance	One Time			15,000					15,000	15,000	Debt Proceeds	-	\$ -	432	48.00
17 Parks	High #10	Athletic Park - 1st Base Drinking Fountain Replacement	One Time			2,500					2,500	2,500	Debt Proceeds	-	\$ -	380	42.22

# CITY OF WAUSAU

## CIP Status Report August 2015



**CITY OF WAUSAU  
CAPITAL IMPROVEMENT DETAIL STATUS REPORT  
AIRPORT  
August 10, 2015**



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\* DEPARTMENTS TO COMPLETE COLUMN \*

Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/ -Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598449	Airport Pavement & Facility Improvements	J Chmieł/B Bartkowiak	BOA (State of WI or other Indep Body)	C	2014	\$52,955	\$18,683	\$0	\$18,683	\$34,272	\$52,955	\$0	05/01/2014	10/31/2015	35%	Pavement improvements
150-237598449	Airport Facility- East Hanger Development Area	John Chmieł/DPW	WPS/Becker Hoppe	C	2015	\$40,000	\$0	\$32,551	\$32,551	\$7,449	\$40,000	\$0	06/03/2015	10/31/2015	81%	Utility relocation and upgrade electric service
						\$92,955	\$18,683	\$32,551	\$51,234	\$41,721	\$92,955	\$0				

**CITY OF WAUSAU  
CAPITAL IMPROVEMENT DETAIL STATUS REPORT  
CIT  
August 10, 2015**



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150-237598415	Network Upgrade	Gerard Klein	(State of WI or other Independent Body)	C	2014	\$54,122	\$42,222	\$3,388	\$45,610	\$8,512	\$54,122	\$0	03/01/2014	10/01/2015	80%	
150-237598415	Network Upgrade	Gerard Klein		D	2015	\$55,000	\$0	\$0	\$0	\$55,000	\$30,000	\$25,000	06/01/2015	12/31/2015	0%	
150-237598424	Video & Voice Enhancements	Gerard Klein		D	2015	\$33,000	\$0	\$660	\$660	\$32,340	\$33,000	\$0	06/01/2015	12/31/2015	0%	
150-237598426	Law Enforcement Software	Gerard Klein		C	2014	\$93,432	-\$25,797	\$0	-\$25,797	\$119,229	\$53,000	\$40,432	01/07/2010	12/31/2015	90%	Net credit expense due to reimbursement from local law enforcement agencies
150-237598433	PC Replacement	Gerard Klein		C	2014	\$189,404	\$151,195	\$10,693	\$161,888	\$27,516	\$189,404	\$0	01/01/2014	07/30/2015	85%	
150-237598433	PC Replacement	Gerard Klein		C	2015	\$73,655	\$0	\$2,932	\$2,932	\$70,723	\$73,655	\$0	07/01/2015	12/31/2015	0%	
150-237598434	Computer Equipment	Gerard Klein		C	2014	\$94,326	\$56,346	\$3,173	\$59,519	\$34,807	\$64,326	\$30,000	MULTIPLE	11/15/2015	80%	CF request reduced by \$30,000. File Server upgrades, fiber, video
150-237598434	Server Upgrade/Windows Srv Eradication	Gerard Klein		D	2015	\$147,390	\$0	\$0	\$0	\$147,390	\$122,390	\$25,000	01/01/2015	12/31/2015	10%	
150-237598438	Computer Software and Services	Gerard Klein		C	2014	\$110,838	\$74,267	\$2,658	\$76,925	\$33,913	\$110,838	\$0	01/01/2013	12/31/2015	70%	
150-237598438	E-mail Upgrade	Gerard Klein		D	2015	\$36,150	\$0	\$0	\$0	\$36,150	\$36,150	\$0	08/01/2015	12/31/2015	0%	
150-237598442	Inspection Software	Gerard Klein		C	2014	\$115,000	\$5,000	\$0	\$5,000	\$110,000	\$105,000	\$10,000	03/20/2014	12/31/2015	5%	
150-237598446	Computer Financial Systems Software	Gerard Klein		C	2014	\$262,489	\$67,740	\$10,638	\$78,378	\$184,112	\$262,489	\$0	01/01/2014	10/01/2015	60%	Assessment, Budget
150-237598447	Computer Upgrades	Gerard Klein		C	2014	\$112,000	\$85,710	\$34	\$85,744	\$26,256	\$112,000	\$0	MULTIPLE	12/31/2015	80%	
						\$1,376,806	\$456,683	\$34,176	\$490,859	\$885,947	\$1,246,374	\$130,432				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**DPW-ENGINEERING**  
**August 10, 2015**



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Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/-UNF)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
<b>WISCONSIN DOT PROJECTS</b>																
150-231598191	Various Wis DOT Projects	Engineering Staff	DOT	CW	Pre-2014	\$96,387	\$845	\$14,366	\$15,211	\$81,177	\$96,387	\$0	Pre-2014	Unknown	90%	WDOT sends bill many years beyond project completion
150-231598748	Townline Road	Engineering Staff	DOT	D	2015	\$41,000	\$0	\$0	\$0	\$41,000	\$41,000	\$0	06/15/2015	12/31/2020	5%	WDOT Design oversight funds
150-231598713	Grand Ave	Engineering Staff	DOT	CW	2014	\$620,995	\$588,298	\$9,764	\$598,062	\$22,933	\$620,995	\$0	Pre-2014	12/31/2016	100%	WDOT Design oversight and construction funding
150-231598747	1st Avenue Design	Engineering Staff	DOT	RFP	2015	\$236,000	\$0	\$0	\$0	\$236,000	\$236,000	\$0	08/01/2015	12/31/2020	0%	
150-231598718	Merrill Avenue Design	Engineering Staff	DOT	CW	Pre-2014	\$16,000	\$0	\$0	\$0	\$16,000	\$16,000	\$0	Pre 2014	12/31/2016	100%	
150-231598734	Thomas Street Railroad Bridge	Engineering Staff	DOT	CW	Pre-2014	\$22,322	\$0	\$0	\$0	\$22,322	\$22,322	\$0	Pre 2104	Unknown	100%	Project may be able to be closed out, needs further investigation and contact with WDOT
150-231598736	Stewart Avenue Design	Engineering Staff	DOT	CW	Pre-2014	\$17,484	\$15,210	\$0	\$15,210	\$2,274	\$17,484	\$0	Pre 2014	Unknown	100%	Project may be able to be closed out, needs further investigation and contact with WDOT
<b>STREET IMPROVEMENT PROJECTS</b>																
150-232098230	Street Improvements	Engineering Staff		CP	2014	\$1,830,291	\$1,803,866	\$196,134	\$2,000,000	-\$169,709	\$2,000,000	-\$169,709	05/01/2014	07/01/2015	95%	
150-232098230	Street Improvements	Engineering Staff		C	2015	\$1,518,575	\$0	\$37,012	\$37,012	\$1,481,563	\$1,518,575	\$0	06/15/2015	11/01/2015	2%	
150-232098237	Street Boulevard Trees	Engineering Staff		C	2014	\$40,000	\$3,160	\$0	\$3,160	\$36,840	\$40,000	\$0	04/01/2015	11/01/2015	5%	
150-232098237	Street Boulevard Trees	Engineering Staff		NS	2015	\$40,000	\$0	\$0	\$0	\$40,000	\$40,000	\$0	04/01/2016	11/01/2016	0%	
<b>ASPHALT PAVING PROJECTS</b>																
150-232698230	Asphalt Paving	Engineering Staff		CP	2014	\$674,200	\$667,106	\$7,094	\$674,200	\$0	\$674,200	\$0	07/01/2014	Complete	100%	
150-232698230	Asphalt Paving	Engineering Staff		D	2015	\$500,000	\$0	\$10,973	\$10,973	\$489,027	\$500,000	\$0			2%	
150-232698236	Asphalt Paving-Alley	Engineering Staff		NS	2014	\$12,077	\$0	\$1,400	\$1,400	\$10,677	\$12,077	\$0	Unknown	Unknown	0%	No specific alleys at this time

**DPW-ENGINEERING**  
August 10, 2015



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<b>SIDEWALK IMPROVEMENT PROJECTS</b>																
150-23098240	Sidewalk Replacement	Engineering Staff		CW	2014	\$331,264	\$295,614	\$35,650	\$331,264	\$0	\$331,264	\$0	05/01/2014	08/01/2015	100%	
150-23098240	Sidewalk Replacement	Engineering Staff		C	2015	\$215,000	\$0	\$144,631	\$144,631	\$70,369	\$215,000	\$0	06/01/2015	11/01/2015	10%	
150-23098244	New Sidewalks	Engineering Staff		CW	2014	\$54,663	\$5,692	\$28,446	\$34,138	\$20,525	\$54,663	\$0	05/01/2014	08/01/2015	100%	
<b>STORM SEWER PROJECTS</b>																
150-236198250	Stormwater	Engineering Staff		CP	2014	\$75,000	\$67,233	\$1,500	\$68,733	\$6,267	\$68,733	\$6,267	01/01/2014	04/01/2015	100%	
150-236198250	Stormwater - Outfall	Engineering Staff		Z	2014	\$100,000	\$0	\$4,387	\$4,387	\$95,613	\$100,000	\$0	01/01/2014	04/01/2015		No money budgeted in 2015
150-236198250	Stormwater - Other	Engineering Staff		C	2015	\$50,000	\$0	\$12,975	\$12,975	\$37,025	\$50,000	\$0	07/01/2015	07/01/2016	0%	Utility Consultants
150-236198250	Stormwater - Streets	Engineering Staff		C	2015	\$250,498	\$0	\$11,502	\$11,502	\$238,996	\$247,397	\$3,101	06/01/2015	11/01/2015	5%	Does not include Fleith or 11th Street
150-236198250	Stmwr- DNR NonPoint Source Mgmt	Engineering Staff		RFP	2015	\$58,000	\$0	\$0	\$0	\$58,000	\$58,000	\$0	07/01/2015	06/01/2017	0%	TMDL update city wide model
<b>OTHER INFRASTRUCTURE PROJECTS</b>																
150-236592190	Other Professional Services	Engineering Staff		D	2014	\$185,990	\$76,998	\$22,274	\$99,272	\$86,718	\$185,990	\$0	Ongoing	Ongoing	53%	No money budgeted in 2015, this money was carryover
150-236598290	Other Improv-Pavement Repairs	Engineering Staff		CP	2015	\$100,000	\$0	\$117,054	\$117,054	-\$17,054	\$117,054	-\$17,054	05/01/2015	06/15/2015	100%	Project substantially complete
<b>STREET LIGHTING PROJECTS</b>																
150-237598456	Street Lighting Projects- Scott St & McClellan	Engineering Staff		Z	2014	\$231,290	\$122,678	\$0	\$122,678	\$108,612	\$231,290	\$0	Ongoing	Ongoing	50%	Needs further investigation

\$7,317,036    \$3,646,700    \$655,161    \$4,301,861    \$3,015,175    \$7,494,431    -\$177,395

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**DPW-GIS MAPPING**  
**August 10, 2015**



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150-237598444	Orthophotography	Dan Kerntop	(State of WI or other Indep Body) Ayres Associates	C	2015	\$93,800	\$0	\$37,425	\$37,425	\$56,375	\$93,800	\$0	03/01/2015	12/31/2015	30%	
150-237598444	Oblique Imagery	Dan Kerntop	Pictometry Intl Corp	CN	2014	\$35,000	\$0	\$0	\$0	\$35,000	\$35,000	\$0	01/09/2016	09/01/2016	0%	Pictometry Intl Corp selected at BPW 4 August 2015.
						\$128,800	\$0	\$37,425	\$37,425	\$91,375	\$128,800	\$0				

**CITY OF WAUSAU  
CAPITAL IMPROVEMENT DETAIL STATUS REPORT  
DPW-MOTOR POOL  
August 10, 2015**



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170-150098155	DPW Mtr Pool Purchases	Mark Hanson	(State of WI or other Indep Body)	OG	2015	\$768,764	\$0	\$480,215	\$480,215	\$288,549	\$935,643	-\$166,879	Ongoing	Ongoing	58%	Est Cost based on PO's
170-150098156	Police- Mtr Pool Purchases	Mark Hanson		OG	2015	\$172,120	\$0	\$15,313	\$15,313	\$156,807	\$172,120	\$0	Ongoing	Ongoing	58%	
170-150098157	Fire- Mtr Pool Purchases	Mark Hanson		OG	2015	\$260,110	\$0	\$7,838	\$7,838	\$252,272	\$286,163	-\$26,053	Ongoing	Ongoing	58%	Est Cost based on PO's
						\$1,200,994	\$0	\$503,366	\$503,366	\$697,628	\$1,393,926	-\$192,932				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**DPW-PARKING**  
**August 10, 2015**



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\* DEPARTMENTS TO COMPLETE COLUMN \*

Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/-Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598437	Parking Ramp Capital Proj	Engineering Staff	(State of WI or other Indep Body)	NS	2014	\$105,097	\$0	\$0	\$0	\$105,097	\$105,097	\$0	03/01/2016	08/30/2016	0%	Ramp Seal Coating and Elevator Maintenance. This project will be bid in early 2016 with RFP.

**CITY OF WAUSAU  
CAPITAL IMPROVEMENT DETAIL STATUS REPORT  
DPW-STREETS & MAINTENANCE  
August 10, 2015**



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\* DEPARTMENTS TO COMPLETE COLUMN \*

Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/-Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598453	Public Works Facility	Ric Mohelnitzky	(State of WI or other Indep Body)	CP	2014	\$38,000	\$12,937	\$0	\$12,937	\$25,063	\$12,937	\$25,063	05/01/2014	12/31/2014	100%	
150-237598453	DPW Facility Study	Ric Mohelnitzky	TBD	RFP	2015	\$44,000	\$0	\$3,733	\$3,733	\$40,267	\$44,000	\$0	06/29/2015	08/31/2015	0%	Engineering for retaining wall, gangway & stormwater
150-237598453	Mezzanine for Bldg #1	Ric Mohelnitzky	TBD	NS	2015	\$15,000	\$0	\$0	\$0	\$15,000	\$15,000	\$0	09/14/2015	10/31/2015	0%	Mezzanine Upgrade for Storage
150-237598453	Platform & Gangway, Retri	Ric Mohelnitzky	TBD	NS	2015	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000	\$0	09/14/2015	10/31/2015	20%	Construction of gangway/retaining wall
						\$122,000	\$12,937	\$3,733	\$16,670	\$105,330	\$96,937	\$25,063				

**CITY OF WAUSAU**  
**FIRE DEPARTMENT**  
**AUGUST 10, 2015**



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Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/-Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598436	Fire Dept Equipment	Tracey Kujawa	(State of WI or other Indep Body)	CP	2014	\$58,778	\$51,272	\$7,506	\$58,778	\$0	\$58,778	\$0	09/01/14	04/30/15	100%	
150-237598436	Self-Cont'd Breathing App	Tracey Kujawa		C	2015	\$177,701	\$0	\$1,260	\$1,260	\$176,441	\$177,701	\$0	10/01/14	10/31/15	30%	Achieved better pricing, requested excess budget of \$57,440 move to radios
150-237598436	Fit Testing	Tracey Kujawa		CW	2015	\$17,810	\$0	\$15,822	\$15,822	\$1,988	\$15,822	\$1,988	09/01/14	05/31/15	100%	
150-237598436	Radios	Tracey Kujawa		C	2015	\$99,266	\$0	\$97,858	\$97,858	\$1,408	\$97,858	\$1,408	11/01/14	12/31/15	20%	Have requested budget increase using excess budget from SCBA
150-237598436	Personal Protective Equip	Tracey Kujawa		C	2015	\$36,060	\$0	\$16,891	\$16,891	\$19,169	\$36,060	\$0	10/01/14	10/31/15	70%	Most equipment purchased, still need gear for 4 new fire fighters

\$389,615      \$51,272      \$139,337      \$190,609      \$199,006      \$386,219      \$3,396

**CITY OF WAUSAU  
 CAPITAL IMPROVEMENT DETAIL STATUS REPORT  
 MAINTENANCE DEPARTMENT  
 August 10, 2015**



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Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/-Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598411	City Facility and Public Safety replacement projects	Brian Bartkowiak	(State of WI or other Indep Body)	OG	2014	\$87,972	\$34,523	\$8,772	\$43,295	\$44,677	\$87,972	\$0	On-going	On-going	50%	Various facility improvement projects. 2014 Public Safety Bldg floor covering. 2014 City Hall lobby improvements, 2015 Public Safety conference tables and chairs, 2015 other facility and furnishing improvements as needed.
150-237598460	Police Facility Masonry Rehabilitation	Brian Bartkowiak		C	2014	\$35,000	\$0	\$0	\$0	\$35,000	\$35,000	\$0	08/15/2015	12/31/2015	15%	Repairing and tuck pointing and spackling masonry. Materials ordered. Waiting for delivery of materials
						\$122,972	\$34,523	\$8,772	\$43,295	\$79,677	\$122,972	\$0				

**CITY OF WAUSAU**  
**PARKS DEPARTMENT**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**August 10, 2015**



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150-237598405	River Edge Trail	Peter Knotek	(State of Wf or other Indep Body)	OG	B4 2014	\$33,081	\$0	\$0	\$0	\$33,081	\$33,081	\$0	On-going	On-going	0%	This fund is available to finance unexpected improvements for components of the trail that fall outside the TID districts.
150-237598405	River Edge Trail	Peter Knotek		D	2015	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$0	08/01/2015	10/30/2015	0%	Sternberg Grant Funds.
150-237598406	Radtke park improvement	Peter Knotek		D	2015	\$55,200	\$0	\$0	\$0	\$55,200	\$55,200	\$0	07/15/2015	09/14/2015	0%	Bids came in over budget, will redesign and rebid.
150-237598462	Kaiser Swimming Pool Construction and Engineering for Memorial and Schulenberg	Peter Knotek		D	2014	\$3,485,500	\$1,253,048	\$2,093,153	\$3,346,201	\$139,299	\$3,485,500	\$0	09/01/2014	06/30/2015	75%	Balance to be used for design of Schulenberg.
150-237598462	Memorial Pool Constructi	Peter Knotek		C	2015	\$3,000,000	\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$0	07/01/2015	05/15/2016	0%	Construction began July 15, 2015.
150-237598425	Park Rolling Stock	Bill Duncanson		Z	2015	\$173,460	\$0	\$58,126	\$58,126	\$115,334	\$173,460	\$0	02/01/2015	12/01/2015	85%	Vehicle Purchases Ongoing. Purchase orders out for additional \$88,500. Some deliveries will not occur until Feb. 2016.

\$7,747,241    \$1,253,048    \$2,151,280    \$3,404,328    \$4,342,913    \$7,747,241    \$0

**CITY OF WAUSAU**  
**POLICE DEPARTMENT**  
**AUGUST 10, 2015**



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150-237598450	Police Protective Equipment	Jeff Hardel	(State of WI or other Indep Body)	CP	2014	\$32,340	\$31,169	\$1,171	\$32,340	\$0	\$32,340	\$0	02/24/2014	11/01/2015	100%	Tasers, SWAT Equip, Detective Equip, and Drug Dog expense.
150-237598450	Police Radios	Jeff Hardel		C	2015	\$38,844	\$0	\$0	\$0	\$38,844	\$38,844	\$0	05/26/2015	12/31/2015	20%	Radios are received, they are being tested.
						\$71,184	\$31,169	\$1,171	\$32,340	\$38,844	\$71,184	\$0				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**METRO RIDE**  
**August 10, 2015**



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Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimated Cost (Total Expected Cost)	Anticipated Budget Variance (+Fav/ -Unf)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598417	WATS Projects	Greg Seubert	(State of WI or other indep Body)	CW	2014	\$24,098	\$19,389	\$0	\$19,389	\$4,709	\$24,098	\$0	05/01/2014	09/30/2015	80%	
150-237598417	Shop Hoist Replacement	Greg Seubert	N/A	RFP	2015	\$195,000	\$0	\$0	\$0	\$195,000	\$195,000	\$0	06/01/2015	09/30/2015	0%	Bid specifications are being prepared.
						\$219,098	\$19,389	\$0	\$19,389	\$199,709	\$219,098	\$0				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**SEWER UTILITY**  
**August 10, 2015**



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<b>TREATMENT PLANT</b>																
163-15208	PRIMARY DIGESTER COVER/EQUIP	Eric Lindman	Becher Hoppe	C	2015	\$5,595	\$0	\$5,595	\$5,595	\$0	\$5,595	\$0	01/01/15	12/31/15	0%	
163-15212	FINAL CLARIFIER #3 REHAB	Eric Lindman		CP	2014	\$390,800	\$337,939	\$52,071	\$390,010	\$791	\$390,800	\$0	01/01/14	06/30/15	100%	
163-15212	FINAL CLARIFIER #3 REHAB	Eric Lindman		C	2015	\$12,270	\$0	\$0	\$0	\$12,270	\$12,270	\$0	01/01/15	12/31/15	0%	
163-15227	DIGESTER HEATING & MIXING	Eric Lindman		C	2015	\$1,100,000	\$0	\$5,948	\$5,948	\$1,094,052	\$1,100,000	\$0	01/01/15	12/31/15	20%	
163-15227	SECONDARY DIGESTER MIXING SYS	Eric Lindman		C	2015	\$500,000	\$0	\$5,948	\$5,948	\$494,052	\$500,000	\$0	01/01/15	12/31/15	20%	
163-15228	DIGESTER GAS STORAGE/PRESSURE	Eric Lindman		C	2015	\$500,000	\$0	\$7,962	\$7,962	\$492,038	\$500,000	\$0	01/01/15	12/31/15	0%	
163-15521	ROOFS/GIRT BUILDING DOME	Eric Lindman		RFP	2015	\$250,000	\$0	\$0	\$0	\$250,000	\$250,000	\$0	01/01/15	12/31/15	0%	
163-15521	MCC1 & PLANT WIRING UPGRD	Eric Lindman		C	2015	\$80,000	\$0	\$0	\$0	\$80,000	\$80,000	\$0	01/01/15	12/31/15	0%	Materials ordered
163-15711	TRAILER MOUNTD SEWER CLNR	Eric Lindman		RFP	2015	\$80,000	\$0	\$0	\$0	\$80,000	\$80,000	\$0	01/01/15	12/31/15	0%	
163-15711	RAS PUMP REPLCMT	Eric Lindman		NS	2015	\$75,000	\$0	\$0	\$0	\$75,000	\$75,000	\$0	01/01/15	12/31/15	0%	
163-15683	SAND FILTER REHAB	Eric Lindman		NS	2015	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	01/01/15	12/31/15	0%	
<b>LIFT STATIONS</b>																
163-15691	HIGGENBOTHAM ADDITION	Eric Lindman		NS	2015	\$250,000	\$0	\$0	\$0	\$250,000	\$250,000	\$0	01/01/15	12/31/15	0%	Proposed for 2016
163-15691	INDSTRAL PARK PUMP & SCREEN	Eric Lindman		NS	2015	\$60,000	\$0	\$0	\$0	\$60,000	\$60,000	\$0	01/01/15	12/31/15	0%	

**SEWER UTILITY  
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163-15220	CLEVELAND AVE LS RPLC	Eric Lindman		NS	2015	\$20,000	\$0	\$6,240	\$6,240	\$13,760	\$20,000	\$0	01/01/15	12/31/15	0%	
163-15691	72ND AVENUE	Eric Lindman		NS	2015	\$20,000	\$0	\$0	\$0	\$20,000	\$20,000	\$0	01/01/15	12/31/15	0%	
163-15691	LS CONTROL PANEL UPGRADES	Eric Lindman		NS	2015	\$10,000	\$0	\$0	\$0	\$10,000	\$10,000	\$0	01/01/15	12/31/15	0%	
OFFICE EQUIPMENT																
163-15701	PLANT COMPUTERS	Eric Lindman		NS	2015	\$12,000	\$0	\$0	\$0	\$12,000	\$12,000	\$0	01/01/15	12/31/15	0%	
TRANSPORTATION EQUIPMENT																
163-15731	TRUCKS	Eric Lindman		NS	2015	\$40,000	\$0	\$0	\$0	\$40,000	\$40,000	\$0	01/01/15	12/31/15	0%	
SEWERS																
163-15213	2014 SEWER REHAB (SLIPLINING)	Eric Lindman	Visu-Sewer	CP	2014	\$300,000	\$291,360	\$0	\$291,360	\$8,640	\$298,547	\$1,454	01/01/15	12/31/15	100%	Final amount of project was \$298,546.50
163-00000	SLIPLINE SEWERS	Eric Lindman		C	2015	\$325,000	\$0	\$0	\$0	\$325,000	\$325,000	\$0	01/01/15	12/31/15	40%	
163-15223	STREET PROJECT B- N 11TH ST/ GRANT ST	Eric Lindman	Switlick & Sons	C	2015	\$173,500	\$0	\$58,945	\$58,945	\$114,555	\$165,838	\$7,662	06/22/15	12/31/15	70%	11th & Grant were bid as one project
163-15225	STREET PROJECT E- 7TH ST/ CROCKER ST	Eric Lindman	James Peterson	C	2015	\$283,000	\$0	\$175,992	\$175,992	\$107,008	\$247,214	\$35,786	06/17/15	12/31/15	30%	7th & Crocker were bid as one project
163-15222	22ND AVE (NEHRING TO DEAD END)	Eric Lindman	Steen Construction	C	2015	\$50,200	\$0	\$0	\$0	\$50,200	\$62,370	-\$12,170	01/01/15	12/31/15	30%	
163-15224	FLEETH ST (PARK BLVD TO 11TH AVE)	Eric Lindman	Steen Construction	C	2015	\$67,400	\$0	\$0	\$0	\$67,400	\$3,000	\$64,400	01/01/15	12/31/15	20%	

\$4,654,765    \$629,299    \$318,701    \$948,000    \$3,706,765    \$4,557,634    \$97,131

**CITY OF WAUSAU**  
**WATER UTILITY**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**August 10, 2015**



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161-14031	2014 STREET PROJECT-C- Curling Way	Eric Lindman	PGA Inc.	CP	2014	\$372,689	\$362,687	\$3,138	\$365,825	\$6,864	\$372,689	\$0	07/01/14	10/31/15	100%	Completed end of 2014, final payment pending
161-14035	PROJ A 22ND AVE NEHRING ST	Eric Lindman	Steen Construction	C	2015	\$2,300	\$0	\$0	\$0	\$2,300	\$2,600	-\$300	08/17/15	12/31/15	20%	Project was bid and water portion is \$2,600.
161-14036	PROJ B 11TH ST/GRANT ST	Eric Lindman	Switlick & Sons	C	2015	\$235,800	\$0	\$82,779	\$82,779	\$153,021	\$251,152	-\$15,352	06/22/15	12/31/15	50%	Significant change order due to rock encountered
161-14037	PROJ D FLETH ST/84TH AV EXT	Eric Lindman	Steen Construction	C	2015	\$67,000	\$0	\$59,320	\$59,320	\$7,680	\$65,750	\$1,250	06/29/15	12/31/15	90%	
161-14038	PROJ E N 7TH ST/ROCKER ST	Eric Lindman	James Peterson	C	2015	\$365,800	\$0	\$98,231	\$98,231	\$267,569	\$358,642	\$7,158	06/17/15	12/31/15	40%	
161-14039	PROJ C 2ND AVE/CLARK ST	Eric Lindman		NS	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	01/01/15	12/31/15	0%	Project has been delayed to 2016
161-14040	WATER HYDRAULIC MODEL	Eric Lindman		C	2015	\$45,000	\$0	\$20,150	\$20,150	\$24,850	\$40,300	\$4,700	01/01/15	12/31/15	50%	Work is ongoing by Becher Hoppe
161-14041	WATER QUALITY INVESTIGATION	Eric Lindman		CW	2015	\$20,000	\$0	\$17,271	\$17,271	\$2,729	\$20,000	\$0	01/01/15	12/31/15	100%	
161-14042	2015 SIDEWALK PROJECT	Eric Lindman	Ellenbecker	C	2015	\$22,000	\$0	\$18,676	\$18,676	\$3,324	\$22,000	\$0	01/01/15	12/31/15	70%	Anticipate costs at \$22,000.
161-14043	BROWN ST WATER TOWER PAINTING	Eric Lindman	LC United	RFP	2015	\$125,000	\$0	\$276	\$276	\$124,724	\$135,000	-\$10,000	01/01/15	12/31/15	0%	Contract awarded, work not yet started, budget incr rqt in process
161-00000	WELL REHAB	Eric Lindman		NS	2015	\$0	\$0	\$0	\$0	\$0	\$30,000	-\$30,000	01/01/15	12/31/15	0%	Proj bldgt rqt in process
161-00000	HIGHLAND TANK IMPRVMTS- POWER & MIXER	Eric Lindman		NS	2015	\$0	\$0	\$0	\$0	\$0	\$55,000	-\$55,000	01/01/15	12/31/15	0%	Proj bldgt rqt in process

**WATER UTILITY  
August 10, 2015**



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161-16920	DUMP TRUCK	Eric Lindman		CP	2015	\$25,000	\$0	\$24,858	\$24,858	\$142	\$24,858	\$142	01/01/15	12/31/15	100%	Project complete
161-16940	HURCO	Eric Lindman		NS	2015	\$65,000	\$0	\$0	\$0	\$65,000	\$65,000	\$0	01/01/15	12/31/15	0%	
161-16940	CORRELATOR	Eric Lindman	HD Supply	C	2015	\$22,000	\$0	\$0	\$0	\$22,000	\$22,500	-\$500	01/01/15	12/31/15	90%	Waiting on delivery of equipment
161-1940	HYDOR HAMMER	Eric Lindman		CP	2015	\$15,200	\$0	\$15,200	\$15,200	\$0	\$15,200	\$0	01/01/15	12/31/15	100%	Project complete
161-16463	METER REPLACEMENTS	Eric Lindman		C	2015	\$50,000	\$0	\$37,310	\$37,310	\$12,690	\$50,000	\$0	01/01/15	12/31/15	80%	
161-16970	SCADA UPGRADE	Eric Lindman		C	2015	\$20,000	\$0	\$0	\$0	\$20,000	\$20,000	\$0	01/01/15	12/31/15	0%	Project not proposed for 2015
161-16915	COMPUTER EQUIPMENT	Eric Lindman		C	2015	\$10,000	\$0	\$0	\$0	\$10,000	\$10,000	\$0	01/01/15	12/31/15	0%	ATGIS for security.
161-16920	JOB BOX	Eric Lindman		CP	2015	\$10,000	\$0	\$8,143	\$8,143	\$1,857	\$8,143	\$1,857	01/01/15	12/31/15	100%	Project complete
						\$1,472,789	\$362,687	\$385,351	\$748,038	\$724,751	\$1,568,833	-\$96,045				

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Authorizing City staff to insource pet licensing processing beginning with the January 2016 licensing season and offer pet licensing and data management services to the Village of Weston	
Committee Action:	
Fiscal Impact:	Annual Expense savings of \$23,500
<b>File Number:</b>	12-1007 <b>Date Introduced:</b> October 27, 2015

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Savings of approximately
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Budget Transfer</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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 type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount 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"/>		

**WHEREAS**, the City of Wausau and the Village of Weston entered into a contract with PetData beginning with the 2013 pet licensing season with the fee structure established at \$3.90 per license, and

**WHEREAS**, this service offered efficient 24/7 online application processing and other data management services which were considered very desirable; and

**WHEREAS**, in 2015, the City of Wausau purchased permitting and licensing software that provides similar online licensing and licensing search capabilities along with additional benefits such as integration with our GIS/mapping software; and

**WHEREAS**, the City’s new software will offer other online licensing and permit options such as building permits, residential fire pit permits, bartender licenses and rental license permits; and

**WHEREAS**, the PetData contract terminates on November 4, 2015; and insourcing the pet license processing utilizing the new licensing software will save the City the contract fees totaling approximate \$23,000 annually; and provide enhanced data management capabilities; and

**WHEREAS**, resumption of in-house services will not negatively impact multi-jurisdictional animal control services

**WHEREAS**, City officials have the ability to provide licensing services to the Village and Town of Weston for the 2016 licensing season if these municipalities are interested and find it is in their best interest;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the advantages provided by the acquisition of the new software makes it in the best interests of the City to resume the in-house processing of pet licenses beginning with the 2016 pet licensing season;

**BE IT FURTHER RESOLVED**, that the City of Wausau is willing to provide pet licensing and related data management services to the Village and Town of Weston;

Approved:

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James E. Tipple, Mayor

## **PUBLIC HEALTH & SAFETY COMMITTEE**

Date and Time: Monday, September 21, 2015 at 5:15 pm, (Council Chambers)

Members Present: Rasmussen (C), Wagner, Kellbach, Neal

Members Excused: Gisselman

Others Present: Alfonso, Hardel, Kujawa, Rayala, Groat, Ray Neupert

### **Discussion and possible action regarding termination or non-renewal of PetData contract and adoption of in-house program. (Groat)**

Maryanne Groat stated PetData sends out the renewal notices at the beginning of each licensing season to those that have current licenses. They work with the veterinarians who provide their database of individuals who bring in pets for vaccinations and they also provide online licensing as well as by phone and through the mail. She indicated we are spending approximately \$24,000 per year for those services. Groat stated the city recently purchased new permitting and licensing software for the Inspections Department and it has a module for clerk's type of licensing. This software will be used for our licensing and it has a pretty significant online component to it. She noted the city is still licensing about 45% of the pets at the counter at City Hall or via mail to us, and we pay \$3.90 per license whether it is done here or online. She suggested terminating the relationship with PetData and do it ourselves in-house. Alfonso noted the contract with PetData expires on its own on November 4, 2015, but suggested sending a courtesy letter informing them we were not going to exercise one of our two one-year options to renew.

Groat indicated she has a meeting with IT tomorrow at which time some testing could be done to make sure we all think it works well. Wagner suggested giving Weston a rebate on the \$3.90 per license charge to encourage them to go along with us. Rasmussen noted Weston has gone 100% PetData and doesn't sell licenses across the counter at all anymore. Wagner questioned if we would offer Weston residents the ability to either call us or go online for their pet licenses. Rasmussen suggested placing a link for Weston residents to access our system.

Groat stated if there was some uncertainty they could also decide to stay with PetData one more year to give time get the licensing program implemented and further along and contemplate it again next year.

Motion by Wagner, second by Neal to direct staff to continue to pursue an in-house pet licensing process and pending a positive outcome of research and interaction with Weston, forward it to Finance Committee at the proper time to make the change. Motion carried 4-0.