



*** 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, October 11, 2016 at 5:00 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) (9/27/16) | |
| 3 | Discussion and Possible Action on Authorizing acceptance of A7 Corsair Fighter Jet for placement at Alexander Park, execution of Loan Agreement with the National Museum of the United States Air Force, and payment for periodic maintenance of aircraft display. | Alfonso |
| 4 | Discussion and Possible Action on Authorization of Reprogramming CDBG Homeowner Rehabilitation program income funds into Neighborhood Revitalization Program. | Stratz |
| 5 | Discussion and Possible Authorizing of Sole Source Contract with Schuette Movers, LLC | Stratz |
| 6 | Discussion and possible action regarding the 2017 Budget | 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 10/06/16 @ 11:30 AM

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

Other Distribution: Media, (Alderspersons: Peckham, Wagner, Neal, Gisselman, McElhaney, Abitz), *Mielke, *Jacobson, *Groat, Rayala, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, September 27, 2016 @ 6:00 pm., Council Chambers

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

Others Present: Groat, Lindman, Jacobson, Kujawa, Lenz, Schock, Mielke, Krohn, Mohelnitzky, S. Boers, McElhaney, Bob Reinertson and Mel Sandquist.

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). (9/13/16)

Motion by Nutting, second by Kellbach to approve the minutes of the previous meetings on 9/13/16. Motion carried 5-0.

Discussion and possible action regarding Agreement between the City of Wausau and the Wausau Cemetery Association for the Snow Dump Site

Jacobson explained there is an agreement between the City of Wausau and the Wausau Cemetery Association dated September 12, 2001, that began at \$40,000 increased annually at the Consumer Price Index over a period of 15 years; it just expired on September 12, 2016. Staff met with the Cemetery Association representatives in August to discuss terms. It will be for an initial term of five years, with the possibility of two renewals; it would have to come back each five years to make sure we still agree on the same terms. She indicated \$51,955.43 is where it will start with this easement agreement to allow us to use a portion of their property for purposes of snow disposal and storage of other materials.

Attorney Bob Reinertson, member of the Cemetery Board, and Mel Sandquist, one-time President of the Association were present to answer questions. Smith stated with an increase of 3% each year, over the five-year life the contract it comes to approximately \$291,349, which he felt was a lot of money to just dump snow on a piece of ground. Smith questioned the association was a for-profit organization or a charitable trust. Reinterson responded it was a non-profit corporation organized in 1859 and we are a volunteer board of directors. He stated if for some reason the Cemetery Association went out of business because it was financially unable to keep operating, then by statute the city would have to step in and take it over.

Groat explained when the cemetery first came to see us 15 years ago, they were really struggling financially and were looking for an annual subsidy from the city. Since we were using the snow dump site without payment at that time, she suggested that the city pay for the snow dump site and then it could use it as a transportation cost. We turn in what we spend on transportation to the state which is used as part of the formula for transportation aid. This would at least benefit the city versus if it was an annual subsidy that would be reported as a cemetery expense.

Nutting questioned the quantity of time it took to mow and how many employees, etc. Sandquist explained there were 6 people in summer and 2 in winter; it takes approximately a week to mow the cemetery. He noted they were very frugal in what they do with what they have. Nutting commented it was a remarkable service performed in a very economical way for the city and did not foresee that city employees could do it for that price.

Motion by Nutting, second by Gehin to approve the agreement with the Cemetery Association. Motion carried 5-0.

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

Elise Krohn explained this had to do with the salary study in 2013 and the Pay for Performance booklet that was created. If you have been in a position for longer than two years as of January 1, 2014, and you are below the 96% of the mi-point market rate, then you will be brought up to the 96%. HR Committee approved it 5-0 and there are

currently 18 employees affected by it for approximately \$66,195. Rasmussen noted it would start on the first pay period of January 2017, putting it into the 2017 budget.

Motion by Kellbach, second by Nutting to approve the salary adjustment. Motion carried 5-0.

Discussion and possible action regarding budget modification and funding source for the Master Plan and engineering services for the Business Campus Expansion

**Gehin voluntarily left the room for discussion of this item and indicated he would abstain from voting due to his employment with Becher Hoppe.*

Brad Lenz stated they sent out an RFP for engineering and planning services at the business campus and received a good response. The Becher Hoppe proposal was recommended by our review committee and ED Committee reaffirmed that recommendation.

Smith questioned if this involved a new TID. Groat stated we will be spending \$1.6 million on all of the acres of land we are building out in the Business Campus. Historically the city's way to encourage development is to conduct a study; determine what's the best layout of that area to attract business; come up with engineering plans to construct roads; and put a for sale sign on the property. She noted currently we have very little property left that we can sell to manufacturers, so this will allow us to expand employment and tax base opportunities. Once the plan is created part of that process will be to develop a budget of how much it will cost to construct the roads and what those roads will look like. At that point we would have the necessary financial information to create a project plan for the creation of a tax increment district.

Motion by Nutting, second by Kellbach to approved the budget modification and funding source for the Master Plan and engineering services for the Business Campus Expansion. Motion carried 3-1, with one abstention.

Discussion and possible action on approval of application to USEPA for a \$400,000 Brownfields Community-Wide Assessment Grant

Brad Lenz explained Stantec gives a proposal to submit the application; there is another round coming up for a \$400,000 grant. He noted we have gotten three such grants in the recent past and this one is for assessment and is a no-match grant; it could potentially cost us nothing if we continue to work with Stantec who has been our partner on this sort of thing for last five years. The \$400,000 needs to be spent within three years and he expected they would be able to do that.

Motion by Nutting, second by Gehin to approve submission of the application to USEPA. Motion carried 5-0.

Discussion and Possible action regarding August General Fund Financials

Groat stated the numbers still look very good and there were very few areas of concern. Report placed on file.

All financial reports can be viewed online: <http://www.ci.wausau.wi.us/Departments/Finance/MonthlyReports.aspx>

Adjourn

Motion by Gehin, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:45 pm.

PROPOSAL TO MOVE A7 CORSAIR FROM VFW TO ALEXANDER PARK

OBJECTIVES:

1. Planning approval of the City of Wausau taking stewardship of the Corsair jet currently stewarded by the VFW on Riverside Drive.
2. Approval of moving and mounting the jet in Alexander Park.

BACKGROUND: In 2015 the Southeast Side Neighborhood Group began discussions regarding neighborhood improvements. Renovating Alexander Park ranked high and a committee made up of neighborhood group participants was formed to investigate possible improvements to the park. Ultimately the group decided that the park should be upgraded with an aviation theme. A rough draft of the committee's ideas was presented to the Neighborhood Group at their monthly meeting at the airport. The plan received support from the group and the committee was directed to continue pursuit of the plan.

During initial discussions the idea of having a "real" airplane on display in Alexander park was raised. About this time the VFW was reorganizing and considering a move to a different location. The VFW is the current steward for the veteran's memorial display of an A7 Corsair aircraft which is located on county land adjacent to the VFW building on Riverside Drive. The committee decided that the jet would be the perfect for the park and its new aviation theme and that is when pursuit of the jet for the park began. The VFW is in favor of the airplane being displayed in Alexander Park.

Working with Becher Hoppe Engineering a general layout of the park was created. The committee decided on the following park features. Pathways in the park will become "runways", "taxiways", and "aprons" painted to scale to look like the real thing. Reflectors alongside the "runways" will take the place of "real" runway lighting. The current shelter will be modified to become a round top "hangar". Playground equipment research began to find a "control tower", airplanes, and helicopters and other aviation themed playground equipment.

The Neighborhood Group committee plan avoided modifications to the tennis court and basketball court in the plan. The current plan also takes into consideration the trees currently in the park. It was very important to the Neighborhood Group that the trees remain in the park to provide a canopy to shelter park users from the sun. The current plan will only require one tree to be removed. The "bang board" used to practice tennis forehand/backhand will be painted with an aviation mural. Around the perimeter of the park a gravel walking/jogging path will have body weight exercise stations that parents can use while their kids play in the park. Another feature will be a terrain modification, a manmade small hill called "glider hill" which will allow kids to test fly balsa or paper gliders.

The Southeast Side Neighborhood group agrees that emphasis on upgrades in the park should be ADA compliant as well as other government mandates. After those primary improvements are made, "attractions" can be added. The Corsair jet will be a park attraction.

We are currently pursuing approval for City of Wausau stewardship for the jet now because the VFW has been receiving requests from other organizations for the jet. It was decided that the process should begin as soon as possible to ensure that the jet could be moved to Alexander Park.

Alexander Park exists on airport property through a lease between the Parks Department and the Airport. The FAA and Wisconsin Bureau of Aeronautics have been consulted regarding locating the jet at Alexander Park and there is no opposition. At the July airport committee meeting the airport committee unanimously approved allowing the jet to be relocated and moved to the park. The Mayor's office and airport committee have directed the airport manager to fill out the U.S. Air Force application to take stewardship of the jet for display in Alexander Park. That paperwork was submitted to the USAF the week of September 5th.

The Park & Recreation Committee unanimously approved moving and mounting the Corsair jet in Alexander Park as a veteran's memorial display in addition to the aviation motif and park upgrades. City Council approval is also required.

USAF REQUIREMENTS: The airplane cannot be used as playground equipment. The public cannot have access to the aircraft. The aircraft will be mounted 10-15 feet in the air with the landing gear retracted to resemble an aircraft climbing out after take-off to comply with this requirement.

Ongoing periodic maintenance of the aircraft to include painting will be the responsibility of the City.

The airplane is the property of the USAF. The City is the steward.

SPECIFIC COSTS ASSOCIATED WITH THE JET:

Painting and restoration – \$16,000

Moving and mounting in the park – \$32,000

Periodic maintenance for the jet - \$16,000 every 10 years

FUNDING SOURCES: The Southeast Side Neighborhood Group is aware that the upgrades to the park are beyond the funding capabilities of the Park & Recreation budget for Alexander park. It was decided from the very beginning that upgrades to the park will be privately funded. Alexander Park was scheduled for some upgrades by the Parks Department in 2016. Approximately \$37,000 was budgeted for those upgrades which included ADA compliance. The Neighborhood Group intends to privately raise the difference.

The Southeast Side Neighborhood Group plan is estimated to cost over \$500,000. The group has partnered with the Community Foundation to begin fund raising for the Park. We have already been in contact with two local foundations regarding funding of the project. The group has also organized a fundraising event called "Run the Runway" which will be a 5K run/walk event. The current hope is to raise the funds for the project as quickly as possible to complete the project. But, the group is also not opposed to phasing the project to allow park upgrades to occur as funding becomes available.

Ongoing maintenance of the aircraft will be funded through the airport operating budget. Surplus general maintenance funding will be carried over with an average of \$1500 annually for 10 years to pay

for maintenance to the aircraft. It is possible that the ongoing fundraising efforts by the Neighborhood Group and local foundations could supplement ongoing maintenance costs for the jet.

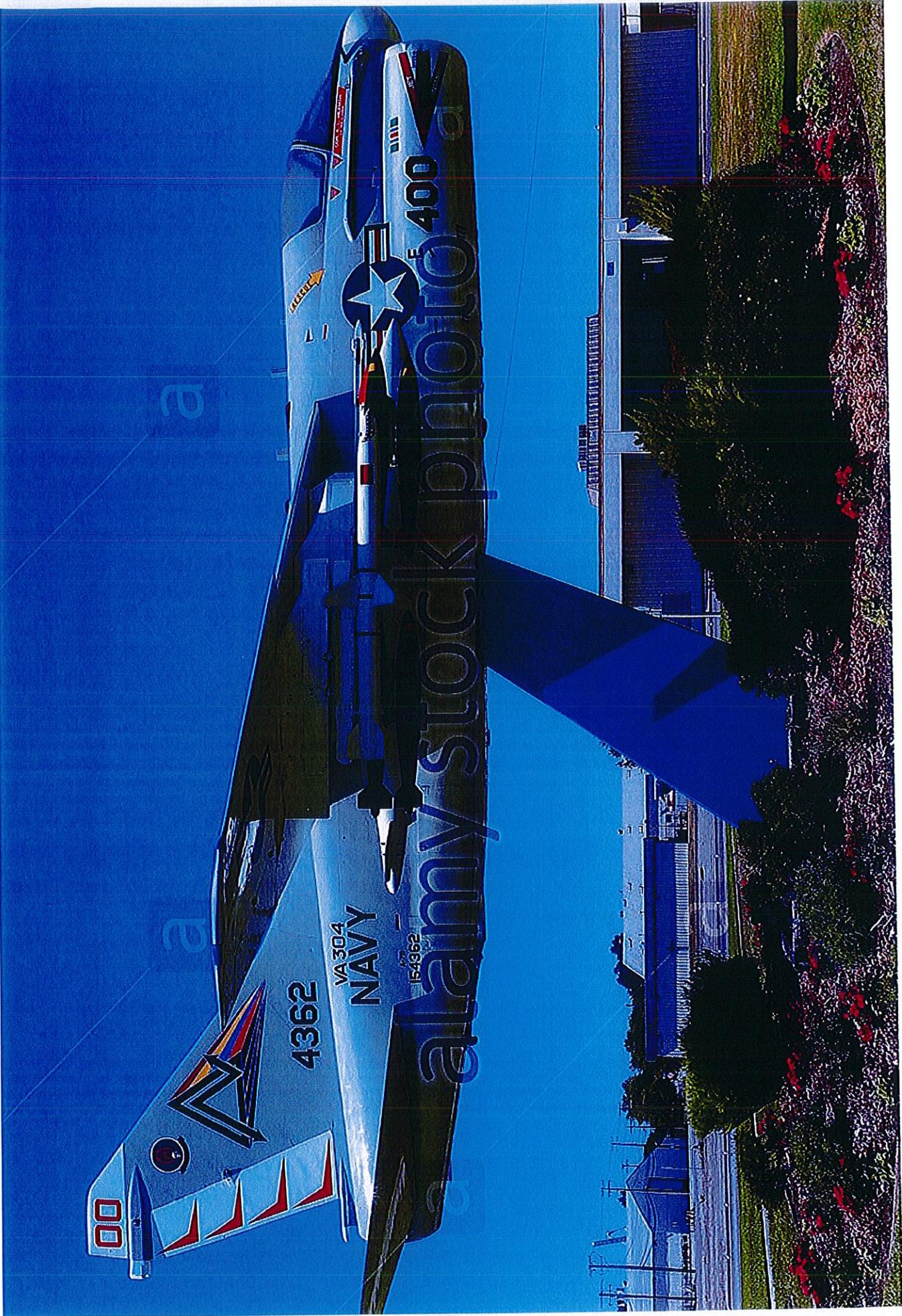
RESPONSIBLE PARTIES:

- The City of Wausau will be the responsible party for the airplane.
- The Southeast Side Neighborhood Group will be responsible for costs associated with initial restoring, moving, and mounting of the aircraft in Alexander Park.
- The Southeast Side Neighborhood Group will be responsible for raising funds for park upgrades beyond the ADA compliance and government mandates.
- The airport will be responsible for funding periodic maintenance of the aircraft.

SIGNIFICANCE OF THE CORSAIR JET:

The A7 Corsair was a Vietnam War era jet. The airplane was used by the Air Force and the Navy. It was a subsonic attack aircraft. The specific aircraft on display by the VFW was flown by a highly decorated Air Force pilot in Vietnam.





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WHEREAS, the City is planning to undertake renovation of the Park and both the City and the Southeast Side Neighborhood Group (“Neighborhood Group”) desire to implement an aviation theme at the Park because of its proximity to the Airport; and

WHEREAS, the Veterans of Foreign Wars Burns Post 388 (“VFW”) located in Wausau, WI is the current steward of an A7 Corsair Fighter Jet (“Corsair”) by virtue of an agreement with the National Museum of the United States Air Force (“NMUSAF”); and

WHEREAS, the VFW no longer intends to continue its stewardship of the Corsair; and

WHEREAS, the City is desirous to obtain stewardship of the Corsair and place the Corsair in the Park as part of the aviation theme to be implemented at the Park; and

WHEREAS, the City has submitted a request to the NMUSAF for loan of the Corsair for static display of the aircraft in the Park; and

WHEREAS, upon any approval by the NMUSAF of the City’s request for loan of the Corsair, the City will be required to enter into a Loan Agreement with the United States of America represented by the NMUSAF substantially in the form of that contained in Exhibit 1 attached hereto (“Loan Agreement”); and

WHEREAS, pursuant to the Loan Agreement the City will be responsible for all costs associated with the loan, demilitarization, hazardous material removal, relocation, set up and maintenance of the Corsair; and

WHEREAS, pursuant to the Loan Agreement the City will agree to bear continuing financial responsibility for the performance of routine maintenance of the Corsair including but not limited to annual upkeep, periodic painting, repair of damage, day-to-day care and management of the aircraft; and

WHEREAS, the City Department of Public Works will participate in part in the physical relocation of the Corsair through the labor of City employees and the use of certain City owned equipment; and

WHEREAS, planning and execution of the moving and mounting of the Corsair will be coordinated between the Department of Public Works and the Airport Manager; and

WHEREAS, the City has estimated the costs for the display and loan of the Corsair, in addition to the costs associated with the physical relocation of the Corsair to the Park through City Department of Public Works employees and City owned equipment, as follows:

Painting and restoration	\$16,000.00
Moving and mounting	32,000.00
Periodic maintenance	16,000.00 every 10 years; and

WHEREAS, certain City staff and the Airport Manager have been advised by the Neighborhood Group that it will be responsible for all costs associated with: the initial painting and restoration of the Corsair; all moving expenses (other than the cost of labor performed by City Department of Public Works employees in connection with the physical relocation of the Corsair and the use of certain City owned equipment); and, the mounting of the Corsair in the Park; and,

WHEREAS, the Airport will be responsible for funding the periodic maintenance of the Corsair through the Airport operating budget with surplus general maintenance funding to be carried over with an average of \$1500.00 annually for 10 years to pay for such maintenance; and

WHEREAS, your Airport Committee, at its June 30, 2016, meeting recommended approval of location of the Corsair in the Park as a veterans' memorial, and initiation of the application process with the NMUSAF; and

WHEREAS, your Park and Recreation Committee, at its August 29, 2016, meeting recommended approving the transfer of the Corsair to City stewardship; and

WHEREAS, your Finance Committee, at its October ___, 2016, meeting recommended obtaining a loan of the Corsair to the City from the NMUSAF, the execution of a Loan Agreement substantially in the form of Exhibit 1, and the assumption of costs of periodic maintenance of the Corsair to be funded through the Airport operating budget of approximately \$16,000.00 every ten (10) years; and

WHEREAS, your Plan Commission, at its September 26, 2016, meeting recommended the proposed location of the plane within the park, per Wisconsin Statute 62.23 (5).

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, that upon approval by the National Museum of the United States Air Force, the City accept the loan of the A7 Corsair Fighter Jet.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute a Loan Agreement substantially in the form of Exhibit 1 for the loan of the A7 Corsair Fighter Jet.

BE IT FURTHER RESOLVED, that upon all funds being in place and secured by the Southeast Side Neighborhood Group to ensure and guarantee payment for all costs associated with: the initial painting and restoration of the Corsair; all moving expenses (other than the cost of labor performed by City Department of Public Works employees in connection with the physical relocation of the A7 Corsair Fighter Jet and the use of certain City owned equipment); and, the mounting of the A7 Corsair Fighter Jet that the aircraft be located and placed within Alexander Park; and,

BE IT FURTHER RESOLVED, that the costs of periodic maintenance of the A7 Corsair Fighter Jet be funded through the Airport operating budget with surplus general maintenance funding to be carried over with an average of \$1500.00 annually for 10 years to pay for such maintenance.

BE IT FURTHER RESOLVED, that the appropriate City Officials and staff are authorized to take other such action reasonable and prudent to implement the transfer of the A7 Corsair Fighter Jet to Alexander Park consistent with this Resolution.

Approved:

Robert B. Mielke, Mayor

AIRPORT COMMITTEE

Time and Place: Thursday, June 30th, 2016 at 6:00 p.m. at the Wausau Downtown Airport Terminal Conference Room

Members Present: Abitz, Mohr, Peckham, Denny, Prehn, Kellbach, Rasmussen,

Members Excused: none

Others Present: John Chmiel, Airport Manager, Josh Holbrook, Becher Hoppe Engineering, Mayor Mielke, Tara Alfonso, City Attorney, Dr. Glenn Burt, Angela Uhl, Finance Director Wausau Flying Service, Inc., Dave Piehler

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and copy Chairman Nagle called the meeting to order at 6:06 p.m.

Since this was the first meeting all those present introduced each other.

Discussion and Possible Action Regarding Installation of A7 Corsair in Alexander Park - Chmiel

Chmiel explained that the Southeast Side Neighborhood Group plan is take pay for improvements to Alexander Park with an aviation theme. One of the proposed features in the park will be displaying of the A7 Corsair which is currently on display at the VFW. The Southeast Side Neighborhood Group has been in communication with the VFW about transferring stewardship of the airplane to the City for display in the park. Representatives have been contacting by other entities regarding the airplane. Therefore the VFW has requested that the City begin the official process of transfer, rather that moving forward based on verbal or handshake agreements.

Chmiel stated that in discussion with the Alfonso and Bill Duncanson from the Parks Department, that the process should be: 1. Approval from airport committee (since the park is actually on airport property); 2. Approval of the Parks and Recreation Committee; 3. Approval by the Planning Commission after a public hearing (since the airplane is considered a memorial to veterans); 4. Approval by City Council.

Mayor Mielke asked whether a letter had been drafted and sent on behalf of the Mayor and the City to the VFW stating City interest in the aircraft. Chmiel stated that at the meeting with Alfonso and Duncanson it was decided that Chmiel would contact the VFW and initial the formal process to take stewardship of the airplane. The approval by the airport committee is the first step. Chmiel has discussed the plan with the BOA and they do not foresee any issues. An airspace study will need to be accomplished, but because the airplane will be lower than the powerlines in the park, it should not be an issue.

Alfonso stated to the committee that the City's formal process does not guarantee the airplane for the park. The City also has to make a formal request to the Air Force for the display in the park.

The airport committee directed Chmiel to formally begin the application process with the Air Force.

Bill Duncanson has expressed concern about how the airplane will be maintained in the future and who should be responsible for the cost of maintaining the airplane. Chmiel stated that since the structure is on City/airport property that he felt it is the City's responsibility to maintain the monument. The money from the airport maintenance operating budget could be carried over annually to pay for the maintenance/painting of the airplane in the amount of \$1600/year for ten years. Prehn stated that there are most likely grants available to help pay for painting the airplane as well. A grant would be the best way to pay for the maintenance, but that the carryover plan with the airport budget could be a good alternative if grants weren't available. Rasmussen made a motion to direct the airport manager to begin the application process with the Air Force and approve the A7 Corsair to be located in Alexander Park as a veterans' memorial. Mohr second. All approved 7-0.

Respectfully Submitted by John P. Chmiel, Airport Manager

DRAFT

CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: August 29, 2016 at 4:30p.m. Location: Board Room, City Hall
Members Present: David Nutting, Joe Gehin, Gary Gisselman, Tom Neal, Pat Peckham (c)
Others Present: Bill Duncanson-Director, Peter Knotek-Asst. Director, John Chmiel – southeast side citizen, Zach Hagenbucher – WSAU Radio

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Peckham at 4:30 p.m.

Public comments – none brought forward.

Alexander Park – Discussion and Possible Action on Approving the Permanent Display of an A7 Corsair Fighter Jet in Alexander Park – John Chmiel said he was representing the southeast side neighborhood as a citizen. He said the Park and Recreation Committee had previously approved working with the neighborhood group in re-theming the park to an airport theme. This item is for getting the jet that is currently located at the VFW on River Drive approved to be placed in Alexander Park as one of the attractions in the park. The VFW is concerned about whether the City is interested in the airplane being in the park and this is part of the process to show that the City is committed to it. The next steps would be to take this item to the Planning Committee and then to City Council. Neal said he supports this item because the jet in its current location is low to the ground surrounded by a chain link fence which is not very attractive. The new location will put it up in the air creating more drama and will also put it in the area of an airport, all of which is a vast improvement. Chmiel said the neighborhood's intention is for this not to be a tax burden. They anticipate that private funding will help move the airplane from its current location to the park and part of that funding will pay for refinishing the plane. There is ongoing maintenance that would have to be done every ten years. As a worst case scenario, if there is no outside funding, the Airport Committee has approved that they would carry over \$1500 a year from the operating budget annually for ten years to pay for that maintenance. The neighborhood group intends to pursue grants and has organized an annual 5K race which they intend to continue to hold to help fund this project and other future projects. The neighborhood is trying to put this park together and will help pay for it but when it becomes the City's possession they feel the City should ultimately be responsible for its maintenance. Gisselman questioned any ties to Wausau's aviation, park or neighborhood history. Chmiel said he believes that aviation history in general should be honored not necessarily local aviation history. He felt this will be an attention getter along with other features which will get people into the park to use it. Chmiel said there would be a plaque on the support structure of the airplane. **Motion** by Neal, second by Gehin to approve the transfer of the A7 Corsair Fighter Jet to City ownership. **Motion carried** by voice vote. Vote reflected as 5-0.

Chmiel left the meeting at 5:35 p.m.



MEMO

TO: Finance Committee members

FROM: Tammy Stratz, Community Development

DATE: September 30, 2016

RE: Reprogramming Community Development Block Grant Funds

As you are aware, the City of Wausau offers a Homeowner Rehabilitation Loan Program for income qualifying homeowners. This program has been the cornerstone of Community Development Block Grant and has been able to assist almost 500 homeowners over the past 30 years. This program has been consistently funded over the years with new funds as well as utilizing recycled program income funds as loans are repaid. This year the following things have occurred:

1. The waiting list has dwindled to which there are currently only four (4) homeowners on the list.
2. Contractors have been so incredibly busy that many on our approved list have told us NOT to solicit bids from them until the beginning of next year.
3. To date this year, the City has received over \$140,000 in loan repayments – in comparison to previous years' of \$50,000 - \$60,000.
4. There is still almost \$300,000 in new funding waiting to assist applicants.

Through the Neighborhood Revitalization Program city staff has been working towards the creation of a Tot Lot in the Longfellow Neighborhood Association's boundaries - at the corner of Single and Prospect Avenues. That project has hit several road bumps throughout the years but we are finally in the bidding stages. Due to the time of the year, we are anticipating the project to begin late spring and should be completed by early summer. We have set aside two years of Neighborhood Revitalization funding (\$52,475) for this project. We anticipate this project to cost approximately \$75,000.

Community Development Department staff is recommending \$30,000 of Homeowner Rehabilitation program income funds be reprogrammed into the Neighborhood Revitalization program to assist the development of the Longfellow Neighborhood Tot Lot. This will allow additional funds (if needed) for extras – signage, vegetation, picnic tables, etc. Any funds not needed for this project would stay in the Neighborhood Revitalization program fund to assist with other Neighborhood Association project.

Finance Committee
September 30, 2016
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A Public Hearing was held on Thursday, September 29, 2016 to reprogram these funds. After hearing comments, the Citizens Advisory Committee approved the reprogramming of these funds and recommends the same to the Finance Committee.

If you have any questions regarding this request, please feel free to call me at 715-261-6682.

Thank you.

Tammy Stratz

RESOLUTION OF THE FINANCE COMMITTEE

Approving Reprogramming of Community Development Block Grant funds – Homeowner Rehabilitation Loan Program Income Funds into Neighborhood Revitalization Program

Committee Action: Finance:

Fiscal Impact: NONE

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount: N/A</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	.
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, The City of Wausau through its Community Development Department operates a Homeowner Rehabilitation Loan Program and a Neighborhood Revitalization Program with Community Development Block Grant Funds;

WHEREAS, Community Development Block Grant funds need to be expended in a timely manner in order to meet necessary guidelines as administered by the federal Housing and Urban Development (HUD). Currently there is substantial program income in the Homeowner Rehabilitation Loan Program fund and insufficient funds in the Neighborhood Revitalization Program fund to assist with the development of the Longfellow Tot Lot;

WHEREAS, both programs would benefit by reprogramming \$30,000 from the Homeowner Rehabilitation Loan program income into the Neighborhood Revitalization Fund to assist with the development of the Longfellow Tot Lot and other potential neighborhood projects;

WHEREAS the Citizen’s Advisory Committee for Community Development held a public hearing on September 29, 2016 to receive public comments on said reprogramming of federal funds from the program income in Homeowner Rehabilitation Loan activity into the Neighborhood Revitalization activity and recommends to the Finance Committee that said funds be reprogrammed as discussed; and

BE IT RESOLVED, that the proper city officials and staff are hereby authorized and directed to execute any and or all documents or agreements which are necessary to accomplish the reprogramming of funds.

Approved:

Robert B. Mielke, Mayor

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Time and Place: The Community Development Citizens Advisory Committee met on Thursday, September 29, 2016 at 4:30 p.m. in the Board Room of City Hall

Members Present: Chairman Bohlken, Freiberg, S. Ackerman, Thao, Campbell, D. Ackerman, Peckham, Lenz, and Jackson

Members Excused: Reif and Olafsson

Others Present: Ed Wilson, Salvation Army; Erica Huffman, Children's Hospital of Wisconsin; Connie Umstead and Dan Mills, Catholic Charities; Allen Wesolowski and Eric Lindman, City of Wausau Engineering Department; Deb Ryan, Westies' Neighborhood Association; Christian Schock, Travis Lepinski and Tammy Stratz, Community Development staff

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

(1) **Call to Order and Introductions**

Chairman Bruce Bohlken called the meeting to order at 4:30. Introductions of both the committee members and citizens attending the meeting were made.

(2) **PUBLIC HEARING to receive comments on the program performance and the 2017 Annual Plan for Community Development Block Grant and Public Housing.**

Allen Wesolowski, City Engineering Department, spoke first. Their proposal requests \$125,000 to be used towards to replacement of deteriorated sidewalks and installing ADA compliant crosswalks in income-qualifying census tracts. A map of the proposed are was supplied in the Summary Page for the committee to see – a majority along Sherman Street from S. 3rd Avenue to S. 13th Ave and also along 7th Street from Forest Street to East Wausau Avenue. The funding will assist approximately 130 residential properties – no commercial properties. Only 25% of the cost of the sidewalk replacement will be billed back to the owner – or approximately \$30 per square in front of their house. The life-span of the sidewalk was questioned and Wesolowski responded that the contractor's must guarantee the work for three years.

Connie Umstead, Catholic Charities, operates the Project Step Up Program which is available to all of Marathon County residents. However, the majority of the families that are assisted are Wausau residents – currently only one family resides outside of the city limits. These families' income falls under the 50% of the County Median Income. Project Step Up works one on one with families to learn budgeting, credit repair, how to save, banking education, goal setting and financial organization, to name a few. The program also offers quarterly group events for the entire family - such as back to school shopping and Health Meal preparation. On a given time, 20 families are enrolled, equating to assisting about 30 families in a year. Each family is enrolled for approximately one year, but several come back just to ask follow up questions or to just touch base. Project Step Up works with other agencies such as the Salvation Army, Neighbor's Place, Women's Community and Community Development. The key to a successful program is the case management and relationship building with each family which allows the program to have over an 80% success rate.

Ed Wilson, Salvation Army, operates the Transitional Living Center at the Salvation Army. When he came to work at the Salvation Army, he saw several different areas the center could improve. The first one was increasing the stay time from the 90 days. In many cases, three months is not enough time to get a person to overcome the obstacles they may have to get back on their feet. The other was having

the center closed from 7:00 a.m through 4:00 p.m. This didn't allow persons who worked second or third shift to get any sleep or they couldn't accept a job during those shift times. The other was additional case managers to offer one-on-one assistance. Now the center is open 24/7, a person can stay longer than 90 days as long as they are working towards their goals, and there is more one-on-one case management. The shelter also offers a healthy dinner every day vs. fast food. They also changed their view on addiction. Previously if a client was caught using, they were kicked out of the program for 30 days. Now, they work with them so that the client doesn't want to fall back into the bad habit. With working on more case management, the percentage of clients who found and keep permanent housing jumped from 13% - 47%. The request of \$25,000 would assist in the ability to increase their case managers from two to four. This would enable them to help more clients in a better capacity.

Dan Mills, Catholic Charities, operates a new Pilot program called Beyond Shelter which started in operation this past July. This program provides long term housing for three chronically, homeless males. Catholic Charities rents a house in which each male has their own lockable bedroom and shares the kitchen, living room and bathrooms. The three males that were chose to start this program were referred by The Warming Shelter and were listed by the State of Wisconsin as the most chronically homeless males with the highest failure rate to remain housed. All of them have addiction issues of which the program assists them in breaking the habit with the caveat that if they fall back into the bad habit, staff is there to pick them back up and start moving forward again. The goal is to make the tenant want to overcome the addiction and not want to use again. One of the males is the city's longest homeless man in the City of Wausau. He states he has been homeless for over six years. They also have had their first success story with a gentleman getting a job and being able to afford his own place. All of the men have been very excited to have their own place to live and they have become a family – looking out for each other and being moral support for each other. This program has been so successful already and they are hoping to find other houses to be able to assist more people. The \$10,000 they are requesting for this program will assist with the rent and utility payments of the home.

Travis Lepinski, Community Development Department, discussed the Hand in Hand Housing Program. This pilot program started last year with funding towards the case management for homeless families who were placed in our Short Street apartment building. These tenants are referred from Salvation Army, Women's Community or Catholic Charites. Tenants receive approximately 6 months of free rent as long as they are working with case managers from one of these organizations so they learn how to better their situation and can afford to find long-term housing. The case managers not only work with the families while they are staying at Short Street, but continue to work with them after they move into other housing – helping them to continue to succeed in staying in their home. The request of \$20,000 is to continue to assist with the cost of case management for approximately eight Short Street tenants.

Deb Ryan, City of Wausau resident, stated that there is a high need for rental assistance in the community and the need to continue those programs is a must.

(3) **Close of Public Hearing.**

With no other comments regarding the 2017 Annual Plan for Community Development Block Grant Funding, the public hearing was closed.

(4) **PUBLIC HEARING to receive comments on the re-programming of Community Development Block Grant Homeowner Rehabilitation Loan Program (program income funds) into Neighborhood Revitalization Program.**

Stratz referred to the memo that was part of the agenda packet that was previously posted. The memo discussed the CDBG Neighborhood Revitalization funds that were set aside for the development of the Longfellow Neighborhood Tot Lot. There is approximately \$54,000 in that fund with the proposed budget for the new tot lot to be around \$75,000 - \$80,000. This past year staff has seen over \$140,000 in loan repayments through the Homeowner Rehabilitation Loan Program with an additional \$300,000 in new funds. The waiting list has dwindled down to around four people on it and the contractors have been

extremely busy so it has been difficult to obtain bids. Therefore, Stratz is recommending that we reprogram \$30,000 from the Homeowner Rehabilitation Loan Program into the Neighborhood Revitalization Program funds. She indicated that if there are any funds remaining from that \$30,000 after the tot lot is done, the money can convert back into the Homeowner Rehabilitation Loan Program. Bohlken asked if the unused funds could stay in the Neighborhood Revitalization Program fund instead of reverting back to Homeowner Rehabilitation. Stratz indicated it could be handled whichever way the committee recommended. Ryan indicated she as the President of the Westies' Neighborhood Association, she would like that is stayed in the Neighborhood Revitalization Fund. Freiberg moved to reprogram \$30,000 from the Homeowner Rehabilitation Loan fund into the Neighborhood Revitalization Fund with the stipulation that whatever funds that are not needed towards the Tot Lot, would stay in the Neighborhood Revitalization Fund. Peckham seconded. Motion passed unanimously.

(5) **Close of Public Hearing**

With no other comments to come towards the committee, the public hearing was closed.

(6) **Approval of August 31, 2016 minutes.**

S. Ackerman moved to approve the August 31, 2016 minutes as written. Peckham seconded. Motioned approved unanimously.

(7) **Re-allocation of program funds: Program income Homeowner Rehabilitation Loan Program into Neighborhood Revitalization Program**

This item was addressed during the public hearing.

With no other business to come before the committee, D. Ackerman moved to adjourn the meeting and Campbell seconded. The meeting was adjourned.

Respectfully Submitted,

Bruce Bohlken
Chairman



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

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

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

Ongoing Sole Source – 365 days

One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

Community Development is proposing to move two houses located on Thomas Street that the City has recently purchased due to the road project and move them to two City of Wausau owned lots. The two houses are 1101 S. 12th Avenue and 1118 W. Thomas Street. We are proposing to move 1101 S. 12th Avenue to 1212 S. 9th Avenue and 1118 W. Thomas Street moved to 906 S. 7th Avenue. We need to work with a bona fide, insured house moving company who has the capacity of working as a general contractor to get the house(s) reset on the new foundation(s), new mechanicals and all other repairs deemed necessary from the Wausau Inspection Department. The only company that meets these qualifications is Schuette Movers, Inc.

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

Community Development would be working with Schuette Movers to develop a plan to move both houses from their location on Thomas Street to the new City-owned lots. Schuette Movers would physically perform the moving of the house but also act as the general contractor to line up the foundation work, the mechanicals and other items as needed to get the home ready for sale.

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

There are no other house movers in the area with the expertise as Schuette Movers. They know which contractors understand the dynamics of moving a home and what is necessary to make sure the new foundation and mechanicals work together with the existing home.

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

Community Development researched to see if there were any other house movers in the area and found none. When selling homes in the past, another company did bid on a couple of the houses, but they did not have the long-time experience or the required insurance that the City would need to contract with them for such a project.

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

We will compare the breakdown of each sub contractor to see if it is in line with other construction projects we have worked on. However, we do understand that with moving a home, there are variables that are not typical with an average construction project.

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

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

Department: Community Development Department

Preparer: Tammy Stratz

Vendor Name: Schuette Movers

Expected amount of purchase or contract: unknown at this time – working on total project costs. Have several committees to go through to get final authorization.

Department Head Signature:

Date:

Finance Director Signature:

Date:

CITY OF WAUSAU 2017 SUPPLEMENTAL BUDGET REQUESTS

DEPARTMENT	DEPT PRIORITY	DESCRIPTION	ONE TIME OR RECURRING	COSTS							REVENUES			ESTIMATED ASSESSED TAX RATE IMPACT			
				FTE	PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	CAPITAL OUTLAY	TOTAL	AMOUNT	FUNDING SOURCE	NET BUDGET IMPACT		Deferred	Finance Recommended	
Police Department	Critical	Two Part time .5 FTE clerical support	Ongoing	1	40,581						40,581			40,581		40,581	\$ 0.016
Public Works	Critical	Street Seal Coating	Ongoing			300,000					300,000			300,000		300,000	\$ 0.122
Fire Department	Critical	Immunization Program	Ongoing			8,700					8,700			8,700		8,700	\$ 0.004
Public Works	High	Epoxy Paint - Street Signs and Lines	Ongoing			40,000					40,000			40,000		40,000	\$ 0.016
Police Department	Medium	Youth Safety Coordinator	Ongoing	0.25	11,856						11,856			11,856		11,856	\$ 0.005
Community Dev	Critical	Assistant Planner	Ongoing			65,000					65,000	15,000	TID Districts	50,000		50,000	\$ 0.020
Fire Department	High	Addtl Staffing - Fire Inspector FF/PM	Ongoing	1.00	79,000						79,000			79,000	39,500	39,500	\$ 0.016
Community Dev	Critical	Funding for CDBG Director	Ongoing			20,000					20,000			20,000	20,000	-	\$ 0.000
Parks Department	Critical	Part Time Staffing for Schulenburg Pool - 1 Pool Supervisor & 3 Lifeguards	Ongoing	Seasonal	15,940						15,940			15,940		15,940	\$ 0.006
Community Dev	High	Marketing Support	Ongoing			20,000					20,000			20,000		20,000	\$ 0.008
Parks Department	High	Athletic Park ClubHouse Furnace Replacement	One Time							3,500	3,500			3,500		3,500	\$ 0.001
Parks Department	High	Sylvan Hill - Fencing at Tubing Hill	One Time							6,000	6,000			6,000		6,000	\$ 0.002
Parks Department	High	Oak Island River Edge Trail Repair	One Time				34,000				34,000	32,500	Capital Budget Carry Over	1,500		1,500	\$ 0.001
Parks Department	High	400 Block - Seal sidewalk and Electrical Work	Ongoing							6,500	6,500	6,500	Room Tax Fund	-		-	\$ 0.000
Parks Department	High	Emerald Ash Borer Treatment/Removal	Ongoing			200,000					200,000	50,000	Carryover Funding	150,000	150,000	-	\$ 0.000
Parks Department	High	Highland Park LED Light Project	One Time				9,500				9,500			9,500		9,500	\$ 0.004

*Rec'd 10-11-16
by Ms. [unclear]
[unclear]*

