



# OFFICIAL NOTICE AND AGENDA

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

Meeting of: **FINANCE COMMITTEE**  
 Date/Time: **Tuesday, August 9 2016 at 5:00 pm.**  
 Location: **City Hall, 1st Floor Council Chambers**  
 Members: Karen Kellbach, Dave Nutting, Lisa Rasmussen (C), Joe Gehin (VC), Dennis Smith

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

**Presenter**

- |    |   |              |
|----|---|--------------|
| 1  | Public Comment on matters appearing on the agenda.  |              |
| 2  | Minutes of previous meeting(s) (7/12/16 & 7/26/16)  |              |
| 3  | Discussion and possible action regarding 2016 budget modification for - Fire Department Air Conditioner   | Groat        |
| 4  | Discussion and possible action regarding the 2016 budget modification - Skywalk Architect and Engineering Services  | Lindman      |
| 5  | Discussion and possible action regarding recommendation for Engineering Design Services for North 1st Street/Fulton Street Extension  | Lindman      |
| 6  | Discussion and possible action regarding 2017 Room Tax Strategy including consideration of the CVB Room Tax Proposal, creation of a Tourism Commission and related Budget Process<br>- Overview of the new law and impact to current room tax budget and policy<br>- CVB presentation<br>- Public Hearing   | Groat/Mielke |
| 7  | Discussion and possible action regarding the implementation of a \$20 Wheel Tax and the repeal or modification of Municipal Code Chapter 3.10.010 Fees for Municipal Service - Referendum   | Mielke/Groat |
| 8  | Continuation of the PowerPoint presentation regarding 2015 audit financial results all funds  | Groat        |
| 9  | Discussion and possible action regarding June 2016 General Fund Financial Report  | Groat        |
| 10 | Discussion and possible action on considering appraisals, counteroffers and project acquisition and funding summary for the Thomas Street Reconstruction project: Parcel 27 - 1044 South 11th Ave - Second counter offer from owner and Update on Thomas Street acquisitions  | Lindman      |
| 11 | <b>CLOSED SESSION</b> 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: Parcel 27 - 1044 South 11th Ave - Second counter offer from owner and Update on Thomas Street acquisitions. |              |
| 12 | <b>RECONVENE</b> into open session to take action on closed session item if necessary   |              |

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](mailto:mgoede@ci.wausau.wi.us)

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

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 08/03/16 @ 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, July 12, 2016 @ 5:15 pm., Board Room

Members Present: Rasmussen (C), Smith, Gehin, Kellbach, and Nutting (*entered at 5:45 pm.*)

Others Present: Groat, Lindman, Jacobson, Alfonso, Mielke, Ray, Neal, McElhaney, Goede, Whalen, Jon Trautman, Deb Ryan, 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). (6/14/16)**

*Withdrawn*

### **Consider Public Input and Authorization to submit a Federal JAG Grant Application in partnership with Marathon County Sheriff's Department**

Cpt. Barnes stated it is required by the federal government that we have a public forum where members of the community are able to comment. He explained the JAG is a Justice Assistance Grant in which we have partnered with the Sheriff's Department for many years. It allows us to purchase items of equipment used by the Police Department that we might not necessarily have budget for. It is a \$10,000 grant that we split it 50/50 with the Sheriff's Department.

Barnes stated this year they would like to invest the JAG funds in a mobile command post so we can hook up to a truck/trailer that has computer and radio for a natural disaster or a major event like the fair or the balloon rally. We need something to take there with air conditioning and heat and the ability to communicate and provide services to people. He noted the JAG will not pay for the trailer, but will pay for all the equipment necessary to go into it. He indicated they will pay for the trailer with forfeited and seized drug money. Barnes opened the floor for comment from the public. There was no public comment.

Motion by Kellbach, second by Nutting to authorize the submission of the Federal JAG Grant application. Motion carried 5-0.

### **Discussion and possible action on salary range market adjustment of assistant city attorney**

Jacobson noted this item was approved in HR Committee unanimously, although there were some concerns. Neal stated it addresses a need and is market driven and the only concern expressed was regarding setting a precedent. Jacobson noted we have the money budgeted in salaries because we did not replace our legal intern and do not intend to do so in 2016.

Motion by Nutting, second by Gehin to approve the salary range market adjustment of the assistant city attorney. Motion carried 5-0.

### **Discussion and possible action regarding a budget modification for legal fees**

Jacobson reviewed the list included in the memo distributed to the committee. She noted to date legal fees have totaled \$118,000; Maine related expense totals \$113,000; and the Winters related expense \$26,767.

Motion by Nutting, second by Gehin to transfer \$62,000 from the insurance reserve fund and move the Winters matter and related expenses to that fund as well. Motion carried 5-0.

### **Discussion and possible action regarding State Trust Fund Loan Application**

Groat stated when we did our borrowing for capital earlier this spring the utility was still working on their capital plan. She explained a couple options for the utility: 1) Revenue Bonds, which typically carry a higher interest the bond hold is relying on the revenues generated from the utility to retire the debt; 2) General Obligation Bonds, however, we were already over our maximum amount when doing our borrowing this year; or 3) State Trust Fund

Loan, which has no debt issuance costs and has a lot of flexibility. Both the water and the sewer utility would use \$2 million each for a total of \$4 million. She stated when the city purchased the property from Arlon Schmidt for the business park expansion we were right in the middle of our borrowing at a point where we could no longer increase our issue, only decrease it. She indicated this could be added to the State Trust Fund borrowing along with the utility.

Motion by Gehin, second by Kellbach to approve the State Trust Fund application. Motion carried 5-0.

### **May General Fund Financials**

Groat stated there were not a lot of significant changes from prior year. Permit revenue is really doing well and the new licensing system is contributing to getting paid on a timely basis. We are at 38% of budget spent with almost 42% of the year complete. Monthly financial reports can be accessed online:

<http://www.ci.wausau.wi.us/Departments/Finance/MonthlyReports.aspx>

### **Transfer of Funds request - Public Works**

Lindman stated there are some salvage funds that DPW accumulates for salvaging steel and other items and they would like to transfer it into other operating supplies account. Groat noted they have some building improvements that they didn't budget or maintenance issues, particularly in the break room, that this would allow them to do.

Motion by Smith, second by Gehin to approve the transfer request of Public Works. Motion carried 5-0.

### **Discussion and possible action on considering appraisals, counteroffers and project acquisition and funding summary for the Thomas Street Reconstruction project:**

- Parcel 27 - 1044 South 11th Avenue - Counter offer from owner
- Parcel 29 - 1040 South 10th Avenue - Counter offer from owner
- Parcel 38 - 902 West Thomas Street - Owner appraisal
- Parcel 40 - 810 West Thomas Street - Counter offer from owner
- Parcel 60 - 1040 South 4th Avenue - Owner appraisal
- Parcel 57B - 510 West Thomas Street - Offer for Fixtures (Oriental Market)
- Update on Thomas Street acquisitions

Lindman handed out a general overview of all the properties and their status.

### **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**

- Parcel 27 - 1044 South 11th Avenue - Counter offer from owner
- Parcel 29 - 1040 South 10th Avenue - Counter offer from owner
- Parcel 38 - 902 West Thomas Street - Owner appraisal
- Parcel 40 - 810 West Thomas Street - Counter offer from owner
- Parcel 60 - 1040 South 4th Avenue - Owner appraisal
- Parcel 57B - 510 West Thomas Street - Offer for Fixtures (Oriental Market)
- Update on Thomas Street acquisitions

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

*RECONVENED back into open session to take action on closed session item(s).*

Motion by Kellbach, second by Gehin to approve the purchase of fixtures at Parcel #57B in the amount of \$29,750. Motion carried 5-0.

### **Presentation of the 2015 audit - Schenck CPA's**

Jon Trautman summarized the 2015 audit, commenting the city received an unmodified opinion on the financial statements, which is exactly what it strives to do. He stated it simply means the financial statements contained

within the annual financial report were audited and we issued a clean opinion on them. *(The report can be accessed online in the Finance Committee Packet on the calendar.)*

Trautman recommended the city go through and take a look at policies, procedures and internal controls related to grants in preparation for the upcoming Uniform Grant Guidance. The city meets minimum guidelines but there is room for improvement. Groat suggested developing a grant management policy for the departments to use to increase communication because we have a responsibility to inventory and report grants. They should establish some basic internal controls and we would review them annually. Trautman pointed out the documentation of the internal control has to be specific to the grant and also the department that gets the grant.

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

*Postponed.*

**Adjourn**

Motion by Gehin, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:25 pm.

## **FINANCE COMMITTEE**

Date and Time: Tuesday, July 26, 2016 @ 5:15 pm., Council Chambers

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

Others Present: Groat, Lindman, Jacobson, Alfonso, Mohelnitzky, Mielke, Neal, Gisselman, Peckham, Wagner, Goede, Nan Giese, Marie Schmidt, Deb Ryan, Glenn Speich and other interested parties.

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**

- 1) David Kroening, owner of 1044 S 11<sup>th</sup> Avenue, spoke regarding the sale of his property for the Thomas Street Project. He indicated he would like to make a counter offer and that he would not be requesting any relocation funds. Rasmussen directed him to speak with our consultant, Glen Speich, and Eric Lindman.
- 2) Marie Schmidt, 1205 Parcher St, spoke in strong opposition to the proposed Wheel Tax. She suggested increasing the sales tax a half percent so everyone pays instead of a select group.
- 3) Deb Ryan, 702 Elm St, spoke in opposition to the Wheel Tax and suggested bringing in big rock concerts to our parks to draw people in and raise revenue to help make up the budget deficit.

### **Minutes of previous meeting(s). (6/14/16 & 6/28/16)**

Motion by Nutting, second by Gehin to approve the minutes of the previous meetings on 6/14/16 & 6/28/16. Motion carried 5-0.

### **Discussion and possible action regarding the 2016 budget modification for the payment of settlement agreements pertaining to employee grievances or other employee claims arising out of or related to the MetroRide incident**

Groat stated the total expense relating to the claims is \$30,873.58 and we are recommending it be funded out of our Claims & Bad Debt Expense and that the financing source would be our fund balance.

Motion by Gehin, second by Nutting to approve the budget modification for the payment of settlement agreements pertaining to employee grievances. Motion carried 5-0.

### **Discussion and possible action on authorizing execution of Airport Fixed Base Operation Agreement**

Rasmussen stated we contract out the operation of our airport management to Wausau Flying Service and periodically we renegotiate our contract terms with them. She indicated these contracts have been vetted at two separate meetings of the Airport Committee.

Motion by Gehin, second by Kellbach to authorize the execution of the Airport Fixed Base Operation Agreement. Motion carried 5-0

### **Discussion and possible action on authorizing execution of Airport Management Agreement**

Rasmussen noted this is the other component of the airport operation.

Motion by Kellbach, second by Nutting to authorize execution of the Airport Management Agreement. Motion carried 5-0.

### **Discussion and possible action regarding budget modification for - Public Access Capital Purchases**

Mayor Mielke explained back in 2004, Chris Berg and David Dickinson assembled together some 1990's equipment and a few new video screens into two new road cases. Those two road cases have housed the Public Access three camera production system and have seen 12 years of productive use. He felt at this time a new high definition system is needed to bring our production quality up to today's standards. He stated combining some of our 2015 rollover (\$17,542.77) and our Capital Outlay accounts (TV Production Equipment with \$7,333.29) and Other Capital Equipment account (\$3,486.56) would provide enough in our current budget to buy the replacement equipment. He requested a budget modification to allow the procurement process to begin. He noted the current

estimate for the equipment is approximately \$26,625 and would most likely require more than one vendor to complete.

Motion by Nutting, second by Gehin to approve the budget modification for Public Access Capital purchases. Motion carried 5-0.

**Discussion and possible action regarding the 2016 budget modification - Department of Public Works to align the work plan and budget**

Lindman explained this is actually within the existing budget because we have seen some savings in the gasoline and diesel costs, as well as with the winter maintenance savings. He indicated they were proposing to move \$25,000 into some separate accounts for sand and gravel and culverts to pick up our stockpile of granite down at streets maintenance; and some maintenance items for buildings & grounds.

Motion by Kellbach, second by Nutting to approve the budget modification for DPW. Motion carried 5-0.

**Discussion and possible action regarding the 2016 budget modification for the 2nd Avenue Project Tax Increment District Number 8**

Lindman stated we need to transfer some funds from Other Capital Improvements in TID #8, as well as Developer Grants, for the 2<sup>nd</sup> Avenue Project (Street & other related improvements) in a total amount of \$150,000.

Motion by Kellbach, second by Gehin to approve the budget modification for the 2<sup>nd</sup> Avenue Project TID #8. Motion carried 5-0.

**Discussion and possible action on considering appraisals, counteroffers and project acquisition and funding summary for the Thomas Street Reconstruction project:**

- Parcel 38 - 902 West Thomas Street – Owner appraisal
- Parcel 49 – 810 West Thomas Street - Counter offer from owner
- Parcel 57 - 510 – 516 West Thomas Street - Counter offer from owner
- Update on Thomas Street acquisitions

*No open session 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**

- Parcel 38 - 902 West Thomas Street – Owner appraisal
- Parcel 49 – 810 West Thomas Street - Counter offer from owner
- Parcel 57 - 510 – 516 West Thomas Street - Counter offer from owner
- Update on Thomas Street acquisitions

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

*RECONVENED back into open session to take action on closed session item(s).*

Motion by Kellbach, second by Gehin to approve the purchase of Parcel #38 – 902 West Thomas Street for \$54,000. Motion carried 5-0.

Motion by Nutting, second by Kellbach to approve the purchase of Parcel #49 – 810 West Thomas Street for \$86,100. Motion carried 5-0.

Motion by Nutting, second by Gehin to approve the purchase of Parcel #57 – 510-516 West Thomas Street for \$240,000. Motion carried 5-0.

**Discussion and possible action regarding the implementation of a \$20 Wheel Tax and the repeal or modification of Municipal Code Chapter 3.10.010 Fees for Municipal Service - Referendum**

*Deferred to future meeting.*

**Adjourn**

Motion by Nutting, second by Gehin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:33 pm.



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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving Modification of the 2016 Budget for the payment of Engineering and Design Services for the 1<sup>st</sup> Street Skywalk – Dudley Tower

Committee Action:      Approved

Fiscal Impact:         \$195,000

**File Number:**         15-1109

**Date Introduced:**     September 13, 2016

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Budget Source: Tax Increment District Three</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: \$195,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: \$195,000</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input checked="" type="checkbox"/></i>			

**RESOLUTION**

**WHEREAS**, in 2005 the Common Council of the City of Wausau entered into a Development Agreement with Dudley Investments LLC for the construction of a new office tower, and the public construction of a municipal skywalk; and the City’s obligation to construct the skywalk remains outstanding; and

**WHEREAS**, municipal officials, in accordance with the procurement policy, recommend retaining SEH and Walker Parking for the design, and

**WHEREAS**, Common Council removed the Skywalk from the 2016 budget prior to adoption and as a result a budget modification is necessary; and

**WHEREAS**, your Finance Committee has reviewed and recommends the following budget modification

Increase 141-342198245      Parking and Utilities Infrastructure                     \$195,000

**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:

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Robert B. Mielke, Mayor

## BOARD OF PUBLIC WORKS

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Date of Meeting: July 26, 2016, at 1:30 p.m. in the Birch Room.

Members Present: Lindman, Jacobson, Groat.

Also Present: Erickson, Fabel, Diane Thoune – Clark Dietz

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

**Make recommendation for Engineering Design Services of a skyway and connecting stair elevator tower. (Proposals were opened July 12, 2016.)**

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Lindman indicated that he, Wesolowski, and Gehin reviewed and rated the proposals received. Carl Walker had the highest score. Mudrovich and SEH tied with the second highest score. All consultants teamed up with other engineering firms. SEH teamed with Walker Parking, Mudrovich teamed with GRAEF, and Carl Walker teamed with LHB. The proposal cost was 10% of the rating. There was almost \$100,000 difference as Mudrovich's proposal was for \$99,500 and SEH was \$195,000. The two best proposals were from Carl Walker and SEH. If the recommendation was based solely on the scoring, we would be moving forward with Carl Walker. Jacobson asked what other areas were rated. Lindman stated the scoring was based on experience in construction management of skyways, experience in design of skyways, the fee, overall time, and how well the proposal was presented. Lindman explained that prior to the RFP process; Walker Parking initially had a proposal of \$89,000, which did not include bidding documents. Lindman does not believe Mudrovich included everything which may mean additional costs. Jacobson asked if references were included. Lindman stated the proposals provided other projects completed. Carl Walker and SEH have done extensive skyways on all different scales. He added that both have credential architects and both would do a very good job with construction management. Groat noted that the City has worked with Carl Walker in the past on a parking study and it was a positive experience.

Lindman moved to accept the proposal from SEH. Jacobson seconded and the motion passed.

Groat commented on the price range of proposals received for the 1<sup>st</sup> Street/Fulton Street extension. Some consultants submit proposals with low costs because they are hungry, some submit different cost factors, but another factor is knowledge of the site. The 1<sup>st</sup> Street/Fulton Street project has factors with grade, polluted soil, and other things. Unless the proposal was clearly outlined, it can be difficult to know if the consultant has considered all the factors or if there will be change orders later on.

## BOARD OF PUBLIC WORKS

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Date of Meeting: July 12, 2016, at 1:30 p.m. in the Birch Room.

Members Present: Lindman, Jacobson, Groat.

Also Present: Boers, Geier, Lane, Sell, Bauer.

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

### **Open Request for Proposals for Engineering Design Services of a skyway and connecting stair elevator tower**

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The following proposals were received and opened:

Ayres Associates / Barrientos	\$166,650
Carl Walker	\$204,000
GRAEF / Mudrovich	\$99,500
Mi-Tech Services, Inc.	\$119,150
SEH / Walker Parking	\$195,000

The proposals will be reviewed and rated by staff with a recommendation to be made at a later date.

## BOARD OF PUBLIC WORKS

---

Date of Meeting: July 26, 2016, at 1:30 p.m. in the Birch Room.

Members Present: Lindman, Jacobson, Groat.

Also Present: Erickson, Fabel, Diane Thoune – Clark Dietz

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

### **Open Request for Proposals for Engineering Design Services for North 1<sup>st</sup> Street/Fulton Street Extension**

The following proposals were received and opened:

Ayres Associates	\$93,000
Becher Hoppe	\$53,000
GRAEF	\$75,000
Jewell Associates	\$68,913.43
Mi-Tech Services	\$47,600
Rettler Corp.	\$4,280 plus 7.5% of the estimated construction cost
Stantec	\$103,300

The proposals will be reviewed and rated by staff with a recommendation made at a later date.

# REQUEST FOR PROPOSALS

## Engineering Design Services Frantz Riverfront Development N. 1<sup>st</sup> Street/Fulton Street Extension City of Wausau

### A. PURPOSE AND DESCRIPTION

The City of Wausau is soliciting proposals from engineer consultants to prepare construction plans and specifications for the extension of Fulton Street and interior streets to serve the proposed Frantz Development along the East Riverfront in the City of Wausau. Design will include streets, sidewalks, water, sewer, storm sewer, lighting and landscape within the road right of way. A conceptual drawing of the proposed development is attached in Appendix A.

Following is a schedule for undertaking this project:

- Hire consulting engineering firm by August 19, 2016
- 30% plans due October, 2016
- 60% plans due December 2016
- Final Plans and bid documents due February 2017
- Construction to access Phase I Development in 2017

### B. BACKGROUND

The City of Wausau is developing a portion of the East Riverfront. Development includes a wharf area, sitting/andirondack area, park space, restroom/concession building, etc. Attached in Appendix B are the renderings of the proposed development, which is currently under construction. Attached in Appendix C is a GIS map of the area showing existing utilities.

An area on the south side of the proposed development was set aside for private development. The City solicited proposals from private developers and has been working with Frantz Community Investors (FCI) since 2015 related to high density housing and mixed use buildings on the riverfront. FCI has prepared a layout for the proposed housing development which is attached in Appendix A. The development is proposed to take place in 3-phases with the first phase of housing development beginning in fall of 2016. The infrastructure related construction will begin in 2017. It is proposed to have a fully completed design of the infrastructure for the entire project area by January 2017.

The City has decided to solicit proposals and hire an engineer consultant to design and assist in bidding the infrastructure related items for the private development.

### C. SCOPE OF WORK

Work under this proposal will include, but is not be limited to, the following:

1. Complete a topographic survey of the site for preparation of the design plans.
2. Prepare plans for review and approval by the City of Wausau and the developer. Review will include 30, 60 and 90 percent plans. The plans, at a minimum, will include the following elements:
  - a. Typical sections
  - b. Construction details
  - c. Intersection details
  - d. Temporary traffic control and Staging/Detour plan
  - e. Storm water management plans/details/sheets
  - f. Sanitary sewer sheets (plan and profile)
  - g. Water main sheets (plan and profile)
  - h. Signing and Pavement marking sheets
  - i. Street lighting sheets
  - j. Landscaping Sheets/details
  - k. Plan and Profile sheets
  - l. Cross Sections
3. Storm water management plan in accordance with Chapter 15.56 of the Wausau Municipal Code and the WDNR will be required as part of the design. Also, calculations including inlet spacing and storm sewer sizing will be required.
4. Include drive approaches and grades for all driveways.
5. Review and make recommendations in regards to pedestrian accommodations. Final plans shall incorporate any pedestrian accommodations approved by the City.
6. All Sewer and Water main extensions will be part of the design, including any DNR permits for the utility extensions.
7. Prepare construction cost estimates at 60% and 90% plan review phase to be presented to the City for budgeting purposes.
8. Prepare final plans, specifications and estimate and submit all required information to City for review. Specifications will utilize the WDOT standard specifications, City of Wausau Sewer and Water Specifications and any Special Provisions written by the consultant to complete the project. The City of Wausau will provide the consultant with front end construction contract documents. Consultant shall modify the contract documents as required to fit the project and prepare a complete bid package for advertising.

9. Coordination with the developer will be an essential component of the design. The design must incorporate proposed building and parking lot grades and access. The design must also minimize site grading and export of material off site.

D. MEETINGS

1. The Consultant shall outline all required meetings in the proposal. All meetings are intended to be held at Wausau City Hall.
2. The Consultant will be responsible for all exhibits, handouts and other information needed for all meetings and recording meeting minutes for distribution.

D. QUALIFICATIONS OF PERSONNEL/RFP CONTENT

1. The consultant should outline the key personnel involved on the project and each individual's role in the design process. The proposal should outline past municipal projects, in particular, project that may have involved landscaping amenities, lighting features and storm water management features.
2. Particular experience with private/public partnerships shall be highlighted in the proposal.
3. The proposal should include a detailed scope of services and schedule outlining critical milestone dates to complete the project.
4. The proposal should include an anticipated engineering cost based upon the scope of services provided to complete the design.

E. SCHEDULE

Proposals are due to the City of Wausau, Engineering Department, 407 Grant Street, Wausau, WI 54403 on July 26, 2016 at **1:00 p.m.** Please provide 4 copies of the proposal.

F. SELECTION

City staff will review the proposals and make a recommendation to the Capital Improvements and Street Maintenance Committee at its August 11, 2016 meeting. With approval from this Committee, the Board of Public Works will negotiate the final fee with the selected engineering firm. Proposals will be scored using the following:

Overall Project Approach and Schedule:	30 Points
Project Personnel and relevant experience:	30 Points
Experience with Public/Private Development	30 Points
Anticipated Engineering Cost:	<u>10 Points</u>
Total:	100 Points

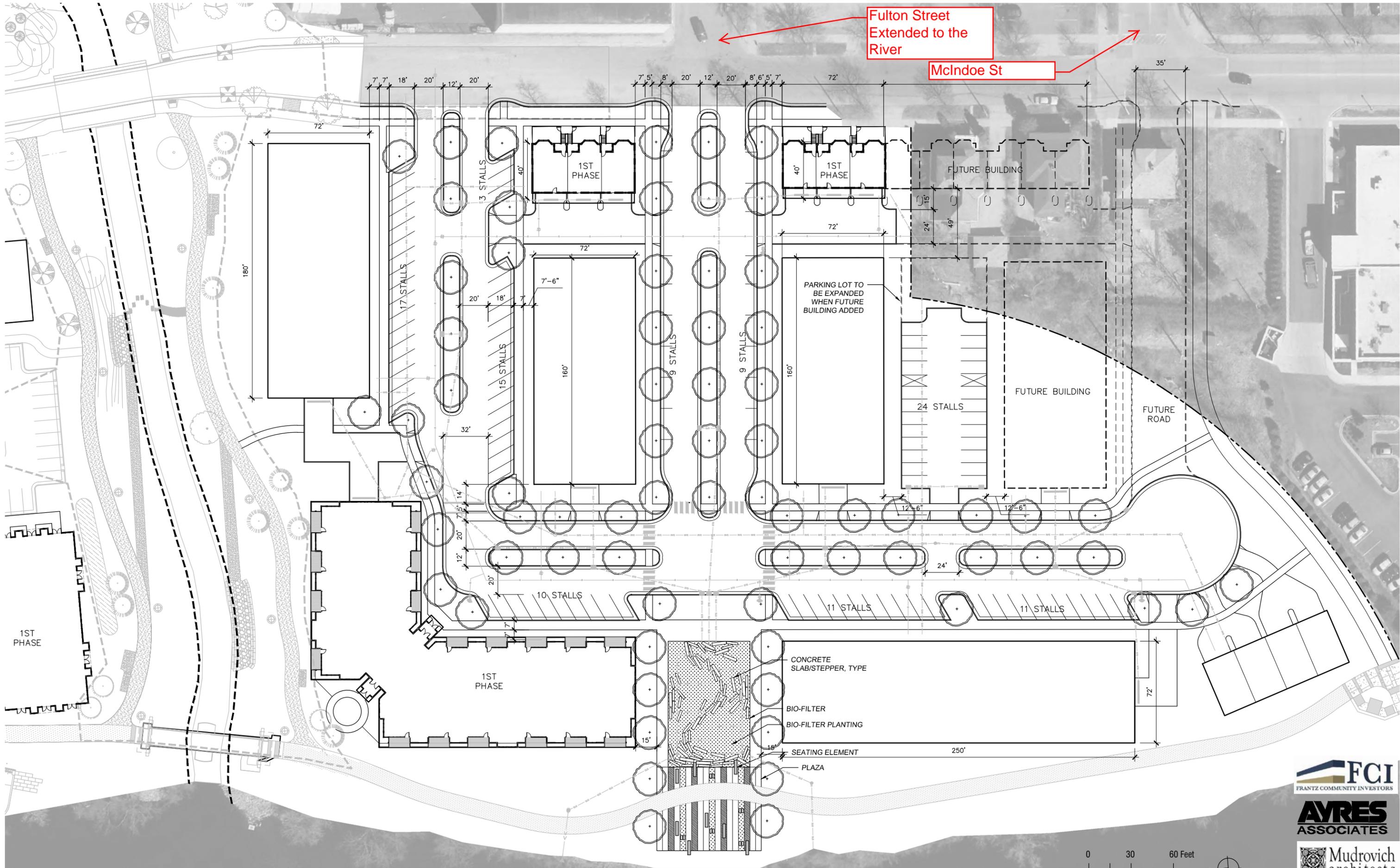
At this time no interviews are anticipated. However, City staff may contact or ask for a meeting to clarify any issues contained in the proposal.

The City of Wausau reserves the right to reject any and all proposals and to award the project in the best interests of the City.

G. CONTACT PERSON

Questions about the RFP or the project should be directed to Allen M. Wesolowski, P.E., City Engineer, phone 715/261-6762.

# APPENDIX A



Fulton Street  
Extended to the  
River

McIndoe St

# APPENDIX B

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# RIVERSIDE TRAIL FEATURE AREAS' VIRTUAL SITE FEATURES IMAGERY

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• THE WHARF



• THE ADIRONDACK PLAZA



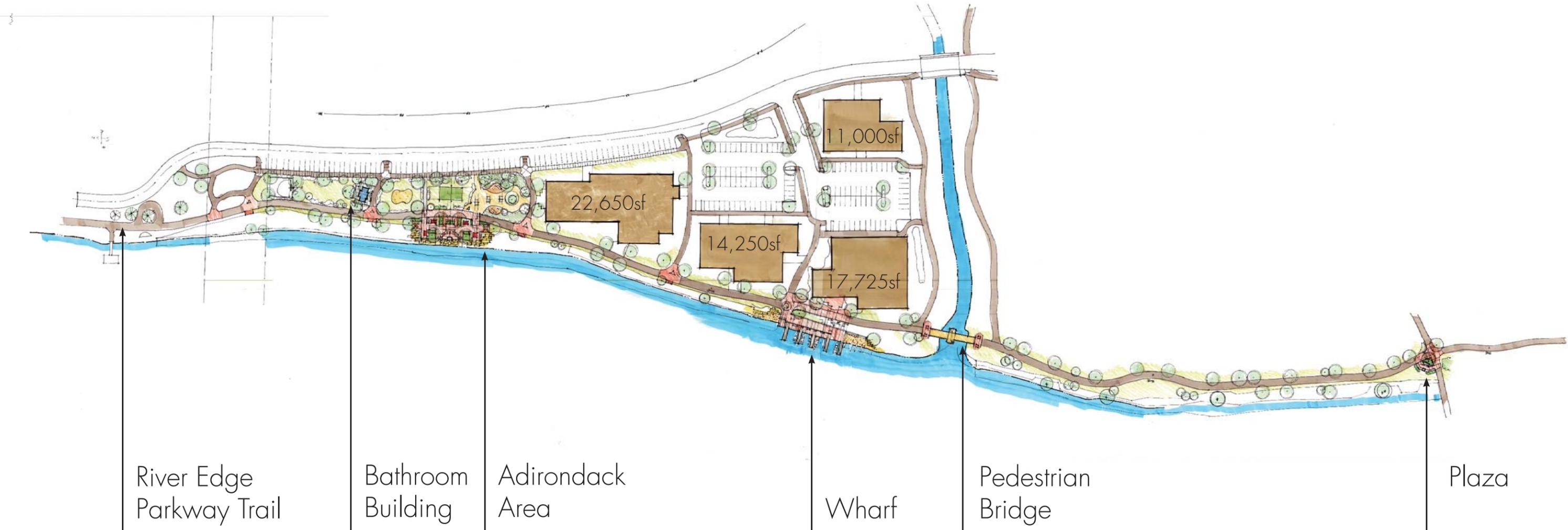
• THE PEDESTRIAN BRIDGE



• THE SITTING AREA

# WAUSAU EAST RIVERFRONT Conceptual Master Plan

Updated July, 27th, 2015



River Edge  
Parkway Trail

Bathroom  
Building

Adirondack  
Area

Wharf

Pedestrian  
Bridge

Plaza



WHARF AREA AERIAL PERSPECTIVE



WHARF AREA PERSPECTIVE



WHARF AREA PERSPECTIVE



## ADIRONDACK PLAZA AERIAL PERSPECTIVE



ADIRONDACK PLAZA PERSPECTIVE



ADIRONDACK PLAZA PERSPECTIVE



PEDESTRIAN BRIDGE AERIAL PERSPECTIVE



PEDESTRIAN BRIDGE PERSPECTIVE



PEDESTRIAN BRIDGE PERSPECTIVE



SITTING AREA AERIAL PERSPECTIVE

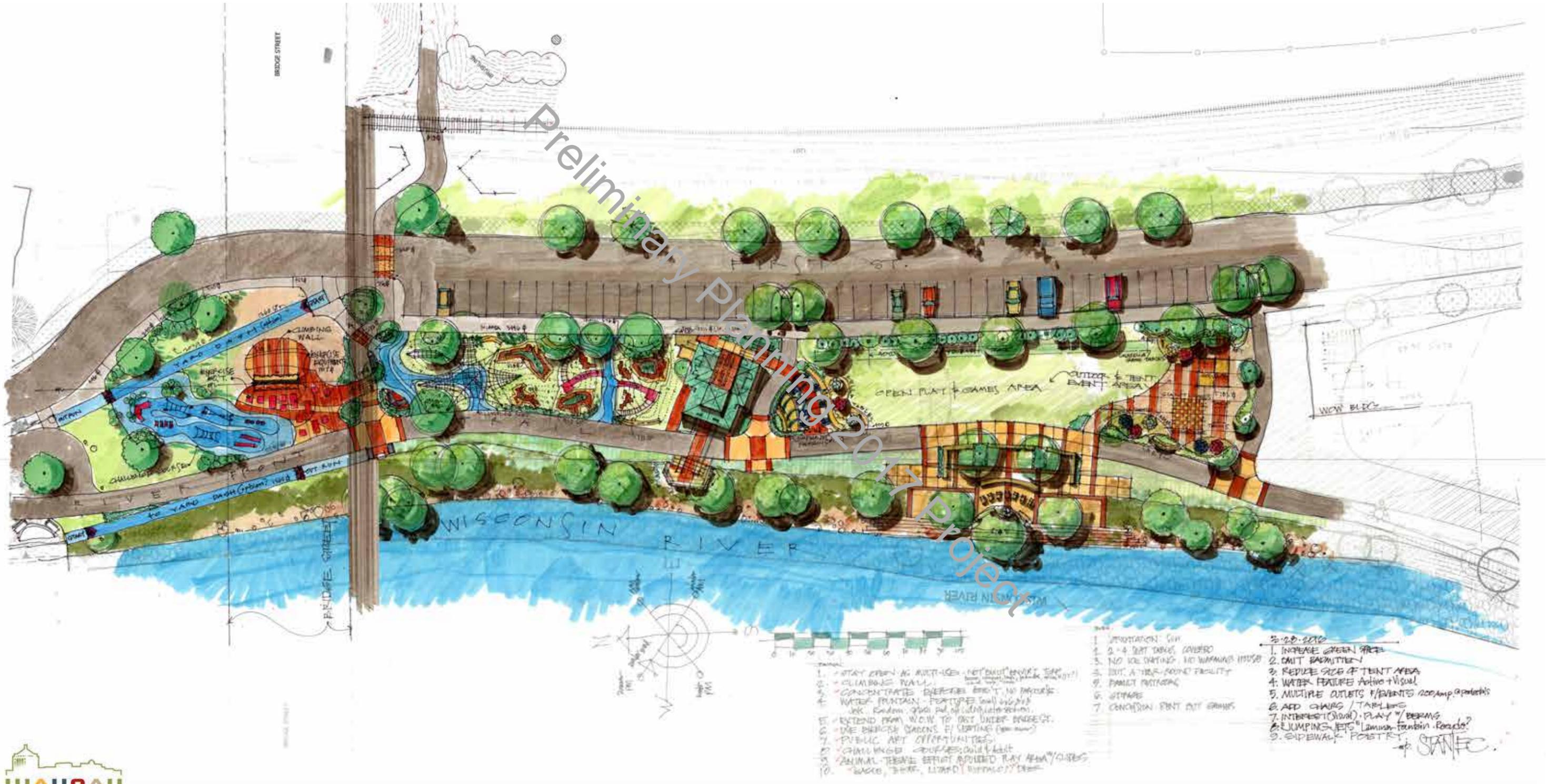


SITTING AREA PERSPECTIVE



***Projects Under  
Development***

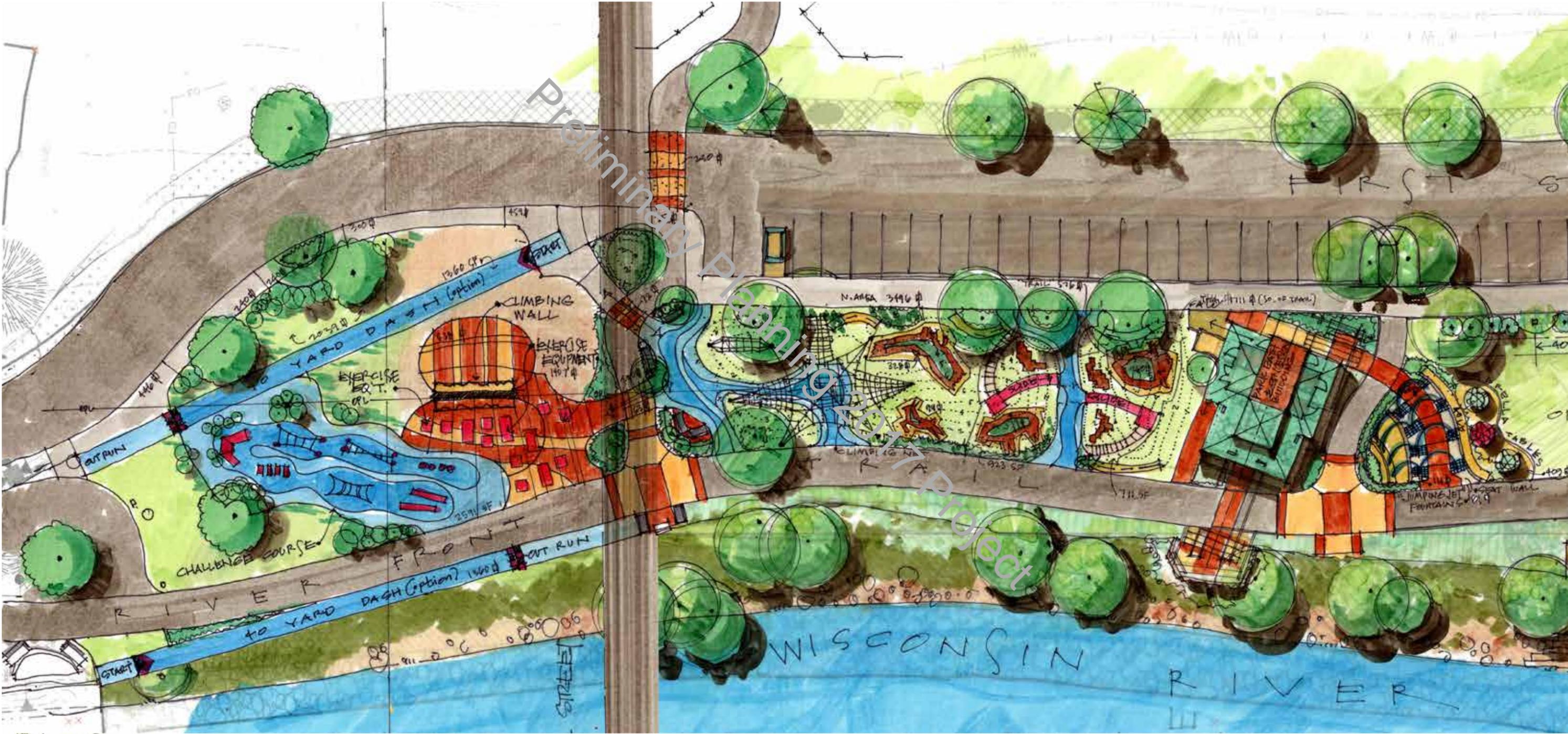
# WAUSAU RIVERFRONT PARK Park Design Refinement



Wausau, Wisconsin / April 11, 2016  
**WAUSAU EAST RIVERFRONT DEVELOPMENT**

- 3-20-2016
1. INCREASE GREEN SPACE
  2. OMIT BARRIERS
  3. REDUCE SIZE OF TENT AREA
  4. WATER FEATURE Active + Visual
  5. MULTIPLE OUTLETS / EVENTS 200amp @ 1000' x 1000'
  6. ADD CHAIRS / TABLES
  7. INTEREST (Visual), PLAY / BEAMS
  8. JUMPING JETS / Laminar fountain / Pools?
  9. SIDEWALK POETRY
- STANTEC

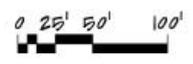
# WAUSAU RIVERFRONT PARK Park Design Refinement



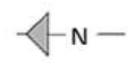
Wausau, Wisconsin / April 11, 2016  
WAUSAU EAST RIVERFRONT DEVELOPMENT

# WAUSAU RIVERFRONT PARK Park Design Refinement





**River East Village**  
 Preliminary Master Plan  
 Feb. 23, 2016



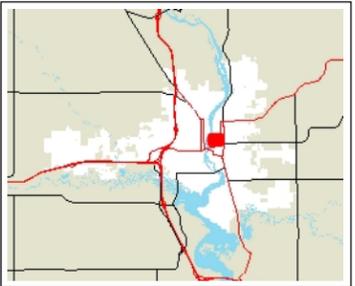


WEST ELEVATION  
1/8" = 1'-0"

APARTMENT BUILDING #1  
OPTION A  
RIVER EAST VILLAGE  
WAUSAU, WISCONSIN  
MARCH 22, 2016

 Mudrovich  
architects

# APPENDIX C



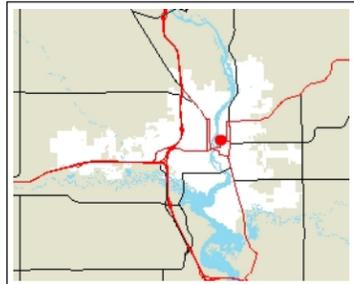
- Legend**
- Parcels
  - Section Lines/Numbers
  - Manhole
  - Inlet (w/OverLand Flow)**
    - Catch Basin
    - ▼ DownSpout
    - InletBox
    - OverLandFlow
  - Open Drainage**
    - Main
    - Collector
    - Culvert
    - Force
    - Inlet Lead
    - Overflow
  - Break / Leak**
    - ★ Break
    - Leak
  - ★ Fire Hydrant
  - Water Reservoir
    - Tank
    - ▲ Tower
  - Water Well
  - Water Valve**
    - Butterfly Valve
    - Curbstop Valve
    - Gate Valve
    - ⊗ Gate Valve with Bypass
    - ⊘ Tapping Valve
  - Pressure Reducing Valve**
    - Blowoff
    - PRV
  - ⊕ Launch
  - ⊠ Back Flow Preventor
  - Raw Water Main**
  - Hydrant Lead / Fire Line**
    - Fireline
    - Hydrant Lead
  - Water Service**
    - <all other values>
    - Copper
    - Lead
  - Water Main- Pressure System**
    - Base Zone
    - East Side High Zone
    - East Side Zone
    - Special Zone
    - Upper West Side Zone
    - West Side Zone
  - Abandoned Water Main
  - Manhole
    - Collector
    - Interceptor
  - Force Main
  - ⊕ Liftstation

Map Created: 7/1/2016  
 58.33 0 58.33 Feet  
 User\_Defined\_Lambert\_Conformal\_Conic

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



**Legend**

- Parcels
- Section Lines/Numbers
- Manhole
- Inlet (w/OverLand Flow)
  - Catch Basin
  - ▼ DownSpout
  - InletBox
  - ⊙ OverLandFlow
- Open Drainage
- Main
  - Collector
  - Culvert
  - Force
  - Inlet Lead
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- Break / Leak
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- ⊙ Liftstation



**TO: FINANCE COMMITTEE**  
**FROM: MARYANNE GROAT**  
**DATE: AUGUST 3, 2016**  
**RE: ROOM TAX**

The City of Wausau has been collecting an 8% room tax for many years. These funds are accumulated in a special revenue fund. A historical summary of the collection and disbursement is as follows:

	2016 Budget	Actuals					
		2015	2014	2013	2012	2011	2010
<b>Revenues</b>							
Room Tax Revenues	\$ 799,000	\$ 845,155	\$ 810,442	\$ 770,774	\$ 738,251	\$ 691,157	\$ 655,278
<b>Expenses</b>							
Transferred To CVB	299,625	316,933	303,916	289,040	276,844	259,184	211,146
Retained for Other Purposes:							
City of Wausau Purposes	258,700	205,000	180,000	175,000	175,000	175,000	175,769
Room Tax Grants	286,265	321,515	366,640	264,375	274,954	240,862	222,145
Retained by the Hotels	7,500	9,017	1,244				
Total Retained	552,465	535,532	547,884	439,375	449,954	415,862	397,914
Total Expenses	\$ 852,090	\$ 852,465	\$ 851,800	\$ 728,415	\$ 726,798	\$ 675,046	\$ 609,060
Net Retained	\$ 499,375	\$ 528,222	\$ 506,526	\$ 481,734	\$ 461,407	\$ 431,973	\$ 444,132

The Wisconsin legislature enacted Act55 which will significantly change the expenditure and control of room tax revenues beginning 1/1/2017. Highlights of the new law are:

- The City must forward to a tourism entity or commission any room tax revenue exceeding the amount the City is allowed to retain.
- The City is allowed to retain the greater of 30% (2015 = \$253,547) Or
  - FY 2017 = 2014 retained \$506,526
  - FY 2018 = 2013 retained \$481,734
  - FY 2019 = 2012 retained \$461,407
  - FY 2020 = 2011 retained \$431,973
  - FY 2021 = 2010 retained \$444,133 and thereafter
- The tourism commission can be created to serve a single community or multiple communities (considered a zone).
  - A tourism commission for a single community is to consist of 4 to 6 members. The commission is appointed by the Mayor for a 1 year term and confirmed by the Common Council. At least one of the members must be an owner or operator of a lodging property paying room tax.

- If a commission is created for a zone the City would have 2 members on the board since our room tax collections are below \$1 million and more than \$300,000.
- The tourism entity or commission must use the room tax revenue it receives for tourism promotion and tourism development.
- The definition of “tourism promotion and tourism development” includes the elements listed below that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment where room tax is imposed:
  - Marketing projects including media buys, creation and distribution of printed and electronic tourist materials; efforts to recruit conventions, sporting events or motor coach groups.
  - Transient tourist informational services
  - Tangible municipal development including a convention center.
- The tourism commission can be created to serve a single community or multiple communities (considered a zone).
  - A tourism commission for a single community is to consist of 4 to 6 members. The commission is appointed by the Mayor for a 1 year term and confirmed by the Common Council. At least one of the members must be an owner or operator of a lodging property paying room tax.
  - If a commission is created for a zone the City would have 2 members on the board since our room tax collections are below \$1 million and more than \$300,000.
- A tourism commission is responsible for spending room tax for tourism promotion and tourism development purposes. A tourism commission may contract with other organizations for tourism marketing and development services in addition to a tourism entity (CVB).
- Annually, beginning May 1, 2017 the City must file a Wisconsin Room Tax Report with the Department of Revenue. The report includes: total room tax collection, amount forwarded to a room tax entity/commission, a list of expenditures of \$1,000 or more.

Historically the City has considered room tax grant applications twice per year. The next application due date is August 31. Many of the organizations reliant on room tax revenue are beginning to question the changes for 2017. The new definition of “tourism promotion and tourism development” could impact the eligibility of current room tax recipients. Attached is a detailed history of room tax recipients.

The CVB has proposed the creation of a blended tourism district whereby all communities have a uniform room tax rate of 8%. Within this proposal room tax would be allocated as follows:

- the City would retain 30% for City operations
- Municipal specific tourism promotions 25% via joint or solo commission
- CVB for tourism 45%

	<u>CVB Proposal</u>	<u>2016 Budget*</u>
<b>30% City Operations</b>	\$ 253,547	\$ 258,700
<b>45% CVB</b>	\$ 380,320	\$ 316,933
<b>Other tourism</b>	\$ 211,289	\$ 269,522

\*using 2015 Actual Revenues

# HISTORICAL ANALYSIS OF ROOM TAX FUND USES

	Budget 2016***	ACTUAL					
	2015	2014	2013	2012	2011	2010	
<b>REVENUES</b>							
Room Tax Revenues	\$ 845,155	\$ 845,155	\$ 810,442	\$ 770,774	\$ 738,251	\$ 691,157	\$ 655,278
Miscellaneous			269	562	1,251		
<b>Total Revenue</b>	<b>\$ 845,155</b>	<b>\$ 845,155</b>	<b>\$ 810,711</b>	<b>\$ 771,336</b>	<b>\$ 739,502</b>	<b>\$ 691,157</b>	<b>\$ 655,278</b>
<b>EXPENDITURES</b>							
Convention and Visitors Bureau	281,250	316,933	303,916	289,040	276,844	259,184	211,146
<b><u>Continuing Appropriations</u></b>							
Main Street	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Grand Theater on Artsblock	50,100	77,775	50,100	46,493	45,000	45,000	39,394
Wausau Area Events - General Operations	79,004	79,004	79,004	70,636	65,600	65,600	62,122
Leigh Yawkey Woodson Art Museum	33,143	33,143	33,143	30,923	30,100	30,100	26,058
Marathon County Historical Society	23,123	23,123	23,123	21,074	21,000	18,180	18,182
Wausau Concert Band	7,708	7,708	7,708	6,942	6,500	6,500	6,061
Center for Visual Arts	11,562	11,562	11,562	10,537	10,000	9,090	9,091
<b>Total Continuing Appropriations</b>	<b>234,640</b>	<b>262,315</b>	<b>234,640</b>	<b>216,605</b>	<b>208,200</b>	<b>204,470</b>	<b>190,908</b>
<b><u>Other Room Tax Uses</u></b>							
Central Stage, Band and Choir	5,000						
Dream Flight		5,000		5,000	5,000		
Wausau Kayak/Canoe Corporation	12,000	12,000	12,000	7,138	20,000	5,138	3,228
Artrageous Weekend	4,500	4,500	3,000	1,487	1,284	1,284	1,284
Festival of the Arts	5,000	5,000	5,000	2,974	4,041	4,041	
Gus Macker Basketball Tournament				3,569	4,281	4,281	4,281
American Vet Travel Tribute					5,000		
Chalkfest	800	1,000	800	595	1,700	1,700	1,713
Wausau Events - Balloon & Rib Fest	10,000	10,000	10,000	4,164	4,281	4,281	4,281
Wausau Events - Screen on the Green	3,000	3,000	3,000				
Wausau Jaycees Fourth of July	7,700	7,700	7,700	4,164	2,964	2,964	2,964
Wausau Dance Theater					6,422	6,422	6,422
Wausau Events - Market Place Thursdays	5,000	6,000	6,000	3,569	4,281	4,281	4,281
Wausau Community Theater	2,500	2,500	2,500	1,487	2,500	2,000	
Wausau Events Branding				8,623			
Wausau Symphony Band	4,000						2,783
Friends of Wausau Ice Hockey			75,000				
Wausau Events - Wausau Winter Fest	4,000		7,000	5,000	5,000		
Main Street - First Thursdays	1,500	2,500					
Wausau Events - Beer and Bacon Festival	3,000						
Main Street - Downtown Dining	2,000						
<b>Total Other Room Tax</b>	<b>70,000</b>	<b>59,200</b>	<b>132,000</b>	<b>47,770</b>	<b>66,754</b>	<b>36,392</b>	<b>31,237</b>
<b><u>City Operations</u></b>							
City of Wausau Airport Marketing							769
400 Block Fund	31,200	31,200					
Transfer to Capital Projects Fund	40,000	5,000					
General City Funding ***	187,500	168,800	180,000	175,000	175,000	175,000	175,000
<b>Total City Operations</b>	<b>\$258,700</b>	<b>\$205,000</b>	<b>\$180,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,769</b>
<b>Room Tax Retained by Hotels</b>	<b>7,500</b>	<b>9,017</b>	<b>1,244</b>				
<b>Total Expenditures</b>	<b>\$852,090</b>	<b>\$852,465</b>	<b>\$851,800</b>	<b>\$728,415</b>	<b>\$726,798</b>	<b>\$675,046</b>	<b>\$609,060</b>

# WAUSAU

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## Central Wisconsin

Convention and Visitors Bureau

### PROPOSAL TO CREATE A BLENDED TOURISM DISTRICT

June 23, 2016

We have met with and/or spoken with many of you to discuss an idea of creating a formal Zone for the Wausau Central Wisconsin Communities. I still strongly believe that it is in the best interests of Wausau, Rothschild, Weston, Rib Mountain, Schofield, and Mosinee to create a single Zone for the area and combine their room tax revenue for the sole purpose of developing a single destination for tourists to come to our area. However, there appears to be some concern that by creating this single ZONE, such could dilute monies that is already being retained by the municipality and used by it for tourism projects in their municipality. Another expressed concern was that their permitted representation on the Zone Commission is limited and such could adversely affect the municipality's interests. Another concern was that once in the Zone, they may not be easily able to opt out if they are unhappy with the direction of the Commission.

I believe that we have come up with a great solution that addresses all of these concerns and yet preserve some of the great benefits of a Zone and, at the same time, allows the municipalities the individual interests they seek. It is my professional opinion that this revised proposal would benefit everyone. The following will succinctly summarize my proposal.

1. Each municipality goes to 8% room tax, the maximum allowed under the statute.
2. Each municipality retains 30% of the room tax revenues for its general fund.
3. Each municipality can either create its own Commission, who will then contract with the CVB or if the municipality does not want to create its own Commission, it can contract directly with the CVB. As it has successfully done in the past, the CVB will provide its office, staff, and resources to promote tourism in the municipality.
4. Each municipality can use up to 25% of the room tax revenue for its own tourism promotion and development purposes. As per the statute, these funds will be sent to the CVB and be maintained by the CVB individually for each municipality in a separate designated account. The use of these funds will be directed by the Municipality's Commission or, if none, by the Mayor or designee, with advice from CVB to ensure that the room tax revenues are spent in accordance with the statute
5. Each municipality will send the remaining 45%, (this is the percentage that each municipality has generally on the average sent to the CVB for tourism) and be maintained by the CVB in its banking account. The room taxes would be forwarded to the CVB and

will be separated individually by municipality through its accounting practices for use by the CVB to promote the Wausau Central Wisconsin Communities as a destination for tourists.

6. The CVB will continue to follow its day to day operations and practices and use its office, staff, and resources to promote tourism for all of the municipalities in the Wausau Central Wisconsin Communities as it has done successfully for the past 20 years. This includes the development of the Sports Authority, Badger State Games, and other major events and programs, all of which have a proven successful track record.
7. The CVB strongly recommends that the initial period for the contracts, as it relates to the use of the municipality's 45% room tax contribution, should be at least five (5) years to enable the CVB sufficient time to work out any issues that may arise.

In conclusion, the above recommendation is designed to give you the best of two worlds: allowing each municipality to create its own Commission who will direct use of its room taxes for their municipality and, at the same time, allow it to participate in a joint promotional/marketing effort that brings tourists to the Wausau Central Wisconsin communities. Since the CVB will be the designated tourism entity for all of the municipalities, individually and collectively by virtue of the Wausau Central Wisconsin Communities, the CVB will be in the best position of maximizing the use of room tax revenues that will benefit all of the municipalities.

If everyone agrees in principle in the above proposal, I would request that you allow our attorney to revise the proposed Entity Agreement that will reflect the above recommended changes. By doing so, there will be no conflicts or confusion and transparency in our operation. Thanks for your consideration.

Respectfully submitted,

---

Richard Barrett  
Executive Director

## **CITY OF WAUSAU, WISCONSIN ROOM TAX POLICIES**

*The City of Wausau maintains a room tax to assist with funding services necessary to support and attract visitors that would otherwise be borne by local taxpayers as well as to promote, protect, preserve and invest in activities and facilities that make Wausau a more attractive, safe and compelling destination for visitors and residents alike.*

City of Wausau ordinance 3.25.030 Collection and Distribution shall be followed.

The annual budget for room tax revenues shall be determined by the Finance Director and approved by the Finance Committee based on actual receipts from the prior full calendar year for which data is available as the city's budget is being prepared along with reasonable projections. The following annual distributions shall occur:

### **CONTINUING ANNUAL APPROPRIATIONS:**

The city shall contribute an amount equal to 31.25% of actual current collections to the Wausau/Central Wisconsin Convention & Visitors Bureau, and an additional 6.25% for Badger State Games as governed by agreement with CWCVB.

In addition to the CWCVB, the City of Wausau recognizes other not-for-profit organizations that have demonstrated their significance as a destination for visitors and residents. These organizations shall receive an annual allocation of room tax revenues which shall be apportioned as follows:

**Wausau Area Events:** An amount of \$65,600 but not greater than 10.25% of immediate prior year collections. It is intended that this amount be used to fund operating expenses. Additional amounts for specific events such as Chalkfest, Concerts on the Square, Wausau Hot Air Balloon Rally & Glow and certain other events will be funded separately through the Room Tax Grants portion.

**Wausau Main Street:** An amount of \$30,000 but not greater than 5% of immediate prior year collections, however, the total City contribution to Main Street shall not exceed one-third of the annual Main Street budget.

**Grand Theater – Performing Arts Foundation:** An amount of \$45,000 but not greater than 6.5% of immediate prior year collections.

**Leigh Yawkey Woodson Art Museum:** An amount of \$30,100 but not greater than 4.30% of immediate prior year collections.

**Marathon County Historical Society:** An amount of \$21,000 but not greater than 3% of immediate prior year collections.

**Center for the Visual Arts:** An amount of \$10,000 but not greater than 1.5% of immediate prior year collections.

Wausau Concert Band: An amount of \$6,500 but not greater than 1% of immediate prior year collections.

Each organization shall submit complete annual financial reports and include the City logo on promotional materials.

In addition to these allocations the City of Wausau operations will benefit from Room Tax Collections as follows:

- General Fund will be allocated a sum of 25% of projected room tax collections to offset operating costs.

**ROOM TAX GRANT PROGRAM:**

To the extent that funds are available, the Finance Committee will consider, semi-annually (August 30<sup>th</sup> and February 28<sup>th</sup>) applications for room tax grants from outside organizations which clearly show benefits to the City of Wausau in the following categories: economic development, tourism and special community events or projects which enhance the quality of life.

There are three categories in which grants are awarded. Capital projects, Events, and Marketing efforts:

**Capital costs** associated with acquisition, restoration, enhancement, construction or expansion of existing facilities, sites or attractions for the purpose of accommodating tourism or increased tourism attraction, or for the purpose of providing new or increased programming.

**Events** including festivals, celebrations, shows, performances, special exhibits or displays and other events, particularly those that will attract outside visitors will be considered in this category. The maximum grant available is \$15,000.

**Marketing efforts** including the development and implementation of a marketing plan designed to increase visitation to an attraction or event. The maximum grant available is \$7,500.

All organizations should attempt to demonstrate their plan towards event self-sufficiency. Interested organizations must submit timely and meet the requirements and specifications identified within the applications instructions. The Finance Committee will review the funding requests and forward a recommendation to Common Council for incorporation within the annual budget.

**OTHER:**

Any monies remaining at yearend will stay within the segregated room tax fund for allocations in subsequent budget cycles.



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** July 21, 2015

**SUBJECT:** Wheel Tax

**BACKGROUND INFORMATION:** Wisconsin cities are offered very few revenue sources within the Wisconsin Statutes. The main sources of revenues are property taxes and state aids. State aids have declined over the years. When shared revenues declined the City responded by using less tax dollars for capital and infrastructure replacement. This has limited the City's ability to maintain streets and facilities. The legislature has implemented additional laws that impede the City's ability to generate additional revenues for Storm water and Garbage management. The stress within the capital budget is growing due to fire station replacements and loss of capital grants for transit. This is very evident based upon the \$5,456,543 of 2017 capital requests with funding available of \$3,050,000. The legislative law currently allows municipalities to implement a "wheel tax". The wheel tax is the vehicle registration fee vehicle owners pay annually to the State of Wisconsin.

To initiate the Wheel Tax, a local ordinance is adopted and mailed to the State. The state then adds the city's fee to the state fee for new and renewal registrations for vehicles located within the City of Wausau. The fee applies to automobiles and trucks with a weight of not more than 8,000 pounds. The law requires that the City use the funds to transportation related costs. The State is compensated or retains \$.17 for each registration collected to offset administrative costs.

The Mayor has expressed an interest in adopting a \$20 wheel tax. The revenues of approximately \$650,000 would be used to fund street related maintenance and transit costs.

Many communities have recently implemented a Wheel Tax as outlined in the attached document.

In addition to the ordinance adopting the wheel tax the City would need to repeal or amend municipal code 3.10.010 Fees for Municipal Service. This provision requires the City to conduct a referendum prior to implementing new fees. The ordinance could be repealed and eliminated from the Municipal Code or modified to exempt this revenue from the referendum provisions. If the ordinance is not repealed or modified the City would need to conduct an advisory referendum on the new revenue.

For those interested in additional information I have attached the State Statutes pertaining to this subject and municipal code 3.10.010.

## Municipal or county vehicle registration fee (wheel tax)

- [Online services](#)
- [Vehicles](#)
- [Titles](#)
- [Plate guide](#)
- [Special plates](#)
- [Motor carriers](#)
- [DMV customer service centers](#)
- [Forms](#)
- [Drivers](#)

Wisconsin law allows a town, village, city or county to collect an annual municipal or county vehicle registration fee (wheel tax) in addition to the regular annual registration fee paid for a vehicle. The fee applies to vehicles kept in the municipality or county with:

- Automobile registration
- Truck registration at 8,000 lbs. or less (except dual purpose farm)

This includes most special license plates with automobile or truck registration.\* State law does not specify the amount of the wheel tax. However, the municipality or county must use all revenue from the wheel tax for transportation related purposes.

For information about the number of vehicles that may be subject to a wheel tax in a specific municipality or county, refer to [lists of vehicle information](#).

\*These [special plates](#) are exempt from wheel tax: [Antique](#), [Collector](#) (“[Collector Special](#)” plates are not exempt), [Ex-Prisoner of War](#) (if issued without registration fee), [Historic Military](#), [Hobbyist](#) and [Medal of Honor](#). All special plates issued to a farm truck, dual purpose farm truck or motor home are also exempt from wheel tax.

### Wheel tax collection

The Wisconsin Department of Transportation (WisDOT) collects wheel tax fees for the municipality or county, keeps an administrative fee of 10 cents per vehicle application and sends the rest to the municipality or county. (The administrative fee will increase to 17 cents beginning July 1, 2016.) DOT collects the wheel tax at the time of first registration and at each registration renewal. Your certificate of registration will indicate that a municipal or county fee was paid.

- Plates issued – If your auto or light truck is customarily kept in a jurisdiction that has a wheel tax, you must include the fee with the regular registration fee for the vehicle when you first apply for registration. See [applying for title and registration](#).
- Plates renewed – WisDOT sends customers a renewal notice at least 30 days before their license plate registration expires. The renewal notice shows the total fee due including any wheel tax, based on the vehicle location listed on your vehicle registration record.

## Customer records

Verify the correct county and city, village or township where your vehicle is customarily kept when you apply for registration and on your license plate renewal notice ([see example](#)). If you recently changed your address, WisDOT records for the vehicle location will update automatically in most cases. Any person who gives a false or fictitious location where a vehicle is customarily kept may be fined not more than \$200 or imprisoned not more than six months or both ([section 341.60, WI stats.](#))

To correct this information:

- If you mail your renewal notice or apply in person, indicate the correct information on the notice and submit the appropriate fee.
- Or, contact WisDOT at the email address or telephone number below.

## Current wheel tax jurisdictions

WisDOT currently collects a wheel tax for the following:

- Municipalities
  - Appleton (city; \$20)
  - Arena (township; \$20)
  - Beloit (city; \$20)
  - Fort Atkinson (city; \$20 beginning for March 2016 registrations)
  - Gillett (city; \$20 beginning for July 2015 registrations)
  - Janesville (city; \$20 beginning for January 2016 registrations)
  - Kaukauna (city; \$10 beginning for August 2015 registrations)
  - Lodi (city; \$20 beginning for May 2016 registrations)
  - Milwaukee (city; \$20)
  - Prairie du Sac (village; \$20 beginning for January 2016 registrations)
  - Sheboygan (city; \$20 beginning for February 2016 registrations)
  - Tigerton (village; \$10 beginning for September 2016 registrations)
- Counties
  - Chippewa County (\$10)
  - Iowa County (\$20)
  - St. Croix County (\$10)

The full fee is always required to issue or renew registration. Contact WisDOT if you paid the wheel tax in error.

Wisconsin Department Transportation Valid Vehicle Type  
By County within CVT File Analysis as of 1/03/2016 For  
Calendar Year Ending 2015

Vehicle Type By CVT	CVT CD	CVT	AUTO	CYCL	TRLR	TRUK	Sum:
MARATHON CITY	58	V	250	56	454	430	1,190
MARSHFIELD	67	C	629	186	228	876	1,919
MC MILLAN	26	T	454	122	113	858	1,547
MILWAUKEE	57	C				1	1
MOSINEE	29	T	537	98	96	807	1,538
MOSINEE	59	C	3,914	700	1,054	5,378	11,046
NORRIE	30	T	257	38	83	395	773
PLOVER	31	T	171	33	53	286	543
REID	34	T	281	60	59	428	828
RIB FALLS	32	T	204	57	101	400	762
RIB MOUNTAIN	33	T	1,273	237	167	1,675	3,352
RIETBROCK	35	T	238	49	92	402	781
RINGLE	36	T	687	151	195	1,158	2,191
ROTHSCHILD	60	V	1,821	308	646	2,093	4,868
SCHOFIELD	61	C	3,473	519	1,495	4,460	9,947
SPENCER	37	T	394	72	75	712	1,253
SPENCER	62	V	776	212	477	1,360	2,825
STETTIN	38	T	460	112	208	814	1,594
STRATFORD	63	V	968	224	368	1,810	3,370
TEXAS	39	T	356	64	109	566	1,095
UNITY	64	V	128	35	50	253	466
UNKNOWN			86	17	255	64	422
WAUSAU	40	T	493	102	107	786	1,488
WAUSAU	66	C	18,619	2,802	2,804	22,527	46,752
WESTON	42	T	1,635	183	180	2,238	4,236
WESTON	70	V	2,333	529	557	2,919	6,338
WIEN	41	T	174	18	98	330	620
		Sum:	52,542	9,423	15,414	74,314	151,693

## Chapter Trans 126

### MUNICIPAL OR COUNTY VEHICLE REGISTRATION FEE

**Trans 126.01** Purpose and scope.

**Trans 126.02** Notice of enactment, amendment, or repeal.

**Trans 126.03** Evidence of payment to be shown on registration certificate.

**Trans 126.04** Computation of administrative costs and collection and distribution of monies.

**Note:** Chapter Trans 126 as it existed on April 30, 1983, was repealed and a new chapter Trans 126 was created effective May 1, 1983.

**Trans 126.01 Purpose and scope. (1) STATUTORY AUTHORITY.** As authorized by ss. 227.11, and 341.35 (4), (6), (6m) and (8), Stats., the purpose of this chapter is to establish the department of transportation's administrative interpretation of s. 341.35, Stats., relating to a municipal or county vehicle registration fee.

**(2) APPLICABILITY.** (a) This chapter applies to any municipality or county which enacts, amends, or repeals a vehicle registration fee ordinance.

(b) As provided in s. 341.35 (1), Stats., vehicles subject to the municipal or county vehicle registration fee are automobiles or motor trucks registered under s. 341.25 (1) (c), Stats., at a gross weight of not more than 8,000 pounds.

(c) For purposes of determining where a vehicle is customarily kept, the municipality or county of domicile as indicated by the vehicle owner and contained in the department's title database shall be used. In the absence of an indicated municipality or county of domicile, the owner or lessee's post office address shall be used to determine municipality or county of domicile.

**History:** Cr. Register, April, 1983, No. 328, eff. 5-1-83; am. Register, October, 1985, No. 358, eff. 11-1-85; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1987, No. 384; **CR 08-113: renum. (2) to be (2) (a), cr. (2) (b) and (c) Register May 2009 No. 641, eff. 6-1-09.**

**Trans 126.02 Notice of enactment, amendment, or repeal. (1) WHEN NOTIFICATION REQUIRED.** A municipal or county governing body which enacts, amends, or repeals a municipal or county vehicle registration fee ordinance under s. 341.35, Stats., shall notify the department of transportation, as required by s. 341.35 (4), Stats.

**(2) NOTIFICATION TO BE MAILED TO DEPARTMENT.** The notification of enactment, amendment, or repeal from the municipality or county shall be sent to:

Administrator  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4802 Sheboygan Avenue  
Room 255  
P.O. Box 7911  
Madison, Wisconsin 53707-7911

**(3) CONTENTS OF ENACTMENT NOTIFICATION.** A notification of enactment shall include:

(a) The name of the municipal or county governing body enacting the ordinance.

(b) The date on which the ordinance was enacted.

(c) The effective date of the ordinance.

(d) The amount of the municipal or county vehicle registration fee.

(e) The name, address and telephone number of the person in the municipality or county responsible for the administration of the ordinance.

(f) The signature of an authorized party of the municipal or county governing body.

(g) The date the notification of enactment was signed.

**(4) ENACTMENT NOTIFICATION REQUIREMENTS.** A municipality or county shall provide the notification of enactment as described in subs. (1), (2) and (3) at least 90 days prior to the first day of the month in which the ordinance is effective.

**(5) CONTENTS OF AMENDMENT NOTIFICATION.** A notification of amendment shall include:

(a) The name of the municipal or county governing body amending the ordinance.

(b) The date on which the ordinance was amended.

(c) The effective date of the amendment.

(d) A description of the amendment, or a copy of the amended ordinance.

(e) The signature of an authorized party of the municipal or county governing body.

(f) The date the notification of amendment was signed.

**(6) AMENDMENT NOTIFICATION REQUIREMENTS.** A municipality or county which amends a municipal or county vehicle registration fee ordinance shall notify the department of the amendment at least 90 days prior to the first day of the month in which the amendment is effective.

**(7) CONTENTS OF REPEAL NOTIFICATION.** A notification of repeal shall include:

(a) The name of the municipal or county governing body repealing the ordinance.

(b) The date on which the ordinance was repealed.

(c) The effective date of the repeal.

(d) The signature of an authorized party of the municipal or county governing body.

(e) The date the notification of repeal was signed.

**(8) REPEAL NOTIFICATION REQUIREMENTS.** A municipality or county which repeals a municipal or county vehicle registration fee ordinance shall notify the department of the repeal at least 90 days prior to the first day of the month in which the repeal is effective.

**History:** Cr. Register, April, 1983, No. 328, eff. 5-1-83; renum. (intro.), (1) and (2) to be (1), (2) and (4) and am., cr. (3) and (5) to (8), Register, October, 1985, No. 358, eff. 11-1-85; **CR 08-113: am. (2), (3) (d), (4), (6) and (8) Register May 2009 No. 641, eff. 6-1-09.**

**Trans 126.03 Evidence of payment to be shown on registration certificate. (1) TOTAL AMOUNT PAID TO BE DESIGNATED.** The total amount paid to the department for the municipal or county vehicle registration fee may be designated on the registration certificate by words similar to "municipal fee," or by the total amount paid.

**(2) MULTIPLE FEES NOT ITEMIZED.** If separate fees are collected for one vehicle for a municipality and a county, no itemization will be made on the registration certificate for the individual municipality or county.

**History:** Cr. Register, April, 1983, No. 328, eff. 5-1-83; r. and recr. Register, October, 1985, No. 358, eff. 11-1-85.

**Trans 126.04 Computation of administrative costs and collection and distribution of monies. (1) REIMBURSEMENT FOR ADMINISTRATIVE COSTS.** In accordance with s.

341.35 (6m), Stats., the department shall capture and recover the

administrative costs related to the collection of the municipal or county vehicle registration fee as follows:

(a) The administrative costs shall be computed and recovered as an administrative fee per vehicle application.

(b) The administrative fee per vehicle application shall be based on the direct costs of operation, including employee salaries and fringe benefits, office space, office supplies and equipment, postage, computer charges, printing and forms, and other necessary or indirect expenses.

(c) The department shall review the administrative fee per vehicle application annually and any over or under recovery shall become a component in the next fiscal year administrative fee.

**(2)** NOTICE OF CHANGES IN THE ADMINISTRATIVE FEE PER VEHICLE APPLICATION. The department shall notify any participating municipality or county of changes in the administrative fee per vehicle application at least 30 days prior to the effective date of the change.

**(2m)** APPLICATION OF MUNICIPAL OR COUNTY VEHICLE REGISTRATION FEE. The department shall apply a municipal or county

registration fee to a vehicle covered by this chapter when the registration of the vehicle is made for the first time after the effective date of the applicable enacted municipal or county vehicle registration fee ordinance and for each renewal of the registration for the vehicle due on or after the effective date of the ordinance.

**(3)** DISTRIBUTION OF MONIES TO MUNICIPALITY OR COUNTY. (a) The amount of the municipal or county registration fees returned to a municipality or county shall be the total amount collected less the administrative costs described in sub. (1).

(b) The department shall pay municipal or county vehicle registration fees collected during any month to the municipality or county no later than 30 days after the end of that month.

**(4)** REFUNDS. (a) The department may not refund a municipal or county vehicle registration fee to an applicant.

(b) An applicant shall request a refund of a municipal or county vehicle registration fee from the appropriate municipality or county.

**History:** Cr. Register, October, 1985, No. 358, eff. 11-1-85; CR 08-113: am. (title), (1), (2) and (3) (title), cr. (2m) Register May 2009 No. 641, eff. 6-1-09.

Chapter 3.10

FEES FOR MUNICIPAL SERVICES

Sections:

3.10.010 Referendum.

3.10.010 Referendum. The City of Wausau shall hold a city-wide referendum requesting citizen authorization to institute a fee for any municipal service. This includes, but is not limited to, the following services; police protection, garbage pickup, fire protection, road repair, snowplowing, recycling, yard waste disposal, street sweeping, fall leaf collection, spring clean-up, and storm water management among others. The only allowable exception is a fee that affects 10% or less of the city's residents. (Ord. 61-5312 ' 1, 2006, File No. 06-1016.)

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

	Budgeted Amounts		Actual	Variance with Final Budget	2015 Actual
	Original	Final			
<b>TAXES</b>					
General property taxes	\$ 16,749,259	\$ 16,749,259	\$ 16,749,259	\$ -	\$ 16,200,627
Mobile home parking fees	27,000	27,000	15,946	(11,054)	16,148
Payments in lieu of taxes	108,000	108,000	1,200	(106,800)	2,700
Other taxes	69,185	69,185	43,092	(26,093)	47,633
Total Taxes	16,953,444	16,953,444	16,809,497	(143,947)	16,267,108
<b>INTERGOVERNMENTAL</b>					
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	107,409	4,731	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)	121,440
Total Intergovernmental	7,909,517	7,909,517	1,515,827	(6,393,690)	1,676,786
<b>LICENSES AND PERMITS</b>					
Licenses	181,115	181,115	155,375	(25,740)	152,530
Franchise fees	355,000	355,000	99,004	(255,996)	60,360
Permits	237,792	237,792	160,394	(77,398)	79,731
Total Licenses and Permits	773,907	773,907	414,773	(359,134)	292,621
<b>FINES, FORFEITURES AND PENALTIES</b>					
	357,000	357,000	210,671	(146,329)	186,824
<b>PUBLIC CHARGES FOR SERVICES</b>					
General government	81,600	81,600	56,384	(25,216)	38,605
Public safety	1,426,270	1,426,270	744,654	(681,616)	710,052
Streets and related facilities	128,850	128,850	76,543	(52,307)	82,143
Recreation	188,500	188,500	79,688	(108,812)	51,220
Public areas	123,874	123,874	45,137	(78,737)	17,688
Total Public Charges for Services	1,949,094	1,949,094	1,002,406	(946,688)	899,708
<b>INTERGOVERNMENTAL CHARGES FOR SERVICES</b>					
State and federal reimbursements	11,340	11,340	250	(11,090)	180
County and other municipalities	280,981	280,981	65,328	(215,653)	42,407
City departments	1,105,647	1,105,647	257,004	(848,643)	9,394
Total Intergovernmental Charges for Services	1,397,968	1,397,968	322,582	(1,075,386)	51,981

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with	2015
	<u>Original</u>	<u>Final</u>		Final Budget	<u>Actual</u>
<b>COMMERCIAL</b>					
Interest on general investments	\$ 275,000	\$ 275,000	\$ 188,153	\$ (86,847)	\$ 120,933
Interest on special assessments	15,000	15,000	32	(14,968)	485
Other interest	<u>15,000</u>	<u>15,000</u>	<u>15,535</u>	<u>535</u>	<u>18,770</u>
Total Commercial	<u>305,000</u>	<u>305,000</u>	<u>203,720</u>	<u>(101,280)</u>	<u>140,188</u>
<b>MISCELLANEOUS REVENUES</b>					
Rent of land and buildings	216,590	216,590	163,078	(53,512)	127,513
Sale of City property/loss compensation	13,700	13,700	3,888	(9,812)	14,822
Other miscellaneous revenues	<u>16,470</u>	<u>16,470</u>	<u>4,625</u>	<u>(11,845)</u>	<u>22,679</u>
Total Miscellaneous Revenues	<u>246,760</u>	<u>246,760</u>	<u>171,591</u>	<u>(75,169)</u>	<u>165,014</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers in	<u>1,882,500</u>	<u>1,882,500</u>	<u>760,265</u>	<u>(1,122,235)</u>	<u>745,682</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>					
	<u>\$ 31,775,190</u>	<u>\$ 31,775,190</u>	<u>\$ 21,411,332</u>	<u>\$ (10,363,858)</u>	<u>\$ 20,425,912</u>

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

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>	<u>2015 Actual</u>
	<u>Original</u>	<u>Final</u>			
<b>GENERAL GOVERNMENT</b>					
City Council	\$ 90,311	\$ 90,311	\$ 44,631	\$ 45,680	\$ 39,807
Mayor	201,374	201,374	95,795	105,579	94,644
City Promotion	108,750	108,750	57,009	51,741	53,549
Finance department	500,044	500,044	251,732	248,312	237,358
Data processing	732,798	732,798	301,672	431,126	306,610
City clerk/customer service	498,163	498,163	254,571	243,592	237,437
Elections	120,012	120,012	44,313	75,699	17,800
Assessor	595,516	595,516	295,493	300,023	253,686
City attorney	489,805	524,805	319,881	204,924	205,216
Municipal court	128,605	128,605	59,947	68,658	55,866
Human resources	297,419	302,419	152,251	150,168	138,872
City hall and other municipal buildings	289,766	284,766	143,931	140,835	133,805
Unclassified	<u>170,000</u>	<u>167,361</u>	<u>28,070</u>	<u>139,291</u>	<u>110,762</u>
Total General Government	<u>4,222,563</u>	<u>4,254,924</u>	<u>2,049,296</u>	<u>2,205,628</u>	<u>1,885,412</u>
<b>PUBLIC SAFETY</b>					
Police department	9,004,956	9,026,903	4,286,356	4,740,547	4,151,537
Fire department	3,509,532	3,519,671	1,774,210	1,745,461	1,731,825
Ambulance	3,106,578	3,106,578	1,365,231	1,741,347	1,309,685
Inspections and electrical systems	<u>765,343</u>	<u>765,343</u>	<u>346,474</u>	<u>418,869</u>	<u>311,363</u>
Total Public Safety	<u>16,386,409</u>	<u>16,418,495</u>	<u>7,772,271</u>	<u>8,646,224</u>	<u>7,504,410</u>
<b>TRANSPORTATION AND STREETS</b>					
Engineering	1,302,086	1,327,086	600,063	727,023	621,672
Department of public works	<u>6,332,072</u>	<u>6,307,072</u>	<u>2,893,064</u>	<u>3,414,008</u>	<u>2,728,085</u>
Total Transportation and Streets	<u>7,634,158</u>	<u>7,634,158</u>	<u>3,493,127</u>	<u>4,141,031</u>	<u>3,349,757</u>
<b>SANITATION, HEALTH AND WELFARE</b>					
Garbage and refuse collection	<u>958,000</u>	<u>958,000</u>	<u>453,644</u>	<u>504,356</u>	<u>512,208</u>
<b>NATURAL RESOURCES/RECREATION</b>					
Parks and recreation	<u>2,574,060</u>	<u>2,588,638</u>	<u>655,874</u>	<u>1,932,764</u>	<u>753,378</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 31,775,190</u>	<u>\$ 31,854,215</u>	<u>\$ 14,424,212</u>	<u>\$ 17,430,003</u>	<u>\$ 14,005,165</u>

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SUMMARY OF BUDGET MODIFICATIONS**  
Period Ended June 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	14,578
Carryover for Police Department tactical helmet and body armor carriers	<u>21,947</u>
 2016 MODIFIED BUDGET	 <u>\$ 31,854,215</u>

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

**REVENUES**

Below is a description of notable items.

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.

Franchise Fee – 2016 revenue is expected to meet projections. The positive variance from 2015 at June 30<sup>th</sup> represents a timing difference.

Permits – Building permits are showing a significant 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.

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 and Public Areas –2016 revenues are continuing strong. Activity and Memorial and Kaiser Pools along with the excellent sledding revenues are providing strong results.

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.

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 45.3% of the budget spent and 50% of the year complete.

Finance – This budget is higher than prior year due to timing of payments of financial services.

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.

**BUDGET RISKS**

- Fines and Forfeitures \$20,000
- Sick leave payouts
- Excessive tax payments
- 4<sup>th</sup> Quarter winter costs
- Elimination of the Rental Licensing Program
- Legal Fees

**Subject:** Thomas Street Update - CISM 8-11-16

Overall update for Thomas Street acquisitions:

1. 20 of the 23 full takings have accepted offers. 12 of the 23 are currently owned by the city with the other 8 having closings scheduled.
2. Strip takings and TLE's, there are a total of 42. Currently 5 of the 42 have accepted offers.
3. We will be walking through the vacant buildings we own in August. We will be walking through these homes with a moving company and they will let us know if the home/building is adequate for moving. Homes and out buildings that are able to be moved will be sold and the buyers responsible for moving.
4. There are buildings with fixtures and appliances, these may be sold or we can take care of them during the demo. Typically the refrigerators and AC units have a cost due to the coolant recovery but many of the metal stoves can be dropped off for scrap.
5. Habitat for Humanity will also be contacted and they will be allowed to take what they can reuse.
6. Due to liability we will not be allowing the general public in to salvage from the homes.
7. Razing homes is anticipated to begin in October 2016.

Update on the design:

1. We will be finalizing the lighting design based on the decision of the committee regarding street lights.
2. I attended the SW Neighborhood Group meeting and provided an update on Thomas St project and answered questions residents had related to the project.
3. City is waiting on Utility (WPS, Charter, Frontier) designs for burying the overhead utility.
4. Project remains proposed for 2017 construction.
5. Detour routes were a major concern for the residents and these will be part of the design plans.
6. AECOM will be present to provide an update and answer questions related to the design.

*Eric Lindman, P.E.*

Director of Public Works