



OFFICIAL NOTICE AND AGENDA

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

****REVISED**

Meeting of: **FINANCE COMMITTEE**
 Date/Time: **Tuesday, June 14, 2016 at 5:15 PM**
 Location: **City Hall, 2nd Floor Board Room**
 Members: Karen Kellbach, Dave Nutting, Lisa Rasmussen, Joe Gehin, Dennis Smith

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

Presenter

- | | |
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| <ol style="list-style-type: none"> 1 Public Comment on matters appearing on the agenda. 2 Minutes of previous meeting(s) (5/10/16 & 5/24/16) 3 Discussion and possible action regarding financial agent for Monk Gardens for 2016 and future Marathon County Environmental Impact Grants 4 Discussion and possible action regarding April 2016 General Fund Financial Report 5 Discussion and possible action regarding 2017 Budget Calendar, Procedures and Processes 6 Discussion and possible action regarding the RFP and contractor selection of the EMS billing software services 7 Discussion and possible action regarding budget modification for the purchase of robotic survey equipment 8 Discussion and possible action regarding the sole source approval of a Airport Manager and Fixed Base Operator Contract 9 Discussion and possible action regarding the sole source approval of Rescue Task Force equipment. 10 Discussion and possible action regarding the Stantec task order for the design, construction and bid documents for the Riverfront Park and related sole source approval 11 Discussion and possible action regarding take home cars for Commanding Officers (WPD) 12 Continuation of the PowerPoint presentation regarding 2015 Pre-audit financial results all funds 13 Discussion and possible action on considering appraisals, counteroffers and project acquisition and funding summary for the Thomas Street Reconstruction project:
 <i>**1040 South 5th Avenue - Parcel 58 - Building owner counter offer</i>
 510 West Thomas St - Parcel 57 (Tremors & Oriental) – Building owner counter offer
 510 West Thomas St - Parcel 57B – Fixture appraisal and purchase
 902 West Thomas St - Parcel 38 – Counter offer by owner
 1040 South 10th Ave - Parcel 29 – Review appraiser results on the owners appraisal
 Update on project acquisitions and funding summary 14 CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
 <i>**1040 South 5th Avenue - Parcel 58 - Building owner counter offer</i>
 510 West Thomas St - Parcel 57 (Tremors & Oriental) – Building owner counter offer
 510 West Thomas St - Parcel 57B – Fixture appraisal and purchase
 902 West Thomas St - Parcel 38 – Counter offer by owner
 1040 South 10th Ave - Parcel 29 – Review appraiser results on the owners appraisal
 Update on project acquisitions 15 RECONVENE into open session to take action on closed session item if necessary | <p>Groat
Groat
Mielke
Groat
Lindman
Groat
Kujawa
Groat
Hardel
Groat
Lindman</p> |
|--|---|

Adjournment

Lisa Rasmussen Chair

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 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 06/09/16 @ 3:00 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: Peckham, Wagner, Neal, Gisselman, McElhaney, Abitz), *Mielke, *Jacobson, *Groat, Rayala, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, May 10, 2016 @ 5:30 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, Nutting

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Abitz, Neal, Wagner, Goede, Glenn Speich

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 Rasmussen.

Public Comment

None.

Minutes of previous meeting(s). (4/07/16 & 4/12/16)

Motion by Nutting, second by Kellbach to approve the minutes of a previous meeting on 4/07/16 & 4/12/16. Motion carried 5-0.

Discussion and possible action on modification of the budget policy to provide budget modification oversight of the Water and Sewer Utility Funds to the Water Utility Commission

Lindman stated under the city ordinances, as well as the state statutes, the commission is given the authority to monitor the budget, let contracts, and oversee the utility. Rather than have everything go from the commission to Finance Committee, this modification to the policy would allow the Water Works Commission to do those functions. He explained they could amend the approved budget to move money from one project to another, if needed; they could do all that work inside the commission versus doing it and then bringing it through another committee. The budget policy modification that was originally proposed set some limitations, like transfers of \$5,000 - \$15,000, and we are proposing to remove those so the commission would have full authority. He noted they would not be allowed to modify the budget without Council approval.

Motion by Gehin, second by Smith to approve the modification of the budget policy. Motion carried 5-0.

Discussion and possible action to authorize the execution of a contract with Walker Parking Consultants for design and engineering services for the Dudley Sky Walk and the related sole source purchase and budget modification

Lindman stated there has been some discussion over the past year regarding the developer's agreement with the Dudley's and the city's obligation to construct a skywalk. It was initially in our capital budget and was then removed. Earlier this year the Finance Committee approved \$5,000 to generate some renderings using Walker Parking Consultants. Walker Parking evaluated the Dudley Tower structure and different options and completed renderings. He indicated he would now like to proceed with the design at a cost of approximately \$80,000. He also requested a sole source for Walker Parking because they have been working with us through the structural analysis and renderings, as well as worked on the other ramps in the city. Rasmussen pointed out this particular sky walk apparatus and the related tower is relocatable and reusable to a future ramp structure.

Rasmussen commented we know that Walker did the parking study and have done a lot of work here and have some advantageous familiarity with our facilities, however; she questioned if design services is something that would lend itself to open bidding.

Motion by Smith, second by Nutting to direct staff to commence an RFP process. Motion carried 5-0.

Discussion and possible action regarding request by Man-of-Honor Society to waive the permit fee of \$100 for Fireworks Display and \$10 for a Temporary Class B (picnic) license.

Rasmussen noted this is an annual request to waive these license fees for their spring charity raffle. Goede noted it was located on the Eagle's Club property, June 10-12, 2016.

Motion by Smith, second by Nutting to approve the request to waive the license fees for Man-of- Honor Spring Charity Raffle. Motion carried 5-0.

Discussion and possible action on accepting the appraisals for properties for the Thomas Street Reconstruction project: Parcel 19 -1207 W Thomas St; Parcel 27 - 1044 South 11th Ave; Parcel 36 - 910 W Thomas St; Parcel 49 - 702 W Thomas St; Parcel 50 - 612 W Thomas St; Parcel 58 - 1040 South 5th Ave.

Lindman indicated Parcel #36 – 910 W Thomas Street has not had the appraisal reviewed yet, so it will be removed from the discussion.

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Accepting the appraisals for the following properties for the Thomas Street Reconstruction project: Parcel 19 -1207 W Thomas St; Parcel 27 - 1044 South 11th Ave; Parcel 49 - 702 W Thomas St; Parcel 50 - 612 W Thomas St; Parcel 58 - 1040 South 5th Ave.

Motion by Gehin, second Kellbach to convene into closed session. Roll Call Vote: Ayes: Gehin, Kellbach, Smith Nutting, and Rasmussen. Noes: 0. Motion carried 5-0.

Reconvened back into Open Session.

PowerPoint presentation regarding 2015 Pre-audit financial results all funds

Groat presented a PowerPoint on the 2015 pre-audit financial results of all funds. (*On file in the Clerk's Office.*)

Adjourn

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

FINANCE COMMITTEE

Date and Time: Tuesday, May 24, 2016 @ 5:15 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, and Nutting (*entered late*)

Others Present: Groat, Lindman, Jacobson, Mielke, Ray, Klein, Henrichs, Stratz, Abitz, Gisselman, Neal, Wagner, McElhaney, Goede, and Glenn Speich

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 there was a quorum present and the meeting was called to order by Chairperson Rasmussen.

Public Comment

None.

Minutes of previous meeting(s). (4/26/16)

Motion by Kellbach, second by Gehin to approve the minutes of a previous meeting on 4/26/16. Motion carried 4-0.

Discussion and possible action on the Bull Falls Brewery Subordination Request

A representative of River Valley Bank explained Bull Falls is restructuring their existing debt with River Valley Bank so we are requesting a subordination of the mortgage. The restructuring of the loan is specific to their financial situation bettering them. Originally it was a construction note that did not have principal and interest structure, which is typical of a construction note. This will get them into an amortization schedule so that they are retiring debt. The city would then remain in a second mortgage position, with River Valley Bank in first position.

Motion by Gehin, second by Nutting to approve the subordination request. Motion carried 5-0.

Discussion and possible action to authorize the short term lease of the newly acquired Schmidt property for agricultural uses

Groat stated the city acquired 200 plus acres from Arlon Schmitt Trust and there had been an individual who had been farming that land who has expressed interest in doing the same this year. In the interest of fairness and transparency we put a sign on the property alerting people if they were interested, we were accepting bids for that property for 2016. She indicated Community Development dropped off two proposals, one from Draeger Trucking and the other from Zernicke Farms. Rasmussen stated we would lease the land to be farmed for additional revenue as long as we have no development projects.

The bids were opened: 1) Zernicke Farm Inc., has been farming for over 50 years and operates 2000 acres in the area, practicing minimum till for less soil erosion and apply the correct nutrients and fertilizers to the soil. They have been renting from the prior owner for over 25 years. The crop land they would be farming is approximately 78 acres and they would pay \$75 per acre. The term of the lease payment would be full amount by July 1, 2016. 2) Draeger Trucking & Excavating has 335 acres under cultivation and would plan to farm at least 68 acres, possibly more. They proposed to pay \$68 per acre and provide a cashier's check in full prior to planting; and be willing to add \$15 per acre for a three year lease.

Motion by Gehin, second by Nutting to accept the bid from Zernicke Farm for 2016. Motion carried 5-0.

Gehin suggested in the future they start the process for leasing the land in January.

Discussion and possible action regarding a \$10,000 budget modification for consulting services for developing a metro economic development strategy

Rasmussen stated this started in the Economic Development Committee because we wanted to partake with our neighbors in a regional marketing effort, whereby each municipality would contribute to the cause and market ourselves together to achieve bigger results than we can get alone. Groat indicated there is an economic development fund that has cash reserves from which the \$10,000 can come. Rasmussen explained each community contributes \$10,000 which buys into a five year strategic planning process that contemplates eight meetings by the group in the first year and two meetings by the group in each subsequent year. Northcentral Wisconsin Regional

Planning and McDevco are the organizers and they had approached Wausau, Mosinee, Schofield, Weston, Rothschild, Kronenwetter and Rib Mountain to work together as the metro regional area. The idea is to market the whole area or region to industry that one of us alone may not be able attract.

Motion by Gehin, second for Kellbach to approve the budget modification for consulting services for developing a metro economic development strategy. Motion carried 5-0.

Consider request of the Marathon County Central Labor Council to offset the cost of insurance for the annual Labor Day Parade, September 5, 2016.

Groat stated the Marathon Labor Council makes this request every year and we have been funding it out of the promotions budget. She indicated it would be approximately \$500.

Motion by Nutting, second by Gehin to approve the request to offset the insurance cost of the Labor Day Parade and that participation in the parade be open. Motion carried 5-0.

Discussion and possible action on amendment to the Procurement Policy regarding the procurement of professional attorney services

Jacobson explained she took the reference to the procurement of legal services out from under the heading purchase of goods because it created some confusion. Under purchase of professional services she clarified when RFPs are required and when they are not; and placed all the attorney professional services in one place in paragraph two. Whenever expenditures exceed \$25,000 for any one matter, it will be brought to Finance and Council for approval.

Motion by Nutting, second by Kellbach to approve the amendments to the policy. Motion carried 5-0.

Discussion and possible action regarding the transfer of 146 W. Washington Street from the Community Development Authority to the City of Wausau

Jacobson explained the CDA owns the land that is behind the library which we need to transfer to the city and are requesting approval per the procurement policy.

Motion by Kellbach, second by Gehin to approve the transfer of 146 W. Washington Street to the city. Motion carried 5-0.

Discussion and possible action regarding budget modification 2016 public infrastructure

Lindman stated under our street improvement projects there are funds of approximately \$214,000 that we would like to allocate to other projects. He explained we had very favorable bids this year, so we would like to do some other work on our streets and infrastructure.

Motion by Gehin, second by Kellbach to approve the budget modification 2016 public infrastructure. Motion carried 5-0.

Discussion and possible action on accepting the appraisals for properties for the Thomas Street Reconstruction project: Parcel #36 – 910 West Thomas Street, Parcel #57 – 510 & 516 West Thomas Street, Parcel #59 – 1037 & 1039 South 5th Avenue, Parcel #29 – 1040 South 10th Avenue (Review owner appraisal), Parcel #60 – 1040 South 4th Avenue (Counter Offer)

Rasmussen indicated discussion would need to take place in closed session.

Discussion on project performance since the March update and possible action regarding the contract between VGSI and City-County Information Technology Commission (CCITC) involving the purchase of assessment software

Rasmussen explained back in March/April we decided to give VGSI until October to deliver. In the meantime the Assessment Department has been operating on its old software system. Now the old system has failed and because we were on a new software program we have not paid maintenance fees on the old software. In order to get support to get it the old software working, we must pay the vendor \$16,000. Now we need to decide if we will continue to wait until October under these circumstances.

Ray explained what was malfunctioning with the Legacy system and that we will have to pay the maintenance fees in order to finish the 2016 Assessment Roll and get started on 2017.

Rasmussen stated the exiting of a contract is a closed session matter for discussion on our options.

CLOSED SESSION pursuant to Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - regarding the contract between VGSI and City-County Information Technology Commission (CCITC)

and

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Accepting the appraisals for the following properties for the Thomas Street Reconstruction project: Parcel #36 – 910 West Thomas Street, Parcel #57 – 510 & 516 West Thomas Street, Parcel #59 – 1037 & 1039 South 5th Avenue, Parcel #29 – 1040 South 10th Avenue (Review owner appraisal), Parcel #60 – 1040 South 4th Avenue (Counter Offer)

Motion by Nutting, second by Kellbach to convene in closed session. Roll Call Vote: Ayes: Nutting, Smith, Kellbach, Gehin and Rasmussen. Noes: 0. Motion carried 5-0.

RECONVENED into Open Session to take action deemed necessary on closed session item.

Motion by Nutting, second Smith to terminate the VGSI contract under the default provision. Motion carried 5-0.

Discussion and possible action regarding the transfer of a portion of 500 W. Randolph Street/1533 Summit Drive from the Wausau School District to the City of Wausau.

Rasmussen stated we need to do a land transfer in order to renovate the Schulenberg Pool. She explained years ago the city ran the schools and when the School District became its own entity all the school facilities were transferred to them and it was overlooked to exclude the pool. The portion of the land that is occupied by the Schulenberg Pool didn't get transferred back to the city even though it is a city parks facility. This is a housekeeping item.

Motion by Gehin, second by Nutting to approve the transfer of 500 W. Randolph Street/1533 Summit Drive. Motion carried 5-0.

Continuation of the PowerPoint presentation regarding 2015 Pre-audit financial results all funds

Postponed.

Adjourn

Motion by Kellbach, second by Smith to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:50 p.m.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: June 3, 2016

RE: Monk Gardens

Monk Gardens has submitted a grant request to Marathon County's Environmental Impact Grant. Eligibility for the grant requires a participating government fiscal agent. The City served as the financial agent for their last grant which funded their kitchen. This process went very smoothly, required very little staff time and the City encountered no costs.

Common Council resolution 15-0204 appears to authorize the 2015 grant. We would like the Common Council to approve the City of Wausau serving as Monk Gardens financial agent for future Marathon County Environmental Grants to eliminate administrative tasks.

We are also requesting that this item be considered at the June 14th Common Council meeting to expedite the approval process.

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing City of Wausau serving as the financial agent for the Robert W. Monk Gardens grant from the Marathon County Environmental Impact Fund

Committee Action: Approved

Fiscal Impact: None

File Number: 15-0204

Date Introduced: June 14, 2016

WHEREAS, the Marathon County maintains the Environmental Impact Grant Program which provides funding assistance for environmental remediation and natural resource protection, and

WHEREAS, the application process for the Environmental Impact Fund requires a local government sponsor, and

WHEREAS, in 2015 the City of Wausau served as financial agent for the Monk Gardens Kitchen Garden Project grant of \$250,000, and

WHEREAS, the financial agent responsibility required no financial support and minimal administrative responsibilities; and

WHEREAS, Monk Botanical Gardens enhances the health and quality of life of the City of Wausau and Marathon County citizens, and

WHEREAS, Monk Gardens submitted a grant application to Marathon County for 2016 and may submit future applications, NOWTHERE FORE

BE IT RESOLVED, by the Common Council of the City of Wausau that it hereby approves the City of Wausau serving as the financial agent for the Robert W. Monk Gardens grants from the Marathon County Environmental Impact Fund, and

BE IT FURTHER RESOLVED that the Common Council of the City of Wausau authorizes and directs staff to execute documents or reports and process financial transactions necessary to serve as the financial agent for the Robert W. Monk Community Gardens, Inc. grant.

Approved:

Robert B. Mielke, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing City of Wausau serving as the financial agent for the Robert W. Monk Gardens grant from the Marathon County Environmental Impact Fund

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 15-0204

Date Introduced: February 10, 2015

WHEREAS, the Board of Directors for the Robert W. Monk Community Gardens Inc., has identified the Kitchen Garden Project as a top priority, primarily to construct planting areas for demonstrating gardening principles, construct a small structure for educational activities and construct public bathrooms, and

WHEREAS, a 2006 agreement between Marathon County and American Transmission Company (ATC) resulted in establishment of a dedicated fund (Environmental Impact Funds), for the purposes of funding nonrecurring special projects of an environmental nature, and

WHEREAS, the application process for the Environmental Impact Fund required a local government sponsor, and

WHEREAS, the Kitchen Garden Project received a grant for \$250,000 from Marathon County Board as part of the 2015 budget, and

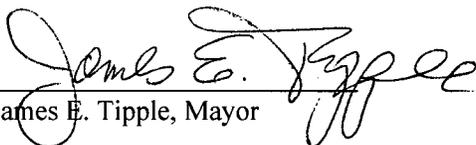
WHEREAS, the grant requires all grant payments flow through the City of Wausau, and

WHEREAS, the Kitchen Garden Project will allow the Gardens to develop programming that enhances the health of City of Wausau and Marathon County citizens, and

BE IT RESOLVED, by the Common Council of the City of Wausau that it hereby approves the City of Wausau serving as the financial agent for the Robert W. Monk Gardens grant from the Marathon County Environmental Impact Fund, and

BE IT FURTHER RESOLVED that the Common Council of the City of Wausau authorizes and directs staff to execute documents or reports and process financial transactions necessary to serve as the financial agent for the Robert W. Monk Community Gardens, Inc. grant.

Approved:


James E. Tipple, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, January 27, 2015 @ 5:30 pm., Birch Room

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

Others Present: Tipple, Groat, Giese, Barnes, Jacobson, Werth, Stratz, Hite, Whalen, Wesolowski, Wagner, Neal, Rasmussen, Mielke, Gisselman, Abitz, Goede, Jon Trautman, Mark Goffin, Joe Gehin, Deb Ryan

Discussion and possible action regarding serving as financial sponsor Monk Gardens – Groat

Groat stated the county's Environmental Fund requires government participation for grants. The Monk Gardens itself is not eligible to apply for environmental funds, they have to ask for a government sponsor and they have asked the city. It is an approximate \$300,000 grant that will be flowing through the city and they are seeking approval of Finance Committee and Council to authorize the city to be the fiscal agent. Oberbeck questioned if there was any administrative costs associated with it. Groat indicated there would be minimal paperwork involved.

Motion by Nagle, second by Nutting to approve the city serving as a financial sponsor for Monk Gardens. Motion carried 5-0.



TO: FINANCE COMMITTEE MEMBERS
FROM: MARYANNE GROAT
DATE: JANUARY 22, 2015

SUBJECT: Monk Gardens

Resolution 14-0613 authorized the City's sponsorship of Robert W Monk Community Gardens, Inc. grant request to the Marathon County Environmental Impact Fund. Monk Gardens was successful in securing the grant.

The grant requires that all grant payments flow through the City of Wausau. The financial flow entails invoices for work would be received from contractors by Monk Gardens. They would submit those invoices to the County for approval and reimbursement. The County would approve and submit the grant payment to the City. The City, in turn would remit the grant to the Monk Gardens. The County will not reimburse on an invoice by invoice basis which will require Monk Gardens to obtain some short term financing. Since there will be limited draws on the grant, we do not believe that this will become a processing burden for the accounting staff.

We are seeking permission to serve as financial agent for the Monk Gardens grant.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL
held on Tuesday, February 10, 2015, at 7:00 pm in the Council Chambers at City Hall. Mayor
Tipple presiding.

Item # 021502

Consent Agenda

02/10/2015 7:20:19 PM

Motion by Mielke, second by Rasmussen to approve all items on the consent agenda as follows:

14-1201 Minutes of previous meetings. (12/09/14 & 12/11/14)

06-1215 Insurance Claims Report of January - December 2014.

14-1008 Final Resolution of the Capital Improvements and Street Maintenance Committee and the Plan Commission Vacating and discontinuing Junction Street from McDonald Street to the south.

14-1104 Final Resolution of the Capital Improvements and Street Maintenance Committee and the Plan Commission Vacating and Discontinuing alley abutting 720 and 724 Franklin Street and 715, 717 and 721 McIndoe Street.

15-0204 Resolution of the Finance Committee Authorizing City of Wausau serving as the financial agent for the Robert W. Monk Gardens grant from the Marathon County Environmental Impact Fund.

13-1115 Ordinance of the Public Health & Safety amending Section 16.04.039 Residential Rental Licensing regarding term of license.

87-0222 Joint Ordinance of the Parks & Recreation and Public Health & Safety Committees amending Section 6.48.010 Mowing required to include public parklands.

Yes Votes: 11

No Votes: 0

Abstain: 0

Not Voting: 0

Result: PASS

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

2016 ENVIRONMENTAL IMPACT GRANT
MONK BOTANICAL GARDENS
IMPROVEMENTS to SAFTELY and OFFICE FUNTIONS

Sponsoring Governmental Unit: City of Wausau (pending)
Primary Contact: Linda Grilley Title: President, Robert W. Monk Gardens, Inc.
Number: 715-573-8992 E-mail: linda.grilley@gmail.com

Project Manager: Linda Grilley Title: President, Robert W. Monk Gardens, Inc.
Number: 715-573-8992 E-mail: linda.grilley@gmail.com

Project Location: The Project is located within the 21 acres of the Robert W. Monk Gardens, Inc. (d/b/a Monk Botanical Gardens) on North First Avenue within the City of Wausau.

1. Project Title: Improvements to safety and office functions at the Monk Botanical Gardens (Project)
2. Description of Project Activities and Improvements: The Board of Directors for the Monk Botanical Gardens identified the need to improve public, staff and volunteer safety and efficiency of operations through better storage of supplies and equipment along with the need to provide office space for new employees as a top priority for 2016. The Project would improve the public entrance and begin the development of the service area that is part of the Master Plan (see attached design).

The Project strengthens the Gardens' ability to be part of making Marathon County a preferred place to live. The Gardens, a public facility, provides services that teach people to respect and enjoy healthy foods, active living, nature and the environment which fosters their physical and mental health (see attached Nature: Life's Best Medicine) and ability to be protectors of the environment.

The Project involves the design and construction of a combined storage and small office space that would be located within easy access to the Gardens' sewer and water lines and fits in with the natural flow from the existing landscaped areas and trails. The Project also strengthens the Gardens' ability to continue to be financially self-sustaining.

Input was sought from the Green Bay Botanical Gardens, which currently has developed approximately 21 acres, regarding their safety program for visitors, staff and volunteers and their office space. Specific information on storage for supplies and equipment was obtained along with their office building's size and features. A list of large equipment that they own and store was obtained. They also provided their current staff number and described their office plans. Based on their experience, this Project would include the design and build of a building that would serve as our storage garage and our office space for administrative and horticulture employees. They were able to relocate their administrative staff to their visitor center opening space for additional horticulture staff and volunteers when the developments at the Green Bay Botanical Gardens created this need. The Gardens' Master Plans includes this eventual development.

The relative life span of the Project's storage garage/office space is 25 to 30 years.

The site evaluations, state statutes, administrative code compliance, permits and approvals required to complete this Project are the following:

- Review by the State of Wisconsin after the design is complete;
- Zoning permit if required by final design of the building;
- Storm water permit;
- Building permit;
- Request for conditional use; and
- Occupancy permit.

The Project includes the following activities:

- Design and construction of an approximate 3800 sq. ft. building with storage for garden supplies and equipment (small and large) with garage door access, and office space and amenities (phone, computer, desks). This structure would be designed to

2016 ENVIRONMENTAL IMPACT GRANT

MONK BOTANICAL GARDENS

IMPROVEMENTS to SAFETY and OFFICE FUNCTIONS

permit the addition of more garage space if needed in the future (see attached concept design);

- Determination of type and installation of employee safety equipment such as for toxic substance exposure;
- Updating the Gardens' safety program for storage of equipment and supplies and access to safety equipment;
- Handicapped accessible space including a bathroom, entrance and pathway;
- Architectural/engineering costs and construction fees (City, County and State);
- Utility extensions to the facility including sewer and water laterals and electricity.
- Addition of 220 wiring, computer and phone lines;
- Grading and fill;
- Planting of trees for shading of the service area, plants and shrubs; and
- Relocation of the current 12' by 16' storage shed away from the entrance gate.

The Project will provide the Gardens with the following improvements:

- Improved safety for visitors, staff, and volunteers: Currently, the Gardens' storage shed does not have sufficient capacity for storage of our equipment and supplies (see attached photo). Due to the limited space, additional garden supplies and equipment are stored outside of the shed, creating a growing safety hazard for visitors, staff, and volunteers. We are experiencing a growth in the number of volunteers, adult and children, who are helping with the gardening functions for the Gardens' grounds. And, although the Gardens minimizes its use of pesticides and other toxic substances, the Gardens does not have a formal wash area for managing exposure to toxic substances;
- Improved tourist experience: The current shed is located at the entrance to the Gardens. As the first thing that visitors see when entering the Gardens, it is an 'eye sore' that lessens the aesthetic impact that this growing tourist attraction offers to the region;
- Improved capacity to store large equipment without incurring rental expense: The Gardens owns one piece of large equipment, a Kubota tractor, which is stored off site; an inefficient and inadequate solution. The owner of this storage space has advised the Gardens that the building's roof may collapse under a heavy snow and that there are no plans to improve the building. This could create both a personal safety risk and damage to expensive, large equipment. Based on Green Bay Botanical Garden's experience, as we improve the Gardens' lands we will have a need for additional large equipment including golf cart(s) with trailer for taking handicapped visitors on tours of the Gardens, small truck with plow attachment and trail-scraping blade. Rental of a storage space would be off-site and inefficient. Rental is estimated at a minimum of \$250/month for \$3,000/year;
- Improved office space without incurring rental expense: Our current limited office space at UWMC will be changing in the fall of 2016 due to restructuring within the University. The Gardens' administrative volunteers utilize the UWMC space for office functions. The Gardens currently hires one part time summer employee and three summer interns who work with our volunteer gardeners. Based on consultation with other Botanical Gardens, our size and complexity is at the point that we are planning to hire a year-round administrator/executive director and a horticulturist. Rental of a space is estimated at \$34,000/year. A rental space would also be located off site, decreasing the staff's easy access to the Gardens and less flexibility in space usage. Costs related to increased travel and decreased staff productive time would be significant, though we cannot provide a specific estimate for them; and
- Improved ability to accept donations. The lack of adequate storage space has prohibited the Gardens from seeking or accepting donations of equipment that would allow more efficient maintenance of the Gardens.

3. Statement of Consistency With Comprehensive Plan(s): This Project is consistent with the following portions of the Marathon County Comprehensive Plan 2016:

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- *Section One Healthiest:*
 - *Health and Human Services Goal: Marathon County promotes the physical, mental, and social health of the community and takes steps to support healthy living for residents at all stages of life.*

Objectives for this goal that the Project supports are:

 - *Persons with disabilities and older adults will live safely and independently.*

People with disabilities and older adults use the Gardens. The Project supports older adults' ability to participate in the use of the Gardens from a "live safely" perspective. Older adults are frequent visitors and many of our volunteers are in this age category. Long term care facilities work collaboratively with the Gardens to bring their residents on tours and to participate in some of our gardening clubs, educational and recreational activities.
 - *Ensure that every child makes it to adulthood with health, stability, education, and growth opportunities.*

The Project improves the Gardens' safety, reducing childhood trauma risk. Our education programing, event programing and open access to nature is a part of building resilient children. Accomplishing this while minimizing exposure to environmental risks is vital.
 - *Promote innovative models for injury prevention.*

The Project proactively creates a safer workplace and site for visitors of all ages.
 - *Community Character Goal: The local history, culture, social pride, and community character are established and enhanced as defining elements which make Marathon County a vibrant and inviting place to be.*

Objectives for this goal that the Project supports are:

 - *Enhance the unique characteristics of all communities by investing in healthy, safe and walkable neighborhoods throughout the county.*

The Project invests in making the Gardens a safer place for all visitors, including many residents of the adjacent neighborhoods who walk the Gardens on a daily basis, as well as others from throughout the county who walk there on a less frequent basis.
- *Section Two Safest:*
 - *Public Safety Goal: Marathon County is a safe and secure community for all residents and visitors.*

The Project strongly improves the safety and security of area residents and visitors at the Gardens with the creation of safe storage of the Gardens' supplies and equipment, including storage of additional equipment (e.g., a plow, trail scraping blade, etc.) that will facilitate the Gardens' ability to maintain its grounds and trails more efficiently and with improved safety.
- *Section Three Most Prosperous:*
 - *Education Goal: Every child and adult in Marathon County has the opportunity to get a world-class education.*

Objectives for this goal that the Project supports are:

 - *Support a high-quality and cost effective public school system.*

The Gardens has hosted field trips, after school programming, and summer school programming for hundreds of students from Marathon County School Districts.
 - *Continue support for the University of Wisconsin—Marathon County.*

Geology, Botany, and Zoology classes from UW Marathon County have used the Gardens as a site for field trips and field laboratory activities.
 - *Provide high-quality library service.*

The Gardens has a variety of programs that are done in collaboration with the Marathon County Public Library. For example, the Gardens and

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the Marathon County Public Library are co-sponsoring a StoryWalk© event this summer, which will bring an estimated 1,000 children and their families to the Gardens. Part of the Gardens' role is to provide an attractive and safe location to host this event along with adequate staffing to ensure a safe and pleasant educational experience for all visitors. In addition, the Gardens continues to partner with the Library on various educational programs for children and for adults, some which are held at the Gardens and others that the Gardens staff bring to Library locations in the County.

- *Recreation, Tourism, and Cultural Resources Goal: Marathon County takes advantage of its many natural and cultural amenities to provide opportunities for residents and visitors to be active and engaged in a wide array of activities and events.*

Objectives for this goal that the Project supports are:

- *Ensure access to quality, accessible, affordable recreation opportunities.*
The Gardens augments the County's recreation opportunities by offering recreational activities and access 12 months per year. For those who like to garden, volunteer opportunities to learn about and participate in growing food, plants, shrubs, and trees and creating a healthy environment are available at the Gardens. Business/industry employees, students and other groups are able to participate in team building programing. Last year, for example, Greenheck Fan brought over 90 employees from around the world to the Gardens for a two-hour team-building program that our staff provided. The Gardens also hosts family events, including concerts, on a regular basis.
- *Promote tourism throughout the County.*
The Gardens is visited daily by tourists as well as residents, and has been recognized as one of the area's top tourist attractions: Trip Advisor ranks the Gardens as one of the top 10 things to do in the area.
- *Increase and expand awareness of cultural resources.*
As a botanical garden, the Gardens is also considered a cultural resource with the capacity to demonstrate natural beauty through the various types of gardens. The Gardens collaborates with other cultural resources, including the Leigh Yawkey Woodson Art Museum and Center For Visual Arts, to strengthen the areas cultural resources.

4. **Statement of Consistency With Marathon County Strategic Plan:** This Project strengthens the Gardens' ability to continue to grow in cooperation with Marathon County and other public and private partners to create central Wisconsin's only public botanical garden. This is consistent with Marathon County's Mission Statement, Vision and the following specific Core Strategies:

- *Core Strategy 1: Provide Leadership for Greater Cooperation and Collaboration Among State, Regional and Local Public and Private Entities.*
Marathon County and the City of Wausau have facilitated a positive collaborative relationship with the Gardens. This Project further strengthens the Gardens' ability to work closely with area school districts, food pantries, the County Health Department as part of HEAL, Wausau/Central Wisconsin Convention & Visitors Bureau, Marathon County Library, Leigh Yawkey Woodson Art Museum, Center For Visual Arts, Wausau Region Chamber of Commerce and others.
- *Core Strategy 2: Foster and When Appropriate Provide Services Which Facilitate Economic Development and Create Private Sector Jobs Which Provide a Living Wage.*
Marathon County has helped to develop the Gardens. This Project directly supports the Gardens as a tourist destination that attracts visitors from across the state and beyond. Furthermore, it improves the Gardens' efficiency and safety in offering family

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IMPROVEMENTS to SAFTELY and OFFICE FUNTIONS

activities, a unique green space and volunteer opportunities, all factors in attracting and retaining young professionals. The Project allows the Gardens to have office space for new leadership staff, all of whom will have salaries that provide for a living wage.

- *Core Strategy IV. Develop and Implement Innovative Approaches which Improve the Adult and Juvenile Justice System, as a Means to Creating Marathon County as the Safest County in Wisconsin.*

The Project indirectly impacts the Justice System and allows the Gardens to participate in making Marathon County the safest county in Wisconsin. The Project supports the Gardens ongoing efforts to engage youth in constructive alternatives that may decrease their need to enter into the Justice System. As noted in the attached article, "Many studies have focused on the connection between green space and physical activity because of concerns about obesity and chronic disease. Better mental health is another reward." (page 18)

5. Outcomes(s): The Project will contribute to the following outcomes:
 - a. Initial:
 - 1) The Gardens' equipment and supplies will be stored in a safe, secure, and easily accessible storage area within 1 month of obtaining occupancy permit;
 - 2) Staff, volunteers, and visitors who are exposed to toxic chemicals, who need to clean up after using such materials, or who are injured will have access to a washing station and first aid supplies when the occupancy permit is obtained.
 - b. Intermediate: activities and behaviors that will be positively influenced by the Project:
 - 1) Visitors to the Gardens will have reduced exposure to potentially hazardous supplies and equipment;
 - 2) Staff and volunteers will have a sheltered workspace for horticulture activities;
 - 3) Administrative staff will have an office;
 - 4) Staff and volunteers will have a safe place to store, maintain, and access the Gardens' equipment and supplies; and
 - 5) Staff and volunteers will know how and when to access the washing station and first aid supplies.
 - c. Long-term: The long-term contribution of the Project on health, safety, and prosperity of the community and users.
 - 1) Administrative staff will be moved from the office space created through this Project to the Gardens' visitor center within 1 month of approved occupancy of the visitor center, freeing up the Project's office space for expanding horticulture needs;
 - 2) The Gardens will have an improved financial situation by eliminating rental costs, being more able to accept donations of supplies and equipment, and reducing costs of repair/replacement of equipment and supplies damaged due to inadequate storage facilities;
 - 3) The Gardens' employee retention rate will be as strong as that of the Green Bay Botanical Gardens and/or national public gardens during any given annual period;
 - 4) The Gardens' will have no long term disability claims related to employee work related injury during any given annual period; and
 - 5) The Gardens' will have no substantiated claims related to personal injury due to exposure to the Gardens' supplies and/or equipment during any given 12 month period.
6. Service Area of the Project: The service area includes all of the Gardens. Users of the Gardens' supplies and smaller equipment include children and adult visitors who participate in classes and/or volunteer. The Gardens' horticulture staff and volunteers use these as well as the larger equipment. All visitors, staff and volunteers could be considered at some level of risk to exposure to toxic materials. Staff and volunteers would primarily use the office space.

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However, visitors may also use the space. The safety and first aid services will impact all individuals.

7. Funding Requested: Proposed Method of Financing: The project would be started after the necessary matching funds are obtained or in-kind donations are pledged. Securing the Environmental Impact Fund grant will greatly strengthen the Gardens' ability to secure other donations. All proposed and committed sources of financing are:
- Proposed Funding Sources:
 - Environmental Impact Fund – requesting \$155,620.00;
 - Dudley Foundation – requesting \$15,000.00 fall of 2016;
 - BA and Ester Greenheck Foundation – requesting \$75,000.00 winter of 2016;
 - Realtors Association - requesting \$15,000.00 summer of 2016;
 - Judd S. Alexander Foundation – requesting \$25,000.00 winter 2016;
 - Private individual donation – anticipate \$5,000.00; and
 - In-kind donations for building supplies will be secured for an additional \$20,620.00;
 - TOTAL FUNDS NEEDED for construction: \$311,240.00
 - The total budget for the Project is estimated at \$311,240.00
 - There are no special conditions or requirements for any of project-identified sources except the Environmental Impact Fund which requires a 100% match. This match is planned in the above proposed funding sources.
 - The estimated capital costs are:
 - Planning, design, and engineering are estimated at \$17,690.00
 - Land purchase \$00.00;
 - Construction of 3800 sq. ft. building (see attached Exhibit 1) of \$253,550.00;
 - Office equipment (computer, furnishings) of \$25,000;
 - Landscaping is estimated at \$15,000;
 - TOTAL: \$311,240.00
 - Annual estimated cost for operation and maintenance of the proposed facility is \$9,900, including cleaning, upkeep of grounds, electric, water and supplies. The Gardens' fund development over and above the construction that is included in this grant request includes raising funds for the building's maintenance fund at 30% of the total construction costs for \$93,371.00. Green Bay Botanical Gardens and not-for profit experts recommend this practice. The fund is not included in the Environmental Impact Grant request.
8. Letters of Support: Attached are letters of support from the following:
- University of Wisconsin Marathon County; and
 - Central Wisconsin Board of Realtors.
9. The Gardens is a 501(c)3 organization. Providing public money to the Gardens is in the public interest; it promotes improved public safety while maintaining access to the Gardens for the education, recreation, cultural and tourism purposes that serve the citizens of Marathon County, north central Wisconsin, and the State of Wisconsin. Furthermore, the Gardens is a natural resource benefit to the region providing a managed tree canopy, storm water management support and habitat for birds and other wildlife.

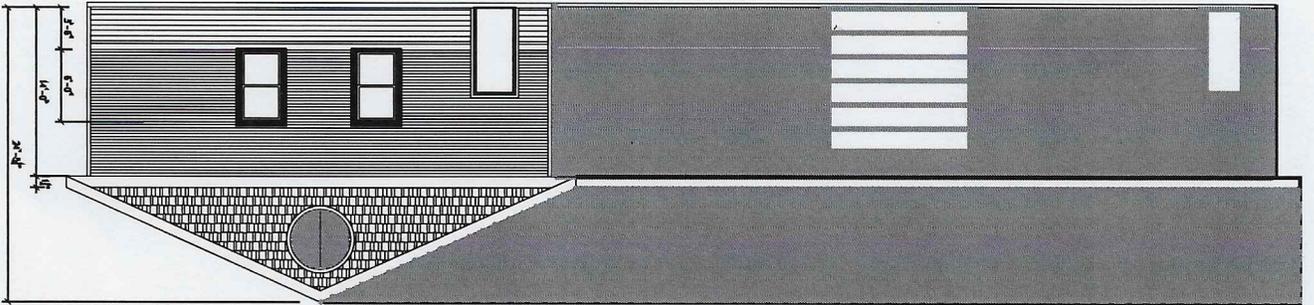
The control of the project is the responsibility of the Gardens.

Signature of authorized representative of sponsoring governmental unit:

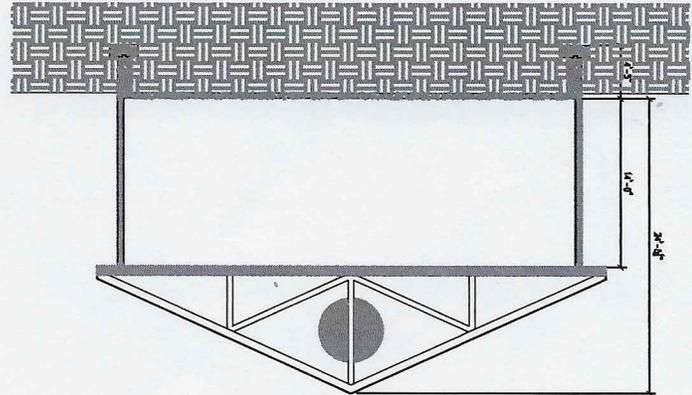
_____(pending per Mary Anne Groate, City of Wausau)_____

Signature of Monk Botanical Gardens representative:
Linda Grilley, President Monk Botanical Gardens

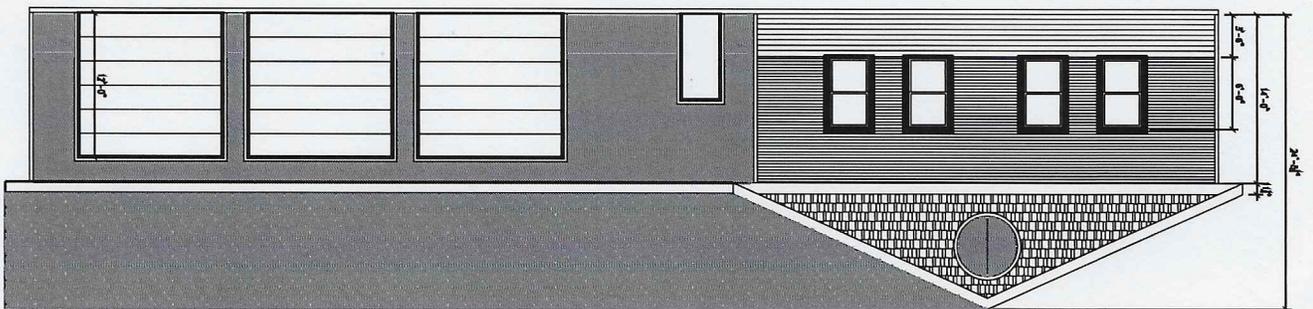
NORTH ELEVATION - MAINTENANCE BUILDING / GARAGE
SCALE: = 1/8"



TYPICAL SECTION - MAINTENANCE BUILDING / GARAGE
SCALE: = 1/8"



EAST ELEVATION - MAINTENANCE BUILDING / GARAGE
SCALE: = 1/8"



Sponsoring Governmental Unit: City of Wausau (pending)
Primary Contact: Linda Grilley Title: President, Robert W. Monk Gardens, Inc.
Number: 715-573-8992 E-mail: linda.grilley@gmail.com

Project Manager: Linda Grilley Title: President, Robert W. Monk Gardens, Inc.
Number: 715-573-8992 E-mail: linda.grilley@gmail.com

Project Location: The Project is located within the 21 acres of the Robert W. Monk Gardens, Inc on North First Avenue within the City of Wausau.

1. Project Title: Improvements to safety and office functions at the Robert W. Monk Gardens (Project)
2. Description of Project Activities and Improvements: The Board of Directors for the Robert W. Monk Gardens, Inc. (d/b/a as Monk Botanical Gardens) identified the need to improve public, staff and volunteer safety and efficiency of operations through better storage of supplies and equipment along with the need to provide office space for new employees as a top priority for 2016. The Project would improve the public entrance and begin the development of the service area that is part of the Master Plan (see attached design). The Project strengthens the Gardens' ability to be part of making Marathon County a preferred place to live.

The Project involves the construction of a combined storage and small office space that would be located within easy access to the Gardens' sewer and water lines and fits in with the natural flow from the existing landscaped areas and trails. The Project also strengthens the Gardens' ability to continue to be financially self-sustaining.

Input was sought from the Green Bay Botanical Gardens, which currently has developed approximately 21 acres, regarding their safety program for visitors, employees and volunteers and their office space. Specific information on storage for supplies and equipment was obtained along with their office building's size and features. A list of large equipment that they own and store was obtained. They also provided their current staff number and described their office plans. Based on their experience, this Project would include the design and build of a building that would serve as our storage garage and our office space for administrative and horticulture employees.

The relative life span of the Project's storage garage/office space is 20 years.

The site evaluations, state statutes, administrative code compliance, permits and approvals required to complete this Project are the following:

-

The Project includes the following activities:

- Design and construction of a _____ sq. ft. building with storage for garden supplies and equipment. In addition, 40% of the building would be office space including wash station and a bathroom;
- Architectural/engineering costs and construction fees (City, County and State);
- Utility extensions to the facility including sewer and water laterals and electricity;
- Grading and fill;
- Planting of trees for shading of the service area, plants and shrubs;
- Updating the Gardens' safety program for storage of equipment and supplies and access to safety equipment; and
- Relocation of the current 12' by 16' storage shed away from the entrance gate.

The Project will provide the Gardens with the following improvements:

- Improved safety for visitors, staff and volunteers: Currently, the Gardens' storage shed does not have the capacity to provide for storage of our supplies (see attached photo). Due to the limited space, additional garden supplies and equipment is stored

outside of the shed, creating a growing safety hazard for visitors, staff and volunteers. Additionally, lack of adequate storage space has prohibited the Gardens from purchasing or accepting donations of equipment that would allow more efficient maintenance of the Gardens. And although the Gardens minimizes its use of pesticides and other toxic substances, the Gardens does not have a formal wash station for managing exposure to toxic substances;

- Improved tourist experience: The current shed is located at the entrance to the Gardens. As the first thing that visitors see when entering the Gardens, it is an 'eye sore' that lessens the aesthetic impact that this growing tourist attraction offers to the region;
- Improved capacity to store large equipment without incurring rental expense: The Gardens owns one piece of large equipment, a Kubota tractor, which is stored off site; an inefficient and inadequate solution. The owner of this storage space has advised the Gardens that the building's roof may collapse under a heavy snow and that there are no plans to improve the building. This could create both a personal safety risk and damage to expensive, large equipment. Based on the Green Bay Botanical Gardens, as we improve the Gardens' lands we will have a need for additional large equipment including a plow and golf cart with trailer for taking handicapped visitors on tours of the Gardens;
- Improved office space without incurring rental expense: Our current limited office space at UWMC will be changing in the fall of 2016 due to restructuring within the University. The Gardens administrative volunteers utilize the UWMC space for office functions. The Gardens currently hires one part time summer employee and three summer interns who work with our volunteer gardeners. Based on consultation with other Botanical Gardens, our size and complexity is at the point that we are planning to hire a year-round administrator/executive director and a horticulturist.

3. Statement of Consistency With Comprehensive Plan(s): This Project is consistent with the following portions of the Marathon County Comprehensive Plan 2016:

▪ *Section One Healthiest:*

- *Health and Human Services Goal: Marathon County promotes the physical, mental, and social health of the community and takes steps to support healthy living for residents at all stages of life.*

Objectives for this goal that the Project supports are:

- *Persons with disabilities and older adults will live safely and independently.*

People with disabilities and older adults use the Gardens. The Project supports older adults ability to participate in the use of the Gardens from a "live safely" perspective.

- *Ensure that every child makes it to adulthood with health, stability, education, and growth opportunities.*

The Project improves the Gardens' safety, reducing childhood trauma risk and, through our education program, is a part of building resilient children.

- *Promote innovative models for injury prevention.*

The Project proactively serves to create a safer workplace and site for visitors of all ages.

- *Community Character Goal: The local history, culture, social pride, and community character are established and enhanced as defining elements which make Marathon County a vibrant and inviting place to be.*

Objectives for this goal that the Project supports are:

- *Enhance the unique characteristics of all communities by investing in healthy, safe and walkable neighborhoods throughout the county.*

The Project invests in making the Gardens a safer place for all visitors, including many residents of the adjacent neighborhoods who walk the

Gardens on a daily basis, as well as others from throughout the County who walk there on a less frequent basis.

▪ *Section Two Safest:*

- *Public Safety Goal: Marathon County is a safe and secure community for all residents and visitors.*

The Project strongly improves the safety and security of the residents and visitors at the Gardens with the creation of safe storage of the Gardens' supplies and equipment, including storage of additional equipment (e.g., a plow, trail scraping blade, etc.) that will facilitate the Gardens' ability to maintain its grounds and trails more efficiently and with an eye toward improved safety.

▪ *Section Three Most Prosperous:*

- *Education Goal: Every child and adult in Marathon County has the opportunity to get a world-class education.*

Objectives for this goal that the Project supports are:

- Support a high-quality and cost effective public school system.
The Gardens has hosted field trips, after school programming, and summer school programming for hundreds of students Marathon County School Districts.
- *Continue support for the University of Wisconsin—Marathon County.*
Geology, Botany, and Zoology classes from UW Marathon County have used the Gardens as a site for field trips and field laboratory activities.
- *Provide high-quality library service.*

The Gardens has a variety of programs that are done in collaboration with pre-school through post-secondary education. For example, the Gardens and the Marathon County Public Library are co-sponsoring a StoryWalk© event this summer, which will bring an estimated 1,000 children and their families to the Gardens. Part of the Gardens' role is to provide an attractive and safe location to host this event along with adequate staffing to ensure a safe and pleasant educational experience for all visitors. In addition, the Gardens continues to partner with the Library on various educational programs for children and for adults, including some which is held at the Gardens

- *Recreation, Tourism, and Cultural Resources Goal: Marathon County takes advantage of its many natural and cultural amenities to provide opportunities for residents and visitors to be active and engaged in a wide array of activities and events.*

Objectives for this goal that the Project supports are:

- *Ensure access to quality, accessible, affordable recreation opportunities.*
The Gardens augments the County's recreation opportunities by offering walking and winter sports 12 months per year as well as gardening opportunities.
- *Promote tourism throughout the County.*
The Gardens is visited daily by tourists as well as residents, and has been recognized as one of the area's top tourist attractions: Trip Advisor ranks the Gardens as one of the top 10 things to do in the area.
- *Increase and expand awareness of cultural resources.*
As a botanical garden, the Gardens is also considered a cultural resource with the capacity to demonstrate natural beauty through the various types of gardens.

4. **Statement of Consistency With Marathon County Strategic Plan:** This Project strengthens the Gardens' ability to continue to grow in cooperation with Marathon County and other public and private partners to create central Wisconsin's only public botanical garden. This is consistent with Marathon County's Mission Statement, Vision and the following specific Core Strategies:

- *Core Strategy 1: Provide Leadership for Greater Cooperation and Collaboration Among State, Regional and Local Public and Private Entities.*
 Marathon County and the City of Wausau have facilitated a positive collaborative relationship with the Gardens. This Project further strengthen the Gardens' ability to work closely with area school districts, food pantries, the County Health Department as part of HEAL, Wausau/Central Wisconsin Convention & Visitors Bureau, Marathon County Library, Leigh Yawkey Woodson Art Museum, Wausau Region Chamber of Commerce and others.
- *Core Strategy 2: Foster and When Appropriate Provide Services Which Facilitate Economic Development and Create Private Sector Jobs Which Provide a Living Wage.*
 Marathon County has helped to develop the Gardens. This Project directly supports the Gardens as a tourist destination that attracts visitors from across the state and beyond. Furthermore, it improves Gardens' efficiency and safety in offering family activities, a unique green space and volunteer opportunities, all factors in attracting and retaining young professionals. The Project allows the Gardens to have office space for new leadership staff, all of whom will have salaries that provide for a living wage.
- *Core Strategy IV. Develop and Implement Innovative Approaches which Improve the Adult and Juvenile Justice System, as a Means to Creating Marathon County as the Safest County in Wisconsin.*
 The Project does not directly impact the Justice System. However, it does allow the Gardens to participate in creating Marathon County as the safest county in Wisconsin. However, this Project does support the Gardens continuing to engage youth in constructive alternatives that may decrease their need to enter into the Justice System.

5. Outcomes(s): The Project will contribute to the following outcomes:

- a. Initial:
 - 1) The Gardens' equipment and supplies will be stored in a safe, secure and easily accessible storage area within 1 month of obtaining occupancy permit.
 - 2) Staff, volunteers and visitors who accidentally are exposed to toxic chemicals or who need to clean up after using such materials or who are injured will have access to a washing station and first aid supplies.
- b. Intermediate: activities and behaviors that will be positively influenced by the Project:
 - 1) Visitors to the Gardens will have reduced exposure to potentially hazardous supplies and equipment;
 - 2) Staff and volunteers will have a sheltered workspace for horticulture activities;
 - 3) Administrative staff will have an office;
 - 4) Staff and volunteers will have a safe place to store, maintain, and access the Gardens' equipment and supplies; and
 - 5) Staff and volunteers will know how and when to access the washing station and first aid supplies.
- c. Long-term: The long-term contribution of the Project on health, safety, and prosperity of the community and users.
 - 1) Administrative staff will be moved from the office space created through this Project to the Gardens' visitor center within 1 month of approved occupancy of the visitor center, freeing up the Project's office space for expanding horticulture needs;
 - 2) The Gardens' employee retention rate will be as strong as that of the Green Bay Botanical Gardens and/or national public gardens during any given annual period;

- 3) The Gardens' will have no long term disability claims related to employee work related injury during any given annual period; and
- 4) The Gardens' will have no substantiated claims related to personal injury due to exposure to the Gardens' supplies and/or equipment during any given 12 month period.

6. Service Area of the Project: The service area includes all of the Gardens. Users of the Gardens' supplies and smaller equipment are children and adult visitors who participate in classes and/or volunteer. The Gardens' horticulture staff and volunteers use these as well as the larger equipment. All visitors, staff and volunteers could be considered at some level of risk to exposure to toxic materials. Staff and volunteers would primarily use the office space. However, visitors may also use the space. The safety and first aid services will impact all individuals.

7. Funding Requested: Proposed Method of Financing:

- The project would be started after the necessary matching funds are obtained or in-kind donations are pledged. All proposed and committed sources of financing are:
 - Environmental Impact Fund-requesting \$150,000.
 - Dudley Foundation-requesting \$25,000 fall of 2016
 - BA and Ester Greenheck Foundation-requesting \$75,000 winter of 2016
 - Realtors Association >>>>>>>>-requesting \$15,000 summer of 2016
 - Sonnentag Foundation-requesting \$10,000 fall of 2016
 - In-kind donations for building supplies will be secured for an additional \$20,000.
- Detailed budget for the Project is attached (see addendum _____)
- There are no special conditions or requirements for any of project-identified sources except the Environmental Impact Fund which requires a 100% match.
- The estimated capital cost for:
 - Planning, design, and engineering are estimated at % of the construction costs for \$.....;
 - Land purchase \$00.00;
 - Construction is based on \$ _____ for the office space with a one handicapped accessible bathroom and \$ _____ for the storage garage for a total of _____ ;
 - Office equipment is estimated at _____ ;
 - Safety equipment (shower, eye wash station) is estimated at \$ _____ ;
 - Computer equipment and access is estimated at \$ _____ ; and
 - Landscaping is estimated at \$ _____ .
- Annual estimated costs for operation and maintenance of the proposed facility is \$ _____ including cleaning, upkeep of grounds, electric, water and supplies.

8. Letters of Support: Attached are letters of support from the following:

9. The Gardens is a 501 (c) 3 organization. Providing public money to the Gardens is in the public interest because it promotes improved public safety while maintaining access to the Gardens for the education, recreation, cultural and tourism purposes that serve the citizens of Marathon County, north central Wisconsin, and the State of Wisconsin. Furthermore, the Gardens is a natural resource benefit to the region providing a managed tree canopy, storm water management support and habitat for birds and other wildlife.

The control of the project is the responsibility of the Gardens.

Draft





CITY OF WAUSAU 2016 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
April 30, 2016
NARRATIVE

REVENUES

Below is a description of notable items.

Payment in Lieu of Taxes – The majority of these payments are recognized at yearend. The 2015 and 2016 comparison represent a timing difference.

Other Grants –The short fall from 2015 YTD is due to the ending of the police department grants in 2015. This will not impact the 2016 budget which properly reflected expected grants.

Licenses – License revenue exceeds 2015 YTD. At this point it is difficult to determine if it is a timing issue or more activity. This information will be clearer in the next couple of months as the majority of licenses are issued by June 30th.

Permits – Building permits are showing a positive variance from 2015 major areas experiencing the increase are building, plumbing and electrical permits. The new licensing system significantly improves the licensing revenue collection cycle. The prior system required additional staff effort to invoice for the permits and often staff was months behind. The new system invoices immediately when the permit is issued and allows payment online. Online payment is widely used.

Fines, Forfeitures and Penalties – This revenue is comparative to 2015 collections. The revenue could fail to meet projections as the 2015 final income was \$337,841.

Public Charges General Government – 2016 revenues includes \$12,050 for the fee for exempt not-for-profit reports which is a biennial filing. No budget problems are expected.

Public Charges Streets – 2016 revenues appear down from 2015 but the decrease represents a reduction of damage of street lights and signals due to accidents so the expense to replace these assets will also decrease.

Public Charges Recreation –2016 revenues are off to a great start with sledding hill above 2015 by about \$8,000.

Public Charges Public Areas – 2016 revenues are also off to a great start with the sledding hill concessions with revenue increasing from 2015 by about \$1,700.

Intergovernmental Charges for Services – No expected budget difficulties expected at this time: county and other municipality revenue includes a police grant with Marathon County and inspection services with Weston. City Departments represent monthly staffing allocations which were not implemented until later in the year for 2015.

Interest on General Investments – The 2016 and 2015 interest reflect timing of maturities and related interest accruals. No budget problems noted.

Miscellaneous Revenues – The 2016 budget provides for \$76,000 from Wausau Center Mall. This will be an issue when the Development Agreement is executed.

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

EXPENSES

The budget to date appears in line with the budget with 30.7% of the budget spent and 33% of the year complete.

City Clerk/customer service – This budget is higher than the prior year due to additional postage costs related to the election and absentee voting.

Assessor – This budget contains the payout for the City Assessor. The vacancy will likely offset some of the sick leave payout costs but could result in a deficit.

City Attorney – This budget contains the legal fees for the annexation issue.

City hall and other municipal buildings – this is running slightly above budget due to some unexpected repairs but should not cause budget problems long term.

BUDGET RISKS

- Fines and Forfeitures \$20,000
- Sick leave payouts
- Excessive tax payments of approximate \$30,000
- 4th Quarter winter costs
- Elimination of the Rental Licensing Program
- Legal Fees
- Mall Income

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended April 30, 2016

	Budgeted Amounts		Actual	Variance with Final Budget	2015 Actual
	Original	Final			
TAXES					
General property taxes	\$ 16,749,259	\$ 16,749,259	\$ 16,749,259	\$ -	\$ 16,200,627
Mobile home parking fees	27,000	27,000	12,555	(14,445)	12,748
Payments in lieu of taxes	108,000	108,000	800	(107,200)	28,881
Other taxes	69,185	69,185	18,336	(50,849)	19,921
Total Taxes	16,953,444	16,953,444	16,780,950	(172,494)	16,262,177
INTERGOVERNMENTAL					
State shared taxes	4,437,159	4,437,159	-	(4,437,159)	-
Expenditure restraint	734,231	734,231	-	(734,231)	-
Fire insurance tax	102,678	102,678	-	(102,678)	-
Municipal services	184,000	184,000	185,466	1,466	184,010
Transportation aids	2,448,749	2,448,749	1,222,611	(1,226,138)	1,268,658
Other grants	2,700	2,700	341	(2,359)	60,724
Total Intergovernmental	7,909,517	7,909,517	1,408,418	(6,501,099)	1,513,392
LICENSES AND PERMITS					
Licenses	181,115	181,115	84,208	(96,907)	79,453
Franchise fees	355,000	355,000	-	(355,000)	-
Permits	237,792	237,792	89,531	(148,261)	50,869
Total Licenses and Permits	773,907	773,907	173,739	(600,168)	130,322
FINES, FORFEITURES AND PENALTIES					
	357,000	357,000	144,342	(212,658)	138,767
PUBLIC CHARGES FOR SERVICES					
General government	81,600	81,600	38,763	(42,837)	14,296
Public safety	1,426,270	1,426,270	448,171	(978,099)	449,280
Streets and related facilities	128,850	128,850	30,366	(98,484)	46,705
Recreation	188,500	188,500	59,639	(128,861)	51,220
Public areas	123,874	123,874	26,519	(97,355)	18,456
Total Public Charges for Services	1,949,094	1,949,094	603,458	(1,345,636)	579,957
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,340	11,340	180	(11,160)	60
County and other municipalities	280,981	280,981	47,559	(233,422)	25,301
City departments	1,105,647	1,105,647	140,010	(965,637)	10,326
Total Intergovernmental Charges for Services	1,397,968	1,397,968	187,749	(1,210,219)	35,687

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended April 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with	2015
	<u>Original</u>	<u>Final</u>		Final Budget	<u>Actual</u>
COMMERCIAL					
Interest on general investments	\$ 275,000	\$ 275,000	\$ 193,537	\$ (81,463)	\$ 56,020
Interest on special assessments	15,000	15,000	32	(14,968)	27
Other interest	<u>15,000</u>	<u>15,000</u>	<u>5,638</u>	<u>(9,362)</u>	<u>15,101</u>
Total Commercial	<u>305,000</u>	<u>305,000</u>	<u>199,207</u>	<u>(105,793)</u>	<u>71,148</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	216,590	216,590	88,500	(128,090)	92,452
Sale of City property/loss compensation	13,700	13,700	2,233	(11,467)	5,229
Other miscellaneous revenues	<u>16,470</u>	<u>16,470</u>	<u>2,877</u>	<u>(13,593)</u>	<u>1,324</u>
Total Miscellaneous Revenues	<u>246,760</u>	<u>246,760</u>	<u>93,610</u>	<u>(153,150)</u>	<u>99,005</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,882,500</u>	<u>1,882,500</u>	<u>511,704</u>	<u>(1,370,796)</u>	<u>497,121</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES					
	<u>\$ 31,775,190</u>	<u>\$ 31,775,190</u>	<u>\$ 20,103,177</u>	<u>\$ (11,672,013)</u>	<u>\$ 19,327,576</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended April 30, 2016

	Budgeted Amounts		Actual	Variance with Final Budget	2015 Actual
	Original	Final			
GENERAL GOVERNMENT					
City Council	\$ 90,311	\$ 90,311	\$ 29,166	\$ 61,145	\$ 23,647
Mayor	201,374	201,374	64,369	137,005	61,202
City Promotion	108,750	108,750	41,762	66,988	34,746
Finance department	500,044	500,044	156,974	343,070	159,721
Data processing	732,798	732,798	245,672	487,126	243,747
City clerk/customer service	498,163	498,163	174,086	324,077	152,022
Elections	120,012	120,012	39,017	80,995	16,697
Assessor	595,516	595,516	219,973	375,543	167,297
City attorney	489,805	524,805	205,016	319,789	135,351
Municipal court	128,605	128,605	41,532	87,073	34,311
Human resources	297,419	297,419	99,919	197,500	90,494
City hall and other municipal buildings	289,766	289,766	108,064	181,702	96,997
Unclassified	170,000	167,361	789	166,572	88,715
Total General Government	<u>4,222,563</u>	<u>4,254,924</u>	<u>1,426,339</u>	<u>2,828,585</u>	<u>1,304,947</u>
PUBLIC SAFETY					
Police department	9,004,956	9,004,956	2,878,544	6,126,412	2,786,097
Fire department	3,509,532	3,519,671	1,147,308	2,372,363	1,195,138
Ambulance	3,106,578	3,106,578	936,898	2,169,680	899,114
Inspections and electrical systems	765,343	765,343	230,099	535,244	194,947
Total Public Safety	<u>16,386,409</u>	<u>16,396,548</u>	<u>5,192,849</u>	<u>11,203,699</u>	<u>5,075,296</u>
TRANSPORTATION AND STREETS					
Engineering	1,302,086	1,302,086	362,743	939,343	392,454
Department of public works	6,332,072	6,332,072	1,998,088	4,333,984	1,989,728
Total Transportation and Streets	<u>7,634,158</u>	<u>7,634,158</u>	<u>2,360,831</u>	<u>5,273,327</u>	<u>2,382,182</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	958,000	958,000	293,261	664,739	387,078
NATURAL RESOURCES/RECREATION					
Parks and recreation	2,574,060	2,588,638	495,356	2,093,282	496,317
TOTAL EXPENDITURES	<u>\$ 31,775,190</u>	<u>\$ 31,832,268</u>	<u>\$ 9,768,636</u>	<u>\$ 22,063,632</u>	<u>\$ 9,645,820</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended April 30, 2016

BUDGET REVENUES RECONCILIATION

2016 ADOPTED BUDGET	<u>\$ 31,775,190</u>
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BUDGET EXPENDITURES RECONCILIATION

2016 ADOPTED BUDGET	\$ 31,775,190
Resolution 14-1109 Modify fire department budget to develop succession planning	7,500
Resolution 15-1109 Increase budget for legal fees	35,000
Resolution 15-1109 Carryover funds for boulevard tree removal and stump grinding projects	<u>14,578</u>
2016 MODIFIED BUDGET	<u>\$ 31,832,268</u>

City of Wausau Capital Plan and Operating Budget Calendar

3/31/2016	Capital Improvement Plan process begins. Departments are directed to develop 5 year capital requests, rank their requests using the standard ranking matrix. Departments will also provide a status report on active projects
6/1/2016	Capital plan requests, rankings and active project status reports due to Finance.
6/24/2016	Mayor requests 2017 budget proposals and 2018 plan from each department. Finance distributes budget forms and other materials to the Departments Budgets will represent cost to continue. Supplemental forms regarding supplemental requests and budget reductions will be distributed.
July 20 and July 26th	Committee of the Whole CIP presentation meetings
7/25/2016	Departmental budget submissions due. Budgets will be based upon Mayoral and Council priorities and directives.
8/1/2016 - 8/24/2016	Mayor and Finance Director Departmental Budget Review
8/4/2016	Committee of the Whole finalizes CIP budget
8/24/2016	Finance Department Begins budget compilations
9/22/2016	Budget document published for public review
11/8/2016	Public Hearing is held to obtain citizen input on the budget
11/22/2016	The budget is adopted by the Common Council



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: JUNE 6, 2016

RE: EMS BILLING SOFTWARE SERVICES STATUS

PURPOSE:

To provide an update on the EMS billing and collection services and Electronic Patient Care Reporting System.

BACK GROUND INFORMATION

The City issued an RFP for EMS billing and collection services and Electronic Patient Care Reporting System and awarded the contract on March 3, 2016. Since this time staff has been working to negotiate contracts and Business Associate agreements with McKesson and Image Trend. We would like to provide a verbal update at the meeting.

Attached is the memo considered by the Finance Committee on March 3, 2016.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: March 3, 2016

SUBJECT: EMS BILLING AND COLLECTION SERVICES AND ELECTRONIC PATIENT CARE REPORTING SYSTEM

Purpose: To provide the Finance Committee with information regarding the EMS Billing Services and Electronic Patient Care Reporting System contract development and consider the impact to the procurement process.

Background: Based upon staff recommendations, the Common Council authorized awarding the EMS Billing Services and Electronic Patient Care Reporting System contract to McKesson at the February 28th Council meeting. The RFP and service levels are very similar to the RFP and contract executed in 2008 but for obtaining a more robust electronic patient care reporting system that provides for bedside reporting and the inclusion of hardware and software ownership within the contract.

The RFP process followed the city's procurement policy and resulted in four proposals. The RFP did not dictate a specific Electronic Patient Care Reporting System vendor but did indicate that the current service provider was ImageTrend. All of the proposers offered the ImageTrend software and some offered alternates. The McKesson proposal only offered the ImageTrend product.

City staff conducted a contract negotiation kick off meeting. McKesson has requested that the city enter into two separate contracts. One contract with McKesson for EMS billing. A second contract with Image Trend for the Electronic Patient Care Reporting Software. The City will pay for all services to McKesson based upon the prices offered in the proposal. McKesson will then pay for the Electronic Patient Care Software from revenues generated by the contract. Separate contracts will aid in defining the scope, responsibilities, obligations and authorities of each of the contractors.

Staff wishes to communicate that two contracts will be developed from one RFP process so that the Finance Committee is informed and can express concerns or questions. In addition, the Finance Committee can contemplate whether the contract with ImageTrend requires a sole source designation.

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving Budget Modification for the Purchase of Robotic Survey Equipment	
Committee Action:	Pending
Fiscal Impact (2016):	\$25,000
File Number:	15-1109
Date Introduced:	June 14, 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 type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Winter Street Maintenance Savings</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$25,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input 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</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the Department of Public Works provides surveying work in connection with construction, land acquisition and redevelopment activities; and

WHEREAS, robotic surveying allows a single employee to perform survey duties rather than the two employees required with traditional surveying equipment; and

WHEREAS, the Department of Public Works rented robotic surveying equipment in a previous construction season and found it to be effective and efficient; and

WHEREAS, the Department of Public Works has maintained a vacant engineering position since January 2016; and

WHEREAS, the Department of Public Works proposes to purchase robotic surveying equipment with savings created by the mild winter;

WHEREAS, the Finance Committee has reviewed and recommends the related budget modification to fund this project:

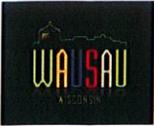
Increase: Engineering – Capital Equipment New	110-100298190	\$25,000
Decrease: Winter Maintenance – Motor Pool	110-102592000	\$25,000

NOW THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the

proper City Officials be and are hereby authorized and directed to modify the 2016 budget as indicated and publish such transfer in the official newspaper.

Approved:

Robert B. Mielke, 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.

Wausau Flying Service has served as the City of Wausau's Airport Manager and Fixed Base Operator for the last 20 plus years. The Airport has been managed very well during that time and experienced great growth including obtaining sizeable grants for security fencing and the snow removal equipment storage. In addition, the City has invested in successful commercial hangar facilities and has now accommodated private hangar development on the airport property. Wausau Flying Services provides two distinct services for the City: As Airport Manager the City pays them a monthly service fee to maintain the properties and provide administrative services necessary to keep the Airport running efficiently and effectively. Within their Fixed Base Operator contract they provide ancillary services necessary for an active vibrant Airport. As FBO they receive income from the airport customers not the City of Wausau. Services as FBO include fuel sales, mechanic services, flight instruction, airplane rental and airplane charters services. In this relationship the Fixed Base Operator pays rent to the City for the use of the property to conduct this business.

Our current contract with Wausau Flying Services was a twenty year contract which expires on March 20th, 2018. The contract provides that the financial terms of the contract be renegotiated every five years. The last financial negotiation was August of 2010 for a two year period. Wausau Flying Services has received no increase in their airport manager's contract since 2010. Wausau Flying Service has requested that rather than negotiate financial reconsideration that is significantly overdue that we renegotiate a long term contract with them.

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

Wausau Flying Service would continue to provide Airport Manager and Fixed Base Operator Services for the City of Wausau.

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.

Airport Manager and Fixed Based Operator services are very specialized. The current operator understands our small market, has developed relationships with the customer base, is aware of the facility needs and respected in the industry. Wausau Flying Service is creative in generating new business for the airport; is community minded, and a considerate, respectful neighbor. The

Company maintains positive relationships with the FAA and BOA. The City benefits greatly from long term contracts when the service provider is offering exceptional service. The proposal process would be very time consuming for staff. Proposer's would find difficulties in responding as the net profits generated by the Fixed Base Operations would not be available.

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

No work has been done to seek alternate vendors or services.

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

The City surveyed similar airports to determine the prices paid to their airport managers.

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

- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain) Obligations of the decree and other PRP's and the litigation potential if we fall out of compliance.
- 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.

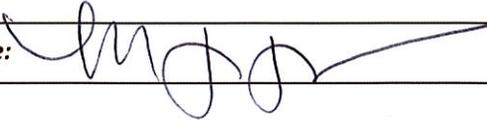
Department: Finance

Preparer: Maryanne Groat

Vendor Name: Wausau Flying Service

Expected amount of purchase or contract: Annual Airport Manager Contract is \$68,021 plus a \$15 hourly rate for snow removal and profit sharing in the commercial hangar revenue.

Department Head Signature: _____ **Date:** _____

Finance Director Signature:  **Date: 6/6/2016**



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.
This is a request for a sole source purchase for Rescue Task Force (RTF) personal protective equipment along with the Individual First Aid Kit (IFAK) from Advantage Police Supply in Oshkosh, WI. We were able to expand the number of units from the estimated 12 to 18 because of the lower pricing we were able to receive from this provider. We were also able to uniquely design the plate carriers to accommodate the purpose and need of those individuals who will be wearing the PPE. This design is more conducive to varying body sizes and incorporates the IFAK compartment directly into the garment. This design allows for easier access, less bulk, better protection for the IFAK contents and a reduction in cost because an external pouch is not required. Advantage Police Supply will be contracting with Wausau Canvas to have this design realized. The totality of the PPE includes several items: steel plates (Paraclete III Plate – front and back), plate carrier (Wausau Canvas) and helmet. The IFAK supplies will also be procured with this purchase.
2. Provide a brief description of the intended application for the service or goods to be purchased.
Equipment for Rescue Task Force purchased with 2016 CIP monies.
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.
This is a unique design for fire service Rescue Task Force; most ballistics are designed for law enforcement. This design has the pocket for storing the IFAK right in the garment itself. No external pockets.
4. Describe your efforts to identify other vendors to furnish the product or services.
No other vendor, that we are aware of, will assist us in this design. Advantage Police Supply has assisted us in the design as well contracting with Wausau Canvas to manufacture the carrier. This design will provide easier access, less bulk and less cost.
5. How did you determine that the sole source vendor's price was reasonable?
This price, when referencing cost is very reasonable and is either comparable in price or less than most vendors and we are achieving the design we feel is most efficient.

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

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

Department: Wausau Fire Department

Preparer: Tracey Kujawa, Chief

Vendor Name: Advantage Police Supply

Expected amount of purchase or contract: \$14,760

Department Head Signature:

Date: June 8, 2016

Finance Director Signature:

Date:



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: JUNE 6, 2016

RE: STANTEC MASTER SERVICE AGREEMENT TASK ORDER NO. 13 AND 14

PURPOSE:

To consider the Stantec task orders 13 and 14 for the completed design and construction drawings of the Riverfront Park and Bath/concession Facilities.

BACK GROUND INFORMATION

The City of Wausau entered into a Master Service agreement with Stantec through a competitive procurement process for engineering and related services needed for the redevelopment of the river front property.

Within this agreement Stantec has provided the provided a wide variety of services including: Environmental analysis, environmental cleanup planning, market feasibility study, community outreach and engagement, grant application and administration, DNR permit management, street design and engineering, stream design and engineering, trail and amenity design and engineering, remediation cover system design and engineering, site testing, riverbank restoration engineering and design, bridge engineering and design, parking lot engineering and design, construction administration, Riverfront park conceptual designs. Stantec has successfully secured \$400,000 in EPA grants, and \$151,171 in DNR Ready for Reuse Grants. The City has secured \$896,000 in private donations for the trail and park amenities in addition to the \$1 million Sternberg donation.

Attached are proposed task order 13 and 14. Task order 13 will fund the research design, contract documents including bid construction drawings and specifications, illustration imagery and virtual tour updates, opinion of probable costs and construction administration services for the Riverfront Park. Task order 14 funds the Bath and concession building and immediate surrounding area, final design, provide architectural, structural, mechanical, electrical, landscape drawings, design and specifications and environmental management.

The detailed task orders are attached along with the Sole Source documentation previously approved by the Finance Committee. The total maximum financial commitment is as follows:

Design of Riverfront Park	Hourly Not to Exceed	\$ 176,680
Construction Administration	Hourly Not to Exceed	\$ 55,993
Bath and concession Building	Hourly Not to Exceed	\$ 71,715
Related Environmental Services	Hourly Estimate	\$ 20,000



MASTER SERVICES AGREEMENT
TASK ORDER NO. 13

Attached to and forming part of the MASTER AGREEMENT

BETWEEN: CITY OF WAUSAU(hereinafter called the "CLIENT")
- and -
STANTEC CONSULTING SERVICES INC.
(hereinafter called "STANTEC")
EFFECTIVE: June 3, 2016

This TASK ORDER is issued under the MASTER SERVICES AGREEMENT (dated August 31, 2012) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the CITY OF WAUSAU ("CLIENT"). This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Allen Wesolowski, PE,

PROJECT: Riverfront Park Final Project Services: Research, Design, Contract Documents (Bid/Construction Drawings & Specifications), Illustration Imagery and Virtual Tour updates, Opinion of Probable Cost, and Construction Administration services. *(Project area is from WOW Bldg. to 100' beyond the North Side of Bridge St. Overpass, from the Riverside Trail to the First Street sidewalk in front of the parking; Hereinafter; Park. Note: architectural contract documents for the Bath & Concession Building will be provided under subsequent, separate Task Order).*

SERVICES: STANTEC shall perform the following SCOPE OF SERVICES:

- A. Riverfront Park Final Design-Contract Documents: Bid & Construction Drawings and Specifications:
 1. Provide final Park plan design drawings, elevation views, cross sections and preferred & recommended vendor/supplier products, systems and equipment, via available CAD and/or photo imagery of park feature components.
 2. Prepare the final Park Site Design & Contract Documents, in substantial conformance to and integrating all features from the most recent, Steering Committee - accepted Concept & Preliminary Park (and Park Building Design footprint), with the Riverfront Tail Contract Documents content, and with an opinion of probable cost of Park construction.
 3. Update 3D imagery and virtual reality tours, reflecting Final Park design.
 4. PARK FEATURE AREAS & ELEMENTS to be integrated into the Final Design-Contract Documents:
 - a. Climbing Wall, Exercise Equipment Group and Challenge Course Area:
 - (1.) Climbing Wall:
Grading, Paving & grade surfaces, Fabricated climbing wall, Climbing & safety equipment, Lighting, Benches & park equipment, Planting & Ground covers & Related graphics/signage structure(s), with one art image/graphic per structure (art as shown in Wausau On Water Building applications and preliminary design virtual 3D imagery provided). Irrigation; via design-build.
 - (2.) Exercise Equipment Group:
Grading, Paving & grade surfaces, Exercise equipment recommendations, Lighting, Benches & park equipment, Planting & ground covers, graphics/signage [as in 3.a.(1.) above; hereinafter: Art]. Irrigation via design-build.
 - (3.) Challenge Course:
Grading, Paving & grade surfaces, Dash track surfaces, Course equipment recommendations, Lighting, Benches & Park Equipment Planting & ground covers, graphics/signage structures & Art. Irrigation via design-build.

b. Climbing Net & Slide Areas:

(1.) Climbing Net Area:

Grading, Paving & grade surfaces, Earth forms (if any), Animal art (if any), Seat walls, Climbing net structure(s), Lighting, Benches & Park Equipment Planting & ground covers, Graphics/signage frame system & Art. Irrigation via design-build.

(2.) Slides, Climbing Rocks and Earth Art Area:

Grading, Paving & grade surfaces, Earth forms, Animal art for the earth form, Seat walls, Steps, Slides & Climbing rock structure, Lighting, Benches & Park Equipment, Planting & ground covers, Graphics/signage frame system & Art. Irrigation via design-build.

c. Immediate Site Area of Bath & Concession Building:

Grading, Paving surfaces (not integral to the foundation-supported building interior & exterior floor, steps and stoops), Planting & Ground Covers, site-mounted Graphics & signage & Art, Site-related lighting, Benches, tables and related Equipment. Irrigation via design-build.

d. Water Jet Walk & Sitting Area:

Grading, Pump (if needed), Jets & control system, Plumbing & power connections, Seat walls, Paved walkways & drainage grills, Sitting areas, Planting & Ground Covers, Graphics & signage structures & Art, Lighting, Benches, Umbrella tables and related equipment. Irrigation via design-build.

e. Open Play, Games & Event Area:

Grading, Paving, patterns & grade surfaces, Seat walls, Tables, game & park equipment, Lighting, Turf reinforcement & turf area, Screens, Planting & ground covers, Graphics/signage frame system & Art. Irrigation via design-build.

5. Stantec will complete the construction documents for the described project elements. Deliverables will include a set of Drawings, Special Provisions/Specifications and an Estimate of Probable Cost. The City will complete the Project Manual and will advertise the Project on Quest, consistent with other past projects.

B. Riverfront Park Construction Administration Services:

1. Response to requests for information,
2. Review and response to shop drawings and
3. Periodic site visits, as schedule requires, up to an average of one visit per each two weeks during construction anticipated to be 16 weeks, for up to 8 site visits.

CONTRACT TIME: With timely Committee authorization, input, review and design approvals, we will complete the above Park Final Design-Contract Documents within 12 weeks of approval of this Task Order.

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:
The Final Design-Contract Documents Tasks will be performed on an hourly, not to exceed basis, for all Task hours expended, up to a total of:

- For Park Final Design-Contract Documents: (Final Design, Bid/Construction Plans & Specifications, 3D imagery & virtual tour update, and Estimate of Probable Construction Cost; Final Design Services: Climbing Wall, Exercise Eq. Group & Challenge Course:..... not to exceed \$36,692. Climbing Nets, "Skywalk" & Slide(s) Area: not to exceed \$38,864. Area Surrounding Bath & Conc. Bldg.: Incl. in Climbing Nets Area above. Water "Jumping Jets" Walk & Sitting Area not to exceed \$26,344. Open Play, Games & Event Area:..... not to exceed \$13,198. Park-Wide Items/Tasks: (electrical, structural, civil, irrigation, art, planting): not to exceed \$39,224. Specifications, Cost Estimates and Construction Document transmittal: not to exceed \$22,358. Total Fees for Final Design Services: Hourly, not to exceed: \$ 176,680.00
- Fees Construction Administration in-office hours: hourly not to exceed: \$ 42,649.00
- for Construction Administration on-site visits: hourly not to exceed: \$ 13,344.00

Scope of work is as listed above in A. Final Design-Bid/Construction Plans & Specifications, and B. Construction Administration Services, above, with a maximum of one round of edits based on Steering Committee Review. Substantial changes will be made on an hourly basis, in addition to the above not to exceed totals.

The work will be performed, against the Total Fees for Final Design Services, and Construction Administration Fee maximums listed above, per Stantec's billing rate table provided in the MSA. Stantec will not exceed the authorized amounts above without prior written approval. Reimbursable expenses are additional, up to 5% of fees, without detailed itemization or added authorization.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this Task Order: The additional conditions as outlined in the original MSA and Task Order No. 1 apply.

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this Task Order: None.

INSURANCE REQUIREMENTS: As provided in the original MSA and Task Order No. 1.

CITY OF WAUSAU

STANTEC CONSULTING SERVICES INC.



Please Print Name and Title

Eric Lembke, Senior Associate

CITY OF WAUSAU

Print Name and Title



MASTER SERVICES AGREEMENT
TASK ORDER NO. 14

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

CITY OF WAUSAU

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: June 6, 2016

This TASK ORDER is issued under the MASTER SERVICES AGREEMENT (dated August 31, 2012) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the CITY OF WAUSAU ("CLIENT"). This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Allen Wesolowski, PE,

PROJECT: Bath and Concession Building and Immediate Surroundings: Final Contract Documents (Plans and Specifications), Opinion of Probable Cost, and Optional Illustrations and Virtual Tours.

SERVICES: STANTEC shall perform the following SERVICES:

Provide professional design services related to the Wausau Riverfront Development.

A. Bath and Concession Building Final Design Tasks:

Evaluate existing Bath Building design and verify function, public agency guidance & conformance.

Prepare minor Final Design Refinement (if required) for architectural building design and immediate area landscape architectural design. Items to be in the Contract Documents will be:

1. Building siting, orientation and floor plan.
2. Guest, staff and storage accesses.
3. Immediate site ground covers, planting and paving, seating.
4. Concession / kitchen space and equipment needs.
5. Roof, canopy(ies).
6. Elevations, window positions.
7. Materials.
8. Interior finishes palette.
9. Screen fence "green walls".
10. Theme, identity, lighting and signage elements. (Note: electrical design does not include integration of video monitoring and/or other complex systems beyond normal building wiring.)
11. Provide the proposed project schedule and opinion of probable cost.

Presentation of the Final Design, (via 50% construction drawings) will be done in up to two (2) Committee meetings, via conference call and/or attendance for review, discussion, potential minor design refinement, and Committee formal approval.

B. Building Contract Documents Task:

We'll prepare architectural, structural, mechanical, electrical, landscape architectural, civil construction documents: Drawings and Specifications.

1. Submit 50% complete construction documents and updated opinion of probable construction costs, and review with the Committee.
2. Submit 95% complete construction documents and final opinion of probable construction costs, and review with the Committee.

3. Provide to the City final bidding documents including Drawings and Special Provision Specifications.
4. The City will prepare bid request transmittal documents, including advertisement, general conditions, supplemental GCs, bonds and related items. Attend one (1) meeting/conference call with the Committee to review final designs and opinion of probable cost. Document all meeting comments and reflect in Final Contract Documents.

C. Environmental Management Task:

Contaminated soils are present on the site. As part of the preparation of the Design Documents, a contaminated soil management plan will be developed for DNR review and approval and incorporated into the design documents. This may also include the development of a sub slab vapor mitigation system design. This task includes up to two days on Site and completion of a Documentation Report for submittal to the DNR. Laboratory testing is not anticipated at this time and not included with this scope of work.

CONTRACT TIME: With timely Committee authorization, input, review and design approvals, we will complete the Documents within 12 weeks of Agreement receipt/authorization.

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

The work for the building will be performed on an hourly basis, not to exceed \$71,715. Stantec will not exceed the authorized amount without prior written approval, based on scope changes, revisions to previously accepted work progress, etc. The work for the soils-related tasks will be performed at hourly rates estimated to amount to \$20,000, in addition to the building-related tasks. Reimbursable expenses are additional, up to 10% of fees, without added authorization.

Optionally, if the Committee wishes to strengthen presentations to web content and printed materials to visitors, citizens, contributors, developers, builders, owners and tenants, we will update the 3D virtual digital video tour, at both eye level and from a "birds eye: elevation, for both interior and exterior views. This work would be provided for a lump sum fee of \$3,800.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

The additional conditions as outlined in the original MSA and Task Order No. 1 apply.

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this Task Order:

None.

INSURANCE REQUIREMENTS: As provided in the original MSA and Task Order No. 1.



CITY OF WAUSAU

STANTEC CONSULTING SERVICES INC.

Print Name and Title

Eric Lembke, Senior Associate

CITY OF WAUSAU

Print Name and Title



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.

We are seeking additional professional engineering and design services for the public park amenities on the Riverfront parcel.

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

The two task orders #9 and #10 outline the park design services including the bath/concession building and park amenities including the area from underneath the Bridge Street bridge to the WOW building.

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

The City of Wausau undertook a competitive selection process for consultants for the Riverfront in 2012. We followed a process that was dictated by the EPA due to some grant funding the City received. The competitive process resulted in proposals from six companies which are outlined on the attached August 7, 2012 Board of Public Works minutes. Proposals were evaluated and Stantec was selected. The document indicated that the City desired to contract with one full-service consulting firm and that the consultant may be retained for additional work. To date this work has included the comprehensive plan for the property, the marketing plan and the engineering work on the stream and bridge, the remediation plan, site testing, the Riverwalk and park amenities plan for 2016 and the engineering work on 1st Street Extension and parking lots. There are a few riverfront projects yet to undertake including the park work outlined in Task Orders #9 and #10 and the south riverbank restoration work as delineated on the attached map. In addition, there could be infrastructure work for other future development. Having this work completed by Stantec, City’s current engineer, will ensure continuity of the design and will reduce time and expenses to inform and educate another engineering firm of what has already been completed (including design plans, concepts, specifications, funding requirements, and management

practices). Project management will be simplified using one engineering firm as City staff and contractors will have one responsible entity for all plans/designs and only one contract to administer related to engineering services.

4. Describe your efforts to identify other vendors to furnish the product or services.
As noted in Question 3 the City followed a competitive process to secure an engineering firm with a wide breadth of experience in multiple facets to ensure they could meet the majority of engineering and design demands of this significant redevelopment project.

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

They were evaluated during the competitive selection and we are also able to evaluate as compared to other contractual services contracts.

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

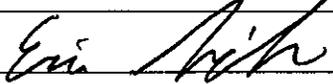
- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack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

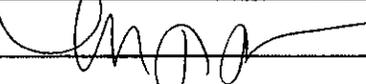
Department: Department of Public Works

Preparer: Eric Lindman

Vendor Name: Stantec

Expected amount of purchase or contract: \$51,400

Department Head Signature:  **Date:** 12/4/15

Finance Director Signature:  **Date:** 12/4/15



MASTER SERVICES AGREEMENT
TASK ORDER NO. 9

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

CITY OF WAUSAU

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: November 23, 2015

This TASK ORDER is issued under the MASTER SERVICES AGREEMENT (dated August 31, 2012) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the CITY OF WAUSAU ("CLIENT"). This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Allen Wesolowski, PE,

PROJECT: Bath and Concession Building and Immediate Surroundings: Research, Preliminary and Final Design, Illustrations and Virtual Tours, Cost Estimate, and Contract Documents.

SERVICES: STANTEC shall perform the following SERVICES:

Provide professional design services related to the Wausau Riverfront Development.

A. Bath and Concession Building Concept / Schematic Design Phase:

1. Research: evaluate existing Bath Building design and verify function, public agency and industry design guidance conformance and practicality. The Committee will provide guidance for the design program prior to our beginning Concept / Schematic Design.
2. Prepare Concept / Schematic Design refinement for architectural building design and landscape architectural design:
3. Items to be in the Concept / Schematic Design will be:
 - a) Building siting, orientation and floor plan.
 - b) Guest, staff and storage accesses.
 - c) Immediate site ground covers, planting and paving, seating.
 - d) Concession space and equipment needs.
 - e) Roof, canopy(ies) and exterior massing, elevations, and materials.
 - f) Interior finishes palette.
 - g) Theme, identity, lighting and signage elements.
4. Upon approval of first round of Concept Design/Schematic Design refinement, we will prepare 3D imagery at both eye level and from a "birds eye" vantage point
5. Provide the proposed project schedule and cost estimate.
6. Presentation of the Schematic Design Concepts will be done in up to two (2) Committee meetings, for review, discussion, potential design concept refinement, and Committee formal approval.

B. Bath and Concession Building Preliminary Design / Design Development Tasks:

1. With formal Concept Design approval, we will prepare Preliminary/Design Development drawings with same Concept Design items (Items a-g), and preliminary opinion of probable construction cost; for review and comment.
2. Attend one (1) meeting/conference call with the Committee to review designs and cost estimate. Document all meeting comments and reflect in Preliminary Design drawings.

CONTRACT TIME: With timely Committee authorization, input, review and design approvals, we will complete Concept Design within four weeks of Agreement receipt/authorization, and Preliminary Design level within four weeks of Concept approval.

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:
The work will be performed for a lumps sum fee of \$30,000. Stantec will not exceed the authorized amount without prior written approval. Reimbursable expenses are additional, up to 10% of fees, without added authorization.
Optionally, if the Committee wishes to strengthen presentations to contributors, we will prepare a 3D virtual digital video tour, at both eye level and from a "birds eye: elevation. This work would be provided for a lump sum fee of \$2,600.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this Task Order:
The additional conditions as outlined in the original MSA and Task Order No. 1 apply.

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this Task Order:
None.

INSURANCE REQUIREMENTS: As provided in the original MSA and Task Order No. 1.

CITY OF WAUSAU

STANTEC CONSULTING SERVICES INC.



Print Name and Title

Eric Lembke, Senior Associate

CITY OF WAUSAU

Print Name and Title



MASTER SERVICES AGREEMENT
TASK ORDER NO. 10

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

CITY OF WAUSAU

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: November 6, 2015

This TASK ORDER is issued under the MASTER SERVICES AGREEMENT (dated August 31, 2012) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the CITY OF WAUSAU ("CLIENT"). This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Allen Wesolowski, PE,

PROJECT: Riverfront Park Design: Research, Preliminary and Final Design, Illustrations and Virtual Tours, Cost Estimate, and Contract Documents. (Project area is from WOW Bldg. to North Side Under Bridge St. Overpass, from the Riverside Trail to the First St. sidewalk in front of the parking).

SERVICES: STANTEC shall perform the following SERVICES:

Provide professional design services related to the Wausau Riverfront Development.

A. Riverfront Park Concept / Schematic Design Phase:

1. Prepare a Concept / Schematic Design-level site design integrating features on the existing Concept Plan, and potential added attractions.
2. Items to be integrated into the Concept / Schematic Design(s) will be:
 - a) Research of park equipment and outdoor activity trends, play and recreation attractions.
 - b) Four season activity potentials and attractions.
 - c) Trail positions and connections and Building siting, orientation and accesses.
 - d) Planting and fencing screening to Bath Building accesses, parking, active sports areas, passive areas, etc., outdoor seating and amenity features/furniture.
 - e) Exercise, climbing walls, challenge courses, ropes course and zip line potentials.
 - f) Roofs, trellises, canopy(ies), shade structures, lighting and theme elements.
3. Provide site plan drawings, elevation views and example photo imagery of park features.
4. Provide the proposed Park Phasing Plan.

B. Riverfront Park Preliminary Design / Design Development: With the Committee's review, provided guidance and approval of the preferred Concept Park design components, the same Concept Design features (Items a-f above) and drawing content will be refined to a Preliminary Design/Design Development level.

1. We'll provide intermediate opinion of probable park and features construction costs.

2. Both 2D and 3D design color renditions/illustrations will be provided to assist with sponsor/contributor/benefactor funding advocacy. An optional a virtual digital tour at both eye level and from a "birds eye" vantage point can be provided as well if desired.

CONTRACT TIME: With timely Committee authorization, input, review and design approvals, we will complete Park Concept Design within four weeks of Agreement receipt/authorization and Preliminary Design level within four weeks of Concept approval.

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

The work from Concept through Preliminary Design will be performed on an hourly basis up to a total of \$15,000. The work will be performed per Stantec's billing rate table provided in the the MSA. Stantec will not exceed the authorized amount without prior written approval. Final design and contract documents will be under added agreement and compensation; determined once scope becomes known. Reimbursable expenses are additional, up to 10% of fees, without added authorization.

Optionally, if the Committee wishes to strengthen presentations to contributors, we will prepare a 3D virtual digital video tour, at both eye level and from a "birds eye: elevation. This work would be provided for a lump sum fee of \$3,800.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

The additional conditions as outlined in the original MSA and Task Order No. 1 apply.

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this Task Order:

None.

INSURANCE REQUIREMENTS: As provided in the original MSA and Task Order No. 1.

CITY OF WAUSAU

STANTEC CONSULTING SERVICES INC.



Print Name and Title

Eric Lembke, Senior Associate

CITY OF WAUSAU

Print Name and Title

Bridge Street

2017

2015

2016

2016

2015

2016

North Riverfront Development

2017

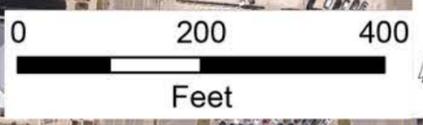
South Riverfront Development



WAUSAU RIVERFRONT DEVELOPMENT NORTH & SOUTH CONSTRUCTION PHASING PLAN

WAUSAU EAST RIVERFRONT DEVELOPMENT

November 11, 2015



Scott Street

2017

MEMORANDUM

JEFFREY G. HARDEL
CHIEF OF POLICE

Robert B. Mielke
Mayor

Work 715-261-7801
Cell 715-370-4545
Fax 715-261-4185



DATE: June 8, 2016

TO: Finance Committee
Mayor Robert B. Mielke, City of Wausau

RE: Take Home Cars for Commanding Officers
Financial Impact---Absorbed within Current Budget

WPD is always attempting to be as effective and efficient as we possibly can. We also have a responsibility to our community to respond to the needs of our community and provide the best protection and guidance possible. Part of this overall goal is to allow our commanding officers of WPD the ability to respond directly to incidents from their home with a city vehicle.

Currently, commanding officers are on call on a rotating basis. During their on-call status, they use a city vehicle to drive to and from home. The reality is when a crisis strikes, all commanding officers respond to help resolve the issue. The past 2-3 years, the need for commanding officers to respond to work related issues has increased tremendously. I am strongly convinced that we must take care of our best resources and that is our staff and leaders of our organization. Expecting our commanding officers to continually come in to work on their off time to provide guidance by using their own vehicle and gas is detrimental to the commitment they have made to this community.

WPD already has the vehicles assigned to the commanding officers so there are no additional costs in purchasing vehicles. The only costs involved would be the additional mileage we pay DPW to maintain our fleet. That cost is \$1 per mile. However, I cannot tell you that the additional mileage will ultimately cost more for we could reduce mileage in other areas and not see an increase. An example of this would be if our overall training miles were reduced because we can provide more local training, then the additional miles the commanding officers are using won't cost any additional money.

The impetus in my request is simply the need for the commanding officers to be present to assist with major cases, the proper guidance with personnel, or other pertinent issues that need command assistance has increased tremendously. In the last 7 months, WPD has had 2 officer involved shootings, a major crisis with NCHCC, a number of barricaded-armed individuals, sexual assaults, rally's, marches, significant personnel issues that require immediate attention, and large scale community events, etc. All of these require a command presence to ensure safety by making the right decisions for our staff and community.

Our neighboring law enforcement partner, Marathon County Sheriff's Department, allow not only the commanding officers take home cars but the majority of their sworn staff. Many other law enforcement agencies around the state assign a take home car to their commanding officers for their ability to respond immediately.

Below are other reasons why I hope you support this request and protect the outstanding leaders that have made a commitment to this community.

- Detectives (represented employees) are authorized a take home squad while on call AND receive monetary compensation while on call.
 - Command receives no compensation for being on call.
- Although we have a command on call rotation, due to the increase in situations requiring command guidance, all four Command Staff are on call 24/7. All four Command Staff take calls and answer questions at home, on an almost daily basis.
- Regardless of the on call schedule, all four Command Staff have responded to work during situations while not on call. (Shooting recently as an example)
- The ability to respond directly to a scene, with an equipped emergency vehicle, is a significant benefit. This is a safety issue and an issue of professionalism. Recently Captain Barnes responded to our officer involved shooting in his personal vehicle. Captain Barnes did not have equipment available to him that he should have with him such as; long guns, body armor, evidence collection equipment, radios, and first aid equipment. In addition, seeing Captain Barnes personal truck parked in the middle of the street without emergency lights does not meet our safety requirements. (Time was of the essence in this shooting case and taking the time to get a WPD equipped vehicle would have been detrimental to our officers and the situation)
- The demands of the Command Staff are increasing, and have been for some time. We are not expecting the demands on the command staff outside of normal working hours to decrease. We have hired nearly 25% of our staff in the last three years and we have promoted numerous lieutenants during this time frame. A young inexperienced staff does require more guidance and protections than senior staff.
- Take home squads allow the Command Staff to respond in emergency mode when appropriate.

Allowing Command Staff to take squads home would not increase the size of our fleet, and we could absorb the additional cost without additional funding to our budget.

Thank you for your consideration.

Additional mileage measured from the city limits:

- Captain Greg Hagenbucher 2 miles each way, total of 4 per day @ 200 days=800
 - Captain Ben Bliven 8 miles each way, 16 per day @ 200 days= 3200
 - Captain Matthew Barnes 18 miles each way, 36 per day @ 200 days= 7200
-

TOTAL MILES PER YEAR=11,200



City of Wausau
2015 FINANCIAL REPORT



GENERAL FUND ACTIVITIES



Administration – Council, Mayor, HR, Attorney, Assessor, Customer Service, CCITC



Public Safety – Police, Fire,



Refuse



Transportation – Street Maintenance, Inspections, Storm Water, Engineering, Planning and GIS, Street Lighting



Parks and Recreation

General fund Balance History

Total Fund Balance

2011 \$9,718,615
 2012 \$9,981,845
 2013 \$9,641,545
 2014 \$9,443,494
 2015 \$10,037,405

Nonspendable:

Advances:

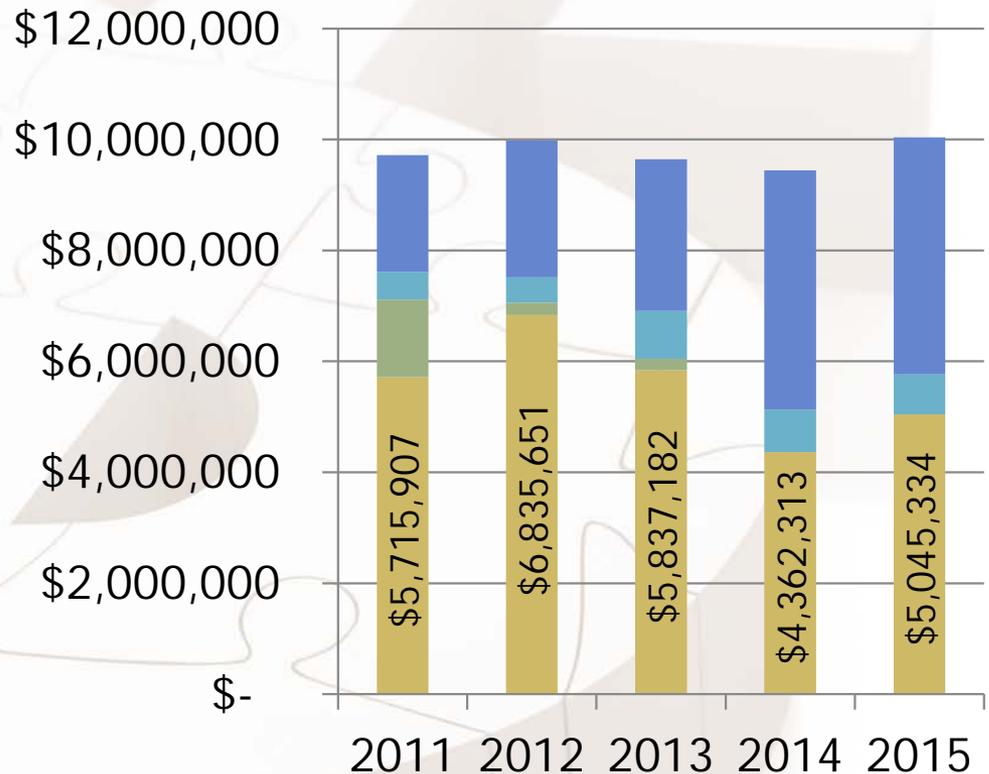
TID #3 \$1,367,897
 TID #6 \$260,666
 TID #7 \$1,993,080
 TID #9 \$78,799

Inventory \$401,836

Committed:

Contingency \$ 163,059
 Commercial Rehab
 Fund \$ 500,000

Per Fund Balance Policy
 unassigned fund balance should
 be no less than 16.67% or
 expenditures or \$5,154,386



Unassigned
 Committed
 Future Budget
 Nonspendable

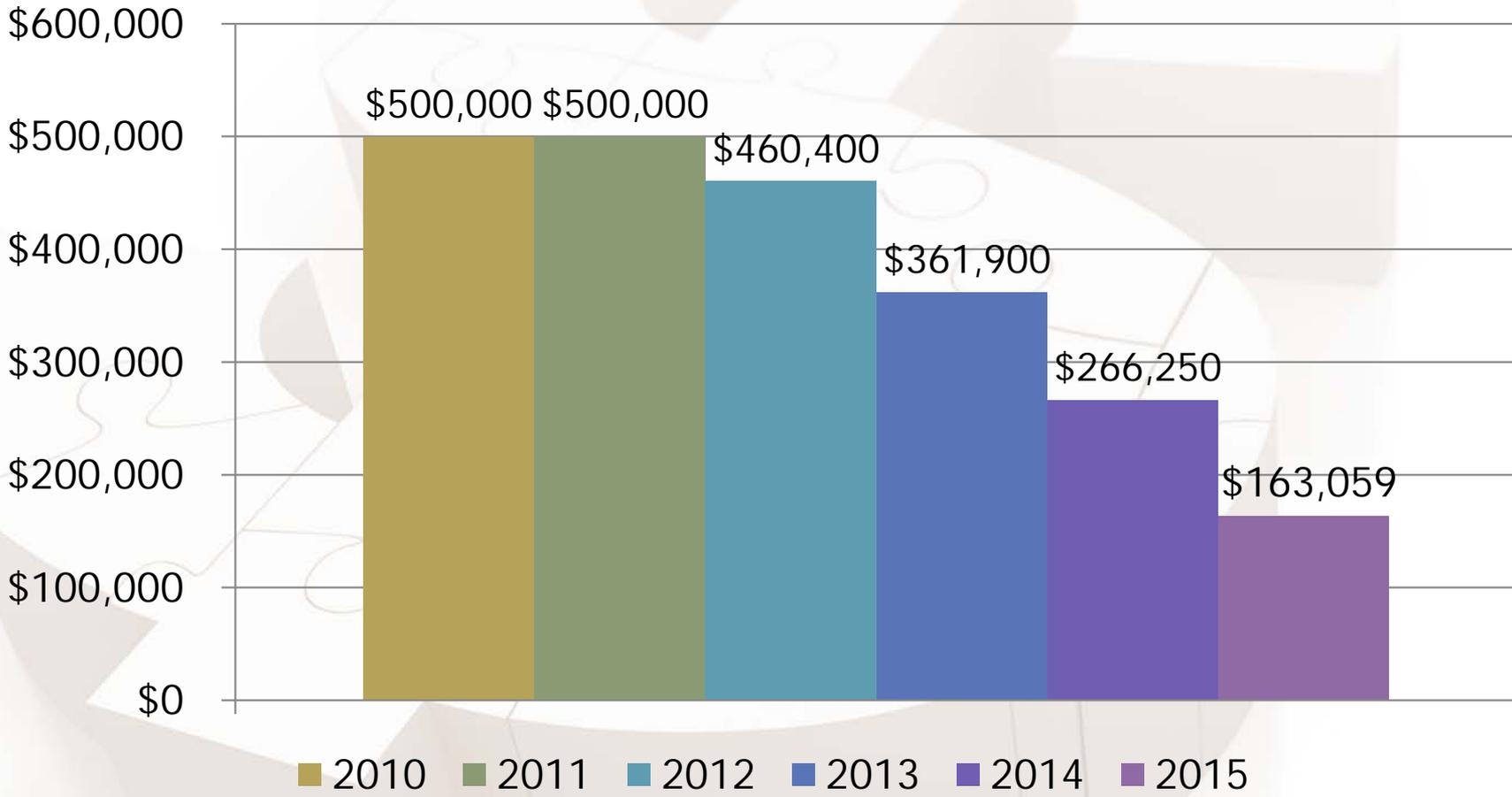


Advances to TID Funds History

	2011	2012	2013	2014	2015
TID 3		\$1,184,402	\$880,865	\$1,419,107	\$1,367,897
TID 4	\$1,037,208				
TID 5					
TID 6				\$611,984	\$260,667
TID 7	\$999,205	\$1,221,482	\$1,524,184	\$1,776,943	\$1,993,080
TID 8					
TID 9				\$90,985	\$78,799
TID 10					\$169,655
TOTAL	\$2,036,413	\$2,405,884	\$2,405,049	\$3,899,019	\$4,271,934



Contingency Balance





2015 GENERAL FUND REVENUES

	2015 Budget	2015 Actual	Variance
Taxes	\$16,411,336	\$16,422,947	\$11,611
Intergovernmental Grants	8,171,194	8,107,748	(63,446)
Licenses and Permits	743,050	799,876	56,826
Fines and Forfeitures	398,000	337,841	(60,159)
Public Charges for Services	1,882,650	1,928,922	46,272
Intergovtl Charges	1,500,286	1,457,809	(42,477)
Commercial Revenue	294,000	369,673	75,673
Miscellaneous Revenue	338,749	350,072	11,323
Transfers In	<u>1,897,000</u>	<u>1,883,444</u>	<u>(13,556)</u>
Total	\$31,636,265	\$31,658,332	\$22,067



Property Tax Income

	2015	2014	Change
General Fund	\$16,200,627	\$15,843,883	\$356,744
Economic Dev Fund	48,500	50,000	(1,500)
Recycling Fund	517,275	497,750	19,525
Debt Service	4,123,000	4,088,000	35,000
Capital Projects Fund	406,090	371,080	35,010
Airport Fund	80,000	70,000	10,000
Transit Fund	647,342	679,289	(31,947)
Parking Fund	211,052	224,000	(12,948)
Animal Control Fund	<u>78,489</u>	-	<u>78,489</u>
Total	\$22,312,375	\$21,824,002	\$488,373



2015 GENERAL FUND EXPENDITURES

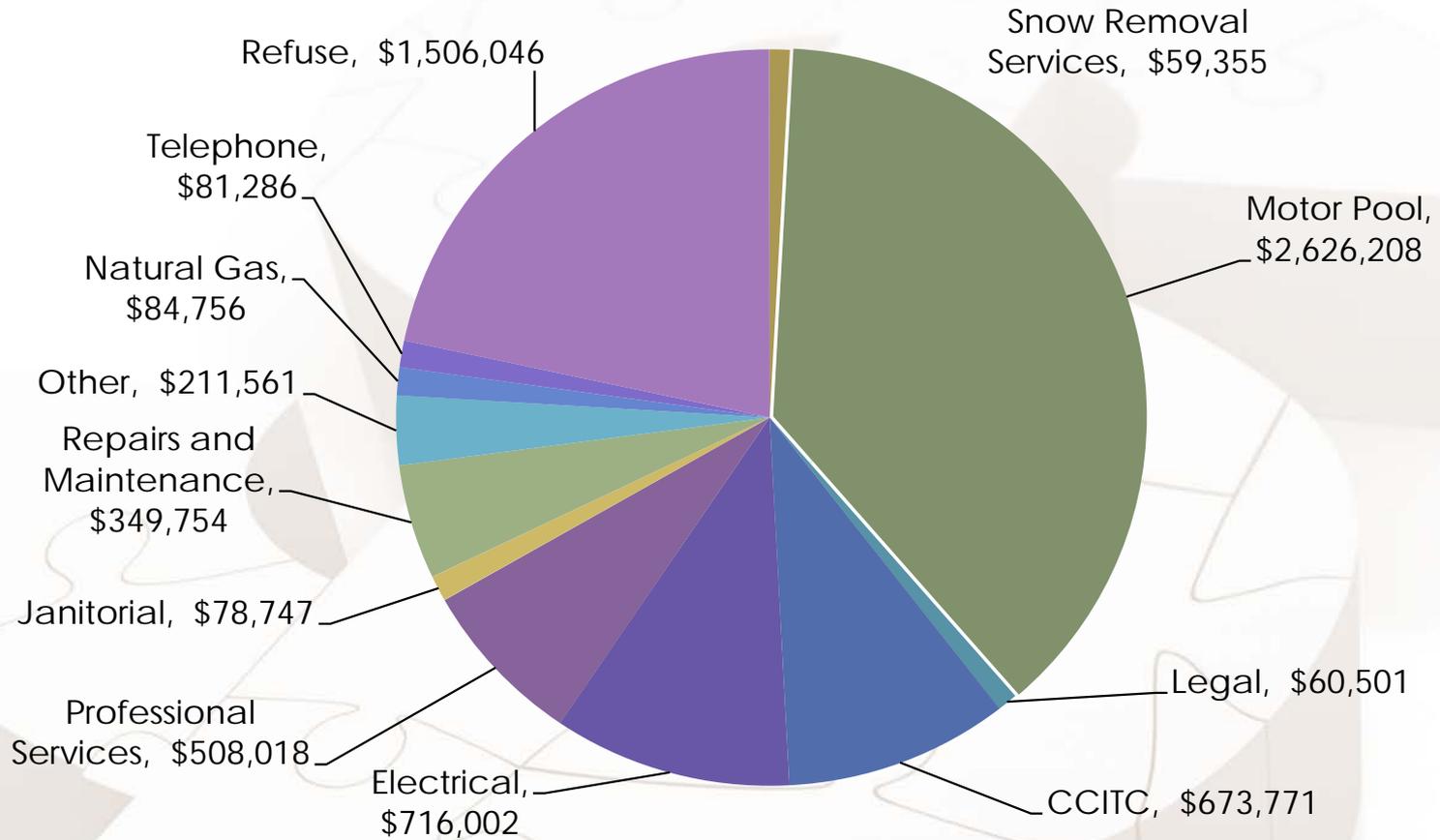
	2015 Budget	2015 Actual	Variance
General Government	\$4,090,730	\$4,146,412	(\$55,682)
Public Safety	16,159,648	15,832,631	327,017
Transportation/Streets	7,390,337	7,129,835	260,502
Sanitation/Health	1,529,400	1,539,308	(9,908)
Nat Resource/Parks	2,425,054	2,271,947	153,107
Transfers Out	<u>144,288</u>	<u>144,288</u>	<u>0</u>
Total	\$31,739,457	\$31,064,421	\$675,036



General Fund Salaries and Benefits

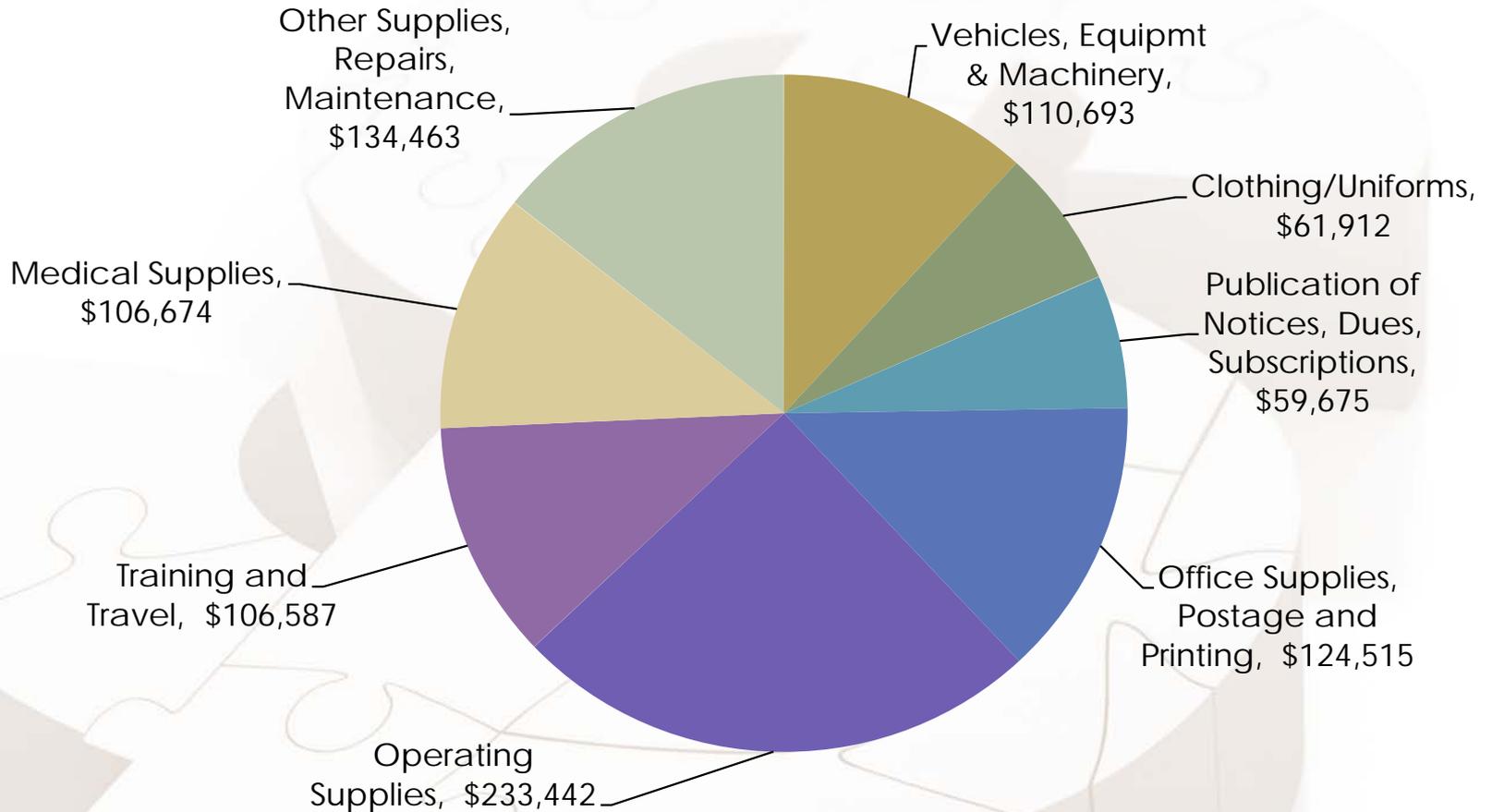
	2015 Budget	2015 Actual	Budget Variance
Salaries and Wages	\$15,786,700	\$15,535,906	\$250,794
FICA	956,606	872,020	84,586
Retirement - ER	1,487,437	1,422,460	64,977
Health Insurance	3,564,211	3,446,438	117,773
Dental Insurance	112,583	112,209	374
Workers Compensation	390,087	357,783	32,304
Life Insurance	5,929	4,097	1,832
Unemployment	2,580	2,601	(21)
TOTALS	\$22,306,133	\$21,753,514	\$552,619

General Fund Contractual Services



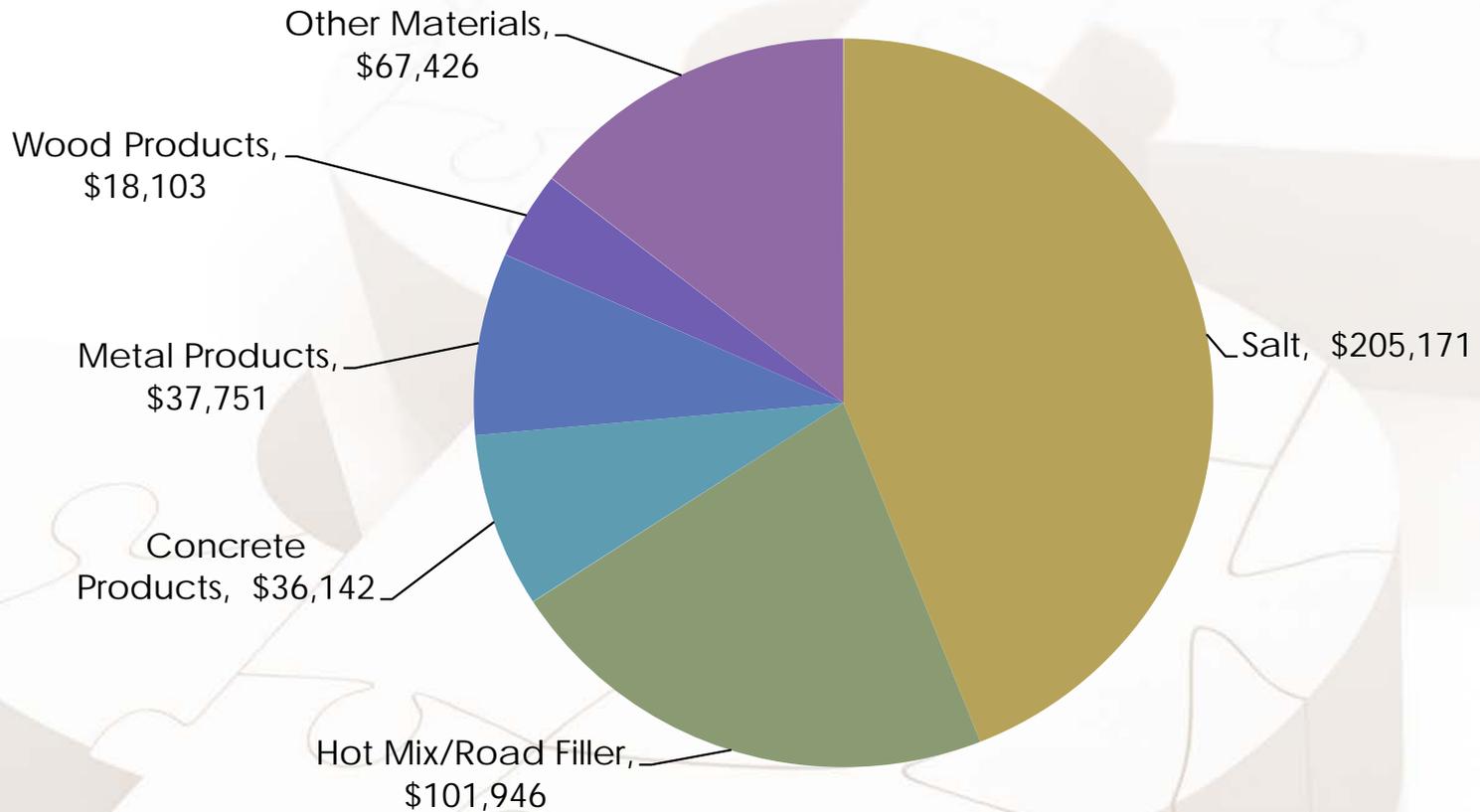
	2015 Budget	2015 Actual	2014 Actual
Contractual Services	7,077,074	\$6,956,005	\$7,344,695

General Fund Supplies and Expenses



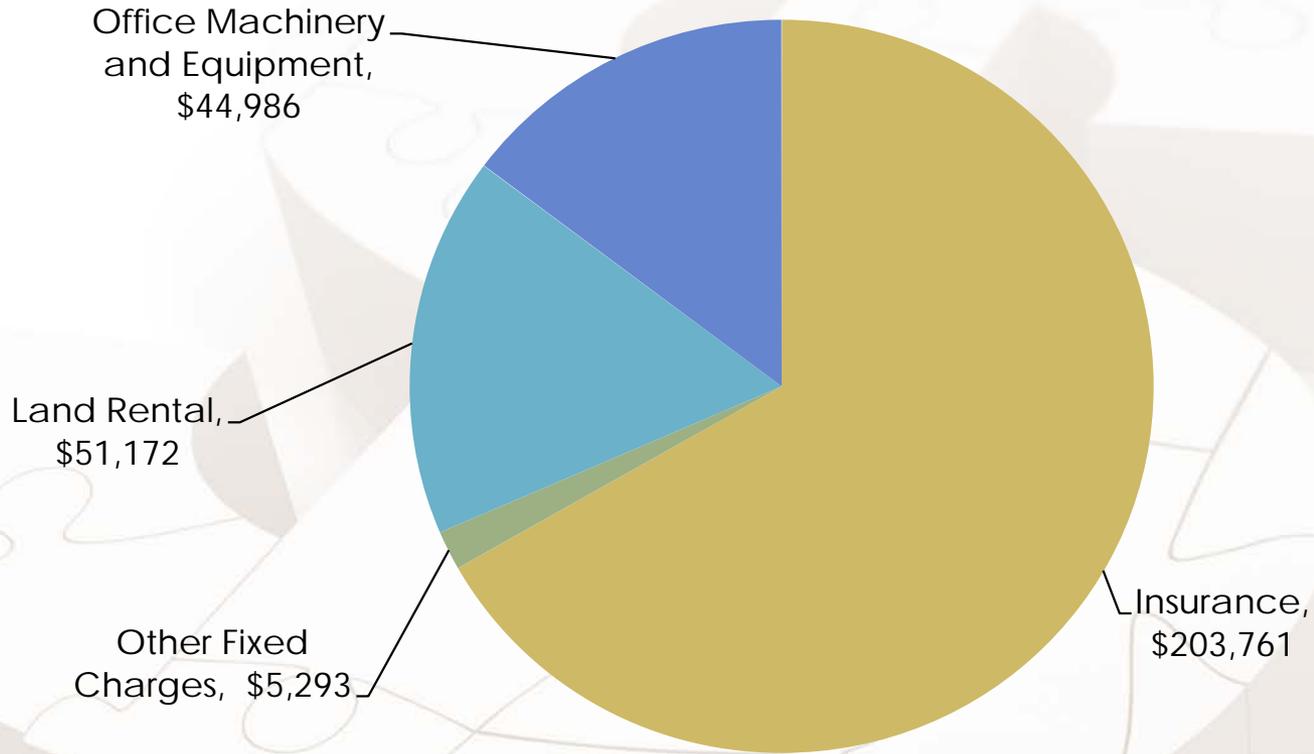
	2015 Budget	2015 Actual	2014 Actual
Supplies and Expenses	\$1,038,598	\$937,961	\$975,550

General Fund - Building Materials



	2015 Budget	2015 Actual	2014 Actual
Supplies and Expenses	\$542,350	\$466,539	\$677,787

General Fund Fixed Charges



	2015 Budget	2015 Actual	2014 Actual
Supplies and Expenses	\$313,956	\$305,212	\$368,002



General Fund Other Expenditures

	2015 Budget	2015 Actual	Budget Variance
Bad Debt and Other Charges	\$135,192	\$318,345	(\$183,153)
EPA /Groundwater	65,000	81,096	(16,096)
Capital Outlay	116,866	101,460	15,406

Net Tax Refunds \$242,442
Reserve for Uncollectibles \$54,920
Delinquent PP \$19,212



Special Revenue Funds

	2015	2014	2013
HUD Mortgage Fund	\$12,754	\$18,865	\$13,954
Economic Development Fund	311,286	375,403	410,458
Room Tax Fund	82,126	89,436	130,525
EMS Grant Fund	17,745	11,237	53,257
Holtz Krause Fund	1,714,811	1,685,936	1,810,082
Other Grants and Special Purpose Accounts	705,692	593,115	570,085
Housing Stock Improvement Fund	629,083	633,390	-

- The City of Wausau maintains a number of Special Revenue Funds that account for activity where the revenue source is restricted for specific purposes



Special Revenue Funds cont.

	2015	2014	2013
CDBG Grants Fund	\$1,342,800	\$1,226,588	\$1,218,804
DLAD Mortgage Program Fund	540,214	507,461	519,322
Federal Rent Rehabilitation Fund	340,560	344,865	349,147
WRRP Fund	1,542,166	1,337,190	1,106,167
HazMat Fund	129,788	94,079	90,898
Public Access Fund	17,543	5,764	3,643
Recycling Fund	1,165	2,701	-
Rental Licensing	2,686	13,489	-
400 Block Fund	3,595	-	-



Debt Service Fund

Debt Service Funds are used to account for governmental fund debt. Debt financed by the tax increment districts is funded through transfers into the Debt Service Fund

Revenues	
Taxes	\$4,123,000
Other Revenue	46,201
Transfers In	<u>3,987,473</u>
Total Revenue	<u>8,156,674</u>
Expenditures	
Principal	7,022,550
Interest	<u>994,947</u>
Total Expenditures	<u>8,017,497</u>
Net Change in Fund Balance	139,177
Beginning Fund Balance	<u>741,269</u>
Ending Fund Balance	\$880,446

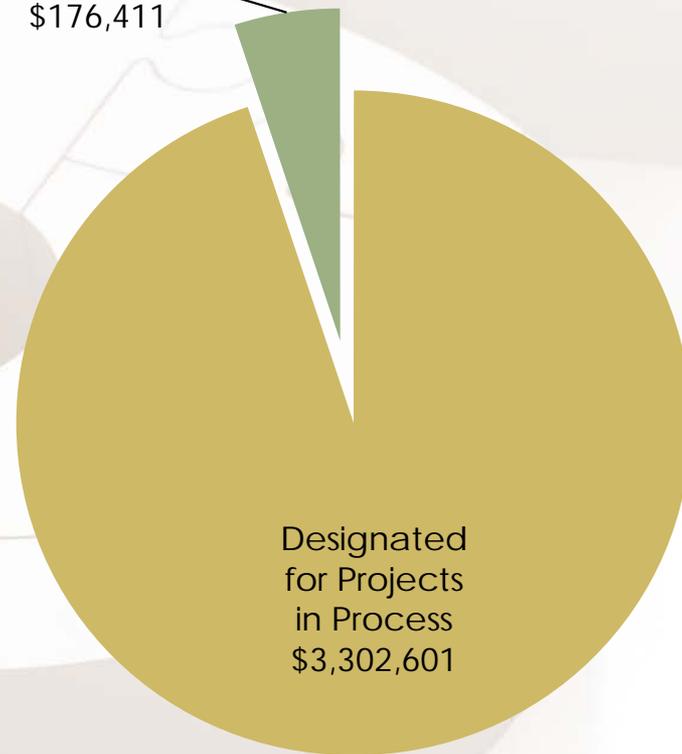


Capital Projects Fund

The Capital Projects Fund accounts for the annual CIP Plan. Revenues including Property Taxes, Debt Proceeds, Special Assessment Income, Grants and Transfers from Other Funds. At yearend, the Council considered a carryover resolution to complete projects in 2016 which were started in 2015.

2015 Fund Balance -
\$3,479,012

Unreserved
\$176,411



Designated
for Projects
in Process
\$3,302,601



Tax Increment District Funds

	2015	2014
TID #3	(2,542,748)	(3,248,091)
TID #5	219,880	(198,888)
TID #6	(426,102)	(630,845)
TID #7	(1,994,365)	(1,776,943)
TID #8	1,358,962	105,706
TID #9	(78,800)	(90,985)
TID #10	(174,514)	69,627
Total	(\$3,857,567)	(\$5,770,419)



TID #3

Current and Future Projects

- River Edge Trail (\$0)
- Remediation (\$500,000)
- WOW (\$1,000,000)
- Savo Supply (\$1,500,000)
- New Developments (\$1,500,000)
- 1st Street (\$2,000,000)
- McClellan (\$2,500,000)
- Wausau Club (\$2,500,000)
- Church Site (\$3,000,000)
- Skywalk (\$3,000,000)
- Parking Ramp (\$3,500,000)
- Wausau Center Mall (\$3,500,000)

\$0



■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019

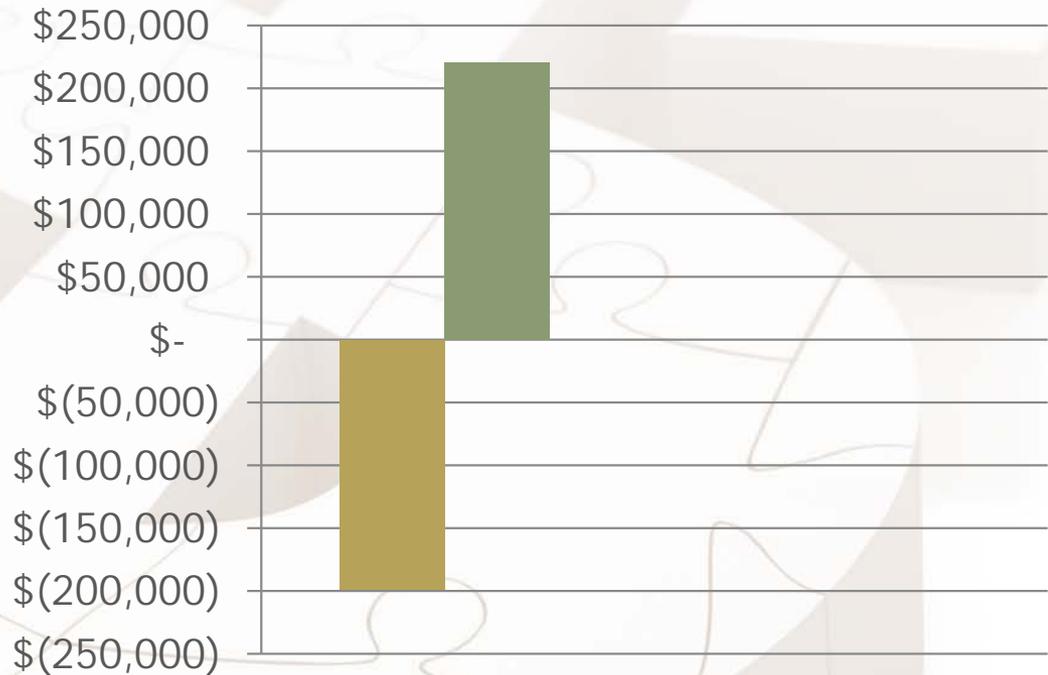
FUND DEFICIT



TID #5

Current/Future Projects
None

Excess Increment will be
donated to TID #3



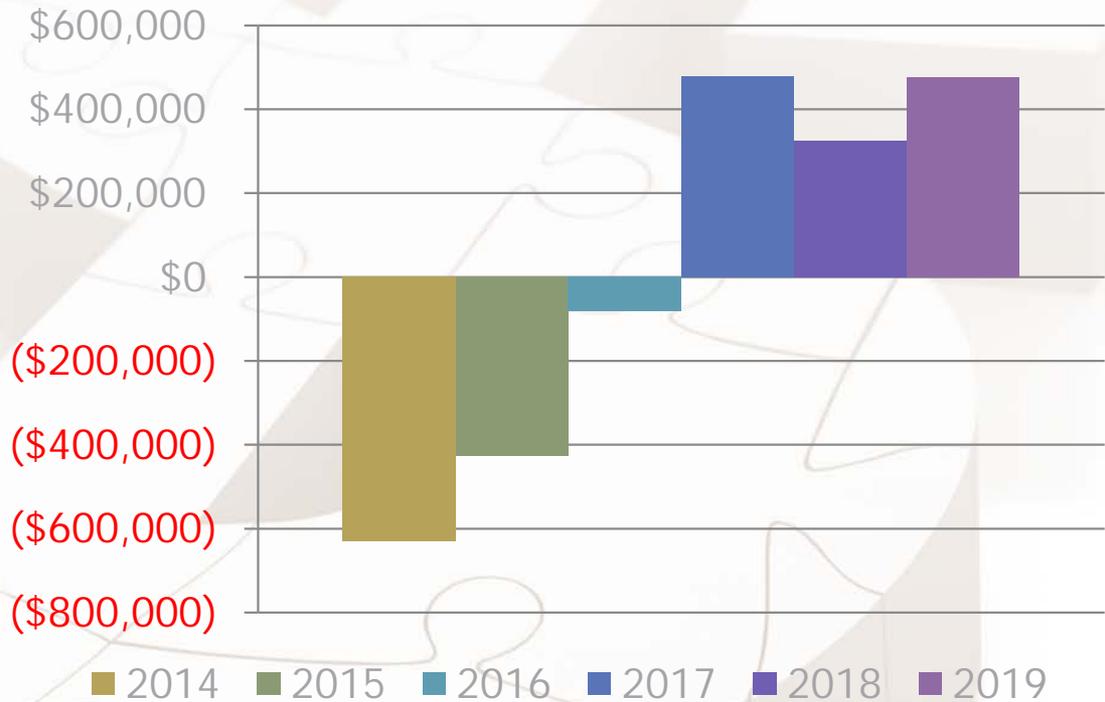
■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019

FUND BALANCE



TID #6

Current/Future Projects
Thomas Street
Developer Payments

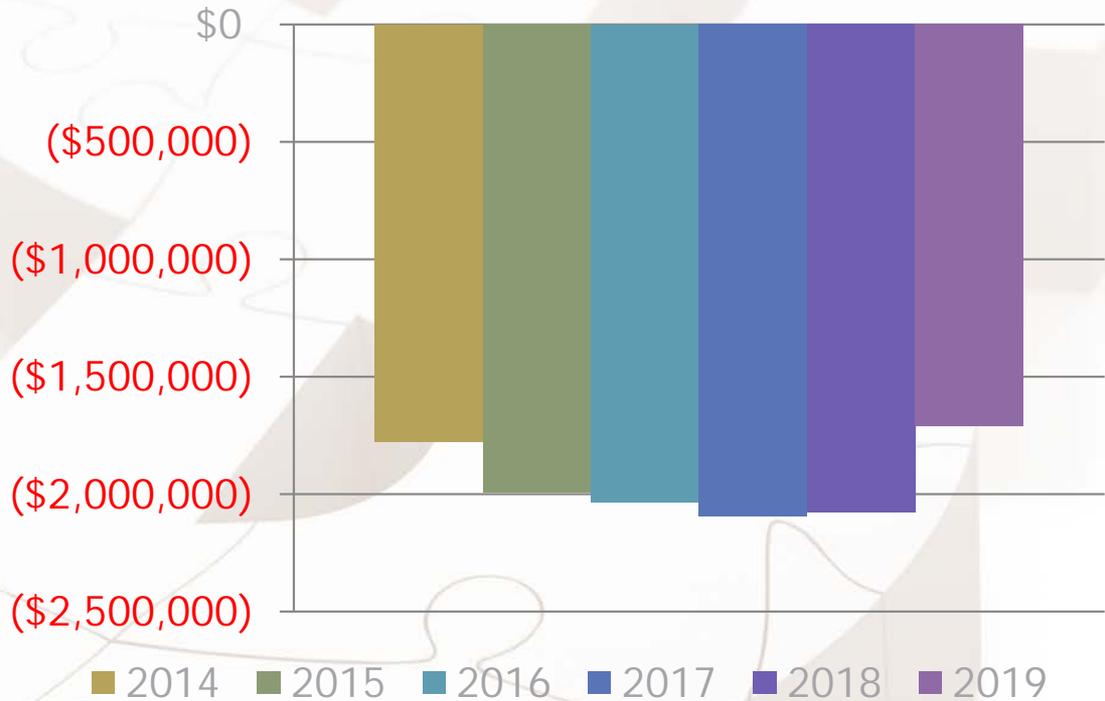


FUND BALANCE/ (DEFICIT)



TID #7

Current/Future Projects
Outstanding Ghidorzi
project



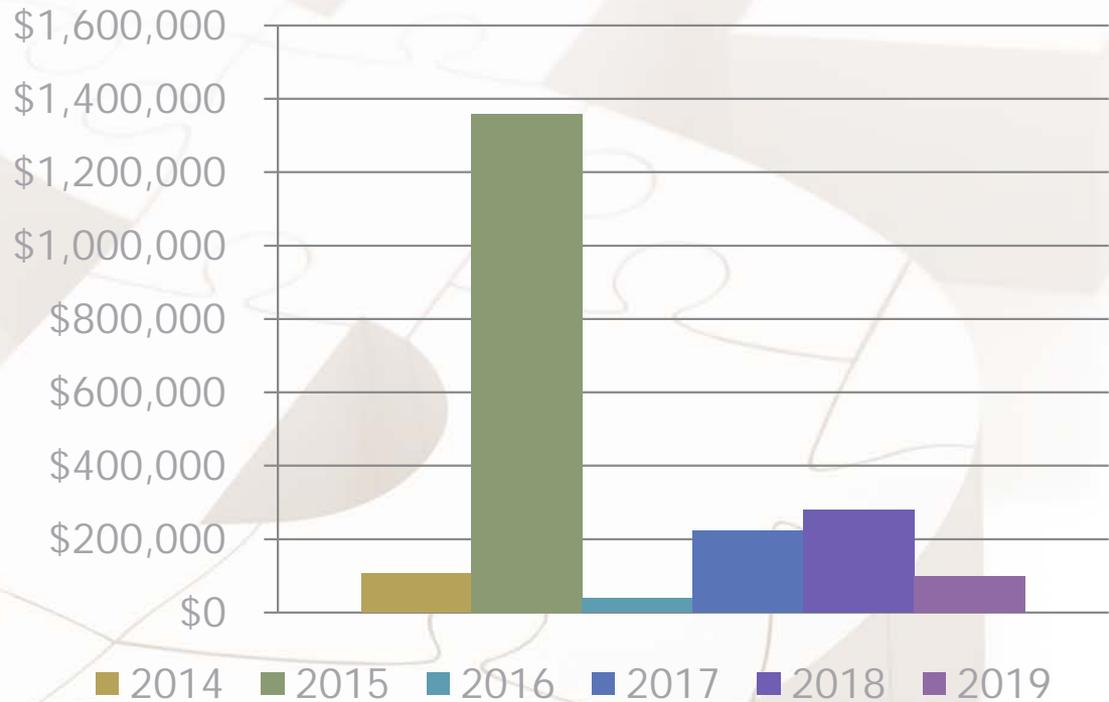
FUND (DEFICIT)



TID #8

Current/Future Projects

- 2nd Avenue
- Parking Expenses

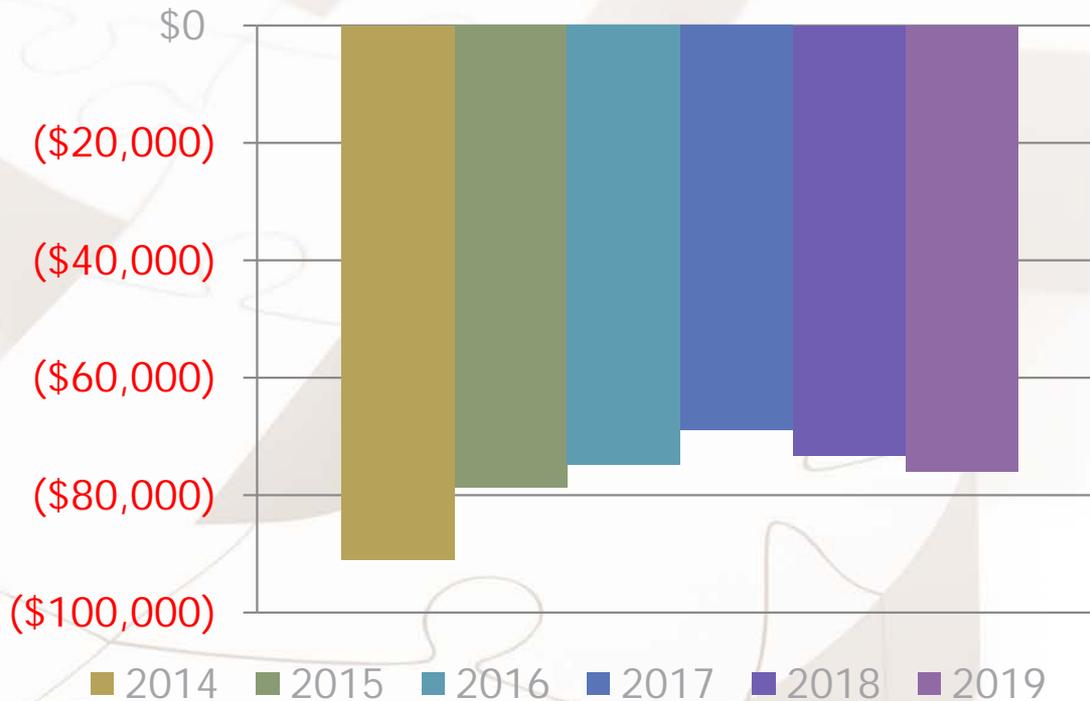


FUND BALANCE/(DEFICIT)



TID #9

Current/Future Projects
None

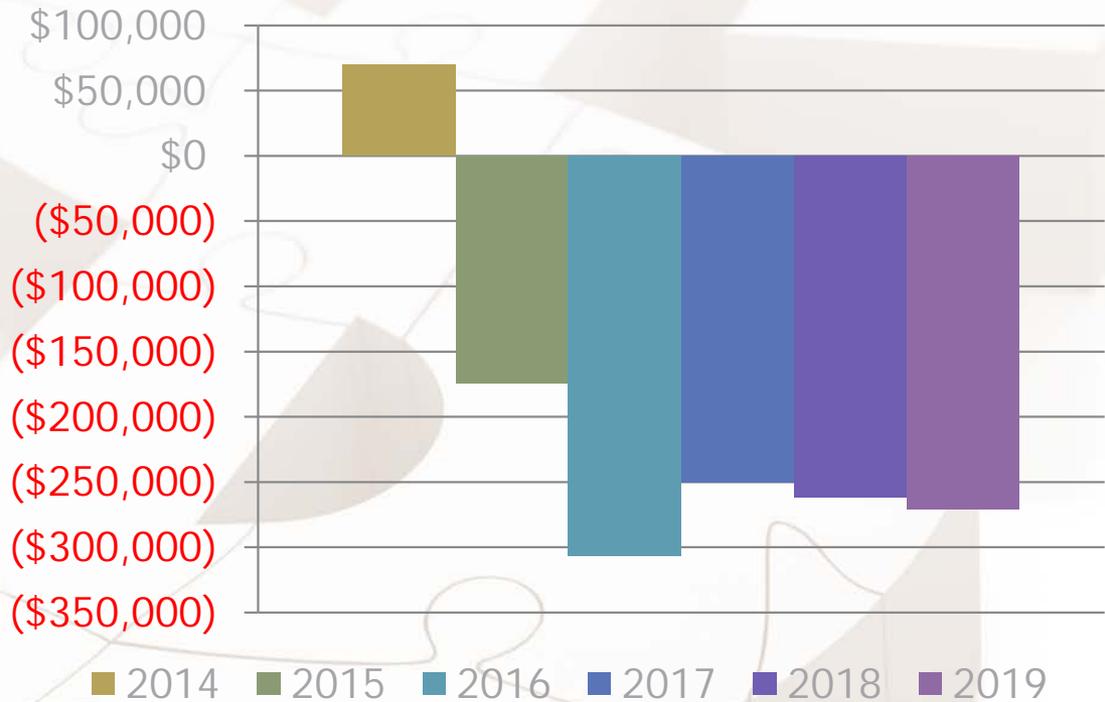


FUND / (DEFICIT)



TID #10

Current Projects
JARP \$125,000



FUND BALANCE / (DEFICIT)



Internal Service Funds

	Motor Pool	Insurance Fund	Employee Benefit Fund	Health Reimbursement Account Fund
Change in Net Assets	\$381,881	\$169,034	(\$239,350)	\$109,084
Depreciation	\$866,729			
New Equipment Purchases	\$870,813			
Unrestricted Net Position 12/31/2015	\$869,164	\$681,171	(\$161,434)	\$356,462
Unrestricted Net Position 12/31/2014	\$504,462	\$465,891	\$77,916	\$247,378



Enterprise Funds

	Waste Water Utility	Water Utility
Change In Net Position 2015	\$1,174,812	\$345,782
Change in Net Position 2014	\$901,525	(\$306,427)
Unrestricted Net Position 12/31/2015	\$2,461,789	\$431,801
Unrestricted Net Position 12/31/2014	\$2,492,568	\$1,145,034



Enterprise Funds – Levy Dependent

	Metro Ride Fund	Parking Fund	Airport Fund	Animal Control Fund
Change in Net Position - Profit/(Loss)	(\$320,971)	\$323,079	(\$146,399)	\$40,148
Depreciation and contributions	\$376,017	(\$281,183)	\$156,943	\$-
Unrestricted Net Position 12/31/2015	\$192,833	\$702,723	\$28,227	\$50,659
Unrestricted Net Position 12/31/2014	\$131,048	\$652,365	\$17,683	20,697
2014 Property Tax Levy	\$679,289	\$211,052	\$70,000	\$63,500
2015 Property Tax Levy	\$647,342	\$211,052	\$80,000	\$78,489
2015 Transfer In	0	0	\$40,155	\$13,850
2016 Property Tax Levy	\$547,342	\$211,052	\$80,000	\$37,105



Fiduciary & Agency Funds

• Funds Held for Others

- \$547,015

- Entrepreneurial Center \$260,054

- Wausau Events \$211,849

- Main Street \$75,112

Cemetery Trust Fund \$529,098



Fiduciary Funds

