



## OFFICIAL NOTICE AND AGENDA - AMENDED

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMON COUNCIL OF THE CITY OF WAUSAU**  
 Date/Time: **Tuesday, May 14, 2024 at 6:30 P.M.**  
 Location: **City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers**  
 Members: Carol Lukens, Michael Martens, Terry Kilian, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Vicki Tierney, Lou Larson, Chad Henke

### Call to Order

Pledge of Allegiance / Roll Call / Proclamations

Public Comment: Pre-registered citizens for matters appearing on the agenda and other public comment.

Committee Reports: Board of Public Works: Insurance Claims - January 2024 - March 2024 Place on file

File #	CMT	Consent Agenda	ACT
24-0501	COUN	Approve Minutes of a previous meeting(s) (04/23/2024).	Place on file
24-0503	I&F	Ordinance Amending Section 10.20.0808(a) designating no parking on both sides of Troy Street between Evergreen Road and Maple Hill Road.	Approved 5-0
24-0504	I&F	Resolution Approving State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Avenue) at CTH N (Townline Road).	Approved 5-0
24-0505	I&F	Resolution Approving State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Avenue) at Sturgeon Eddy Road.	Approved 5-0
16-1110	FIN	Resolution Authorizing the Wausau Police Department to apply for a Victims of Crime Act (VOCA) grant of \$231,600 per year for 3 years to continue the ongoing work of the Victim Resource Unit (VRU).	Approved 4-0
24-0510	HR	Resolution Approving creation of Section 4.08 of Employee Handbook – Employee Repayment Commitment for Commercial Driver’s License (“CDL”) Training Program Course Fees.	Approved 5-0
24-0511	HR	Resolution Approving form Employee Agreement for Course Fees Paid by The City of Wausau to Obtain Class A or Class B Commercial Driver’s License (CDL).	Approved 5-0
24-0506	ED	Resolution Approving the sale of the Southerly ½ of the Franklin Street right-of-way vacated by the City of Wausau Resolution Document No. 718987 to YMCA/The Landing.	Approved 5-0
24-0507	ED	Resolution First Amendment with Gorman & Company, LLC and Westside Commons, LLC f/k/a Riverview Lofts Wausau, LLC for Westside Commons Housing Project at 415 S First Avenue.	Approved 5-0
24-0108	PH&S	Resolution Approving Various Licenses as Indicated.	Approved 5-0
File #	CMT	Resolutions and Ordinances	ACT
24-0502	MAYOR	Mayor’s Appointments	Placed on file
24-0512	COUN	Approval of request by two alders, pursuant to Rule 13 of Chapter 2.16, to schedule a meeting of the Committee of the Whole for discussion on the issue of homelesses.	Placed on file
02-0433	COUN	Council Elections: Accept and close nominations for Wausau Water Works Commission.	Placed on file
23-1109M	FIN	Resolution Approving 2024 Budget Modifications – 4th of July Fireworks Display.	Approved 4-0
23-1109N	FIN	Resolution Approving 2024 Budget Modifications – Airport Roof.	Approved 4-0
24-0413	I&F	Resolution Approving ingress/egress easement with Green Acres at Greenwood Hills LLC – Vistas at Greenwood Hills First Addition.	Approved 4-0
<b>Suspend Rule 6(B) Filing and 12(A) Referral of Resolutions (2/3 vote required)</b>			
24-0318	COUN	Resolution Approving Developer Agreement – Vistas at Greenwood Hills First Addition.	Pending
24-0509	FIN	Resolution Approving Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.	Pending

Public Comment & Suggestions

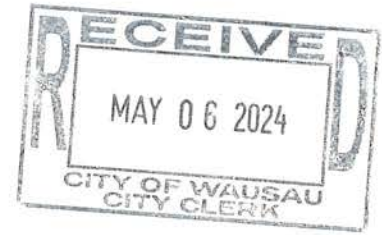
Adjournment

Signed by Mayor Doug Diny

Members of the public who do not wish to appear in person may view the meeting live on the Internet, by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail [kaitlyn.bernarde@ci.wausau.wi.us](mailto:kaitlyn.bernarde@ci.wausau.wi.us) with “Common Council public comment” in the subject line prior to the meeting start.

**This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 05/10/2024 @ 4:00 PM**  
**Questions regarding this agenda may be directed to the City Clerk.**

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or [ADAServices@ci.wausau.wi.us](mailto:ADAServices@ci.wausau.wi.us) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.*



**To:** Kaitlyn Bernarde, City Clerk  
**From:** Board of Public Works  
**Date:** May 6, 2024  
**Subject:** Insurance Claims – January 2024 – March 2024  
06-1215

The Board of Public Works has settled, compromised, or denied the following claims during the months of January 2024 – March 2024

<b>Date of Incident</b>	<b>Claimant</b>	<b>Claim Details</b>	<b>Amount of claim</b>	<b>Action</b>
8/10/23	National Subrogation Services for Stephan Gantert 1 North Hill Road	Water leak coming through cinder block basement wall	\$12,648.40	Deny 2/13/24
1/30/24	Greenwood Hills LLC Ruder Ware representing	Dedicated roads for public use 2023 property tax bills	\$9,422.92	Deny 3/5/24
1/30/24	Elizabeth Kristek 1302 Spruce Street	Water pipe broke in street – flooded basement	\$4,312.98	Deny 3/5/24

**OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL**  
held on Tuesday, April 23, 2024, in Council Chambers, beginning at 6:33 p.m.,  
Mayor Doug Diny presiding.

**Roll Call**

**04/23/2024**

Roll Call indicated 10 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	YES
4	Neal, Tom	YES
5	Gisselman, Gary	EXCUSED
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	YES
10	Larson, Lou	YES
11	Henke, Chad	YES

**Proclamations**

**04/23/2024**

The Mayor of the City of Wausau Proclaims:  
Hmong Heritage Month (April 2024)  
Bike Month (May 2024)

**Consent Agenda**

**04/23/2024**

*Without objection*, item 24-0413 was pulled from the agenda for consideration by the request of Neal.

Motion by Henke, seconded by Watson, to adopt all the items on the Consent Agenda as follows:

**24-0401** from the Common Council to Approve Minutes of a previous meeting(s) (04/09/2024 & 04/16/2024).

**24-0414** Ordinance from the Human Resources Committee Amending Section 2.06.050 – Annual review of goals and objectives, Section 2.10.050 – Annual review of goals and objectives and Section 2.12.040 – Annual review of goals and objectives.

**92-0623** Resolution from the Finance Committee Authorizing renewal of parking lot lease (3rd and McClellan Streets – Curly Kale LLC).

**24-0415** Resolution from the Economic Development Committee Approving Third Amendment to Lease Agreement Between City of Wausau and Briq’s Soft Serve LLC.

**24-0416** Resolution from the Finance Committee Approving Second Amendment to Agreement Between the City of Wausau and the Wausau Cemetery Association regarding leave of a snow disposal site.

Yes Votes: 10

No Votes: 0

Abstain: 0

Not Voting: 1

Result: PASSED

*Without objection*, item 24-0413 will be taken up after item 24-0318.

**24-0402**

**04/23/2024**

Motion by Larson, seconded by Neal, to hold a separate vote on the Appointment of Linda Lawrence to the Ethics Board.

*Without objection*, Mayor Diny withdrew that nomination.

Motion by Henke, seconded by Lukens, to confirm the Mayor’s Appointments of Lisa Rasmussen as the Chairperson to the Capital Improvement Projects Committee; Becky McElaney as the Chairperson of the Transit Commission; Keri Anne Connaughty to the Administrative Review Board; Steve Gullihier to the Airport Board; Ben Gerhards, Veronica Hope, Chris Filtz, Susan Schmidt, and Jonathan Smith to the Bicycle and Pedestrian Advisory Committee; Pat Esselman to the Board of Review; David Burke and Arlene Kaatz to the Board of Zoning Appeals; James Wadinski and Carolyn Marohl to the Capital Improvement Projects Committee; Ingrid Clark Zavadoski and Andrew Dudley Shannon to the Citizens’ Advisory Committee – Community Development Block Grant; Jesse Kearns to the Ethics Board; Tim VanDeYacht and Lindsey Lewitzke to the Room Tax Commission.

Yes Votes: 10                      No Votes: 0                      Abstain: 0                      Not Voting: 1                      Result: PASSED

**23-1109H** **04/23/2024**

Motion by Watson, seconded by Henke, to adopt the Resolution from the Finance Committee Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Asphalt Overlay.

Yes Votes: 10                      No Votes: 0                      Abstain: 0                      Not Voting: 1                      Result: PASSED

**23-1109I** **04/23/2024**

Motion by Watson, seconded by Lukens, to adopt the Resolution from the Finance Committee Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Council Chamber Upgrades.

Martens stated that these upgrades have been bouncing around for some time and lacked the political will to move forward. It was stated that these upgrades were needed to make meetings more efficient and accurate as well as improving transparency to the general public to view when broadcasted.

Yes Votes: 10                      No Votes: 0                      Abstain: 0                      Not Voting: 1                      Result: PASSED

**23-1109J** **04/23/2024**

Motion by Henke, seconded by Lukens, to adopt the Resolution from the Finance Committee Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Community Outreach Coordinator.

Martens stated that recent guidance from the United States Department of the Treasury now allows municipalities to use ARPA funds for employee wages past the deadline to allocate funds. It was stated that allocating the funds for this position would give the city additional time to ease the funding into the annual budget.

Yes Votes: 10                      No Votes: 0                      Abstain: 0                      Not Voting: 1                      Result: PASSED

**23-1109K** **04/23/2024**

Motion by Lukens, seconded by Neal, to adopt the Resolution from the Finance Committee Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Alexander Park Pickleball Court project.

Kilian questioned where the additional funds of \$25,000 for this project was coming from. It was stated that a local association provided those additional funds to stripe the courts for pickleball. Kilian further stated opposition as more urgent needs needed to be funded.

Neal stated that the popularity of pickleball brings a high value to this project and highlighted the need for this among older residents to get basic exercise.

Martens stated that the tennis court for this project has become unplayable and would have to be closed for the summer if it is not improved upon and stated that the popularity of pickleball has inspired the local association to provide monetary support. Martens also stated that ARPA funding should go towards outdoor activities as that was part of the original intent of the funding allocation. It was stated that very little of the funding from ARPA have been allocated to outdoor activities so far.

Rasmussen stated that an original core goal of ARPA funding was to encourage outdoor activities to mitigate the spread of coronavirus and further stated that this helps the city become more inclusive to seniors. It was stated that this was not allocated with ARPA funds sooner as other projects were more condition critical and Rasmussen stated support for the project.

Lukens stated this tennis court was in bad shape and a safety risk. It was stated that the residents of the neighborhood for which this project is in is very active and the park is well used. Lukens stated support.

Tierney questioned if the park was widely used and if there was a want for this project. It was further questioned if there were other pickleball courts within the city. It was stated that there are other pickleball parks in the city at Marathon Park and that this park is widely used. Tierney stated opposition as more urgent needs needed to be funded.

Watson stated that this project was within the strategic goals of the city to promote natural recreational opportunities and stated that the additional funds was not a grant but instead a donation from citizens who wanted more pickleball courts.

Lukens stated the project would be a health benefit for residents of all ages while seniors would use the courts more often. It was stated that this project would enhance the use of the park.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	NO
4	Neal, Tom	YES
5	Gisselman, Gary	EXCUSED
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	NO
10	Larson, Lou	YES
11	Henke, Chad	YES

Yes Votes: 8

No Votes: 2

Abstain: 0

Not Voting: 1

Result: PASSED

**23-1109L**

**04/23/2024**

Motion by Lukens, seconded by Neal, to adopt the Resolution from the Finance Committee Approving 2024 Budget Modification - Construction of Police Security Fencing.

Neal stated support for the project as the need was well documented in committee. Neal requested that staff preserve trees within the scope of the project.

Martens stated support for this project as it was using the preferred ornamental fencing within the neighborhood because it is more aesthetically pleasing to the residents that live around the police department. It was also stated that if any other type of fence would be used, it would require a zoning variance and that the city should play by the same rules.

Rasmussen stated that this was an officer safety issue as officers move from their personal vehicles to work at the police station. It was stated that homeowners are expected to uphold a zoning standard and that the city should also uphold that standard itself.

Tierney stated that a fence is a safety issue and needed at its location. It was stated that an ornamental fence made sense on the Grand Avenue side but supported a chain-linked fence on the other sides of the police station as many residents get zoning variances. Tierney further stated that the same goal of safety can be achieved with less expensive options.

Kilian stated that the ornamental fence did not do the job of providing adequate privacy of police officers. It was encouraged that the department explore other options to serve the purpose of providing safety and privacy while being less expensive. Kilian stated opposition for those outlined reasons.

Neal questioned the access and security needs of the police station and if a planned visitor to the station would have the ability to do so with the erection of the fence. It was stated that the current visitor parking would not be fenced in.

Larson questioned if the city had shopped around for fencing options and stated support for the simple aspect of safety for officers.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	NO
4	Neal, Tom	YES
5	Gisselman, Gary	EXCUSED
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	NO
9	Tierney, Vicki	NO
10	Larson, Lou	YES
11	Henke, Chad	YES

Yes Votes: 8      No Votes: 2      Abstain: 0      Not Voting: 1      Result: PASSED

**Suspend the Rules** **04/23/2024**

Motion by Watson, seconded by Lukens, to suspend Rule 6(B) Filing and 12(A) Referral of Resolutions.

Yes Votes: 10      No Votes: 0      Abstain: 0      Not Voting: 1      Result:

**24-0318** **04/23/2024**

Motion by Henke, seconded by Larson, to adopt the Resolution from the Common Council Approving Developer Agreement – Vistas at Greenwood Hills First Addition.

Motion by Neal, seconded by Martens, to table the Resolution from the Common Council Approving Developer Agreement – Vistas at Greenwood Hills First Addition to the May 14, 2024 Common Council meeting.

Rasmussen stated that the city attorney felt that these items were ready for action and that these are not in conflict with on going litigation with the developers.

Neal questioned if there was a sense of urgency to passing this resolution now or could it wait. It was stated that this is the developer’s preferred timeline and that a future closed session meeting of the Common Council could happen to discuss the litigation further.

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Lukens, Carol	YES
2	Martens, Michael	YES
3	Kilian, Terry	YES
4	Neal, Tom	YES
5	Gisselman, Gary	EXCUSED
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Watson, Sarah	NO
9	Tierney, Vicki	NO
10	Larson, Lou	NO
11	Henke, Chad	NO

Yes Votes: 6      No Votes: 4      Abstain: 0      Not Voting: 1      Result: PASSED

**24-0413** **04/23/2024**

Motion by Henke, seconded by Neal, to adopt the Resolution from the Infrastructure and Facilities Committee Approving ingress/egress easement with Green Acres at Greenwood Hills LLC – Vistas at Greenwood Hills First Addition.

Kilian stated support to table to get further clarification on legal matters pertaining to the contract.

Motion by Neal, seconded by Lukens, to table the Resolution from the Infrastructure and Facilities Committee Approving ingress/egress easement with Green Acres at Greenwood Hills LLC – Vistas at Greenwood Hills First Addition to the May 14, 2024 Common Council meeting.

Yes Votes: 10

No Votes: 0

Abstain: 0

Not Voting: 1

Result: PASSED

**02-0434**

**04/23/2024**

Motion by Watson, seconded by Lukens, to adopt the Resolution from the Common Council Designating Official City Newspaper.

Larson stated that the reason an exploration of other options was requested was to circulate notices more widely, but not at an increase of cost to taxpayers.

Rasmussen requested that staff work with more widely circulated outlets to get information out and explore posting options.

Neal stated agreement with more widely circulating information to more outlets.

Yes Votes: 10

No Votes: 0

Abstain: 0

Not Voting: 1

Result: PASSED

**24-0417**

**04/23/2024**

Motion by Lukens, seconded by Henke, to adopt the Resolution from the Finance Committee Approving budget modification for the purchase of a Compaction Roller and Paver Base Kit.

Larson stated support as this is much needed equipment to invest in overlay projects and that it will save money in the long run as the city will not have to contract this out at a higher cost.

Lukens stated support as street maintenance is a priority of almost all members of the Common Council.

Yes Votes: 10

No Votes: 0

Abstain: 0

Not Voting: 1

Result: PASSED

**Public Comment & Suggestions**

**04/23/2024**

- 1) Bernie DeLonay and Barbara Fraser-Herrera, PO BOX 2125 – Spoke on access to more programming on the public access channel.

**Adjourn**

**04/23/2024**

Motion by Henke, seconded by Watson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:53 p.m.

Doug Diny, Mayor  
Kaitlyn Bernarde, City Clerk





## INFRASTRUCTURE AND FACILITIES COMMITTEE

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Date of Meeting: April 11, 2024, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lou Larson, Doug Diny, Gary Gisselman, Lisa Rasmussen, Chad Henke

Also Present: Eric Lindman, Allen Wesolowski, TJ Nicksich, Tara Alfonso, Jill Kurtzhals, Dustin Kraege, Chad Abbiehl, Lori Wunsch

### **Discussion and possible action on parking restrictions on Troy Street between Maple Hill Road and Evergreen Road**

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Wesolowski was contacted by a resident on the west side of Troy Street who had called to complain about the parking restrictions. Wesolowski looked into the ordinance and found there is no parking on the west side from 8:00 to 9:00 am and 3:00 to 4:00 pm; however, the area is posted no parking, standing, or stopping. If it was posted the way the ordinance reads, the resident would be fine with the restriction. Parking restrictions are posted on the east side but are not in ordinance. The signs indicate there is no parking during school hours. Wesolowski recommends putting no parking on the east side between Maple Hill Road and Evergreen during school hours into code. He spoke with Ryan Urmanski of the Wausau School District who is in favor of keeping no parking during school hours. It is just a matter of putting this into ordinance.

Rasmussen feels this makes sense. We had issues around other schools especially where visibility and pick up and drop off are a problem. It started at a couple of other schools where we were trying to restrict parking in front of the school. We did not want unknown, unattended vehicles left near a school. Having parking restrictions is helpful for pick up and drop off traffic and bus traffic and during school hours makes sense. Alfonso noted that it is better if specific times are placed in ordinance. We have had speeding during school hours and it can be a fight from people saying they did not see children or did not know it was school hours. She believes it is best if a time is included because then it is clear. Wesolowski added that on the other side there is no parking until 4:00 pm. Larson would like to keep the area consistent and 4:00 pm would cover people coming out late.

Rasmussen moved to approve with the times being codified to define the school day, Monday through Friday from 7:00 am to 4:00 pm. Diny seconded.

Diny asked if this would satisfy the complaint from the neighbor. Wesolowski stated it will as the area will be signed the way it is in code. Diny believes most of the parking is on the east side during drop off. The west side is no parking, standing, or stopping. He questioned the difference. Wesolowski indicated that is not the way the ordinance reads. We will take off the no parking, standing, or stopping. The signs will read no parking from 7:00 am to 4:00 pm. Rasmussen said no parking, stopping, or standing signage was due to people pulling up on the wrong side. Kids would cross mid-block into traffic and principals were concerned about students being hit.

Gisselman asked if staff checked with the school. Wesolowski indicated they want no parking to stay on the east side and would like it placed into code. Gisselman asked if this will help the situation with drop off and pick up. Wesolowski stated it would not change anything; this will put into code what is already signed. There were no other issues at the school according to Ryan Urmanski.

There being a motion and a second, motion to approve with the times being codified to define the school day, Monday through Friday from 7:00 am to 4:00 pm carried 5-0.

**STAFF REPORT TO INFRASTRUCTURE & FACILITIES  
COMMITTEE – April 11, 2024**

**AGENDA ITEM**

Discussion and possible action on parking restrictions on Troy Street between Maple Hill Road and Evergreen Road

**BACKGROUND**

Staff received a complaint about the current parking restrictions posted on Troy Street between Maple Hill Road and Evergreen Road. The west side of the roadway is posted “No Parking Standing or Stopping” and the east side of the roadway is posted “No Parking During School Hours”

Staff reviewed the Municipal Code and found the following is currently in ordinance:

No Parking:

Troy Street

- West side of the street, between Evergreen Road and Maple Hill Road, Monday through Friday between 8:00 a.m. and 9:00 a.m. and 3:00 p.m. to 4:00 p.m.

As currently signed, the west side is not correctly signed in accordance with the ordinance and the east side has no restrictions in accordance with the ordinance and should be removed.

**FISCAL IMPACT**

Minimal, sign changes.

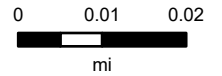
**STAFF RECOMMENDATION**

Staff recommends the following:

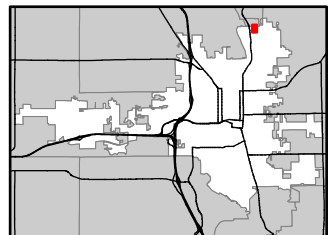
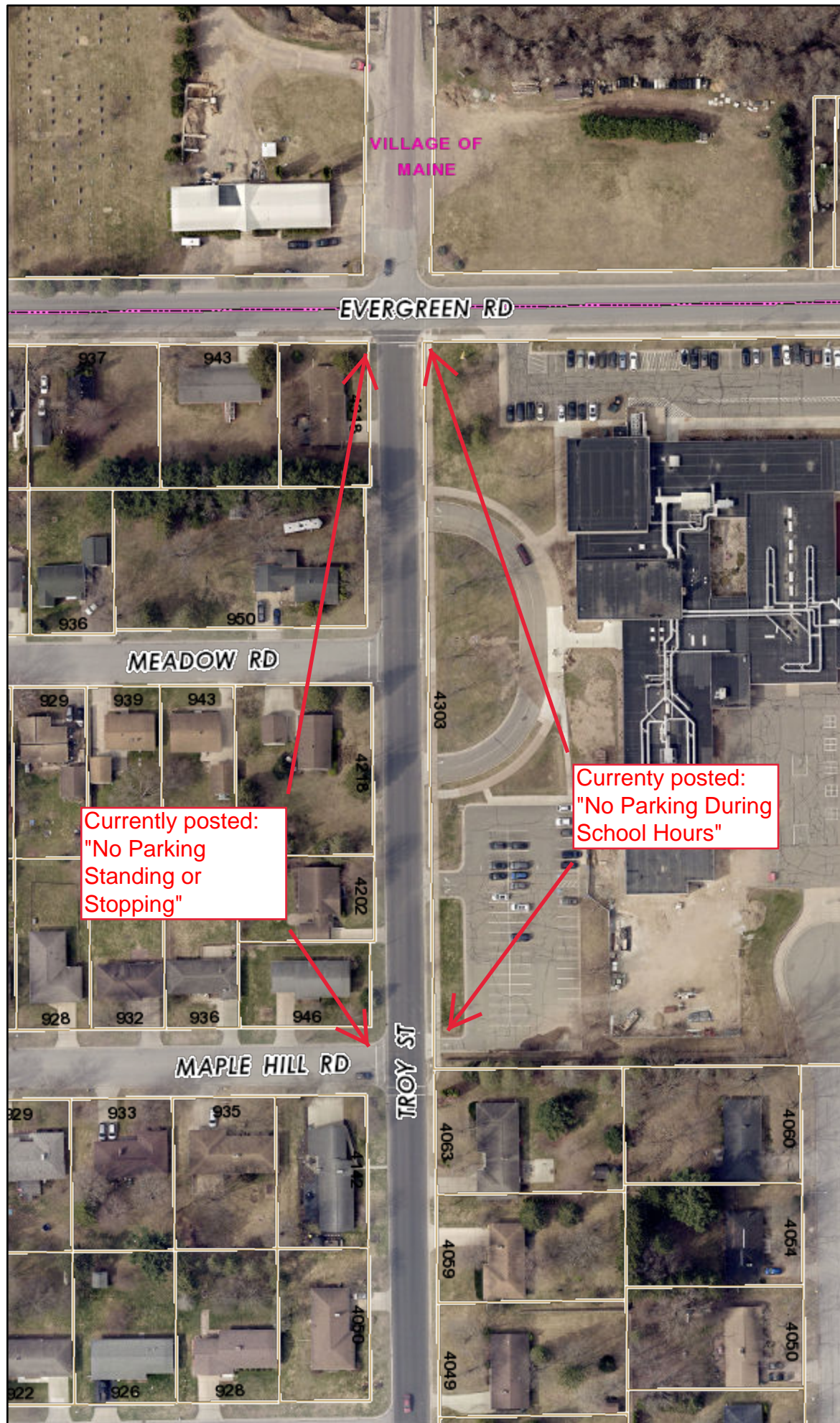
- Correctly sign the west side in accordance with the ordinance
- Adopt parking restrictions on the east side similar to the west side.

Staff contact: Allen Wesolowski 715-261-6762

Date Printed: 4/4/2024



- Right of Way
- Parcel



- NOTES:
1. Duplication of this map is prohibited without the written consent of the City of Wausau DPW / GIS Dept.
  2. This map was compiled and developed by the City of Wausau and Marathon County GIS. The City and County assume no responsibility for the accuracy of the information contained herein.
  3. City of Wausau  
Public Works / GIS Division  
407 Grant St  
Wausau, WI 54403  
www.ci.wausau.wi.us



**WHEREAS**, a State/Municipal agreement between the City and Wisconsin Department of Transportation must be executed; and

**WHEREAS**, per the agreement, the City of Wausau has a responsibility to finance 10 percent of the preliminary engineering and construction; and

**WHEREAS**, the total project is estimated to cost \$480,142, of which the City's share is estimated to be \$48,014; and

**WHEREAS**, the Infrastructure and Facilities Committee met on April 11, 2024 to review this State/Municipal agreement which details the responsibilities of both the State and Municipality for this project and recommends approval; now therefore

**BE IT RESOLVED** by the Common Council of the City of Wausau that the appropriate City officials are hereby authorized and directed to execute the attached State/Municipal agreement for the work related to the signal retrofit on BUS 51 (Grand Avenue) at CTH N (Townline Road).

Approved:

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Doug Diny, Mayor



**STATE/MUNICIPAL  
FINANCIAL  
AGREEMENT**

Date: March 13, 2024  
 I.D.: 3700-40-40/41  
 Road Name: BUS 51 (Grand Ave)  
 Title: City of Wausau, Signal Retrofit  
 Limits: CTH N (Townline Rd) Signal  
 County: Marathon  
 Roadway Length: 0

The signatory city of Wausau, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** the existing signal is very old. The poles, controller, cabinet and detection are near or past end of life. Conduits, conductors, and pedestrian equipment is not functional. The signal is not coordinated with others. Poles and bases are located too close to the roadway and have been struck multiple times.

**Proposed Improvement - Nature of work:** The project will replace signal poles, conduit/wiring/pull boxes, signal controller/cabinet, emergency vehicle preemption and street lighting. It will add a signal head above each lane, reflective backplates, a GPS clock, video vehicle detection, flashing yellow arrows, and countdown pedestrian timers with audible buttons. Install new conduit to replace old steel conduit. This project will also update pavement marking and signing and provide temporary traffic signals during construction.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** None identified at this time.

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
3700-40-40					
Preliminary Engineering:	\$ 55,401	\$ 49,861	90%	\$ 5,540	10%
3700-40-41					
<sup>1</sup> Construction: Roadway (cat 0010)	\$ 424,741	\$ 382,267	90%	\$ 42,474	10%
<b>Total Cost Distribution</b>	<b>\$ 480,142</b>	<b>\$ 432,128</b>		<b>\$ 48,014</b>	

<sup>1</sup>Estimates include construction engineering

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 1 - 3); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State and delivery to the Municipality. The initiation and

accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the <b>city of Wausau</b> (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the <b>State</b> (please sign in blue ink)	
Name <b>Shannon P. Riley</b>	Title <b>WisDOT North Central Region Planning Chief</b>
Signature	Date

**TERMS AND CONDITIONS:**

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Construction for the project and state review services.
3. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
4. The work will be administered by the State and may include items not eligible for federal/state participation.
5. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects
6. Basis for local participation:
  - (a) Traffic Signals: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 90% and the Municipality is responsible for 10% of traffic signals necessary and warranted for the safety and efficient flow of traffic within the construction limits.

Hazmat: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the Municipality agrees to pay 100% of the costs associated with excavating and transporting hazardous material for which the Municipality has been identified as the responsibly party. The Municipality is responsible for securing a suitable site to store the material.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right of way, or participate in construction of a project that merits local involvement.



## INFRASTRUCTURE AND FACILITIES COMMITTEE

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Date of Meeting: April 11, 2024, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lou Larson, Doug Diny, Gary Gisselman, Lisa Rasmussen, Chad Henke

Also Present: Eric Lindman, Allen Wesolowski, TJ Nicksich, Tara Alfonso, Jill Kurtzhals, Dustin Kraege, Chad Abbiehl, Lori Wunsch

### **Discussion and possible action on State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Ave) at CTH N (Townline Road)**

---

Wesolowski indicated this agreement is a 90/10 split. It would go out for design shortly and hopefully built in 2026. Larson asked where the money would be coming from. Wesolowski will have to budget for this in 2025-2026. Gisselman noted the apartment complex coming in and asked if there was sense on what a retrofit would mean. Wesolowski explained that the current signal posts in the center of Grand Ave are constantly being hit. Those would be removed and replaced with arms over the top. Staff would look at the timing of the signals and would coordinate the signals to maximize the traffic through the intersection. There will also be pedestrian push buttons with audible signals wherever there are crosswalks.

Henke moved to approve. Seconded by Diny and the motion carried 5-0.

Agenda Item No.

4

**STAFF REPORT TO INFRASTRUCTURE AND FACILITIES**

**COMMITTEE – April 11, 2024**

**AGENDA ITEM**

Discussion and possible action on State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Ave) at CTH N (Townline Road)

**BACKGROUND**

Staff applied for a HSIP grant from the WDOT to replace the signals at the intersection of Grand Avenue and Townline Road. The grant was successful. The attached document is the State/Municipal Agreement.

**FISCAL IMPACT**

The grant is a 90/10 split between the State WDOT and the City of Wausau. The Summary of Costs is on page 1 of the agreement. The total municipal funds is estimated at \$48,014.

**STAFF RECOMMENDATION**

Staff recommends approving the SMA.

Staff contact: Allen Wesolowski 715-261-6762

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

**RESOLUTION OF THE  
INFRASTRUCTURE AND FACILITIES COMMITTEE**

Approving State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Avenue) at Sturgeon Eddy Road

Committee Action:      Approved 5-0

Fiscal Impact:           This is a cost share for which the City is responsible for 10% of the preliminary engineering and construction with 90% federal funding. The total estimated cost is \$558,759 with the City’s estimated costs to be \$55,876.

**File Number:**           24-0505

**Date Introduced:**      May 14, 2024

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: To be budgeted for in 2025</i>
	<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: During design &amp; construction billing by DOT</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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**, the existing traffic signal poles, controller, cabinet, and detection at the intersection of BUS 51 (Grand Avenue) and Sturgeon Eddy Road are near or past end of life; and

**WHEREAS**, the conduits, conductors, and pedestrian equipment is not functional and the signal is not coordinated with others; and

**WHEREAS**, the poles and bases are located too close to the roadway and have been struck multiple times; and

**WHEREAS**, this project would replace the signal poles, conduit/wiring/pull boxes, signal controller/cabinet, emergency vehicle preemption and street lighting; and

**WHEREAS**, this project would add a signal head above each lane, reflective backplates, a GPS clock, video vehicle detection, flashing yellow arrows, and countdown pedestrian timers with audible buttons; and

**WHEREAS**, this project will also update pavement markings and signing and provide temporary traffic signals during construction; and

**WHEREAS**, a State/Municipal agreement between the City and Wisconsin Department of Transportation must be executed; and

**WHEREAS**, per the agreement, the City of Wausau has a responsibility to finance 10 percent of the preliminary engineering and construction; and

**WHEREAS**, the total project is estimated to cost \$558,759, of which the City's share is estimated to be \$55,876; and

**WHEREAS**, the Infrastructure and Facilities Committee met on April 11, 2024 to review this State/Municipal agreement which details the responsibilities of both the State and Municipality for this project and recommends approval; now therefore

**BE IT RESOLVED** by the Common Council of the City of Wausau that the appropriate City officials are hereby authorized and directed to execute the attached State/Municipal agreement for the work related to the signal retrofit on BUS 51 (Grand Avenue) at Sturgeon Eddy Road.

Approved:

---

Doug Diny, Mayor



**STATE/MUNICIPAL  
FINANCIAL  
AGREEMENT**

Date: March 13, 2024  
 I.D.: 3700-40-42/43  
 Road Name: BUS 51 (Grand Ave)  
 Title: City of Wausau, Signal Retrofit  
 Limits: Sturgeon Eddy Road Signal  
 County: Marathon  
 Roadway Length: 0

The signatory city of Wausau, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** the existing signal is very old. The poles, controller, cabinet and detection are near or past end of life. Conduits, conductors, and pedestrian equipment is not functional. The signal is not coordinated with others. Poles and bases are located too close to the roadway and have been struck multiple times.

**Proposed Improvement - Nature of work:** The project will replace signal poles, conduit/wiring/pull boxes, signal controller/cabinet, emergency vehicle preemption and street lighting. It will add a signal head above each lane, reflective backplates, a GPS clock, video vehicle detection, flashing yellow arrows, and countdown pedestrian timers with audible buttons. Install new conduit to replace old steel conduit. This project will also update pavement marking and signing and provide temporary traffic signals during construction.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** None identified at this time.

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
3700-40-42					
Preliminary Engineering:	\$ 64,472	\$ 58,025	90%	\$ 6,447	10%
3700-40-43					
<sup>1</sup> Construction: Roadway (cat 0010)	\$ 494,287	\$ 444,858	90%	\$ 49,429	10%
<b>Total Cost Distribution</b>	<b>\$ 558,759</b>	<b>\$ 502,883</b>		<b>\$ 55,876</b>	

<sup>1</sup>Estimates include construction engineering

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 1 - 3); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State and delivery to the Municipality. The initiation and

accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the <b>city of Wausau</b> (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the <b>State</b> (please sign in blue ink)	
Name <b>Shannon P. Riley</b>	Title <b>WisDOT North Central Region Planning Chief</b>
Signature	Date

**TERMS AND CONDITIONS:**

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
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## INFRASTRUCTURE AND FACILITIES COMMITTEE

---

Date of Meeting: April 11, 2024, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lou Larson, Doug Diny, Gary Gisselman, Lisa Rasmussen, Chad Henke

Also Present: Eric Lindman, Allen Wesolowski, TJ Nicksich, Tara Alfonso, Jill Kurtzhals, Dustin Kraege, Chad Abbiehl, Lori Wunsch

### **Discussion and possible action on State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Ave) at Sturgeon Eddy Road**

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Wesolowski applied for grants several years ago and we have been waiting for the State/Municipal Agreements. This would replace the signals at Sturgeon Eddy and Grand Ave. It is a connecting highway, but the City owns the signals. This State/Municipal Agreement is a 90/10 cost split and includes design of the signals.

Rasmussen moved to approve. Seconded by Henke and the motion carried 5-0.



Agenda Item No.

3

**STAFF REPORT TO INFRASTRUCTURE & FACILITIES  
COMMITTEE – April 11, 2024**

**AGENDA ITEM**

Discussion and possible action on State/Municipal Agreement for Signal Retrofit on BUS 51 (Grand Ave) at Sturgeon Eddy Road

**BACKGROUND**

Staff applied for a HSIP grant from the WDOT to replace the signals at the intersection of Grand Avenue and Sturgeon Eddy Road. The grant was successful. The attached document is the State/Municipal Agreement.

**FISCAL IMPACT**

The grant is a 90/10 split between the State WDOT and the City of Wausau. The Summary of Costs is on page 1 of the agreement. The total municipal funds is estimated at \$55,876.

**STAFF RECOMMENDATION**

Staff recommends approving the SMA.

Staff contact: Allen Wesolowski 715-261-6762



Approved:

---

Doug Diny, Mayor

To: Finance Committee

From: Ben Graham, Investigations Captain

Date: 4/15/2024

Re: Approval of VOCA: Victims of Crime Act 2024-2027 Competitive Grant



Victim Resource Unit  
(VRU)

"The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life."



### Synopsis

The Police Department is seeking approval of its VOCA: Victims of Crime Act 2024-2027 Competitive Grant application to support the ongoing work of the Victim Resource Unit (VRU).

### Background

The Police Department desires to further its collaborative, coordinated approach to better serve victims of crime in the Wausau community, with special concern for, but not limited to, adult sexual assault victims, child abuse victims, domestic and family violence victims, and underserved victims of crime. If approved, grant funding will provide continued support for the Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU includes a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU provides timely direct services and coordinates community-based services to: respond to the emotional, psychological, and physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; and restore a measure of safety and security for the victim.

From 2016 to 2019, the WI Office of Crime Victim Services (OCVS) granted the Wausau Police Department \$186,439 in annual federal VOCA funds to establish the VRU. Initially, these funds supported program activities and two employees: a Mental Health Therapist (1 FTE, 100% VOCA) and a Victim Resource Officer (1 FTE, 70% VOCA). Additionally, a Crime Response Specialist was integrated into the unit, funded separately through a VOCA award managed by the Marathon County District Attorney's Office. However, funding for this position was not pursued in 2019.

In 2019, OCVS increased its award to the Wausau Police Department to \$300,000 annually to further develop and sustain the VRU's crucial work. Over the past four years, these funds have supported program activities and three employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 50% VOCA).

As a testimony to the VRU's ongoing engagement with the community, the following information lends insight into the scope of services rendered to over 1,100 victims of crime over the last four years.

The top 5 types of service:

- Nearly 6,000 instances of counseling
- Over 2,500 therapy sessions
- Over 800 instances of providing information on the criminal justice system and victim rights
- Over 700 instances of individual advocacy
- Over 450 referrals to other victim services providers

The top 5 types of victimization included:

- Domestic/Family Violence (36%)
- Child Sexual Assault (14%)
- Child Physical Abuse/Neglect (9%)
- Adult Sexual Assault (8%)
- Adult Physical Assault (4%)

Many victims have lent their voice to express the impact of this program over the years. Here are some of the things they have had to say:

*"At a time in my life when I need the help, [the Mental Health Therapist] is there helping me through. Please continue this valuable service to help me and women like me."*

*"[The Mental Health Therapist] has been amazing helping me with therapy and providing approaches to aid in my recovery and maintain my safety and kids. Thank you all for being a true blessing in our lives."*

*"It was very caring and amazing to know there was even such a program. It makes me feel that my safety was thought about. All my questions were answered. Thank you!"*

*"The services that I received were flawless. Both the support that I received from [the Victim Resource Officer] as well as from the therapist were so helpful. I will be forever grateful [the VRU] is part of the WPD."*

*"It was hard to believe that [the VRU] could make such a difference in my life. I have changed and improved and am healing from my experience."*

*"[The Victim Resource Officer] guided me through a very difficult situation that seemed impossible. Her compassion, knowledge, and professionalism are phenomenal. The services of [the Mental Health Therapist] are also invaluable. [The therapist] helped me learn to cope with the emotional impact and to recover from what had happened to my family."*

*"I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."*

*"Without this program I would have been lost. I am beyond blessed."*

*"It is not an understatement to say [the VRU] saved my life."*

In the last fiscal year, the Victim Resource Unit delivered direct victim services to over 300 victims of crime, with over half (158) engaging in at least one therapy session. 91 percent of victims who returned surveys agreed or strongly agreed their life improved because of services provided by the VRU.

We are hopeful and greatly anticipate continuing these impactful services into the future.

### **Current State of Funding**

The current 5-year VOCA grant cycle ends in September 2024. OCVS has announced the next competitive grant cycle, which will be a 3-year cycle, beginning October 1, 2024. The application deadline is May 31, 2024. As a condition of application, City Council must approve our application prior to submission. That application is complete and attached for Committee and Council review.

The current funding available through OCVS for this grant cycle is **\$13 million** for one year, which is approximately **\$31 million less** than what OCVS has currently awarded to all VOCA subgrants for the 2019-2024 VOCA grant cycle. This is a **58% decrease** in available funding. Because of the decrease, agencies may not apply for more than **\$250,000**, and those agencies who request the maximum amount may not receive it. For the last 5 years, we have been awarded **\$300,000** per year. Currently, there are 136 recipients of VOCA funding in Wisconsin. 72 of those recipients receive \$250,000 or more per year (totaling over \$35 million alone). The implications are: (1) the application process will be **extremely competitive** and (2) the best-case scenario still results in a **minimum decrease of \$50,000** to our budget.

### **Response to Reduced Award**

Over 85 percent of the program's budget is tied to salary and benefits. To fall in line with the proposed grant limits (i.e. \$250,000), adjustments had to be made to personnel funding.

In its grant application, the Wausau Police Department is requesting **\$231,600** in VOCA funds to maintain and enhance its multidisciplinary approach to serving crime victims. This amount represents a 23% reduction from the previous award and is over \$18,000 less than the maximum allowance. Grant funds

will continue supporting program activities and essential employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 25% VOCA match).

To clarify, the budget remains largely unchanged, except for the officer position. To account for (1) the reduced award amount and (2) our obligation to provide 20 percent match:

- The Officer position will change from 50% VOCA/50% City to 25% VOCA Match/100% City.
  - To further clarify, the City will cover the full cost of the officer position. The City has previously agreed to cover 50% of the officer position in 2025 (or about \$59,000). We'd now be asking for an additional \$59,000 (or about \$118,000 in total in 2025). The Officer would devote 25% of her time to VOCA activities (satisfying match requirements) and 75% of her time to law enforcement duties related to sensitive crimes.


### **Grant Application Approval**

- GRANT PURPOSE
  - To support the ongoing work of the Victim Resource Unit.
- GRANT SOURCE (IE: FEDERAL OR STATE AGENCY, OR NON-GOVERNMENTAL ENTITY)
  - VOCA: Victims of Crime Act; Federal Source but Administered by the State of Wisconsin
- GRANT AWARD AMOUNT
  - \$231,600
- GRANT PERIOD
  - 2024 to 2027; Year 1 is competitive; Years 2 and 3 are non-competitive
- REQUIRED GRANT MATCH AND SOURCES OF SUCH FUNDS
  - Required match is 20% of the total project funds, or \$57,900. This amount is met through in-kind personnel costs of the captain, lieutenant, officer, and volunteers; in addition to a reasonable "lease" rate for the office space occupied by the VRU.
- COSTS THAT WILL BE INCURRED BY THE CITY AS A RESULT OF IMPLEMENTING THE GRANT THAT ARE NOT COVERED BY THE GRANT SUCH AS EQUIPMENT, UNIFORMS, VEHICLES, COMPUTERS
  - **2024:** \$14,500 (reserve grant funds will cover this amount; a budget modification should not be needed)
  - **2025:** \$59,000 (total cost for position: \$118,000)
  - **2026:** \$61,000 (total cost for position: \$122,000)
  - **2027:** \$63,000 (total cost for position: \$126,000)
  - **Total:** \$183,000
- FUTURE BUDGET IMPLICATIONS AND A CONTINUATION PLAN AT GRANT TERMINATION FOR GRANTS THAT CREATE NEW PROGRAMS OR INCREASE FTE'S
  - n/a
- INCLUDE A BUDGET MODIFICATION IF THE GRANT WILL INCREASE SPENDING
  - Increased spending in 2024 (\$14,500) should be covered by existing reserve grant funds.
  - Additional costs for the officer position for 2025 will be added to next year's budget.
- ATTACH GRANT AWARD, GRANT AGREEMENT AND ANY OTHER ACCOMPANYING DOCUMENTATION.
  - The grant announcement and application are attached for review.
- IDENTIFY THE OVERSIGHT DEPARTMENT AND THE GRANT MANAGER RESPONSIBLE FOR ADMINISTERING THE GRANT
  - Oversight is provided by the Police Department; managed by Captain Ben Graham.

**Recommendation**

To approve the Police Department's VOCA: Victims of Crime Act 2024-2027 Competitive Grant application to support the ongoing work of the Victim Resource Unit (VRU).





State of Wisconsin  
Department of Justice  
Office of Crime Victim Services  
17 W. Main St.  
P.O. Box 7951  
Madison, WI 53707-7951



Office of Crime Victim Services  
***VOCA: Victims of Crime Act  
2024-2025 Competitive Grant***








**Grant Announcement**

Applications must be submitted through Egrants on or before 11:59pm on **May 31, 2024**

VOCA 2024-2025 Competitive Grant Application Questions:  
[VOCA 2024-2025 Application Survey](#)

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted by the end of April 2024.

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# Before You Begin

If you believe you are a good candidate for this funding opportunity, secure your Egrants and SAM.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

## Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

## [System for Award Management \(SAM\)](#)



**CAGE Code Number:** All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/content/home>.

As of April 4, 2022, WI DOJ no longer uses or requests DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by [SAM.gov](https://sam.gov)). All entities doing business using federal funds will be required to have an active UEI number.

Please note that SAM registration is free. You should never pay for creating a new SAM registration or updating or renewing an existing SAM registration.



Jump to a step

1. Review

2. Get ready

3. Prepare

4. Learn

5. Submit

6. Award

Contacts



# Step 1: Review the Opportunity

## In this step

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# Basic Information

**Program Area:** Office of Crime Victim Services (OCVS)

**Grant Title:** VOCA: Victims of Crime Act 2024-2025 Competitive Grant

**Catalog of Federal Domestic Assistance (CFDA):** 16.575

**Opportunity Category:** Open, Competitive

## Statutory Authority

The Wisconsin Department of Justice (WI DOJ) Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim services providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements.

This grant announcement provides information about a specific grant opportunity and instructions to help those eligible to apply for a share of the available funds.

## Summary

The VOCA Victim Assistance Formula Grant is awarded annually to OCVS from the US DOJ Office for Victims of Crime. The purpose of this funding announcement is to support programming in non-profit and public agencies that provide direct services to victims of crime. Eligible services include crisis intervention, hotline counseling, individual and/or group therapy, legal advocacy, medical and/or personal advocacy, and emergency legal services essential to meeting immediate threats to health or safety (in conjunction with other services). A more complete description of program purpose areas and activities are in the [VOCA Program Guidelines](#). (Note: Updated VOCA Program Guidelines will be released in October 2024. Please use the linked guidelines to determine allowability for this grant application.)

## Important Dates

Funding Announcement Posted	March 19, 2024
FAQ Survey Closes	April 1, 2024
VOCA Application Webinar Posted	End of April
VOCA FAQ Posted	End of April
Application Due Date	May 31, 2024
Award Notification	August/September 2024
Project Start Date	October 1, 2024
Project End Date	September 30, 2025

To help you find what you need, this funding announcement uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

# Eligibility

## Who Can Apply

Applicants must be a non-profit or public agency whose projects provide direct victim services to individuals who are victims of crime.

Eligible applicants must also meet the following eligibility criteria:

- The applicant must have a record of providing effective direct services to crime victims for a minimum of one year.
- Applicants that do not meet this criterion must demonstrate that at least 25% of their financial support comes from non-federal sources.
- The applicant must have the support and approval of its services by the community and have a history of providing services in a cost-effective manner.
- The applicant must promote a collaborative, coordinated approach for serving crime victims within the community.
- The applicant must assist crime victims in applying for crime victim compensation benefits and offer services to victims of federal crimes on the same basis as victims of state crimes.

## Eligible Applicants

Examples of eligible subgrant organizations include but are not limited to:

- Child abuse treatment facilities
- Community mental health or social service agencies
- County social services
- Courts
- Domestic violence shelters or services
- Hospitals
- Law enforcement agencies
- Native-led nonprofit agencies
- Probation and parole authorities
- Prosecutor offices
- Public housing authorities
- Rape crisis centers
- Religious-affiliated organizations
- Tribal victim service programs
- Victim/Witness assistance programs

Note: In-patient treatment facilities are not eligible.

## Anticipated Funding Amount and Timeframe

The current funding available through OCVS for this grant cycle is \$13 million for one year, which is approximately \$31 million less than what OCVS has currently awarded to all VOCA subgrants for the 2019-2024 VOCA grant cycle. Agencies may not apply for more than \$250,000 and those agencies who request the maximum amount may not receive it.

For the 2024-2025 competitive grant year, successful applicants will be awarded VOCA subgrants for a one-year project period with the possibility of two additional continuation years. Each continuation grant year requires an application. Awards are contingent upon the availability of federal funds and subgrant compliance with federal guidelines, state guidelines, and award conditions. OCVS reserves the right to amend, change, or reduce subgrant award amounts for each continuation grant year. See below:

- Year 1: 2024-2025 Competitive Grant Announcement and Application
- Year 2: 2025-2026 Continuation Application Grant Year
- Year 3: 2026-2027 Continuation Application Grant Year

## Match/Cost Sharing Requirement

Matching or cost sharing means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See [2 C.F.R. § 200.1](#) (definition of “cost sharing or matching”).

If awarded, agencies are required to provide 20% match of the **total VOCA project cost or may apply for a match waiver**. Applying for a match waiver will not impact final award decisions. Native American tribes on Indian Reservations are not required to provide match.

The applicant must use volunteers unless OCVS determines there is a compelling reason to waive this requirement. Volunteer time used as match must be for direct victim services and may not include activities ineligible to be directly funded by VOCA.

For more information about the match requirement, visit this link from the US DOJ Grants Financial Management Guide: <https://www.ojp.gov/doj-financial-guide-2022>

# Program Description

## VOCA Purpose and OCVS Priority Areas

The primary purpose of VOCA victim assistance grants is to support direct services to victims of crime throughout Wisconsin. Direct services are defined as efforts that:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; or
- Restore a measure of safety and security for the victim.

Through this grant announcement, OCVS seeks proposals from public or non-profit agencies that provide direct services to victims of crime. All activities funded through this grant project must further these goals either directly or indirectly.

Furthermore, OCVS has identified the following priority areas to ensure the VOCA goals are better achieved for all victims of crime:

- [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
- Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

**Applicants must identify at least one or more of the OCVS priority areas as program goals.**

## VOCA Competitive Application Overview Webinar

Due to the competitive nature of the application, OCVS is unable to answer individual questions. However, if you have questions about VOCA, the application, or application process, please complete this survey: [https://wisdoj.gov1.qualtrics.com/jfe/form/SV\\_6A0oCq1QgB99hTo](https://wisdoj.gov1.qualtrics.com/jfe/form/SV_6A0oCq1QgB99hTo)

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted on the [VOCA webpage](#) by the end of April 2024.



## Award Information

Funds are available through the OCVS VOCA grant program. Upon application approval, the project director of the recipient agency will receive a grant award document via email in August/September 2024.

Jump to a step

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2. Get ready

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6. Award

Contacts



# Step 2: Get Ready to Apply

## In this step

Get Registered	<a href="#">11</a>
General Instructions & Tips	<a href="#">12</a>

# Get Registered

## SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

## Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

**Need Help? See [Contacts & Support](#).**

# General Instructions & Tips

All agencies must do the following:

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants;

Application Tip: OCVS suggests composing answers in Microsoft Word and then copying and pasting into Egrants. Egrants will timeout each session after 30 minutes which may result in lost data. Save your work often.

Application Tip: This application will be reviewed by a panel of experts representing a multi-system background in victim services. While it is not necessary to explain dynamics of victimization, responses must be written as if the person reading the application has never heard of your organization.

Application Tip: For each narrative question, provide clear, concise examples whenever possible. Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

Jump to a step

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2. Get ready

3. Prepare

4. Learn

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# Step 3: Write Your Application

## In this step

Application Contents & Format

14

# Application Contents & Format

## Required Format

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants.

## Main Summary

This section asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, **you may not list the same person** as project director, financial officer and/or signing official.

- The Financial Officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.
- The Project Director will be the main point of contact for all VOCA related grant communications.
- The Signing Official should be the highest elected official, or a designated proxy by the highest elected official, for the agency.

Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

In the **Brief Project Description** text box, describe your project in 150 words or less with the following format.

“[Name of Agency] [identify component, if more than one] will provide [major categories or types of services] to [description of clients in terms of types of crime(s) and other relevant demographics] in [county(ies)].”

Responses to this section will be used on the DOJ website, cited in DOJ reports, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

**Project Title:** Please use the following format: VOCA: [project description] 2024-2025

Example: “VOCA: Crisis Response 2024-2025” or “VOCA: Sexual Assault Advocacy Program 2024-2025”.

Do not use a generic title such as “VOCA 2024-2025.”

Please complete all fields with an asterisk. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

## Approval Checklist

Answer Yes or No to each question.

## Performance Measures

Change section status to “Complete” and save.

## Budget Detail

Complete a project budget using the categories listed below. For each category used, enter a justification (under “briefly describe overall use of funds”) that describes how the items in that category will be used to support direct victim services. For each budget line item include specific details and clear cost calculations as described in the subsections below. **Round all amounts to the nearest dollar.** Refer to the [VOCA Program Guidelines](#) for more detail regarding budget items.

### Non-supplantation

Federal VOCA funds must be used to supplement existing state and local government funds for program activities and must not supplant those funds that have been appropriated for the same purposes. Violations may result in penalties, such as suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

### Budget Categories:

- Personnel
- Employee Benefits
- Staff Development
- Travel
- Supplies and Operating Expenses
- Indirect Costs
- Consultants/Contractual
- Other

Matching Dollars: Subrecipients are required to contribute 20% match of the **total project funds** (federal plus match), except for federally recognized Native American tribes who are exempt from this requirement. To calculate the total project budget and match amounts, use these formulas:

Requested Federal Amount ÷ 0.80 = Total Project Budget

Total Project Budget x 0.20 = Required Match

Example: Your agency requests \$120,000 of VOCA funds:

\$120,000 ÷ 0.80 = \$150,000 (Total Project Budget)

\$150,000 x 0.20 = \$30,000 (Required Match)

A match waiver may be available to applicants that cannot meet the match requirement in part or in full. If your agency plans to request a match waiver, *indicate this in the Budget Narrative section.*

## Budget Detail (Personnel)

Provide salary information for employees that will be funded through this grant (federal or match). For each employee, list position title and name.

Please use the contact list to fill out the staff name. Additional instructions on how to complete the Personnel and Employee Benefits section using contacts can be here: [How to add Personnel and Employee Benefits using Contacts](#) or on the [VOCA Webpage](#). For shared line items (such as Volunteers) please do *not* select “To Be Determined”, rather list your Agency Name as the “first name” and Volunteers as the “last name” of the shared position. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Under “Description of your computation,” state the annual salary multiplied by the percentage funded by VOCA. If position is being used as match, please specify the source of funding. For example:

PERSONNEL BUDGET LINE ITEMS	
Last Update By: Amanda L Powers	
Last Update Date: 3/19/2019 2:55:26 PM	
Position: *	Sexual Assault Victim Adv
Name: *	Sarah Smith
	Change Personnel
	Add Unknown Personnel
<b>Description of your computation</b>	
Year 1:*	1 FTE Position, Annual Salary \$45,760 x 75% = \$34,320, Match 25% SAVS funded = \$11,440
BY SOURCE	AMOUNT
Federal	34,320.00
Cash Match (New Approp.)	11,440.00
In-Kind Match	0.00
Total: Σ	45,760.00

Only personnel costs of the agency applying for the grant funds should be included under “Personnel.” Do not include contractors or employees of other agencies in this section.

## Budget Detail (Employee Benefits)

Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, self-care expenses, etc. Amounts budgeted should be based on actual known costs or an established formula. Agencies that receive an award will be expected to have a policy in place when funds are expended for self-care.



Employee benefits are for those listed in Personnel and should be pro-rated for time devoted to the project, i.e., if a position's salary is 75% VOCA funded, then its fringe benefits should be 75% VOCA funded. Under "Briefly describe the overall use of funds" include the agency-wide fringe rate. Employee benefits cannot be paid at a higher percentage than the personnel percentage. For example:

EMPLOYEE BENEFITS	
<b>Briefly describe the overall use of funds for this budget category:</b>	
FICA 6.2%, Medicare 1.45%, Unemployment Insurance 1.46%, Workers Comp 0.38% = (9.49%) + Simple IRA contribution (2%) = 11.49%	
Health Insurance = \$10,000 annual expense	

For each employee, enter position title and name (the same as listed under Personnel). Then in "Description of your computation," show the VOCA-funded portion of the annual salary multiplied by your agency's fringe benefit rate. Include pro-rated health insurance or other flat rate benefits as well. For example:

Position	Name										
Selected Individual:											
Position: *	Sexual Assault Victim Advocate										
Name: *	Sarah Smith										
<b>Description of your computation</b>											
Year 1:*	Annual Salary \$45,760 x 11.49% = \$5,258 + \$10,000 = \$15,258 Total Benefits \$15,258 x 75% VOCA =										
	<table border="1"> <thead> <tr> <th>BY SOURCE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td>11,443.00</td> </tr> <tr> <td>Cash Match (New Approp.)</td> <td>3,815.00</td> </tr> <tr> <td>In-Kind Match</td> <td>0.00</td> </tr> <tr> <td>Total: Σ</td> <td>15,258.00</td> </tr> </tbody> </table>	BY SOURCE	AMOUNT	Federal	11,443.00	Cash Match (New Approp.)	3,815.00	In-Kind Match	0.00	Total: Σ	15,258.00
BY SOURCE	AMOUNT										
Federal	11,443.00										
Cash Match (New Approp.)	3,815.00										
In-Kind Match	0.00										
Total: Σ	15,258.00										

## Budget Detail (Staff Development)

To be used for all agency direct victim services staff (this may include volunteers and paid direct services staff whose salary is not funded under the VOCA subgrant). This section should also include the **travel associated with training**. Each training may have its own budget line item, to include all aspects of the training (i.e. mileage, lodging, registration) or expenses can be pooled into a general training line item. However, you must provide details of the calculations. [State travel rates](#) are the maximum allowed.

Agency membership dues to organizations related to victim services (NOVA, WCASA, End Domestic Abuse WI, WVWP) should be included in this section. No more than three memberships may be funded under VOCA. (The following are examples of expenses that are not allowable: training unrelated to direct victim services and training of persons who do not provide direct victim services).

## Budget Detail (Travel)

Travel associated with the funded project for VOCA project staff (**excluding travel for training purposes** which should be budgeted under Staff Development) may also include amounts used to provide transportation services for victims. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$98/night (\$103/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$10/breakfast (leaving before 6 a.m.); \$12/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$23/dinner (returning after 7 p.m.).

## Budget Detail (Supplies and Operating Expenses)

Can include but not limited to prorated consumables such as paper, stationery, postage, software, and non-expendable personal property with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and phones. Show computations for all items. For example, Rent: \$600/mo. x 12 months x 35% VOCA funded = \$2,520.

## Budget Detail (Indirect Costs)

Include any indirect cost rate in this section of the budget. See [Appendix B](#) for more information.

The government-wide grant requirements in [Title 2 C.F.R. part 200](#), state a policy that federal awards should bear their fair share of costs, including reasonable, allocable, and allowable direct and indirect costs. VOCA-funded projects align with the government-wide grant requirements and cost principles, which allow federal funding to support sub-recipient indirect costs (see [Title 2 C.F.R. 200.331](#) and [200.414](#)).

A subrecipient who has never had a federally negotiated indirect cost rate agreement, may elect to use the de minimus indirect cost rate of up to 10% of Modified Total Direct Costs (MTDC). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each [subcontract](#). MTDC excludes rental costs, equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs and the portion of each [subcontract](#) in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Show your calculation of indirect costs, such as  $MTDC = \$150,000 \times 10\% \text{ indirect rate} = \$15,000$

*Please attach either the agency's approved NICRA letter or the [10% de Minimus Certification](#) in the Required Attachments Section.*

## Budget Detail (Consultants/Contractual)

All costs associated with individuals or entities providing services through a contractual arrangement must be included in this section. Apart from a few justified sole source situations, contracts should be awarded via competitive processes, or through your agency's procurement process. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace but cannot exceed the current established maximum threshold rate. The current established maximum threshold rate set forth in the [US DOJ Financial Guide](#) is \$81.25 per hour with a maximum of \$650 per 8-hour day. Attach detailed information to support the total cost of each contract. Prorated audit expense is allowable only if an audit is required under the [Uniform Guidance 2 CFR §200.501](#) (i.e., agency expends \$750,000 or more in federal grants annually).

In order to be eligible to receive federal funding all [subcontracts](#) listed in this section must be registered in [SAM](#) with an active UEI. Subrecipient agencies are responsible for ensuring that subcontractors are active and eligible in SAM. No fund reimbursements will be made prior to receipt of the contract.

## Budget Detail (Other)

This category should also be used for VOCA eligible expenses not included in any other category; every expense item must be described and justified. Examples: professional liability insurance, fingerprint-based background checks, emergency victim assistance fund, or volunteer recognition events.

## Project Narrative

In this section, you will describe all aspects of your project. Provide clear, concise examples whenever possible. **Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.**

### Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

## Budget Narrative (10 points, 2 page maximum)

Applicant's budget should display a clear link between the specific project activities and the proposed budget items.

1. How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?
2. Will your agency request a partial or full match waiver? Yes or No

*For this section, please cut and paste response directly into Egrants. It is not necessary to attach a word document of the response.*

## Project Narrative (60 points, 10 page maximum)

1. Provide brief narrative or bullet point answers to the following prompts.
  - a. Overview of your agency (as if no one has heard of you before)
  - b. Office location and/or service area
  - c. Services that your agency provides
  - d. Services that are unique to your agency
  - e. Population served, including geographic location and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved population services)
  - f. Other service providers in your area providing victim services
2. Describe the proposed project and how it will address one or more of the OCVS funding priority areas (One priority area is required. Up to 15 bonus points may be acquired by addressing additional priority areas):
  - [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
  - Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
  - Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
  - Maximized use of resources in each community to serve all victims of crime.
3. How will the project address one or more of the VOCA purpose areas:
  - Respond to the emotional, psychological, or physical needs of crime victims;
  - Assist victims to stabilize their lives after a victimization;
  - Assist victims to understand and participate in the criminal justice system; or
  - Restore a measure of safety and security for the victim.

4. State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.
5. How is your approach to the project culturally appropriate and trauma-informed for the specific communities being served?
6. How will your project advance equity for victims of crime?
7. What steps will you take to ensure [communities impacted by inequity](#) are made aware of and have access to your agency's services?

*Application Note: VOCA funds are intended to expand or enhance victim services and should not be used to supplant, replace, or divert other sources of funding unless it can be demonstrated that such other support is or will be eliminated or reduced for reasons other than the receipt of VOCA funds.*

## Project Implementation Plan (30 points, 5 page maximum)

1. Tell us about your project and who will be involved, including both internal staff and external partners.
2. How will your project utilize external partners to minimize duplication of services?
3. What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?
4. How will your program engage with the community you serve?

*Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grants Manager in Fall 2024.*

*For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.*

## Eligibility Requirements (scored internally by OCVS, 3 page maximum)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this section relates to the agency's entire victim services, not solely the proposed VOCA project.

### Demonstrate record of effective direct victim services and community support; non-federal financial support

- Date of agency creation
- Brief summary of agency's history in providing victim services
- List of victim services offered and dates those services were established

*Agencies that cannot demonstrate a record of providing effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources.*

### Use volunteers unless there is a compelling reason for a waiver

Either:

1. Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

or

2. Provide a compelling reason the agency is entitled to a waiver. A compelling reason may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. You will be required to complete the [volunteer waiver request](#) form before your agency will be awarded funds.

### Promote, within the community, coordinated public and private effort to aid crime victims

List task forces, community response teams, written protocols, etc. and agency role for each.

### Assist victims of federal crimes the same as victims of state crimes

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

### Assist victims in seeking crime victim compensation benefits

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

## Accounting and Financial Capacity Questionnaire

This section is not scored as part of the application, rather this section is used as part of an assessment to determine monitoring should the applicant receive an award. Please answer the questions listed in Egrants to the best of the applicant's ability.

### Audit Narrative

State and local government agencies, institutions of higher education, and other nonprofit organizations are subject to federal audit responsibilities pursuant to Uniform Guidance ([2 C.F.R. Subpart F, Audit requirement](#)), as follows:

- An organization-wide financial and compliance audit is required if the organization expends \$750,000 or more in federal financial assistance during the organization's fiscal year.
- A copy of the audit report, with accompanying management letter, must be submitted **within 9 months** of the close of the organization's fiscal year.
- Pro-rated audit costs may only be charged to federal grants if an audit is required pursuant to [Uniform Guidance 2 CFR §200.501](#)

Please copy and paste the following into the response section in Egrants, and then complete as appropriate.

#### Subgrantee's fiscal year is (mark with an "X"):

- \_ Calendar year (January – December)
- \_ From: (month) \_\_\_\_\_ to \_\_\_\_\_(month)

#### Mark with an "X" as appropriate:

- \_ The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.
- \_ The Subgrantee **does not expect** to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.

Subgrantees shall promptly notify OCVS in writing when a change will occur to the above information.

*For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.*

## Required Attachments

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

**Application Tip:** Check off each item as you attach in the response section in Egrants.

- Proof of Non-Profit Status for non-profit agencies. Please see the [VOCA guidelines](#) for acceptable forms of proof.
- List of Board of Directors
- Documentation of Board Approval of VOCA Application
- Proof of Certification in SAM – If the applicant agency is in the process of applying for SAM when submitting an application, please attach verification that the [SAM registration](#) process has been started. Agencies will be required to show certification in SAM prior to award.
- Indirect Cost Rate, if applicable, either:
  - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
  - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the [Certification to Apply 10% de Minimus Indirect Cost Rate](#) Form, the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- Program Income Certification, if applicable – Applicants that propose imposing fees on clients or generating revenue through VOCA project or staff should complete the [VOCA Program Income Certification Form](#), the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.) See Program Income in Appendix A of this funding announcement.



Jump to a step

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2. Get ready

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# Step 4: Learn About Review & Award

## In this step

Application Review & Evaluation Criteria [26](#)

# Application Review & Evaluation Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Incomplete applications will not be considered. This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization. The review panel recommendations are utilized in conjunction with OCVS recommendations and submitted to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS will consider past project performance when determining subgrant awards. Funding determinations are within the full discretion of WI DOJ OCVS. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS's discretion.

## Evaluation Criteria

This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization.

Applicants are reviewed and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the services outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

Proposals will be scored and graded in the following areas:

### Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

## Appeal Process

An applicant may appeal OCVS's decision of grant funding. OCVS will consider VOCA fund availability when reviewing and making final appeal decisions. The review process, funding cap amount of \$250,000 per award, competitive funding criteria, and priority areas may not be appealed.

Appeals must be requested in writing no later than 10 business days after the date on the denial/intent to award letter.

A request must be signed by an authorized official in your agency and include facts or developments that were not known to the applicant at the time of your original application to OCVS. The request must address how these facts or developments significantly impact the evaluation of your application.

### **Requests to appeal will not be granted if the information received:**

- Merely reiterates or restates information submitted as part of an application.
- Seeks to revise or amend the original application.
- Makes comparisons with other applicants or applications.
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

OCVS will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of the appeal request. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. If the denial decision is rescinded, OCVS will discuss the specific scope, activities, goals, and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic, and financial information.

### **The written request should be emailed to:**

Teresa Nienow, Director of Grant Programs and Training  
[NienowTA@doj.state.wi.us](mailto:NienowTA@doj.state.wi.us)

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5. Submit

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# Step 5: Submit Your Application

## In this step

Application Submission & Deadlines

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# Application Submission & Deadlines

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

## Deadline

### Application

You must submit your application by May 31, 2024, at 11:59 p.m. CT.

## Submission Method

### Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

See [Contacts & Support](#) if you need help.

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# Learn What Happens After the Award

## In this step

Post-Award Requirements & Administration [31](#)

# Post-Award Requirements & Administration

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials but a brief outline of requirements is listed below. Further information can be found in the [VOCA Guidelines](#). All subgrantees who receive a VOCA award will be required to attend VOCA Subgrantee Orientation in Fall 2024.

Fiscal Reports	Program Reports	OVC PMT	Goals and Objectives
Monthly <i>or</i>	Semi-annual	Quarterly	Semi-annual
Quarterly	Final		Final

**Fiscal reports** - VOCA subgrants are paid on a reimbursement basis. Subgrantees may choose to be reimbursed on monthly or quarterly by submitting fiscal reports in Egrants. The decision is solely up to the subgrantee. However, once a frequency of fiscal report is selected for the grant year, it cannot be changed.

**Program reports** - VOCA subgrants will report on their progress on a semi-annual basis in Egrants. Subgrants will also complete a final report at the end of each grant year.

**OVC PMT** - Furthermore, VOCA subgrantees are required by the federal awarding agency, US DOJ, to report performance measures (referred to as OVC PMT) on a quarterly basis. Information will be provided post award at the VOCA Subgrantee Orientation about reporting requirements. If applicants would like to know what data elements their agency would be required to report, please see the [OVC PMT Subgrantee Performance Report](#).

**Goals and Objectives** - Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grant Manager in Fall 2024.

**Subgrantee Monitoring** - OCVS must assess subgrantee risk posed by applicants before they receive federal funds. Assessment of subgrantee risk determines the level of monitoring performed by OCVS. The levels of risk assigned by OCVS does not preclude a subgrantee from receiving federal funds. In addition to reviewing program complexity and prior adherence to VOCA award terms and conditions (if applicable), OCVS will review financial complexity and the financial capacity of the agency.

Grant funds will be disbursed on a reimbursement basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.

If awarded and upon receipt of your grant award materials, all grant award special conditions and Egrants reporting requirements must be reviewed. Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.



Jump to a step

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# Contacts & Support

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# Agency Contacts

## Program Contacts

Teresa Nienow, Director of Grant Programs & Training

[NienowTA@doj.state.wi.us](mailto:NienowTA@doj.state.wi.us); or (608) 400-5168

Alexandra Stanley, VOCA Administrator

[StanleyAP@doj.state.wi.us](mailto:StanleyAP@doj.state.wi.us); or (608) 294-0378

## Financial & Budget Contact

Justin Wartenluft, Victim Services Grants Supervisor

[WartenluftJM@doj.state.wi.us](mailto:WartenluftJM@doj.state.wi.us); or (608) 267-4584

## Forms Contact

Leah Varnadoe, Grants Support Specialist

[VarnadoeLA@doj.state.wi.us](mailto:VarnadoeLA@doj.state.wi.us); or (608) 266-0936

# Egrants Assistance

Weekdays, 8:00am – 4:30pm

Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)

Local calls: (608) 267-9068

Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

# SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

## Additional Resources

Additional information about OCVS and resources to assist with Egrants is available as follows:

- VOCA grant webpage for the Wisconsin Department of Justice:  
<http://www.doj.state.wi.us/ocvs/victims-crime-act-voca>
- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.  
Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)  
Local calls: (608) 267-9068  
Outside the 608 area code: (888) 894-6607

Appendix A – [Definitions](#)

Appendix B – [Indirect Costs – Guidance for Applicants](#)

# Appendix A: Definitions

**By and For Organizations** - “By and for” organizations in their entirety are operated by and for the population they serve. Their primary mission and history are to provide culturally responsive services to a specific community and are based, directed, and substantially influenced by individuals from the population they serve. At the core of their programs, the organization embodies the cultural values of the community they serve.

**Communities Impacted by Inequity** - are those who face barriers in achieving equitable outcomes in victim services due to historical and systemic patterns of mistreatment/oppression.

**Indirect Costs** – are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. See Appendix B of this funding announcement.

**Match** – Portion of Project funds derived from non-federal sources (equal to 20% of overall project cost). See [VOCA Guidelines Appendix: Local Match Contributions](#).

There are two kinds of match:

**Cash Match** – includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with Federal funds. Sources of cash match include the SAVS grant, United Way, and unrestricted funds.

**In-Kind** – includes volunteers providing direct services or donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor.

**Program Income** – Any revenue generated by VOCA project activities or staff are considered program income and requires advanced approval by OCVS. OCVS will consider whether charging victims for services is consistent with the project’s victim assistance objectives and whether the applicant is capable of effectively tracking program income in accordance with financial accounting requirements. See [VOCA Guidelines, VI. Financial Requirements/Audits, B. Program Income](#).

**Rural Communities** - Rural communities have low population density and are typically characterized by vast amounts of land with few people. They can be self-identified and are not classified as urban but may be served by urban areas. Victims and survivors may have challenges accessing and contacting services because of where they live. Examples include but are not limited to access to support services for victims, privacy and confidentiality concerns, distance and geographic isolation, transportation barriers, lack of available shelters and affordable housing, poverty as a barrier to care, and internet access.

**SAM** – System for Award Management (SAM) collects, validates, stores, and disseminates data regarding applicants’ eligibility to receive federal funds. **SAM registration and renewal is FREE**. More information can be found on the VOCA webpage on [updating or renewing an existing SAM registration](#) or [creating a new SAM registration](#).

**Subaward** – a subaward is for the purpose of carrying out a portion of the federal subgrant award, such as compensating an MOU partner. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The issuance and monitoring of subawards must meet the requirements of [2 CFR § 200.331](#), which includes oversight of subaward spending and monitoring of performance measures and outcomes attributable to grant funds. See [2 CFR § 200.330](#).

**Subcontract** – a contract is for the purpose of obtaining goods and services for the applicant’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The awarding and monitoring of contracts must follow the recipient’s documented procurement procedures, including full and open competition, pursuant to the procurement standards in [2 CFR § 200.317-200.329](#). Also see [2 CFR § 200.330](#).

**Supplanting** – reducing or replacing state or local funds due to the existence of VOCA (federal) funds. VOCA funds are intended to expand or enhance direct victim services and are meant to supplement existing state and local funds.

# Appendix B: Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. If an expense can be linked directly to the grant, it would be a direct cost, and not an indirect cost.

The Wisconsin Department of Justice will consider either the applicant's federally approved Negotiated Indirect Cost Rate Agreement (NICRA) OR Certification to charge the De Minimis Indirect Rate up to 10% of the Modified Total Direct Cost (MTDC). Please note: OCVS reserves the right to reduce the dollar amount charged to the federal grant, if such an amount hinders the agency's ability to provide direct services.

In order to request the de minimis rate, subrecipients must follow the MTDC definition as defined in 2 CFR (See below). Keep in mind, using the de minimis indirect cost rate is an option for the subrecipient, **but** it is not mandated by OCVS. The subrecipient must, however, satisfy the requirements related to use of the de minimis rate (as set out in 2 C.F.R. Part 200).

## Additional Guidance:

- A grant recipient cannot exceed 10% de minimis indirect but can charge a lesser percent.
- If a grant recipient applies for less than 10% de minimis, they cannot later increase it up to the 10% maximum.
- If a grant recipient has a NICRA, they can opt to apply only a portion of those costs to the federal grant budget.

## **Modified Total Direct Cost (MTDC)**

*MTDC* means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each [subaward](#) (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

## **Match:**

Subrecipients may choose to charge indirect costs to the award at a rate less than its current (unexpired) approved federally-negotiated indirect cost rate. The subrecipient may count as "match" the portion of its approved federally-negotiated indirect cost rate that it chooses not to charge to the subaward, if approved by OCVS and if it is actually cash match. If a subrecipient chooses to use match as part of their indirect rate the calculations shall remain the same for MTDC or the approved NICRA. A portion may be used toward federal reimbursements and the rest toward match, but both figured cannot exceed the approved indirect rate on the budget and the calculations shall remain the same on each fiscal report.

**How to calculate 10% MTDC:**

<b><u>Budget Category</u></b>	<b><u>Federal Amount</u></b>
Personnel	\$45,985.00
Employee Benefits	\$17,546.00
Staff Development	\$3,500.00
Travel (including training)	\$250.00
Equipment	\$5,000.00
Supplies and Operating Expenses	\$8,651.00
Rent	\$6,000.00
Consultant/ Contractual	\$200.00
Indirect	\$8,269.00
Other	\$6,556.00
<b>Total Budget</b>	<b>\$101,957.00</b>

Step 1: Add all direct federal expenses, except equipment, rent and any contracts over \$25,000. (MTDC=\$82,688)

Step 2: Multiply MTDC by 10% (\$82,688 x 0.10 = \$8,269)

**Grant Recipient Reporting on Indirect:**

Wisconsin DOJ requires consistency regarding calculations of the MTDC on each fiscal report. Subrecipients will be required to request up to the 10% of MTDC on each report (at the rate approved in the budget). See Fiscal Report Example Below:

<b><u>Budget Category</u></b>	<b><u>Federal Amount</u></b>
Personnel	\$5,000.00
Employee Benefits	\$1,500.00
Staff Development	\$500.00
Travel (including training)	\$250.00
Equipment	\$50.00
Supplies and Operating Expenses	\$100.00
Rent	\$500.00
Consultant/ Contractual	\$100.00
Indirect	\$798.00
Other	\$525.00
<b>Total Expenses for Month</b>	<b>\$9,323</b>

Step 1: Add all direct federal expenses, except equipment, rent, and contracts over \$25,000. (MTDC=\$7,975)

Step 2: Multiply MTDC by 10% (round if applicable). (\$7,975 x.10 = \$798)

Once the approved indirect budget has been met for the year the subrecipient will stop charging indirect on the fiscal reports.

**WISCONSIN DEPARTMENT OF JUSTICE**

**DOJ USE ONLY**

Applicant Hereby Applies to the DOJ for Financial Support for the Within-Described Project:

<u>Receipt Date</u>	<u>Award Date</u>	<u>Subgrant Number(s)</u>
		-- 18775

**SUBGRANT #:** 18775

**SHORT TITLE:** VOCA: Victim Resource Unit 2024-2025

<b>1. Type of Funds for which you are applying.</b>	( ) VOCA: Victims of Crime Act 2024-2025 Competitive Grant		
<b>2. Applicant</b>	<b>Name Of Applicant:</b>		<b>County:</b> Marathon
	Wausau Police Department		
	<b>Street Address:</b> 515 Grand Avenue		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Wausau	<b>State:</b> WI	<b>Zip:</b> 54403-6467
<b>3. Recipient Agencies</b>	Wausau Police Department		
<b>4. Signatory</b>	<b>Name:</b>		<b>Title:</b> Mayor
	Mayor Doug Diny		<b>Agency:</b> City of Wausau
	<b>Street Address:</b> 407 Grant Street		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Wausau	<b>State:</b> WI	<b>Zip:</b> 54403-4737
	<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b> doug.diny@ci.wausau.wi.us
<b>5. Financial Officer</b>	<b>Name:</b>		<b>Title:</b> Administrative Supervisor
	Ms. Susan Lang		<b>Agency:</b> Wausau Police Department
	<b>Street Address:</b> 515 Grand Avenue		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Wausau	<b>State:</b> WI	<b>Zip:</b> 54403-6467
	<b>Phone:</b> 715-261-7828	<b>Fax:</b>	<b>Email:</b> Susan.Lang@ci.wausau.wi.us
<b>6. Project Director</b>	<b>Name:</b>		<b>Title:</b> Captain
	Captain Ben Graham		<b>Agency:</b> Wausau Police Department
	<b>Street Address:</b> 515 Grand Avenue		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Wausau	<b>State:</b> WI	<b>Zip:</b> 54403-6467
	<b>Phone:</b> 715-261-7801	<b>Fax:</b>	<b>Email:</b> benjamin.graham@ci.wausau.wi.us
<b>7. Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title</b> (may not exceed 50 characters) VOCA: Victim Resource Unit 2024-2025		
	The Wausau Police Department will further its collaborative, coordinated approach to better serve victims of crime in the Wausau (Marathon County) community, with special concern for, but not limited to, adult sexual assault victims, child abuse victims, domestic and family violence victims, and underserved victims of crime. Grant funding will support a Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU will include a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU will provide timely direct services and coordinate community-based services to: respond to the emotional, psychological, and physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; and restore a measure of safety and security for the victim.		



8. SubGrant Budget

Sources

Categories	Federal	Cash Match (New Approp.)	In-Kind Match	Category Total
Personnel	141,000.00	0.00	32,501.00	173,501.00
Employee Benefits	60,000.00	0.00	11,435.00	71,435.00
Staff Development	6,000.00	0.00	0.00	6,000.00
Travel (Including Training)	3,500.00	0.00	0.00	3,500.00
Supplies & Operating Expenses	8,800.00	0.00	14,024.00	22,824.00
Consultants/Contractual	4,800.00	0.00	0.00	4,800.00
Indirect	0.00	0.00	0.00	0.00
Other	7,500.00	0.00	0.00	7,500.00
<b>Source Total</b>	<b>231,600.00</b>	<b>0.00</b>	<b>57,960.00</b>	<b>289,560.00</b>

9. Project Start Date: 10/1/2024 Project End Date: 9/30/2025

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Wausau Police Department	289,560.00	289,560.00
<b>Total:</b>	<b>289,560.00</b>	<b>289,560.00</b>

Allocation/Recipient Agency: Wausau Police Department

Category:	Year 1	Total
Personnel	173,501.00	173,501.00

Employee Benefits	71,435.00	71,435.00
Staff Development	6,000.00	6,000.00
Travel (Including Training)	3,500.00	3,500.00
Supplies & Operating Expenses	22,824.00	22,824.00
Consultants/Contractual	4,800.00	4,800.00
Other	7,500.00	7,500.00
<b>Total:</b>	<b>289,560.00</b>	<b>289,560.00</b>

11. Budget Details:

Master Budgets:

Line Item Details for Wausau Police Department

**YEAR 1**

**PERSONNEL**

**Justification:** The Victim Resource Unit (VRU) is comprised of three primary members, two supervisors, and an advisory committee comprised of volunteers. Each member, supervisor, and volunteer is essential to the program and supports direct victim services.

**COST**

Positions subject to federal funding:

- Mental Health Therapist (1 FTE; 100% VOCA)
- Crime Response Specialist (.8 FTE; 100% VOCA)

Positions subject to match:

- Victim Resource Officer (1 FTE; 25% VOCA Match; 100% City of Wausau)
- Lieutenant (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Captain (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Volunteers (Volunteer Advisory Committee Members 5 (members) x \$50/hr x 1 hr x 4 quarters = \$1,000)

**Position** Captain

**Name** Captain Ben Graham

**Description of your computation:** 1 FTE Annual Salary \$111,738 x 5% Match = \$5,587

<b>Source:</b> Federal	0.00
<b>Source:</b> Cash Match (New Approp.)	0.00
<b>Source:</b> In-Kind Match	5,587.00

<b>Position</b>	Crime Response Specialist		
<b>Name</b>	Lauryn Erdman		
<b>Description of your computation:</b>	.80 FTE Annual Salary \$47,000 x 100% VOCA = \$47,000		
	<b>Source:</b> Federal		47,000.00
	<b>Source:</b> Cash Match (New Approp.)		0.00
	<b>Source:</b> In-Kind Match		0.00

<b>Position</b>	Lieutenant		
<b>Name</b>	Lieutenant Nathan Pauls		
<b>Description of your computation:</b>	1 FTE Annual Salary \$94,474 x 5% Match = \$4,724		
	<b>Source:</b> Federal		0.00
	<b>Source:</b> Cash Match (New Approp.)		0.00
	<b>Source:</b> In-Kind Match		4,724.00

<b>Position</b>	Mental Health Therapist		
<b>Name</b>	Therapist Kristen Seidler		
<b>Description of your computation:</b>	1 FTE Annual Salary \$94,000 x 100% VOCA = \$94,000		
	<b>Source:</b> Federal		94,000.00
	<b>Source:</b> Cash Match (New Approp.)		0.00
	<b>Source:</b> In-Kind Match		0.00

<b>Position</b>	Victim Resource Officer		
<b>Name</b>	Officer Sarah Bedish		
<b>Description of your computation:</b>	1 FTE Annual Salary \$84,760 x 25% Match = \$21,190		
	<b>Source:</b> Federal		0.00
	<b>Source:</b> Cash Match (New Approp.)		0.00
	<b>Source:</b> In-Kind Match		21,190.00

<b>Position</b>	Volunteers		
<b>Name</b>	{To Be Determined}		
<b>Description of your computation:</b>	Volunteer Advisory Committee Members 5 (members) x \$50/hr x 1 hr x 4 quarters = \$1,000		
	<b>Source:</b> Federal		0.00
	<b>Source:</b> Cash Match (New Approp.)		0.00

Source: In-Kind Match 1,000.00

Personnel Year 1 Total: 173,501.00

**EMPLOYEE BENEFITS**

**Justification:** The Victim Resource Unit (VRU) is comprised of three primary members, two supervisors, and an advisory committee comprised of volunteers. Each member, supervisor, and volunteer is essential to the program and supports direct victim services. **COST**

Positions subject to federal funding:

- Mental Health Therapist (1 FTE; 100% VOCA)
- Crime Response Specialist (.8 FTE; 100% VOCA)

Positions subject to match:

- Victim Resource Officer (1 FTE; 25% VOCA Match; 100% City of Wausau)
- Lieutenant (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Captain (1 FTE; 5% VOCA Match; 100% City of Wausau)

Benefit Breakdowns:

- Mental Health Therapist (FICA 6.20%, Medicare 1.45%, Workers Comp .17%, WRS 6.9% + Health Insurance + HSA)
- Crime Response Specialist (FICA 6.20%, Medicare 1.45%, Workers Comp .17%, WRS 6.9% + Health Insurance)
- Victim Resource Officer (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34% + Health Insurance + HSA)
- Lieutenant (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34%)
- Captain (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34% + Health Insurance + HSA)

<b>Position</b>	Captain		
<b>Name</b>	Captain Ben Graham		
<b>Description of your computation:</b>	$\$111,738 \text{ (salary)} \times 24.66\% \text{ (fringe)} = \$27,555 + \$1,200 \text{ (HSA)} + \$26,355 \text{ (health insurance)} = \$55,110 \text{ (total benefits)} \times 5\% \text{ Match} = \$2,755$		
	<b>Source:</b> Federal		0.00
	<b>Source:</b> Cash Match (New Approp.)		0.00
	<b>Source:</b> In-Kind Match		2,755.00

<b>Position</b>	Crime Response Specialist		
<b>Name</b>	Lauryn Erdman		
<b>Description of your computation:</b>	$\$47,000 \text{ (salary)} \times 14.72\% \text{ (fringe)} = \$6,918 + \$0 \text{ (HSA)} + \$8,082 \text{ (health insurance)} = \$15,000 \text{ (total benefits)} \times 100\% \text{ VOCA} = \$15,000$		
	<b>Source:</b> Federal		15,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

**Position** Lieutenant

**Name** Lieutenant Nathan Pauls

**Description of your computation:** \$94,474 (salary) x 24.66% (fringe) = \$23,297 + \$0 (HSA) + \$0 (health insurance) = \$23,297 (total benefits) x 5% Match = \$1,165  
Source: Federal 0.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 1,165.00

**Position** Mental Health Therapist

**Name** Therapist Kristen Seidler

**Description of your computation:** \$94,000 (salary) x 14.72% (fringe) = \$13,837 + \$1,200 (HSA) + \$29,963 (health insurance) = \$45,000 (total benefits) x 100% VOCA = \$45,000  
Source: Federal 45,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

**Position** Victim Resource Officer

**Name** Officer Sarah Bedish

**Description of your computation:** \$84,760 (salary) x 24.66% (fringe) = \$20,902 + \$600 (HSA) + \$8,557 (health insurance) = \$30,059 (total benefits) x 25% Match = \$7,515  
Source: Federal 0.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 7,515.00

**Employee Benefits** **Year 1 Total:** 71,435.00

**STAFF DEVELOPMENT**

**Justification:** We seek to encourage and equip the VRU with the necessary tools to stay abreast of and in front of today's and tomorrow's victim services. To that end, our proposed budget consists of \$2,000 for each primary member of the VRU, totaling \$6,000, and will cover allowable expenses like mileage, lodging, registration, and membership dues. **COST**

**Description** Staff development for direct victim service members

**Description of your computation:** Conferences/Training/Seminars (\$2000 x 3 (members) = \$6,000)  
Source: Federal 6,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Staff Development Year 1 Total: 6,000.00

TRAVEL (INCLUDING TRAINING)

Justification: This budget category will be used to fund travel expenses incurred by members of the VRU while they provide direct victim services. This will exclude travel expenses associated with staff development. COST

Purpose of Travel Direct Victim Services

Location Wausau, Marathon County, and Surrounding Region

Item Mileage

Description of your computation: Mileage = 6,864 (miles) x \$.51 (cost per mile) = \$3,500

Source: Federal 3,500.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Travel (Including Training) Year 1 Total: 3,500.00

SUPPLIES & OPERATING EXPENSES

Justification: This budget category will fund consumables and operating expenses associated with the delivery of direct victim services. Listed are only essential expenses that permit advertisement of services, enable communication with victims, and provide a means for travel. COST

Supply Item Cell Phones

Description of your computation: 3 (phones) x \$500 (cost per year) = \$1,500

Source: Federal 1,500.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Supply Item Leased Vehicle

Description of your computation: \$500 (price per month) x 12 (months) = \$6,000

Source: Federal 6,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Supply Item	Office Space	
<b>Description of your computation:</b>	1,000 sq. ft (\$12/sq. ft = \$12,000); 3 computers (3 x \$520 = \$1,560); 3 desktop phones (3 x \$93 = \$279); 1 printer (1 x \$185) = \$14,024	
	<b>Source:</b> Federal	0.00
	<b>Source:</b> Cash Match (New Approp.)	0.00
	<b>Source:</b> In-Kind Match	14,024.00

Supply Item	Printing, Photocopying & Postage	
<b>Description of your computation:</b>	Printing, Photocopying, Postage, Software = \$500	
	<b>Source:</b> Federal	500.00
	<b>Source:</b> Cash Match (New Approp.)	0.00
	<b>Source:</b> In-Kind Match	0.00

Supply Item	Public Information	
<b>Description of your computation:</b>	Brochures, design/maintenance of websites/social media, public awareness and education materials, etc. = \$800	
	<b>Source:</b> Federal	800.00
	<b>Source:</b> Cash Match (New Approp.)	0.00
	<b>Source:</b> In-Kind Match	0.00

<b>Supplies &amp; Operating Expenses</b>	<b>Year 1 Total:</b>	<b>22,824.00</b>
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**CONSULTANTS/CONTRACTUAL - CONSULTANT**

<b>Justification:</b>	<b><u>COST</u></b>
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Name / Position	Melanie Strand-Glatczak	
<b>Service Provided</b>	Clinical Supervision of Victim Resource Therapist	
<b>Description of your computation:</b>	Clinical Supervision at \$200/hour for two hours per month (\$200 the prevailing rate for Clinical Supervision) = \$4,800	
	<b>Source:</b> Federal	4,800.00
	<b>Source:</b> Cash Match (New Approp.)	0.00
	<b>Source:</b> In-Kind Match	0.00
<b>Consultants/Contractual - Consultant</b>		<b>Year 1 Total: 4,800.00</b>

**OTHER**

**Justification:** This budget category will be used for any individual items that victims may need to help them heal and make them whole after victimization. This includes any items that help support the victim, ease the effects caused by victimization, and will allow the victim to get on with their life after the trauma and victimization. Eligible expenses include: emergency financial assistance; short term childcare costs; and relocation expenses. **COST**

Description	Emergency Victim Assistance Funds	
<b>Description of your computation:</b>	Gas cards, emergency food, shelter, clothing, transportation, window, door or lock replacement/repair etc. = \$7,500	
	<b>Source:</b> Federal	7,500.00
	<b>Source:</b> Cash Match (New Approp.)	0.00
	<b>Source:</b> In-Kind Match	0.00
	<b>Other</b>	<b>Year 1 Total:</b> <u>7,500.00</u>

**YEAR 1 TOTAL: 289,560.00**

12. Sections:

**A BUDGET NARRATIVE**

Budget Narrative (10 points, 2 page maximum)

Applicant’s budget should display a clear link between the specific project activities and the proposed budget items.

- 1.How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?
- 2.Will your agency request a partial or full match waiver? Yes or No

*For this section, please cut and paste response directly into Egrants. It is not necessary to attach a word document of the response.*

RESPONSE:

**How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?**

In 2016, OCVS granted the Wausau Police Department \$186,439 in annual federal VOCA funds to establish the Victim Resource Unit (VRU). Initially, these funds supported program activities and two employees: a Mental Health Therapist (1 FTE, 100% VOCA) and a Victim Resource Officer (1 FTE, 70% VOCA).

Additionally, a Crime Response Specialist was integrated into the unit, funded separately through a VOCA award managed by the Marathon County District Attorney’s Office. However, funding for this position was not pursued in 2019.

In 2019, OCVS increased its award to the Wausau Police Department to \$300,000 annually to further develop and sustain the VRU's crucial work. Over the past four years, these funds have supported program activities and three employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 50% VOCA).

Currently, the Wausau Police Department is requesting \$231,600 in VOCA funds to maintain and enhance its multidisciplinary approach to serving crime victims. This amount represents a 23% reduction from the previous award and is over \$18,000 less than the maximum allowance. Grant funds will continue supporting



program activities and essential employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 25% VOCA match).

Due to reduced VOCA funding, no federal dollars will be sought for the officer position, but the officer will remain fully assigned to the VRU and dedicate at least 25% of time to delivering direct victim services.

### **Personnel and Benefits**

VOCA Funding: \$201,000 (Match: \$43,936)

In our commitment to prevent revictimization by offering timely and thorough care to crime victims, a crucial aspect of our approach is the formation of a multidisciplinary team with the necessary expertise. Our team, consisting of a therapist, crime response specialist, and officer, possesses the essential skills for efficient and effective service delivery. They are well-equipped to offer comprehensive support and referrals without duplicating efforts. With funding for VRU members' personnel and benefits, we can sustain positions that provide emotional support and safety services, such as scene response, safety planning, crisis intervention, counseling, and therapy. Additionally, they offer personal advocacy, such as accompaniment and tailored assistance, as well as information and referrals regarding victims' rights, restitution, crime victim compensation, case status, and community resources. The funding will specifically cover salary and benefit costs for the Mental Health Therapist and Crime Response Specialist, which are determined by the City of Wausau.

### **Staff Development**

VOCA Funding: \$6,000

To render excellent direct victim service, a program must possess excellent direct victim staff. Excellence hinges upon passion and competence, which requires on-going staff development in the form of local, regional, and even national training. We seek to encourage and equip the VRU with the necessary tools to stay abreast of and in front of today's and tomorrow's victim services. To that end, our proposed budget consists of \$2,000 for each member of the VRU, totaling \$6,000, and will cover allowable expenses like mileage, lodging, registration, and membership dues.

### **Travel**

VOCA Funding: \$3,500

This budget category will be used to fund travel expenses incurred by members of the VRU while they provide direct victim services. This will exclude travel expenses associated with staff development. We've discovered and anticipate that a majority of direct victim services will occur outside of the Wausau Police Department. This includes homes, Wausau's network of 17 public schools, a local domestic violence shelter, and more. The ability to be mobile and to respond to the location of a victim greatly enhances the quantity and quality of service we provide.

### **Supplies and Operating**

VOCA Funding: \$8,800 (\$14,024 match)

This budget category will fund consumables and operating expenses associated with the delivery of direct victim services. Listed are only essential expenses that permit advertisement of services, enable communication with victims, and provide a means for travel. Approximately 20 percent of therapy is conducted at the Wausau Police Department. The remaining 80 percent of therapy requires travel to alternate locations in Wausau and the surrounding community. The leased vehicle will be used by the therapist for travel associated with providing direct victim services.

### **Consultants**

VOCA Funding: \$4,800

Given the unique and specialized services rendered by a licensed therapist, clinical supervision is necessary to satisfy personal and professional development and program goals. Because the knowledge, skills, and

abilities required for adequate clinical supervision lacks within the Wausau Police Department, we find it imperative to partner with a local clinical provider of good repute to provide consultant services on a quarterly basis. The consultant will conduct monthly or twice-monthly meetings (not to exceed 2 hours per month) with the therapist to discuss employee development, ongoing cases, and pertinent issues to psychotherapy.

**Other – Emergency Victim Assistance Funds**

VOCA Funding: \$7,500

This budget category will be used for any individual items that victims may need to help them heal and make them whole after victimization. This includes any items that help support the victim, ease the effects caused by victimization, and will allow the victim to get on with their life after the trauma and victimization. Eligible expenses include: emergency financial assistance; short term childcare costs; and relocation expenses.

**Will your agency request a partial or full match waiver? Yes or No**

No. Whereas we have sought a partial match waiver in previous grant cycles, we endeavor to satisfy match/cost sharing requirements by providing 20% match, or \$57,900.

**BUDGET NARRATIVE - RELATED ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>File Description</u></b>
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## B PROJECT NARRATIVE

Project Narrative (60 points, 10 page maximum)

1. Provide brief narrative or bullet point answers to the following prompts.

- Overview of your agency (as if no one has heard of you before)
- Office location and/or service area
- Services that your agency provides
- Services that are unique to your agency
- Population served, including geographic location and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved population services)
- Other service providers in your area providing victim services

2. Describe the proposed project and how it will address one or more of the OCVS funding priority areas (One priority area is required. Up to 15 bonus points may be acquired by addressing additional priority areas):

- By-and-for organizations that provide victim services to communities impacted by inequity.
- Demonstrated, improved, and intentional collaboration in rural areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

3. How will the project address one or more of the VOCA purpose areas:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; or
- Restore a measure of safety and security for the victim.

4. State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.

5. How is your approach to the project culturally appropriate and trauma-informed for the specific communities being served?

6. How will your project advance equity for victims of crime?

7. What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services?

RESPONSE:

### **Overview of your agency**

The Wausau Police Department (WPD), established in 1872, has served the City of Wausau for over 150 years, operating primarily on levy dollars with a \$12.8 million budget and 93.5 authorized full-time employees, including 81 sworn and 12.5 civilian personnel. Committed to providing 24-hour police services and enhancing community well-being, WPD actively pursues excellence in policing and has achieved accredited status through the Wisconsin Law Enforcement Accreditation Group. Embracing problem-oriented and community-oriented policing approaches, WPD implements innovative programs, such as the Victim Resource Unit (VRU), established in 2016 with funding from OCVS's VOCA award. Comprising a

Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer, the VRU delivers comprehensive victim services, positively impacting hundreds of individuals and earning heartfelt gratitude from beneficiaries like one who stated, "The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life."

### **Office location and/or service area**

The VRU is based at 515 Grand Avenue, conveniently situated within the Wausau Police Department, boasting a 1,000 square foot office space with a waiting area and three individual offices. While primarily serving the City of Wausau, the VRU extends its support to Greater Marathon County upon request and has a track record of aiding northern regions of the state during critical incidents necessitating a regional response.

### **Services that your agency provides**

WPD ensures round-the-clock police coverage for Wausau, offering not only general patrol and investigative services but also supplementary initiatives targeting mental health, homelessness, and victim support. Within this framework, the Victim Resource Unit (VRU) operates, strategically integrated into the department's structure to provide immediate, medium-term, and long-term assistance to victims. Comprising a therapist, crime response specialist, and officer, the VRU delivers timely direct services and coordinates community-based support to address victims' emotional, psychological, and physical needs, stabilize their lives post-victimization, facilitate their engagement with the criminal justice system, and restore a sense of safety and security.

The following is a list of general services the VRU provides:

- Crime Victim Compensation Assistance
- Information and Referral Services
  - Information about the criminal justice process and victim rights
  - Referral to other victim service programs and other services and resources
- Personal Advocacy and Accompaniment
  - Victim Advocacy/Accompaniment to Emergency Medical Care and Exams
  - Law Enforcement Interview Advocacy/Accompaniment
  - Individual Advocacy
  - Immigration Assistance
  - Intervention with Employer, Creditor, Landlord, or Academic Institution
  - Child or Dependent Care Assistance (includes coordination of services)
  - Transportation Assistance (includes coordination of services)
- Emotional Support/Safety Services
  - Crisis Intervention (in-person, includes safety planning, etc.)
  - On-scene Crisis Response (e.g., community crisis response)
  - Individual Counseling and Therapy
  - Emergency Financial Assistance
- Shelter/Housing Services
  - Relocation Assistance (includes assistance with obtaining housing)
- Criminal/Civil Justice System Assistance
  - Notification of Criminal Justice Events
  - Victim Impact Statement Assistance
  - Prosecution Interview Advocacy/Accompaniment
  - Criminal Advocacy/Accompaniment

### **Services that are unique to your agency**

The VRU stands out in central Wisconsin due to its unique integration with law enforcement, ensuring seamless service delivery to victims. This integration eliminates gaps in support often experienced with separate service providers and facilitates smooth referrals when needed.

Victims benefit from comprehensive assistance, including:

- **Case Management:** Victims receive ongoing support and referrals managed by VRU members, ensuring continuity of care and assistance in accessing available resources.
- **Victim Advocacy:** Providing victims with a voice, ensuring access to services, resources, information, and legal options.
- **Direct Services:** Addressing emotional, physical, and mental well-being, and preventing further victimization. This includes emergency and ongoing support, including on-call counseling and therapy services provided by the Mental Health Therapist.

These services are available to any adult or child victim, with a focus on specific groups such as adult sexual assault victims, child abuse victims, and victims of domestic violence. Services are delivered in environments tailored to the victim's needs, including crime scenes, homes, schools, and shelters. While primarily serving the City of Wausau, the VRU evaluates requests and provides services or referrals to support surrounding rural communities as needed.

### **Population served, including geographic location and demographic information**

Wausau, the county seat of Marathon County, Wisconsin, encompasses approximately 20 square miles, with over 230 miles of public streets, within the state's largest county spanning over 1,500 square miles. The city's population, comprising 40,369 residents, contributes significantly to the county's total of 137,916 individuals. Notably, the Wausau metropolitan area accommodates more than half of the county's population, rendering the surrounding regions relatively rural, characterized by extensive agricultural and forested areas.

Demographically, the population distribution is diverse, with the following racial and ethnic breakdown:

- White: 77.33%
- Black or African American: 1.48%
- American Indian and Alaskan Native: 0.66%
- Asian: 11.87%
- Native Hawaiian and Other Pacific Islander: 0.06%
- Some Other Race: 2.04%
- Two or More Races: 6.56%
- Hispanic or Latino: 4.46%

The Asian population, notably comprising Hmong, Vietnamese, and Laotian refugees resettled since the late 1970s, has steadily increased, becoming Wausau's largest ethnic minority. Recent years have seen additional resettlement of Afghan and Congolese refugees, facilitated through collaboration with organizations like ECDC and New Beginnings, fostering a compassionate community response.

Despite the region's economic activity, disparities persist, with median household incomes in Wausau lower than both county and state averages. Additionally, a significant portion of Wausau's households fall under the ALICE category, highlighting financial vulnerability. The urgency of services provided by the VRU is underscored by critical indicators from the 2023 Marathon County Life Report, revealing challenges such as insufficient savings for emergencies, rising youth depression rates, disparities in mental health care access, escalating substance abuse issues, and increased demand for emergency services amid limited mental health resources.

### **Other service providers in your area providing victim services**

Several organizations collaborate closely with the Wausau Police Department to deliver vital victim services:

- **The Women's Community, Inc (TWC):** Located at 3200 Hilltop Road, Wausau, TWC focuses on domestic violence and sexual assault services, offering advocacy, support groups, shelter, and referrals. While they provide counseling, immediate therapy isn't available onsite. The VRU's Mental Health Therapist conducts sessions at TWC, ensuring victims receive comprehensive support.
- **Children's Advocacy Center of North Central Wisconsin (CAC):** Situated at 705 S 24th Avenue, Wausau, CAC specializes in investigating child maltreatment cases, offering forensic interviews, advocacy, and medical coordination. They collaborate with the VRU and other agencies to support victims and facilitate services like safety planning and therapy.

- **Marathon County District Attorney's Office:** Located at 500 Forest Street, Wausau, the DA's Victim Witness Program aids victims post-charge with court notifications, restitution, and referrals. Historically, they supported a Crime Response Specialist through a VOCA grant, whose absence led to a decrease in direct victim services. The position has since been reinstated through the VRU's VOCA award, ensuring continued support for crime victims.

**Describe the proposed project and how it will address one or more of the OCVS funding priority areas**

1. By-and-for organizations that provide victim services to communities impacted by inequity.
  - i. The VRU will prioritize enhancing programs targeting the intersection of homelessness, domestic violence, and sexual assault. The Wausau Police Department's Community Outreach Specialist (COS) aids the unhoused by holding office hours at key locations like the library and human services organizations. Acting as a consistent point of contact, the COS improves communication between clients and various system partners. Extensive intake procedures include reviewing clients' housing and medical histories, often intertwined with victimization. Some unhoused single females have reported manipulation by acquaintances offering temporary shelter for personal gain. The rising number of unhoused individuals in Marathon County, especially since November 2023, underscores the urgency for support from the VRU and COS, especially for those lacking transportation, communication methods, and healthcare access. Collaboration with the Marathon County Sexual Assault Intervention Team (MCSAIT) now involves the COS in identifying referral sources, locating housing, and raising awareness. Additionally, the WPD is proposing a transitional living program in Wausau in partnership with the COS and CW Solutions, a private human service company. Through collaboration with the VRU, CW Solutions has developed ROUTE, an anti-sex trafficking program featuring a warmline and dedicated case managers.
2. Demonstrated, improved, and intentional collaboration in rural areas amongst system partners and other service providers.
  - i. The VRU collaborates closely with local partners active in rural communities, including the Marathon County Sexual Assault Intervention Team, Sexual Assault Response Team, Marathon County Domestic Abuse Response Team, and Multi-Disciplinary Teams. This collaboration ensures that victims in areas lacking advocacy programs can access support and intervention, with connections to Emergency Departments and Healthfirst SANE staff. Resources are shared across over 12 counties served by SANE programs and CW Solutions. Collaboration with the VRU is crucial to improving opportunities for rural victims, offering resources, referrals, and follow-up care. Additionally, the VRU collaborates with The Women's Community on sexual assault panels to provide awareness to high school students. The success of these panels has led to the development of similar programs in less populated communities like Lincoln County, aiming to increase awareness in smaller, rural municipalities.
3. Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
  - i. The VRU will strengthen and expand community partnerships to improve services for victims of sexual assault from youth through older adults. The VRU and The Women's Community (sexual assault advocacy program) coalition of professionals regularly engage with the community. This forum maximizes local specialists who deliver firsthand knowledge about the VRU, The Women's Community, District Attorney's Office, Probation & Parole, Child Advocacy Center (CAC), and SANE programs. The VRU implements a cohesive response to child sexual assault for victims and caregivers throughout the process of disclosure, investigation, prosecution, and sentencing. Child victims and their caregivers benefit from an entire network of support from the VRU, Social Services, The Women's Community, and District Attorney's Office during CAC forensic interviews. Intervention from the VRU therapist is especially critical for Marathon County child survivors of sexual assault who experience mental health challenges. According to the 2021 Marathon County High School Youth Risk Behavior Survey, 29% of high school teens and 27% of middle school students reported feeling depressed and 45% of high school teens and 48% of middle school students reported significant problems with anxiety. Easily accessible counseling at no cost with the VRU therapist is especially vital for youth whose families are often met with financial concerns, a shortage of providers, and long waiting lists.
4. Maximized use of resources in each community to serve all victims of crime.

- i. The VRU program will continue its joint effort with the Marathon County Health Department (MCHD) to connect Nurse-Family Partnership clients with victim support and resources. The Nurse-Family Partnership is an evidence-based community program which delivers free in-home nurse visits throughout pregnancy, infancy and up to age two. Clients receive consistent support from specially trained nurses to sustain families with parenting education and referrals for housing, employment, and childcare. Both the VRU and Partnership nurses can connect clients with a history of victimization directly to each of their programs. MCHD has requested and received training from the Victim Resource Officer about human trafficking, personal safety, and situational awareness for their Partnership nurses. In conjunction with the Marathon County District Attorney's Office, Juror Support is provided by the Mental Health Therapist and Crime Response Specialist for jurors impacted by distressing content due to past victimization. VRU staff will be available at significant jury trials for panelists who are excused during voir dire and for jurors post-verdict. Support from the VRU is provided during trials involving sexual assault, domestic violence, child abuse, homicide, reckless homicide, and arson. Voir dire often elicits first time disclosures and strong reactions from excused panelists who are victims or whose loved ones are victims of a variety of crimes.

**How will the project address one or more of the VOCA purpose areas:**

1. Respond to the emotional, psychological, or physical needs of crime victims.
  - i. The **Crime Response Specialist** will engage with victims promptly, providing guidance on legal procedures, connecting them with the Mental Health Therapist for emotional support, and coordinating necessary services. She will also offer immediate assistance during major cases.
  - ii. Victims often struggle to navigate the aftermath of crime independently. Together with the Crime Response Specialist, the **Victim Resource Officer** will offer support, guide victims through legal procedures, and arrange transportation for appointments.
  - iii. The **Mental Health Therapist** will address the emotional, psychological, and physical needs of crime victims through various therapeutic interventions. She will collaborate with community resources and make referrals when necessary to ensure comprehensive support.
2. Assist victims to stabilize their lives after a victimization.
  - i. The **Crime Response Specialist** will help victims apply for compensation for eligible crimes, which can help restore financial stability after victimization. In addition, the specialist will assist victims with Safe at Home and VINE enrollment.
  - ii. The **Victim Resource Officer** and Crime Response Specialist will go beyond connecting victims with the Mental Health Therapist, providing various services like crisis intervention, safety planning, and emergency assistance to stabilize victims' lives.
  - iii. Professional therapy aims to stabilize victims by addressing their emotional, psychological, and physical challenges. The **Mental Health Therapist** will work to build relationships, provide support, and guide victims toward wellness to prevent further victimization.
3. Assist victims to understand and participate in the criminal justice system.
  - i. The **Crime Response Specialist** will assist victims throughout the criminal justice process, offering support through on-scene response, phone calls, follow-up meetings, and court accompaniment.
  - ii. The **Victim Resource Officer**, being a law enforcement officer, will have the requisite knowledge and authority to guide victims through the criminal justice system in collaboration with Victim Witness Coordinators. The officer will offer a comprehensive range of services and care, both before and after charges are filed, ensuring trauma-informed support throughout the process. The benefit of sworn status permits the officer to seamlessly transition from direct victim services into extending a criminal investigation to the benefit of the victim and justice.
  - iii. The **Mental Health Therapist**, with extensive knowledge of the criminal justice system, will collaborate with Victim Witness services to provide seamless support, including assistance during voir dire for jurors who disclose victimization.
4. Restore a measure of safety and security for the victim.
  - i. Safety planning is an essential component of work performed by the VRU. The **Crime Response Specialist** and **Victim Resource Officer** will provide emergency services in the form of gas cards, emergency food, shelter, clothing, and transportation, emergency legal assistance, window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety. Additionally, they will advocate on behalf of victims and will meet with

- landlords and employers to restore a measure of safety and security for the victim.
- ii. The **Mental Health Therapist** will assist victims in their recovery process and provide a matrix for healthy decision-making. In addition to focusing upon the emotional and psychological effects of victimization, the therapist will collaborate with unit members to take care of physical needs including, but not limited to, window, door or lock replacement or repair, and other repairs necessary to ensure a victim's safety.

**State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.**

The Wausau Police Department strives for excellence and *partners with the community* to enhance quality of life. This mission statement guides the department's service delivery and highlights the value it places on community partnerships. We believe we are "better together" and have a long history of collaboration with fellow victim service providers. The VRU has and will leverage resources to create interdisciplinary services for victims of crime, optimize use of victim advocates, and establish interagency protocols to ensure victims receive necessary services. The team will work to review current practices and will develop and implement new policies and procedures to close gaps and address ineffective practices. The VRU will work collaboratively with partners while providing case management to create a seamless continuum of service for each victim. Below, we describe collaborative efforts and provide concrete, clear examples of partnership.

#### Interagency Collaboration

The VRU has and will continue to partner with local agencies including our District Attorney's Office, Social Services, the Wausau School District, Probation/Parole, area law enforcement agencies, the Child Advocacy Center and The Women's Community. Regular interagency meetings provide access to training opportunities, case review, updates on emerging issues, and community referrals. A full list of multidisciplinary teams is included under eligibility requirements.

The impacts of interagency collaboration are many. For example, within the last five years, interagency collaboration has led to:

- The creation of a local Lethality Assessment Program (Maryland Model) to enhance response to intimate partner violence. This program, instituted by the VRU, has strengthened collaboration with The Women's Community, the Marathon County District Attorney's Office, and local law enforcement agencies to form a united front and provide expedited services for victims in high danger situations.
- The creation of a stalking policy, which was previously unaddressed in agency procedures. This policy gap was identified by the Marathon County Domestic Violence Intervention Team and led to creating a policy to address the seriousness of stalking, to provide guidelines for the enforcement necessary to prevent and deter stalking behavior, and to lend guidance for victim assistance to stalking victims.
- The creation of resources to help victims understand what comes next. Stemming from involvement in the Marathon County Sexual Assault Intervention Team, the VRU created a "Now What? Your Guide to Next Steps" pamphlet that lists Marathon County resources and provides a flow chart of process and responsibilities.

#### Case Examples

We could provide many concrete, clear examples of past partnership. Here are just a few that serve as examples of the work that will continue in the future:

- Child Abuse
  - A father reported a violation of a temporary domestic abuse restraining order by his child's mother (the respondent). Audio and video recordings of emotional and physical child abuse perpetrated by the mother were collected during the initial investigation. The VRU coordinated follow up with the Child Advocacy Center and a medical examination was scheduled and completed by a pediatric specialist to detect other signs of abuse. The Crime Response



Specialist and Victim Resource Officer provided court accompaniment to the father, case updates, and emotional support while he adjusted to working full-time and caring full-time for his son. The Mental Health Therapist provided the father counseling during the criminal and family court process. Noticeable gains in the child's development were observed soon after the mother's violence was removed.

- Sexual Assault
  - A female was sexually assaulted by a family friend. The victim was Hmong and a language barrier existed. The Victim Resource Officer followed up on the case and collaborated with The Women's Community. The officer was complemented by a Hmong speaking sexual assault advocate, who together, worked with the family to overcome barriers to service. The result of their work was the suspect being arrested and jailed. The family was appreciative of law enforcement involvement. Counseling and long-term support were offered to the minor victim and her parents. The response built rapport not only with the victim's family but with the greater Hmong community. This is generally an underserved population. The result of this case was the victim and family having access to many community resources for recovery and future success.
- Domestic Violence
  - A female victim connected with an advocate from The Women's Community for support. Advocacy continued for nearly one year as the victim slowly built trust with the advocate. As a result of this rapport, arrangements were made with the Victim Resource Officer for a trauma-informed interview with the victim. Accompanied by her advocate, this victim reported years of undisclosed domestic violence and strangulation, witnessed by her children. Extensive dialogue included vivid details about recent physical assaults, suffocation, injuries, and long-term side effects. Support was extended to the victim's son who participated in a forensic interview at the Child Advocacy Center. His statement corroborated his mother's account, and the offender was arrested. Upon arrest, the offender was charged with 13 counts of bail jumping, four counts of battery, and false imprisonment. Cash bond was set at \$25,000. A protective order was filed with the court in response to the offender's relentless communication with the victim, as reported by the Victim Resource Officer, who followed the case. These coordinated efforts empowered an extremely hesitant victim to seek safety after suffering years of physical abuse and denigration.
- Other
  - The Victim Resource Officer gathered additional details from a victim who reported her unclothed elderly neighbor entered her home overnight. Initially, the report was informational without recommended charges. The elderly victim, accompanied by her adult daughter, described the neighbor's actions over a period of several years which culminated in the most recent incident. The victim explained that his behaviors had not stopped despite the victim addressing the behavior with him and his wife. Each time, the neighbor and his wife justified the behaviors as purported symptoms of a medical condition, and his inappropriate conduct was explained away. During the most recent incident, the neighbor entered her home at night while nude, prevented her from escaping, and placed his arm on her neck causing pain. The victim and her daughter had an in-depth conversation with the Victim Resource Officer about the seriousness of these crimes, their disruption to her safety and privacy, and a clear escalation in unwanted behavior after being emboldened by a lack of consequences. Emergency funds provided hardware to secure the victim's backyard and purchase security cameras covering the exterior of her residence. A referral to The Women's Community legal advocate assisted the victim with applying for a harassment restraining order. At the injunction hearing, the victim was supported by her daughter, the Crime Response Specialist, and the Victim Resource Officer. The Mental Health Therapist further supported the victim with counseling. She would later write, "I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."

**How is your approach to the project culturally appropriate and trauma-informed for the specific**

**communities being served?**

The Wausau Police Department is committed to excellence and community partnership to enhance quality of life. Understanding community culture is crucial, especially in improving victim services for diverse demographics. Our project aims to address the needs of all victim types, with a focus on adult sexual assault, child abuse, domestic violence, and underserved victims. We'll collaborate with organizations like The Women's Community and the Children's Advocacy Center, ensuring culturally appropriate and trauma-informed care. Local cultural resource centers will be engaged, with representatives invited to our Advisory Committee for collaboration. The Victim Resource Unit will receive ongoing training in culturally appropriate and trauma-informed advocacy to expand community partnerships effectively.

**How will your project advance equity for victims of crime?**

The Victim Resource Unit is equipped to bridge the gap left behind by common law enforcement practices by providing the support system and resources necessary to lead victims away from revictimization and towards survivor wellness. The established system ensures prioritized crime victims receive a consistent point of contact following victimization and are granted immediate access to direct victim services. Special consideration will be given to communities prioritized as part of the program to ensure fair and impartial access. Advancing equity will hinge upon community partnerships and cross-culture collaboration with stakeholders.

**What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services?**

To ensure the community, including those impacted by inequity, are made aware of our agency's services, we endeavor to increase/promote regular engagement among victims, advocates, community members, law enforcement, and other criminal justice professionals through various activities and efforts. Webpage enhancements, social media outreach, presentations, and informational print materials to describe resources and services will be developed and distributed to the community, victims, and other service providers. The Advisory Committee will also assist in organizing and distributing information to other providers, victims, and the general public.

**PROJECT NARRATIVE - RELATED ATTACHMENTS:**

**File Name**

**File Description**

## C ELIGIBILITY REQUIREMENTS

Eligibility Requirements (scored internally by OCVS, 3 page maximum)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this section relates to the agency's entire victim services, not solely the proposed VOCA project.

### Demonstrate record of effective direct victim services and community support; non-federal financial support

- Date of agency creation
- Brief summary of agency's history in providing victim services
- List of victim services offered and dates those services were established

*Agencies that cannot demonstrate a record of providing effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources..*

### Use volunteers unless there is a compelling reason for a waiver

Either:

1. Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

or

2. Provide a compelling reason the agency is entitled to a waiver. A compelling reason may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. You will be required to complete the volunteer waiver request form before your agency will be awarded funds.

### Promote, within the community, coordinated public and private effort to aid crime victims

List task forces, community response teams, written protocols, etc. and agency role for each.

### Assist victims of federal crimes the same as victims of state crimes

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

### Assist victims in seeking crime victim compensation benefits

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

RESPONSE:

#### **Date of agency creation**

The parent organization, the Wausau Police Department, was formed in 1872 as a municipal law enforcement agency and has provided law enforcement and victim services to the City of Wausau (Marathon County) for over 150 years.

As a program of the Wausau Police Department, the Victim Resource Unit took shape in October 2016 after receiving \$186,439 in VOCA funds to create and implement the program.

## **Brief summary of agency's history in providing victim services**

Victim services have existed as part of the fabric of the Wausau Police Department since it was formed over 150 years ago. The very nature of police work brings an officer face-to-face with a victim, and the human heart and compassion that police officers' possess undoubtedly overflow in a provision of "victim services." With that said, organic victim assistance has become programmatic over the years. Focus, intentionality, and funding have expanded the scope of services and made the Wausau Police Department more strategic in the services it provides.

Most notable, was the creation of the Victim Resource Unit in 2016, made possible by VOCA funding. This unit was part of a swelling effort to improve policing and victim support over the years. It was preceded by agency involvement in multi-disciplinary teams (like those listed later) and other grant funded initiatives (e.g. VAWA STOP from 2009-2012). With a vision for excellence, the Wausau Police Department has displayed a willingness to side-step the status quo and to adopt innovative programs that have positively impacted quality of life for the residents of Wausau.

The Victim Resource Unit, comprised of a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer is one example of such innovative programming. Many victims have lent their voice to express the impact of this program over the years. Here are some of the things they have had to say:

*"At a time in my life when I need the help, [the Mental Health Therapist] is there helping me through. Please continue this valuable service to help me and women like me."*

*"[The Mental Health Therapist] has been amazing helping me with therapy and providing approaches to aid in my recovery and maintain my safety and kids. Thank you all for being a true blessing in our lives."*

*"It was very caring and amazing to know there was even such a program. It makes me feel that my safety was thought about. All my questions were answered. Thank you!"*

*"The services that I received were flawless. Both the support that I received from [the Victim Resource Officer] as well as from the therapist were so helpful. I will be forever grateful [the VRU] is part of the WPD."*

*"It was hard to believe that [the VRU] could make such a difference in my life. I have changed and improved and am healing from my experience."*

*"[The Victim Resource Officer] guided me through a very difficult situation that seemed impossible. Her compassion, knowledge, and professionalism are phenomenal. The services of [the Mental Health Therapist] are also invaluable. [The therapist] helped me learn to cope with the emotional impact and to recover from what had happened to my family."*

*"I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."*

*"Without this program I would have been lost. I am beyond blessed."*

*"It is not an understatement to say [the VRU] saved my life."*

*"The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life. Thank you for all that you do."*

In the last fiscal year, the Victim Resource Unit delivered direct victim services to over 300 victims of crime, with over half (158) engaging in at least one therapy session. 91 percent of those victims who returned surveys agreed or strongly agreed their life improved because of services provided by the VRU.

We are hopeful and greatly anticipate continuing these impactful services into the future.

## **List of victim services offered and dates those services were established**

The Victim Resource Unit, founded in 2016, offers the following services:

- Crime Victim Compensation Assistance
- Information and Referral Services
  - Information about the criminal justice process and victim rights
  - Referral to other victim service programs and other services and resources
- Personal Advocacy and Accompaniment
  - Victim Advocacy/Accompaniment to Emergency Medical Care and Exams
  - Law Enforcement Interview Advocacy/Accompaniment
  - Individual Advocacy
  - Immigration Assistance
  - Intervention with Employer, Creditor, Landlord, or Academic Institution
  - Child or Dependent Care Assistance (includes coordination of services)
  - Transportation Assistance (includes coordination of services)
- Emotional Support/Safety Services
  - Crisis Intervention (in-person, includes safety planning, etc.)
  - On-scene Crisis Response (e.g., community crisis response)
  - Individual Counseling and Therapy
  - Emergency Financial Assistance
- Shelter/Housing Services
  - Relocation Assistance (includes assistance with obtaining housing)
- Criminal/Civil Justice System Assistance
  - Notification of Criminal Justice Events
  - Victim Impact Statement Assistance
  - Prosecution Interview Advocacy/Accompaniment
  - Criminal Advocacy/Accompaniment

**Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.**

The project will continue to convene a local coalition of volunteer decision-makers and service providers to inform the planning, operation, and evaluation of the continuum of victim services the VRU provides.

Named the Victim Resource Advisory Committee, this team of professionals will be comprised of diverse representatives that may include volunteers from: public and private agencies, business, media, criminal justice systems, education, human service providers, medical service providers, communities of faith, cultural centers, funding sources, and victims. Advisory Committee members will formally meet on a quarterly basis to work collaboratively with the VRU and to advise the project based on their expertise and unique perspectives. Members will also be called on to assist in volunteer recruitment to support victim service needs beyond the direct capacity of the VRU as those needs arise. Members of the Victim Resource Unit will actively recruit members, organize meetings, manage strategic direction of collaborative work, and recruit and organize volunteer services from the group. We endeavor to recruit a minimum of 5 volunteers to serve on this committee.

**List task forces, community response teams, written protocols, etc. and agency role for each.**

Below is a list of relevant multi-disciplinary teams/programs of which we are active participants. These teams meet on a monthly or quarterly basis.

- Marathon County Domestic Abuse Intervention Team (MCDAIT)
- Domestic Abuse Response Team (DART)
- Marathon County Sexual Assault Intervention Team (MCSAIT)
- Sexual Assault Response Team (SART)
- CAC Multi-Disciplinary Team (MDT)
- CAC Of North Central Wisconsin Executive Committee

- Fatal Overdose Review Team (FORT)
- Suicide Death Review Team (SDRT)
- Victim Resource Unit Advisory Committee
- Marathon County School Mental Health Consortium (MCS-BCC)
- Lethality Assessment Program
- The Housing Task Force

**One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.**

The Wausau Police Department and VRU offers victims of federal crimes services on the same basis as those offered to victims of state crimes. We will continue to collaborate with our local FBI office to ensure victims of federal crimes are aware of our services.

**How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.**

Each member of the VRU will possess sufficient knowledge to guide a victim through the Crime Victim Compensation process. The Crime Response Specialist is the primary member (i.e. the expert) responsible for informing victims of these benefits and will assist them, when necessary, with the application process.

The following is an example of efforts that will continue in the future:

- Severe injuries to a 16-month-old boy were found to be the result of physical abuse perpetrated by the mother's boyfriend. Injuries included bruising over multiple areas of his body and brain hemorrhage in both eyes, which required surgery. As the sole caregiver, the victim's mother took a medical leave from work while he underwent intensive physical, occupational, and speech therapy. The VRU provided referrals and emergency supplies such as diapers and wipes. Due to a loss of income and increasing medical bills, the Crime Response Specialist assisted the child's mother with applying for Crime Victim Compensation. The mother eventually returned to work full time and found independent housing. The child made significant progress in recovering from massive trauma.

**ELIGIBILITY REQUIREMENTS - RELATED ATTACHMENTS:**

**File Name**

**File Description**

## D IMPLEMENTATION PLAN

Project Implementation (30 points, 5 page maximum)

1. Tell us about your project and who will be involved, including both internal staff and external partners.
2. How will your project utilize external partners to minimize duplication of services?
3. What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?
4. How will your program engage with the community you serve?

*Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grants Manager in Fall 2024.*

*For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.*

RESPONSE:

### **Tell us about your project and who will be involved, including both internal staff and external partners.**

Grant funding will support the Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU will include a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU will provide timely direct services and coordinate community-based services to: (1) respond to the emotional, psychological, and physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) restore a measure of safety and security for the victim.

Personnel will be uniquely fitted for rendering direct victim services with specialization necessary to serve all victims, including marginalized and underserved victims of crime.

The Mental Health Therapist, Kristen Seidler (MS, CSAC, LPC), has 7 years of experience providing direct victim services in the VRU. She specializes in Trauma Focused Cognitive Behavioral Therapy, Dialectical Behavioral Therapy, Eye Movement Desensitization and Reprocessing (EMDR) Therapy, and general therapy for anxiety, depression, anger, stress, and trauma. The overall purpose of this position is to provide mental health therapy to individuals or families who have been a victim of crime, to identify victims of crime who would benefit from immediate access to mental health treatment and therapy, to provide access to immediate mental health therapy for those victims, facilitate referrals to the appropriate resources in the community, and find creative solutions to make victims as whole as possible in the most efficient way possible. Over the last 4 years, Kristen has delivered therapy over 2,500 times.

The Crime Response Specialist, Lauryn Erdman, has 4 years of experience providing direct victim services in the VRU. The purpose of this position is to administer and coordinate city-wide efforts to reduce victimization and the mental, emotional, and physical impact of crime upon victims of crime. This is accomplished through administrative support of the Victim Resource Unit and crime response. Work involves grant tracking, management, and reporting, therapy scheduling, as well as providing comprehensive services to victims in such matters as their rights, information about their case, information and referral to community resources, crisis response intervention, and assistance with Crime Victim Compensation, Safe at Home, and VINE.

The Victim Resource Officer, Sarah Bedish, has 12 years of law enforcement experience and has spent the last 4 years providing direct victim services as a member of the VRU. Sarah specializes in providing immediate health and safety planning, legal assistance (e.g. guidance for filing restraining and protective

orders), personal advocacy and support, case management, provision of information, referrals, advocacy, and follow-up contact for continued services, and lends understanding of the criminal justice system.

Supervisors, Captain Ben Graham, and Lieutenant Nate Pauls, will provide oversight and management of the overall performance of the project, including any grant-required fiscal, reporting, and compliance responsibilities.

Another important member of the VRU is Soco, a therapy dog that often accompanies the Mental Health Therapist. Soco is a Goldendoodle and became certified to be a therapy dog through Therapy Dog International (TDI) in January 2020. His hobbies include showing/bringing people his toys, sleeping, chasing squirrels, hanging out at the cabin up north, and getting lots and lots of pets. Soco has been a wonderful and effective “plus 1” to the team.

As noted elsewhere, the project will continue to convene a local coalition of volunteer decision-makers and service providers to inform the planning, operation, and evaluation of the continuum of victim services the VRU provides.

Lastly, we will continue to partner closely with external service providers, including but not limited to, our local domestic violence service provider (The Women’s Community), the Marathon County District Attorney’s Office, Children’s Advocacy Center of North Central Wisconsin, Marathon County Social Services, and the Wausau School District.

### **How will your project utilize external partners to minimize duplication of services?**

The project will leverage resources to create interdisciplinary services for victims of crime, optimize use of victim advocates, and establish interagency protocols to ensure that victims receive necessary services. The VRU will work to review current practices and will work to develop and implement new policies and procedures to close identified gaps and address ineffective practices. The VRU will work collaboratively with partners while providing case management to create a seamless continuum of service for each victim. Examples of local partners will include, but will not be limited to:

- Victim Assistance Professionals
- First Responders
- Investigators
- Prosecutors
- Defense Attorneys
- Judges
- Corrections agency
- Health and Social Service Professionals
- Policymakers and funders
- Community Members – volunteers, faith organizations, neighborhood associations
- Employers
- Landlords

Letters of external partner support have been attached to this application and serve as examples of how the program will integrate and expand upon community resources.

The Women’s Community writes, *“The VRU provides a much-needed therapist for survivors of violence and abuse. Most therapists in the community have a lengthy waiting list; the VRU therapist can meet with survivors quickly. She also has ‘office’ hours at The Women’s Community (TWC). She understands that not all survivors will be comfortable coming to the police department for therapy, so she sets hours at our agency to meet the needs of survivors we have established relationships with.”*

The Wausau School District writes, *“As a professional, I have reached out to the VRU to help support students and families, who does so in a wide capacity. [...] The VRU is a solid, multi-disciplinary team. They not only have an efficient, coordinated approach, but therapist Kristen Seidler, Officer Sarah Bedish, and Crime Response Specialist Lauryn Erdman truly work tirelessly in order to provide timely and quality care for victims.”*



The Marathon County District Attorney writes, “*The Marathon County District Attorney’s Office regularly relies on the Victim Resource Unit to provide support to victims who need immediate or short-term support. Victims who are experiencing an acute crisis as a result of their victimization need immediate support. There are limits to the type of support the District Attorney’s Office victim witness specialists can provide. Therefore, it is critically important that we work collaboratively with the Victim Resource Unit staff to meet the needs of the victim as quickly and effectively as possible as victims attempt to heal from the wide-ranging effects of their victimization.*”

**What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?**

Equitable partnerships are made possible through relationship. Strong relationships require intentionality, communication, and togetherness. The Wausau Police Department has and will continue to foster strong relationships with its community and service providers through ongoing and new involvement in activities that foster a united front. Examples of this will include resource sharing and active participation in multi-disciplinary teams, task forces, protocols, etc. Resource sharing, for example, will include ongoing dependence upon our local domestic violence service provider for things like emergency shelter and their dependence upon us for licensed counseling/therapy. It will also include partnership with our local district attorney’s office who will provide post-charge information and criminal justice support to victims while we will extend them crime response, accompaniment, and juror support. Regarding teams, task forces, and protocol involvement, we will remain active on no fewer than 10 of them, which are listed in the eligibility section of this application.

The City of Wausau government and community will continue its financial support of the program through match and financial support for ineligible activities (e.g. for the Victim Resource Officer’s law enforcement services). Their investment in the officer will grow from the current 50 percent to 100 percent, with 25% of the officer’s time devoted to match.

**How will your program engage with the community you serve?**

There will be reactive and proactive strategies for community engagement. Based upon the nature of its integration with the Wausau Police Department, the VRU will engage reactively with the community by responding on the front lines of victimization with timely services that decrease the chances of revictimization and enhance emotional, mental, and physical well-being. At the heart of our services is crime response, case management, advocacy, therapy, and referral. These activities will build and expand upon first responder efforts to deescalate, provide victims information and referral, and educate on ways to avoid revictimization.

Proactively, the VRU will continue to engage the general community through its involvement with neighborhood groups, community organizations, panel discussions, multi-disciplinary teams, and by way of advertising through physical and digital channels. For example, the VRU will leverage its social media with 58,000+ followers to draw attention to victimization, community resources, and services provided by the VRU.

Workflow in rendering direct victim services will be as follows:

1. Screening for Victimization
  - i. All victims, regardless of crime type, may receive services, but incoming cases will be prioritized based on severity of offense with priority given to:
    - a. Adult Sexual Assault Victims;
    - b. Child Abuse Victims;
    - c. Domestic and Family Violence Victims; and
    - d. Underserved Crime Victims (including, but not limited to: identity theft; sexting/social media bullying; human trafficking; teen dating).
  - ii. The process for obtaining referrals or identifying victims for VRU services includes:
    - a. Daily review of the police department’s Records Management System (RMS) to identify victimization within the last 24 to 72 hours.
    - b. Direct referral from officers or community members when victimization is not captured in official reports.
  - iii. When a victim is identified, the VRU will:

- a. Prioritize service delivery based on seriousness of crime and impact on the victim;
  - b. Coordinate victim services response strategy;
  - c. Initiate contact with the victim to offer relevant services and resources using a culturally-appropriate and trauma-informed approach;
  - d. Work with the media (if applicable) to respect victim rights to privacy in coverage of crimes; and
  - e. Work with employers, landlords, and other partners to advocate for victims as they receive services and participate in the criminal justice system.
2. Immediate: Within 24 Hours – 3 Days
    - i. Provide written information outlining relevant resources and options;
    - ii. Provide case status;
    - iii. Safety plan;
    - iv. Provide or schedule counseling and therapy;
    - v. Ensure that victim services are culturally and linguistically appropriate (interpreter services);
    - vi. Coordinate crime scene cleanup as soon as possible after investigation is complete;
    - vii. Assist victims in obtaining orders of protection and no contact when needed, and enforce them;
    - viii. Provide Crime Victim Compensation information;
    - ix. Coordinate referrals to partnering agencies/organizations.
    - x. Relocation assistance; and
    - xi. Provide emergency funds for addressing victims' immediate physical and safety basic needs.
  3. Medium-Term: 4 – 14 Days
    - i. Provide ongoing case updates;
    - ii. Provide counseling and therapy;
    - iii. Ensure support of employers of victim participation in justice system;
    - iv. Coordinate referrals to partnering agencies/organizations;
    - v. Educate victims regarding strategies to avoid victimization and ensure continued safety;
    - vi. Relocation assistance; and
    - vii. Preventing revictimization through safety measure planning and education.
  4. Long-Term: 14+ Days
    - i. Provide ongoing case updates;
    - ii. Provide counseling and therapy;
    - iii. Prevent revictimization through safety measure planning and education;
    - iv. Coordinate referrals to partnering agencies/organizations; and
    - v. Provide court accompaniment.

As a testimony to the VRU's ongoing engagement with the community, the following information lends insight into the scope of services rendered to over 1,100 victims of crime over the last four years.

Types of service:

- Nearly 6,000 instances of counseling
- Over 2,500 therapy sessions
- Over 800 instances of providing information on the criminal justice system and victim rights
- Over 700 instances of individual advocacy
- Over 450 referrals to other victim services providers

Of those served:

- About 23 percent were children
- About 22 percent were minorities
- 217 self-identified as LGBTQ+, disabled, unhoused, or by another special classification

The top 5 types of victimization included:

- Domestic/Family Violence (36%)
- Child Sexual Assault (14%)
- Child Physical Abuse/Neglect (9%)
- Adult Sexual Assault (8%)

- Adult Physical Assault (4%)

IMPLEMENTATION PLAN - RELATED ATTACHMENTS:

**File Name**

**File Description**

## E AUDIT REQUIREMENT

State and local government agencies, institutions of higher education, and other nonprofit organizations are subject to federal audit responsibilities pursuant to Uniform Guidance (2 C.F.R. Subpart F, Audit requirement), as follows:

- An organization-wide financial and compliance audit is required if the organization expends \$750,000 or more in federal financial assistance during the organization's fiscal year.
- A copy of the audit report, with accompanying management letter, must be submitted within 9 months of the close of the organization's fiscal year.
- Pro-rated audit costs may only be charged to federal grants if an audit is required pursuant to Uniform Guidance 2 CFR §200.501

**Please copy and paste the following into the response section in Egrants, and then complete as appropriate.**

**Subgrantee's fiscal year is (mark with an "X"):**

- Calendar year (January – December)  
 From: (month) \_\_\_\_\_ to \_\_\_\_\_(month)

**Mark with an "X" as appropriate:**

- The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.  
 The Subgrantee does not expect to spend \$750,000 or more in federal financial assistance during the fiscal year (s) of the VOCA project.

Subgrantees shall promptly notify OCVS in writing when a change will occur to the above information.

*For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.*

RESPONSE:

Subgrantee's fiscal year is (mark with an "X"):

- Calendar year (January – December)  
 From: (month) \_\_\_\_\_ to \_\_\_\_\_(month)

Mark with an "X" as appropriate:

- The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.  
 The Subgrantee does not expect to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.

AUDIT REQUIREMENT - RELATED ATTACHMENTS:

**File Name**

**File Description**

## F REQUIRED ATTACHMENTS

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

**Application Tip:** Check off each item as you attach in the response section in Egrants.

- Proof of Non-Profit Status for non-profit agencies. Please see the VOCA guidelines for acceptable forms of proof.
- List of Board of Directors
- Documentation of Board Approval of VOCA Application
- Proof of Certification in SAM – If the applicant agency is in the process of applying for SAM when submitting an application, please attach verification that the SAM registration process has been started. Agencies will be required to show certification in SAM prior to award.
  
- Indirect Cost Rate, if applicable, either:
  - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
  - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the Certification to Apply 10% de Minimus Indirect Cost Rate Form, the form can also be accessed through the DOJ VOCA webpage in the document library.)
  
- Program Income Certification, if applicable – Applicants that propose imposing fees on clients or generating revenue through VOCA project or staff should complete the VOCA Program Income Certification Form, the form can also be accessed through the DOJ VOCA webpage in the document library. See Program Income in Appendix A of this funding announcement.

RESPONSE:

Required attachments have been included as a single file.

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<b><u>File Name</u></b>	<b><u>File Description</u></b>
Combined Files.pdf	Combined Documents

## G FREESTYLE QUESTIONNAIRE

## Accounting & Financial Capacity Questionnaire

### FINANCIAL QUESTIONNAIRE

	Has a federal or state agency conducted an audit or review of the applicant's accounting system for the collection, identification, and allocation of costs for grants?	<input checked="" type="radio"/> Yes
	a. If yes, provide the name and address of the federal or state agency.	OCVS did not conduct an audit, but did perform a Financial Desk Review in 2022.
	a. If yes, provide the name and address of the federal or state agency.	
	b. Applicant will make available audit or review findings upon request.	<input checked="" type="radio"/> Yes
	Which of the following best describes the accounting system?	<input checked="" type="radio"/> Combination
	Does the accounting system identify the deposits and expenditures of program funds for each and every grant separately?	<input checked="" type="radio"/> Yes
	If the applicant has multiple programs within a grant, does the accounting system record the expenditures for each and every program separately by budget line item?	<input checked="" type="radio"/> Yes
	Are time studies conducted for an employee(s) who received funding from multiple sources?	<input checked="" type="radio"/> Yes
	Are timesheets kept?	<input checked="" type="radio"/> Yes
	Does the agency have adequate separation of duties?	<input checked="" type="radio"/> Yes
	a. Are there policies or procedures in place for separation of duties?	Multiple levels of review of accounting entries. Internal review of internal controls.
	Is a separate bank account maintained for grant funds?	<input checked="" type="radio"/> Yes
	If grant funds are mixed with other funds, can the grants expenses be easily identified?	<input checked="" type="radio"/> Yes
	Are the officials of the organization bonded?	Finance Department prepares CAFR and Single Audit Financial report. SEFSA auditors review annually.

**14. Approval Checklist:**

- A.** Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years? (federal EEOP required response)
- Yes
- No
- B.** If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.ojp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Justice, Attn: EEOP, 17 West Main Street, PO Box 7857, Madison, WI 53707-7857 (federal EEOP required response)
- Yes
- No
- N/A
- C.** Have you utilized the DOJ Administrative Guide located on the DOJ website? (grants-admin-guide-2018.pdf)
- Yes
- No
- D.** Would you like someone from DOJ to contact you?
- Yes
- No
- E.** Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to DOJ. (More information may be found at <http://www.doj.state.wi.us/grants/grantee-civil-rights-information>) (federal EEOP required response)
- Yes
- No
- N/A
- F.** If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? (required by The Federal Funding Accountability and Transparency Act)
- Yes

No

N/A

**G.** If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act.

Yes

No

N/A

15. **Attachments:**

List of Attachments required for submission of this Application for funding:

**Section:** Required Attachments

**File Name**

Combined Files.pdf

**File Description**

Combined Documents



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

<b>RESOLUTION OF THE HUMAN RESOURCES COMMITTEE</b>	
Approving creation of Section 4.08 of Employee Handbook – Employee Repayment Commitment for Commercial Driver’s License (“CDL”) Training Program Course Fees.	
Committee Action: 5-0	
Fiscal Impact: None	
<b>File Number:</b> 24-0510	<b>Date Introduced:</b> May 14, 2024

<b>FISCAL IMPACT SUMMARY</b>				
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <span style="float:right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input 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’s Employee Handbook is intended to provide City of Wausau employees with convenient access to the operating policies and practices of the City; and

**WHEREAS**, the City of Wausau is dedicated to maintaining up-to-date and accurate policies and procedures; and

**WHEREAS**, there currently exists Section 4.07 of the Employee Handbook which requires repayment of pre-employment processing costs, and uniform and equipment expense for protected service employees and additionally, for firefighters, the cost of tuition, books, and computer costs associated with the Paramedic Certificate program, if the employee chooses to leave employment within three (3) years of initial appointment date; and

**WHEREAS**, your Human Resources Committee, at its April 8, 2024, meeting, considered creating a similar section addressing reimbursement to the City by employees whose course fees are paid by the City to an accredited training institution to obtain a Class A or Class B Commercial Driver’s License (“CDL”), of the expense of tuition, materials and testing, should the employee fail to obtain the CDL, voluntarily terminate employment or be discharged for cause prior to thirty-six (36) months following the date of receipt of the certification, and unanimously recommended creating such a section.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that Section 4.09 - **Employee Repayment Commitment for Commercial Driver’s License (“CDL”) Training Program Course Fees** – be added to the Employee Handbook, as outlined in the Employee Agreement for Course Fees Paid by the City of Wausau to Obtain Class A or Class B Commercial Driver’s License (CDL), effective upon passage of this Resolution.

Approved:

---

Doug Diny, Mayor

#### 4.08- CDL Reimbursement

- A. The City of Wausau will directly cover the full cost of the Commercial Driver's License (CDL) training program, including tuition, materials, and testing, as provided by an accredited training institution.
- B. The City of Wausau will make arrangements for the Employee's enrollment in the CDL training program and ensure that all necessary payments are made directly to the training institution.
- C. As a condition of receiving this benefit, Employee agrees to comply with the following terms and conditions:
  - a. I agree to participate in the CDL training program, adhere to the program's requirements, and diligently complete all necessary coursework, training, and examinations.
  - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
  - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL or Class B CDL with no restrictions.
- D. The City of Wausau will compensate regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- E. Further, Employee agrees to remain actively employed with the City of Wausau for a period of thirty-six (36) months following the date of receipt of the certification.
- F. Should Employee fail to obtain the Class A CDL or Class B CDL, voluntarily terminate employment with The City of Wausau prior to the thirty-six (36) month date referenced in item E above or be discharged for cause prior to the thirty-six (36) month date referenced in item E above, Employee agrees and promises to repay the cost of the course noted in item A above. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years, and 50% from 2 to 3 years.
  - a. The Employee agrees that the reimbursement amount shall be deducted from their final paycheck, if applicable, or paid in full by the Employee to the Employer via a mutually agreed-upon method of payment.
  - b. Repayment should be made as a lump sum or in up to eighteen (18) monthly payments starting the month following my last day of work. Repayment will be made directly to the City of Wausau.

This agreement shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of death, a permanent layoff, or a permanent disability of the employee prior to the thirty-six (36) month date

DRAFT

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

DATE/TIME: April 8, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens  
MEMBERS ABSENT:  
Also Present: A. Keenan

The meeting of the Human Resources Committee was called to order by McElhaney.

**Discussion and Possible Action Approving the Addition of Employee Handbook Section 4.08 – CDL Repayment Commitment.**

McElhaney said that is adding the language of the CDL repayment to the Employee Handbook. Motion by Gisselman approving the addition of Employee Handbook Section 4.08 – CDL Repayment Commitment. Second by Martens. All ayes. Motion passed 5-0.

# Human Resource Committee Packet

April 2024

<b>Agenda Item</b>
Discussion and Possible Action to discuss adding policy 4.08 to the Employee Handbook requiring employees that take advantage of the city paid CDL training to reimburse the city if they do not stay 3 years
<b>Background</b>
The city has provided a means for employees to attain their Class B CDL training. CDL training can be quite expensive, and employees can take that license with them when they leave the City's employment. In other departments, the city requires employees to reimburse the city if they leave within 3 years of employment. The Street's Superintendent recommended this to possibly slow down employees using the city to attain their license, then move on. Policy 4.08 is being proposed to add a city policy to the handbook.
<b>Fiscal Impact</b>
Reimbursing the city for CDL training if employee leaves within 3 years.
<b>Staff Recommendation</b>
Discuss and possible action on responsibilities of the HR Committee.
Staff contact: James Henderson (715-261-6634)

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

<b>RESOLUTION OF THE HUMAN RESOURCES COMMITTEE</b>	
Approving form Employee Agreement for Course Fees Paid by The City of Wausau to Obtain Class A or Class B Commercial Driver’s License (CDL).	
Committee Action: 5-0 Fiscal Impact: None	
<b>File Number:</b> 24-0511	<b>Date Introduced:</b> May 14, 2024

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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’s Employee Handbook is intended to provide City of Wausau employees with convenient access to the operating policies and practices of the City; and

**WHEREAS,** the City of Wausau is dedicated to maintaining up-to-date and accurate policies and procedures; and

**WHEREAS,** your Human Resources Committee, at its April 8, 2024, meeting, reviewed and recommended creating Section 4.08 - Employee Repayment Commitment for Commercial Driver’s License (“CDL”) Training Program Course Fees, to be added to the Employee Handbook; and

**WHEREAS,** in addition to the Handbook section, it is necessary to implement this policy, to require employees who receive as a benefit, the full cost of the Commercial Driver’s License training program, paid by the City directly to an accredited training institution, to sign an Agreement, committing to repayment to the City of those fees if the employee fails to obtain their Class A or Class B CDL, or voluntarily terminates or is discharged from employment for cause prior to thirty-six (36) months following the date of receipt of the certification; and

**WHEREAS,** your committee recommends adoption of the attached Employee Agreement For Course Fees Paid by The City of Wausau to Obtain Class A or Class B Commercial Driver’s License (CDL).

**NOW, THEREFORE, BE IT RESOLVED,** by the Common Council of the City of Wausau that the attached Employee Agreement For Course Fees Paid by The City of Wausau to Obtain Class A or Class B Commercial Driver’s License (CDL) be approved to implement Section 4.08 of the Employee Handbook, according to its terms.

Approved:

---

Doug Diny, Mayor



## **EMPLOYEE AGREEMENT FOR COURSE FEES PAID BY THE CITY OF WAUSAU TO OBTAIN CLASS A OR CLASS B COMMERCIAL DRIVERS LICENSE (CDL)**

This Agreement is entered into voluntarily by and between The City of Wausau (“Employer”) and the below listed individual (“Employee”).

### **EMPLOYMENT INFORMATION:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

- A. The City of Wausau will directly cover the full cost of the Commercial Driver's License (CDL) training program, including tuition, materials, and testing, as provided by an accredited training institution.
- B. The City of Wausau will make arrangements for the Employee's enrollment in the CDL training program and ensure that all necessary payments are made directly to the training institution.
- C. As a condition of receiving this benefit, Employee agrees to comply with the following terms and conditions:
  - a. I agree to participate in the CDL training program, adhere to the program's requirements, and diligently complete all necessary coursework, training, and examinations.
  - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
  - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL or Class B CDL with no restrictions.
- D. The City of Wausau will compensate regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- E. Further, Employee agrees to remain actively employed with the City of Wausau for a period of thirty-six (36) months following the date of receipt of the certification.
- F. Should Employee fail to obtain the Class A CDL or Class B CDL, voluntarily terminate employment with The City of Wausau prior to the thirty-six (36) month date referenced in item E above or be discharged for cause prior to the thirty-six (36) month date referenced in item E above, Employee agrees and promises to repay the cost of the course noted in item A above.



Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years, and 50% from 2 to 3 years.

- a. The Employee agrees that the reimbursement amount shall be deducted from their final paycheck, if applicable, or paid in full by the Employee to the Employer via a mutually agreed-upon method of payment. Deduction from final check will adhere to all state and federal minimum wage requirements.
  - b. Repayment should be made as a lump sum or in up to eighteen (18) monthly payments starting the month following my last day of work. Repayment will be made directly to the City of Wausau.
- G. This agreement shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of death, a permanent layoff, or a permanent disability of the employee prior to the thirty-six (36) month date.

---

Employee Signature

Date

---

Superintendent

Date

---

City of Wausau Human Resources Director

Date

DRAFT

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

DATE/TIME: April 8, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens  
MEMBERS ABSENT:  
Also Present: A. Keenan

The meeting of the Human Resources Committee was called to order by McElhaney.

**Discussion and Possible Action Approving the Employee Agreement for Course Fees Paid by the City of Wausau to Obtain a Class A or Class B Commercial Driver’s License.**

Keenan said that the City currently sponsors employees to obtain their commercial driver’s license and would like to incorporate a repayment commitment as they do for Police and Fire. This may give employees more incentive to stay with the City after receiving their license. Martens said he was surprised that the City did not do this when it initially started sending employees to get their CDL’s.

Motion by Martens approving the employee agreement for course fees paid by the City of Wausau to obtain a Class A or Class B commercial driver’s license. Second by Gisselman. All ayes. Motion passed 5-0.

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

<b>RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE</b>	
Sale of the Southerly ½ of the Franklin Street right-of-way vacated by the City of Wausau Resolution Document No. 718987 to YMCA/The Landing.	
Committee Action:	Economic Development (5-0)
Fiscal Impact:	Land Sale of \$32,000
<b>File Number:</b>	24-0506
<b>Date Introduced:</b>	May 14, 2024

<b>FISCAL IMPACT SUMMARY</b>	
<b>COSTS</b>	<i>Budget Neutral</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Included in Budget:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Budget Source:</i>
	<i>One-time Costs:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount:</i>
	<i>Grant Financed:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount:</i>
	<i>Debt Financed:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i> Yes <input type="checkbox"/> No <input 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 YMCA & The Landing have approached the City to acquire a vacated remnant of Franklin Street located adjacent to the YMCA & The Landing to accommodate the growth of the facility, this growth anticipates the construction of a skywalk from The Landing to the YMCA/Landing parking lot located west of 3rd Street.; and

**WHEREAS**, to determine a value of the parcel City Staff asked the City Assessor to determine and estimated assessment value for the 4,000 square foot property; and

**WHEREAS**, City Assessor Rick Rubow provided an estimated assessment value for the real estate of \$32,000 or \$8 per square foot; and

**WHEREAS**, at its May 7, 2024 meeting, the Economic Development Committee entertained and approved the request from the YMCA & The Landing to sell the approximate 4,000 sq ft right-of-way remanent for \$32,000; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the Southerly ½ of the Franklin Street right-of-way vacated by the City of Wausau Resolution Document No. 718987 be sold to the YMCA/The Landing for \$32,000, and that the proper staff is authorized to execute such documents as are necessary to effect the sale.

Approved:

---

Doug Diny, Mayor

To: Economic Development Committee  
From: Randy Fifrick, Economic Development Manager  
Date: April 30, 2024  
Re: YMCA/The Landing Land Purchase



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The YMCA & The Landing have approached the City to acquire a vacated remnant of Franklin Street located adjacent to the YMCA & The Landing to accommodate the growth of the facility. City Staff has reviewed the requests and feels it's appropriate to move forward with the sale. City Assessor Rick Rubow was able to provide an estimated assessment value for the property of \$32,000.

Please see the attached information and request provided by Tom Radenz with REI.

**Staff recommends approval of the sale of the Franklin Street remnant to the YMCA & The Landing at a price of \$32,000.**

April 25, 2024



**City of Wausau**  
Attn: Randy Fifrick  
Community Development Director  
407 Grant Street  
Wausau, WI 54403



**Subject:** Acquisition of Vacated Franklin Street Adjacent to the Landing/YMCA – The Landing Expansion Project

**Dear Randy,**

Our team is representing The Landing/YMCA regarding the proposed addition to The Landing located at 707 N. 3<sup>rd</sup> Street. Our goal is to acquire vacated Franklin Street located adjacent to The Landing/YMCA to accommodate the growth of the facility. This growth anticipates the construction of a skywalk from The Landing to the YMCA/Landing parking field located west of 3<sup>rd</sup> Street. We request this matter be brought before the May 7, 2024, Economic Development Committee meeting for review and approval.

It is our understanding that the value of the parcel is established by the City Assessor. We have prepared the following enclosed materials to support those efforts:

- Franklin Street Vacation Resolution – Vol. 257 pg. 343
- 2018 Topographic Survey of the subject area
- 2018 Planning Improvements to the subject area – YMCA/Landing expansion project
- 2020 GIS Mapping with Air Photo
- Exhibit map depicting the subject area
- Preliminary CSM addressing the parcel combination pending approval

Please contact us if you need any additional information to complete the review and approval of this request. Thanks in advance for your help and cooperation with this matter.

Sincerely,  
REI Engineering, Inc.

A handwritten signature in black ink that reads 'Thomas A. Radenz'.

Tom Radenz, PLS

Enclosures

cc. Bryan Bailey, YMCA, 707 N. 3<sup>rd</sup> Street, Wausau, WI 54403  
Chuck Ghidorzi, Ghidorzi Construction, Suite 300, 2100 Stewart Avenue, Wausau, WI 54401

April 25, 2024



**City of Wausau**  
Attn: Randy Fifrick  
Community Development Director  
407 Grant Street  
Wausau, WI 54403



**Subject:** Acquisition of Vacated Franklin Street Adjacent to the Landing/YMCA – The Landing Expansion Project

**Dear Randy,**

Our team is representing The Landing/YMCA regarding the proposed addition to The Landing located at 707 N. 3<sup>rd</sup> Street. Our goal is to acquire vacated Franklin Street located adjacent to The Landing/YMCA to accommodate the growth of the facility. This growth anticipates the construction of a skywalk from The Landing to the YMCA/Landing parking field located west of 3<sup>rd</sup> Street. We request this matter be brought before the May 7, 2024, Economic Development Committee meeting for review and approval.

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Sincerely,  
REI Engineering, Inc.

A handwritten signature in black ink that reads 'Thomas A. Radenz'.

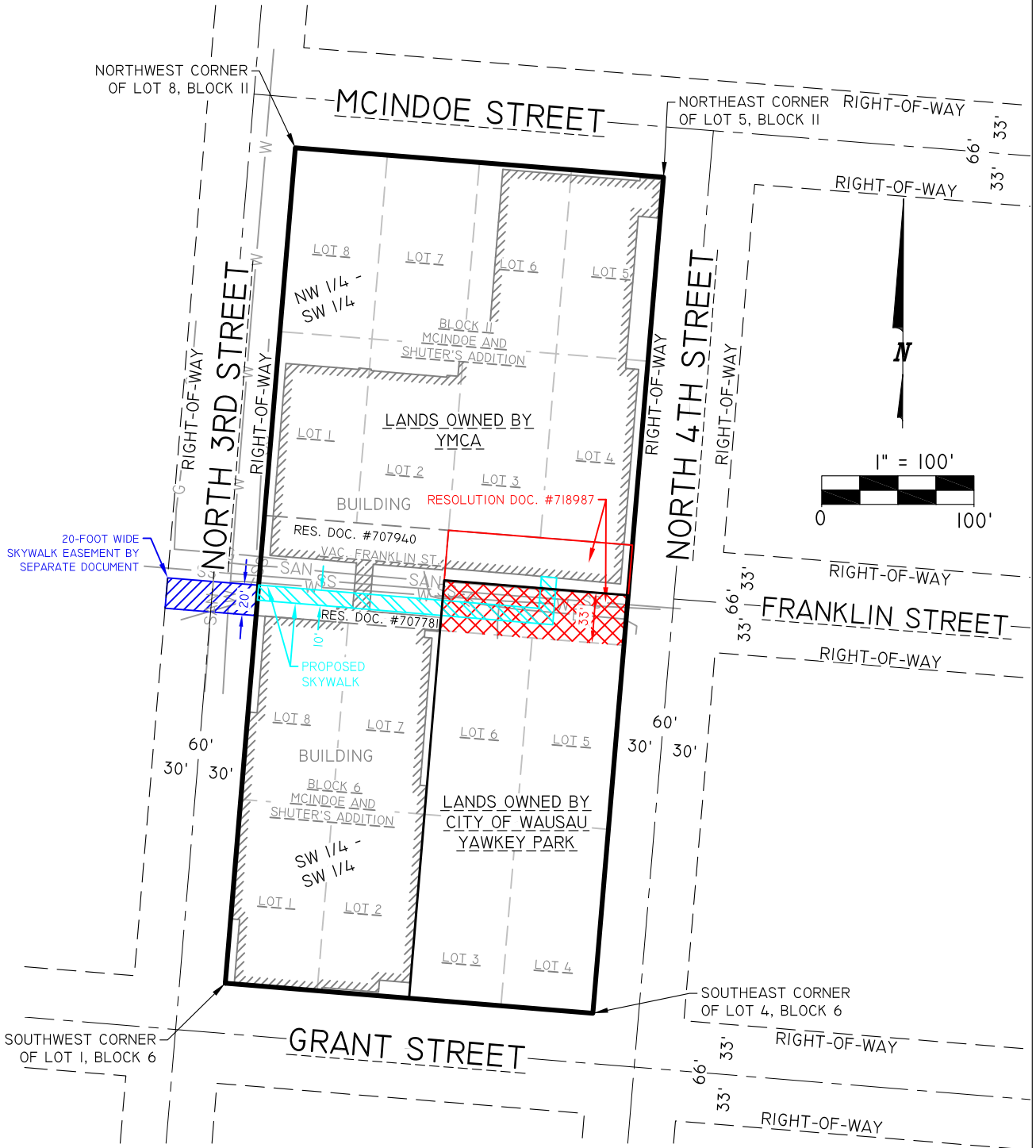
Tom Radenz, PLS

Enclosures

cc. Bryan Bailey, YMCA, 707 N. 3<sup>rd</sup> Street, Wausau, WI 54403  
Chuck Ghidorzi, Ghidorzi Construction, Suite 300, 2100 Stewart Avenue, Wausau, WI 54401

### EXHIBIT MAP

ALL OF LOTS 1 THORUGH 8 OF BLOCK 6 AND ALL OF LOTS 1 THROUGH 8 OF BLOCK II OF MCINDOE AND SHUTER'S ADDITION, FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE, AND ALL OF VACATED FRANKLIN STREET BETWEEN BLOCK 6 AND BLOCK II OF MCINDOE AND SHUTER'S ADDITION; ALL LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.



DRAWING FILE: P:\64.00-64.99\64.83A - YMCA - YAWKEY PARK\DWG\SURVEY\64.83A EXHIBIT MAP 2024.DWG LAYOUT: EXHIBIT MAP-VERTICAL PLOTTED: APR 26, 2024 - 8:47AM PLOTTED BY: JESSER

20-FOOT WIDE SKYWALK EASEMENT BY SEPARATE DOCUMENT

REI Engineering, INC.

707 NORTH 3RD STREET & 320 GRANT STREET WAUSAU, WI 54403		FIGURE : EXHIBIT MAP	
PROJECT NO.	6483A	DRAWN BY:	JAF
		DATE:	4-25-2024



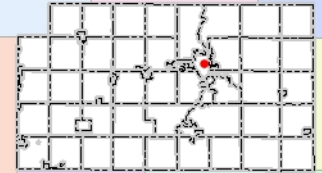


# Land Information Mapping System



TAYLOR

LINCOLN



WOOD

PORTAGE

## Legend

- Road Names
- Parcels
- Parcel Lot Lines
- Land Hooks
- Section Lines/Numbers
- Right Of Ways
- Named Places
- Municipalities
- 2020 Orthos Countywide
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

9.38 0 9.38 Feet



NAD\_1983\_HARN\_WISCRS\_Marathon\_County\_Feet

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

Vacated Franklin Street



**CITY OF WAUSAU**  
WAUSAU, WISCONSIN 54401

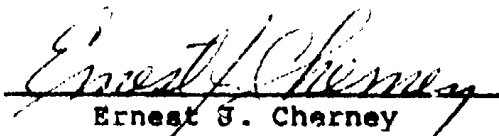
VOL. 257 PAGE 342

C E R T I F I C A T I O N

I, Ernest J. Cherney, do hereby certify that I am the duly qualified and acting City Clerk of and for the City of Wausau, Marathon County, Wisconsin. Acting in that capacity, I do further certify that the accompanying resolution vacating the east half of Franklin Street between 3rd and 4th Streets is a true and correct copy of a resolution adopted by the Common Council of the City of Wausau on the 9th day of August, 1977.

Dated this 10th day of August, 1977.

City of Wausau, Marathon County, Wisconsin.

  
Ernest J. Cherney  
City Clerk  
Wausau, Wisconsin



JOINT

A RESOLUTION of Capital Improvements and Street Maintenance Committee and Planning Commission re. Vacate E½ of Franklin Street between 3rd and 4th Streets.

FILE NO. 77-0634

Introduced Aug. 9, 1977

Referred

Reported Back

Adopted August 9, 1977

Other

RESOLUTION

WHEREAS, your Capital Improvements and Street Maintenance Committee held a public hearing on July 27, 1977, to consider a resolution to vacate the easterly one half of Franklin Street between 3rd and 4th Street, and

WHEREAS, the westerly one half of Franklin Street in this block was previously vacated and there was no opposition at this public hearing to vacate the easterly one half of the street, and

WHEREAS, your Capital Improvements and Street Maintenance Committee and Planning Commission concur in their recommendation to vacate the subject street, now therefore

BE IT RESOLVED by the Common Council of the City of Wausau that the above described street is hereby vacated, and the City Clerk be directed to record a certified copy of this resolution together with a scale map showing the street to be discontinued with the Office of the Register of Deeds of Marathon County.

PLANNING COMMISSION

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Anthony Sherfinski Alderman-Member

Robert C. Helton

FULTON

131	132	133	134	135	136	137	138	139	140	141	142	143	144	145
302	306	310	312	316	318	402	406	410						

036	039	040
037	038	
502	506	510

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STREET

STREET

STREET

179	178	177
180		
172	176	
173	174	175
210		

150					
147					
148					
410					

124	123	122
107	109	111
108	110	112
113		

MC INDCE

SECOND

STREET

186	185	134
182		183

159	158
155	156

154		
151		153

106	105	104
094	095	096

FRANKLIN

THIRD

FOURTH

FIFTH

217			
218			
219			

222		221
220		

333	332
322	323

346	345
334	

GRANT

241	249
242	244
243	245

240	239
234	238
235	237
236	

223		
223		

346	345
334	

MC CLELLAN

263	
263	

280	279
281	
282	
274	

287	286	285
287		
284		

360	359
347	348

VACATING A PORTION OF FRANKLIN STREET BETWEEN THIRD AND FOURTH ST.

---

That portion of Franklin Street lying adjacent to Lots 3 and 4, Blk. 11; and Lots 5 and 6, Blk. 6; of McIndoe and Shuter's Addition.

FILED FOR RECORD  
AUG 11 1977  
2:10 P.M.  
ROBERT G. GERNERTY  
Register of Deeds



**REI**

CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING  
4080 N. 20TH AVENUE, WAUSAU, WI 54401  
(715) 675-9784

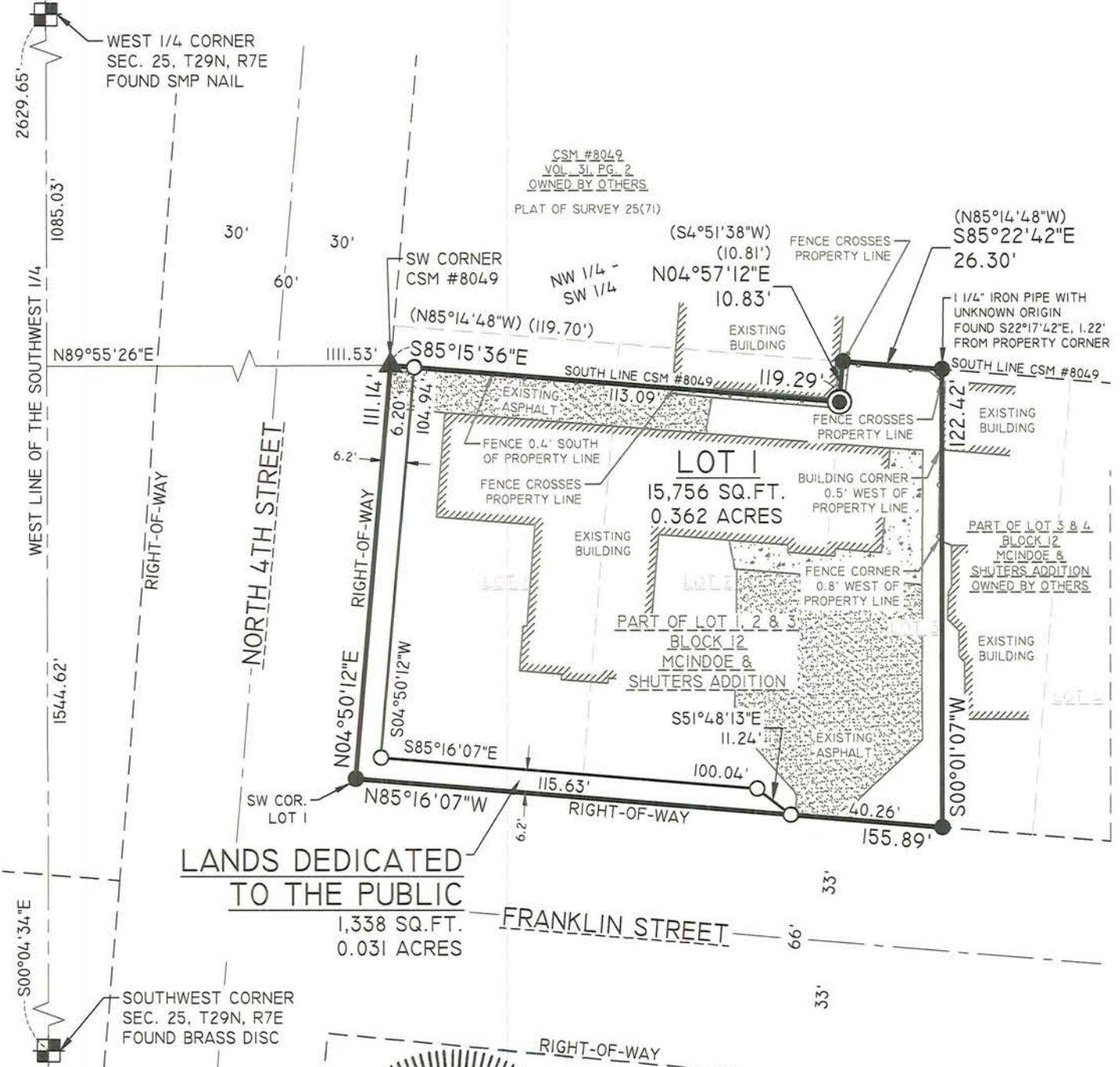
# MARATHON COUNTY CERTIFIED SURVEY MAP

MAP NO. \_\_\_\_\_

PREPARED FOR: WOODSON YMCA FOUNDATION INC.

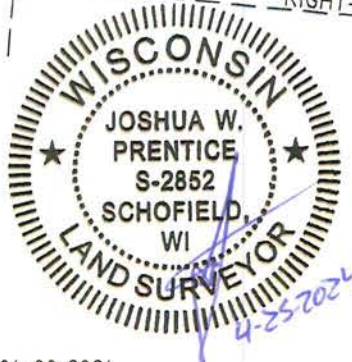
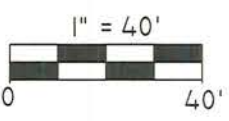
LANDOWNER: WOODSON YMCA FOUNDATION INC.

PART OF LOT 1, 2, AND 3 OF BLOCK 12 OF MCINDOE & SHUTERS ADDITION,  
RECORDED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED  
IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29  
NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.



S00°04'34"E

SOUTHWEST CORNER  
SEC. 25, T29N, R7E  
FOUND BRASS DISC



LEGEND	
	- 3/4 IN. IRON BAR FOUND
	- 1-1/4 IN. O.D. IRON PIPE FOUND
	- MAG NAIL FOUND
	- 1-1/4 IN. O.D. X 18 IN. IRON PIPE WEIGHING 1.68 LBS/LIN. FT. SET
(126')	- RECORDED BEARING/LENGTH
126.00'	- MEASURED BEARING/LENGTH

- NOTES:
1. FIELD SURVEY WAS COMPLETED ON 04-08-2024.
  2. BEARINGS ARE BASED ON THE MARATHON COUNTY COORDINATE SYSTEM, NAD 83(2011) DATUM AND REFERENCED TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 7 EAST, MEASURED TO BEAR SOUTH 00°04'34" EAST.
  3. RIGHTS-OF-WAY SHOWN ARE BASED ON SURVEYS OF RECORD.



**REI**

CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING  
4080 N. 20TH AVENUE, WAUSAU, WI 54401  
(715) 675-9784

# MARATHON COUNTY CERTIFIED SURVEY MAP

MAP NO. \_\_\_\_\_

PREPARED FOR: WOODSON YMCA FOUNDATION INC.

LANDOWNER: WOODSON YMCA FOUNDATION INC.

PART OF LOT 1, 2, AND 3 OF BLOCK 12 OF MCINDOE & SHUTERS ADDITION,  
RECORDED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED  
IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29  
NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.

### SURVEYOR'S CERTIFICATE

I JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF: THAT I HAVE SURVEYED, DIVIDED, AND MAPPED PART OF LOT 1, 2, AND 3 OF BLOCK 12 OF MCINDOE & SHUTERS ADDITION, RECORDED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE; LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 25; THENCE SOUTH 00°04'34" EAST, COINCIDENT WITH THE WEST LINE OF SAID SOUTHWEST 1/4, 1085.03 FEET; THENCE NORTH 89°55'26" EAST, 1111.53 FEET TO THE SOUTHWEST CORNER OF CERTIFIED SURVEY MAP NUMBER 8049, RECORDED IN VOLUME 31, ON PAGE 2, AS DOCUMENT NUMBER 1027775, FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE, THE EAST RIGHT-OF-WAY LINE OF NORTH 4TH STREET, AND THE POINT OF BEGINNING; THENCE SOUTH 85°15'36" EAST, COINCIDENT WITH THE SOUTH LINE OF SAID CERTIFIED SURVEY MAP NUMBER 8049, 119.29 FEET; THENCE NORTH 04°57'12" EAST, COINCIDENT WITH SAID SOUTH LINE OF CERTIFIED SURVEY MAP NUMBER 8049, 10.83 FEET; THENCE SOUTH 85°22'42" EAST, COINCIDENT WITH SAID SOUTH LINE OF CERTIFIED SURVEY MAP NUMBER 8049, 26.30 FEET; THENCE SOUTH 00°01'07" WEST, 122.42 FEET TO THE NORTH RIGHT-OF-WAY LINE OF FRANKLIN STREET; THENCE NORTH 85°16'07" WEST, COINCIDENT WITH SAID NORTH RIGHT-OF-WAY LINE, 155.89 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1 OF BLOCK 12 AND SAID EAST RIGHT-OF-WAY LINE OF NORTH 4TH STREET; THENCE NORTH 04°50'12" EAST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE, 111.14 FEET TO SAID SOUTHWEST CORNER OF CERTIFIED SURVEY MAP NUMBER 8049 AND THE POINT OF BEGINNING.

THAT SAID PARCEL CONTAINS 17,094 SQUARE FEET, 0.392 ACRES, MORE OR LESS.

THAT I HAVE MADE THIS SURVEY AND MAP THEREOF AT THE DIRECTION OF WOODSON YMCA FOUNDATION INC., OWNER OF SAID PARCEL.

THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, WISCONSIN ADMINISTRATIVE CODE A-E7, AND THE SUBDIVISION REGULATIONS OF THE CITY OF WAUSAU.

THAT THIS MAP IS A CORRECT AND ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PARCEL, AND OF THE DIVISION THEREOF MADE.

DATED THIS 25<sup>TH</sup> DAY OF APRIL 2024

REI  
JOSHUA W. PRENTICE  
WI P.L.S. S-2852



CITY OF WAUSAU COMMON COUNCIL APPROVAL CERTIFICATE  
RESOLVED, THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF WAUSAU, WISCONSIN,  
IS HEREBY APPROVED BY THE COMMON COUNCIL.

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_









**REI**

CIVIL & ENVIRONMENTAL ENGINEERING, SURVEYING  
4080 N. 20TH AVENUE, WAUSAU, WI 54401  
(715) 675-9784

# MARATHON COUNTY CERTIFIED SURVEY MAP

MAP NO. \_\_\_\_\_

PREPARED FOR: \_\_\_\_\_ YMCA

LANDOWNER: \_\_\_\_\_ YMCA & CITY OF WAUSAU

ALL OF LOTS 1 THROUGH 8 OF BLOCK 6 AND ALL OF LOTS 1 THROUGH 8 OF BLOCK II OF MCINDOE AND SHUTER'S ADDITION, FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE, AND ALL OF VACATED FRANKLIN STREET BETWEEN SAID BLOCK 6 AND BLOCK II OF MCINDOE AND SHUTER'S ADDITION; ALL LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF: THAT I HAVE SURVEYED, MAPPED, AND DIVIDED ALL OF LOTS 1 THROUGH 8 OF BLOCK 6 AND ALL OF LOTS 1 THROUGH 8 OF BLOCK II OF MCINDOE AND SHUTER'S ADDITION, FILED IN THE MARATHON COUNTY REGISTER OF DEEDS OFFICE, AND ALL OF VACATED FRANKLIN STREET BETWEEN SAID BLOCK 6 AND BLOCK II OF MCINDOE AND SHUTER'S ADDITION; ALL LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 7 EAST, CITY OF WAUSAU, MARATHON COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 25; THENCE SOUTH 00°04'34" EAST, COINCIDENT WITH THE WEST LINE OF SAID SOUTHWEST 1/4, 928.79 FEET; THENCE NORTH 89°55'26" EAST, 821.32 FEET TO THE NORTHWEST CORNER OF SAID LOT 8 OF BLOCK II, THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF NORTH 3RD STREET AND THE SOUTH RIGHT-OF-WAY LINE OF MCINDOE STREET, AND THE POINT OF BEGINNING; THENCE SOUTH 85°26'56" EAST, COINCIDENT WITH SAID SOUTH RIGHT-OF-WAY LINE OF MCINDOE STREET, 242.53 FEET TO THE NORTHEAST CORNER OF SAID LOT 5 OF BLOCK II AND THE WEST RIGHT-OF-WAY LINE OF NORTH 4TH STREET; THENCE SOUTH 04°50'12" WEST, COINCIDENT WITH SAID WEST RIGHT-OF-WAY LINE OF NORTH 4TH STREET, 550.87 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4 OF BLOCK 6 AND THE NORTH RIGHT-OF-WAY LINE OF GRANT STREET; THENCE NORTH 85°18'44" WEST, COINCIDENT WITH SAID NORTH RIGHT-OF-WAY LINE OF GRANT STREET, 242.09 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1 OF BLOCK 6 AND SAID EAST RIGHT-OF-WAY LINE OF NORTH 3RD STREET; THENCE NORTH 04°47'29" EAST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE OF NORTH 3RD STREET, 550.29 FEET TO SAID NORTHWEST CORNER OF LOT 8 OF BLOCK II, SAID SOUTH RIGHT-OF-WAY LINE OF MCINDOE STREET, AND THE POINT OF BEGINNING.

THAT THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 133,412 SQUARE FEET, 3.063 ACRES, MORE OR LESS.

THAT I HAVE MADE THIS SURVEY, DIVISION AND MAP THEREOF AT THE DIRECTION OF YMCA, AGENT OF SAID PARCELS.

THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, WISCONSIN ADMINISTRATIVE CODE A-E7, AND THE SUBDIVISION REGULATIONS OF THE CITY OF WAUSAU.

THAT THIS MAP IS A CORRECT AND ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PARCEL, AND OF THE DIVISION THEREOF MADE.

DATED THIS 25<sup>TH</sup> DAY OF APRIL 2024

REI  
JOSHUA W. PRENTICE  
WI P.L.S. S-2852

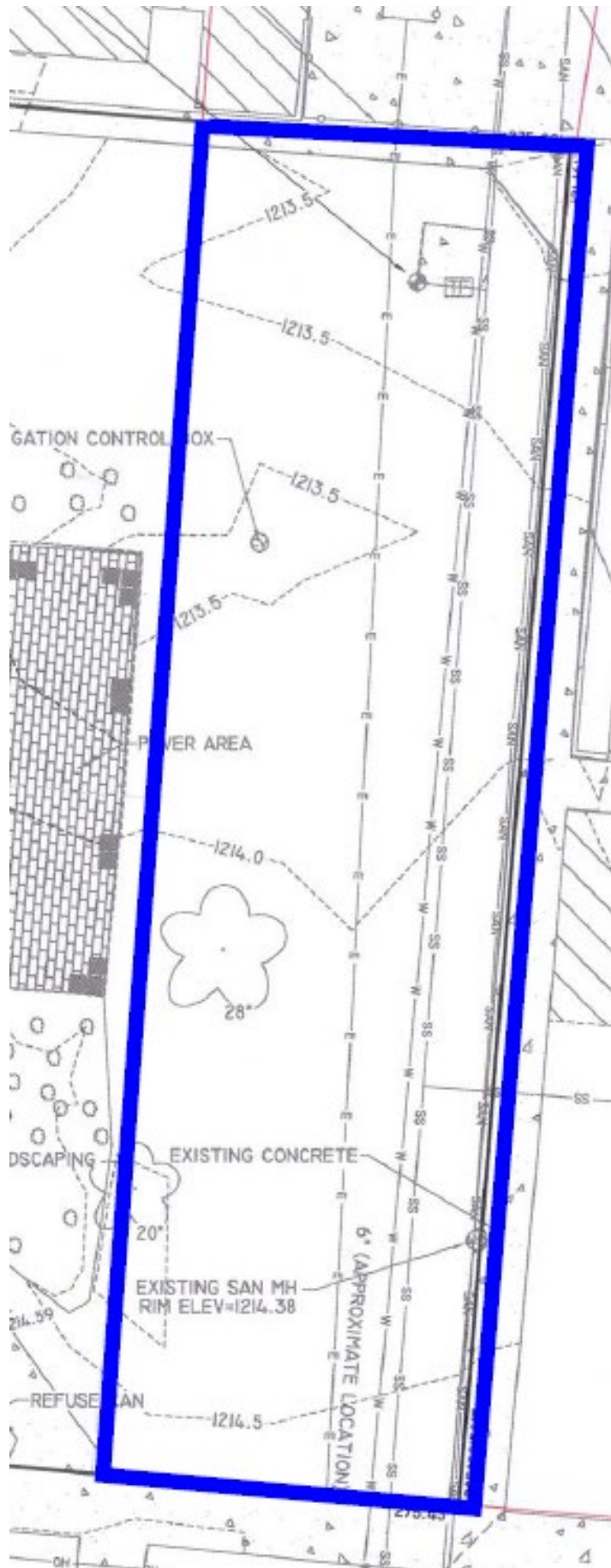


CITY OF WAUSAU COMMON COUNCIL APPROVAL CERTIFICATE  
RESOLVED, THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF WAUSAU, WISCONSIN,  
IS HEREBY APPROVED BY THE COMMON COUNCIL.

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**2018 Topographic Survey – Vacated Franklin Street**



**From:** [Rick Rubow](#)  
**To:** [Lisa Parsch](#)  
**Cc:** [Randy Fifrick](#)  
**Subject:** RE: Vacated Franklin Street West of 4th Street  
**Date:** Monday, April 29, 2024 8:45:18 AM

---

Hello Lisa,

When we look at this area we have had one sale of a parking lot on parcel 2907- 253-0613. It sold for 49,900 and was 4,935sqft which equates to \$9.90sqft.

To note, for discussion purposes. When the YMCA assembled the property off 3<sup>rd</sup> Street for the Aspirus building and parking lot. When they were assembling those parcels the average selling price was \$39.60 a sqft plus the cost to raze. After everything was razed they in turn sold Aspirus the parcel that they built on for \$30.75 sqft.

It is also note worthy to note that parcel 253-0311 sold to the neighboring property owner. The parcel is 1,610 sqft and sold for \$50,000 or \$31 sqft off Scott Street.

However, since the subject is not on 3<sup>rd</sup> Street or Scott St and also having a utility easement running through the parcel we would make adjustments to the \$9.90 sale. This parcel would have an assessment of \$32,000 or \$8 sqft.

Hope this helps.

Rick

---

**From:** Lisa Parsch <Lisa.Parsch@ci.wausau.wi.us>  
**Sent:** Wednesday, April 24, 2024 10:34 AM  
**To:** Rick Rubow <Rick.Rubow@ci.wausau.wi.us>  
**Subject:** Vacated Franklin Street West of 4th Street  
**Importance:** High

Hi Rick,

Attached is the map of the vacated ROW that we discussed. Please forward a value for this property. The leased parcel is to be included. I understand Randy talked to you about a value also. Thanks.

*Lisa Parsch*

Legal Assistant  
City of Wausau  
407 Grant Street  
Wausau WI 54403  
P: 715.261.6592

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

<b>RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE</b>	
First Amendment with Gorman & Company, LLC and Westside Commons, LLC f/k/a Riverview Lofts Wausau, LLC for Westside Commons Housing Project at 415 S First Avenue.	
Committee Action:	Approved by Economic Development (5-0)
Fiscal Impact:	None
<b>File Number:</b>	24-0507
<b>Date Introduced:</b>	May 14, 2024

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input 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>Affordable Extension Funds</i> <input checked="" type="checkbox"/>		

**RESOLUTION**

**WHEREAS**, the City previously acquired both the L&S Printing and Westside Battery properties to facilitate their redevelopment into a use more appropriate for the continued redevelopment of the east and west riverfront areas; and

**WHEREAS**, the City released a Request for Proposal (RFP) on September 17, 2021 and the Common Council selected the proposal for affordable housing submitted by Gorman & Company (Developer) on December 14, 2021; and

**WHEREAS**, on March 26, 21024, the City Council approved a Development Agreement with Gorman & Company, LLC and Riverview Lofts Wausau, LLC for a 56-Unit Affordable Multi-Family Housing Project at 415 S First Avenue; and

**WHEREAS**, the Development Agreement obligated the City to assist the Developer in obtaining a temporary construction easement for the sanitary connection work in Section 3(d) and after further consideration, the Developer has agreed this provision isn't necessary and they will work with their consultant and contractor to complete the work and connect to the sanitary sewer within the City right-of-way.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Common Council of the City of Wausau hereby approves the First Amendment to the Development Agreement with Gorman &

Company, LLC and Westside Commons, LLC f/k/a Riverview Lofts Wausau, LLC for Westside Commons Housing Project at 415 S First Avenue.

Approved:

---

Doug Diny, Mayor

To: Economic Development Committee  
From: Randy Fifrick, Economic Development Manager  
Date: April 30, 2024  
Re: First Amendment to Westside Commons  
Development Agreement



---

The sanitary sewer service line for 150 Stewart Ave (Mandarin Restaurant) currently runs through the development property. Gorman & Company has contracted with Becher Hoppe to design a new sewer service line that would connect at Stewart Ave.

The original Development Agreement obligated the City to assist the Developer in obtaining a temporary construction easement for the sanitary connection work in Section 3(d). After further consideration, the Developer has agreed this provision isn't necessary and they will work with their consultant and contractor to complete the work and connect to the sanitary sewer within the City right-of-way. Section 3(d) of the existing agreement will be deleted to remove the City's obligation.

**Staff recommends approval of the First Amendment to the Development Agreement for Westside Commons.**



**FIRST AMENDMENT TO DEVELOPMENT AGREEMENT  
(Westside Commons)**

**THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT** (this "Amendment") is made effective as of the \_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date"), by and between the CITY OF WAUSAU, a Wisconsin municipal corporation (the "City") and GORMAN & COMPANY, LLC, a Wisconsin limited liability company ("Gorman"), and WESTSIDE COMMONS, LLC, a Wisconsin limited liability company, f/k/a RIVERVIEW LOFTS WAUSAU, LLC, a Wisconsin limited liability company ("Owner") (Gorman and Owner are sometimes referred to herein, collectively, as ("Developer").

**RECITALS**

WHEREAS, the City and Developer entered into that certain Development Agreement dated as of March 26, 2024 (the "Development Agreement"); and

WHEREAS, the parties have agreed that the Developer will obtain the necessary Rights Agreements for the Replacement Sewer Facilities; and

WHEREAS, the parties hereto now desire to amend certain terms of the Development Agreement.

NOW, THEREFORE, in consideration of the foregoing, and other valuable consideration, effective as of the Effective Date, the parties hereto agree as follows:

1. Amendment to Development Agreement.

Section 3.d. Rights Agreements, is hereby deleted from the Development Agreement.

2. Conditions Precedent to this Amendment. The effectiveness of this Amendment is conditioned upon the satisfaction of each and every one of the following conditions:

- a. The City, through its City Council, shall have approved or authorized this Amendment and the transactions contemplated herein, and all the conditions to such approval shall have been satisfied.
- b. No uncured default of Developer, or event which with the giving of notice or lapse of time or both would be a default of Developer, shall exist under the Development Agreement. Developer shall not be in default (beyond any applicable period of grace) of any of its obligations under any other agreement or instrument with respect to the Project to which Developer is a party or an obligor.
- c. Developer shall provide the City with all documentation with respect to the Project:  
(i) as required by the Development Agreement; and (ii) reasonably requested by the City in order for the City to confirm and verify Developer's compliance with the Development Agreement.

3. Reaffirmation of Development Agreement. The Development Agreement, as modified by this Amendment, remains in full force and effect, and all terms of the Development Agreement, as modified hereby, are hereby ratified and reaffirmed by Developer. The provisions of the Development Agreement not affected by this Amendment remain in full force and effect.

4. Representations and Warranties of Developer. Developer hereby represents and warrants to the City that:

- a. After giving effect to this Amendment, all of the representations and warranties made by Developer in the Development Agreement are true and accurate in all material respects on the Effective Date of this Amendment, and no event of default under the Development Agreement has occurred and is continuing as of the Effective Date of this Amendment.
  - b. The making, execution and delivery of this Amendment, and performance of and compliance with the terms of the Development Agreement, as amended, have been duly authorized by all necessary action of Developer. This Amendment is the valid and binding obligation of Developer, enforceable against Developer in accordance with its terms.
5. Miscellaneous. If any provision of this Amendment or the application thereof to any person or circumstance is or shall be deemed illegal, invalid or unenforceable, the remaining provisions of this Amendment shall remain in full force and effect and this Amendment shall be interpreted as if such illegal, invalid or unenforceable provision did not exist. This Amendment may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The parties agree that electronically scanned signatures shall be binding on all parties. This Amendment shall be governed in all respects by the laws of the State of Wisconsin.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Effective Date first written above.

**DEVELOPER:**

**GORMAN & COMPANY, LLC**  
a Wisconsin limited liability company

By: \_\_\_\_\_  
Michael Redman, Secretary

**WESTSIDE COMMONS, LLC,**  
a Wisconsin limited liability company

By: Westside Commons MM, LLC,  
a Wisconsin limited liability company,  
f/k/a Riverview Lofts Wausau MM, LLC,  
a Wisconsin limited liability company,  
its managing member

By: GEC Westside Commons, LLC  
a Wisconsin limited liability company,  
f/k/a GEC Riverview Lofts Wausau, LLC,  
a Wisconsin limited liability company,  
its manager

By: Gorman & Company, LLC,  
a Wisconsin limited liability company,  
its manager

By: \_\_\_\_\_  
Michael Redman, Secretary

**THE CITY**

**CITY OF WAUSAU**

By: \_\_\_\_\_  
Doug Diny, Mayor

Attest:

By: \_\_\_\_\_  
Kaitlyn A. Bernarde, Clerk





## PHS Date 04/15/2024

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
194237	9010 - Bartender/Operator New	LASIUK, KENNETH	608 1/2 WASHINGTON ST, APT 1 WAUSAU WI 54403		KRIST FOOD MART #61	01/18/2024	06/30/2024	No		
135134	9020 - Public Transport Driver Renewal	MOLLEY, MATTHEW	2101 NEHRING ST WAUSAU WI 54401		NORTHWOODS CAB	04/08/2024	06/30/2025	Yes		
197328	9022 - Public Transport Business	FICK, CHERYL	W7148 VON BESSER DRIVE MERRILL WI 54452		BLUE JAY TAXI	04/16/2024	06/30/2025	Yes		
197188	850 - Obstruction	CHYSTIUKHINA, ANASTASIIA	119 SCOTT STREET WAUSAU WI 54403							
196191	9026 - Class I	PELLEGRINO, JOHN	2315 GRAND AVE, #2 WAUSAU WI 54403	2024 MEMORIAL DAY PARDE on 05/25/2024 Organized by CITY OF WAUSAU VETERAN'S COMMITTEE						
196192	9027 - Class II	LECHNER, TINA	3368 HOWARD AVE STEVENS POINT WI 54481	LIVING RIVER MY TEAM TRIUMPH BENEFIT CONCERT on 06/07/2024 Organized by MY TEAM TRIUMPH NORTH CENTRAL REGION						



## PHS Date 04/15/2024

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
196455	9027 - Class II	PARSCH, COREY	606 E THOMAS ST WAUSAU WI 54403	BLESSING OF THE BIKES 2024 on 05/18/2024 Organized by COREY PARSCH						
196637	9027 - Class II	WEINSCHENK, PETER	625 N 4TH ST EDGAR WI 54426	JAZZ ON THE RIVER on EVERY SUNDAY Organized by RIVER VALLEY JAZZ SOCIETY						
196281	9069 - Temporary "Class B" (Picnic)	BODENHEIMER, ROSS	6611 FEITH AVE WESTON WI 54476		Newman Athletic Booster Club					
197549	9069 - Temporary "Class B" (Picnic)	GROGAN, BLAKE	PO BOX STEVENS POINT WI 54481		MID STATE SISTERS OF SKATE					
197232	9080 - Public Transport Driver New	GNIOT, MIRANDA	PO BOX 41 WAUSAU WI 54402		BLUE JAY TAXI	04/10/2024	06/30/2024	Yes		
196504	9080 - Public Transport Driver New	HORST, PHILIP	607 N SALES ST MERRILL WI 54452		NORTHWOODS CAB	04/04/2024	06/30/2024	Yes		
196492	9080 - Public Transport Driver New	JEWELL, ROBIN	1000 RANGELINE RD APT #3 MOSINEE WI 54455		NORTHWOODS CAB	04/03/2024	06/30/2024	Yes		
197235	9080 - Public Transport Driver New	LEE, KENG	8409 WINDSOR DR WESTON WI 54476		BLUE JAY TAXI	04/10/2024	06/30/2024	Yes		
196151	9080 - Public Transport Driver New	MCGUIRK, CHRISTOPHER	200836 SUNSET SR MOSINEE WI 54455		NORTHWOODS CAB	03/18/2024	06/30/2024	No		
197238	9080 - Public Transport Driver New	MILLER, JESSIE	1304 LAKE ST WAUSAU WI 54401		NORTHWOODS CAB	04/10/2024	06/30/2024	Yes		



## PHS Date 04/15/2024

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
197311	9080 - Public Transport Driver New	WIESSINGER, ROBERT	1426 GRAND AVE WAUSAU WI 54403		NORTHWOODS CAB	04/15/2024	06/30/2024	Yes		
196507	9080 - Public Transport Driver New	WORKMAN, ALLISON	217801 RIFLE RD MOSINEE WI 54455		NORTHWOODS CAB	04/04/2024	06/30/2024	Yes		

**Total Licenses**

**16**



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Kody Hart, Deputy City Clerk

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TEL: (715) 261-6616  
FAX: (715) 261-6626

TO: Public Health & Safety Committee

FROM: Kody Hart, Deputy City Clerk

RE: Approve or deny various licenses as indicated on the attached summary report of all applications received.

DATE: April 16, 2024

Applications as listed have or will have a background check run by staff and reviewed by the Police Chief or a designee. Applications marked pending will have a status update at the meeting. In accordance with city ordinance, all permits approved are held for debts owed to the city until the debt is paid in full.

#### STAFF RECOMMENDATIONS

Approve or deny as indicated on the summary report attached, including those that may be introduced at the meeting. Further summaries on staff recommendations are outlined below.

1. **Denial Recommendations – New Operator’s License: Kenneth Lasiuk** – This application is recommended for denial due to conviction for 1<sup>st</sup> degree sexual assault of a child and was referred back to the committee for reconsideration at the March 12<sup>th</sup>, 2024, Common Council meeting; this application was reconsidered at the March 18<sup>th</sup>, 2024 Public Health & Safety Committee meeting where action was held off until the applicant was able to produce documents of rehabilitation. **New Public Transport License: Christopher McGuirk** – This application is recommended for denial due to recent history of meth possession coupled with arrests for theft and burglary.
2. **Approval Recommendations – Special Event Class I Permits for 2024 Memorial Day Parade** from Trinity Lutheran Church to 388 Drive on May 25<sup>th</sup>, 2024, from 10:45 AM to 12:30 PM, license applicant City of Wausau Veteran’s Committee, John Pellegrino.
3. **Approval Recommendation – Special Event Class II Permit for Living River My Team Triumph Benefit Concert** located at the 400 Block on June 7<sup>th</sup>, 2024, from 6:30 to 8:30 PM, license applicant My Team Triumph North Central Region, Tina Lechner; **Blessing of the Bikes 2024** from UWSP-Wausau parking lot to Bull Falls Harley Davidson on May 18<sup>th</sup>, 2024, from 9:30 to 10:00 AM, license applicant Wausau Firefighters Community Assistance Foundation, Corey Parsch; **Jazz on the River** located at Kickbusch Plaza on July 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, August 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> from 5:00 to 7:00 PM, license applicant River Valley Jazz Society, Peter Weinschenk.



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Kody Hart, Deputy City Clerk



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TEL: (715) 261-6616  
FAX: (715) 261-6626

4. **Approval Recommendations – Temporary “Class B” Picnic Licenses – Cabin Fever** located at 1130 W. Bridge Street on April 6<sup>th</sup>, 2024, license applicant Newman Catholic Schools Athletic Booster Club; **Mid-State Roller Derby Season 12, Home Game** located at 1201 Stewart Avenue on May 18<sup>th</sup>, 2024, license applicant Mid-State Roller Derby.
5. **Approval Recommendations – Transport Business License – Blue Jay Taxi** located at 126 N Prospect St, Merrill, WI 54452, license applicant Cheryl Fick.

DEPARTMENT OF PUBLIC WORKS  
DIVISION OF INSPECTION, ZONING  
AND ELECTRICAL SYSTEMS



407 Grant Street  
Wausau, WI 54403  
Phone 715.261.6780  
Fax 715.261.4102

## **CITY OF WAUSAU** **CENTRAL BUSINESS DISTRICT OBSTRUCTION PERMIT**

The City of Wausau supports a vibrant central business district and recognizes the social and economic benefit in allowing certain activities to take place within the public right of way. Per Chapter 5.63 of the Wausau Municipal Code, such uses as sidewalk cafes and other obstructions including, but not limited to self-supporting signs, sandwich board signs, works of art, planters, potted plants, statues, and other similar types of objects.

**The following information is required to complete the application submission:**

**APPLICANT** MIB US, LLC **PHONE NUMBER** (534) 356-2258

**MAILING ADDRESS** 119 Scott street, Wausau, W **EMAIL** mibusllc@gmail.com

**ADDRESS OF PROPERTY** 119 Scott street, Wausau, Wisconsin, 54403

**PERMIT FEE \$20 (Make check payable to the City of Wausau and submit with this application)**

**DETAILED DESCRIPTION OF PROPOSED OBSTRUCTION** (Attach photographs, drawings, sketches and other descriptive information.) It's going to be a sidewalk sandwich board sing

**EXACT LOCATION OF PROPOSED OBSTRUCTION** (Describe and show a brief sketch with dimensions from existing buildings and other fixed objects.) A sandwich board sing near the front door, entrance to the shop

**INSURANCE COMPANY AND AGENCY (Provide Copy)** State Farm

**LIMITS OF LIABILITY INSURANCE:**

*Commercial liability insurance in the amount of at least \$1,000,000 per occurrence for bodily injury and property damage, with the city of Wausau named as an additional insured, shall show that the coverage extends to the area used for the sidewalk cafe, and shall provide that the policies of insurance shall not be cancelled, nonrenewed, or altered without 30 days prior written notice to the city.*

**ACTION BY PUBLIC  
HEALTH AND SAFETY COMMITTEE**

- PERMIT DENIED
- PERMIT APPROVED (THIS PERMIT IS VALID FROM JULY 1 THROUGH JUNE 30 OF THE CURRENT YEAR)
- PERMIT APPROVED WITH CONDITIONS (THIS PERMIT IS VALID FROM JULY 1 THROUGH JUNE 30 OF THE CURRENT YEAR)

**SPECIAL CONDITIONS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS:**



\_\_\_\_\_  
**APPLICANT SIGNATURE (REQUIRED)**

04/04/2024

\_\_\_\_\_  
**DATE SIGNED**

\_\_\_\_\_  
**CHIEF INSPECTOR/ZONING ADMINISTRATOR**

\_\_\_\_\_  
**DATE SIGNED**



**MEMORANDUM**

DATE: May 8, 2024  
TO: Kody Hart, Deputy City Clerk  
FROM: Doug Diny  
RE: Appointments to various boards and committees

Please note that I will be appointing the following individuals to boards and committees. Please add this to the City Council Agenda packet for the meeting scheduled for Tuesday, May 28, 2024.

If you have any questions, feel free to call or email. Thank you.

**BUILDING ADVISORY BOARD**

Melody Hamlin (New appointment - 1)  
1806 Woodland Ridge Rd  
Wausau, WI 54403  
715-571-8122  
melody@funktiondesignstudio.com  
Term expires: 10/31/2029

**CITIZENS' ADVISORY COMMITTEE – COMM DEV BLOCK GRANT**

Ingrid Clark Zavadoski (Re-appointment – 1)  
720 E. Crocker Street  
Wausau, WI 54401  
715-574-9010  
[iclarkz@gmail.com](mailto:iclarkz@gmail.com)  
Term expires: 4/30/2030

Andrew Dudley Shannon (Re-appointment – 2)  
316-1/2 Scott Street  
Wausau, WI 54403  
[Andrewdudleyshannon@gmail.com](mailto:Andrewdudleyshannon@gmail.com)  
Term expires: 4/30/2030



### **HISTORIC PRESERVATION COMMISSION**

Patrick Bacher (Re-appointment - 2)  
505 S 22<sup>nd</sup> Ave  
Wausau, WI 54401  
715-203-7119  
[patrickivanbacher@gmail.com](mailto:patrickivanbacher@gmail.com)  
Term expires: 4/30/2027

### **POLICE AND FIRE COMMISSION**

Thomas Garver (New appointment – 1, replacing William Graef)  
4620 Huntington Ct  
Wausau, WI 54401  
715-432-5680  
[thomasgarver@yahoo.com](mailto:thomasgarver@yahoo.com)  
Term expires 4/30/2029

### **SUSTAINABILITY, ENERGY, AND ENVIRONMENT COMMISSION**

Christine Daniels (New appointment – 1, replacing John Kroll)  
511 Chicago Ave  
Wausau, WI 54403  
715-218-3187  
[chris@goodnewswi.com](mailto:chris@goodnewswi.com)  
Term expires 4/30/4/30/2027

### **WAUSAU ARTS COMMISSION**

Keith Montgomery (New appointment – 1, replacing Alex Eichten)  
1017 McIndoe St  
Wausau, WI 54403  
715-212-8008  
[keithmontgomery@outlook.com](mailto:keithmontgomery@outlook.com)  
Term expires 4/30/2027



## Citizen Participation Form

Thank you for your interest in becoming involved with a City of Wausau Boards Committees or Commissions. The Mayor's Office will make recommendations to the City Council for placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit the City's Web Site at [www.ci.wausau.wi.us](http://www.ci.wausau.wi.us), or call the Mayor's Office at 715-261-6800. This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can be found on our website. <https://www.ci.wausau.wi.us/Departments/CityCouncil/BoardsCommitteesCommissions.aspx> Please consider becoming a part of this important community resource group.

### Contact Information

**First Name \***

Melody

**Last Name \***

Hamlin

**Address \***

*Street Address*

1806 Woodland Ridge Road

*Address Line 2*

*City*

Wausau

*State / Province / Region*

WI

*Postal / Zip Code*

54403

*Country*

USA

**Phone \***

(715)571-8122

**Email \***

melody@funktiondesignstudio.com

**Years as a Wausau Resident, if applicable \***

38

**Occupation/Employer, if applicable**

Architect, Self Employed

### Business Information

**Business Name**

Funktion Design Studio, LLC

**Address**

*Street Address*

207 Windtree Drive

*Address Line 2*

*City*

Wausau

*State / Province / Region*

WI

*Postal / Zip Code*

54401

*Country*

USA

### Boards, Commission and/or Committee Information

## Which Boards, Commissions and/or Committees interest you?

### Board, Commission and/or Committee

Building Advisory Board

You may choose more than one from the list provided. Order in preference.

### Why are you interested in serving on these particular Committees? \*

I'd like to give back to my community by use my experience as an architect to provide input on the Building Advisory Board

### What qualifications can you bring to these Committees? \*

38 years of design experience in architecture including commercial and residential projects

### On what other City Committee(s) are you currently serving, if any?

### Other Community Involvement

Past Boy Scout Troop 400 Treasurer for 12 years, Past Monk Gardens Building and Grounds committee member

### References(Please Include 3)

#### First Name \*

Rick

#### Last Name \*

Schroeder

#### Address \*

Street Address

[REDACTED]

Address Line 2

City

Wausau

Postal / Zip Code

54401

State / Province / Region

WI

Country

USA

#### Phone \*

[REDACTED]

#### Relationship to You \*

Business Partner

#### First Name \*

Matt

#### Last Name \*

Graun

#### Address \*

Street Address

[REDACTED]

Address Line 2

City

Wausau

Postal / Zip Code

54402

State / Province / Region

WI

Country

USA

#### Phone \*

[REDACTED]

#### Relationship to You \*

Past co worker

#### First Name \*

Tammy

#### Last Name \*

Stratz

**Address \***

Street Address

407 Grant Street

Address Line 2

City

Wausau

Postal / Zip Code

54402

State / Province / Region

WI

Country

USA

**Phone \***

(715)261-6682

**Relationship to You \***

Client

**Additional Information**

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

**Attachment(s)**

Limit to 3 upload files





## Citizen Participation Form

Thank you for your interest in becoming involved with a City of Wausau Boards Committees or Commissions. The Mayor's Office will make recommendations to the City Council for placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit the City's Web Site at [www.ci.wausau.wi.us](http://www.ci.wausau.wi.us), or call the Mayor's Office at 715-261-6800. This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can be found on our website. <https://www.ci.wausau.wi.us/Departments/CityCouncil/BoardsCommitteesCommissions.aspx> Please consider becoming a part of this important community resource group.

### Contact Information

**First Name \***

Thomas

**Last Name \***

Garver

**Address \***

*Street Address*

4620 Huntington Ct

*Address Line 2*

*City*

Wausau

*Postal / Zip Code*

54401

*State / Province / Region*

WI

*Country*

United States

**Phone \***

(715)432-5680

**Email \***

thomasgarver@yahoo.com

**Years as a Wausau Resident, if applicable \***

21.5

**Occupation/Employer, if applicable**

Retired 5-4-2022 from Marshfield Clinic - Weston Campus after 19.5 years of service

### Business Information

**Business Name**

**Address**

*Street Address*

4620 Huntington Ct

*Address Line 2*

*City*

Wausau

*Postal / Zip Code*

54401

*State / Province / Region*

WI

*Country*

United States

### Boards, Commission and/or Committee Information

## Which Boards, Commissions and/or Committees interest you?

### Board, Commission and/or Committee

You may choose more than one from the list provided. Order in preference.

### Why are you interested in serving on these particular Committees? \*

Service to city in whatever capacity they need me

### What qualifications can you bring to these Committees? \*

West Point - USMA graduate - 1977

26.5 years US ARMY service - retired 2002 at rank of Colonel (O-6)

19.5 years orthopedic surgeon in Wausau

Currently Serve on US Senator Johnson's Service Academy Selection Board

### On what other City Committee(s) are you currently serving, if any?

None

### Other Community Involvement

### References(Please Include 3)

#### First Name \*

Gerald

#### Last Name \*

Whitburn

#### Address \*

Street Address

827 Parcher Street

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

WI

Country

United States

#### Phone \*

(715)551-5049

#### Relationship to You \*

Friend

#### First Name \*

Chris

#### Last Name \*

Grosskreutz

#### Address \*

Street Address

3530 Stewart Avenue

Address Line 2

City

Wausau

Postal / Zip Code

54401

State / Province / Region

WI

Country

United States

#### Phone \*

(715)574-1385

#### Relationship to You \*

Friend

#### First Name \*

Elizabeth

#### Last Name \*

Niertert

**Address \***

Street Address

8002 Wintergreen Road

Address Line 2

City

Wausau

Postal / Zip Code

54401

State / Province / Region

WI

Country

United States

**Phone \***

(414)559-9518

**Relationship to You \***

Friend

**Additional Information**

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

**Attachment(s)**

Limit to 3 upload files



## Citizen Participation Form

Thank you for your interest in becoming involved with a City of Wausau Boards Committees or Commissions. The Mayor's Office will make recommendations to the City Council for placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit the City's Web Site at [www.ci.wausau.wi.us](http://www.ci.wausau.wi.us), or call the Mayor's Office at 715-261-6800. This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can be found on our website. <https://www.ci.wausau.wi.us/Departments/CityCouncil/BoardsCommitteesCommissions.aspx> Please consider becoming a part of this important community resource group.

### Contact Information

**First Name \***

Christine

**Last Name \***

Daniels

**Address \***

*Street Address*

511 Chicago Ave

*Address Line 2*

*City*

Wausau

*Postal / Zip Code*

54403

*State / Province / Region*

WI

*Country*

USA

**Phone \***

(715)218-3187

**Email \***

chris@goodnewswi.com

**Years as a Wausau Resident, if applicable \***

23

**Occupation/Employer, if applicable**

Executive Director of Good News Project, Inc

### Business Information

**Business Name**

Good News Project, Inc

**Address**

*Street Address*

1106 N Fifth St

*Address Line 2*

*City*

Wausau

*Postal / Zip Code*

54403

*State / Province / Region*

WI

*Country*

United States

### Boards, Commission and/or Committee Information

## Which Boards, Commissions and/or Committees interest you?

### Board, Commission and/or Committee

Sustainability, Energy and Environment Committee

You may choose more than one from the list provided. Order in preference.

### Why are you interested in serving on these particular Committees? \*

I have an environmental science background and a deep love for the earth and making good decisions to preserve it by initiatives within our community.

### What qualifications can you bring to these Committees? \*

BS in Environmental Science  
Installed solar at Good News Project  
Purposeful reuse of medical equipment within our community  
Purposeful collection of electronics and resuse of materials (99.6%) through Good News Project e-CYCLING efforts  
Composting for 23 years

### On what other City Committee(s) are you currently serving, if any?

None

### Other Community Involvement

Wausau Noon Optimist  
Emergency Food and Shelter Board-United Way

### References(Please Include 3)

## Reference

### First Name \*

Mehrdad

### Last Name \*

Nazari

### Address \*

Street Address

208 Tuzigoot Ln

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

WI

Country

USA

### Phone \*

(715)551-4395

### Relationship to You \*

Friend/former Board member

### Additional Information

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

### Attachment(s)

Limit to 3 upload files



## Citizen Participation Form

Thank you for your interest in becoming involved with a City of Wausau Boards Committees or Commissions. The Mayor's Office will make recommendations to the City Council for placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit the City's Web Site at [www.ci.wausau.wi.us](http://www.ci.wausau.wi.us), or call the Mayor's Office at 715-261-6800. This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can be found on our website. <https://www.ci.wausau.wi.us/Departments/CityCouncil/BoardsCommitteesCommissions.aspx> Please consider becoming a part of this important community resource group.

### Contact Information

**First Name \***

Keith

**Last Name \***

Montgomery

**Address \***

*Street Address*

1017 McIndoe Street

*Address Line 2*

*City*

Wausau

*Postal / Zip Code*

54403

*State / Province / Region*

WI

*Country*

USA

**Phone \***

(715)212-8008

**Email \***

keithmontgomery@outlook.com

**Years as a Wausau Resident, if applicable \***

33

**Occupation/Employer, if applicable**

Retired -- formerly Dean & CEO UW-Marathon County

### Business Information

**Business Name**

retired -- work is for organizations I volunteer for

**Address**

*Street Address*

*Address Line 2*

*City*

*Postal / Zip Code*

*State / Province / Region*

*Country*

### Boards, Commission and/or Committee Information

Which Boards, Commissions and/or Committees interest you?

Board, Commission and/or Committee

## Wausau Arts Commission

You may choose more than one from the list provided. Order in preference.

### Why are you interested in serving on these particular Committees? \*

I am on the board of the Wausau Conservatory of Music and I am a student there. I am interested in, and support the arts. Arts organizations and arts productions are an important part our community, from both a "livability" point of view and an economic point of view.

### What qualifications can you bring to these Committees? \*

Former CEO of campus -- management and data skills, committee skills -- I understand how boards work (or, should work).

### On what other City Committee(s) are you currently serving, if any?

None at this time.

### Other Community Involvement

On the board of the Hmong American Center

### References(Please Include 3)

#### First Name \*

Olivia

#### Last Name \*

Hill

#### Address \*

Street Address

4906 Quirt Sann Drive

Address Line 2

City

Schofield

Postal / Zip Code

54476

State / Province / Region

WI

Country

USA

#### Phone \*

(786)280-5904

#### Relationship to You \*

Former Exec Dir Wausau Conservatory.

#### First Name \*

Laura

#### Last Name \*

Ramsey

#### Address \*

Street Address

214 Fountain Hills Blvd

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

WI

Country

USA

#### Phone \*

(715)574-3916

#### Relationship to You \*

Board Chair Wausau Conservatory

#### First Name \*

Dave

#### Last Name \*

Eckmann

#### Address \*

Street Address

Wausau Chamber of Commerce

Address Line 2

City

Wausau

Postal / Zip Code

54403

State / Province / Region

WI

Country

USA

**Phone \***

(715)370-3420

**Relationship to You \***

I have worked with Dave;  
friend

### **Additional Information**

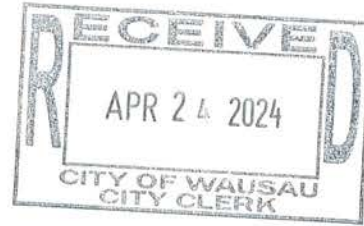
You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

**Attachment(s)**

Limit to 3 upload files



Mayor Doug Diny  
City Hall  
407 Grant Street  
Wausau, Wi 54403



April 24, 2024

We, the following two members of the City of Wausau City Council according to Rule 13 of Chapter 2.16 – Standing Rules of the Common Council, request that an agenda item calling for a committee of the whole to discuss and take possible action on the issue of homelessness be place on the agenda for the City Council meeting of May 14, 2024

Gary Gisselman, District 5 Alderperson

Terry Kilian, District 3 Alderperson

The agenda of this Committee of the Whole

Review the city of Wausau responses to the homeless with

Community Outreach Coordinator

Public Health and Safety Committee

City Administration

Review Marathon County responses to the homeless with County Administrator

Review North Central Health Care response to the homeless with administrator from NCHC

Comment by providers of services to the homeless

Public comment

**From:** [Kaitlyn Bernarde](#)  
**To:** [Kaitlyn Bernarde](#)  
**Subject:** FW: Resignation of Water Commission Appointment  
**Date:** Friday, May 10, 2024 10:45:49 AM  
**Importance:** High

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**From:** Becky McElhaney <[Becky.McElhaney@ci.wausau.wi.us](mailto:Becky.McElhaney@ci.wausau.wi.us)>  
**Sent:** Wednesday, April 24, 2024 11:08 AM  
**To:** Doug Diny <[Doug.Diny@ci.wausau.wi.us](mailto:Doug.Diny@ci.wausau.wi.us)>  
**Subject:** Resignation of Water Commission Appointment

Mayor,

Please accept this email as my formal resignation from the Water Commission. I am unable to serve due to my load of both standing committees, commissions and task force assignments.

Thank you,

Becky McElhaney  
Alderperson District 6  
[becky.mcelhaney@ci.wausau.wi.us](mailto:becky.mcelhaney@ci.wausau.wi.us)  
715-581-3762

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving 2024 Budget Modifications – 4<sup>th</sup> of July Fireworks Display.

Committee Action:     Approved

Fiscal Impact:         \$8,500

**File Number:**         23-1109M

**Date Introduced:**     May 14, 2024

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: City's Share of Room Tax</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$8,500</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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 <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**RESOLUTION**

**WHEREAS**, in 2023 the Mayor’s office coordinated with surrounding communities to create a community area 4<sup>th</sup> of July fireworks display; and

**WHEREAS**, in 2023, funds were allocated from city room tax funds along with other community contributions to finance the event; and

**WHEREAS**, Wausau Events agreed to operate this community area event in 2024 and future years; and

**WHEREAS**, your Finance Committee reviewed and approved their room tax funding request of \$8,500; and

**WHEREAS**, the Finance Committee recommends the following 2024 budget modification to reflect this contribution to the Wausau Events 4<sup>th</sup> of July event.

*Fund	*Cost Center	Spend Category	Program	Debit Amount
251 Room Tax Fund	56781 Tourism and Promotion	57230 Financial Assistance to Other Organizations	CTY_0104 July 4th Celebration	\$8,500.00

**NOW THERE BE IT RESOLVED**, by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to modify the 2024 Budget as outlined above.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor



**TO: ROOM TAX COMMISSION**  
**FROM: MARYANNE GROAT**  
**DATE: April 19, 2024**  
**RE: Room Tax Grant Firework Festival**

In 2023, the Common Council authorized room tax funding for a new area wide 4<sup>th</sup> of July firework festival. This event was absorbed by Wausau Events for 2024. They submitted a room tax commission tourism grant application for funding the city share of the event. The commission allocated \$1,500 towards marketing and recommended the organization apply for City room tax funding for the balance of their request.

The request is for \$8,500 of the city's share of room tax funds to support the event. A copy of the application is attached.

**Id:**

**Bucket:** ApplicationSubmitted\_TourismGrant

**Created:** 11/17/2023 12:20:22 PM

**Updated:** 11/17/2023 12:20:22 PM

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## City of Wausau Tourism Grant

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### Getting Started

### City of Wausau

## COMMISSION ROOM TAX TOURISM GRANT APPLICATION

Beginning January 1, 2017 the State Law mandates the City forward to a tourism commission any room tax revenue exceeding the amount the municipality may retain. The Commission must spend room tax revenue on tourism promotion and tourism development.

Tourism Promotion and Tourism Development is defined in the Wisconsin Statutes to mean any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment in the municipality on which room tax is imposed:

- Marketing projects, including advertising buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events or motor coach groups.
- Transient tourist informational services.
- Tangible municipal development, including a convention center.

Transient tourist means any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodations.

The Commission is obligated to submit on an annual basis a detail report of its room tax expenditures to the Wisconsin Department of Revenue.

The Room Tax Tourism Grant program is designed to promote tourism related activity within the City of Wausau with specific emphasis on tourism that is reasonably likely to generate overnight stays in hotel facilities.

#### **APPLICATION DEADLINES:**

Applications are considered on a rolling cycle. The 2023 meeting schedule and application deadline is as follows:

- Applications submitted by midnight July 19 will be considered at the July 24th meeting.
- Applications submitted by midnight September 18 will be considered at the September 25th meeting.

#### **ELIGIBLE PROJECTS AND USE OF FUNDS:**

- Design, production and placement costs for marketing that targets visitors from outside the City of Wausau and its surrounding communities. This includes but is not limited to: brochures, fliers, posters, direct mail, registration materials, print ads, radio ads, television ads. Website enhancements that are reasonably likely to increase tourism and overnight hotel stay. Web and social media marketing that increase traffic of visitors from outside the City of Wausau and its surrounding communities.
- Purchase of marketing lists, search engine marketing ad words, google ad words.
- Offsite signage such as billboards targeting visitors that live outside the City and its surrounding communities.
- Fees must be payable to a third party vendor. In-kind fees are not eligible.

**ELIGIBLE APPLICANTS:**

- Not for Profit Organizations with an IRS determination.
- Not for Profit Organization is in good standing with the City.
- Event is located in or near the City of Wausau and offers verifiable economic benefits to the City of Wausau through increased room nights.
- The event or promotional opportunity should demonstrate economic impact as it relates to tourism and is reasonably likely to generate multiple hotel stays.
- Repeat grant applicants have filed timely post event reports.

**GRANT RECOGNITION:**

All awarded marketing projects must include the City of Wausau logo and where space allows, the following grant recognition: "Sponsored in part by the City of Wausau Room Tax."

**GRANT LIMITS:**

- Grants will be limited based upon funding.

**ADDITIONAL INFORMATION:**

- All grants will be evaluated on established criteria and ranked competitively by the Commission.
- The grant application will serve as a grant agreement and must be signed by an authorized official within the organization.
- The grant expires one year after awarded by the Room Tax Commission.
- Grantees should request funds via email request to [finance@ci.wausau.wi.us](mailto:finance@ci.wausau.wi.us)
- The Room Tax Summary Compliance reporting should be submitted timely to [finance@ci.wausau.wi.us](mailto:finance@ci.wausau.wi.us)

**EVALUATION CRITERIA:**

- Completeness and quality of the application. 10 points
- A well-developed marketing strategy that can reasonably be expected to generate multiple hotel stays. 30 points
- The event and application substantiate local economic impact from:
  - local visitors. 5 points
  - day trip visitors. 15 points
  - overnight visitors. 30 points
- The methodology proposed to survey attendees is well developed and will likely generate good quality information regarding event attendees and whether they are local or non-local. 10 points
- The event is unique, unduplicated and creative . 20 points
- Expected/historical event attendance:
  - 0-1,000 attendees annually. 5 points
  - 1,000-5,000 attendees annually. 10 points
  - 5,000+ attendees annually. 15 points
- Event located within the City of Wausau. 5 points

**REVIEW AND AWARD PROCESS:**

- Timely grant requests will be reviewed by staff for completeness.

- The Commission will review, score and rank proposals based upon the Evaluation Criteria.
- Staff will compile ranking for Commission consideration.
- Commission will review and make a final grant determination.
- Grant applicants will be informed of the grant determination.

## Organization Info

Staff Notes

Name of Organization

Wausau Events

Authorized Official First Name

Alissandra

Authorized Official Last Name

Aderholdt

Authorized Official Title

Executive Director

Email Address

execdir@wausauevents.org

Organization Website URL

www.wausauevents.org

Street Address

316 Scott Street

City

Wausau

State

WI

Zip

54403

Daytime Telephone

7152979531

## Grant Information

Staff Notes

Grant Request Amount

\$10,000.00

Total Project/Event Budget

\$30,000.00

Event Date(s) or Date Range

July 4th, 2024

Event Location

Wausau Airport

Projected Number of Attendees

15,000, plus viewers from surrounding communities

Have you applied or been awarded room tax or other public funding for this event?

Please describe:

Estimated Number of Hotel Stays from the Project/Event

100

New Event/Project

Project/Event Description

Wausau Events is taking over the 4th of July celebration for 2024. Last year's event was put on by the City of Wausau and attendees were not allowed inside of the airport grounds to view the show. This year, we're opening up the grounds, have hired a new shooting team and plan to shoot larger shells than last year's event. As part of Wausau Events, this is a new event as we have not done a 4th of July show like this in the past. If it rains and we need to cancel, we'll shoot the fireworks on Friday.

We are asking for support from the City of Wausau to help pay for the fireworks show for the citizens of the city. This event/project has full support from the Mayor's office and it was suggested that our organization submits the grant instead of their office.

Optional: Upload Project/Event Details

No files uploaded.

## Marketing Plan

Staff Notes

Provide a detailed marketing plan or strategy. Complete the marketing budget below that lists each marketing piece, the location of the piece, approximate dates of views, cost, planned distribution of materials etc. Outline specifically how this plan is reasonably likely to generate overnight hotel stays. Additionally, highlight those marketing materials that are outside the City of Wausau and those that are over 90 miles away.

Marketing Plan Description



With this event being new, we are planning to use our marketing partnerships with both local TV stations and the local radio stations. We are also planning to market the event via social media too.

#### Marketing Media Description

Social Media Ads

Locations covered by the media/ publication

Wausau

Approximate dates

May & June

Expected Cost

\$500

Grant Request

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#### Marketing Media Description

TV Ads

Locations covered by the media/ publication

Greater Wausau Area

Approximate dates

May & June

Expected Cost

\$1000

Grant Request

---

#### Marketing Media Description

Radio Ads

Locations covered by the media/ publication

Greater Wausau Area

Approximate dates

May & June

Expected Cost

\$0

Grant Request

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Additional information may be attached

No files uploaded.

## Hotel Stays

### Staff Notes

Detail how your organization/project/event will be reasonably likely to create overnight stays in the City of Wausau lodging facilities. Please explain your methodology for identifying multiple hotel stays generated by the event and surveying event goers.

This is the first time that Wausau Events is holding the 4th of July Fireworks show. The show is on a Thursday this year, making it at the start of the Holiday weekend. We're anticipating that we will have some people traveling to the area to stay at hotels, but due to not holding the event in the past, we're unsure how many will stay. Our estimate is that this event will generate 50-100 hotel stays in the Wausau area due to families traveling to be with the rest of their family for the Holiday weekend.

Repeat events are required to provide evidence of historic room nights.

Is your event/project reserving a block of rooms for this event in a City of Wausau hotel

No

Please provide number of rooms, number of nights and name of the hotel.

## Required Documents

### Staff Notes

#### ORGANIZATION WIDE BUDGET

See uploaded files:

- '2024 Budget.pdf' (id: 2d173ddc-e66d-4470-992b-5ac667c53967)

#### PROJECT OR EVENT BUDGET

See uploaded files:

- 'Budget.pdf' (id: 9a180ba8-384f-40de-9c08-41267a196676)

#### RECENT YEAREND FINANCIAL STATEMENTS

See uploaded files:

- 'programs statement122022.pdf' (id: a6ee7a75-2706-4c34-8e29-add73c0f46f0)

#### IRS DETERMINATION

See uploaded files:

- 'WAUSAU EVENTS TAX EXEMPT FORM-11 (1).pdf' (id: 7a4ca172-5af5-4044-8512-df50883af02f)

#### BOARD OF DIRECTORS

See uploaded files:

- '2023 Board of Directors.docx' (id: d204ab3c-0f3f-4ee4-85d9-728f21210b7d)

## Submit

I understand the restrictions placed on the expenditure of room tax funds governed by the Room Tax Commission and certify that the requested funds will be used for the purposes described in this application or approved by the Commission. I understand that the use of funds is subject to review and a post event reporting is required. Grant recipients will be considered ineligible for future grants until post event reporting is filed. This application will serve as a grant agreement and award as noted below.

Applicant Full Name

Alissandra Aderholdt

Applicant Title

Executive Director - Wausau Events

## Approval Of Application

Begin User

execdir@wausauevents.org

Begin Date

11/16/2023 12:11:07 PM

Submitted User

execdir@wausauevents.org

Submitted Date

11/17/2023 12:20:22 PM

Original Completed Application

No file uploaded.

The undersigned has examined the application for Community Development Block Grant Rehabilitation Loan described herein, including supporting date, and finds that the application meets the requirements of the Community Development Block Grant Rehabilitation Program, as amended, and satisfies the rules and regulations issued by the City of Wausau, Wisconsin, pertaining to the Community Development Block Grant Loan Program.

Staff Notes

Approved By

None

Approved Date

Completed Approved Application

█ No file uploaded.

Declined By

█ None

Declined Date

Declined Reason

Portfol\_RelationshipManager

Portfol Contact Number

Portfol Client Number

Portfol Project Number

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving 2024 Budget Modifications – Airport Roof.

Committee Action:     Approved

Fiscal Impact:         \$65,000

**File Number:**         23-1109N

**Date Introduced:**     May 14, 2024

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Airport Capital Budget</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$65,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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**, hangar 2 roof is in desperate need of replacement due to wide-spread leaking; and

**WHEREAS**, savings from 2023 projects and investment income are available in the Capital Project fund; and

**WHEREAS**, the Finance Committee has reviewed and recommends carrying over these savings to the 2024 budget modification

*Ledger Account/Summary	*Fund	*Cost Center	R: C: Spend Category	Pr: G:	Debit Amount
60000:Capital Outlay	440 Capital Projects Fund - Bond Proceeds	53512 Airport Capital Projects	58227 Airport Facilities		\$65,000.00

**NOWTHERE BE IT RESOLVED**, by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to modify the 2024 Budget as outlined above.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor



Approved:

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Doug Diny, Mayor

\*Formerly known as the Capital Improvements and Street Maintenance Committee effective April 4, 2024.

**EASEMENT AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between, GREEN ACRES AT GREENWOOD HILLS LLC, Grantor, and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, herein after referred to as the "City", Grantee;

WITNESSETH:

WHEREAS, ingress and egress at the cul-de-sac connecting Reserve Drive and Green Vistas Drive on the proposed "Vistas At Greenwood Hills First Addition Subdivision", herein after referred to as the "Plat"; is being requested; and

WHEREAS, Grantor will allow this permanent Easement Area across Grantor's property upon certain terms and conditions as hereinafter enumerated.

NOW, THEREFORE, the parties hereto agree as follows:

That in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration paid to Grantor by Grantee, receipt of which is hereby acknowledged, Grantor, has this day conveyed, transferred, and delivered unto Grantee a perpetual easement and right-of-way and perpetual right to enter upon the real estate hereinafter described at any time to allow Grantee ingress and egress at the cul-de-sac at the east end of Reserve Drive.

The perpetual easement and right of way and entry is described on "Exhibit A" attached hereto and incorporated herein by reference.

In further consideration of this easement by Grantor, Grantee forever agrees to hold Grantor harmless from all property damage or personal injury or death which may arise from the existence, entry and use of said permanent easement. Grantor shall maintain full responsibility and the obligation for the maintenance of the cul-de-sac and easement areas described on "Exhibit A."

Grantor covenants that it is lawfully seized and possessed of the real estate above described and that it will defend the title thereto against the lawful claims of all persons whomsoever.

This agreement shall run with the land, encumbering the property encompassed by the easement in perpetuity, and shall be binding upon and shall inure to the benefit of the parties hereto and to their respective successors and assigns.

This easement does not match the easement shown on the recorded Plat. This easement supersedes the easement shown on the Plat.

Recording Area

Name and Return Address

City of Wausau Engineering Department  
407 Grant Street  
Wausau WI 54403

PIN: 291-2808-052-0976





## EXHIBIT A

Part of Outlot 1, Vistas at Greenwood Hills, located in part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Northeast corner of Lot 39 of Vistas at Greenwood Hills First Addition; Thence South  $23^{\circ}19'17''$  East along the East line of said Lot 39 and the extension thereof, 181.15 feet to the Westerly line of said Outlot 1 and the point of beginning;

Thence North  $70^{\circ}14'48''$  East, along said Westerly line, 71.61 feet; Thence South  $61^{\circ}24'58''$  East, 62.96 feet to the Easterly line of said Outlot 1 and the beginning of a non-tangential curve to the left; Thence along said curve and along said Easterly line, 13.01 feet along the arc of said curve, said curve having a radius of 85.00 feet, a central angle of  $08^{\circ}46'17''$  and a chord that bears South  $02^{\circ}47'17''$  East for a distance of 13.00 feet to the beginning of a tangential curve to the right; Thence along said curve and along said Easterly line, 59.09 feet along the arc of said curve, said curve having a radius of 66.00 feet, a central angle of  $51^{\circ}17'34''$  and a chord that bears South  $18^{\circ}28'21''$  West for a distance of 57.13 feet to the beginning of a tangential curve to the left; Thence along said curve and along said Easterly line, 20.05 feet along the arc of said curve, said curve having a radius of 85.00 feet, a central angle of  $13^{\circ}30'46''$  and a chord that bears South  $37^{\circ}21'46''$  West for a distance of 20.00 feet; Thence North  $89^{\circ}22'06''$  West, 55.83 feet to the Westerly line of said Outlot 1 and the beginning of a non-tangential curve to the left; Thence along said curve and along said Westerly line, 106.80 feet along the arc of said curve, said curve having a radius of 75.00 feet, a central angle of  $81^{\circ}35'10''$  and a chord that bears North  $69^{\circ}03'43''$  West for a distance of 98.00 feet to the East line of said Vistas at Greenwood Hills First Addition; Thence North  $19^{\circ}18'59''$  West along said East line, 31.87 feet; Thence North  $70^{\circ}14'48''$  East along said East line, 68.87 feet to the point of beginning.



## CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

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Date of Meeting: February 8, 2024, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Gary Gisselman, Lisa Rasmussen, Doug Diny, Chad Henke (Lou Larson was excused)

Also Present: Mayor Katie Rosenberg, Eric Lindman, Allen Wesolowski, TJ Nicksich, Anne Jacobson, Tara Alfonso, Jill Kurtzhals, Brad Lenz, Andrew Lynch, Dustin Kraege, Lori Wunsch

### **Discussion and possible action on Final Plat for Vistas at Greenwood Hills First Addition and associated easement document**

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This plat is for seven residential lots on the north side of the proposed Reserve Drive. Some details still need to be worked out. The final version of the easement document was presented today and staff has not had a chance to review it. The developer agreement is in draft form. Both the easement and developer agreement will be finalized before coming to Council. Staff agrees with the general layout provided.

Rasmussen moved to approve. Diny seconded and the motion passed 4-0.

**AGENDA ITEM**

Discussion and possible action on Final Plat for Vistas at Greenwood Hills First Addition and associated easement document

**BACKGROUND**

A preliminary plat was submitted and approved by CISM and Council.

The final plat and associated easement documents are attached.

The final plat application is also attached for reference.

A developer’s agreement will be executed by the Mayor before final plat is signed by the Mayor.

**FISCAL IMPACT**

Future building lots for tax base.

**STAFF RECOMMENDATION**

Staff recommends approving the final plat.

Staff contact: Allen Wesolowski 715-261-6762

**UTILITY, STORMWATER,  
INGRESS/EGRESS AND  
PEDESTRIAN TRAIL  
EASEMENT AREAS  
AGREEMENT**

Document No.

Document Title

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between Vistas At Greenwood Hills Development Inc., Vistas At Greenwood Hills Neighborhood Association Inc. and Greenwood Acres At Greenwood Hills LLC, all Wisconsin corporations, hereinafter referred to as “GRANTOR,” and the City of Wausau, a municipal corporation of the State of Wisconsin, herein after referred to as “City”;

WITNESSETH:

WHEREAS, sanitary sewers, water mains, storm water management facilities, ingress/egress access and pedestrian trails are existing and/or are proposed in areas outside of the public street right of ways, on the proposed “Vistas At Greenwood Hills First Addition Subdivision”, herein after referred to as the “Plat”, as well as, areas outside but adjacent to the Plat ; and

WHEREAS, existing Easement Areas for municipal infrastructure facilities through the GRANTOR’s property have been previously dedicated (Doc. 1115119 for sewer and water and Doc. 1410319 for pedestrian trails); and

WHEREAS, some of the existing Easement Areas for municipal infrastructure facilities will be retained, while other areas will no longer be required and are being vacated on the Plat; and

WHEREAS, additional Easement Areas for municipal infrastructure facilities through the GRANTOR’s property have been identified; and

WHEREAS, GRANTOR will allow these permanent Easements Areas across GRANTOR’s property upon certain terms and conditions as hereinafter enumerated.

NOW, THEREFORE, the parties hereto agree as follows:

Recording Area

Name and Return Address  
Allen Wesolowski  
City of Wausau  
407 Grant Street  
Wausau, WI 54403

PIN:  
29128080520975  
29128080520978  
29128080520144

1. GRANTOR hereby grants to the City perpetual easement and right of way over a number of Easement Areas on property owned by GRANTOR as hereinafter described, with the right to use, operate, inspect, repair, maintain, replace and remove sanitary sewer lines, water mains, fire hydrants, other sewer and water utility appurtenances, storm water drainage piping, control structures, storage basins and vehicle and pedestrian ingress/egress over existing private roadways and trails. The rights herein shall include the right of the City to enter onto and to perform installation, repair, cleaning and/or maintenance procedures and remove any and all obstructions from the said easement including, but not limited to trees, shrubs, other vegetation growth, structures and all other obstructions as may be required from time to time in carrying out its obligations to provide and/or maintain sanitary sewer service, potable water supply, storm water control, vehicle access and pedestrian trails to the City residents and customers.

2. The Easement Areas, are as shown on the Vistas At Greenwood Hills First Addition Subdivision Plat (three pages) - "Exhibit A" attached hereto and incorporated herein by reference and more particularly described as follows.

a) Lot 1 – Sanitary sewer, Pedestrian Trail and Storm water basin access.

i) Extend the existing 30-foot sanitary sewer easement eastward from its original termination at the west edge of the original 60-foot water main easement to the new western right of way line of Reserve Drive.

More particularly described as follows:

Part of Lot 1 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Lot 1; Thence North  $00^{\circ}37'16''$  West along the East right-of-way line of Hawthorne Lane, 29.45 feet; Thence North  $35^{\circ}59'53''$  East, 309.03 feet; Thence North  $70^{\circ}17'00''$  East, 227.49 feet to the point of beginning; Thence continuing North  $70^{\circ}17'00''$  East, 50.63 feet to the West right-of-way line of Reserve Drive and the beginning of a non-tangential curve to the left; Thence along said West right-of-way line, 54.77 feet along the arc of said curve, said curve having a radius of 200.00 feet, a central angle of  $15^{\circ}41'24''$  and a chord that bears South  $36^{\circ}57'08''$  West for a distance of 54.60 feet; Thence South  $70^{\circ}17'00''$  West, 43.92 feet to a non-tangential curve to the right; Thence along said curve, 49.36 feet along the arc of said curve, said curve having a radius of 147.11 feet, a central angle of  $19^{\circ}13'35''$  and a chord that bears North  $32^{\circ}39'05''$  East for a distance of 49.13 feet to the point of beginning.

That the above described parcel of land contains 1,418 square feet or 0.033 acres, more or less.

ii) Vacate the existing 15-foot pedestrian trail from the bend in the sanitary sewer line easement on Lot 1 southeasterly to the north Oswald Lane right of way. Establish a new 15-foot trail easement from the sanitary sewer bend eastward to the west right of way line of Reserve Drive.

More particularly described as follows:

Part of Lot 1 and part of Outlot 1 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, the centerline of a 15 foot wide recreation easement described as follows:

Commencing at the Southeast corner of said Lot 1; Thence North  $00^{\circ}25'20''$  West along the West right-of-way line of Reserve Drive, 224.61 feet to the beginning of a tangential curve to the right; Thence along said West right-of-way line, 127.65 feet along the arc of said curve, said curve having a radius of 200.00 feet, a central angle of  $36^{\circ}34'03''$  and a chord that bears North  $17^{\circ}51'42''$  East for a distance of 125.49 feet to the point of beginning of the described centerline of a 15 foot wide recreation easement; Thence South  $70^{\circ}17'00''$  West along said centerline, 247.31 feet; Thence South  $35^{\circ}59'53''$  West along said centerline, 134.20 feet to the beginning of a tangential curve to the right; Thence along said centerline, 148.36 feet along the arc of said curve, said curve having a radius of 56.00 feet, a central angle of  $151^{\circ}47'52''$  and a chord that bears North  $68^{\circ}06'11''$  West for a distance of 108.63 feet; Thence North  $07^{\circ}47'44''$  East along said centerline, 70.87 feet; Thence North  $01^{\circ}56'48''$  West along said centerline, 123.71 feet; Thence North  $02^{\circ}37'44''$  East along said centerline, 83.70 feet to the beginning of a non-tangential curve to the right; Thence along said centerline, 43.68 feet along the arc of said curve, said curve having a radius of 89.50 feet, a central angle of  $27^{\circ}57'45''$  and a chord that bears North  $17^{\circ}28'58''$  East for a distance of 43.25 feet; Thence North  $54^{\circ}10'45''$  West along said centerline, 39.06 feet to the North line of said Outlot 1; Thence South  $54^{\circ}10'45''$  East, 39.06 feet to the beginning of a non-tangential curve to the right; Thence along said centerline, 46.75 feet along the arc of said curve, said curve having a radius of 89.50 feet,

a central angle of 29°55'54" and a chord that bears North 46°25'47" East for a distance of 46.23 feet; Thence North 64°17'17" East along said centerline, 41.11 feet; Thence North 67°48'11" East along said centerline, 42.87 feet to the beginning of a non-tangential curve to the right; Thence along said centerline, 83.79 feet along the arc of said curve, said curve having a radius of 124.50 feet, a central angle of 38°33'42" and a chord that bears North 87°38'33" East for a distance of 82.22 feet; Thence South 77°30'26" East along said centerline, 14.18 to the East line of said Outlot 1 and the point of termination of said described centerline of a 15 foot wide recreation easement include all those lands lying within 7.50 feet on either side of the above described centerline, extended East to said West right-of-way line of Reserve Drive, extended North to said North line of Outlot 1 and extended East to said East line of Outlot 1.

That the above described parcel of land contains 16,687 square feet or 0.383 acres, more or less.

iii) Ingress/Egress to Outlot 1, from Hawthorne Lane to the basin, for maintenance equipment and labor.

More particularly described as follows:

Part of Lot 1 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Lot 1; Thence North 00°37'16" West along the East right-of-way line of Hawthorne Lane, 184.27 feet to the point of beginning; Thence continuing North 00°37'16" West along said East right-of-way line, 160.00 feet to the South line of Outlot 1 of Vistas at Greenwood Hills First Addition; Thence North 54°19'33" East along said South line, 40.31 feet; Thence South 00°37'16" East, 183.15 feet; Thence South 89°22'42" West, 33.00 feet to the point of beginning.

That the above described parcel of land contains 5,662 square feet or 0.130 acres, more or less.

b). Lots 2, 3, 4, 5 and 6 – storm water management.

i) The easterly 226.11 feet, of the northerly 10 feet, of Lot 2.

ii) The northerly 10 feet of Lots 3, 4 and 5

iii) The northwest corner of Lot 6.

More particularly described as follows:

Of part of Lot 6 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Beginning at the Northwest corner of said Lot 6; Thence North 75°13'10" East along the North line of said Lot 6, 28.88 feet; Thence South 87°53'56" East along said North line, 73.71 feet; Thence South 64°21'54" West, 32.23 feet; Thence North 87°53'56" West, 60.17 feet; Thence South 75°13'10" West, 9.68 feet to the West line of said Lot 6; Thence North 17°39'44" West along said West line, 10.01 feet to the point of beginning.

That the above described parcel of land contains 1,197 square feet or 0.027 acres, more or less.

c) Lots 1 and 2 – Storm water management

A rip rapped drainage swale conveying runoff from Reserve Drive to the Outlot 1 basin.

More particularly described as follows:

Part of Lot 1 and Lot 2 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:



Commencing at the Southwest corner of said Lot 1; Thence North 00°37'16" West along the East right-of-way line of Hawthorne Lane, 344.27 feet to the North line of said Lot 1; Thence North 54°19'33" East along said North line, 278.63 feet to the point of beginning; Thence North 20°26'45" East along said North line, 30.82 feet; Thence South 82°49'01" East, 88.46 feet; Thence South 52°13'02" East, 95.16 feet; Thence South 73°12'31" East, 141.91 feet to the North right-of-way line of Reserve Drive and the beginning of a non-tangential curve to the left; Thence along said North right-of-way line, 47.83 feet along the arc of said curve, said curve having a radius of 200.00 feet, a central angle of 13°42'04" and a chord that bears South 67°49'54" West for a distance of 47.71 feet; Thence North 73°12'31" West, 110.37 feet; Thence North 52°13'02" West, 92.51 feet; Thence North 82°49'01" West, 87.32 feet to the point of beginning.

That the above described parcel of land contains 9,191 square feet or 0.211 acres, more or less.

d) Lot 8 – sewer, water and trail

i) The north and west 15 feet of Lot 8, abutting the Reserve Drive right of way, for sewer/water appurtenances.

ii) Trail – a 15-foot wide pedestrian trail, for public recreational purposes, along the west line of Lot 8.

More particularly described as follows:

Part of Lot 8 of Vistas at Greenwood Hills First Addition located in part of the Southwest 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Beginning at the Southwest corner of said Lot 8; Thence North 00°25'20" West along the East right-of-way line of Reserve Drive, 224.08 feet to the beginning of a tangential curve to the right; Thence along said East right-of-way line, 99.23 feet along the arc of said curve, said curve having a radius of 140.00 feet, a central angle of 40°36'35" and a chord that bears North 19°52'58" East for a distance of 97.16 feet; Thence South 49°48'44" East, 15.00 feet to the beginning of a non-tangential curve to the left; Thence along said curve, 88.60 feet along the arc of said curve, said curve having a radius of 125.00 feet, a central angle of 40°36'36" and a chord that bears South 19°52'58" West for a distance of 86.75 feet; Thence South 00°25'20" East, 173.63 feet to the beginning of a tangential curve to the left; Thence along said curve, 55.29 feet along the arc of said curve, said curve having a radius of 35.00 feet, a central angle of 90°30'34" and a chord that bears South 45°40'37" East for a distance of 49.72 feet; Thence North 89°04'06" East, 105.05 feet; Thence South 00°55'54" East, 15.00 feet to the North right-of-way line of Osswald Road; Thence South 89°04'06" West along said North right-of-way line, 155.50 feet to the point of beginning.

That the above described parcel of land contains 7,144 square feet or 0.164 acres, more or less.

e) Green Vistas Drive - ingress/egress over the private road for City maintenance equipment and labor forces, between Reserve Drive and Osswald Lane. These easement rights, over the private road, shall terminate when the dedication of the private road to a public road is completed.

More particularly described as follows:

Part of Outlot 1 of Vistas at Greenwood Hills and part of the Third Addendum to Vistas at Greenwood Hills Condominium Plat located in part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Northeast corner of Lot 7 of Vistas at Greenwood Hills First Addition; Thence South 23°19'17" East along the East line of said Lot 7 and the extension thereof, 171.13 feet to the point of beginning; Thence North 70°14'48" East, 72.24 feet to the beginning of a tangential curve to the right; Thence along said curve, 9.27 feet along the arc of said curve, said curve having a radius of 90.00 feet, a central angle of 05°53'58" and a chord that bears North 67°17'49" East for a distance of

9.26 feet to the beginning of a non-tangential curve to the right; Thence along said curve, 139.64 feet along the arc of said curve, said curve having a radius of 66.00 feet, a central angle of 121°13'12" and a chord that bears South 16°29'28" East for a distance of 115.01 feet to the East line of said Outlot 1 and the beginning of a tangential curve to the left; Thence along said East line, 77.26 feet along the arc of said curve, said curve having a radius of 85.00 feet, a central angle of 52°04'49" and a chord that bears South 18°04'44" West for a distance of 74.63 feet to the beginning of a tangential curve to the right; Thence along said East line, 69.12 feet along the arc of said curve, said curve having a radius of 140.52 feet, a central angle of 28°11'02" and a chord that bears South 06°07'50" West for a distance of 68.43 feet to the beginning of a tangential curve to the right; Thence along said East line, 381.91 feet along the arc of said curve, said curve having a radius of 1232.79 feet, a central angle of 17°44'59" and a chord that bears South 29°05'33" West for a distance of 380.38 feet to the beginning of a tangential curve to the left; Thence along said East line, 128.41 feet along the arc of said curve, said curve having a radius of 189.00 feet, a central angle of 38°55'33" and a chord that bears South 18°30'32" West for a distance of 125.95 feet to the North right-of-way line of Osswald Road; Thence South 89°05'01" West along said North right-of-way line, 42.00 feet to the beginning of a non-tangential curve to the right; Thence along said curve, 156.91 feet along the arc of said curve, said curve having a radius of 231.00 feet, a central angle of 38°55'08" and a chord that bears North 18°30'43" East for a distance of 153.91 feet to the beginning of a tangential curve to the left; Thence along said curve, 368.90 feet along the arc of said curve, said curve having a radius of 1190.79 feet, a central angle of 17°44'59" and a chord that bears North 29°05'33" East for a distance of 367.43 feet to the beginning of a tangential curve to the left; Thence along said curve, 48.46 feet along the arc of said curve, said curve having a radius of 98.52 feet, a central angle of 28°11'03" and a chord that bears North 06°07'49" East for a distance of 47.98 feet; Thence North 07°57'39" West along said curve, 35.22 feet to the beginning of a tangential curve to the left; Thence along said curve, 37.46 feet along the arc of said curve, said curve having a radius of 65.00 feet, a central angle of 33°01'04" and a chord that bears North 24°23'36" East for a distance of 36.94 feet; Thence North 37°05'26" West, 23.63 feet to the beginning of a tangential curve to the left; Thence along said curve, 19.30 feet along the arc of said curve, said curve having a radius of 29.00 feet, a central angle of 38°08'09" and a chord that bears North 56°09'31" West for a distance of 18.95 feet to the beginning of a tangential curve to the left; Thence along said curve, 45.27 feet along the arc of said curve, said curve having a radius of 78.00 feet, a central angle of 33°15'14" and a chord that bears South 88°11'08" West for a distance of 44.64 feet to the East line of said Vistas at Greenwood Hills First Addition; Thence North 19°18'59" West along said East line, 31.87 feet; Thence North 70°14'48" East along said East line, 68.87 feet; Thence North 23°19'17" West along said East line, 10.02 feet to the point of beginning;

That the above described parcel of land contains 42,201 square feet or 0.969 acres, more or less.

f) Access easement for stormwater maintenance equipment and labor from Outlot 1 Basin to the small basin / infiltration swale (north of Lots 2-6) .  
More particularly described as follows:

3. Following any required work in any of the Easement Areas, the City shall restore the surface of the easement, as much as reasonably possible, to the condition existing prior to a disturbance. The City shall maintain its facilities within the easements in good repair so that no unreasonable damage will result to the adjacent land of the GRANTOR or his personal representatives, successors or assigns. The GRANTOR, his personal representatives, successors and assigns shall have the right to use and enjoy the above described premises providing that such use and/or enjoyment shall in no way interfere with or impair the City's right to operate,

repair, maintain and/or have access to its sewer, water, storm water, streets and/or pedestrian facilities, nor shall GRANTOR, his personal representatives, successors or assigns, interfere with or impair in any way the exercise of the rights herein granted to the City. The GRANTOR and GRANTOR's successors and assigns shall be prohibited from erecting any permanent structures or buildings on the perpetual easement areas. The City shall not be held responsible for any and all reasonable damage caused by the City to GRANTOR's property not allowed to be within the easement.

- 4. The agreement shall run with the land, encumbering the property encompassed by the municipal infrastructure easement areas in perpetuity, and shall be binding on and shall inure to the benefit of the parties hereto and to their respective successors and assigns. All rights of third-party mortgages, lien holders or any other holders of encumbrances shall be subordinate to these easements.

IN WITNESS WHEREOF, the agreement has been duly executed the day and year first above written.

Vistas At Greenwood Hills Development Inc.

By: \_\_\_\_\_  
James Wanserski, XXXX

Green Acres At Greenwood Hills LLC

By: \_\_\_\_\_  
XXXXXXX, XXXX

Inc.

Vistas At Greenwood Hills Neighborhood Association

By: \_\_\_\_\_  
XXXXXXX, XXXXX

City of Wausau:

By: \_\_\_\_\_  
Katie Rosenberg, Mayor

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above-named James Wanserski, to me known to be the President of Vistas At Greenwood Hills Development Inc. who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission expires: \_\_\_\_\_

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above-named **XXXXXX**, to me known to be the **President** of Green Acres At Greenwood Hills LLC, who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission expires: \_\_\_\_\_

STATE OF WISCONSIN    )  
  ) ss.  
COUNTY OF MARATHON)

Personally came before me the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above-named **XXXXXX**, to me known to be the **President** of Vistas At Greenwood Hills Neighborhood Association **Inc.**, who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission expires: \_\_\_\_\_

STATE OF WISCONSIN    )  
  ) ss.  
COUNTY OF MARATHON)

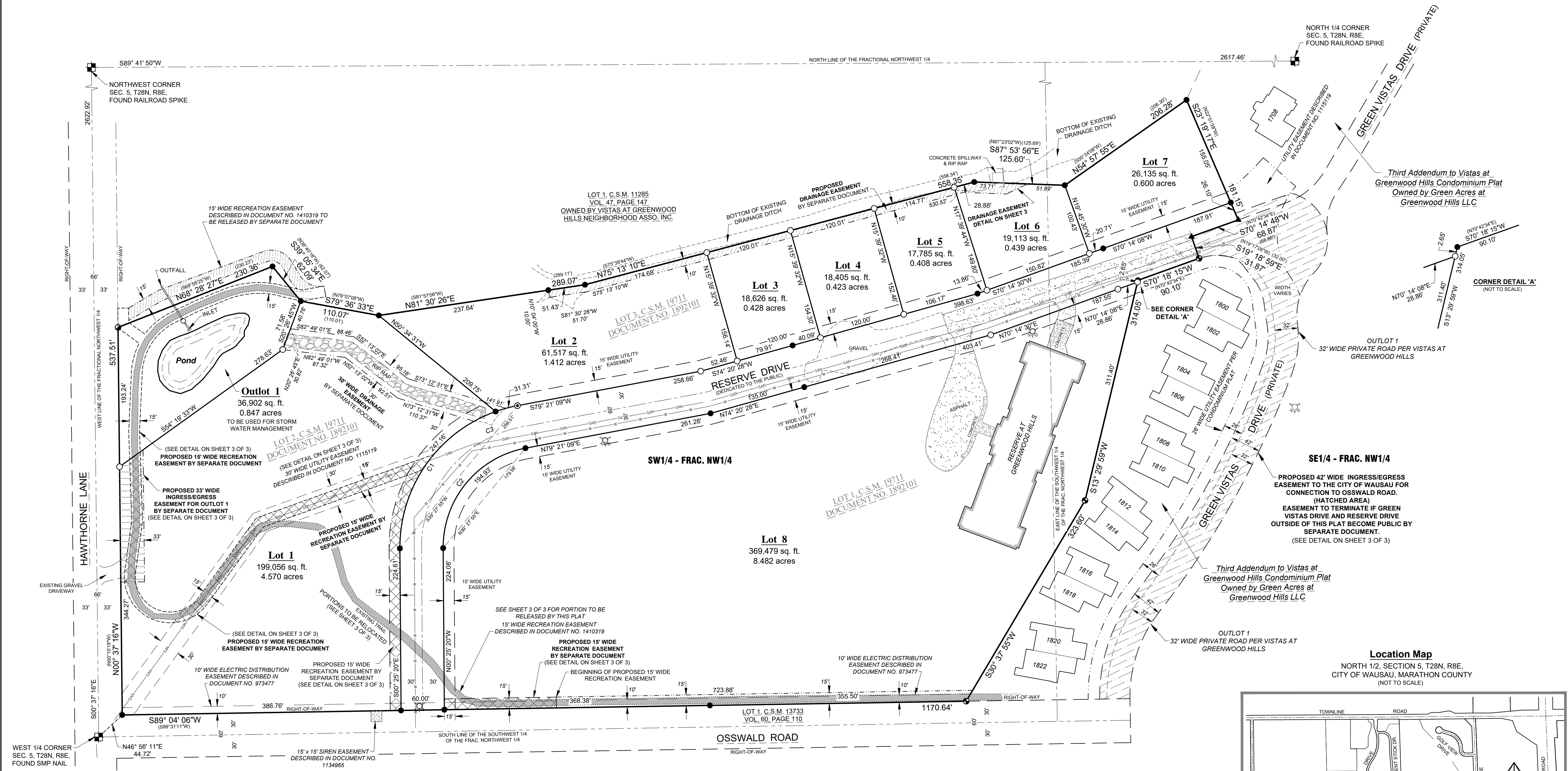
Personally, came before me the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above-named Katie Rosenberg, to me known to be the, Mayor of the City of Wausau who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission expires: \_\_\_\_\_

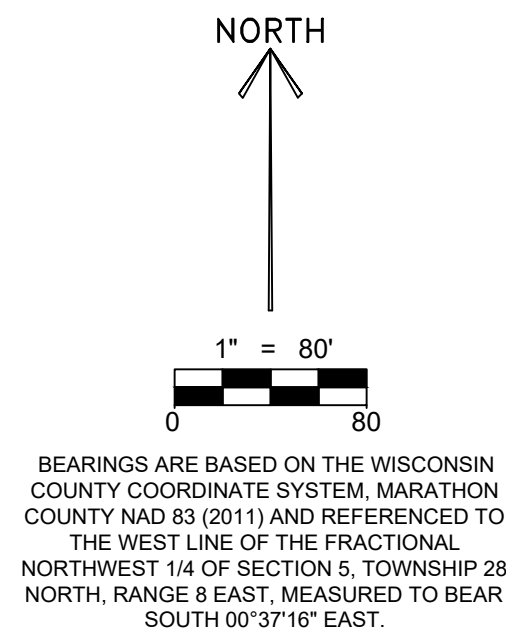
This instrument was drafted by Mark W. Thompson,  
MTSLLC, 1699 Schofield Ave. STE 115, Schofield WI 54476.  
2024-01-16

# VISTAS AT GREENWOOD HILLS FIRST ADDITION

Of Lot 1, Lot 2 and Lot 3 of Certified Survey Map Number 19711 recorded as Document Number 1892101 located in part of the Southwest 1/4 of the Fractional Northwest 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin.



CURVE TABLE							
CURVE	LOT NO.	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARING OUT
C1	MAIN	278.47'	200.00'	79°46'29"	S39°27'55"W	256.51'	S79°21'09"W
	1	247.16'	200.00'	70°48'19"	S34°58'50"W	231.73'	S00°25'20"E
	2	31.31'	200.00'	08°58'10"	S74°52'04"W	31.28'	
C2	MAIN	194.93'	140.00'	79°46'29"	N39°27'55"E	179.56'	N00°25'20"W
	1	150.00'	140.00'	60°00'00"	N00°00'00"E	150.00'	N79°21'09"E
	2	44.93'	140.00'	19°46'29"	N39°27'55"E	29.56'	
30' WIDE DRAINAGE EASEMENT CURVE TABLE							
C3	MAIN	47.83'	200.00'	13°42'04"	S67°49'54"W	47.71'	S74°40'56"W
	2	15.01'	200.00'	04°17'56"	S72°31'58"W	15.00'	S60°58'52"W
	1	32.82'	200.00'	09°24'08"	S65°40'56"W	32.78'	



LEGEND	
○	SET 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT.
⊙	SET 1-1/4" x 24" REBAR WEIGHING 4.303 LBS/LIN. FT.
●	FOUND 1" REBAR
○	FOUND 1-1/4" O.D. IRON PIPE
●	FOUND 3/4" IRON BAR
▲	FOUND MAG NAIL
( )	RECORDED BEARING/LENGTH
⊕	EXISTING HYDRANT
—	EXISTING SANITARY SEWER
—	EXISTING WATER MAIN
⊕	PROPOSED 15' WIDE RECREATION EASEMENT WITHIN EXISTING OR PROPOSED UTILITY & INGRESS/EGRESS EASEMENTS

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration

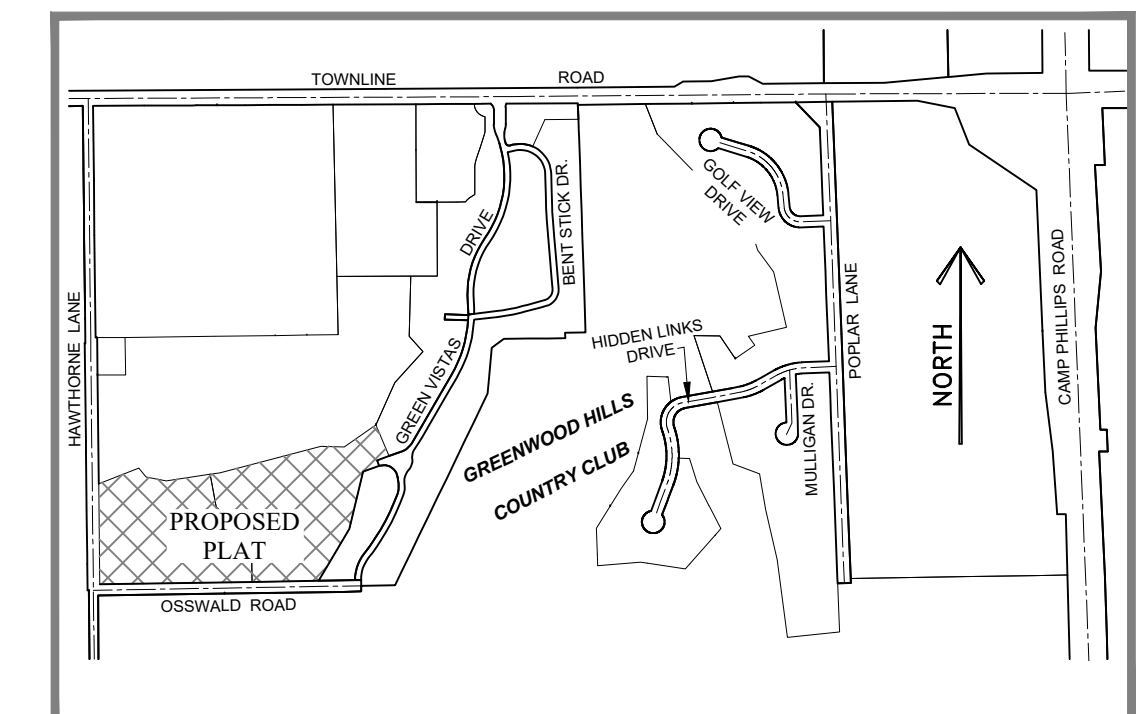
REGISTER OF DEEDS  
MARATHON COUNTY, WISCONSIN

Received for record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ m.

In Plat Cabinet No. \_\_\_\_\_ on page \_\_\_\_\_

Document Number \_\_\_\_\_

Register of Deeds



VISTAS AT GREENWOOD HILLS FIRST ADDITION

Of Lot 1, Lot 2 and Lot 3 of Certified Survey Map Number 19711 recorded as Document Number 1892101 located in part of the Southwest 1/4 of the Fractional Northwest 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin.

Surveyor's Certificate:

I, Nathan J. Wincentsen, Professional Land Surveyor S-2539, do hereby certify that:

That at the direction of \_\_\_\_\_ and Vistas at Greenwood Hills Development Inc. as Owners, I have surveyed, mapped and divided Lot 1, Lot 2 and Lot 3 of Certified Survey Map Number 19711 recorded as Document Number 1892101 located in part of the Southwest 1/4 of the Fractional Northwest 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin, the exterior boundaries of which are described as follows:

Commencing at the West 1/4 corner of said Section 5; Thence North 46°56'11" East, 44.72 feet to the intersection of the East right-of-way line of Hawthorne Lane and the South right-of-way line of Osswald Road which is the point of beginning; Thence North 00°37'16" West along said East right-of-way line, 537.51 feet to the North line of said Lot 2 of Certified Survey Map Number 19711; Thence North 68°28'27" East along said North line, 230.36 feet; Thence South 39°05'34" East along said North line, 62.09 feet; Thence South 79°36'33" East along said North line, 110.07 feet to the North line of said Lot 3; Thence North 81°30'26" East along said North line, 289.07 feet; Thence North 75°13'10" East along said North line, 558.35 feet; Thence South 87°53'56" East along said North line, 125.60 feet; Thence North 54°57'55" East along said North line, 206.28 feet to the East line of said Lot 3; Thence South 23°19'17" East along said East line and the East line of said Lot 1 of Certified Survey Map Number 19711, 181.15 feet; Thence South 70°14'48" West along said East line, 68.87 feet; Thence South 19°18'59" East along said East line, 31.87 feet; Thence South 70°18'15" West along said East line, 90.10 feet; Thence South 13°29'59" West along said East line, 314.05 feet; Thence South 30°37'55" West along said East line, 323.60 feet to the North right-of-way line of Osswald Road; Thence South 89°04'06" West along said North right-of-way line, 1170.64 feet to the point of beginning.

That the above described parcel of land contains 854,339 square feet or 19.613 acres, more or less;

That said parcel is subject to all easements, restrictions and right-of-ways of record including a 15' wide utility easement, a 10' wide electric distribution easement per Document Number 973477, a 15' wide recreation easement per Document Number 1410319 and a 30' wide utility easement per Document Number 1115119;

That I have fully complied with the provisions of Chapter 236 of the Statutes of Wisconsin and the subdivision regulations of the City of Wausau in Surveying, Dividing and Platting said parcel;

That said plat is a correct and representation of the exterior boundaries of the land surveyed and of the subdivision thereof made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Riverside Land Surveying, LLC
Nathan J. Wincentsen
WI P.L.S. S-2539

CITY FINANCE DIRECTOR CERTIFICATE

State of Wisconsin)
ss
Marathon County)

I, Maryanne Groat, being the duly appointed, qualified, and acting Financial Director of the City of Wausau, do hereby certify that the records in my office show no unpaid taxes or special assessments as of,

\_\_\_\_\_, 20 \_\_\_\_
affecting the lands included in the Plat of Vistas at Greenwood Hills First Addition

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Maryanne Groat, Financial Director of the City of Wausau

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
ss
Marathon County)

I, Connie Beyersdorff, being the duly elected, qualified, and acting Treasurer of the County of Marathon, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of,

\_\_\_\_\_, 20 \_\_\_\_
affecting the lands included in the Plat of Vistas at Greenwood Hills First Addition.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Connie Beyersdorff, Treasurer, Marathon County

COMMON COUNCIL APPROVAL CERTIFICATE:

Resolved, that the plat of Vistas at Greenwood Hills First Addition, \_\_\_\_\_ and Vistas at Greenwood Hills Development Inc., Owners, in the City of Wausau, is hereby approved by the Common Council of the City of Wausau. By the recording of this plat at the Marathon County Register of Deeds office, the City of Wausau hereby releases any and all rights to the 60' wide utility easement described in Document Number 1115119 and a portion of the 15' wide recreation easement described in Document Number 1410319 as shown hereon.

All conditions have been met as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_ Mayor

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Common Council of the City of Wausau.

Date: \_\_\_\_\_ Signed \_\_\_\_\_ Kaitlyn Bernarde, Wausau City Clerk

Owners Certificate of Dedication

Vistas at Greenwood Hills Development Inc., as owner, does hereby certify that we have caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on this Plat. Vistas at Greenwood Hills Development Inc., also certify that this Plat is required by s.236.10 or 236.12 to be submitted to the following for approval:

City of Wausau
Wisconsin Department of Administration.

Witness the hand and seal of said owner this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_
in presence of:

James E. Wanserski - President and Managing Member

State of Wisconsin)
ss
Marathon County)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_
the above named James E. Wanserski, President and Managing Member of Vistas at Greenwood Hills Development Inc. to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Notary Public \_\_\_\_\_ State of Wisconsin

MY COMMISSION EXPIRES \_\_\_\_\_.

Corporate Owner's Certificate

\_\_\_\_\_, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner, does hereby certify that said \_\_\_\_\_ caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on this Plat. \_\_\_\_\_ does further certify that this Plat is required by s.236.10 or s.236.12 to be submitted to the following for approval:

City of Wausau
Wisconsin Department of Administration.

in witness whereof, the said \_\_\_\_\_, has caused these presents to be signed by:

James E. Wanserski - President and Managing Member

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

State of Wisconsin)
ss
Marathon County)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

The above named James E. Wanserski, President and Managing Member of the above named \_\_\_\_\_ to me know to be the person who executed the foregoing instrument, and acknowledge that they executed the foregoing instrument as such member as the deed of said \_\_\_\_\_, by its authority.

Notary Public \_\_\_\_\_ State of Wisconsin

My commission expires \_\_\_\_\_.

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas and communications service is hereby granted by: \_\_\_\_\_ and Vistas at Greenwood Hills Development Inc., Grantor, to

Wisconsin Public Service Corporation, a Wisconsin corporation, Grantee, Charter Communications, Grantee, Frontier Communications, Grantee and TDS Telecom, Grantee

their respective successors and assigns and any electric, natural gas and communications companies that would service the lots within Vistas at Greenwood Hills First Addition, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone, internet and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of Grantees. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement as the Utility Easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified \_\_\_\_\_, 20 \_\_\_\_
Department of Administration

# VISTAS AT GREENWOOD HILLS FIRST ADDITION

Of Lot 1, Lot 2 and Lot 3 of Certified Survey Map Number 19711 recorded as Document Number 1892101 located in part of the Southwest 1/4 of the Fractional Northwest 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 of Section 5, Township 28 North, Range 8 East, City of Wausau, Marathon County, Wisconsin.

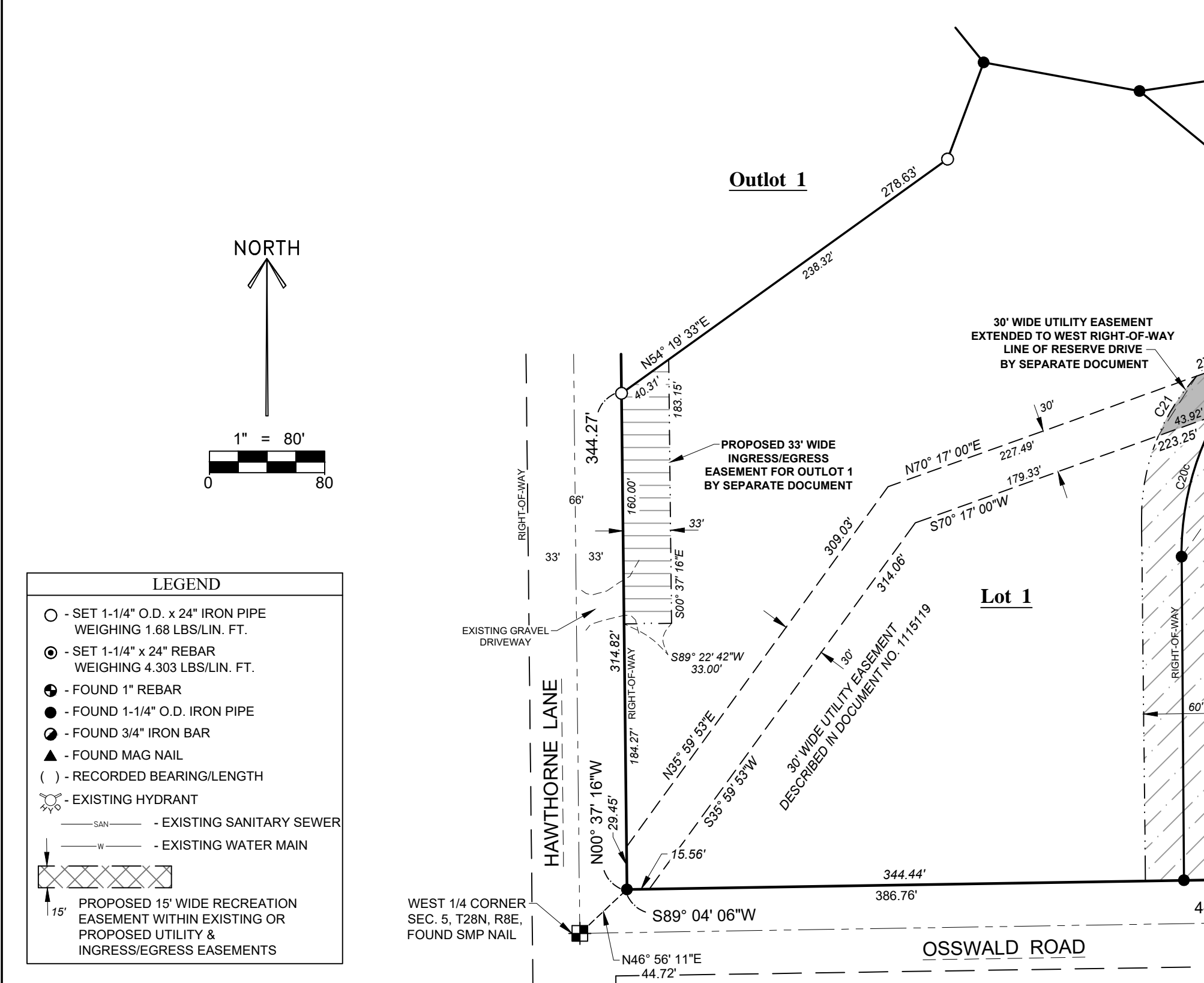
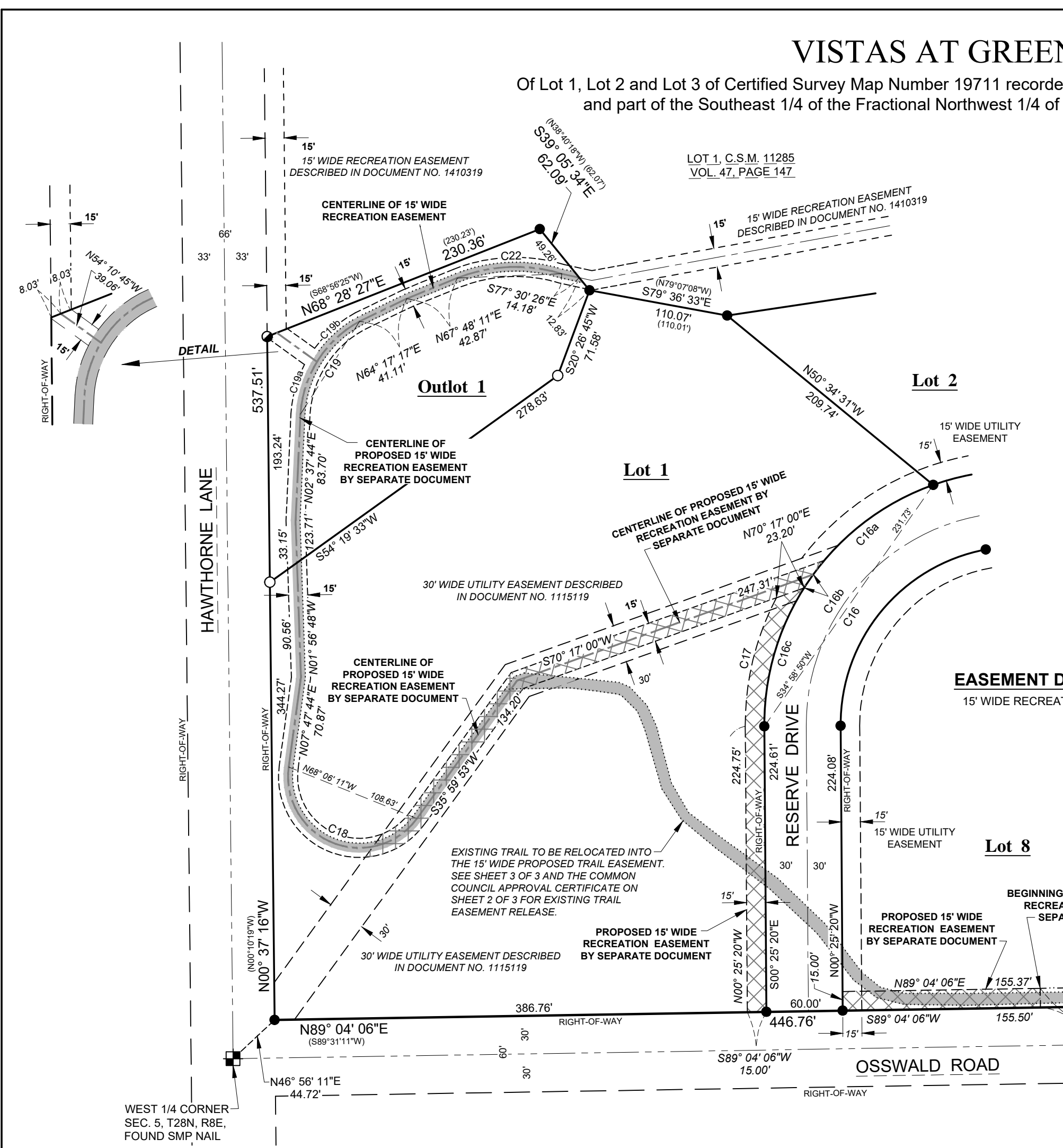
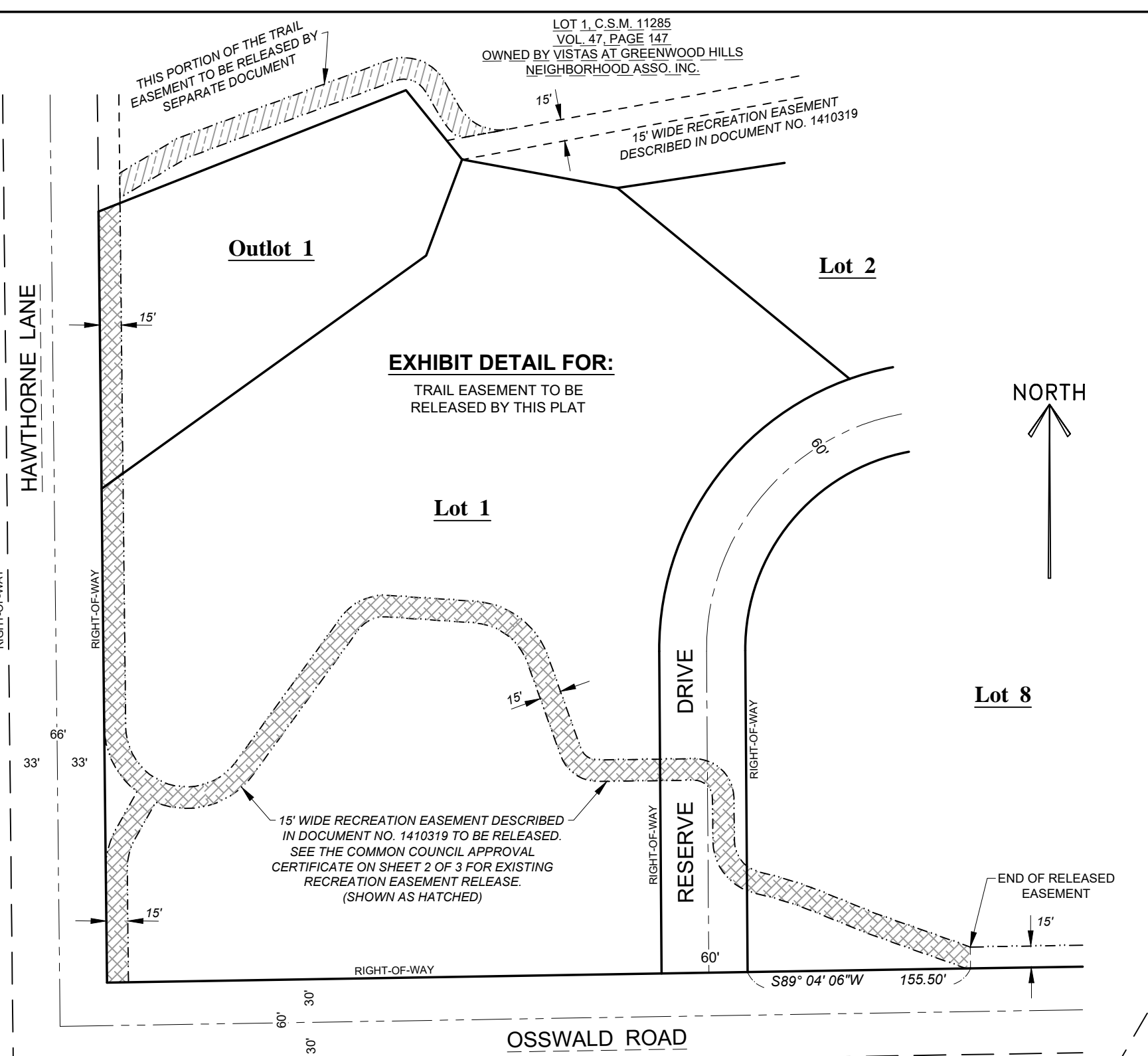
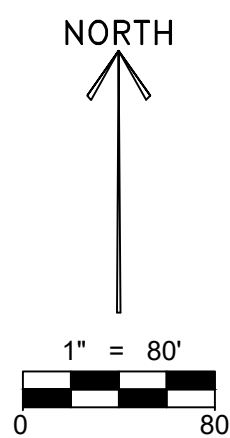
### EASEMENT DETAILS FOR:

- PROPOSED 33' WIDE INGRESS/EGRESS EASEMENT FOR OUTLOT 1
- 60' WIDE UTILITY EASEMENT PER DOCUMENT NO. 1115119 (TO BE VACATED)
- 30' WIDE UTILITY EASEMENT PER DOCUMENT NO. 1115119
- CENTERLINE OF 15' WIDE RECREATION EASEMENT
- 30' WIDE UTILITY EASEMENT EXTENDED TO RESERVE DRIVE
- 30' WIDE DRAINAGE EASEMENT
- 15' WIDE RECREATION EASEMENT
- 42' WIDE INGRESS/EGRESS EASEMENT - GREEN VISTAS DRIVE
- DRAINAGE EASEMENT ON LOT 6
- TRAIL EASEMENT TO BE RELEASED BY THIS PLAT

CURVE	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARING IN	TANGENT BEARING OUT
C16	247.16'	200.00'	70°48'20"	S34°58'50"W	231.73'	S70°23'00"W	S00°25'20"E
C16a	119.51'	200.00'	34°14'17"	S53°15'52"W	117.74'		
C16b	12.77'	200.00'	03°39'32"	S34°18'58"W	12.77'		
C16c	114.88'	200.00'	32°54'31"	S16°01'56"W	113.30'		
C17	105.14'	215.00'	28°01'04"	N13°35'12"E	104.09'	S27°35'44"W	S00°25'20"E
C18	148.36'	56.00'	151°47'52"	N68°08'11"W	108.63'	S35°59'53"W	N07°47'45"E
C19	90.43'	89.50'	57°53'39"	N32°28'55"E	86.64'	N03°30'05"E	N61°23'44"E
C19a	43.68'	89.50'	27°57'45"	N17°28'58"E	43.25'		
C19b	46.75'	89.50'	29°55'54"	N46°25'47"E	46.23'		
C22	83.79'	124.50'	38°33'42"	N87°38'33"E	82.22'	N68°21'41"E	S73°04'36"E

### EASEMENT DETAIL FOR:

15' WIDE RECREATION EASEMENT



CURVE	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARING IN	TANGENT BEARING OUT
C20	247.16'	200.00'	70°48'19"	S34°58'50"W	231.73'	S70°23'00"W	S00°25'20"E
C20a	89.31'	200.00'	25°39'10"	S57°35'25"W	88.57'		
C20b	54.77'	200.00'	15°41'24"	S36°57'08"W	54.80'		
C20c	103.08'	200.00'	29°31'45"	S14°20'33"W	101.94'		
C21	49.36'	147.11'	19°13'35"	N32°39'05"E	49.13'	N23°02'18"E	N42°15'53"E

CURVE	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARING IN	TANGENT BEARING OUT
C4	9.27'	90.00'	05°53'58"	N67°17'49"E	9.26'	N70°14'48"E	N64°20'50"E
C5	139.64'	66.00'	121°13'12"	S16°29'28"E	115.01'	S77°06'04"E	S44°07'08"W
C6	77.26'	85.00'	52°04'49"	S18°04'44"W	74.63'	S44°07'08"W	S07°57'41"E
C7	69.12'	140.52'	28°11'02"	S06°07'50"W	68.43'	S07°57'41"E	S20°13'21"W
C8	381.91'	1232.79'	17°44'59"	S29°05'33"W	380.38'	S20°13'03"W	S37°58'03"W
C9	128.41'	189.00'	38°55'33"	S18°30'32"W	125.95'	S37°58'19"W	S00°57'14"E
C10	156.91'	231.00'	38°55'08"	N18°30'43"E	153.91'	N00°56'51"W	N37°58'18"E
C11	368.90'	1190.79'	17°44'59"	N29°05'33"E	367.43'	N37°58'02"E	N20°13'03"E
C12	48.48'	98.52'	28°11'03"	N06°07'49"E	47.98'	N20°13'21"E	N07°57'42"W
C13	37.46'	65.00'	33°01'04"	N24°23'36"W	36.94'	N07°53'04"W	N40°54'08"W
C14	19.30'	29.00'	38°08'09"	N56°09'31"W	18.95'	N37°05'26"W	N75°13'35"W
C15	45.27'	78.00'	33°15'14"	S88°11'08"W	44.64'	N75°11'15"W	S71°33'31"W

LINE #	BEARING	DISTANCE
L1	N70°14'48"E	72.24'
L2	N07°57'39"W	35.22'
L3	N37°05'26"W	23.63'

**LEGEND**

- SET 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT.
- SET 1-1/4" x 24" REBAR WEIGHING 4.303 LBS/LIN. FT.
- FOUND 1" REBAR
- FOUND 1-1/4" O.D. IRON PIPE
- FOUND 3/4" IRON BAR
- ▲ FOUND MAG NAIL
- ( ) - RECORDED BEARING LENGTH
- ⊕ - EXISTING HYDRANT
- - EXISTING SANITARY SEWER
- - EXISTING WATER MAIN
- ▨ - PROPOSED 15' WIDE RECREATION EASEMENT WITHIN EXISTING OR PROPOSED UTILITY & INGRESS/EGRESS EASEMENTS

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_

Department of Administration

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

<b>RESOLUTION OF THE COMMON COUNCIL</b>	
Approving Developer Agreement – Vistas at Greenwood Hills First Addition	
Committee Action:	<i>Pending</i>
Fiscal Impact:	\$5,600 in booster station and lift station fees to be paid to City
<b>File Number:</b>	24-0318
<b>Date Introduced:</b>	April 23, 2024

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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**, on March 26, 2024, Common Council approved the final plat for Vistas at Greenwood Hills First Addition contingent upon a developer agreement being executed; and

**WHEREAS**, WMC 21.12.060 requires a developer agreement to be executed between the subdivision and City before the final plat, as approved by the Common Council, is signed by the mayor.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau that it hereby approves the attached Developer’s Agreement for the Vistas at Greenwood Hills First Addition and authorizes the proper City officials to execute the Developer’s Agreement.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor



AGREEMENT BETWEEN THE CITY OF WAUSAU, THE  
WAUSAU WATER WORKS, AND THE OWNER OF THE  
VISTAS AT GREENWOOD HILLS FIRST ADDITION

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Wausau, hereinafter referred to as "CITY," the Wausau Water Works, hereinafter referred to as "UTILITY," and Green Acres at Greenwood Hills, LLC., hereinafter referred to as "OWNER";

WITNESSETH:

WHEREAS, OWNER owns land within the city limits of the City of Wausau, which land OWNER wishes to develop into a real estate subdivision, hereinafter referred to as VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision; and

WHEREAS, the development of VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision will necessitate the installation of sanitary sewer laterals, water laterals, storm water management facilities, electric and natural gas facilities, and streets; and

WHEREAS, CITY is desirous of the development of VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision provided that OWNER agrees to certain provisions with regard to construction of and/or payment for some of the aforementioned facilities; and

WHEREAS, the purpose of this document is to codify into a development agreement exactly what OWNER agrees to do and what CITY/UTILITY agrees to do.

NOW, THEREFORE, the parties hereto agree as follows:

1. Attached hereto and incorporated herein by reference is a copy of the VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision plat, herein after referred to as the "Plat."
2. Inspection Services. CITY shall provide inspection/testing services for sanitary sewer and water laterals and roadway construction. OWNER shall be responsible for design and field survey layout of all infrastructure including but not limited to sanitary sewer, water, storm sewer, storm water management facilities, curb, gutter and pavement, lighting, sidewalks, if any, and walkways/bikeways and pedestrian bridges within the subdivision, along with all easements required to serve the property.
3. Sanitary Sewer Laterals. OWNER shall install at its sole expense sanitary sewer laterals from the mains into the properties as required to serve this development as shown on the sewer and water plans.

Once inspection and "sign off" has been provided by CITY, UTILITY shall retain ownership and maintenance obligations of the sanitary sewer main system required to serve this development, provided the sanitary sewer main is within street right-of-way or a public utility easement. It is specifically understood that any and all sewer laterals from the mains shall remain in perpetuity private property. The responsibility for all sewer laterals shall remain with private property owners.

All lots within VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision will be provided with sewer lift station service, and each lot shall be charged a one-time \$200 lift station fee as shown on Addendum A. OWNER shall pay to CITY these \$200 lift station fees at time of signing of this agreement.

Recording Area

Name and Return Address

City of Wausau Engineering Dept.  
407 Grant Street  
Wausau, WI 54403

UTILITY shall not be responsible for any payments or reimbursements to anyone, specifically including OWNER and third parties, for any extensions or connections from or to the sewer mains which are a subject of this agreement.

4. Water Laterals. OWNER shall install at its sole expense all water laterals. All water laterals shall be a minimum of one and one-half (1½) inch.

Once inspection and “sign off” has been provided by CITY, UTILITY shall retain ownership and maintenance obligations of the water main system required to serve this development, provided the water main is within street right-of-way or a public utility easement. Repair, maintenance, or replacement of all laterals shall adhere to standard policies and city codes in effect at the time of the work.

Each lot within VISTAS AT GREENWOOD HILLS FIRST ADDITION shall be charged a one-time \$500 water booster fee as shown on Addendum A. OWNER shall pay to CITY these \$500 water booster fees at time of signing of this agreement.

UTILITY shall not be responsible for any payments or reimbursements to anyone, specifically including OWNER and third parties, for any extensions or connections from or to the water mains which are a subject of this agreement.

5. Storm Water Facilities. OWNER agrees to supply and install storm sewer pipe, inlets, ditches, detention basins and appurtenances in a diameter, of a type, and in locations within VISTAS AT GREENWOOD HILLS FIRST ADDITION as shown on the CITY-approved plans. Total cost of acquisition of materials for and construction of the stormwater detention ponds and appurtenant construction shall be borne by OWNER.

OWNER warrants that a detention facility adequate to serve the VISTAS AT GREENWOOD HILLS FIRST ADDITION Subdivision has previously been constructed and installed. OWNER shall verify the detention facility and pond is constructed as per engineering plans as verified by a professional engineer. This must be completed by December 31, 2024. CITY agrees to take ownership of the detention facility after verification by a professional engineer.

6. Easements. OWNER shall dedicate or cause to be dedicated all easements required to construct all public utilities needed to serve the Plat prior to the signing of the Plat. An easement to allow for traffic and Department of Public Works trucks to utilize the cul-de-sac at the intersection of Reserve Drive and Green Vistas Drive shall be dedicated prior to the signing of the Plat. OWNER maintains full responsibility and the obligation for the maintenance of the cul-de-sac and areas for which easements are dedicated.
7. Permits. OWNER shall obtain all permits required by CITY, Department of Natural Resources, Army Corp of Engineers, or any other governmental agency to perform any work within VISTAS AT GREENWOOD HILLS FIRST ADDITION and the adjacent VISTAS AT GREENWOOD HILLS CONDOMINIUMS.
8. Street Improvements. OWNER shall install base course, curb and gutter (or concrete edge), and permanent asphalt street surface in VISTAS AT GREENWOOD HILLS Subdivision in accordance with the plans and specifications as approved by the CITY. OWNER shall install 6-inch thick concrete drive approaches to lots with established driveways at time of curb and gutter (or concrete edge) installation. The streets shall be

constructed to the binder course of asphalt by September 1, 2024. The surface layer of asphalt shall be in place by October 1, 2024.

9. Street Lighting. Street lighting shall be designed, located and installed by the OWNER in accordance with the recommendations and standards provided by the Chief Inspector/Zoning Administrator and the lighting plan for the subdivision as submitted at the time of this agreement.
10. Trail Construction. OWNER agrees to construct, at its sole expense a multi-use trail. The trail shall consist of a minimum of 6 inches of base course or recycled asphalt material and be a minimum of 10 foot in width. The trail shall be constructed in the easements identified for such purpose as shown on the Plat and shall be completed by October 1, 2024. OWNER maintains full responsibility and the obligation for the maintenance of the trail and areas for which easements are dedicated. The trail shall remain open to the public.
11. Parkland Fees. OWNER agrees to pay \$2400 (two thousand four hundred dollars and 00/100) as and for a parkland dedication fee for the single-family lots in the VISTAS AT GREENWOOD HILLS FIRST ADDITION, prior to recording the final Plat.
12. Waiver of Notice. OWNER, for itself, its successors and assigns, waives any notice and statutory procedures required under Chapter 66 of the Wisconsin Statutes and/or any successor statute, and under CITY ordinances, and any other requirements under the law regarding special assessments and/or impact fees, and OWNER, for itself, its successors and assigns, agrees that the fees established by CITY and as outlined in this agreement shall be placed as a lien on each individual lot, without notice and without further action.
13. Lien on Unpaid Charges. OWNER agrees that this agreement constitutes and is evidence of a lien and encumbrance on each lot within VISTAS AT GREENWOOD HILLS FIRST ADDITION, that it will be recorded encompassing the development known as VISTAS AT GREENWOOD HILLS FIRST ADDITION, and the covenants, burdens, and restrictions shall run with the land and shall bind OWNER, its successors and assigns until the fee on each lot is paid in full. Any unpaid fee listed on "Addendum A" shall remain a lien on those individual lots of VISTAS AT GREENWOOD HILLS FIRST ADDITION until released by the full payment of the fee due for said lot.
14. OWNER shall have not have the right to assign this agreement to any other party without the prior written consent of the CITY prior to completion of construction of sanitary sewer laterals, water laterals, storm water management facilities, electric and natural gas facilities, and streets and/or payment of all water booster fees as shown on Addendum A. Following the completion of the aforementioned facilities, and payment of all water booster fees, the OWNER shall have the right to assign this agreement to any other party without the prior written consent of the CITY provided that the assignee has accepted all the rights and duties and obligations of the OWNER under this agreement. The provisions of this agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties and shall run with the land.

[SIGNATURE PAGE FOLLOWS]

CITY OF WAUSAU

GREEN ACRES AT GREENWOOD HILLS, LLC

BY \_\_\_\_\_  
Doug Diny, Mayor

BY \_\_\_\_\_  
James Wanserski, President

BY \_\_\_\_\_  
Kaitlyn Bernarde, Clerk

WAUSAU WATER WORKS

BY \_\_\_\_\_  
Katie Rosenberg, President

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above named Doug Diny, Mayor, and Kaitlyn Bernarde, City Clerk of the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission: \_\_\_\_\_

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above named Doug Diny, President, of the Wausau Water Works, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission: \_\_\_\_\_

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission: \_\_\_\_\_

ADDENDUM A

VISTAS AT GREENWOOD HILLS FIRST ADDITION

Address	Key No.	Lot	Water Booster Station Fee	Sewer Lift Station Fee
2526 Osswald Road		33	500.00	200.00
2610 Reserve Drive		34	500.00	200.00
2704 Reserve Drive		35	500.00	200.00
2712 Reserve Drive		36	500.00	200.00
2718 Reserve Drive		37	500.00	200.00
2724 Reserve Drive		38	500.00	200.00
2730 Reserve Drive		39	500.00	200.00
2725 Reserve Drive		40	500.00	200.00

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving the Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention in Milwaukee, Wisconsin.

Committee Action: *Pending*

Fiscal Impact: *None*

**File Number:** 24-0509

**Date Introduced:** May 14, 2024

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	City will be reimbursed for payroll and travel costs
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Police Budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Reimbursement by the City of Milwaukee</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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 Milwaukee has been designated as the host city of the Republican National Convention July 15-18, 2024; and,

**WHEREAS**, the City of Milwaukee, through its police department, is responsible for coordinating local law enforcement efforts and has requested additional law enforcement personnel; and,

**WHEREAS**, the City of Wausau through the Mobile Field Force is committed to respond to planned mass gatherings to preserve peace, provide security and protect lawful exercise of Constitutional rights, while protecting life and preventing destruction of property; and,

**WHEREAS**, the City of Wausau requested and was approved to assist with the Democratic National Convention in Milwaukee in 2020 until it was canceled due to the COVID-19 pandemic; and

**WHEREAS**, the City of Wausau will be reimbursed for costs associated with providing personnel; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council approves and directs the proper city officials to execute the Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor