



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

OFFICIAL NOTICE AND AGENDA

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

Meeting of: **FINANCE COMMITTEE**
Date/Time: **Tuesday, September 27 2016 at 6:00 pm.**
Location: **City Hall, 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) (9/13/16) | |
| 3 | Discussion and possible action authorizing the adjustment of the salaries of 18 non-represented employees hired in 2014 to 96% of the mid-point of their pay range as outlined within the 2013 compensation plan beginning with the first pay period in January 2017 | Krohn |
| 4 | Discussion and possible action regarding Agreement between the City of Wausau and the Wausau Cemetery Association for the Snow Dump Site | Jacobson |
| 5 | Discussion and possible action regarding budget modification and funding source for the Master Plan and engineering services for the Business Campus Expansion | Schock/Groat |
| 6 | Discussion and possible action on approval of application to USEPA for a \$400,000 Brownfields Community-Wide Assessment Grant | Schock |
| 7 | Discussion and possible action regarding August General Fund Financials | Groat |

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 9/21/16 @ 3:30 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, September 13, 2016 @ 5:15 pm., Council Chambers

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

Others Present: Groat, Lindman, Jacobson, Klein, Kujawa, Schock, Stratz, Mielke, Neal, Gisselman, McElhaney, Abitz, 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) Deb Ryan, 702 Elm St, spoke regarding the purchase of the Sears building, commenting she did not want another TIF for the mall or a cinema there.

Minutes of previous meeting(s). (8/09/16)

Motion by Nutting, second by Kellbach to approve the minutes of the previous meetings on 8/09/16. Motion carried 5-0.

Discussion and Possible Action Regarding Health Insurance Benefits Renewal for 2017

Elise Krohn, Human Resources, explained the health and dental insurance renewal information was brought before the Human Resources Committee last night and approved 4-0. She noted we started with a 16% increase this year for our health insurance and following negotiations were able to come in at 0%. The deductible stayed the same; the co-insurance will increase slightly by 10%, but the out-of-pocket buckets are the same. She requested the committee vote on it in order to forward it to the next Council meeting.

Motion by Nutting, second by Gehin to approve the Health Insurance Benefits Renewal for 2017. Motion carried 5-0.

Discussion and possible action regarding the Cellphone Contract

Gerry Klein stated they put the contract out for RFP and Cellcom and AT&T responded. He indicated the packet contained a summary of what staff reviewed and how they ranked the proposals. He noted one of the changes we anticipate making is that the police squad cars currently have flip phones and we want to switch to smart phones to stay with the car. We wanted to leave a phone in the squads that can take pictures, check email, take video, etc. He noted Cellcom and AT&T are very similar and basically sell the same product. Cellcom has a local representative, which is an advantage; AT&T has a representative in Madison that would come up when needed and ship phones by FedEx or UPS overnight. He stated pricing was difficult to compare with data oriented versus call oriented; the best estimate they came up with was Cellcom at \$36.57 per month, per smart phone and AT&T would come in at \$49.61. Klein recommended awarding the contract to Cellcom.

Motion by Gehin, second by Nutting to award the Cellphone contract to Cellcom. Motion carried 5-0.

Discussion and possible action regarding the purchase of 415 South First Avenue and related financing and promissory note Judd S Alexander Foundation

Tammy Stratz stated the Economic Development Committee authorized negotiations on a price for this property and the owners would like the city to purchase so they can move on. She commented it is a beautiful property for redevelopment and is the gateway to our city. We have an opportunity to receive funding for this purchase through the Judd S Alexander Foundation. Groat noted this funding would be a loan and be paid off with TID #8 proceeds.

Smith questioned if there were any plans for the property currently or we were just acquiring it for something down the road. He stated the city purchased the adjoining property in 2014 and nothing has happened with it. Stratz indicated there is interest in the property and once it is acquired we will put out an RFP. The downtown plan was to acquire both of these properties to put together for one big development. Smith was concerned about property that was once paying real estate taxes and is purchased and sits unused.

Rasmussen commented discussion in ED was for this site to be packaged together with the former L&S Printing site and develop them as one larger project in order to have control over the land use. It is important that this site, being the gateway to downtown, be developed to its highest and best potential value and use. Nutting agreed it is important to wait for the right project for this property and to look at developing it carefully.

Motion by Nutting, second by Gehin to approve the purchase of 415 South First Avenue and related financing and promissory note Judd S Alexander Foundation. Motion carried 4-1.

Discussion and possible action regarding authorizing the sale of approximately 3.3 acres of land in the Wausau Business Campus to be surveyed to Hands on Cleaning LLC for the construction of a new office

Schock stated the owners of Hands on Cleaning have been examining options for the expansion of their commercial/industrial cleaning business. They are planning the construction of an approximately 7200 square foot building in the business campus. He noted they still need to complete the survey of the property. He indicated they are looking to start construction before the weather gets too cold.

Motion by Nutting, second by Gehin to approve the sale of the land in the Business Campus to Hands on Cleaning LLC, for construction of a new office. Motion carried 5-0.

Discussion and Possible Action Regarding Resolution Supporting the Just Fix It Campaign

Groat stated funding for street improvements has become quite the topic of conversation throughout the State of Wisconsin; everywhere in the state government is falling behind on its maintenance of its streets. There is a movement to try to get the state to come up with a comprehensive approach to how we can fund infrastructure improvements and there is a group that is supporting bringing this in the forefront for the state legislature to consider. She explained this resolution was forwarded by that group and the League of Cities supports us adopting it. So far 365 Wisconsin governmental units in the state have adopted this resolution which asks the state to come up with funding solutions.

Mayor Mielke commented he was at a mayoral conference in Delevan a few weeks ago and watched a video on the Just Fix It Campaign and everyone in attendance was in support of it.

Motion by Kellbach, second by Nutting to support this resolution and send it forward to Council.

Motion by Gehin, second by Nutting to amend the resolution to add: WHEREAS, the state administration consider increasing the fuel tax and earmark it to pay down the road infrastructure repair and maintenance debt. Motion carried 5-0.

Vote on the main motion as amended. Motion carried 5-0.

Discussion and Possible action regarding July General Fund Financials

Groat reviewed the financial reports for July 2016, commenting not a lot notable things have changed since the last report. All financial reports can be viewed online:

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

Discussion and possible action regarding rescinding the Tax Increment District Number Three Project Plan Amendment Number Three

Rasmussen explains this rescinds the original amendment to TID #3 where we were creating the agreement with CBL pertaining to the mall; this would stop that process.

Motion by Gehin, second by Nutting to approve rescinding the TID 3 Project Plan Amendment Number Three. Motion carried 5-0.

Discussion regarding 2017 Finance Committee Budget Sessions - September 26th, 27th, and 29th

Rasmussen stated the committee typically hosts three budget sessions of an hour and a half to two hours in length. The committee discussed the proposed dates and the consensus was to hold the meetings on September 29th, October 3rd, and October 4th at 6:00 pm. Rasmussen indicated there could possibly be one more scheduled if needed.

(NOTE: The Finance Budget Sessions were subsequently changed to: Thursday, September 29th, Tuesday, October 4th; and Thursday, October 6th, all beginning at 5:30 pm.)

Discussion and possible action regarding authorizing the purchase of the leasehold and associated structure at 411 Washington Street and related financing and budget modification.

Chris Schock explained we have been in discussions with Sears Holding for the past couple months to purchase the building and the leasehold associated with building. The goal of the city is to move redevelopment quickly and we are very confident that our role in the process is necessary to ensure that we can facilitate a new project at the location as fast as possible. Sears Holding has been cooperative in working with the city and outside counsel has been working very closely on the details of the real estate transaction. Rasmussen pointed out that the purchase price is \$700,000, which is well under its assessed value.

Smith questioned if the city was purchasing the building in hopes of selling it someone else. Schock stated the goal is to have a quick RFP process and then to entertain proposals for a project, which could result in a sale or effectuating some transfer of it for redevelopment. The Council will review proposals and decide how they would like to go forward with it. He indicated there is very positive interest in the redevelopment project, but it cannot be publicly shared at this time.

Smith questioned where the funding for this purchase was coming from. Groat explained earlier this year we borrowed \$4 million to help with the JC Penney's/Youunkers project and those funds are in an account waiting for use, so we would use a portion of those proceeds to fund this acquisition.

Groat commented we have a parking structure next to Sears which holds 975 vehicles that we have paid for and are maintaining. It is certainly in our best interests to redevelop Sears as quickly as possible because that asset relies on the activities in the mall and the activities surrounding the downtown to pay the maintenance costs.

Motion by Gehin, second by Kellbach to approve the purchase of the leasehold and associated structure at 411 Washington Street and related financing budget modification. Motion carried 4-1.

Discussion and possible action regarding the sale of 1401 N 12th Avenue

Rasmussen commented this parcel was the property occupied by the horrific Roets apartment complex that the city acquired on a tax deed and subsequently demolished. Stratz stated it is a small parcel that the city has owned for a very long time and there is an opportunity to get it back on the tax roll that she would like to discuss with the committee in closed session. Rasmussen noted there was a set period of time that had to pass by which Mr. Roets could have cured on the taxes and he did not, so now we are able to redevelop the property.

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 - Sale of 1401 N 12th Avenue

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

RECONVENED back into open session to take action.

Sale of 1401 N 12th Avenue

Motion by Nutting, second by Gehin to approve the sale of 1401 N 12th Avenue for \$1,000. Motion carried 5-0.

Adjourn

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



Memorandum

From: Myla Hite, Human Resources Director
To: Romey Wagner, Human Resources Committee Chair
Date: July 11, 2016
Subject: Non-Represented Employee Compensation for 2017

Purpose: To obtain guidance from the Human Resource Committee for Non-represented Employee Compensation for the 2017 Budget:

1. The RFP for consultant review of the existing pay ranges for maturation along with recommendations for merit pay was released on June 24, 2016, consistent with the timeline approved at the June 13, 2016 meeting. The Committee will receive monthly updates which are anticipated to result in information to consider for inclusion in the 2017 budget process related to maturing current pay ranges and merit pay.
2. On October 2, 2013 the HR Committee provided guidance that resulted in notices being sent to employee informing them of the compensation philosophy of being within 96% of midpoint if in their position for more than 2 years. (See Attachment A)

Recommendation: That the committee approve for inclusion into the 2017 budget \$66,195.3, with \$29,688.59 for the general fund, to bring 18 non-represented employees within 96% of midpoint within their respective range.

<i>Gen Fund</i>	25,487.28	1,949.78	1,733.14	518.40	29,688.59
<i>CD</i>	15,485.39	1,184.63	595.93	210.97	17,476.93
<i>Rental Rehab</i>	947.23	72.46	64.41	21.79	1,105.89
<i>Water</i>	3,204.14	245.12	217.88	73.70	3,740.83
<i>Sewer</i>	3,204.14	245.12	217.88	73.70	3,740.83
<i>MotorPool</i>	6,186.34	473.25	420.67	142.29	7,222.55
<i>Animal Ctrl</i>	2,760.37	211.17	187.71	60.45	3,219.69
	57,274.88	4,381.53	3,437.61	1,101.28	66,195.31

Positions impacted include: Humane Officer, Street Maintainer (3), Community Development Specialist, Admin Asst III, Payroll Coord, Equipment Operator (2), Equip Svcs Mechanic, Appraiser (2), Property Inspector, Engineering Tech, Cmty Svcs Analyst, Public Works Supervisor, HR Generalist and Environmental engineer.

Resource Impact: See above chart.

Cc: Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: July 11, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Alfonso, P. Czarapata, A. Jacobson, E. Krohn, T. Kujawa, E. Lindman, J. Ray

Approval of 06/13/16 Minutes.

Motion by Smith to approve the Human Resources Committee minutes from June 13, 2016. Second by Neal. No additions or corrections recommended. All ayes. Motion passes 5-0.

Discussion and Possible Action – Non-Represented Employee Compensation for 2017.

Wagner said that this is the 3rd step in what the committee has been working on to bring compensation in line to take effect January 1st of 2017. Krohn reviewed the materials given to the committee members in their packet, explaining that the plan is to bring employees specified in the staffing paper to the mid-point of their salary range. Krohn pointed to the report done by Hite on the Pay-for-Performance implementation and how it was intended that employees who have been with the City for at least 2 years be brought to the mid-point of their salary range. Wagner provided a brief history of what has been happening with Pay-for-Performance since the salary freeze in 2015 approved by the Council. Earlier this year, Council approved giving introductory period rate increases to those hired in 2014 and later who haven't received any adjustments and have completed at least 1 year of service. Council also approved providing increases to employees who received satisfactory performance evaluations in 2015. This step is planned to take effect the first pay period of 2017, and will affect employees who are not yet at the mid-range of their salary range and have been with the City for at least 2 years. Wagner said this is going along with what the committee had been working on to update Pay-for-Performance for employees. Wagner asked if a motion was needed to approve this item. Krohn answered yes, and that the item would then go to the Finance Committee and Council for a vote. Gisselman questioned the breakdown of the budget impact and cost of \$29,688.59. Krohn responded that \$29,688.59 would come out of the General Fund and the other amounts would come from other department budget areas. Gisselman then asked if the total amount that would impact the budget would be \$66,195.31; Krohn said that was correct.

Motion by Neal to approve bringing 18 non-represented employees within 96% of the midpoint with their respective range effective the first pay period of January 2017. Second by Smith. Gisselman questioned if this will take care of all employees for 2017. Krohn indicated that they reviewed information for those who would be affected in 2017 and the list provided is complete. All ayes. Motion passes 5-0.

Discussion and Possible Action – Regarding Salary Range Market Adjustment of Assistant City Attorney.

Jacobson explained that Tara Alfonso was not eligible for the adjustment to mid-point when it occurred in 2014 as she had not been with the City for 2 years yet. Jacobson reviewed the timeline for pay increases as Pay-for-Performance rolled out and said that Alfonso has now been with the City for over 4 years. Although Alfonso received the 1.5% increase in June of 2016, she is still below the mid-point for her grade. Jacobson read language from the handbook section 5.02 describing employees' competency level for those who fall in the minimum to mid-point as still trying to meet performance standards and perform at a level less than proficient. Jacobson said that this does not describe Alfonso. Jacobson also said that Alfonso is not eligible for overtime in her position. Rather than bring Alfonso to the mid-point, Jacobson recommended increasing Alfonso to a rate between the mid-point and maximum for her range of \$41.14 per hour effective July 18, 2016. Jacobson said that the money to cover the increase is in the department's budget from not filling the intern position that was vacated in February. Wagner asked if the intern position is no longer needed. Jacobson said that the department still has a need for the

intern position, but that there would be a little money left in 2016 for an intern position, but it would have to be built into the budget for 2017 and beyond. Jacobson said that they have reviewed the market prior to making this request and her desire is to retain employees and stay competitive with the local market. Wagner asked Jacobson if she knows of other employees who are in the same situation in other departments. Jacobson said that she does not know. Wagner said he would like to know if other employees in the same situation are employed with the City; Gisselman agreed. Discussion took place regarding employee wage increases. Lindman spoke that he has wage issues with some of his employees, and though he would like to look at groups across the board, he feels that there are some cases that will need to be looked at on an individual basis at this time. Lindman said he would like to look at compensation for positions annually and bi-annually, depending on what they are. Neal indicated that the City needs to be more proactive when dealing with compensation in order to retain employees and be competitive, saying that holding to a timeline to perform a compensation study may be hurting the City.

Motion by Neal to approve adjusting the hourly wage to \$41.14 for Tara Alfonso effective July 18, 2016. Second by Smith. Gisselman would like to find out if other employees are in the same situation for future consideration; Wagner said that Department Head's need to take on the responsibility of knowing when to bring items like this forward to the committee. All ayes. Motion passes 5-0.

Discussion and Possible Action – To Set a Special Meeting Date for Consideration of Grievances by Hite and Jacobson.

Wagner said with the on-going discussions and mediation, a special joint meeting of the Finance Committee and Human Resources Committee has been scheduled for Tuesday, July 19th to address the grievances. The committees will be brought up to date in closed session. Wagner said at this time there is no reason to schedule another meeting.

Future Agenda Items.

Wagner said a lawyer has been retained for the Human Resources Committee for advising the committee on the grievance procedures, and a suggestion made by the lawyer was to change the wording on the agenda to "Future Agenda Items" rather than "Future Agenda Items for Consideration" because it encourages discussion. Wagner reminded the committee that any items to be placed on the agenda can be given to him or the Human Resources Department.

Adjournment. Motion by Neal to adjourn. Second by McElhaney. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair

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

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE	
Authorizing the Adjustment of the Salaries of 18 Non-Represented Employees hired in 2014 to 96% of the Mid-Point of Their Pay Range as outlined within the 2013 Compensation Plan Beginning with the First Pay Period in January 2017	
Committee Action:	HR Comm: Approved 5-0 Fin Comm: Approved 4-0-1
Fiscal Impact:	2017 Fiscal Impact \$66,195.31 with \$29,688.59 funded within the General Fund
File Number:	03-1111
Date Introduced:	October 11,2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$66,195.31 in 2017 and thereafter</i>
SOURCE	<i>Fee Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$37,087</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>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, on July 11, 2016 the Human Resources Committee provided direction and approved a salary increase effective January 1, 2017 for 18 non-represented employees hired in 2014 to modify their salaries to 96% mid-point, which reflects the compensation plan enacted by the Common Council in 2013, and

WHEREAS, on September 27th the Finance Committee considered and recommended the proposed modification to this group of employees; and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that city officials are authorized to provide a salary lift to the 18 non-represented employees hired in 2014 to adjust their salary to 96% of the midpoint with their respective range effective the first pay period of January 2017.

Approved:

Robert B. Mielke, Mayor

AGREEMENT BETWEEN THE CITY OF WAUSAU
AND THE WAUSAU CEMETERY ASSOCIATION

THIS AGREEMENT made this _____ day of _____, 2016, by and between the City of Wausau, a municipal corporation of the state of Wisconsin, hereinafter referred to as "CITY," and the Wausau Cemetery Association, Inc., hereinafter referred to as "WCA";

WITNESSETH:

WHEREAS, WCA owns and operates a cemetery within the corporate limits of CITY, which WCA provides services to the citizens of the area, and which services would have to be provided by CITY if WCA were financially unable to provide those services; and

WHEREAS, a portion of the property owned by WCA is not utilized for burial purposes, and CITY wishes to use that site for snow disposal and disposal or temporary storage of other materials such as brush, stumps, etc., as it has in the past as shown on Exhibit A; and

WHEREAS, the financial situation of WCA is potentially tenuous, as many services provided by WCA are to those and have been to those who are either indigent or unable to fully pay for the services, however, WCA has, as a public service, continued to provide those services; and

WHEREAS, CITY and WCA wish to enter into an agreement to enable CITY to continue use of its "snow disposal site" for disposal of snow and other permitted materials, and for temporary storage of materials, and WCA will permit that use, and in return CITY will provide an annual payment to WCA so that it is able to continue services to the public.

NOW, THEREFORE, the parties hereto agree as follows:

1. WCA shall permit CITY to use the snow disposal site for the purposes listed above on its property on an "as needed basis."
2. CITY shall pay to WCA Fifty-one Thousand Nine Hundred Fifty-five and 43/100 Dollars (\$51,955.43) to be increased annually beginning with the 2017 rent based on changes in the Consumer Price Index. The annual rent increase will not be less than 3%.
3. The City will provide a one-time payment to WCA in the amount of \$15,000.00 for use of the snow disposal site on or before October 31, 2016. This includes \$5,000.00 to cover unanticipated expenses due to storm damage to WCA property and unanticipated equipment breakdowns, and \$10,000.00 to construct a gasoline storage building to replace the old building that was removed. Currently, gasoline is stored in a location which is potentially unsafe to staff and the public.
4. WCA shall provide to CITY quarterly financial statements, to include balance

sheets and income statements, beginning for that quarter ending December 31, 2016. Such documentation shall be provided within 30 days after a quarter ends.

5. In the event CITY no longer has a need for WCA property as a site for snow disposal or the other purposes listed above, CITY may terminate this agreement upon no less than 120 days prior written notice, which termination shall be effective on the anniversary date.
6. Unless terminated earlier, this agreement shall be a five (5) year agreement, commencing on the execution date hereof, and shall be automatically renewable for two (2) additional five-year periods, upon the mutual agreement of both parties, upon terms and conditions mutually agreed upon.
7. CITY will release and hold WCA harmless for injuries or property damage which occur on or relate to CITY's use of the leased property.
8. CITY will be responsible for repairing or paying the cost of repairing WCA property which may be damaged due to CITY's use of the leased property.
9. CITY will not store or dispose of hazardous substances on the leased property, and will be responsible for any cleanup required due to the storage, disposal, or discharge of such substances. The normal disposal of snow will not be considered disposal of hazardous substances.
10. Neither party may assign its interest in the lease without written consent of the other party.
11. CITY and WCA will enter into a new Easement Agreement under the same terms as the current Easement Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

CITY OF WAUSAU BY:

Robert B. Mielke, Mayor

Toni Rayala, Clerk

WAUSAU CEMETERY ASSOCIATION,
INC. BY:



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: September 22, 2016

RE: Financing for the Business Campus Expansion

Staff in the Community Development Department secured proposals for the Wausau Business Campus Expansion Master Plan and Siting of Wausau Chemical on the new site. The Economic Development Committee approved staff recommendations of Becher Hoppe. The preliminary costs of the project are:

Master Plan	\$67,110
Siting Plan	\$23,465

This work will provide the plans and preliminary cost estimates necessary to create a TID project plan and will become eligible costs once the plan is adopted. Staff will be forwarding to Council approval of the contract for services and would like a budget amendment to fund the project.

I would recommend that the Finance Committee authorize reallocating the additional ground rent obtained from CBL in the amount of \$72,134 to the Economic Development Fund to finance the majority of the project. The balance can be funded from cash on hand in the Economic Development Fund. When the new TID district is created the district can reimburse this spending to the Economic Development Fund.

The Budget modification would be as follows:

Increase:	125-225492190 Professional Services	\$90,575
Increase:	125-225488210 Rent and Ground Lease	\$72,134



Anticipated Engineering Cost

Conceptual Estimated Cost

Anticipated siting estimated cost for conceptual design based upon the scope of services provided:

Conceptual Siting & Cost Estimates	\$6,000
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Additional Services Estimated Cost

Topographic Survey	\$ 4,880
Endpoint Solutions - Chemical Storage	\$ 5,000
AET - Geotechnical	\$ 7,585

Becher-Hoppe Associates, Inc. will provide additional services as may be required, and will provide a Proposal and scope for such services upon your request.

Preliminary and Final Design Estimated Cost

The typical cost of Preliminary and Final Design Engineering Cost of a 10-acre site ranges from \$18,000 - \$24,000 depending on scope of services provided and site complexity.

Scope of Services

Siting of a 10 Acre Chemical Company
Wausau Wisconsin
Business Campus Expansion



Attn: Brad Lenz, City Planner
 Date: Friday, September 09, 2016

C.	Conceptual Design	Provided by Client	Not Included	Included	PE III	Staff Engineer	CAD III	Survey Supervisor	Land Surveyor	Survey Technician	GPS	Mileage
					\$145	\$90	\$90	\$110	\$85	\$60	\$40	\$0.575
C. 1	Initial Meeting with Client to review project objectives			x	4		4					
	a. Meeting with Client to discuss concept layouts and review project objectives			x	4		4					
	b. Meeting with Client to review final concept and review project objectives			x	4		4					
C. 2	Review Local Infrastructure Requirements			x		1						
C. 3	Review Storm Water Requirements			x		1						
C. 4	Proposed Building Footprint	x										
	a Door Locations	x										
	b Elevation Drop Outside Building	x										
	c Walkout/ Varying FFE's	x										
	d Roof Drainage Plan	x										
	e Loading Zone Location/Height	x										
	f Truck Docks	x										
C. 5	Proposed Utility Connections (at building)	x										
	a Location at Building	x										
	b Material	x										
	c Size	x										
	d Depth at Building	x										
C. 6	Proposed Site Utility Routings			x								
	a Storm Sewer			x								
	b Sanitary Sewer			x								
	c Water			x								
	d Electric			x								
	e Gas, Telephone, Cable			x								
C. 7	Miscellaneous Site Plan Items	x										
	a Retaining Wall Location	x										
	b Parking	x										
	c Loading Zone	x										
	d Drive-Through		x									
	e Refuse Collection	x										
	f Facility Signage	x										
C. 8	Conceptual Development Plans	x										
	a Number of Alternatives	2		x								
	b Pencil Sketch Plan			x								
	c CAD Sketch Plan			x								
	d Color Presentation Exhibit		x									
C. 9	Deliverables			x								
	a Hard Copies			x								
	b 8 1/2" x 11" Number	0		x								
	c 11" x 17" Number	0		x								
	d 24" x 36" Number	0		x								
	e Electronic Copies			x								
	f PDF Format			x								
	g DWG Format			x								
C. 10	Incorporate "Concept Plan" (From Facility Owner) into City Mapping			x			10					
C. 11	Preliminary Opinion of Probable Construction Cost			x	8.25	10						
C. 12	QA/QC Independent Review		x									
Estimated Fee:												
					20.25	12	22	0	0	0	0	0
					\$2,936	\$1,080	\$1,980	\$0	\$0	\$0	\$0	\$0

City of Wausau Business Campus Expansion Master Plan														
	Site Planner RA Smith	Project Manager RA Smith	Senior Engineer BH	Technical Advisor BH	Project Engineer BH	Graphics / Exh.Tech RA Smith	Project Engineer RA Smith	Engineering Tech RA Smith	GIS Mapping RA Smith	CAD Technician BH	Geotechnical AET**	Wetland Delineation Wetlands & Waterways*	Clerical	TOTAL
Hourly Rate	\$148	\$148	\$145	\$145	\$125	\$129	\$129	\$99	\$100	\$90			\$60	
SCOPE ITEM														
Meetings	21	21	13	6										61
Survey-No Field work for Master Plan-Utilize LIDAR					2				4					6
Wetland Delineation- Field Work*														
Geotechnical**										10				10
Site Analysis	5	4	4			8	8	8	8	12				57
Concept Site Planning	8	6	4	8		16	6	24	4					76
Engineering		6	4	8	8		24	6		12				68
Final Concept Master Plan	8	4	4	2		16	2	6					8	50
Preliminary Cost Estimates	2	2		2	8		8	4						26
Final Report and Summary	8	4	4	2		4	4						8	34
Master Plan Hours	52	47	33	28	18	44	52	48	16	34			16	388
Master Plan Cost	\$7,696	\$6,956	\$4,785	\$4,060	\$2,250	\$5,676	\$6,708	\$4,752	\$1,600	\$3,060			\$960	\$48,503
Master Plan - Expenses/FEE	\$1,000	\$200	\$50											\$1,250
Master Plan Total Cost	\$8,696	\$7,156	\$4,835		\$2,250	\$5,676	\$6,708	\$4,752	\$1,600	\$3,060			\$960	\$49,753

Meetings include 3 design meetings with City and Economic Development team; one public hearing and 5 conference calls. All travel time included in fees.

Survey time assumes no field work, but mapping coordination/assembly.

***Wetland Delineation:**

Our team will propose to complete a complete 205 acre site delineation, plus an additional 19 acre access route area by an assured delineator this fall knowing

the delineation fall deadline is approximately October 15. The cost for this delineation is:

\$10,957

If the schedule is delayed, only allowing a smaller delineation to be completed this fall for approximately 80 acres including the chemical company site and

a preliminary assessment of the remaining 144 acres in the fall would have a completed delineation in the spring of 2017, the difference in cost would be an additional \$4,279.

This would include two reports and a preliminary assessment of the areas.

****Geotechnical:**

The geotechnical would include 20 test pits to depths of 15 feet (or to practical refusal on bedrock). This could be completed for:

\$6,400

If the City were to provide the excavation for the test pits, there would be a credit to the City of \$2,900.

BHA will stake the boring locations and provide the surface elevations. The cost for this work is in the table above.

The elevation data will be used to compare with the LiDAR surface data elevation.



Stantec Consulting Services Inc.
12075 Corporate Parkway, Suite 200, Mequon WI 53092-2649

August 3, 2016

Attention: Mr. Brad Lenz, AICP

City Planner
City of Wausau
407 Grant Street
Wausau, WI 54403

Reference: Proposal for Preparation and Implementation of Fiscal Year 2017 USEPA Brownfields Community-Wide Assessment Grants

Dear Brad:

Per your request, Stantec Consulting Services, Inc. (Stantec) has prepared the following proposal to provide assistance to the City of Wausau (City) for preparation of an application to the United States Environmental Assessment Agency (USEPA) for a \$400,000 Brownfields Community-Wide Assessment Grant during the fiscal year 2017 (FY17) grant competition cycle. We expect the grant guidelines to be issued in mid-September 2016, with a due date expected to be before Thanksgiving 2016. If the grant is funded, Stantec will assist the City in implementing the scope of work detailed in the grant work plan and cooperative agreement to be established between the City and USEPA.

BACKGROUND INFORMATION

Since approximately 1995, USEPA has provided funding to local units of government for assessment, cleanup, and redevelopment of brownfield properties, with a majority of the funding awarded through a series of annual grant competitions. USEPA's investment in the Brownfields Program has resulted in many accomplishments, including leveraging more than \$14.0 billion in brownfields cleanup and redevelopment funding from the private and public sectors and leveraging approximately 90,363 jobs. The Small Business Liability Relief and Brownfields Revitalization Act provided a mechanism for USEPA to award municipal governments grant funding to support redevelopment of brownfield sites through an annual competitive grant program. To date, the City has been awarded a Brownfields Community-Wide Assessment "Pilot" grant (\$200,000), two Brownfields Cleanup Grants totaling \$400,000, and a Brownfields Area-Wide Planning Grant (\$200,000).

From our previous discussions, the City has expressed interest in applying for a \$400,000 Brownfields Community-Wide Assessment Grant during the FY2017 grant competition. The grant would allow for assessment of properties impacted with hazardous substances and petroleum. An assessment grant would allow the City to inventory, characterize, assess, and conduct planning and community involvement related to brownfields sites. Please note that the assessment grants can also be both for parcels owned or to be acquired by the City, or privately owned parcels of interest to investors, businesses, or developers. The USEPA assessment grant funding can therefore be used to perform due diligence necessary for the City to strategically acquire additional brownfields parcels, as well as to provide data and documentation needed by private parties in order to obtain financing for redevelopment projects occurring on brownfield sites within the City limits (i.e., Phase I ESAs, Phase II ESAs, planning/market study reports). The performance period for this grant is three years.



August 3, 2016
Mr. Brad Lenz, AICP
Page 2 of 5

**Reference: Proposal for Preparation and Implementation of Fiscal Year 2017 USEPA Brownfields
Community-Wide Assessment Grants**

PROPOSED SCOPE OF WORK

The proposed scope of work consists of two tasks as described below.

Task 1 – Grant Preparation

Stantec proposes to assist the City with preparation and submittal of a \$400,000 USEPA Brownfields Community-Wide Assessment Grant application for the FY17 grant competition. The grant writing effort will be led by Rick Binder and supported by David Holmes, Hiedi Waller, and Harris Byers, all of whom have written numerous successful USEPA Grant applications.

The activities to be performed by Stantec will include:

- Writing the text for the grant application from information provided by the City and obtained from other information sources;
- Assisting the City with solicitation of letters of support from the Wisconsin Department of Natural Resources, cities, civic groups, and other local stakeholders;
- Meeting with City departments/personnel to identify unique capacities of the City;
- If desired, helping to coordinate and attend one public informational meeting as part of the grant application process to solicit public input on the application;
- Assembling the final application and submitting to USEPA on behalf of the City; and
- Other activities identified by Stantec and deemed necessary to increase the likelihood of the application being successful.

It is assumed for the purposes of this proposal that City staff will perform the following tasks in assisting Stantec with the grant preparation. It is anticipated that City staff time would amount to an average of about 2-4 hours per week over the grant preparation period and will include the following activities:

- Reviewing the text for the grant applications as prepared by Stantec in a timely fashion;
- Contacting local and regional community partners for commitments to supporting the project, including obtaining letters of support and providing these to Stantec;
- Assisting Stantec in identifying previous local success stories related to redevelopment of sites within the City;
- Providing staff resumes for City staff that will be involved with the grants or grants administration;
- Documenting the history of previously awarded state and federal grants to the City; and
- Assisting Stantec in identifying areas of favorable demographics within the City for use within the grant application(s).

Task 2 – Grant Implementation

If the grant is funded, Stantec will work with the City to implement the scope of work described in the grant work plan and cooperative agreement to be established between the City and USEPA.



August 3, 2016
Mr. Brad Lenz, AICP
Page 3 of 5

**Reference: Proposal for Preparation and Implementation of Fiscal Year 2017 USEPA Brownfields
Community-Wide Assessment Grants**

SCHEDULE

We anticipate the USEPA to issue the request for proposals for the FY17 grant completion by mid-September 2016. The timeline to respond is anticipated to be 60 days after announcement, with a due date before Thanksgiving 2016. Work on the applications will begin upon notice to proceed. The application process will require some input and assistance from City staff in order to develop a proposal that best integrates the Brownfields Program with the City's existing projects and planning documents. Our goal will be to prepare a complete draft of the grant applications for review by City staff at least 5 days prior to the application deadline.

COST AND TERMS AND CONDITIONS OF AGREEMENT

Stantec will not charge the City for services related to the preparation of the grant application. Grant preparation assistance will be completed per the attached terms and conditions. If the grant application is successful, the Terms and Conditions of the existing Master Services Agreement (MSA) and Task Order No.1 will be utilized for implementation of the grant under a new Task Order, which will incorporate the current contract provisions for non-federal entities retaining consultants for implementation of Federal Awards (as specified in Appendix II to Title 200, Part 200 of the Code of Federal Regulations).

The following conditions will also apply to Stantec's assistance:

1. We understand the City has met Federal environmental/engineering consultant procurement requirements (as detailed in Title 2, Part 200, Subpart D, Sections 317-326) for ongoing and future brownfield services as part of the procurement for the existing MSA and Task Order 1 between the City and Stantec. As such, we understand that if the grant is awarded by USEPA, Stantec will be solely retained to assist in implementation of the grant per the work plan and cooperative agreement to be negotiated between USEPA and the City. Stantec will issue a Task Order for City review and approval when the scope, schedule, budget, and other conditions are known.
2. In the event that the City terminates the grant application process prior to the application deadline, Stantec will be compensated for actual labor and expenses incurred in preparing the applications, up to, but not to exceed, the amount of \$5,000. Labor costs would be calculated based on Stantec's standard fee schedule.
3. In the event that the City withdraws the application after the date of submittal, but prior to the announcement of awards, Stantec will be compensated for actual labor and expenses incurred in preparing the applications, up to, but not to exceed, the amount of \$8,000. Labor costs would be calculated based on Stantec's standard fee schedule.
4. In the event that the City is awarded a grant, but is unable to execute a cooperative agreement with USEPA or does not retain Stantec to implement the grant, Stantec will be compensated for actual labor and expenses incurred in preparing the applications, up to, but not to exceed, the amount of \$10,000. Labor costs would be calculated based on Stantec's standard fee schedule.

If the grant is funded, Stantec will work with the City to implement the scope of work described in the grant work plan and cooperative agreement to be established between the City and



August 3, 2016
Mr. Brad Lenz, AICP
Page 4 of 5

**Reference: Proposal for Preparation and Implementation of Fiscal Year 2017 USEPA Brownfields
Community-Wide Assessment Grants**

USEPA. Tasks will be completed within the available grant budget and schedule established in the cooperative agreement, as applicable.

Stantec appreciates the opportunity to submit this proposal to the City. If you find this proposal acceptable please sign the attached signature page and return it to Stantec. Stantec appreciates this opportunity to work with the City in securing funding to help spur redevelopment of key areas within the community. Should you have questions regarding any of the items in this proposal, please do not hesitate to contact us.

Sincerely,

STANTEC CONSULTING SERVICES INC.

David B. Holmes, P.G.
Senior Environmental Scientist
Tel: 262-643-9177
Fax: 262-241-4901
Email: david.holmes@stantec.com

STANTEC CONSULTING SERVICES INC.

Richard J. Binder, P.G., CPG
Senior Associate
Tel: 262-643-9010
Fax: 262-241-4901
Email: rick.binder@stantec.com

Attachment: Terms and Conditions



Stantec Consulting Services Inc.
12075 Corporate Parkway, Suite 200, Mequon WI 53092-2649

The Terms and Conditions, and referenced Proposal scope of services and fees are agreed upon:

Consultant: *Richard J. Binder*
Richard, J. Binder, Senior Associate

Date: 8/02/2016

Client: _____

Date: _____

Client Name (Printed): _____

Client Address: _____

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

DESCRIPTION OF CLIENT: The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY: The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.

CITY OF WAUSAU 2016 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
August 31, 2016
NARRATIVE

REVENUES

Below is a description of notable items.

Other Taxes – This category represents interest and penalty on tax collection. July 31 represents the final tax collection period for the City and the County then collects the balance of the remaining real estate taxes. This budget will likely have a short fall at yearend. Less delinquent taxes are likely due to the continued improvement in the economy. Expected shortfall is \$14,000 to \$15,000.

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.

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.

Fines & Forfeitures – This revenue area is now showing a recovery after lagging for a good share of the year and prior years. It appears that actual revenues may meet budget. Good news! Again, improved economy may equate to more fines being paid.

Public Charges General Government – 2016 revenues includes \$12,050 for the fee for exempt not-for-profit reports which is a biennial filing.

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, related interest accruals and market adjustments. No budget problems noted.

Rent of Land and Buildings – This category will have a budget surplus due to the \$72,134 of additional ground lease payments from CBL.

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 62.7% of the budget spent and 66% of the year complete. This is slightly higher than last July when only 61.7% of the budget was spent.

Promotions – This budget is higher than prior year due to litigated real estate tax reimbursements.

BUDGET RISKS

- Sick leave payouts
- Excessive tax payments
- 4th Quarter winter costs
- Elimination of the Rental Licensing Program
- Legal Fees

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended August 31, 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	19,463	(7,537)	18,948
Payments in lieu of taxes	108,000	108,000	1,600	(106,400)	3,100
Other taxes	69,185	69,185	53,643	(15,542)	67,059
Total Taxes	<u>16,953,444</u>	<u>16,953,444</u>	<u>16,823,965</u>	<u>(129,479)</u>	<u>16,289,734</u>
INTERGOVERNMENTAL					
State shared taxes	4,437,159	4,437,159	1,032,153	(3,405,006)	986,256
Expenditure restraint	734,231	734,231	734,231	-	771,566
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	1,833,916	(614,833)	1,902,988
Other grants	2,700	2,700	341	(2,359)	121,440
Total Intergovernmental	<u>7,909,517</u>	<u>7,909,517</u>	<u>3,893,516</u>	<u>(4,016,001)</u>	<u>4,068,938</u>
LICENSES AND PERMITS					
Licenses	181,115	181,115	168,675	(12,440)	167,031
Franchise fees	355,000	355,000	158,602	(196,398)	157,043
Permits	237,792	237,792	213,476	(24,316)	141,143
Total Licenses and Permits	<u>773,907</u>	<u>773,907</u>	<u>540,753</u>	<u>(233,154)</u>	<u>465,217</u>
FINES, FORFEITURES AND PENALTIES					
	<u>357,000</u>	<u>357,000</u>	<u>271,691</u>	<u>(85,309)</u>	<u>236,713</u>
PUBLIC CHARGES FOR SERVICES					
General government	81,600	81,600	72,217	(9,383)	56,314
Public safety	1,426,270	1,426,270	1,006,928	(419,342)	1,019,972
Streets and related facilities	128,850	128,850	110,576	(18,274)	103,524
Recreation	188,500	188,500	79,688	(108,812)	83,178
Public areas	123,874	123,874	47,712	(76,162)	51,662
Total Public Charges for Services	<u>1,949,094</u>	<u>1,949,094</u>	<u>1,317,121</u>	<u>(631,973)</u>	<u>1,314,650</u>
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,340	11,340	310	(11,030)	180
County and other municipalities	280,981	280,981	108,245	(172,736)	67,109
City departments	1,105,647	1,105,647	361,462	(744,185)	13,312
Total Intergovernmental Charges for Services	<u>1,397,968</u>	<u>1,397,968</u>	<u>470,017</u>	<u>(927,951)</u>	<u>80,601</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)
Period Ended August 31, 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	\$ 291,573	\$ 16,573	\$ 271,522
Interest on special assessments	15,000	15,000	145	(14,855)	599
Other interest	<u>15,000</u>	<u>15,000</u>	<u>36,286</u>	<u>21,286</u>	<u>29,205</u>
Total Commercial	<u>305,000</u>	<u>305,000</u>	<u>328,004</u>	<u>23,004</u>	<u>301,326</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	216,590	216,590	231,954	15,364	161,179
Sale of City property/loss compensation	13,700	20,145	12,459	(7,686)	18,190
Other miscellaneous revenues	<u>16,470</u>	<u>16,470</u>	<u>9,445</u>	<u>(7,025)</u>	<u>102,930</u>
Total Miscellaneous Revenues	<u>246,760</u>	<u>253,205</u>	<u>253,858</u>	<u>653</u>	<u>282,299</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,882,500</u>	<u>1,882,500</u>	<u>1,094,242</u>	<u>(788,258)</u>	<u>1,110,909</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES					
	<u>\$ 31,775,190</u>	<u>\$ 31,781,635</u>	<u>\$ 24,993,167</u>	<u>\$ (6,788,468)</u>	<u>\$ 24,150,387</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended August 31, 2016

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>	<u>2015 Actual</u>
	<u>Original</u>	<u>Final</u>			
GENERAL GOVERNMENT					
City Council	\$ 90,311	\$ 90,311	\$ 59,383	\$ 30,928	\$ 55,136
Mayor	201,374	201,374	129,570	71,804	131,043
City Promotion	108,750	108,750	80,490	28,260	70,866
Finance department	500,044	581,881	341,348	240,533	328,702
Data processing	732,798	732,798	490,687	242,111	412,610
City clerk/customer service	498,163	515,544	340,190	175,354	313,060
Elections	120,012	120,012	64,105	55,907	17,802
Assessor	595,516	595,516	381,244	214,272	354,927
City attorney	489,805	586,805	403,793	183,012	282,049
Municipal court	128,605	128,605	80,413	48,192	79,712
Human resources	297,419	302,419	205,383	97,036	218,559
City hall and other municipal buildings	289,766	284,766	182,702	102,064	180,211
Unclassified	<u>170,000</u>	<u>198,235</u>	<u>70,109</u>	<u>128,126</u>	<u>112,206</u>
Total General Government	<u>4,222,563</u>	<u>4,447,016</u>	<u>2,829,417</u>	<u>1,617,599</u>	<u>2,556,883</u>
PUBLIC SAFETY					
Police department	9,004,956	9,026,903	5,835,502	3,191,401	5,713,168
Fire department	3,509,532	3,519,671	2,430,409	1,089,262	2,324,445
Ambulance	3,106,578	3,106,578	1,875,376	1,231,202	1,830,841
Inspections and electrical systems	<u>765,343</u>	<u>765,343</u>	<u>464,161</u>	<u>301,182</u>	<u>421,425</u>
Total Public Safety	<u>16,386,409</u>	<u>16,418,495</u>	<u>10,605,448</u>	<u>5,813,047</u>	<u>10,289,879</u>
TRANSPORTATION AND STREETS					
Engineering	1,302,086	1,327,086	816,200	510,886	867,606
Department of public works	<u>6,332,072</u>	<u>6,313,517</u>	<u>3,757,779</u>	<u>2,555,738</u>	<u>3,675,943</u>
Total Transportation and Streets	<u>7,634,158</u>	<u>7,640,603</u>	<u>4,573,979</u>	<u>3,066,624</u>	<u>4,543,549</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	<u>958,000</u>	<u>958,000</u>	<u>606,287</u>	<u>351,713</u>	<u>882,648</u>
NATURAL RESOURCES/RECREATION					
Parks and recreation	<u>2,574,060</u>	<u>2,588,638</u>	<u>1,471,596</u>	<u>1,117,042</u>	<u>1,260,236</u>
TOTAL EXPENDITURES	<u>\$ 31,775,190</u>	<u>\$ 32,052,752</u>	<u>\$ 20,086,727</u>	<u>\$ 11,966,025</u>	<u>\$ 19,533,195</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended August 31, 2016

BUDGET REVENUES RECONCILIATION

2016 ADOPTED BUDGET	\$ 31,775,190
Transfer of funds for sale of salvage materials	<u>6,445</u>
 2016 MODIFIED BUDGET	 <u>\$ 31,781,635</u>

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	21,947
Resolution 15-1109 Increase budget for Finance Department personnel costs due to staff retirements	99,218
Resolution 15-1109 Increase budget for legal fees	62,000
Resolution 15-1109 Increase budget for settlement agreements pertaining to grievances and claims	30,874
Transfer of funds from sale of salvage materials	<u>6,445</u>
 2016 MODIFIED BUDGET	 <u>\$ 32,052,752</u>