



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

OFFICIAL NOTICE AND AGENDA

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

Meeting of: **FINANCE COMMITTEE**
 Date/Time: **Tuesday, January 12, 2016 at 5:00 PM**
 Location: **City Hall, 2nd Floor Board Room**
 Members: David Oberbeck (C), Karen Kellbach, Dave Nutting, Bill Nagle, Robert Mielke

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

Presenter

- | | | |
|---|--|---------|
| 1 | Public Comment on matters appearing on the agenda. | |
| 2 | Minutes of previous meeting(s). (12/22/2015) | |
| 3 | Vaccination and MicroChip Clinic | Barnes |
| 4 | Discussion and Possible Action regarding the Wausau Live It Up Housing Project | Schock |
| 5 | Discussion and possible action on setting a minimum amount for property acquisitions related to the Thomas Street Project | Lindman |
| 6 | Discussion and possible action on request of the Fire Department to carryover funds from 2015 to 2016 to finance Succession Planning | Kujawa |
| 7 | Discussion and possible action to provide fire and EMS services to the Township of Stettin | Kujawa |
| 8 | Discussion and possible action approving Assistance to Firefighters Grant application for the installation of mobile data terminals (MDTs) and first-in software | Kujawa |
| 9 | Discussion and Possible Action regarding Sole Source Request for the Wausau Water Utility - Chemicals | Lindman |

Adjournment

David Oberbeck, Chair

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

It is possible and likely that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 1/06/16 @ 11:15 AM

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

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



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ADDENDUM

Meeting of: **FINANCE COMMITTEE**
Date/Time: **Tuesday, January 12, 2016 at 5:00 PM**
Location: **City Hall, 2nd Floor Board Room**
Members: David Oberbeck (C), Karen Kellbach, Bill Nagle, Dave Nutting, Robert Mielke

ADDENDUM ITEM(S) FOR CONSIDERATION (All items listed may be acted upon)

- 10) Discussion and possible action regarding a lease agreement with Evolution in Designs for parking on city-owned property bounded by McClellan Street and N. 1st Street.

David Oberbeck, Chair

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 1/11/16 at 4:55 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, Rasmussen, Abitz, Winters), *Tipple, *Jacobson, *Groat, Rayala, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, December 22, 2015 @ 5:00 pm., Council Chambers

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

Others Present: Groat, Hite, Lindman, Hanson, Schock, Tipple, Neal, Wagner, Goede, Elizabeth Field, Ben Walljasper, and 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.

Public Comment

None.

Minutes of previous meeting(s). (12/08/15)

Motion by Mielke, second by Kellbach to approve the minutes of previous meetings (12/08/15). Motion carried 5-0.

Discussion and Possible Action regarding leasing agreement with Enterprise Fleet Management

Mark Hanson, DPW Fleet Manager, explained they operate approximately 450 pieces of equipment and are struggling with finding ways to maintain and keep our current staffing levels the same. One of the ways we have proposed to help with replacing vehicles on a timely basis is to explore a leasing program. He indicated they put out an RFP last summer to three different vendors and felt Enterprise had the best proposal. He reviewed a PowerPoint that was included in the committee packets with information on what it currently costs to operate the fleet. He noted the pickup trucks are on a long life cycle of 10 plus years and by the time they are done there is virtually no residual value left.

Hanson stated the vehicles would be leased including maintenance and replaced with new vehicles every five years. Local vendors of dealerships and national chains or local shops in the city will do the maintenance work. He stated the city's motor pool can benefit in many ways from leasing. The newer vehicles are basically like driving computers which requires training to keep up with the technology and the expensive diagnostic equipment. He noted he currently has two vehicles in the fleet that are out of commission because they are unsafe to drive. He did not want to keep vehicles so long that they get to that point. Ben Walljasper, of Enterprise, reviewed the proposed lease plan.

Motion by Mielke, second by Kellbach to approve implementing the lease plan with Enterprise. Motion carried 5-0.

Discussion and Consideration of Resolution Designating Proposed Amended Boundaries and Approving the Project Plan Amendment for Tax Incremental District No. 3, City of Wausau Wisconsin

Groat explained this is our downtown TID and the amendment is to expand the territory and increase the project costs to encompass the Wausau Center Mall and the J.C. Penney's building, as well as a few outlying properties. It is also to increase costs to include the loan scenarios that were proposed by Wausau Center Mall; the marketing funds; to make some improvements to the parking ramps so that we can go with a cashier-less system; and spending within the half-mile boundaries for street and sidewalk improvement projects.

Motion by Nutting, second by Nagle to approve the amended boundaries and the project plan amendment for TID #3. Motion carried 5-0.

Discussion and Consideration of Resolution Designating Proposed Amended Boundaries and Approving the Project Plan Amendment for Tax Incremental District No. 5, City of Wausau Wisconsin

Groat stated the TID #5, which is in the business park, expenditure period terminated in July so we couldn't spend anymore money in the district. This is amending the boundaries to eliminate all properties but for Eastbay, Polywood, and Wausau Window & Wall. She noted some of the buildings that would be eliminated from the boundaries are some that have recent improvements that will help balance our budget for 2017, such as Composite Envision, Medwaste, and UAS Labs. There is vacant property that would be eliminated out of the district, too, so if developed it would go immediately to the operating budget.

Motion by Nutting, second by Nagle to approve the amended boundaries and project plan for TID #5. Motion carried 5-0.

Discussion and Consideration of Resolution Approving the Project Plan Amendment for Tax Incremental District No. 5, City of Wausau Wisconsin

Groat stated this affects the district out in the business park by allowing it to be a donor district to TID #3; the amount of increment is being reduced because we've reduced the boundaries. She explained this would allow us to donate each year and if two years down the road we decide the district doesn't need the funds at any time we can terminate that donation, but it's authorizing it for the five year period. She felt it was a good way for the city to mitigate our risk due to the mall and the riverfront project.

Motion by Nutting, second by Nagle to approve the project plan for TID #5. Motion carried 5-0.

Discussion and Possible Action regarding budget modification for Engineering Salaries

Lindman explained this is in regard to a retirement in the Engineering Department and the sick leave payout. Without the funds for the payout we would not be able to hire a replacement until May. This budget modification is out of the winter maintenance account due to our lack of snow this year.

Motion by Mielke, second by Nagle to approve the budget modification for Engineering Salaries. Motion carried 5-0.

Adjourn

Motion by Nutting, second by Mielke to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:30 p.m.

	City of Wausau	Village of Weston	City of Schofield	Town of Weston
Number of licenses	156	28	12	0
Number of Pre-licensed	0	0	0	0
Number of just product no license	3	0	0	0
Total Animals	159	28	12	0
Money paid for licensing according to forms	2,626.00	380.00	120.00	0.00
		Total for Everest	40	

Total \$ for All	\$3,146.00
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Total
196
0
3
199
\$3,126.00

Everest Checks	Everest Cash
20	5
10	25
10	60
30	360
70	450

Total from Everest	\$520.00
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Wausau checks	Wausau Cash
10	1
30	3
20	12
10	2
20	21
52	145
20	310
10	1080
52	200
20	100
10	<u>\$1,874.00</u>
10	
10	
30	
20	
20	
20	
10	
20	
10	
20	
62	
30	
10	
20	
20	
52	
20	
<u>114</u>	
\$752.00	

Total From Wausau	\$2,626.00
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Staff Report

From: Christian Schock
To: Finance Committee
Date: January 12, 2016
Re: Live It Up Wausau

Purpose: To update the committee on a new homeownership assistance program and seek approval to utilize the existing pool of TIF#2 fund dedicated for housing for the implementation of the new program.

Considerations:

- The City currently has a successful track record of operating a homeownership assistance program utilizing federal funds.
- Workforce development strategies regionally continue to highlight the need for housing diversity and the goal of rooting professionals in neighborhoods as a tool for the attraction and retention of skilled workers.
- Increasing homeownership rates in the City, and especially incentivizing the reinvestment in historic homes and older neighborhoods is a key strategy of the City.

The Live It Up Wausau program is a new approach to utilization of the City's existing homeownership assistance programs, combining the existing program with a new focus on homesteading for professionals as an economic development tool for the community.

The program will partner with the Chamber, Community Foundation of Northcentral Wisconsin, WHEDA and others to pool homeownership resources, along with the City's allocated TIF#2 funds which were previously designated for housing to create a downpayment assistance loan/grant which will proactively encourage professional homesteading.

Allocate a portion of the TIF#2 funds committed to housing programs (initially \$130,000 of the \$631,840) to the Live It Up program to be administered by the City and marketing materials for the program not to exceed \$20,000 which will be solicited through RFP.



LIVE IT UP

WAUSAU

KNIGHT



in partnership with GALLUP'

- **‘Community Attachment Drivers’**
(survey of 40,000 people- 2010)
 - **Welcoming/Openness**
 - **Social Offerings**
 - **Aesthetics**



- **Effective Economic Development must address 'rooting':**
 - **Professionals stay where they are rooted**
 - **Professionals grow where they are rooted**
 - **Professionals create multipliers when rooted**

Live It Up!



GOALS

- Connect employees with communities
- Retention tool for local employers
- Change perception of assistance
- Increase homeownership
- Reduce blight
- Root young professionals
- Leverage city and charitable resources

Live It Up!



POTENTIAL PARTNERS

- Utilize local HR depts to build awareness
- Chamber support and marketing
- Create a Foundation fund for giving
- Pair resources with WHEDA, etc.
- Independently branded effort

Live It Up!



FEATURES

- Create 'pool' of homeownership/ downpayment assistance funds
- Commit to minimum downpayment contribution for local employees
- City 'triage' of applications

Live It Up!



TERMS

- Application before offer to purchase
- No interest loan (likely 5 yr.), last year payment forgiven
- City takes subordinate mortgage position
- Primary residence
- Minimum of \$10,000 (\$15,000 historic)

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

**JOINT RESOLUTION OF THE CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE AND FINANCE COMMITTEE**

Approving setting a minimum amount for property acquisitions related to the Thomas Street Project

Committee Action: CISM: Approved 5-0
Finance: Pending

Fiscal Impact: Minimum of \$200 per parcel.

File Number: 02-1005

Date Introduced: January 12, 2016

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i> TID #6, 2016 budget
	<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> Based upon scope of work
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i> TBD <i>Annual Retirement</i> TBD
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i> TBD
	<i>TID Source:</i> Increment Revenue <input type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/>		

RESOLUTION

WHEREAS, Thomas Street from 3rd Avenue to 17th Avenue is proposed to be reconstructed in 2017; and

WHEREAS, several properties along the corridor will require small property acquisitions for the approved road design; and

WHEREAS, thirty-seven properties along the corridor will require a temporary limited easement during construction of the project; and

WHEREAS, to provide an incentive for property owners and to avoid additional costs of short term appraisals and the process of eminent domain, the State has set a minimum of \$200 for small property acquisitions and temporary limited easements on their projects; and

WHEREAS, setting a minimum dollar amount for small property acquisitions and temporary limited easements related to the Thomas Street Project was discussed by your Capital Improvements and Street Maintenance Committee at its meeting on December 10, 2015 and by your Finance Committee at its meeting on January 12, 2016, and both committees recommend approving a minimum of \$200; now therefore

BE IT RESOLVED the Common Council of the City of Wausau does hereby approve a \$200 minimum amount for property acquisitions and temporary limited easements.

Approved:

James E. Tipple, Mayor

JOINT MEETING OF THE CAPITAL IMPROVEMENTS AND STREET MAINTENANCE
COMMITTEE AND PLAN COMMISSION

Date of Meeting: December 10, 2015, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: **Capital Improvements and Street Maintenance Committee:**
Rasmussen, Mielke, Gisselman, Kellbach, Abitz
Plan Commission:
Mayor Tipple, Lindman, Oberbeck, Gisselman, Atwell

Also Present: Jacobson, Lenz, Wesolowski, Gehin

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Noting the presence of a quorum, at approximately 5:30 p.m. Chairperson Rasmussen called the meeting of the Capital Improvements and Street Maintenance Committee to order; and Mayor Tipple called the meeting of the Plan Commission to order.

Discussion and possible action on setting a minimum amount for property acquisitions related to the Thomas Street Project

This item was taken out of agenda order.

Lindman stated the State has a minimum of \$200 for property acquisitions that require small takings or for a temporary limited easement. This provides an incentive to home owners to sign necessary documents. Staff would like a minimum amount of \$200 to \$250 set for the Thomas Street Project. If the offered value is a small amount it could be difficult to obtain the property owner's signature. Speich indicated if the property owner does not sign a TLE to allow the contractor to work on the property owner's side of the sidewalk there are a few options. The parcel could be removed from the plat and the existing sidewalk would be left with the project going around that property, or \$1,900 could be spent on a short term appraisal and the process of eminent domain followed. Speich stated there are 42 parcels along the project. Five of those will be appraised due to parking issues, which would leave 37 properties needing a TLE.

Mielke moved to direct staff to set a minimum amount of \$200 for property acquisitions and Temporary Limited Easements related to the Thomas Street Project. Gisselman seconded.

Gisselman questioned if there is an estimate of how much this will cost. Gehin replied the minimum amount would be \$7,500. Speich stated before any offers are made, the Finance Committee will review the parcel payment report, which will show each parcel and proposed payment.

There being a motion and a second, motion to direct staff to set a minimum amount of \$200 for property acquisitions and Temporary Limited Easements related to the Thomas Street Project carried unanimously 5-0.



Memorandum

From: Tracey Kujawa, Chief 
To: Finance Committee, Mayor Tipple, MaryAnne Groat – Finance Director,
Myla Hite – Human Resources Director
Date: January 5, 2016
Subject: Carryover of Funds

Purpose:

To request a carryover of funds from the 2015 Operational Budget to the 2016 Operational Budget.

Recommendation:

I am requesting that you approve a transfer of \$5,000 plus travel expenses from the 2015 Operational Budget – Salaries (Deputy Chief) to be used to contract with Business Alignment Strategies.

Facts OR Considerations:

The Wausau Fire Department is in the midst of assembling a new executive team and has recently lost decades of institutional knowledge through retirements and resignation; with the future predicting more of the same. Because of this, it is imperative that the Wausau Fire Department outline a succession process. As the Chief of the Department I am tasked with ensuring that our Department achieves our mission and with this responsibility preparedness is paramount. We face life and death situations every day and members of our Department must be ready and able to do their jobs safely, effectively and professionally. A succession process is a systematic framework which will ensure and maintain a ready pool of qualified candidates who have been trained, developed and possess critical skills necessary to fill key needs within the Department and will prepare them for promotional opportunities when vacancies occur. This will ensure continuation of key fire services within the City while at the same time provide a transparent internal process to support fire personnel, at all ranks, with access to the knowledge, skills, education and experience they need to be successful in their current jobs as well as those to which they promote in the future.

Succession planning is a unique skill set that can best be accomplished by an expert within the field who is familiar with criteria unique to the fire service. I am seeking the carryover funds so the Department can contract with an outside agency that is an expert in this area and will assist

us in completing this all important task in a timely fashion. The funding will be derived from the salary line of the Deputy Chief's position that has been vacant for 9 months and will most likely be vacant for an additional 2 months.

Impact:

There will be no financial impact if a carryover of funds is approved. The approximate salary savings from the Deputy Chief's vacancy in 2015 was \$69,708. There will be staff time required to create the succession process with the contracted entity. Planning for the future and having a succession process will help us remain proficient during periods of turnover. We will be better prepared when fire service personnel depart and therefore the loss of institutional knowledge will not have as grave of impact on performance, services provided and consistency.

Coordination:

Both Human Resources Director Myla Hite and Finance Director MaryAnne Groat have been consulted and support this request.

Drafted by: Tracey Kujawa, Chief

Cc: Mayor



Memorandum

From: Tracey Kujawa, Fire Chief
To: Finance Committee
Date: January 6, 2016
Subject: Providing EMS and Fire Services to Township of Stettin

Purpose:

The purpose of this staff report is to gain approval to provide EMS and fire coverage to the Township of Stettin. This will be a collaborative effort with Maine Fire Department and SAFER District for fire response and SAFER for EMS response.

Recommendation:

Currently Maine Fire Department and SAFER District provide services to the Township of Stettin. I believe that Wausau Fire Department would enhance the service to this area and increase revenue to the City of Wausau so I would recommend contracting with them for these services.

Facts OR Considerations:

The Wausau Fire Department, Maine Fire Department and SAFER District have collaborated and agreed preliminarily to provide fire and EMS Services to the Township of Stettin. Fire coverage would require all three departments and EMS coverage would be SAFER District and Wausau Fire Department. The EMS response district would be all of Stettin Township where fire would simply be east of County Highway O. The average number of EMS responses is approximately 45/year and fire is approximately 6/year.

It would be difficult, if not impossible, for our Department to provide efficient emergency services to a contracted area because we are too busy and we can't and won't leave the City unprotected. By collaborating with other area services we can provide services and not deplete our ability to respond within our primary response districts and increase revenues to the City.

The increase of revenue to the City would be approximately \$50,000/year which would be broken out in the following manner:

EMS Standby Fee \approx \$5,173.50
Cost for EMS Response \approx \$2,000
Fire Standby Fee \approx \$26,172
Billing of EMS responses \approx \$15,000 - \$18,000

Of course, this dollar amount is an approximation. We are guaranteed to receive the standby fees for fire and EMS which amount to \$31,435. The items that are variable are the “cost for EMS response” and “billing of EMS responses” because we don’t know how many responses we will have to the Township nor do we know how much we will recover when billing the patient.

This agreement will not begin until the beginning of the second quarter in 2016.

Impact:

There is not negative financial impact to the City.

Drafted by: Tracey Kujawa, Chief

Cc: Mayor



Memorandum

From: Tracey Kujawa, Fire Chief 
To: Finance Committee
Date: January 6, 2016
Subject: Assistance to Firefighters Grant (AFG)

Purpose:

To gain approval to apply for an AFG.

Recommendation:

The Wausau Fire Department would like to apply for an AFG which is funded by Department of Homeland Security (DHS) through the Federal Emergency Management Agency (FEMA). The purpose of the AFG Program is to enhance, through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical and all-hazard events. It is a 90/10 grant and therefore it is a benefit to the City to attain needed equipment through this grant process.

Facts OR Considerations:

The Wausau Fire Department would like to incorporate GIS mobile response software on our emergency vehicles. This type of software will give us access to more comprehensive critical information enabling responding units to decide the best course of action in all kinds of hazardous situations. It will allow us increased efficiency because all information is in an electronic format and easily accessible. Mobile GIS provides access to critical all-hazard information swiftly and effortlessly while en-route to the incident. Dispatches automatically invoke a complete navigation system that provides audible turn-by-turn routing, AVL, nearest hydrants, hazmat modeling, site plans, floor plans, weather and much more. If you would like to see exactly what this software can provide please access the following:

<http://www.firehousesoftware.com/products/fh-mobile/response.php>

Impact:

I am still waiting for a cost estimate for the mobile data terminals (MDTs) and the computers for the vehicles. We will need 10 MDTs and 8 computers. The estimate for the software is approximately \$32,000. I should have the estimate for the MDTs and computers by the meeting date. This grant is a 90/10 grant and therefore the financial impact to the City would be 10% of the total cost.

Drafted by: Tracey Kujawa, Chief

Cc: Mayor



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

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

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

Ongoing Sole Source – 365 days **One Time Sole Source Request**

1. Provide a detailed explanation of the good or service to be purchased and vendor.
 Clarion 415 is an Alum/Polymer blend designed specifically for our plant to remove Iron and manganese from raw well water.

2. Provide a brief description of the intended application for the service or goods to be purchased.
 This chemical is used specifically for water treatment, the removal of Iron and Manganese.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.
 Historically Iron and Manganese removal was accomplished with just the use of Alum, this worked but removal rates were poor. After the use of the Clarion 415, product consumption went down by over half and removal rates drastically increased.

4. Describe your efforts to identify other vendors to furnish the product or services.
 This product is proprietary and can only be made or distributed by the vendor owning the rights.

5. How did you determine that the sole source vendor's price was reasonable?
 Currently we pay \$0.24850 per pound for Clarion 415, regular Alum is being purchased by the Sewer Utility for \$0.1425 per pound. If we use less than half the amount of product with far better results, a price more than double the cost of Alum would be reasonable. We are getting this product below that price, at just double the cost of Alum.

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

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

Department: *Water*

Preparer: *Scott Boers*

Vendor Name: *Chemtrade Chemicals*

Expected amount of purchase or contract: *\$Approx. \$68,000.00 dependent upon supply needs*

Department Head Signature: *Eric Smith* **Date:** *12/29/15*

Finance Director Signature: *[Signature]* **Date:** *12/31/15*

**CITY OF WAUSAU
PURCHASE ORDER COVER SHEET**



DEPARTMENT: Water	CONTACT NAME: Scott Boers
VENDOR: ChemTrade Chemicals	COST: Approx. \$68,000.00 varying by water use
PURCHASE DESCRIPTION: Water treatment chemical Clarion 415	

COMPETITIVE PURCHASING PROCESS DOCUMENTATION

PLEASE INDICATE YOUR QUOTE AND BID EFFORTS BELOW. THIS IS A MANDATORY FORM FOR ANY PURCHASES IN EXCESS OF \$5,000 AND SHOULD ACCOMPANY THE PURCHASE ORDER DOCUMENTATION AND BE REMITTED TO FINANCE

GOODS OR SERVICES REQUIRING CENTRALIZED PURCHASING INCLUDE: COPIERS, COMPUTER HARDWARE/SOFTWARE, INTERNET SERVICES, CELL PHONES, SECURITY CAMERAS, FURNITURE, PLOWING SERVICES, VEHICLES AND ROLLING STOCK, FACILITY MAINTENANCE

- PURCHASE OF GOODS OR CONTRACT SERVICES \$5,000 TO \$25,000 – *WRITTEN QUOTES REQUIRED***
 - QUOTE SUMMARY AND AT LEAST 3 QUOTES (ATTACHED)
 - SOLE SOURCE JUSTIFICATION – APPROVED BY DEPT HEAD AND FINANCE DIRECTOR (ATTACHED)
- PURCHASE OF GOODS OR CONTRACT SERVICES GREATER THAN \$25,000 - *FORMAL BID PROCESS REQUIRED***
 - PUBLIC CONSTRUCTION – FOLLOW STATE STATUTES
 - BIDS FORMALLY NOTICED
 - SEALED BIDS RECEIVED
 - BIDS OPENED AT BOARD OF PUBLIC WORKS
 - BID SUMMARY AND BIDS (ATTACHED)
 - SOLE SOURCE JUSTIFICATION APPROVED BY FINANCE COMMITTEE (ATTACHED)
- PURCHASE OF VOLATILE PRICING COMMODITIES \$5,000 TO \$50,000 – *REQUIRES WRITTEN QUOTES***
 - QUOTE SUMMARY AND QUOTES (ATTACHED)
 - APPROVED SOLE SOURCE JUSTIFICATION (ATTACHED)
- PURCHASE OF COMBINED GOODS AND SERVICES OR PROFESSIONAL SERVICES UNDER \$25,000 - *COMPETITIVE PROCESS ENCOURAGED***
 - QUOTE SUMMARY (ATTACHED)
 - QUOTES (ATTACHED)
 - OTHER PROCUREMENT DESCRIBE _____
- PURCHASE OF COMBINED GOODS AND SERVICES OR PROFESSIONAL SERVICES OVER \$25,000 – *FORMAL RFP PROCESS REQUIRED***
 - FORMAL RFP (ATTACHED)
 - RFP FORMALLY NOTICED
 - PROPOSALS OPENED AT BOARD OF PUBLIC WORKS
 - PROPOSAL SUMMARY AND PROPOSALS (ATTACHED)
 - SOLE SOURCE JUSTIFICATION APPROVED BY FINANCE COMMITTEE (ATTACHED)

ADDTL INFO:



- Legend**
- Parcels
 - Section Lines/Numbers
 - Railroad
 - Bridge
 - Overpass
 - Divided Highway
 - Stream - River
 - Pond - Lake
 - Wausau Wetland
 - Swamp



Map Created: 1/11/2016

0.00 0 0.00 Miles

User_Defined_Lambert_Conformal_Conic

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Notes