



## 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: **September 10, 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.

Presentation: Report from Sustainability, Energy, and Environment Committee on Current Initiatives

File #	CMT	Consent Agenda	ACT
24-0901	COUN	Approve Minutes of a previous meeting(s) (08/19/2024).	Place on file
24-0903	I&F	Ordinance Amending Section 10.20.080(a) designating no parking on the east side of North 4th Avenue beginning at the intersection of Oak Street and extending 60 feet north, and designating no parking on the west side of North 4th Avenue between Oak Street and Bridge Street.	Approved 5-0
24-0904	HR & WWW	Joint Resolution Approving Additional Staff at Wausau Water Works.	Approved 4-0 Approved 4-0
99-1104	FIN	Resolution Amending the Procurement Policy regarding contract signatures, intergovernmental agreements and approval requirements.	Approved 5-0
24-0908	PH&S	Resolution Approving Various Licenses as Indicated.	Approved 4-0

File #	CMT	Resolutions and Ordinances	ACT
24-0902	MAYOR	Mayor's Appointments	Placed on file
24-0803	ED	Resolution for the Authorization of the American Rescue Plan Act – Beneficiary Agreement and Attestation with the Wausau Community Development Authority.	Approved 4-1
24-0813	PH&S HR FIN	Joint Resolution Recommending Approval of the Proposed Restructuring of the Animal Control Program within the Wausau Police Department.	Approved 4-1 Approved 3-2 Approved 3-2
23-1109V	FIN	Resolution Approving of a Budget Amendment Recognizing the Grant Award of \$498,482.08 for a Wisconsin DNR Urban Forestry Inflation Reduction Act Grant for City of Wausau Tree Planting and Private Ash Mitigation Project. (2/3 vote required).	Approved 5-0
23-1109W	FIN	Resolution Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects - Water Meters. (2/3 vote required)	Approved 5-0
24-0906	FIN	Resolution Approving Vacation of right-of-way at 700 Grand Avenue for Commonwealth Development and releasing obligation, of the DOT for reimbursing city for property purchase.	Approved 3-2
24-0907	FIN	Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$9,100,000 General Obligation Promissory Notes.	Approved 5-0
		Suspend Rule 6(B) Filing and 12(A) Referral of Resolutions (2/3 vote required)	
23-1109U	FIN	Resolution Approving of a Budget Modification for Fire Department CPR Devices. (2/3 vote required)	Pending

**CLOSED SESSION** pursuant to Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding a settlement offer from plaintiff in Marathon County Case No. 19CV162 Kenneth J. Stankowski, et al vs. City of Wausau.

**RECONVENE** into open session to take action, if necessary, on Closed Session item.

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@wausauwi.gov](mailto:kaitlyn.bernarde@wausauwi.gov) with "Common Council Public Comment" in the subject line prior to the meeting start.

This Notice was posted at City Hall and sent to the Wausau Daily Herald newsroom on 09/04/2024 @ 5:00 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.




# Proclamation

- WHEREAS,** 95% of the ginseng grown in the United States is from Wisconsin for an annual harvest of over 1,000,000 pounds; and
- WHEREAS,** 98% of ginseng exported from the United States originates in Central Wisconsin and Marathon County proudly produces the majority of that ginseng; and
- WHEREAS,** as one of Wisconsin's largest cash crops, ginseng strengthens the Wausau area's economy, in addition to bolstering our great state's prosperity; and
- WHEREAS,** like many good things, Marathon County's ginseng tradition began with parents telling their children that if they want something, they would have to work for it. And from those humble beginnings at the Fromm Brothers Fur and Ginseng Farm – who are widely attributed as starting the modern day farming and cultivation techniques for ginseng as early as 1904 – Wisconsin's international ginseng industry bloomed and propagated; and
- WHEREAS,** Wausau and Marathon County's climate, soil, and topography is the precise environmental combination to create that distinct and distinguished American terroir that sets the international standard for taste and purity for ginseng; and
- WHEREAS,** Wisconsin ginseng farmers and their employees enhance our community's agricultural and human diversity; and
- WHEREAS,** beginning in 2017 the International Wisconsin Ginseng Festival has drawn buyers, customers, tourists, and foodies to Wausau every autumn to take part in the crop's annual harvest and commercial trade; and
- WHEREAS,** Wisconsin signed 2017 Wisconsin Act 86 into law on November 30, 2017 officially designating ginseng as the state herb; and
- WHEREAS,** Marathon County is widely recognized as the American Ginseng Capital of the World, today we're proud to officially memorialize Wausau, Wisconsin as the welcoming hub of the international trade of this prized root; now,

**THEREFORE,** be it resolved that I, Doug Diny, Mayor of the City of Wausau, do hereby proclaim September 2024 as

## International Wisconsin American Ginseng Month

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens.



*Doug Diny*

Doug Diny  
Mayor, City of Wausau  
September 10, 2024



# Proclamation

- WHEREAS,** our Constitution is founded on fundamental trust in America's citizens; and
- WHEREAS,** on September 17, 1787, our constitutional framers signed the U.S. Constitution at Independence Hall in Philadelphia, forging a new government for the United States; and
- WHEREAS,** the story of the framing, signing, and adoption of that epochal document constitutes one of the most significant chapters in the history of our country; and
- WHEREAS,** the United States Constitution stand as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms and inalienable rights; and
- WHEREAS,** it is fitting that every American should reflect upon the vision and fortitude of our forbearers in creating a charter designed "to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty" for themselves and for the fortunate millions who were to follow them as citizens of this Nation; and
- WHEREAS,** the Congress, by a joint resolution approved August 2, 1956, has requested the President to set aside the week beginning September 17 of each year as Constitution Week, a time for the contemplation and commemoration of the historic acts which resulted in the formation of our Constitution; and
- WHEREAS,** September 17 marks the 237th anniversary of the Constitution of the United States and we celebrate this founding charter and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves; now,

**THEREFORE,** be it resolved that I, Doug Diny, Mayor of the City of Wausau, do hereby proclaim September 17 - 23, 2024 as

## Constitution Week

in the City of Wausau, State of Wisconsin, and I commend this observance to all citizens, and encourage them to demonstrate our commitment to the United States of America and appreciation for the liberty our constitutional framers secured for us.



*Doug Diny*

Doug Diny  
Mayor, City of Wausau  
September 10, 2024



# COMMITTEE REPORT

**To:** Common Council  
**From:** Sustainability, Energy, and Environment Committee  
**Date:** September 9, 2024

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## Report to Council

### SEEC Membership

Mary Kluz – Chair  
Carol Lukens  
Jean Abreu

Jay Coldwell  
Christine Daniels  
Jesse Kearns

*MC 2.60.290 (a) Purpose. Created to act as an advisory body to the Common Council in the development of policies, programs, and decisions that affect the relationship between the City and the environment. (Ord. 61-5789 §2, 2018)*

### Current Initiatives

#### *Environmental Justice data*

In April of 2024 all Alders were provided a report regarding EJ data for their district as required by the EJ resolution. This information was obtained through the EPA's EJ Screen tool. Staff is available to answer further questions about that information as needed.

#### *Membership in DNR Green Tier Legacy Community program*

The City has been a member of the DNR GTLC since 2018. Recently the GTLC has created and asked communities to complete a spreadsheet of data that lists multiple inputs across all areas of sustainability. This has been a challenging task to compile all of this information across multiple departments but the hope is that each subsequent year is easier.

#### *Membership in Wisconsin Local Government Climate Coalition*

The City has maintained membership in the WLGCC since Jan 2023. Staff has attended monthly Zoom meetings composed of the sustainability staff from municipalities of all sizes statewide. This is a helpful group and they have provided information such as best practices, examples, and experiences.

#### *Slow Your Mow*

In 2023 the committee committed to examining the viability of No Mow May. The committee chose to move to a **Slow Your Mow** campaign that takes many of the No Mow elements and extends them through spring, summer, and fall. Grass is suggested to be kept between 2-6" with occasional mulching. Native plants that are pollinator friendly are encouraged. There is no longer a suspension of the grass height ordinance during May. An interested Wausau resident created the graphic informational sheet for the committee and further promotion of the effort is ongoing. The fall promotion will be called Leave Your Leaves and promote



## *Greenhouse Gas resolution*

In March of 2023, Council passed a GHG resolution that has specific directives.

- *Determine the level of energy use and greenhouse gas emissions in City government operations*
  - Staff acquired data from WPS and city departments, however it may not be complete. Interpretation of that data has been a challenge.
- *Develop a municipal energy plan with the goal of moving City government operations to a more secure, and 100% clean energy by 2050*
  - City was awarded the Energy Efficiency and Conservation Block Grant from the Dept of Energy. This will provide approximately \$72,000 in the form of a voucher to use on professional services for the creation of an Energy Plan. While the timeline is not set, we expect to start work with the consultant in the remaining half of 2024. An agreement with the DOE is being reviewed by the Attorney's office.
- *Provide resources and information to residents and businesses to support them in the transition to a cleaner energy future.*
  - There is now a Sustainability section of the City website. It includes information regarding the current initiatives as well as links to information on Tax credits or programs for individuals or businesses.
- *Create cost savings through efficiency upgrades and clean energy technologies that will reduce the burden of City government operations on the tax levy.*
  - Committee has written a letter of support for the Wastewater Solar Array project.

## *Directors Meetings*

The Sustainability Committee will meet with Department Directors and staff to better understand the needs of each department and to begin working on applicable action items. The committee wants to keep moving forward and find ways to support each department in the transition to a clean energy environment.

## *Sustainability Awards*

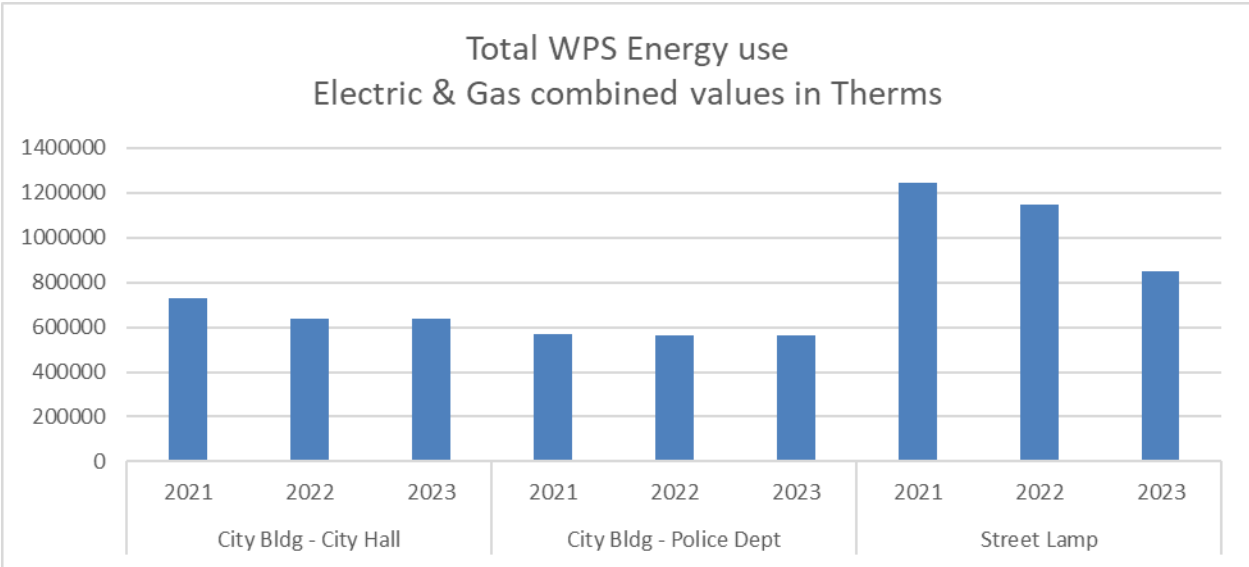
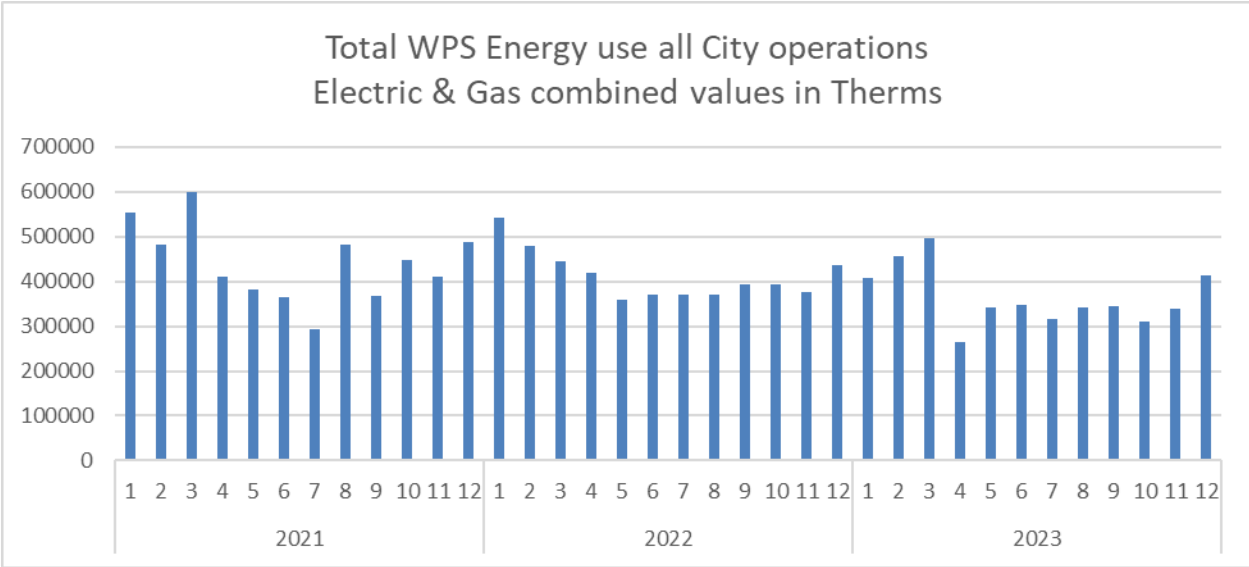
The Good News Project was presented a Certificate of Recognition for their sustainability efforts in May of 2023. Their E-Cycling program facilitates the reuse of valuable limited resources and keeps toxins out of our landfills, air, and water supplies. They are the only comprehensive e-CYCLING center serving Marathon County that accepts nearly all electronics from households, businesses, schools, and other sources.

## **Challenges**

Collecting data across several departments and from providers has been time-consuming. Hopefully it will become easier with each year.

Sustainability touches every department and aspect of City operations. Planning staff are pressed for enough time to pursue and administer grants, implement new programs, and work across departments so as not to miss any opportunities.

Committee will recommend the creation of a Sustainability Manager staff position.



**OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL**

held on Monday, August 19 2024, in Council Chambers, beginning at 6:00 p.m.,  
Mayor Doug Diny presiding.

**Roll Call**

**08/19/2024**

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	YES
6	McElhaney, Becky	EXCUSED
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	YES
10	Larson, Lou	YES
11	Henke, Chad	YES

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

**08/19/2024**

- Jonathan Betts-Rojas, 168355 County Road G, Wausau - spoke in opposition of the denial of a bartender/operator license.
- Sid Sorenson, Sorensen Construction LLC - spoke on the STS Investments LLC developer agreement.
- Judy Lombard, 149988 Skylark Lane, Wausau - spoke in opposition to the humane officer proposal.
- Ann Lemmer, 3424 Hidden Links Drive - spoke in favor of the Lead Hazard Reduction Program
- Ashley Hockers, Park Avenue - spoke in opposition to the humane officer proposal.
- Ashlee Bishop, 1203 N. 5<sup>th</sup> Street – spoke in opposition to the humane officer proposal.

**Consent Agenda**

**08/19/2024**

*Without objection*, item 24-0809 was pulled from the consent agenda by the request of Henke.

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

- 24-0801** from the Common Council Approve Minutes of a previous meeting(s) (07/09/2024).
- 24-0804** Resolution from the Infrastructure and Facilities Committee Approving Agreement for the Management and Maintenance of a Stormwater Facility (Robert W. Monk Gardens, Inc. – 1800 North 1st Avenue).
- 24-0805** Resolution from the Infrastructure and Facilities Committee and Plan Commission for the Approval of Transportation Project Plat for the reconstruction of West Wausau Avenue from Stevens Drive to North 10th Avenue.
- 24-0806** Ordinance from the Plan Commission to Rezone 1208 N 3rd St from Two-Flat Residential-10 (TF-10) Zoning District to Urban Mixed-Use (UMU) Zoning District.
- 24-0807** Ordinance from the Plan Commission to Rezone 1210 N 3rd St from Two-Flat Residential-10 (TF-10) Zoning District to Urban Mixed-Use (UMU) Zoning District.
- 24-0808** Ordinance from the Plan Commission to Rezone 1713 Burek St from Single-Family Residential-2 (SR-2) Zoning District to Single-Family Residential-5 (SR-5) Zoning District.
- 24-0811** Resolution from the Infrastructure and Facilities Committee Setting a public hearing regarding vacating and discontinuing certain right-of-way along East Thomas Street abutting a portion of 700 Grand Avenue and vacating a portion of right-of-way formerly known as 804-806 Grand Avenue, 810 Grand Avenue, 814 Grand Avenue and 816 Grand Avenue.
- 24-0812** Resolution from the Economic Development Committee Accepting the submittal of Wangard Partners for a residential development in the Riverlife District at 15 Fulton Street and 920 N 1st Street.

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



Motion by Larson, seconded by Henke to adopt the Resolution from the Infrastructure and Facilities Committee Approving Developer's Agreement with STS Investments LLC, west of Birchwood Drive and west of Old Coach Road.

Henke questioned if reconsideration of this item in the Infrastructure & Facilities Committee would impact the developer's timeline. It was stated this would not impact the timeline of the developer.

Motion by Henke, seconded by Rasmussen, to refer 24-0809 back to the Infrastructure & Facilities Committee.

Rasmussen questioned the process for which this item moved through the Infrastructure & Facilities Committee and suggested the policy for subdivision charges be investigated by the committee.

Yes Votes: 10

No Votes: 0

Abstain: 0

Not Voting: 1

Result: PASSED

**24-0704**

Motion by Henke, seconded by Rasmussen, to adopt the Resolution from the Finance Committee Reconsideration of the Resolution giving Authorization to Accept Lead Hazard Reduction Capacity Building grant through the Office of Lead Hazard Control and Health Homes through the U.S. Department of Housing and Urban Development.

Rasmussen stated the reconsideration request came due to information that had emerged that the denial of the grant impacts the county's ability to obtain the grant and questions raised in public comment.

Kilian stated the issues with acceptance of the grant was financial and staff capacity based both of which had not changed. It was stated this was something that should not be moved ahead quickly as the remediation of lead hazards is expensive.

Neal questioned if the vote was to accept or not accept the grant, or to accept and send the item back to a committee. It was stated the vote would be to reconsider and refer to committee if that motion was made. Neal stated support for accepting the grant.

Rasmussen stated having time to review the grant and discuss with partners at the Marathon County Health Department was vital to supporting implementation. It stated the city has an old housing stock which has lead hazards that may not be known for which these funds can impact.

Tierney questioned how much in funds would be available for the abatement of lead hazards as it is expensive and often cost prohibitive. It was stated the county health department already works on abatement of lead hazard by identifying the source and assisting in removing it from the household in a variety of ways which may be more cost effective. Tierney stated concerns on staffing and additional costs on taxpayers for the programing while noting the need to protect children and others exposed to lead. It was stated the city has the capacity with the county and staff costs are covered by federal grants.

Martens stated previous concerns with financial and staffing impact and questioned if other funds could be applied for staffing. It was stated the in-kind staff support from the county health department and other nonprofit organizations could count towards matching funds to meet the eligibility for this grant.

Lukens stated support as this is an important initiative to fund because prevention of lead poisoning is vital.

Gisselman questioned how lead is detected now in households and how it would be enhanced with the grant approval. It was stated that the county health department identifies lead in households by physician reporting of the poisoning in children and adults, and then the city works with the resident to identify sources in the house structure and remediate. It was stated this grant would help identify lead hazards before the poisoning via prevention devices, early poisoning testing, and reaching out to households at risk. Gisselman stated privacy concerns. It was stated that prevention measures and testing are only conducted with consent of residents. Gisselman further questioned if a resolution and plan would be brought forward to the Marathon County Board of Supervisors.

Kilian questioned what would happen if the county turned down the grant. It was stated the city could partner with nonprofits or other organizations if the county will not participate.

Rasmussen stated the ability of the city to find partners in solving problems including with the county. It was stated the importance of showing the county that the city is a willing and active partner.

<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	YES
6	McElhaney, Becky	EXCUSED
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	YES
10	Larson, Lou	YES
11	Henke, Chad	YES

Yes Votes: 9      No Votes: 1      Abstain: 0      Not Voting: 1      Result: PASSED

**Motion to Recess 08/19/2024**

Motion by Watson, seconded by Lukens, to recess the Common Council for the Committee of the Whole.

Neal questioned the order of events if the Common Council were to recess. It was stated the recess would be to allow for the Committee of the Whole to take place at a specific publicized time.

*Point of order* raised by Watson on debating the motion to recess. *Point of order well taken by the Chair* and debate was limited.

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

***The Common Council stood in RECESS at 7:19 p.m.***

***ADJOURNED from recess at 8:54 p.m.***

*Without objection*, item 24-0803 was pulled from the agenda for consideration by the Mayor.

**24-0810 08/19/2024**

Motion by Watson, seconded by Henke, to adopt the Resolution from the Finance Committee Authorizing the Issuance and Sale of Up to \$1,048,735 Water System Revenue Bonds, Series 2024b, and Providing for Other Details and Covenants with Respect Thereto.

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

**24-0813 08/19/2024**

Motion by Lukens, seconded by Rasmussen, to adopt the Joint Resolution from Public Health & Safety and Human Resources Committees Recommending Approval of the Proposed Restructuring of the Animal Control Program within the Wausau Police Department.

Rasmussen stated this was about getting the best level of service to the community and that the situation as presented currently is not providing those services at the times they are needed. It was recommended to move forward with the plan as recommended to give that plan a chance to succeed.

Larson stated uncomfortableness with the choices presented as a seasoned employee would be let go and replaced with part-time non-sworn-in officers. It was stated this sets a precedent for restructuring positions in the future.

Motion by Larson, seconded by Tierney, to amend item 24-0813 to replace in the 7<sup>th</sup> WHEREAS clause “part-time non-sworn officers would allow for up to 60 hours per week of animal control services which would include evening and weekend shifts,” with “one full time humane officer, and two currently employed non-sworn officers for up to 60 hours per week of animal control services which would include evening and weekend shifts for one year and then review data,”; remove in the 10<sup>th</sup> WHEREAS clause “is a budget neutral restructure which,”; remove in the 11<sup>th</sup> WHEREAS “proposed model would result in the current employee’s termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The,”; replace in the NOW THEREFORE, BE IT RESOLVED clause “multiple part-time officers,” with one full time humane officer, and two currently employed non-sworn officers.”

Rasmussen questioned if this amendment would require a budget modification as it would make the change to the program no longer budget neutral. It was stated if this would cost more to implement it would require a modification to the budget.

Martens stated this amendment would double the budget for the humane officer program at a time when the Common Council is looking to stay as budget neutral as possible. Martens stated opposition to the amendment. It was stated there currently is little funds in the community service officer budget to implement this amendment without a budget modification.

Kilian stated concerns on the lack of perspectives when this proposal was presented and the lack of feedback from stakeholders in the animal protection position. It was stated stakeholders had concerns with the proposal as originally proposed. Kilian stated the city should be able to come up with funds for a budget modification to allow the current humane officers to train and mentor non-sworn officers to assist in animal control. Kilian stated opposition to the elimination of the humane officer position.

Watson questioned if the Common Council could vote on the amendment if it required a budget amendment. It was stated the proposal as amended could be approved but some investigation might be needed to see how the amendment impacted the budget as to if a modification would be required. Watson questioned if the program would continue to be funded without action as the funding runs out. It was stated if the funding ran out, police officers would continue to handle animal control calls as it is currently.

Tierney stated support for a humane officer position and stated that the funds to continue the humane officer program could be produced as other funding for the Police Department have been found in recent history.

Kilian questioned if the non-sworn officers handling animal control calls would receive animal control training within a year. It was stated the current non-sworn officers are scheduled to attend the training this year and future non-sworn officers would also be sent to the same training. Kilian stated these positions require more than training and must also have the experience to carry out the work.

Motion by Lukens, seconded by Watson, to postpone consideration of 24-0813 to the next meeting of the Common Council.

*Point of Inquiry* raised by Henke on if this motion was to postpone the amendment or postpone the consideration of the resolution. It was stated the motion to postpone takes precedence over a motion to amend.

*Point of Inquiry* by Gisselman if there is a difference between postpone and tabling motion. It was stated both motions are the same in nature unless stated otherwise.

<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	YES
6	McElhaney, Becky	EXCUSED
7	Rasmussen, Lisa	YES
8	Watson, Sarah	YES
9	Tierney, Vicki	YES
10	Larson, Lou	NO
11	Henke, Chad	NO

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

**23-1109S** **08/19/2024**

Motion by Watson, seconded by Rasmussen, to adopt the Resolution from the Committee Approving 2024 Budget Modification - Hot Mix to Complete Additional Mill and Overlay Street Maintenance.

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

**23-1109T** **08/19/2024**

Motion by Watson, seconded by Henke, to adopt the Resolution from the Finance Committee Approving 2024 Budget modifications - General Fund Balance Transfer for the Purchase Water Meters.



Rasmussen questioned if the city had the bandwidth and staff to complete this project. It was stated the staff has the capacity to conduct the project.

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

**Suspend the Rules** **08/19/2024**

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

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

**24-0108** **08/19/2024**

Motion by Watson, seconded by Henke, to adopt the Resolution from the Public Health & Safety Committee Approving Various Licenses as Indicated.

Larson stated the applicant at public comment seeking for the Common Council to overturn the recommendation of denial of a license should have the charges resolved before approving the license.

Rasmussen stated the applicant would have the ability to apply for a license again.

Neal stated this was a matter of being accused guilty until proven innocent and suggested the license be revoked if the charges are proven. It was further stated the assumption of guilt should not be a deciding factor.

Rasmussen suggested the applicant had the ability to appeal the decision to the Public Health & Safety Committee and provide documents of rehabilitation.

Kilian also stated the assumption of guilt should not be a deciding factor.

Motion by Henke, seconded by Rasmussen, to remove from 24-0108 the application of Jonathan Betts-Rojas and send back to the Public Health & Safety Committee, and approve the remaining licenses.

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

**Public Comment & Suggestions** **08/19/2024**

1. Tom Kilian, 133 E. Thomas Street – spoke in support of the amendment on the animal control program proposed by Larson and the funding to support the amendment.

**Adjourn** **08/19/2024**

Motion by Henke, second by Larson, to adjourn the meeting. Motion carried. Meeting adjourned at 10:01 p.m.

Doug Diny, Mayor  
Kaitlyn Bernarde, City Clerk

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

**ORDINANCE OF INFRASTRUCTURE AND FACILITIES COMMITTEE**

Amending Section 10.20.080(a) designating no parking on the east side of North 4<sup>th</sup> Avenue beginning at the intersection of Oak Street and extending 60 feet north, and designating no parking on the west side of North 4<sup>th</sup> Avenue between Oak Street and Bridge Street.

Committee Action: Approved 5-0

**Ordinance Number:** 61-5968

Fiscal Impact: Minimal cost to removed and install signs

**File Number:** 24-0903

**Date Introduced:** September 10, 2024

The Common Council of the City of Wausau do ordain as follows:

Add ( )

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

(a) There shall be no parking in the following locations:

...

North 4<sup>th</sup> Avenue

- East side of North 4<sup>th</sup> Avenue beginning at the intersection of Oak Street and extending 60 feet north
- West side of North 4<sup>th</sup> Avenue from Oak Street to Bridge Street between 7:00 a.m. and 4:00 p.m.

Section 2. The existing 2-hour parking restriction on the east side of North 4<sup>th</sup> Avenue between Oak Street and Bridge Street is hereby repealed.

Section 3. The existing no parking during school hours on the west side of North 4<sup>th</sup> Avenue between Oak Street and Bridge Street is hereby repealed.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect on the day after its publication.

Adopted:  
Approved:  
Published:  
Attest:

Approved:

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Doug Diny, Mayor

Attest:

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Kaitlyn A. Bernarde, City Clerk



## INFRASTRUCTURE AND FACILITIES COMMITTEE

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Date of Meeting: August 8, 2024, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Chad Henke, Lou Larson, Michael Martens, Sarah Watson, Tom Neal (arrived at 5:20 pm)

Also Present: Mayor Diny, Eric Lindman, Allen Wesolowski, TJ Niksich, Jillian Kurtzhals, Solomon King, Dustin Kraege, Randy Fifrick, Gary Gisselman, Jared Thompson, Jessa Bokhoven, Lori Wunsch, Matt Graun – Becher Hoppe, Sean Jergens – SRF, Eric Jones – CIP

### **Discussion and possible action on parking restrictions on North 4<sup>th</sup> Avenue between Bridge Street and Oak Street**

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Watson moved to approve as recommended. Seconded by Larson.

DPW noticed the parking restrictions on North 4<sup>th</sup> Avenue between Bridge Street and Oak Street were not in ordinance. Staff sent out mailings to the residents and reached out to the School District. The School District agreed that no parking should remain on the school side of the street from 7:00 am to 4:00 pm, Monday through Friday. Wesolowski had recommend removing the 2-hour parking on the east side of 4<sup>th</sup> Avenue. He heard from the resident at 507 North 4<sup>th</sup> Ave who asked for the 2-hour parking to remain. She said there is not enough parking for school staff and if that 2-hour parking was removed staff would park in front of her house all day.

Watson asked if this aligns with recommendations from the Safe Routes to School report. Wesolowski does not know if that report recommends parking. He thinks anytime parking is eliminated it does make it safer for children. The resident from 4<sup>th</sup> Avenue indicated people do wait there to pick up kids.

Watson amended her motion to restrict parking on the west side during school hours and 2-hour parking on the east side during school hours. Larson agreed with the amendment and the motion passed 5-0.

**STAFF REPORT TO INFRASTRUCTURE AND FACILITIES**

**COMMITTEE – August 8, 2024**

**AGENDA ITEM**

Discussion and possible action on parking restrictions on North 4<sup>th</sup> Avenue between Bridge Street and Oak Street

**BACKGROUND**

The DPW sign department informed the Engineering Department that the posted parking restrictions on North 4<sup>th</sup> Avenue between Bridge Street and Oak Street are not in the current ordinances. The current posting includes 2-hour parking from 8 am to 6 pm on the east side of the roadway and no parking during school hours on the west side of the roadway. Also, a no parking back to corner is present on the east side of N. 4<sup>th</sup> Ave at Oak Street. See the attached map showing the current postings.

**FISCAL IMPACT**

Minimal, sign removals or replacements.

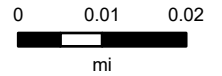
**STAFF RECOMMENDATION**

Staff recommends the following:

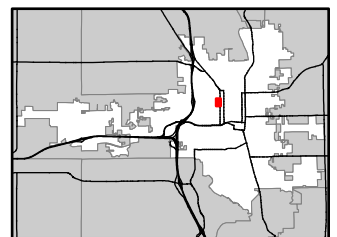
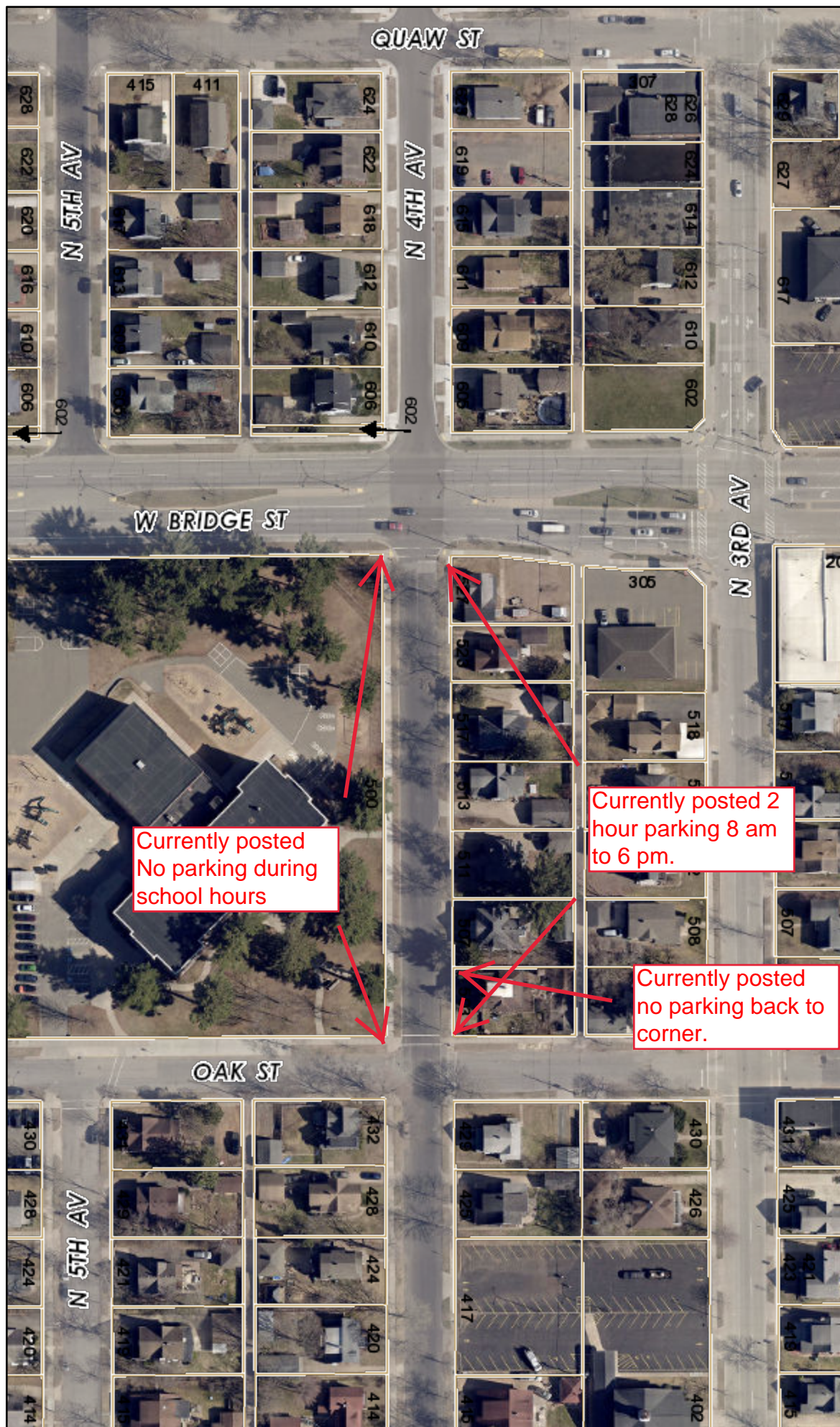
- On the east side of N. 4<sup>th</sup> Ave in this block, remove the 2-hour parking restriction.
- On the west side of N. 4<sup>th</sup> Ave in this block, maintain the no parking, but change from ‘during school hours’ to be specific to 7:00 am to 4:00 pm.
- Maintain the existing ‘No parking back to corner’ sign on the east side of N. 4<sup>th</sup> Ave at Oak Street.

Staff contact: Allen Wesolowski 715-261-6762

Date Printed: 8/1/2024



- 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

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

<b>JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND WAUSAU WATER WORKS COMMISSION</b>	
Approving Additional Staff at Wausau Water Works.	
Committee Action: HR 4-0; WWW 4-0	
Fiscal Impact: 2024 Water \$42,000; Sewer \$88,000	
<b>File Number:</b> 24-0904	<b>Date Introduced:</b> September 10, 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**, Wausau Water Works (“WWW”) completed the construction of a new water treatment facility and full upgrade of the wastewater treatment facility in 2022; and

**WHEREAS**, during the planning and design of the new and upgraded facilities it was determined and recommended by the design engineering firm to begin increasing staffing at the treatment facilities to properly operate and maintain the facilities; and

**WHEREAS**, the Wausau Water Works Commission (“Commission”) discussed adding staffing at their regular meetings since 2020; and

**WHEREAS**, the 2022 approved capital budget included funds for a Staffing Assessment for WWW; and

**WHEREAS**, WWW staff prepared a Request for Proposals (“RFP”) in April 2022 and solicited proposals from qualified professional services firms to conduct a Staffing Assessment of WWW; and

**WHEREAS**, the Board of Public Works opened the proposals from Baker Tilly at the April 26, 2022 meeting and a recommendation was made at the May 3, 2022 meeting, and the contract was signed with Baker Tilly on July 14, 2022; and

**WHEREAS**, Baker Tilly completed a final staffing assessment in November 2022 and presented their findings to the Commission at its January 2023 meeting, recommending increased

staffing of 3 employees for drinking water and 5 employees for wastewater based on the complexities of the City's systems and comparison of other equivalent facilities; and

**WHEREAS**, WWW staff recommends adding staff slowly over the next three years and evaluating the impact of additional staff each year prior to approving additional staff for the following year; and

**WHEREAS**, Human Resources Committee, acting upon a recommendation from the Commission, at its September 11, 2023 meeting, voted unanimously to recommend the approval of three new positions for the WWW utility.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Wausau does hereby approve adding 3 full time employees to the utility, one for the water department and two for the wastewater department, in 2024.

Approved:

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Doug Diny, Mayor

APPROVED

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

DATE/TIME: September 11, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens  
MEMBERS ABSENT:  
Also Present: J. Henderson, Mayor Rosenberg, E. Lindman, M. Barnes, M. Groat

**Approval of August 8, 2023 and August 14, 2023 Minutes.**

Motion by Gisselman to approve the August 8, 2023 and August 14, 2023 Human Resources Committee Meeting minutes. Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for August 2023.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Approving Reclassification of the Accounting Assistant – Utility to Utility Revenue Analyst.**

Henderson explained that this request came forward from the Finance Department and after a review of the increase of duties and responsibilities of the position he agreed that the position should be reclassified. Maryanne Groat said that the position runs the entire utility accounts receivables systems, ensures coordination of meter reading software, communication towers are communicating properly, and works with the online billing portal, making this position more complex than it had been in past years.

Gisselman asked if the position resided in Finance or Utility; Groat said the position resides in the Finance Department but is funded by the Utility.

Motion by Gisselman to approve the reclassification of the Accounting Assistant – Utility to Utility Revenue Analyst. Second by Herbst. All ayes. Motion passed 5-0.

**Discussion and Possible Action Approving the Completed Compensation Study.**

Henderson said the recommendation was to raise the pay bands by 3%. Henderson said that he included the recommendations to reclassify the City Attorney position, Assistant City Attorney position, and City Clerk position, as these were given to Gallagher to determine if they were properly classified.



Martens asked if the 3% was for non-represented employees; Henderson said yes, this would just apply to the current pay matrix for general City employees. Martens asked if this included any cost-of-living increases; Henderson said no, that would be separate.

Gisselman asked what percentage of increases the unions are receiving for 2023 and beyond; Henderson said he didn't know because the new contracts will be done in next year. Gisselman asked what the increases were for the last contracts; Henderson said he wasn't here when the contracts were done but thinks it is around 4% and asked Matthew Barnes if he knew. Barnes said it was an average of 5-6 ½ % depending on where someone was at. Gisselman said that thinks the percentage of increase for general employees should be more in line with the percentages the unions are receiving. Henderson explained that general employees also receive step increases, and if a cost-of-living increase is also approved, the increases will add up. Henderson said that non-union wage increases cannot keep up with union wage increases, but that the starting rate for jobs with the City of Wausau for someone with a high school education are very good.

Killian expressed his views of private sector verses public sector and union verses non-union wages.

McElhane asked if Gallagher used comparables to come up with their recommendation. Henderson said yes. McElhane said that she wants everyone to understand that Gallagher used comparable organizations to determine their recommendations and will assume that the study is accurate; she went on to express her frustration with conducting wage studies and hearing opinions that the results aren't accurate from those who disagree with the outcome.

Martens said he feels that 3% is a good increase and brought up the changes that were implemented post-covid to help with recruitment efforts, such as six-month step increases until midpoint, and thinks that a study coming back that we are only 3% under market bodes well for the City.

Gisselman said that he will stand with whatever the committee decides but thought that the study would be done sooner, and any adjustments would have been implemented by now.

Motion by Herbst to approve the completed compensation study. Second by Martens. All ayes. Motion passed 5-0.

#### **Discussion and Possible Action Approving Incentive Pay for Wausau Water Works Utility.**

Eric Lindman explained that his staff has been working on an incentive pay plan for the Water and Wastewater department employees to receive incentive pay to obtain required and optional related certifications. Lindman said that this would be a way to develop employees and by offering incentive pay to receive certifications, employees will be driven to obtain and maintain certifications.

Killian asked Lindman when the study mentioned at the latest utility commission meeting was done; Lindman said it was a staffing assessment study that also looked at wages and was done in 2022. Killian asked what the procurement approval process was for the study; Lindman said it went through the Utility Commission. Killian asked for the cost of the study; Lindman said it was \$40,000.



Martens asked if he was correct in remembering that Public Works has an incentive program as well and how it was working. Lindman said that an incentive program was put in place for mechanics to earn certifications and believes it's working well.

Herbst said she believes an incentive program is a great idea and way to train employees and have them earn more money.

Killian asked for Lindman's comments related to the conversation that took place during the Water Commission meeting regarding certified and uncertified wage rates and comparable municipalities. Discussion took place amongst several staff and committee members related to utility hiring, wages, and facilities.

Gisselman asked if certifications were common for departments. Henderson said that he agrees with approving the certification incentive pay proposed. Gisselman asked about fiscal impact; Henderson said that fiscal impact cannot be determined because it won't be known who will participate and obtain the certifications.

Motion by Gisselman to approve incentive pay for Wausau Water Works Utility. Second by Martens. All ayes. Motion passed 5-0.

### **Discussion and Possible Action Approving 3 New Positions at Wausau Water Works Beginning in 2024.**

Lindman said the staffing assessment study recommended additional staff and he is asking for 3 positions to be added in 2024, one at the Water Department, and two at the Wastewater Department. Lindman said he will request additional positions to be added in 2025 as well but wants to add positions gradually to allow time to train employees and also allow time for current staff to become more familiar with the new water plant operations before bringing on more staff.

Gisselman asked if this request was approved by the utility commission. Lindman said it was not, that the commission requested these items to be brought to the HR Committee for a recommendation and they will be brought back to the utility commission for approval. Mayor Rosenberg said that it was her wish to have these items brought to the HR Committee so that the Council and utility commission are on the same page. Gisselman said that if Lindman felt more staff is needed to run the utility that the request should be approved. Herbst agreed with Gisselman.

McElhaney asked for the fiscal impact of adding the requested positions. Lindman said that it would be about \$110,000 for the water department and \$182,000 for the wastewater department. Herbst asked if Groat would be able to find money, but McElhaney reminded her that these positions are paid out of the utility funds. McElhaney asked if these positions were included in the 65% rate increase. Lindman was unsure but said he would find out and get that information to the commission.

Killian said he felt it would be beneficial to have some joint meetings that cover human resources related items with finance and possibly the water commission to have topics covered and discussed wholly that would allow for financial decisions to be taken into consideration.

Motion by Gisselman to approve 3 new positions for Wausau Water Works Utility. Second by Killian. All ayes. Motion passed 5-0.

### **Discussion and Possible Action Approving Organizational Changes and Reclassifications for Wausau Water Works.**

Lindman said that the utility has been trying for the past 3-4 years to figure out how to reorganize within the pay structure approved by Council. Lindman said he believes that the city of Wausau utility positions are underpaid according to data he has seen and discussed the proposed changes to the organization chart and reclassification requests.

Henderson expressed that this request for reclassifying positions falls outside of the method currently used, and that reclassifying positions because someone feels that they aren't paid enough isn't satisfactory or fair. Lindman said that he looked at data from AWWA, WI Rural Water, and other comparables and the utility has been underpaid since the implementation of the last wage study in 2019.

Killian said he would like the committee to consider having joint meetings with relevant bodies to further discuss this item. Killian said that he agreed with Henderson's comments and if the utility is in such a critical state, it would be helpful to have meetings between the utility and the city to be able to reach a consensus on how to move forward; Killian said he would not support this item at this time. McElhaney asked for clarification of what bodies Killian would like to have meet. Killian said on the financial side, he would like to see a joint meeting with the utility commission and finance that includes finance staff input on the pilot program. Killian said it would also be helpful for the human resources committee, or possibly a committee of the whole, to meet with the utility commission to address items of concern.

Gisselman said that he agrees with the proposal to have joint meetings.

McElhaney said that she agrees and cannot vote on something that she does not know the fiscal impact, especially if the impact is tied to rates for citizens. McElhaney asked Groat if this was included in the 65% rate increase. Groat said that she reached out to the vendor who provided the information to see if the 3 positions were included in the rate increase but did not receive a response yet. McElhaney asked if the \$450,000 for the reorganization and reclassifications was included in the rate increase; Groat said it was not. Groat said that she would be able to put together the information of what the impact to rates would be and also provide options as mentioned by Killian. She said that the pilot program was froze and that the City has some large expenses coming up, such as the 12 firefighters that are unfunded, the community outreach position that is unfunded, and the public works facility and that things should be looked at in a wholistic approach with all expenses. Killian spoke to Groat about the types of options he would like to see with financial information that would be beneficial for the policy makers to have for making policies.

Gisselman asked Rosenberg if she had a recommendation on how the committee should proceed. Rosenberg said that she did not have a recommendation but wanted everyone to be on the same page, and however the committee proceeds she will support.

McElhaney asked how the committee would like to proceed. Gisselman said he approves of the human resources committee meeting with the water commission. The committee agreed. McElhaney said she would take a motion to table this item pending a joint meeting of the human resources committee and water works commission.

Motion by Gisselman to table approving organizational changes and reclassifications for Wausau Water Works pending a joint meeting of the human resources committee and the water works commission. Second by Killian. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Herbst to adjourn. Second by Killian. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=jEj3TljLqJk>

# Human Resource Committee Packet

September 2023

<b>Agenda Item</b>
Request Human Resources Committee to Discussion and possible action approving incentive pay for the Wausau Water Works Utility. Discussion and possible action approving three new positions at Wausau Water Works beginning in 2024. Discussion and possible action approving organizational changes and reclassifications for Wausau Water Works.
<b>Background</b>
The Director of Public Works and Utilities did an independent staffing study (not sanctioned by the city) and would like the results implemented.
<b>Fiscal Impact</b>
The fiscal impact will be unknown
<b>Staff Recommendation</b>
Act on recommendation of Utilities Commission
Staff contact: James Henderson (715-261-6634)



## Minutes of May 7, 2024

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on Tuesday, May 7, 2024. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on May 3, 2024.

Members Present: President Diny, Commissioners Robinson, Force, Gehin

Others Present: Scott Boers, Eric Lindman, Ben Brooks, Anne Jacobson, Tegan Troutner, Sean Agid/CIP, Eric Jones/CIP, Chad Henke/Solar Array Task Force Chair, Paul Svetlik/ Solar Array Task Force Vice Chair, Susan Woods, Jay Coldwell

### 1) Approve Minutes of April 10<sup>th</sup>, 2024 Meetings.

\*Robinson motioned to approve minutes as corrected. Seconded by Gehin.

Motion Carried 4-0.

### 2) Director's Report on Utility Operations.

Lindman highlighted the resin disposal scheduled next week costing about \$124,000. We sold around 300 rain barrels, pick up is tonight and tomorrow night. We grabbed couple extra pallets because there were customers late in ordering so we'll sell them a la carte.

Force questioned status of the Granular Activate Carbon (GAC) construction and if another resin disposal would be needed before the GAC was up and operating?

Boers replied PFAS sampling was completed April 17<sup>th</sup>- PFOA 4.3ng/L and 4.6ng/L, no other PFAS detects. We were at low numbers and don't believe we have to have another exchange for another 6 months; GAC should be up and running by October. We tested effluent (post anion treatment) going into distribution, we haven't tested the wells which are the raw water.

Gehin requested a copy of the article that Wastewater included in the packet.

Brooks replied he had some magazines and would be happy to give Gehin a copy.

Robinson requested the article be presented in in layman's term for the public as it was highly technical.

Brooks questioned if he wanted that at the next commission meeting?

Diny replied maybe at the next commission meeting.

Director's Report Placed on File.

### 3) Update on the Lead Service Line (LSL) Replacement Project from Community Infrastructure Partners (CIP).

Presentation by Sean Agid/CIP. View [Presentation](#) at 7 minutes, 45 seconds.

Gehin questioned how many of the 440 verified would be full replacements and difference between projected observations in the field vs in our inventory?

Agid replied they were all partial replacements. Full replacement cost \$6,000 and partial replacements are \$4,820. This seem less than CDM Smith's 2021 estimation of 8,000 private side and 4,400 public lines. We are seeing about 35% lead. It's hard to know about other tracts but there are whole blocks in Wausau we are not finding any lead at all.

Force requested a map with the tracts identified next time.

Agid replied the map is not zoomed in (refer to slide 3 page 30 of packet), gray- unverified, green- not lead or galvanized, red- lead, yellow- galvanized. We could share the maps of the 5 census tracts that were eligible and can share it via email if you'd like. The 2025 construction application is due end of June, we need to identify which areas to expand beyond the 5 census tracts and overlay that with the principal forgiveness priority areas based on Department of Natural Resources (DNR) criteria.

Gehin questioned percentage of galvanized?

Jones replied less than the lead, the 35% included the galvanized but we do have something separate I could give you because it would be easy to pull out.

Force questioned the connection inside the home with the copper to lead inside of home?

Agid replied that was the role of the third-party inspector (Clark-Dietz), they verify that everything is replaced correctly because they would need to sign off on that.

Jones reiterated we are doing copper into the home and we stop at the meter, water department connects from the meter to the internal plumbing.

Lindman replied that if we connect to something inside the home, there would be a dielectric fitting to mitigate galvanic reaction preventing corrosion by separating two different metals in the plumbing system.

Robinson questioned next year's financial impact if there were less of an impact this year as far as planning, capital improvement budget project perspective?

Agid replied overall to replace the LSL would cost less because there is less lead but what we don't know is the amount of money DNR would award Wausau. We submitted an intent to apply (ITA) for \$15 million and intention was 1500 lines at \$10,000/line. We know pricing is much better with the bid we received and are locked in for 2025. The option was to reduce that number below \$15 million or increase 1500 replacement number to 2000 or above. We don't know the percentage of principal forgiveness awarded vs loans as certain census tracts and blocks qualify for a percentage. We don't know the principal forgiveness at the State level because we don't know how many other municipalities would be applying for it. We would overlay the map based on the 6 criteria and maximize the principal forgiveness but it's up to the city to determine the amount it is asking.

Robinson questioned if it paid to reevaluate that number in this 5-year window as we are in year 2 and have 3 years left only? How do we position ourselves to maximize principal forgiveness and put ourselves in the best terms?

Agid replied the best way was to include your disadvantage communities into every application and weigh the average of how many you expect to include in the application of the disadvantage to the non-disadvantage communities. There're ways to do the calculations based on how many replacements you want to do. We know what each census tract qualifies for in terms of principal forgiveness but we don't know if that would be awarded with the new numbers, we could calculate debt service over a 5-year period. We did that calculation before the award and bids; we could revise the projected 5-year schedule. It was 55% grant 45% principal forgiveness under \$60 million that would go down and that could be revised but that principal forgiveness could go down or stay the same. We could revise that in terms of debt service and potential impacts associated with that debt service.

Diny questioned if there were enough homes in phase 1 census tract to get the 700 needed and if we didn't expend that, could it be rolled over to next year? How would that affect our application if we only used 3/4?

Agid replied there's about 700 homes we haven't been into yet that are unknown. Of the 700 if 35% are lead, you're looking at another 250, your right around that 700. If we don't spend that \$5.7 million you have 2 years so it could be used in 2025.

No Action Needed.

**4) Discussion and Possible Action Approving 2025- 2029 Capital Projects.**

Lindman referred to the 11x17 sheets included in the packet for the proposed 5-year capital plan and total capital borrowing each year. You requested, for understanding, the annual capability of accepting debt and annual payments is shown in the beginning of the packet. If the utility accepted LSL proposed loan amounts and what the cumulative annual debt payment would be over 10 years and 20 years. The second not only included the LSL but included proposed capital plan and cost of adding staff over the next several years along with the annual expenditures. The rate structure we are in right now is good for the Wastewater and Drinking Water Utility but adding that proposed loan payments is a heavy strain on the drinking water division. For 2024, utility rates could not be used for that loan portion, that's included, the borrowing and loan service would be on a (Tax Increment District) TID or other funding options. Would there be anything from this information packet that this commission needs specifics on, understanding or clarification on something that doesn't make sense to you, there's a lot in here.

Robinson questioned the later presentation relative to the solar array panel's impact?

Lindman replied it was included in the debt service with all the other projects. That debt service would be about \$1.7 million. Throughout the year, we are managing our conflicting priorities. We set a plan in June for our capital for the following year but we end up having projects that come to the forefront because of emergent situations or failures that we must address and then defer other projects. Our intent is to establish a capital plan moving forward and stay within those budgets that's approved/accepted by the Commission so whether we defer certain projects and equipment to fit in other projects or if bids come in high, we defer that project. We do that every year.

Diny reiterated the LSL is shown over 5 years and over 10 years. The thought process is if we could stay on this 5-year pace while the grant money is still high relative to the loan portion, we are at a 2/3 vs 1/3 and if we had to shift based on debt load to a 10 year, we could go to that but let's maximize grant money. It would make sense to target the lines on both city side and private side that would give us the most efficient use out of contractors and cost savings for the city. We are requesting action on this plan.

Lindman replied yes, the general capital plan for the drinking and wastewater. The LSL plan is evaluated annually and would come back this fall for further conversations and application to the DNR for where that potential funding might be that goes into our other items such as the LSL ordinance for user rates, there's a lot that must happen before the utility could take on that project from a financial standpoint.

Robinson questioned LSL factored into capital plan on the public side but sees zero for borrowing. You haven't factored that into the plan but you have it for the financing plan, it would be beneficial to see in both. I don't see the Solar Array in the capital plan if it's built in the finance, that leads to confusion. If we could wrap all those costs?

Lindman replied for the capital plan, it wasn't an intent to have the utility pay for the solar, we don't have approvals to pay, we would have a different path to take with the Public Service Commission (PSC) to use water rates. If that's what you want to see, we could do that but the Solar array would come out of the general obligation and other funding but if you want to see in the capital plan, we could put it in there.

Robinson replied his preference would be to include it and you could look at the funding source and footnote it or deal with it from a funding source. If we are incurring those capital associated with the operations of the utility related activities, it'd be nice to capture them. There was a discussion using American Rescue Plan Act (ARPA) funds and others to



supplement solar array. For transparency, it'd be nice to see what we're doing from a utility perspective if it relies on safe drinking water loans, revenue bonds or GO bonds, those could be footnoted or clarified.

Lindman replied he could certainly add those.

Gehin questioned the excess revenue from Ehler's report as it may be for the benefit of everybody else.

Lindman explained that the excess revenue is at the end of our operational budget and our capital projects. That is the revenue under the current rate structure that the utility would have to do capital projects. Pay down debt service on an annual basis. For 2023, drinking water shows excess of \$826,000 that's half going into 2024 because the new rates went in July 2023 and we didn't get a full half year of rates, so those are kind of the numbers we're comparing as we run into our capital debt service every year. Wastewater side is about \$1.8 million that would be steady going through 2024 as well. Moving forward, the Drinking Water and Wastewater Utility's excess revenue is going to be close \$1.6 million to \$1.8 million a year available for capital project. That shows us our rate structure is good, we want to maintain that and do anything to prevent future rate cases and rate increases.

\*Gehin motioned to accept the capital project plan but add the language to demonstrate the solar panel footnoted and LSL replacement showing but not part of the debt remembering that it's a plan and not firm so it's subject to change.

Robinson stated his experience with the county included all the projects in the CIP then it's broken down to funding source but you're listing all the projects whether it was ARPA, highway fund, federal grant. For transparency in communicating to the public and council, it's important that we show those.

Lindman replied he is happy to bring it back next month with updated sheets and if the commission was ok with what we were presenting.

\*Robinson seconded Gehin's motion to accept 2025-2029 Capital Projects.

Force requested if there were better ways to improve this as it was very confusing. He recalled several years ago of receiving statements from accounting showing revenue and expenditures month by month vertical bar compared to prior years and that was helpful in determining the financial health of the utility. He would appreciate simplifying with summary sheets or graphic presentation. He also questioned user rates as money in hand that could be used for projects and that we were not talking about new user rates.

Lindman replied he would work on that for next month both narrative and graphic if it's done beforehand, he would share it with Force to see if that's the right path.

Diny reiterated this is treated as our CIP process, if the funding is not there, the list shrinks or it could grow.

Motion carried 4-0.

## **5) Discussion and Update on a Lead Service Line (LSL) Replacement Ordinance.**

Diny explained this ordinance would have a major impact on funding, so we're going to need to give this a good kick today because we owe it to the utility and citizens to understand that we need a plan moving forward, this has been languishing here and we need to move on it.

Lindman brought some of the questions highlighted from the last meeting. One piece is the funding, there were questions if there's going to be a special assessment to the homeowners, and if there was, was it a percentage or flat rate if it was paid back over 5 years, or does it defer to other options. The city and utility have different options, we could detail those out in this ordinance or keep it more general to where private sides mandated as funding is available and structure the funding outside of the ordinance so if it changes from time to time the entire ordinance doesn't. I'm not sure where the commission is on the decision to move that forward.

Robinson questioned the proposed ordinance and CIP's work process, there seems to be disconnects relative to processes and timelines. As we go through 500, 700, 1500, 2000 a year, we build in there on the customer side, some process where we notify, they have 30 days to take two bids, we take the lower bids which is not the process that we are using. How will we reconcile the difference between our current plan and the ordinance? Do we need to somehow build some opportunities to move ahead with the ordinance that is not in its current form? Is there an off ramp?

Lindman replied we could put in either or. We could leave it more general. We could leave it like how we used to where the homeowner hired their own plumber, they are on their own or how we are doing it now and contract that work through the city and administer that and work with the homeowner. CIP is taking on the risk and all the responsibilities of the homeowner in making sure all that work is being done. We set an ordinance in place, if we get in too many details, we may have to come back year to year and constantly change it, we may want to generalize that and how the project is going to be delivered keeping in mind that the lead service line ordinance has evolved over the years and we've pulled in other municipalities and how they are doing it and we are on a path that no one else is doing. We want to try to do this more general if the city moves in one direction or another that the lead service line ordinance stays in place.

Robinson questioned the right of entrance as we've had three refusals, how do we deal with those, obviously there's a provision but we're moving down a different path and hope we have a tiered approach within the ordinance. If we go with a public and customer side city sponsored plan the following sections are not applicable, if we don't then you would have that there. I don't want to open us up to a potential criticism lawsuit or private party saying they have the right to 2 contracts and was imposed on or potential conflicts, maybe legal could work on that? The ordinance gives you a 7-year period to do the connection but we are in a 5-year plan, there's some reconciliation between the two. You got 3 years additional funding and the intent to apply (ITA) opportunities but you don't know what will happen, when planning just be aware of that 3-year window. I'm comfortable with that ordinance if we have that on/off ramp.

Lindman replied if Robinson was requesting provisions for both types of installation incorporated into the ordinance. We could work on that. How detailed do you want to get on the funding, it could be very general, as funding is available, there is already some language in the ordinance. We'll keep the funding piece general because that decision will be made year to year because we won't know the amount that would be awarded from DNR after submitting the Intent to Apply (ITA).

Diny stated if you looked at what our cost is going to be in the next 5 years and stay on that same trajectory, 1/3 of the installation for a homeowner could be \$1,500 over 5 years. On a total \$6,000 replacement, that's a pretty good deal. 300 a year if it's 5 years. The residents are going to want to know if that's the route we are going or if it's going to be funded. We can't keep them in the dark and if we keep this in the plan next year that we hit more city sides, we are not allowed to do partial replacements so how do we handle that. We are going to have more city side that we're going to have to complete line replaced.

Lindman questioned if Troutner had anything else to share as they've gone over this draft multiple times.

Troutner questioned bullet point three, we need an answer on who's responsible for setting the policy on how LSLs are to be paid. We talked about the council making the final decision on the ordinance but how the commission wanted this structured. Do you want a paragraph starting off with the history of funding, types of available funding as there were multiple different options and scenarios and requested direction.

Robinson stated he didn't know what he was looking for but will know when he saw it. Requesting a process, the ordinance lays down the framework under which we'd operate from a legal perspective but making sure we could deal with CIP's plan and our proposed mandatory ordinance. For the financing, maybe we say subject to the availability of funding and expand that to include special assessments as a tool for when we must deal with this on an annual basis. We'll need to look at CIP's plan for the year and see where that fits the funding based on resources available. We run risk of being inconsistent with application because 1 year we may have safe drinking water funds and loan forgiveness and other years we may not which will impact the cost. The question behind the ordinance is if we adopt it, will we put the customer's side on the rates? The only way to do that is if we had an ordinance and that may be for a different discussion but I don't know the deadline date on the provision but to address those as we encounter them?

Troutner stated the language Robinson wanted in the statute wasn't going to cover all the basis and was concerned that what he was requesting resulted in a super vague section in the ordinance about financing because that's all up in the air. She suggested sending multiple copies of what other jurisdictions were doing to Robinson to provide guidance on what he preferred and why. The one in here was similar to what Sheboygan and other municipalities that have this ordinance in place.

Robinson questioned if there could be a provision for a financing plan to be developed on an annual basis by the council subject to implementation under the ordinance and then look at the funding source as the trigger and have the plan be a perspective planning document that would be built into the ordinance to drive it so you wouldn't have to revisit the ordinance annually but through adoption of the plan.

Troutner replied we could make that work.

Diny questioned if we would be doing something different with the ordinance depending on the funding other than speeding up or slowing down the process or do something different mandate vs nonmandated? This needs to be done by October.

Robinson replied we would still have the mandatory connection ordinance; the question is when is it applicable? If we're doing the public side replacement, you have to do the private side within 5 years. The trigger mechanism would have that two-tier track and leave the current language in because there's no certainty of funding going forward but if we go with the capital improvement plan, it could be possible there's not impact financially to the customer. We could have that track where we could proceed down that CIP vs non-CIP process. If we could have the financing plan that can drive the ordinances and then within those have the available resources and have the plan be approved by the commission and council.

Agid replied 2026 ITA is due October this year for funds next year.

Force questioned if dispute resolution was covered adequately in this document? He didn't see anything related to an obstinate customer and wanted guidance.

Troutner replied the Public Service Commission (PSC) is going to require a section regarding discontinuation of water services if we are going to use rate paying funds. This was a starting point based on information received from previous meetings and discussions and this was like a soft discontinuation as opposed to a hard discontinuation. Giving the city an alternative to get compliance which is required by the PSC. I think its adequate but if you want something different, you can give me direction on what language to say.

Diny questioned if the wording could be done by the next meeting.

Troutner replied she would get it done by the next meeting.

No Action Needed.

**6) Discussion and Possible Action Approving Next Steps of a Proposed Solar Array for the Drinking Water Treatment Facility.**

Henke presented. View Discussion and [Presentation](#) beginning at 1 hour, 10 minutes, 8 seconds.

Henke presented that recommendation would be to go with slide 7, page 77 of the packet of the 720 kilowatts with the installation cost of \$2.57 million stating that it uses the property for a green, ecofriendly purpose, uses the property to build resiliency into the water plant, that gives best return on our investment, leaves room for future expansion, and meets the surrounding community's concerns.

Lindman stated the next steps would be pursuing funding and working with WPS on interconnect agreements, designs, and layouts. Even with ARPA funding that would need to be obligated before end of 2024 maybe do a contract this year and do a late 2025-2026 timeframe. That would give us time to pursue Department of Energy (DOE) grants and inflation reduction act grants to help fund the project. This is more a long-term cost savings project for the utility and rate payers. We are not just looking at short term, this would help mitigate future rate increases as we move forward. We look at the payback but if this could be net neutral and over time it helps reduce our operation costs that's a win for all the users in the city.

Force reiterated the importance of demonstrating not only using the payback as a factor in determining this project but that it also demonstrated an ecologically and environmentally friendly project that puts this city on the map as supporting green energy.

\*Robinson motioned to accept the recommendation of the solar array task force and direct appropriate staff to prepare the necessary presentations relative to the next steps of implementing the plan. Seconded by Gehin.

Motion carried 4-0.

**7) Discussion and Possible Action Approving a Budget for Additional Staffing as Recommended.**

Lindman outlined the budget item, what the impact would be as well as Ehler's information. Both the Water and Wastewater Utility have capacity to add staff and would like support from the commission on a budgetary standpoint and move this along to HR Committee for consideration and council. We are proposing adding 2 staff at Wastewater and 1 at Drinking Water facility this year.

Robinson stated this added about \$700,000 annual cost adding all recommended staff at both water and wastewater. We're playing the excess revenue for capital projects and operations. We're factoring in all costs and impacts, in 2025, when you have that add on, can we absorb that without rate increases? Is this just for the 3 positions?

Lindman replied we are not adding all the staff recommended at once, this will be evaluated annually as operations continue. One of the biggest concerns were our user rates but after what Ehler's put together, I'm comfortable with moving this forward. We looked and based this as an absolute need to add additional staff. Brooks and Boers put together what hours we have available from staff and what hours we need and we don't have enough hours to complete our required work, not taking into account emergent situations that arise. A critical priority is to begin adding staff on a slow basis and evaluating how that effects our operations and improvements with efficiencies. The final approval goes to HR and Council, there's plenty of information here to support the request and the utility could support the 3 staff.

\*Robinson motioned to approve this recommendation and move it to HR adding 1 staff for Water and 2 for Wastewater staff division. Seconded by Gehin.

Gehin stated adding these 3 employees puts us at 35 employees combined from both Water and Wastewater. He recalled there were over 50 employees.



Diny stated budget would be the driver here and we don't have an appetite for raising rates. The additional staff would be helpful to the utility as we have an increase in locates. Motion carried 4-0.

Force questioned if it was worth our time to raise this issue of locates to legislature. Maybe drafting a letter to the legislature and pointing out the cost factor?

Boers replied it would help if we get some type of relief but it would take an act of legislature to appeal that. As a utility, we are required to maintain our items and make other companies aware of where our items are at while they are working around it. We don't have to do the work but we would be responsible if there were any damages.

Lindman stated next time he saw Snyder or any other legislature, he'd speak with them in trying to figure out how to generate revenue to cover costs with locating utilities. Force stated he was thinking that a formal request from a governing body may be beneficial.

#### **8) Discussion on Wastewater PFAS Sampling Results from March 2024.**

Brooks began that with March's testing, it concluded the 6 months the commission was requesting. The proposed effluent limits were highlighted at the top of the sheet. The bio solids are also below the limits of 16ng/g. The combination of PFOA/PFAS is 6.91ug/kg.

Diny advised this will roll into the Director's Report.

Robinson questioned the requirements for sampling with the new WPDES permits?

Brooks replied 1x a month for 2 years. We are not sure if there would be a Total Maximum Daily Limit (TMDL), meaning we discharge into the river or not because there hasn't been any firm talk on that yet.

No Action Needed.

#### **9) Discussion and Possible Action Approving the Purchase of a Truck Chassis That Will be Converted into Tanker Truck Used for Collection System Flushing Maintenance.**

Brooks began their flushing truck failed. We received Boer's old tanker and would like to purchase a truck chassis that would be used as a tanker truck with accessories to make this project complete. We are looking at around \$27,000 for the truck and accessories.

\*Force motioned to approve the expenditures for this truck. Seconded by Robinson who amended the motion to approve the purchase of a truck chassis not to exceed \$27,000.

Motion carried 4-0.

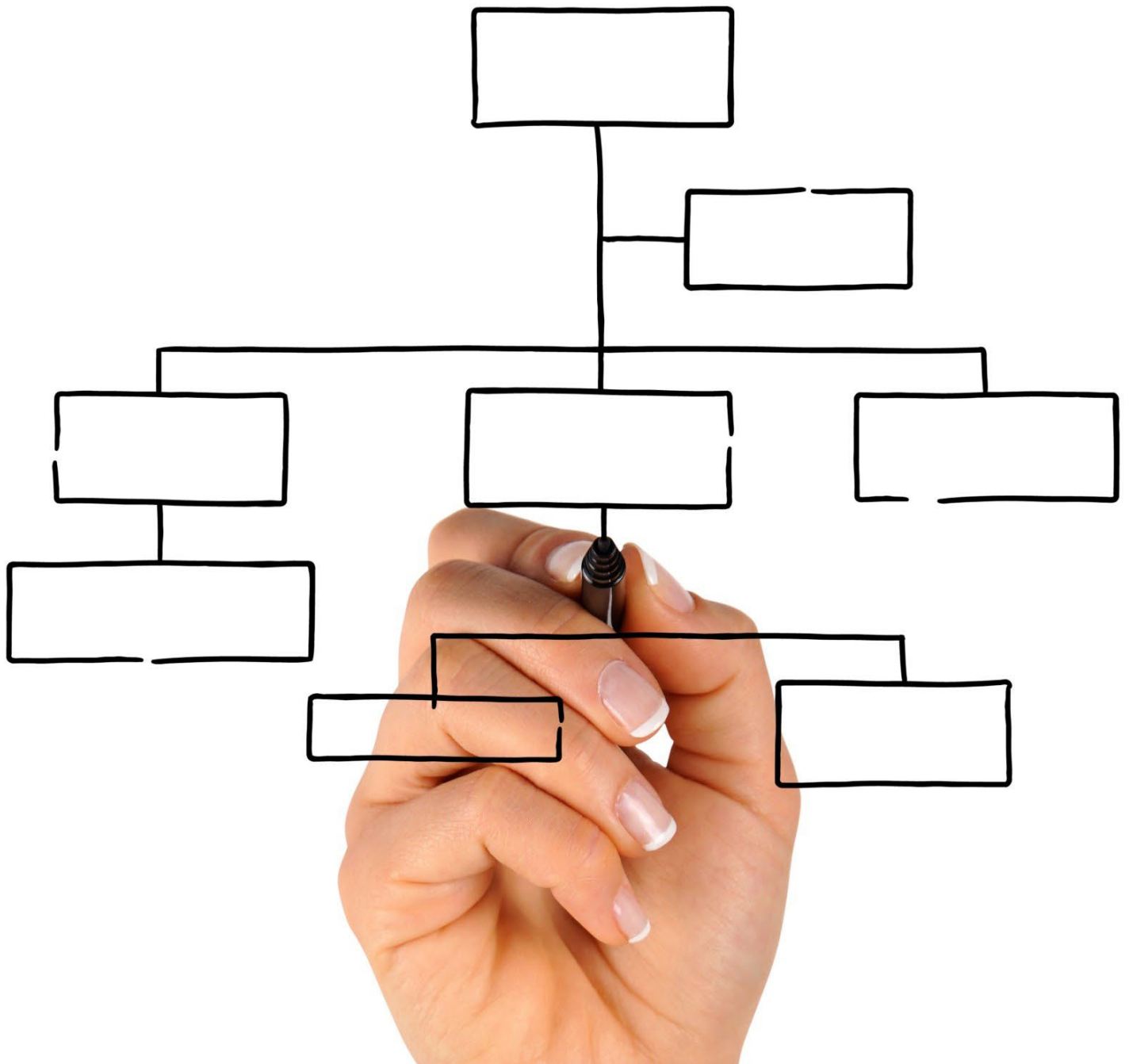
#### **10) Adjourn.**

Gehin motioned to adjourn. Seconded by Robinson.

Link to view meeting in its entirety: <https://tinyurl.com/wausaucitycouncil>

Gina Vang, Recording Secretary

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**Wausau Water Works, Wisconsin**  
Final Report  
November 14, 2022

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# 1. Project Background, Objectives and Scope

Bakery Tilly Municipal Advisors, LLC (Baker Tilly) was engaged by Wausau Water Works (WWW) to undertake a staffing needs assessment of both the water and wastewater division to determine the current and future staffing needs to effectively provide utility services today and over the next five years. This document includes an organizational profile, an overview of the background and purpose of the study, provides a comparative analysis of selected benchmarks, and presents specific findings and recommendations for staffing levels and organizational improvement.

## Background

The U.S. Census Bureau 2020 census population for the City of Wausau is 39,994. The City encompasses a land area of 19.22 square miles. The City maintains a median value of \$121,100 for owner-occupied homes. The City's median household income is \$47,438. The population of Wausau is highly educated, with 90.8% of residents 25 years or older being a high school graduate or higher education and 28.4% of this demographic group possessing either a bachelor's degree or a higher degree.

This section includes a summary description of the structure, staffing, services, and responsibilities of the City Utilities. The purpose of this profile is to document – at a high level – the current composition of the operating divisions and our initial observations based on the in-person interviews and information provided by the Utility.

A utility commission governs Wausau Water Works. The Wausau Water Works Commission is established under Chapter 13.04.020 of the municipal code, which provided that the commission shall consist of the Mayor, one alderperson elected from the membership of the common council, and three citizens of the City of Wausau. The three citizens would be appointed to the commission by the Mayor. Wausau Water Works provides water and wastewater services to approximately 16,877 customer accounts.

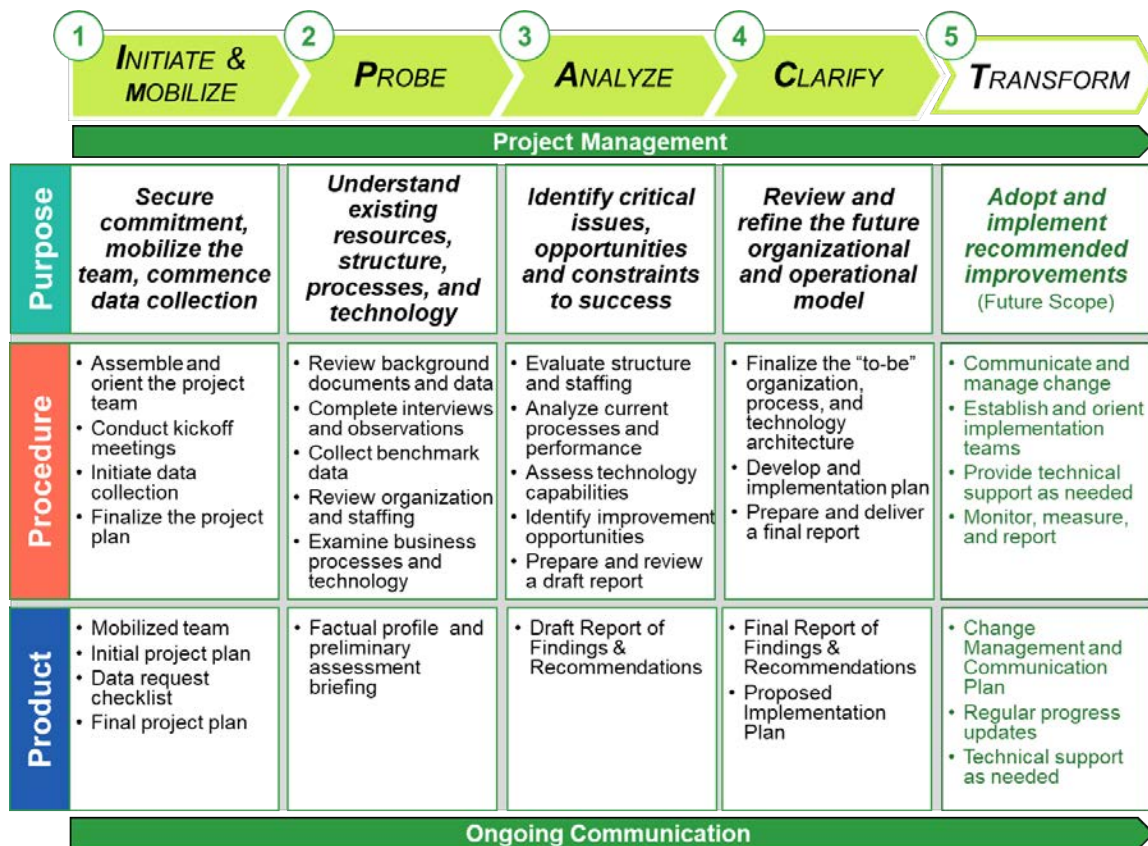
As a part of the City of Wausau government, the Wausau Water Works embodies the City's mission and core values. The City of Wausau's Mission is:

***In response to our citizens, we will provide services in the most effective and efficient manner in order to promote and enhance our living environment. Plan and encourage positive growth. Promote a positive community image by encouraging citizen involvement and civic pride.***

The City's Core Values include:

- Professionalism  
We choose to take pride in our work, communicate effectively, project a positive image, and deliver service at the highest standards every time, in every situation.
- Accountability  
We accept responsibility and take ownership for our actions.
- Integrity  
We act ethically, honestly, and lead by example by having our actions reflect our word.
- Respect  
We choose to treat everyone the way we would like to be treated.

In conducting its review, the Baker Tilly team applied an operations and process improvement methodology that was organized within a structured yet flexible framework Called *ImPACT*, this framework logically organizes those tasks necessary to document and analyze the Waterwork's operations. This framework is illustrated in the graphic below, the methodology is organized into five major phases:



Within the methodology framework, the team used a variety of information gathering and analytical techniques appropriate to the specific requirements of this project's scope of work. In addition to extensive interviewing, data collection, and research, the team performed a variety of other analyses including:

- Organizational and operational analysis
- Workload and staffing analysis
- Business process analysis
- Industry research
- Benchmark staffing research

Interviews conducted for this organizational analysis included the following individuals:

- Eric Lindman – Director of Public Works
- Scott Boers – Drinking Water Superintendent
- Shanon Lane – Water Distribution Supervisor
- Ben Brooks – Wastewater Superintendent
- Pat VanOuse – Wastewater Supervisor
- Ryan Dwelly – Wastewater Collection Supervisor
- Tyler Wagner – Lab Technician
- Employee Focus Group 1
  - Rick Dorn – Senior Distribution Maintainer
  - Floyd Smith – Distribution/Relief Operator
  - Ryan Fischer – Distribution Maintainer
  - Ray Younger - Distribution Maintainer
  - John Langren - Distribution Maintainer
  - Jonathon Lindloff - Distribution Maintainer
  - Mitchell Pempek - Distribution Maintainer
  - Andy Kuhnert - Distribution Maintainer
- Employee Focus Group 2
  - Kevin Behnke – Senior Water Plan Technician
  - Tim Mesalk – Water Plant Operations Technician
  - Darren Jensen - Water Plant Operator
  - Floyd Smith - Distribution/Relief Operator
- Employee Focus Group 3
  - Gina Vang – Administrative Assistant II
  - Michelle Weasler – Administrative Assistant III
- Employee Focus Group 4
  - Bill Olsen - Collection System Technician
  - Steve Celona - Collection System Technician
  - Matt Stockman - Collection System Technician
  - Basil Smith - Collection System Technician
- Employee Focus Group 5
  - Mark Hilgendorf – Wastewater Operations Technicians
  - Brad Wendtland - Wastewater Operations Technicians
  - Scott Carman - Wastewater Operations Technicians

- Jeremy Steinman - Wastewater Operations Technicians
- Jason Ladwig - Wastewater Operations Technicians
- Donohue Associates
  - Susan Wojkiewicz
  - Mike Gerbitz

## PROJECT SCOPE

A detailed project plan following our prescribed methodology included the completion of the following tasks:

- Task 1 Project planning and management
- Task 2 Current state assessment and analysis
- Task 3 Reporting

### Acknowledgements

The Staffing Needs Assessment was conducted as a collaboration between the Baker Tilly consulting team and members of the Wausau Water Works management team and staff. The background information and access necessary for the completion of the review was readily made available, and employees at all levels of the organization actively participated in interviews and focus groups to provide candid feedback and valuable insight to the consultants. No request for additional information was declined.

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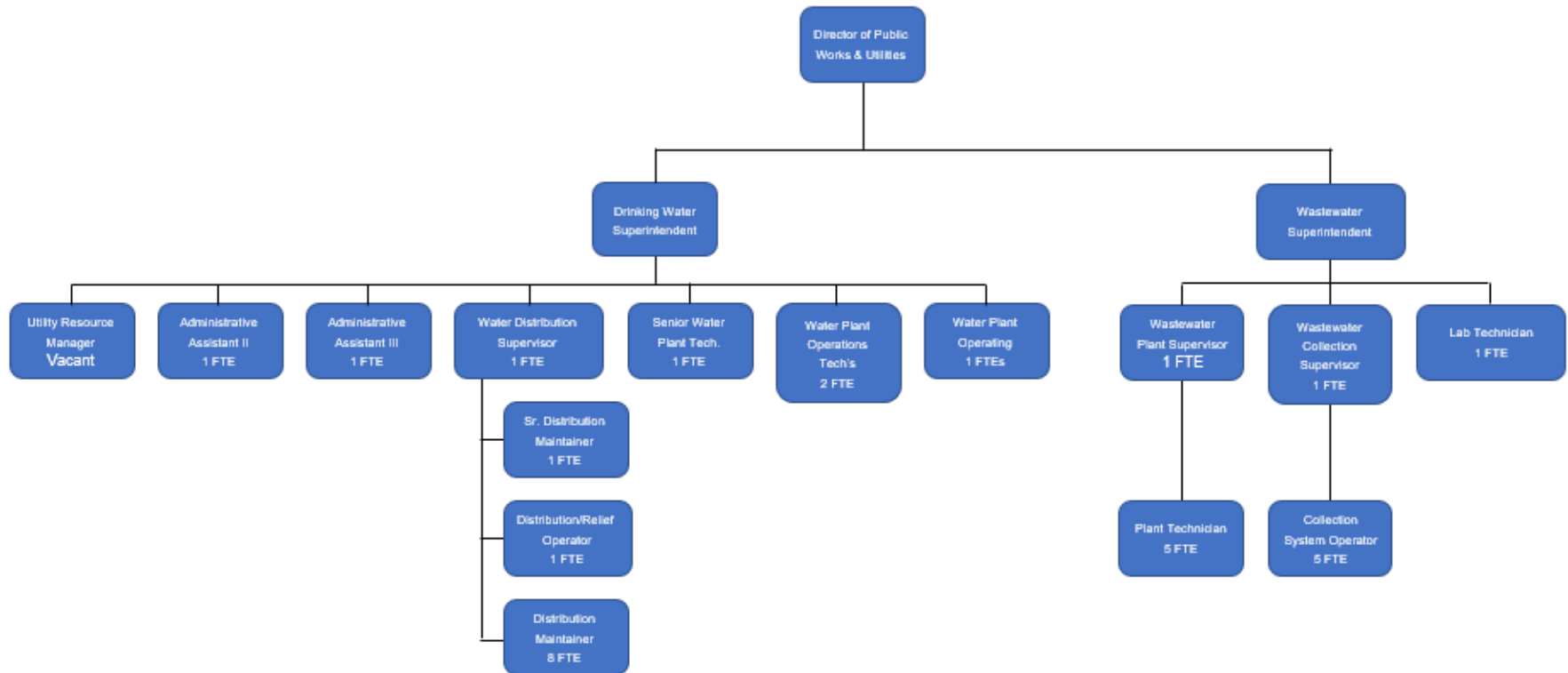
## 2. Organizational Profile

The Utility operates and maintains the water and wastewater systems for the City. These include:

- Water Supply and Treatment:
  - Water Treatment Plant capacity of 9.0 MGD with an average daily treatment of 5.0 MGD
    - ❖ Supplied by six wells with a combined capacity of 11,345 gallons per minute (gpm)
  - 239.9 miles of water transmission mains ranging in size from 2" to 30" in diameter
  - 16,877 service connections
  - 1,661 hydrants
  - Ten booster stations
  - Three elevated storage tanks and four reservoirs with a combined capacity of 5.75 million gallons
  - 15,879 customer accounts
- Wastewater Collection and Treatment
  - Wastewater treatment plant (design average daily flow of 8.2 MGD, treatment plant capacity is 13.5 MGD)
  - 232.06 miles of sewer mains including
    - ❖ 222.93 miles of gravity mains, interceptors, and siphon
    - ❖ 9.13 miles of force main
  - 25 lift stations
  - 15,440 customer accounts

The Utility has 32 full-time-equivalent employees. The organizational structure of the City places Wausau Water Works under the Department of Public Works and Utilities. The Utility consists of two departments that include wastewater and drinking water led by a Drinking Water Superintendent and Wastewater Superintendent. The Utility reports directly to the Director of Public Works and Utilities.

Current Organizational Structure



## Wastewater

Wastewater consists of three divisions: Wastewater Plant, Wastewater Collection, and a Laboratory. They have a staff of fourteen full-time employees (F.T.E.s). Wastewater provides for the collection and treatment of sanitary sewers through its three divisions. The Wastewater Superintendent manages the division.

### Wastewater Collection

Wastewater Collection is responsible for repairing and maintaining the sanitary sewer collection system, including the sanitary sewer mains and manholes. Services they provide include:

- Review new connections to sewer mains
- Some equipment maintenance
- Clean and televise sewer collection system. Annual goal is to clean 20% of system and televise 10%
- Maintenance and repair of sewer manholes
- Write specifications for lining sewers and manholes and review construction
- Review street construction plans for fittings, pipe sizing, manhole placement and spacing
- Plow snow in winter months

Wastewater Collection has a staff of six which includes:

- Wastewater Collection Supervisor
- Collection System Operators (5) (one position currently vacant)

### Wastewater Plant

The Wastewater Plant is responsible for the operation, repair and maintenance of the treatment plant and lift stations. Services they provide include:

- Operation, maintenance, and repair of the wastewater treatment plant and twenty-five lift stations
- Haul-treated biosolids to disposal sites
- Back up lab and collections crews
- Maintain equipment

Wastewater Plant has a staff of six which includes:

- Wastewater Plant Supervisor
- Plant Technician (5)

### Wastewater Lab

The Wastewater Lab is a DNR certified lab that provides testing of wastewater effluent, influent and biosolids for permit compliance and process control. Tests performed include total suspended solids (TSS), biological oxygen demand (BOD), total phosphorus (TP), mercury, pH, Alkalinity, Nitrogen series, and collects all wastewater samples for state required testing that isn't analyzed at the plant. The Lab maintains all analytical equipment and all supporting ancillary



equipment throughout the wastewater plant. The Lab creates spreadsheets for process control as well as interprets the data produced. The Lab is staffed with one full-time Lab Technician.

## Drinking Water

Drinking Water has three divisions: Water Distribution, Water Treatment, and Administration. They have a staff of eighteen full-time employees (F.T.E.s). Drinking Water provides for the City's drinking water services, including water supply, treatment, transmission and distribution, and storage through its three divisions. The Drinking Water Superintendent manages the division.

### Water Distribution

The Water Distribution division is responsible for repairing and maintaining the Utility's water distribution system, including water mains, hydrants, and valves. Services they provide include:

- Service changes
- Repair water main breaks
- Repair and replace hydrants
- Flush hydrants and clean snow from around them in winter
- Read, test, and replace water meters
- Exercise water valves
- Haul lime sludge from the Water Treatment Plant two times each week
- Inventory and replace lead and copper water lines
- Utility locates
- Hydrant painting (outsourced in future)
- Cross connection inspections (industrial and commercial are contracted out)
- Residential inspections
- Annual backflow testing
- Unidirectional flushing of water mains
- Data entry for GIS
- Light equipment maintenance

They have a staff of eleven, which includes:

- Water Distribution Supervisor
- Senior Distribution Maintainer
- Distribution/Relief Operator
- Distribution Maintainer (8)

### Water Treatment

Water Treatment is responsible for maintaining and operating the Water Treatment Plant, wells, booster stations, reservoirs, and elevated storage tanks. Services they provide include:

- Collect water samples for state-required testing
- Maintain wells, booster stations, reservoirs, and elevated storage tanks
- Maintain and repair water treatment plant equipment and buildings
- Prepare specifications for equipment, motors, pumps, and other plant equipment
- Maintenance planning

- Scheduling and oversight of contractors
- Purchasing and maintenance of inventory
- Record keeping
- Equipment and fleet maintenance

They have a staff of four which includes:

- Senior Water Plant Technician
- Water Plant Operation Technician (2)
- Water Plant Operator

### **Administration**

The Administration staff provides support to the water and wastewater operations staff. Services they provide include:

- Meter appointments/change outs
- Receive complaints
- Manage lead grants
- Manage accounts payable
- Process clothing reimbursements
- Prepare Consumer Confidence Reports
- Attend Commission meetings and record minutes
- Other support as needed

Administration has a staff of two including:

- Administrative Assistant III
- Administrative Assistant II

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## 3. Staffing Analysis

The staffing analysis involved a number of strategies and methodologies to obtain relevant information to review and assess Wausau Water Works staffing needs. These included on-site visits with WWW department heads, staff, and employee focus groups. Our interviews were directed to provide an overview of the Department's operations including:

- Organizational structure
- Duties and responsibilities
- Staffing levels and deployment
- Management
- Use of technology

Other information collected and reviewed for the staffing analysis included:

- Wausau Water Works organizational chart
- Number of employees
- Position descriptions
- Data about the number, type, and extent of utility services provided
- Data about assets maintained
- Comparable utility benchmark data
- National benchmark data

The analyses and the resulting conclusions reached were developed, in part, using comparative benchmark data gathered specifically for this project, data from Baker Tilly's data base, and the *AWWA Utility Benchmarking Performance Management for Water and Wastewater 2020*. It is important to understand that this benchmark data provides averages from the comparative benchmark utilities and overall industry averages from organizations performing similar services with "similar" is distinct from "identical" in terms of comparisons.

The application of this data incorporates the professional experience and judgement of the consultant team in both the interpretation of the benchmark data and its applicability to the service being benchmarked. The resulting analysis allows the users of this information to strive for continuous improvement and to adapt service levels if significant differences are identified which could indicate that adjusting operations or modifying levels of service could achieve greater efficiencies and cost savings.

The staffing analysis was done separately for Drinking Water and Wastewater with each analysis based on utilities that provided a good comparison basis to WWW. The comparison utilities were selected in discussion with WWW staff and the utility's consulting engineer. For Drinking Water the comparison utilities selected were:

- Appleton
- Manitowoc
- Oak Creek
- Oshkosh

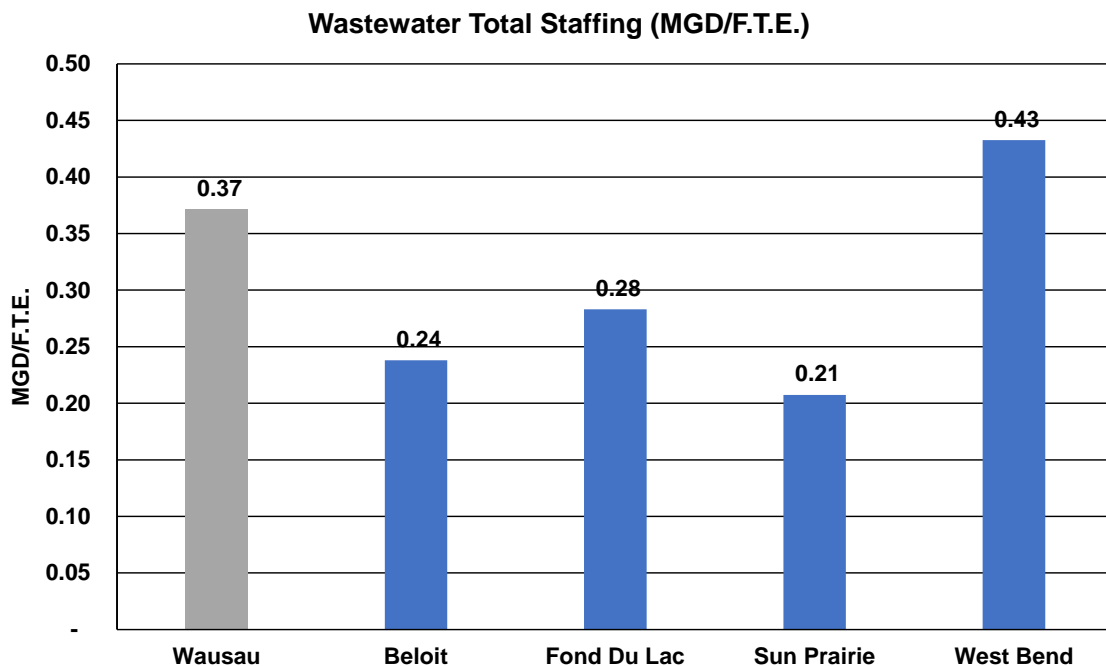
For Wastewater they were:

- Beloit
- Fond Du Lac
- Sun Prairie
- West Bend

In addition, national benchmark data from the American Water Works Association (AWWA) 2020 *AWWA Utility Benchmarking Performance Management for Water and Wastewater* publication was also used where applicable data was available.

### Wastewater

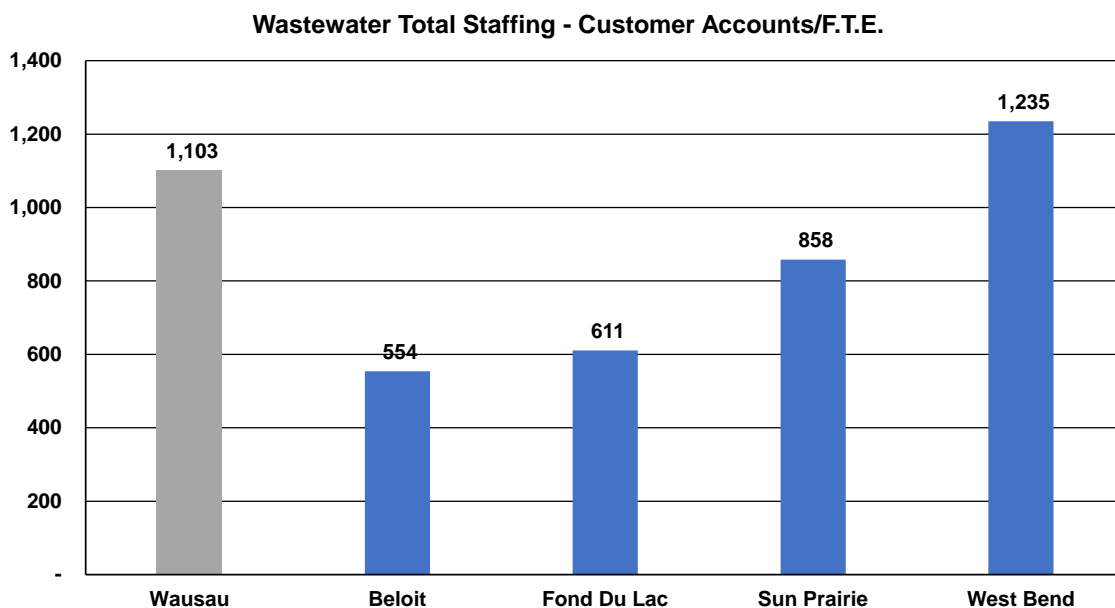
Wastewater’s total staffing of fourteen F.T.E.s was compared to the benchmark utilities and to the AWWA benchmark based on the average million gallons/day treated (MGD). WWW treats an average of 5.20 MGD resulting in a ratio of 0.37 MGD/F.T.E. which was the second highest ratio and the second lowest staffing level of the group. Only West Bend with a ratio of 0.43 MGD/F.T.E. was staffed at a lesser level by this measure as shown in the chart below.



The AWWA median staffing was 0.19 MGD/F.T.E. which is approximately half of the WWW ratio. WWW would need to have 19.15 F.T.E.s to be staffed at the average of the comparison utilities and would need to have 27.37 F.T.E.s to be staffed at the AWWA median benchmark as shown in the table on the following page.

City/Wastewater Utility	F.T.E.s	Average MGD	MGD/F.T.E.
<b>Wausau</b>	<b>14.00</b>	<b>5.20</b>	<b>0.37</b>
Beloit	24.16	5.75	0.24
Fond Du Lac	26.50	7.50	0.28
Sun Prairie	16.00	3.32	0.21
West Bend	9.50	4.11	0.43
<b>Average of Comparison Utilities</b>	<b>19.04</b>	<b>5.17</b>	<b>0.27</b>
<b>Median of Comparison Utilities</b>	<b>20.08</b>	<b>4.93</b>	<b>0.25</b>
<b>AWWA Benchmark Median</b>			<b>0.19</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>19.15</b>	<b>5.20</b>	<b>0.27</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>21.18</b>	<b>5.20</b>	<b>0.25</b>
<b>Wausau at AWWA Benchmark</b>	<b>27.37</b>	<b>5.20</b>	<b>0.19</b>

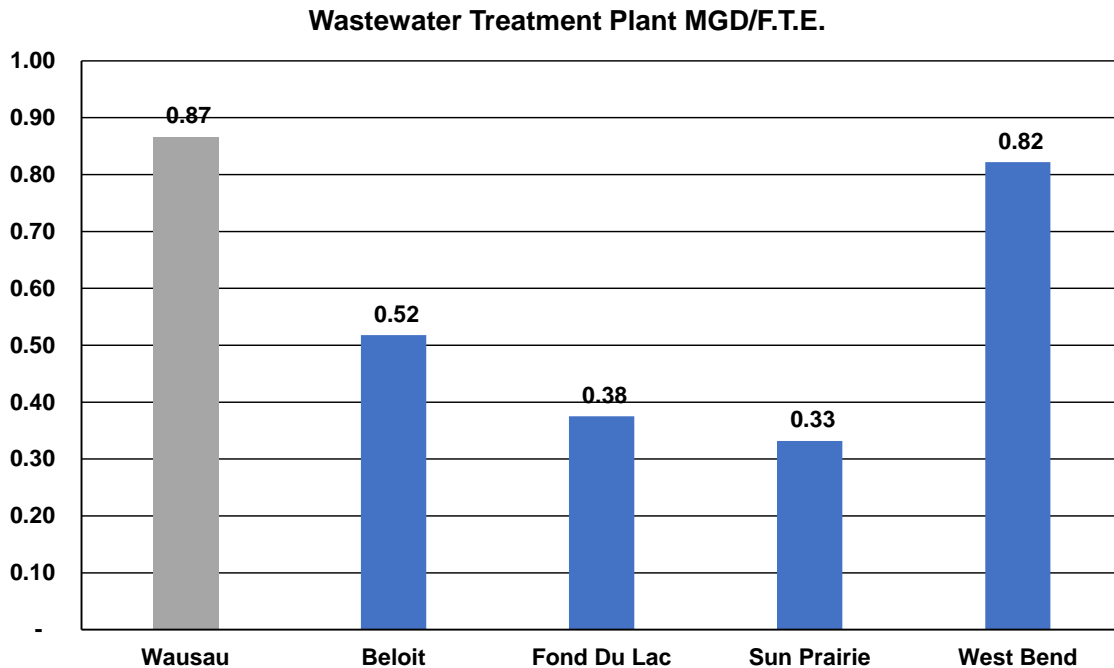
A second comparison of total staffing was based on the number of customer accounts per F.T.E. WWW has 15,440 wastewater customer accounts resulting in a ratio of 1,103 customer accounts/F.T.E. which was the second highest ratio and the second lowest staffing ratio of the comparison utilities. As with the previous comparison, only West Bend with 1,235 customer accounts/F.T.E. was staffed at a lower ratio. This comparison is shown in the chart below.



WWW would need to be staffed at 21.36 F.T.E.s to be at the average of the comparison utilities and would need to be staffed at 29.24 F.T.E.s to be at the AWWA median staffing level. This comparison is shown on the following page.

City/Wastewater Utility	Total F.T.E.s	Customer Accounts	Customer Accounts/F.T.E.
<b>Wausau</b>	<b>14.00</b>	<b>15,440</b>	<b>1,103</b>
Beloit	24.16	13,387	554
Fond Du Lac	26.50	16,190	611
Sun Prairie	16.00	13,729	858
West Bend	9.50	11,735	1,235
<b>Average of Comparison Utilities</b>	<b>19.04</b>	<b>13,760</b>	<b>723</b>
<b>Median of Comparison Utilities</b>	<b>20.08</b>	<b>13,558</b>	<b>675</b>
<b>AWWA Benchmark Median</b>			<b>528</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>21.36</b>	<b>15,440</b>	<b>723</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>22.87</b>	<b>15,440</b>	<b>675</b>
<b>Wausau at AWWA Benchmark</b>	<b>29.24</b>	<b>15,440</b>	<b>528</b>

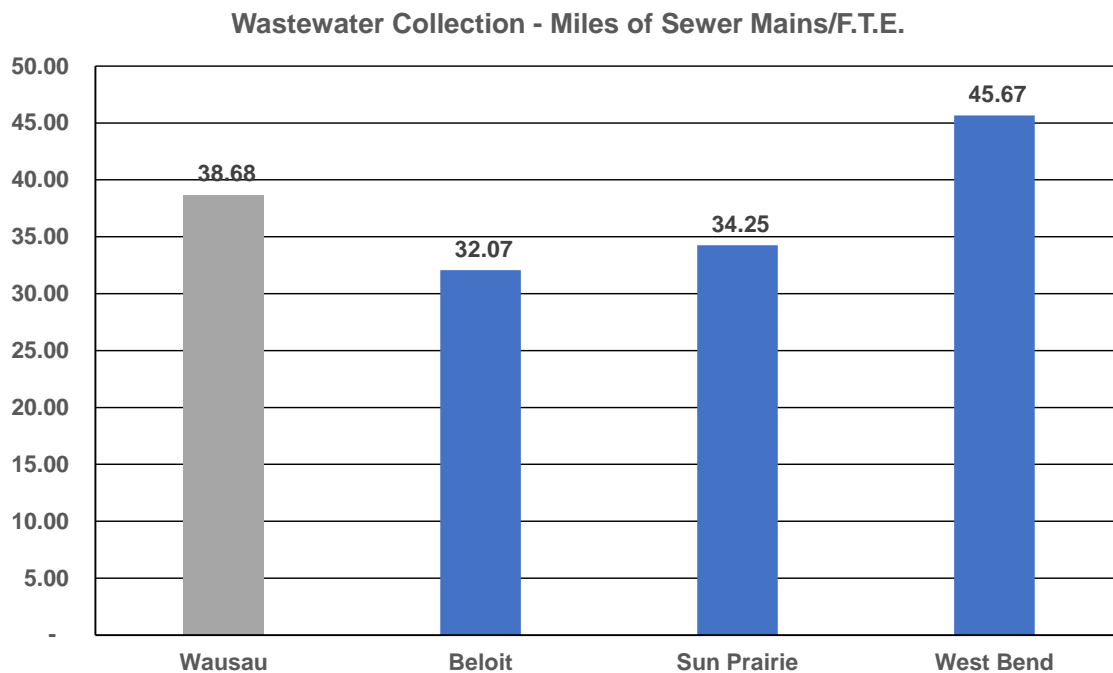
WWW has 6.0 F.T.E.s at the Wastewater Treatment Plant which results in a staffing ratio of 0.87 MGD/F.T.E. which was the highest ratio and the lowest staffing ratio of the comparison utilities as shown in the chart below.



This staffing ratio was also higher than the 0.66 MGD/F.T.E. AWWA median. WWW would need to be staffed with 11.59 F.T.E.s to be at the average of the comparison group and at 7.88 F.T.E.s to be at the AWWA median ratio as shown in the table on the following page

City/Wastewater Utility	WWTP F.T.E.s	Average MGD	MGD/F.T.E.
<b>Wausau</b>	<b>6.00</b>	<b>5.20</b>	<b>0.87</b>
Beloit	11.10	5.75	0.52
Fond Du Lac	20.00	7.50	0.38
Sun Prairie	10.00	3.32	0.33
West Bend	5.00	4.11	0.82
<b>Average of Comparison Utilities</b>	<b>11.53</b>	<b>5.17</b>	<b>0.45</b>
<b>Median of Comparison Utilities</b>	<b>10.55</b>	<b>4.93</b>	<b>0.47</b>
<b>AWWA Benchmark Median</b>			<b>0.66</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>11.59</b>	<b>5.20</b>	<b>0.45</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>11.13</b>	<b>5.20</b>	<b>0.47</b>
<b>Wausau at AWWA Benchmark</b>	<b>7.88</b>	<b>5.20</b>	<b>0.66</b>

There are six F.T.E.s in wastewater collection who maintain 232 miles of sewer mains. This is a staffing ratio of 38.68 miles of sewer mains/F.T.E. which was the just above the 36.02 miles of sewer/F.T.E. average of the group. WWW would need 6.44 F.T.Es to be staffed at the average of the comparison utilities. Please note that Fond Du Lac was excluded because their public works staff assists in the cleaning and televising of sewers. The comparison is shown in the chart below and the table on the following page.





City/Wastewater Utility	Collection F.T.E.s	Miles of Sewer Mains	Miles of Sewer Mains/F.T.E.
<b>Wausau</b>	<b>6.00</b>	<b>232</b>	<b>38.68</b>
Beloit	5.55	178	32.07
Sun Prairie	4.00	137	34.25
West Bend	3.00	137	45.67
<b>Average of Comparison Utilities</b>	<b>4.18</b>	<b>151</b>	<b>36.02</b>
<b>Median of Comparison Utilities</b>	<b>4.00</b>	<b>137</b>	<b>34.25</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>6.44</b>	<b>232</b>	<b>36.02</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>6.78</b>	<b>232</b>	<b>34.25</b>

A summary of the staffing comparison shown below suggests that WWW is understaffed in its Wastewater Department. Total staffing of the comparison utilities would have WWW staffed at 20.26 F.T.E.s based on the average of the total staffing comparisons  $((19.15 + 21.26)/2)$  staffing by function would have WWW with 18.04 F.T.E.s.  $(6.44 + 11.59 = 18.04)$ . This understaffing is consistent with what was stated by most of the staff interviewed for this study. Understaffing is resulting in some maintenance functions not being performed. For example, the cleaning and televising of the sewer collection system is not being done at the level established by the WWW. Lift stations maintenance is also not getting done and are they checked every other week which is well below industry standards. The current upgrades to the Wastewater Treatment plant will create a need for additional staff to operate and maintain the added pumping, filtration and biosolids drying equipment.

Benchmark	Benchmark	Wausau Current F.T.E.s	F.T.E.s at Average	F.T.E.s at AWWA Median	Staffing Over (Under Average)
Total Utility Staffing	MGD/F.T.E.	14.00	19.15	27.37	(5.15)
Total Utility Staffing	Customer Accounts/F.T.E.	14.00	21.36	29.24	(7.36)
Collection System	Miles of Sewer Mains/F.T.E.	6.00	6.44	-	(0.44)
Wastewater Treatment Plant	F.T.E.s/MGD	6.00	11.59	7.88	(5.59)

Baker Tilly’s benchmark database shows total Wastewater staffing for WWW would be at 20.80 F.T.E.s based on total staffing and at 19.60 F.T.E.s based on functions. This is consistent with the benchmark analysis described herein. WWW should increase current staffing at the wastewater treatment plant by two F.T.E.s who should be electrical and instrumentation technicians or licensed electricians to address current skill needs discussed later in this report. One additional F.T.E. should be hired for the collection system who should be a DNR certified with a collection system subclass. Two F.T.E.s should be hired when the wastewater treatment plant additions go into service and both should also be DNR certified wastewater operators with all subclasses required by the DNR for the wastewater treatment facility.

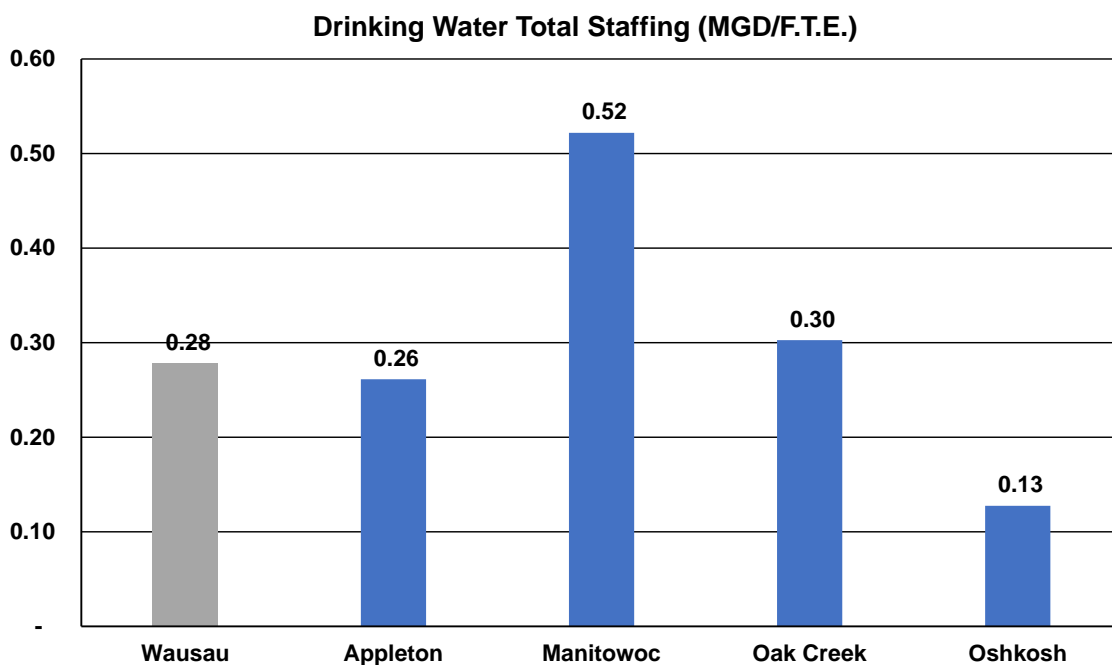
## RECOMMENDATION

***Wausau Water Works should develop a plan to increase staffing in Wastewater by three full-time equivalent employees to address the current shortage and by two full-***

*time-equivalent employees when the wastewater treatment plant additions go into service.*

## Drinking Water

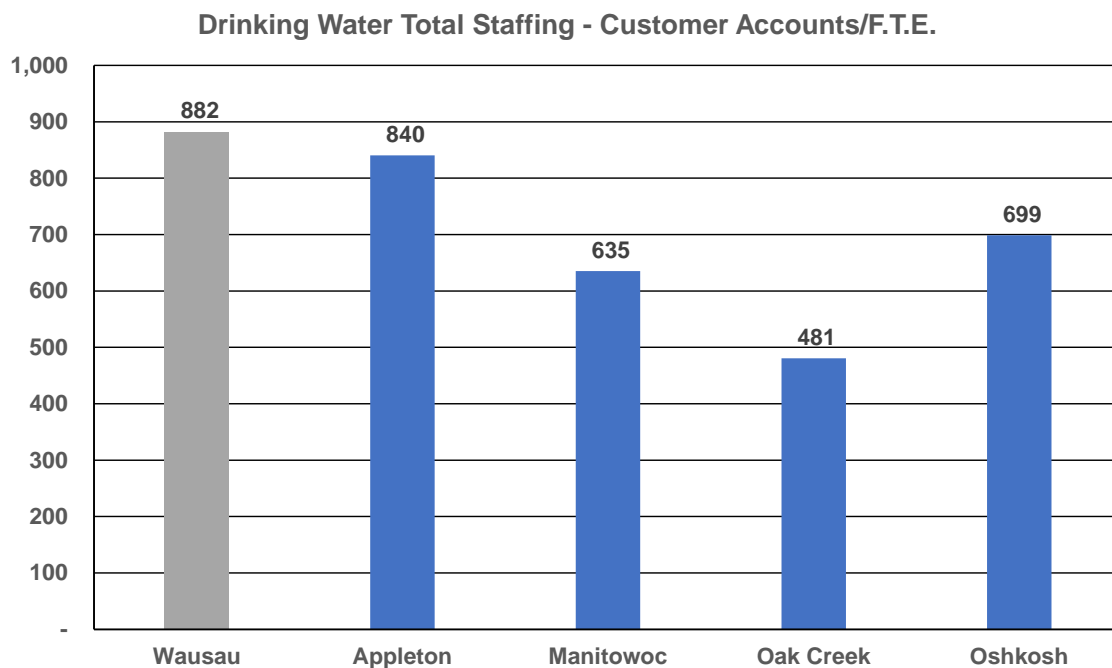
Drinking Water’s eighteen F.T.E.s staffing was compared to the benchmark utilities and to the AWWA benchmark based on the average MGD of water treated. WWW treats an average of 5.0 MGD resulting in staffing ratio of 0.28 MGD/F.T.E. which is equal to the average of the comparison utilities. This comparison is shown in the chart below.



The AWWA median staffing ratio was 0.21 MGD/F.T.E. which is a higher staffing level than WWW’s current level. WWW would need 23.81 F.T.E. to be staffed at the AWWA median. The table below shows the comparison staffing ratios.

City/Water Utility	F.T.E.s	Average MGD	MGD/F.T.E.
<b>Wausau</b>	<b>18.00</b>	<b>5.00</b>	<b>0.28</b>
Appleton	33.50	8.75	0.26
Manitowoc	21.85	11.40	0.52
Oak Creek	23.65	7.16	0.30
Oshkosh	34.50	4.40	0.13
<b>Average of Comparison Utilities</b>	<b>28.37</b>	<b>7.93</b>	<b>0.28</b>
<b>Median of Comparison Utilities</b>	<b>28.57</b>	<b>7.95</b>	<b>0.28</b>
<b>AWWA Benchmark Median</b>			<b>0.21</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>17.90</b>	<b>5.00</b>	<b>0.28</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>17.96</b>	<b>5.00</b>	<b>0.28</b>
<b>Wausau at AWWA Benchmark</b>	<b>23.81</b>	<b>5.00</b>	<b>0.21</b>

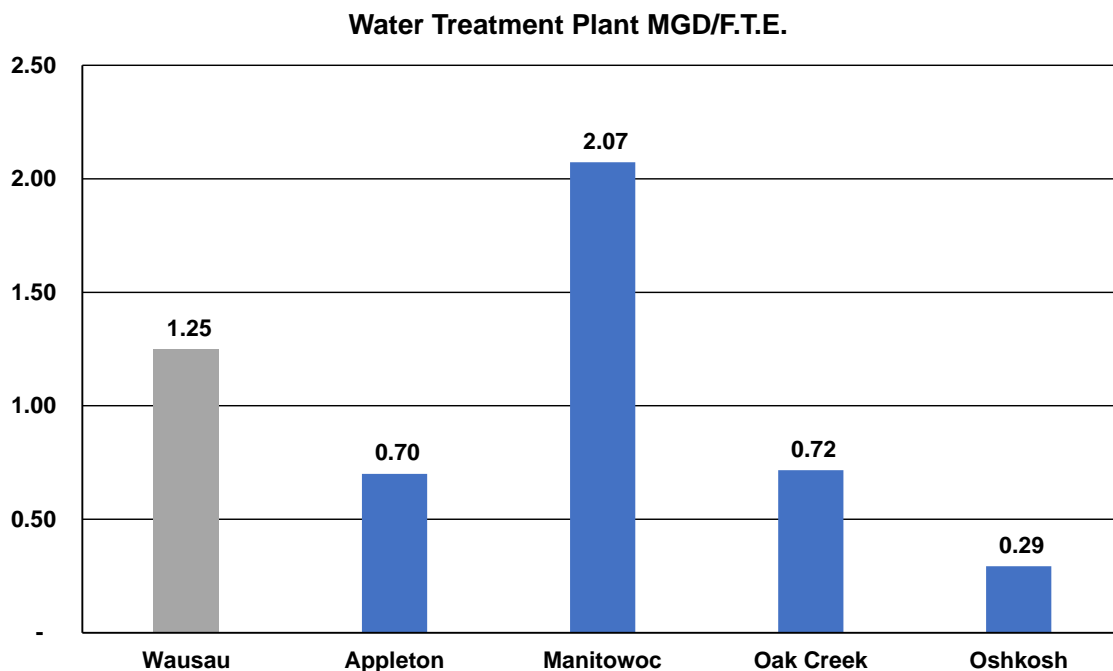
A second comparison of total staffing was based on the number of customer accounts per F.T.E. WWW has 15,879 water customer accounts resulting in a ratio of 882 customer accounts/F.T.E. which was the highest ratio and the lowest staffing ratio of the comparison utilities as shown in the chart below.



The table below shows WWW would need to be staffed at 22.99 F.T.E.s to be at the average of the comparison utilities and would need to be staffed at 30.07 F.T.E.s to be at the AWWA median staffing level.

City/Water Utility	Total F.T.E.s	Customer Accounts	Customer Accounts/F.T.E.
<b>Wausau</b>	<b>18.00</b>	<b>15,879</b>	<b>882</b>
Appleton	33.50	28,150	840
Manitowoc	21.85	13,881	635
Oak Creek	19.50	9,375	481
Oshkosh	34.50	24,106	699
<b>Average of Comparison Utilities</b>	<b>27.34</b>	<b>18,878</b>	<b>691</b>
<b>Median of Comparison Utilities</b>	<b>27.68</b>	<b>18,994</b>	<b>686</b>
<b>AWWA Benchmark Median</b>			<b>528</b>
Wausau at Average of Comparison Utilities	22.99	15,879.00	691
Wausau at Median of Comparison Utilities	23.14	15,879.00	686
<b>Wausau at AWWA Benchmark</b>	<b>30.07</b>	<b>15,879</b>	<b>528</b>

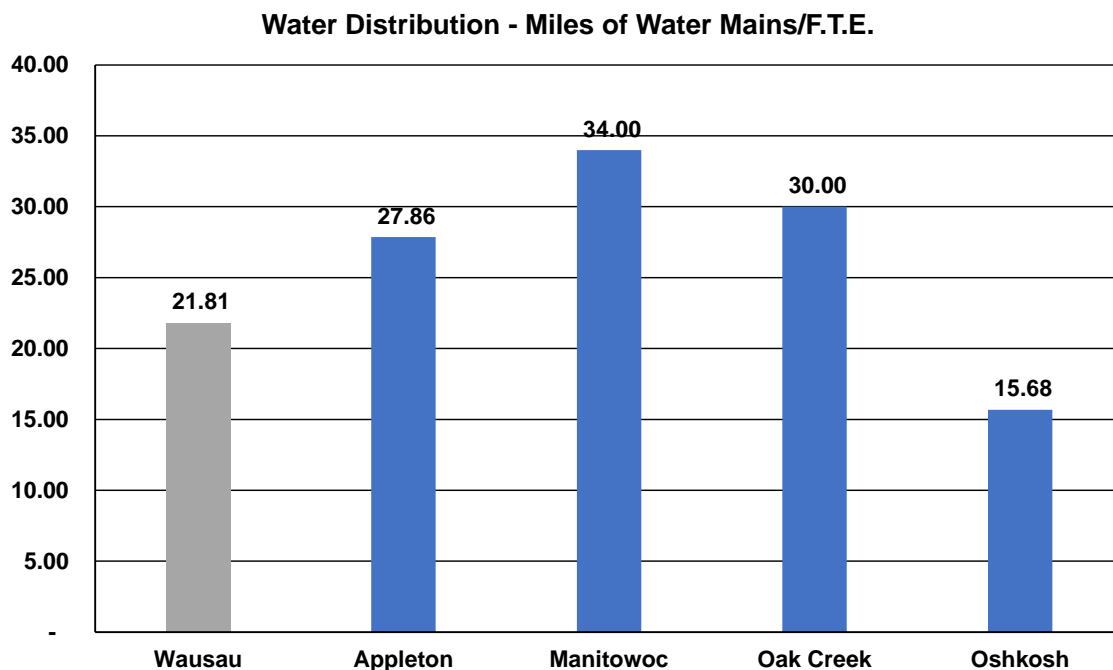
WWW has 4.0 F.T.E.s at the Water Treatment Plant which results in a staffing ratio of 1.25 MGD/F.T.E. which was the second highest ratio and the second lowest staffing ratio of the comparison utilities as shown in the chart below. However, WWW staffing ratio was approximately equal to the AWWA median of 1.27 MGD/F.T.E.



WWW would need to be staffed with 6.78 F.T.E.s to be at the average of the comparison utilities as shown below.

City/Water Utility	WTP F.T.E.s	Average MGD	MGD/F.T.E.
<b>Wausau</b>	<b>4.00</b>	<b>5.00</b>	<b>1.25</b>
Appleton	12.50	8.75	0.70
Manitowoc	5.50	11.40	2.07
Oak Creek	10.00	7.16	0.72
Oshkosh	15.00	4.40	0.29
<b>Average of Comparison Utilities</b>	<b>10.75</b>	<b>7.93</b>	<b>0.74</b>
<b>Median of Comparison Utilities</b>	<b>11.25</b>	<b>7.95</b>	<b>0.71</b>
<b>AWWA Benchmark Median</b>			<b>1.27</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>6.78</b>	<b>5.00</b>	<b>0.74</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>7.07</b>	<b>5.00</b>	<b>0.71</b>
<b>Wausau at AWWA Benchmark</b>	<b>3.95</b>	<b>5.00</b>	<b>1.27</b>

There are eleven F.T.E.s in water distribution who maintain 240 miles of water mains. This is a staffing ratio of 21.81 miles of water mains/F.T.E. which was the below the 23.78 miles of water mains/F.T.E. average of the group indicating WWW is staffed at a higher level. WWW would need 10.09 F.T.Es to be staffed at the average of the comparison utilities. The comparisons are shown in the chart and the table on the following page.



City/Water Utility	Distribution F.T.E.s	Miles of Water Mains	Miles of Water Mains/F.T.E.
<b>Wausau</b>	<b>11.00</b>	<b>240</b>	<b>21.81</b>
Appleton	14.00	390	27.86
Manitowoc	5.50	187	34.00
Oak Creek	6.51	195	30.00
Oshkosh	19.00	298	15.68
<b>Average of Comparison Utilities</b>	<b>11.25</b>	<b>268</b>	<b>23.78</b>
<b>Median of Comparison Utilities</b>	<b>10.25</b>	<b>247</b>	<b>24.05</b>
<b>Wausau at Average of Comparison Utilities</b>	<b>10.09</b>	<b>240</b>	<b>23.78</b>
<b>Wausau at Median of Comparison Utilities</b>	<b>9.97</b>	<b>240</b>	<b>24.05</b>

A summary of the staffing comparison shown below presents a mixed result. Total staffing comparisons shows the utility is understaffed in three of the four benchmark comparisons. Baker Tilly's benchmark database also shows total staffing would need to be at 19.23 F.T.E.s based on MGD/F.T.E. and 24.81 F.T.E.s based on customer accounts/F.T.E. Distribution seems to be staffed adequately, but the water treatment plant is staffed at a lower level than the comparison utilities and at a lower level than Baker Tilly's benchmark database which shows a staffing level of 4.95 F.T.E.s would be needed. The overall understaffing is consistent with what was stated by most of the staff interviewed for this study. Understaffing is resulting in some maintenance functions not being performed. Examples include the exercising of water valves at the level established by the DNR and unidirectional flushing of water mains are not getting done. The WWW's consulting engineer advises that the current upgrades to the water treatment plant will create a need for additional staff to manage the new processes that will be added (ion exchange and GAC for PFAS).

Benchmark	Benchmark	Wausau Current F.T.E.s	F.T.E.s at Average	F.T.E.s at AWWA Median	Staffing Over (Under Average)
Total Utility Staffing	MGD/F.T.E.	18.00	17.90	23.81	0.10
Total Utility Staffing	Customer Accounts/F.T.E.	18.00	22.99	30.07	(4.99)
Distribution System	Miles of Water Mains/F.T.E.	11.00	10.09	-	0.91
Water Treatment Plant	F.T.E.s/MGD	4.00	7.07	3.95	(3.07)

## RECOMMENDATION

***Wausau Water Works should develop a plan to increase staffing in Drinking Water by two full-time equivalent employees to address the current shortage and by one additional full-time employee when the water treatment plant additions go into service.***

## Summary

A summary of the staffing recommendations is shown in the table below. Current Wastewater staffing is recommended to increase from 14.00 F.T.E.s to 17.00 F.T.E.s with the addition of 1.00 F.T.E. in collections and 2.00 F.T.E.s at the Wastewater Treatment Plant. An additional 2.00 F.T.E.s should be added at the Wastewater Treatment Plant when the additions go into service.

Current Drinking Water staffing is recommended to increase from 18.00 F.T.E.s to 20.00 F.T.E.s with addition of 2.00 F.T.E.s at the Water Treatment Plant. An additional 1.00 F.T.E. should be added at the Water Treatment plant when the additions go into service.

			Recommended F.T.E.s Treatment Plant Additions In Service
<b>Wastewater</b>	<b>Current F.T.E.s</b>	<b>Recommended F.T.E.s</b>	
Collection System	6.00	7.00	7.00
Wastewater Treatment Plant	6.00	8.00	10.00
Administration/Lab	2.00	2.00	2.00
<b>Total Wastewater Staffing</b>	<b>14.00</b>	<b>17.00</b>	<b>19.00</b>
<b>Drinking Water</b>	<b>Current F.T.E.s</b>	<b>Recommended F.T.E.s</b>	<b>Recommended F.T.E.s Treatment Plant Additions In Service</b>
Distribution System	11.00	11.00	11.00
Water Treatment Plant	4.00	6.00	7.00
Administration/Support	3.00	3.00	3.00
<b>Total Drinking Water Staffing</b>	<b>18.00</b>	<b>20.00</b>	<b>21.00</b>
<b>Total F.T.E.s</b>	<b>32.00</b>	<b>37.00</b>	<b>40.00</b>



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## 4. Organizational Structure

The structure of any organization will evolve over time and is the result of the continual analysis of the evolving needs of each organization's ability to fulfill its vision. A sound and widely understood structure helps the organization to meet its goals while simultaneously ensuring that employees know how they fit into the larger organization and their role in achieving its goals. Effective organizational design helps to define the organization's purpose, accountabilities, and key performance indicators.

The WWW uses a functional organizational structure with Drinking Water in one branch and Wastewater in a separate branch of the chart. Drinking Water is organized with distribution and treatment in separate branches. Similarly, Wastewater is divided into three branches including Wastewater Plant, Wastewater Collection and Laboratory.

There were no concerns with the organizational structure of WWW. However, some staff stated that the organizational structure is not clearly understood by the staff and at times the chain of command was not followed. The impact of this is that at times some staff getting orders and direction from multiple managers and other staff are unsure who they report to within the supervisory chain.

### RECOMMENDATION

***The Drinking Water Superintendent and the Wastewater Superintendent should review the organizational structure with their respective staff to clarify the reporting relationships so staff are cognizant of who they report to and who should provide them with direction.***

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## 5. Observations & Recommendations

This section provides an overview of the identified observations and recommendations which were developed based on our assessment of the Wausau Water Works. The information provided is intended to address improvement opportunities observed throughout the study process and are offered as constructive suggestions for the enhancement of the Wausau Water Work's operations and service delivery over the long term. Each of the identified observations is based on the consulting team's experience and its analysis of the organization and operations of the Wausau Water Works and its departments. Each of the following observations is supported with evidence from the assessment which led to the conclusions. Specific recommendations for improvements are then provided to address the identified issues.

### **Observation: Technology needs to be improved in a number of areas**

Our on-site interviews, observations, and review of data and information provided to us showed the Wausau Water Works has a number of technology needs. The needs identified include:

- Some staff lack laptops or tablets to make better use of SCADA
- Staff receives SCADA alarm calls on their cellphones but lacks the ability to use SCADA to see what the problem is that is causing the alarm.
- Timesheets are still done on paper
- There are no computers in the plant for staff, only one shared computer
- GIS mapping is not up to date
- A water meter inventory system is needed
- Some staff use their personal cell phones (Water Treatment- Administrative staff requested phone stipends/business phone but the request was denied. They are currently using their personal phone for work)
- There is no maintenance management system in place
- There is no customer complaint software. Complaints are recorded on paper forms that are later scanned into digital and entered into Excel

These may be driven in part because the Water Works does not have a technology plan. A technology plan should address:

- The Water Works' long-term technology goals
- What technology is the Water Works is currently using
  - What is working
  - What needs improvement
- What technology skills does the Water Works' staff have
- Who provides technology support
- What technology does the Water Works need to provide its services
- Solutions to meet the Water Works' needs
  - Hardware
  - Software
  - Staff training
  - IT support

## RECOMMENDATION

***Wausau Water Works should develop a technology plan to improve its use of technology in providing services and the efficiency of its staff.***

### Observation: **The current compensation structure is not competitive with the market**

The current compensation paid to Water Works' staff is a significant issue for the staff and was mentioned universally in our on-site work. A comparison of the mid-point compensation for several representative Water Works positions was made with those utilities selected for the staffing comparison benchmarks to gain a better understanding of the current situation. This comparison showed Water Works compensation for those positions was less than all the benchmark utilities for each position with one exception. The Lab Technician position was compensated less than three of the comparisons and greater than one. Overall, all of the Water Works positions were paid less than average of the benchmark utilities. The compensation comparisons are shown below.

Position	Wausau Current Pay (Midpoint)	Oshkosh	Appleton	Fond Du Lac	Manitowoc	West Bend	Average of Comparable	Wausau Above (Below) Average
Water Superintendent	\$ 37.74	\$ 46.67	\$ 45.95	\$ 48.91		\$ 41.91	\$ 45.86	(8.12)
WW Superintendent	\$ 37.74	\$ 46.67	\$ 45.95	\$ 48.91	\$ 42.71	\$ 41.91	\$ 45.23	(7.49)
Water Supervisor	\$ 28.85	\$ 38.53	\$ 41.22	\$ 34.76		\$ 37.29	\$ 37.95	(9.10)
WW Supervisor	\$ 28.85	\$ 35.83	\$ 41.22	\$ 34.76	\$ 38.22	\$ 37.29	\$ 37.46	(8.61)
Water Plant Operator	\$ 25.77	\$ 28.91	\$ 29.45	\$ 27.38		\$ 29.54	\$ 28.82	(3.05)
WW Lab Tech	\$ 25.77	\$ 28.91	\$ 24.74	\$ 27.38			\$ 27.01	(1.24)
Sr. Water Distr. Maintainer	\$ 25.77	\$ 28.91	\$ 27.08	\$ 27.38			\$ 27.79	(2.02)
Sr. WW Collection Maintainer	\$ 25.77	\$ 28.91	\$ 27.08	\$ 27.38			\$ 27.79	(2.02)
Sewer Maintainer	\$ 24.09	\$ 25.88	\$ 27.08	\$ 24.91			\$ 25.96	(1.87)
Water Maintainer	\$ 24.09	\$ 25.88	\$ 27.08	\$ 24.91			\$ 25.96	(1.87)
Plant Mechanic Sewer	\$ 25.77	\$ 28.91	\$ 27.08	\$ 27.38	\$ 29.21	\$ 29.54	\$ 28.42	(2.65)
Plant Mechanic Water	\$ 25.77	\$ 28.91	\$ 27.08	\$ 27.38		\$ 29.54	\$ 28.23	(2.46)
Admins	\$ 21.97	\$ 22.85	\$ 24.74	\$ 22.46	\$ 24.73	\$ 24.82	\$ 23.92	(1.95)

In addition to the compensation level concerns, the staff at Water Works sees no incentive or value in learning new skills since it does not affect their compensation. Skills such as DNR certification for operator licenses, Electrical and Instrumentation Technician, and other that would benefit both the employee and Water Works. As a result of this, there are only two staff members that have DNR licenses for the majority of the subclasses (EI, solids treatment, disinfection, laboratory, collection system, and other).

The City has retained a consultant to perform a compensation and market study that should provide a more detailed analysis of the current situation and enable the Water Works to address the compensation issue.

## RECOMMENDATION

***Water Works should review the compensation and market study when completed and make appropriate compensation adjustments to retain current staff, attract new employees as needed, and to provide an incentive for staff to improve their skills.***

**Observation: The requirement that a commercial driver's license is required as a condition of employment for some positions makes hiring new employees difficult.**

During our on-site work, the need for a commercial driver's license (CDL) as a condition of employment was mentioned as a barrier to attracting and hiring new employees. A review of positions descriptions finds that six positions require a CDL as a condition of employment. These include:

- Water Plant Operator
- Water Distribution Supervisor
- Senior Water Plant Operations Technician
- Senior Water Distribution Maintainer
- Collection System Supervisor
- Sewer Maintainer

Five other positions require a CDL be obtained within a specified time period of hire (six to eighteen months).

To the extent the requirement for a CDL in the current job market makes hiring needed staff a problem, the Water Works should review this requirement to allow an employee to obtain the needed CDL within a reasonable time after hire.

**RECOMMENDATION**

*Water Works should review the requirement for a CDL as a condition of hire if it presents a barrier finding new employees in the current job market and make appropriate adjustments such as within six months of hire to fill needed vacancies.*

**Observation: There is no succession plan in place to replace employees who retire.**

Wausau has employees who are eligible to retire and others who will be eligible to retire in the next five to ten years. Employees retiring in the near future will leave with a wealth of knowledge about the Wausau Water Works and its operations. The Water Works should begin the process of succession planning to fill these positions as retirements commence. The strategies should include:

- Develop a mentoring program to train replacement staff and to transfer the institutional knowledge of the retiring staff to their replacements
- Hire replacement staff in advance of retirements so they can be mentored as stated above
- Have existing staff document their current practices and knowledge to establish a written record and to create standard operating procedures
- Evaluate the market compensation of the current positions to ensure it can attract qualified candidates

The process of succession planning will enable the Wausau Water Works to transition through these retirements without losing institutional knowledge and ensure Water Works operations will continue without loss of efficiencies.

## RECOMMENDATION

***Wausau Water Works should begin the process of succession planning to transfer the knowledge of its current staff who will be eligible to retire in the next five years to their replacement staff.***

### **Observation: Safety training needs to be improved.**

The employee training program currently consists primarily of safety training videos provided by the City's insurance company that employees can only watch on their computers. These videos were largely described as "horrible". Safety training for employees is an important function of the Water Works to reduce on the job injuries and lost time due to accidents. The Water Works should review its current employee safety training program to improve both employee interest in and delivery of the program. The training program should recognize that employees learn in different ways. Some learn visually through images and videos other learn more effectively through reading materials to digest the information. An effective safety training program should provide opportunities to engage employees in learning experiences that recognize the differences in their preferred way of learning.

## RECOMMENDATION

***Wausau Water Works should review its safety training program to improve both employee interest in and delivery of the program.***

### **Observation: Employee training needs to be improved.**

Employee training outside of safety training was consistently mentioned as an issue. Employees indicated that there is no formal training program and training was basically limited to that necessary to keep their DNR certificates. The shortage of staff was cited as a reason for the lack of training. A specific need to train other staff in electrical instrumentation and to achieve the DNR Wastewater Certification was also identified.

Training is important because it provides an opportunity for employees to grow their knowledge base and improve their job skills to become more effective in the workplace. The benefits of employee training include the following:

- Improves employee knowledge and skills
- Prepares employees for greater responsibilities
- Shows employees they are valued
- Increases productivity and performance
- Boosts employee morale
- Improves employee retention

I am reminded of a post on LinkedIn some time ago:

*CFO asks the CEO, “What happens if we invest in developing our people and they leave us?”*

*The CEO responds, “What happens if we don’t and they stay?”*

## RECOMMENDATION

***Wausau Water Works should develop an employee training program to provide opportunities for its employees to improve their skills and to obtain additional DNR certifications.***

### **Observation: There is no formal inventory control system in place.**

There is no single person in charge of inventory control and management and there is no formal inventory management system. Inventory management would allow the management of inventory from purchase to use. An effective inventory management system would benefit the Water Works in a number of ways:

- Provide an accurate measure of inventory including number and type of each asset
- Document when an asset is received and when it is taken out of inventory, who took it, and where it was placed into service
- Enable the Water Works to ensure it has a sufficient inventory of parts in stock to respond to operational needs and emergencies

## RECOMMENDATION

***Wausau Water Works should develop an asset inventory system to management and track replacement parts and other inventory accurately.***

### **Observation: Communication between Water Works and the City could be improved.**

Communication internally within Water Works was reported as good by staff. However, communication between Water Works and the City was stated to need improvement. Communication is frequently cited as an issue in organizational management studies. Recognizing that communication is a two-way street, the Water Works should meet with City staff to identify opportunities to improve communication and sharing of information.

## RECOMMENDATION

***Wausau Water Works should meet with the City to identify opportunities to improve communication and sharing of information.***

**Observation: Job descriptions are not accurate and are missing critical technical language and skill gaps.**

Our on-site interviews indicated that some job descriptions were not accurate and are missing critical technical language and skills. There were also comments that the former City Human Resources Director edited job descriptions to remove technical skills with the belief this was done to reduce the compensation for those positions. The City is currently undertaking a compensation market study. However, the Request for Proposals for this study did not include updating job descriptions as part of the scope. Accurate job descriptions provide a several benefits for Water Works including:

- Recruiting candidates that are a good fit for the position
- Setting clear expectations for employees of the responsibilities of their positions
- Provides a tool for evaluating employee performance based on defined job duties
- Identifies training needs for the position
- Offers protection after termination when an employee performance does not meet the standards defined for the position by the job description
- Enables the Water Works to make valid compensation comparisons with other similar entities based on actual position knowledge, skills, and abilities

Water Works should review the current job descriptions to identify technical and skills gaps and update them to eliminate any discrepancies. Once updated, they should be shared with employees so that everyone understands the requirements for their positions which will eliminate any misunderstandings.

**RECOMMENDATION**

***Wausau Water Works should review the current job descriptions to identify technical and skills gaps and update them to eliminate any discrepancies. Once updated, they should be shared with employees so that everyone understands the requirements for their positions which will eliminate any misunderstandings.***

**Observation: Some maintenance functions are not being performed**

A number of maintenance requirements for the water and wastewater operations are not being performed. Wastewater has a goal of cleaning 20% and televise 10% of the sewer collection system each year but staff shortages have resulted in not achieving this goal. In the past year they estimate only 10% of the collection system was cleaned and 5% of the collection system was televised. The goals established are industry standard for wastewater utilities which are in place to prevent sewer backups into customers houses and businesses due to blockages that could have been cleared through routine cleaning and to identify areas where pipe failures or other problems exist so they can be repaired.

In addition to the collection system maintenance issue discussed above, staff indicated that lift station maintenance is not getting done due to staff shortages and that lift stations are only checked every other week. Lift station maintenance ensures they will continue to operate as needed which will prevent sewer backups. The industry standard for checking lift stations is weekly although the



frequency should be based on the size of the lift station with larger lift stations checked more frequently often on a daily basis.

Water distribution system valves require periodic turning, often called “exercising,” to keep them from seizing or freezing up due to corrosion and tuberculation, and to ensure they are fully operational when needed. Generally, critical valves (those on water mains serving hospitals, restaurant or industrial areas that have stringent needs for regular water delivery and those on major supply lines) should be exercised more frequently. Some utilities exercise critical valves yearly. Other valves are typically exercised on a three to five-year cycle. The Water utility indicates the Wisconsin DNR Administrative Code requires WWU to exercise 1,200 valves each year based on a five-year rotation, but WWU requested and was granted a variance to exercise valves on a ten-year rotation which requires 600 valves be exercised each year. However, they have only exercised about 100 so far this year which is again attributable to staffing shortages.

Uni-directional flushing of water lines is another maintenance that is not getting done. This flushing is performed to clean the water mains, possibly prevent nitrification, and improve water quality. The flushing was recommended as part of a corrosion control treatment study done after a lead exceedance in 2014.

The cleaning and televising of the sewer collection system, the maintenance and checking of lift stations, the exercising of water distribution system valves, and unidirectional flushing of water mains are important operational functions that need to be done on a regular basis. Water Works should address these maintenance issues either through additional staffing, contracting them out to a private service provider, or some combination of these.

### **RECOMMENDATION**

***Water Works should address sewer collection cleaning and televising, maintenance and checking of lift stations and the exercising of water distribution valves either through additional staffing, contracting them out to a private service provider, or some combination of these.***

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Amending the Procurement Policy regarding contract signatures, intergovernmental agreements and approval requirements.	
Committee Action:	Approved 5-0
Fiscal Impact:	None
File Number:	99-1104
Date Introduced:	September 10, 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**, your Finance Committee, at their July 23<sup>rd</sup>, 2024, meeting, considered and recommends the attached Procurement Policy revision which modifies:

- the council oversight of intergovernmental contracts from \$5,000 to \$10,000.
- eliminates the city attorney and finance director as required contract signers.
- clarifies the language of contract review for contracts awarded by the Board of Public Works

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau that the Procurement Policy attached hereto and incorporated herein by reference is hereby adopted as the Procurement Policy of the City of Wausau and that its administration and enforcement shall be done under the direction of the Mayor and department heads.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor

# CITY OF WAUSAU, WISCONSIN PROCUREMENT POLICY

## **POLICY OBJECTIVE**

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

## **COVERAGE**

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

## **GOALS**

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made in compliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

## **ETHICAL STANDARDS**

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.

5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.
7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

## **GENERAL GUIDELINES**

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
  - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
  - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.
4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.
6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.

8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of \$ \$10,000.
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.
10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City’s procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1) the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

### **PURCHASE OF GOODS**

1. Purchase of Goods under \$10,000 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods \$10,000 to \$25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department **MUST** obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of \$25,000 – a formal bid process is required.
  - a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
  - b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
  - c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.
  - d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the

City's best interest to award the contract to other than the lowest responsible bidder.

4. Commodities \$10,000-\$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.
6. The following items must be purchased using a centralized purchasing process:
  - a. Copiers - coordinated by the CCITC.
  - b. Computer hardware/software - coordinated by CCITC.
  - c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
  - d. Furniture – coordinated by Department of Public Works.
  - e. Office Supplies – coordinated by the Finance Department.
  - f. Janitorial Services – coordinated by Department of Public Works.
  - g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
  - h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.

### **PURCHASE OF SERVICES**

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.

#### 1. Request for Proposal Required

- a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department

head.

- b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
- c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
- d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
- e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
- f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.
- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
- h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

## 2. Attorney Professional Services.

- a) The City Attorney shall hire and manage all outside legal counsel engaged to represent and/or advise the city regarding all matters of any character, in which the city is interested, before any court or tribunal.
- b) The City may enter into negotiated contracts without a competitive selection process for the procurement of services if the services are for professional services to be provided by attorneys who charge on an hourly basis, or who are designated by the city's liability insurance carriers. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed. The City Attorney shall have authority to sign engagement letters on behalf of the City.
- c) The invoices of Counsel designated or engaged by the City's insurance carriers shall be monitored by the City Attorney and paid by the City up to the City's self-insured retention level for that matter, without further approval from the Finance Committee or Common Council. In all other matters, where the aggregate legal fees for any one matter, regardless of the time period during which work was performed, exceed \$50,000, the City Attorney shall inform the Common Council of the status of the matter and the amount of fees incurred to date.



d) Billing Frequency and Format

- i) Time Changes. Actual time should be billed in one-tenth (.10) hour increments.
- ii) Billing Frequency. Invoices for legal services or expense shall be invoiced every 30 days from the date of initial suit assignment and monthly thereafter.

In any event, invoices submitted more than 60 days after the last date of legal services will require explanation of the billing delay to the City Attorney.

Invoices submitted more than one (1) year after the last date of legal services or expense will be rejected.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

**SOLE SOURCE**

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

1. Sole source purchase under \$ \$10,000 shall be evaluated and determined by the Department Head. No written documentation required.
2. Sole source purchase of \$10,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director in advance of the purchase, who will concur with the sole source or assist in locating additional competitive sources.
3. Except for the purchases related to the Water and Sewer Utility, sole source purchase exceeding \$25,000 must be approved by the Finance Committee.
4. Sole source purchases related to the Water and Sewer Utility exceeding \$25,000 must be approved by the Wausau Waterworks Commission.

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Utility Services and Charges.
5. Marathon County Landfill
6. Services and products purchased from CCITC

**BUDGET**

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

### CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when the following conditions have been met:
  - a) The funds for services are included in the approved City budget.
  - b) The procurement for services complies with the procurement policy.
  - c) The City Attorney has reviewed and approved the form of the contract.
  - d) The contract complies with other laws, resolutions and ordinances.
  - e) The contract term meets one of the following criteria:
    1. The contract is for a period of one year or less, or
    2. The contract is ~~for a specific project~~ is awarded by the Board of Public Works, or
    3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.
3. The following contracts require council approval:
  - (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
  - (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
  - (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
  - (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
  - (e) Intergovernmental Contracts in excess of ~~\$5,000~~\$10,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
  - (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
  - (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
  - (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.
4. The common council delegates contract approval to the department level for the following:
  - (a) Community Development Housing and Commercial Development Loans and Grants issued

from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, ~~City Finance Director and City Attorney~~. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase contracts for goods or services valued at \$10,000 or less may be signed by individual department directors as long as the purchase is provided in the budget.

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## **FINANCE COMMITTEE**

Date and Time: Tuesday, July 23, 2024, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Terry Kilian, Vicki Tierney

Others Present: Mayor Diny, MaryAnne Groat, Jeremy Kopp, Anne Jacobson, Eric Lindman, Dustin Kraege, Solomon King, Jamie Polley, Kody Hart

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

### **Discussion and possible action regarding procurement policy.**

Kilian stated it would seem important that any contract entered in upon by the city would be attested to the fact that there are enough funds and that each contract had been reviewed by an attorney. It was stated this was a matter of legal protection, so the city knows any contract has been reviewed and approved by counsel.

Tierney questioned if it would be in the best interest to have a dollar amount threshold to determine if the city attorney should review the contract. Tierney further questioned the current threshold for attestation by the Finance Director and the City Attorney. It was stated public construction contracts received that attestation as those contract templates had not changed in thirty years. In addition, bonding contracts also require the attestation.

Motion by Kilian, seconded by Tierney, to amend the procurement policy change with the change of leaving in City Finance Director and City Attorney as signatories.

McElhaney stated opposition to the amendment as the policy makes it clear that the Finance Director is already certifying that funds have been provided and the City Attorney approves the contract as to form. It was stated that striking the proposed language is redundant.

Kilian stated the amendment adds an additional level of protection to the city.

Gisselman questioned if all basic contracts are already approved by the City Attorney and is the repository of those contracts. It was stated the City Attorney does not see all the contracts and is not the repository of contracts.

McElhaney stated there would be a real slow down if all contracts needed to be seen by the City Attorney and the current policy already includes a requirement for a threshold of contracts that need to be reviewed by the City Attorney which usually also require approval by the Common Council.

Tierney stated it was important to know who is responsible for signing what types of contracts. It was stated there could be a training of staff to ensure the policy is being followed and that there is a contract training video that can be viewed. Tierney stated a concern with ensuring that the proper parties are signing contracts as they should be and not filtered to other places.

*Without objection*, Kilian and Tierney withdrew the motion to amend.

Kilian requested clarification about who would review what in the policy.

Tierney also requested clarification similar to Kilian. It was stated the policy was clear but there needed to be education to follow the policy. Tierney stated the language was there, but that staff needed to know the policy exists.

Motion by Gisselman, seconded by McElhaney, to approve the procurement policy as presented with the noted changes. Motion carried 5-0.

Martens requested that staff are made aware of the policy and are provided the education to execute the policy.

Kilian requested staff to provide to the Common Council the educational materials to know staff was instructed of the policy and its updates.

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

<b>RESOLUTION OF THE PUBLIC HEALTH &amp; SAFETY COMMITTEE</b>	
Approving or Denying Various Licenses as Indicated.	
Committee Action:   Approved 4-0	
Fiscal Impact:         None	
<b>File Number:</b> 24-0108	<b>Date Introduced:</b> September 10, 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**, your Public Health and Safety Committee considered certain license applications at its August 19, 2024, meeting, and has made recommendations that are attached hereto and recommends these actions to the Council for its approval, now therefore

**BE IT RESOLVED** by the Common Council of the City of Wausau that the City Clerk be hereby authorized to issue the licenses on the attached list, incorporated as part of this resolution, according to recommendations made by the Public Health & Safety Committee and upon successful completion and acceptable proof that all applicable state and municipal regulations and requirements have been met by the applicants.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor



## Council Date 09/10/2024

License ID	License Typ	Name	Address	Details	Business	Begin Dt	End Dt	Police	PHS	Council
199046	9010 - Bartender/Operator New	VINCE, HEATHER	141 ADRIAN ST WAUSAU WI 54401		APPLEBEE'S NEIGHBORHOOD GRILL & BAR	06/24/2024	06/30/2025	No	No	
196721	9020 - Public Transport Driver Renewal	BAKER, KIRK	512 S 3RD AVE APT 21 WAUSAU WI 54401		NORTHWOODS CAB	07/19/2024	06/30/2025	Yes	Yes	
200249	9027 - Class II	MAGUIRE, JODI	P.O. BOX 1486 WAUSAU WI 54402	INTERNATIONA L WISCONSIN GINSENG FESTIVAL on 9/20/24					Yes	
199511	9080 - Public Transport Driver New	DOSS, CHRISTOPHER	221 2ND ST MILADORE WI 54454		NORTHWOODS TRANSPORT	07/11/2024	06/30/2025	Yes	Yes	

**Total Licenses**

**4**



Kody Hart, Deputy City Clerk

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: August 12, 2024 - Updated to highlight items for 09/10/2024 Common Council Meeting

Applications as listed have or will have a background check run by staff and reviewed by the Police Chief or a designee. 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.

- Denial Recommendations – New Bartender/Operator License: Heather Vince** – This application is recommended for denial due to recent convictions of possession of methamphetamine and charges of drug paraphernalia.
- Approval Recommendation – Special Event Class I Permit: 2024 Labor Day Parade** from W. Wausau Avenue to Clark Street along 3<sup>rd</sup> Avenue on September 2<sup>nd</sup>, 2024 from 3 PM to 6 PM, license applicant North Central WI Labor Council, Randy Radkte.
- Approval Recommendation – Special Event Class II Permits: Mini Market Food Truck Rally** at 406 S. 2<sup>nd</sup> Avenue and on 2<sup>nd</sup> Avenue from Stewart Avenue to Clerk Street on September 7<sup>th</sup>, 2024 from 11:00 AM to 3:00 PM, license applicant Wausau River District, Alex Eichten; **International Wisconsin Ginseng Festival** at the 400 Block on September 20<sup>th</sup> – 21<sup>st</sup>, 2024 from 10 AM to 5 PM, license applicant Wausau/Central Wisconsin Convention and Visitor’s Bureau, Jodi Maguire.
- Approval Recommendation – “Class A” Beer & Liquor License: True North #855** at 4611 Stewart Avenue, license applicant True North Energy, LLC., agent Michelle Knox.
- Approval Recommendation – Cigarette License: True North #855** at 4611 Stewart Avenue, license applicant True North Energy, LLC., agent Michelle Knox.
- Approval Recommendations – Temporary “Class B” Picnic Licenses – Mini Market Food Truck Rally** at 406 S. 2<sup>nd</sup> Avenue and on 2<sup>nd</sup> Avenue from Stewart Avenue to Clerk Street on September 7<sup>th</sup>, 2024 from 11:00 AM to 3:00 PM, license applicant Wausau River District, Alex Eichten; **102<sup>nd</sup> Wisconsin State Horseshoe Tournament** at Marathon Park Arena #1 on August 31<sup>st</sup> – September 1<sup>st</sup> from 8 AM to 10 PM, license applicant Little Bull Falls Horseshoe Club.



**From:** [Doug Diny](#)  
**To:** [Kaitlyn Bernarde](#); [Kody Hart](#)  
**Cc:** [Terry Kilian](#); [Chad Henke](#)  
**Subject:** FW: Finance committee  
**Date:** Tuesday, September 3, 2024 10:39:30 AM  
**Attachments:** [image001.png](#)

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Kaitlyn,

Please record Alder Terry Kilian's resignation from the Finance committee.

I am appointing Alder Chad Henke to Finance at the Sept 10<sup>th</sup> Council meeting.



**Doug Diny**

Mayor  
City of Wausau  
715-261-6800  
[doug.diny@wausauwi.gov](mailto:doug.diny@wausauwi.gov)  
407 Grant St  
Wausau WI 54403

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**From:** Terry Kilian <[Terry.Kilian@ci.wausau.wi.us](mailto:Terry.Kilian@ci.wausau.wi.us)>  
**Sent:** Thursday, July 25, 2024 1:29 PM  
**To:** Doug Diny <[Doug.Diny@ci.wausau.wi.us](mailto:Doug.Diny@ci.wausau.wi.us)>  
**Subject:** Finance committee

Dear Mayor Diny:

As per our meeting last week, the evening meeting schedule is creating difficulty for me in my business. Therefore, I would like you to move ahead to find someone to replace me on the finance committee.

Thank you for meeting with me and understanding the impact that the evening schedule is having.

Most sincerely,  
Terry Kilian  
Alder District 3  
715-574-3777

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

<b>RESOLUTION OF THE ECONOMIC DEVELOPMENT COMMITTEE</b>	
Authorization of the American Rescue Plan Act – Beneficiary Agreement and Attestation with the Wausau Community Development Authority	
Committee Action:	Passed 4 – 1
Fiscal Impact:	Transfer of \$1,097,763.53 of ARPA funds to the WCDA
<b>File Number:</b>	24-0803
<b>Date Introduced:</b>	September 10, 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 checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$1,097,763.56</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 type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$1,097,763.56 ARPA</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount 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 City of Wausau received \$15,586,461 of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (“ARPA grant”) from the US Treasury; and

**WHEREAS,** the City of Wausau conducted public meetings; established applications and a ranking matrix to evaluate the use of American Recovery Funds; and

**WHEREAS,** the City of Wausau accepted and allocated \$600,000 of the ARPA grant to Infill lots (“Infill”) and \$500,000 of the ARPA grant to Affordable Multifamily Complex development; the aim of both projects is to increase the availability and variety of affordable living options in Wausau, the loss of which was exacerbated by the pandemic; and

**WHEREAS,** the City of Wausau accepted and allocated \$25,000 of the ARPA grant to the Community Development Department to award incentives toward closing costs to clients who took the City’s Homebuyer Counseling class; and

**WHEREAS,** the City of Wausau Common Council classified the ARPA grant as “Public Health Negative Economic Impact – Assistance to Low- or Moderate-Income Households” for its reporting to the Treasury Department at their September 13, 2022, meeting; and

**WHEREAS**, of the above allocations of the ARPA grant, \$590,308.53 remains unexpended from the Infill allocation, \$484,455.00 remains unexpended from the Affordable Multifamily Complex allocation and \$23,000 remains unexpended Homebuyer Counseling funds; and

**WHEREAS**, the Wausau Community Development Authority (WCDA) is a Public Housing Authority that manages 231 affordable housing units, administers hundreds of Section 8 Housing Choice Vouchers, and is a critical affordable housing resource in the Wausau community; and

**WHEREAS**, based upon the Department of Treasury Department guidance outlined above and the grant classifications of revenue replacement, the WCDA is deemed to be a beneficiary for the purpose of creating additional affordable housing options in the City of Wausau; and

**WHEREAS**, the City of Wausau and WCDA intend to stack and leverage a variety of other funding sources in the planning, design, and execution of affordable housing projects, including Community Development Block Grant (CDBG) and HOME funds; and

**WHEREAS**, the funds allocated to Infill, Multifamily Complex, and Homebuyer Counseling may assist with all aspects of creating more affordable housing including but not limited to design, preparation, planning, construction, and sale of deed-restricted affordable housing options; and

**BE IT RESOLVED**, by the Common Council of the City of Wausau that it hereby approves the Beneficiary Agreement and Attestation between the City of Wausau and the Wausau Community Development Authority; and

**BE IT FURTHER RESOLVED**, that the Mayor be designated the authorized representative of the city to execute said agreement and Community Development staff be authorized to provide all information, reports, and other documents necessary to implement the creation of additional affordable housing units on City-owned or WCDA-owned properties.

Approved:

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Doug Diny, Mayor

CITY OF WAUSAU

AMERICAN RESCUE PLAN ACT - BENEFICIARY AGREEMENT AND ATTESTATION



**WHEREAS, The** City of Wausau received \$15,586,461 of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (“ARPA grant”) from the US Treasury; and

**WHEREAS,** the City of Wausau conducted public meetings; established applications and a ranking matrix to evaluate the use of American Recovery Funds; and

**WHEREAS,** the Wausau Community Development Authority (WCDA) is a Public Housing Authority that manages 231 affordable housing units, administers hundreds of Section 8 Housing Choice Vouchers, and is a critical affordable housing resource in the Wausau community; and

**WHEREAS,** the City of Wausau accepted and designated/allocated \$600,000 of the ARPA grant to Infill lots (“Infill”) and \$500,000 of the ARPA grant to Affordable Multifamily Complex development; the aim of both projects is to increase the availability and variety of affordable living options in Wausau, the loss of which was exacerbated by the pandemic; and

**WHEREAS,** of the above allocations of the ARPA grant, \$590,308.53 remains unexpended from the Infill allocation and \$484,455.00 remains unexpended from the Affordable Multifamily Complex allocation; and

**WHEREAS,** the City of Wausau accepted and designated/allocated \$25,000 of the ARPA grant to the Community Development Department to award incentives toward closing costs to clients who took the City’s Homebuyer Counseling class; and

**WHEREAS,** the City of Wausau desires to reallocate \$23,000 of unexpended Homebuyer Counseling funds to the Affordable Housing infill allocation balance for the purpose of designing, preparing, constructing, and selling more affordable housing units in the City of Wausau; and

**WHEREAS,** the City of Wausau and WCDA intend to stack and leverage a variety of other funding sources in the planning, design, and execution of affordable housing projects, including Community Development Block Grant (CDBG) and HOME funds; and


**WHEREAS,** the funds allocated to Infill, Multifamily Complex, and Homebuyer Counseling may assist with all aspects of creating more affordable housing including but not limited to design, preparation, planning, construction, and sale of deed-restricted affordable housing options and

**WHEREAS,** the City of Wausau Common Council classified the ARPA grant as “Public Health Negative Economic Impact – Assistance to Low- or Moderate-Income Households” for its reporting to the Treasury Department at their September 13, 2022, meeting; and

**WHEREAS,** based upon the Department of Treasury Department guidance outlined above, the WCDA is deemed to be a beneficiary for the purpose of creating additional affordable housing options in the City of Wausau; and

Now therefore the parties agree as follows:

The City of Wausau requires that beneficiaries of the City comply with all laws, rules, and regulations applicable to the receipt of such funds.

The City agrees to remit \$1,097,763.53 of ARPA grant funds to the WCDA on November 1, 2024. 

**Beneficiary Certification:**

By signing below, I hereby certify that I have read this form and hereby attest as an authorized representative of the Wausau Community Development Authority that the Wausau Community Development Authority meets the requirements of an eligible beneficiary.

I further certify and attest that the Wausau Community Development Authority shall comply with all laws, rules, and regulations applicable to the receipt of such funds; and

I further certify and attest that the Wausau Community Development Authority shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color or national origin (42 U.S.C. (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with “Limited English Proficiency” in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

I further understand that providing false or misleading information may subject the Wausau Community Development Authority to recoupment of funds up to the amount received.

For the City of Wausau:

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Entity Legal Name:** \_\_\_\_\_

**Entity UEI:** \_\_\_\_\_

**Address:** \_\_\_\_\_

For the Wausau Community Development Authority:

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Entity Legal Name:** \_\_\_\_\_

**Entity UEI:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

<b>JOINT RESOLUTION OF THE PUBLIC HEALTH AND SAFETY AND HUMAN RESOURCES COMMITTEE</b>	
Recommending approval of the proposed restructuring of the animal control program within the Wausau Police Department.	
Committee Action:	Public Health and Safety 4-1 Human Resources 3-2
Fiscal Impact:	None
<b>File Number:</b>	24-0813
<b>Date Introduced:</b>	August 19, 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 checked="" 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**, at the beginning of 2024, the Everest Metro Police Department chose not to renew their contract with the City of Wausau for animal control services; and

**WHEREAS**, this non-renewal resulted in a loss of \$16,800 in the 2024 animal control program budget; and

**WHEREAS**, as a result of the loss of budget, the police department and the clerk’s office were tasked with re-evaluating the current animal control program; and

**WHEREAS**, the re-evaluation revealed the following:

- That the current animal control program was created in 2013 with a primary purpose to relieve patrol officers of the burden of responding to animal-related calls, and that purpose has not been met under the current structure; and
- That the 2013 goal that the cost of the animal control program would be covered by the pet licensing costs was not achieved; and
- That the current program modeled after a single employee working regular business hours cannot sufficiently complete the work required of the position; and
- That the current program does not properly serve the public given there is a gap in services and patrol officers are still carrying much of the burden of responding to animal-related calls for

service; and

**WHEREAS**, the animal control program restructure recommendation is a reasonable and fiscally responsible means to deliver the animal control services more effectively and more broadly as well as stay budget neutral; and

**WHEREAS**, the proposed model establishes a team approach that mitigates the current gap in services; and

**WHEREAS**, the proposed model to use part-time non-sworn officers would allow for up to 60 hours per week of animal control services which would include evening and weekend shifts; and

**WHEREAS**, the part-time non-sworn officers would be required to obtain Humane Officer certification through the state as well as other training required by the Wausau Police Department; and

**WHEREAS**, the proposed model will expand capacity and attention to pet licensing compliance and enforcement; and

**WHEREAS**, the proposed model is a budget neutral restructure which would expand overall capacity and efficiency of animal control and welfare service delivery to the public, as well as capacity for enforcement of a variety of municipal ordinances pertaining to quality-of-life concerns in the community; and

**WHEREAS**, the proposed model would result in the current employee's termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The new program would start in January 2025; and

**WHEREAS**, on May 20, 2024, the Public Health and Safety Committee, after hearing the presentation regarding the proposed restructure of the current animal control program within the police department, recommended the proposal be sent to the Human Resources Committee for consideration; and

**WHEREAS**, on June 10, 2024, the Human Resources Committee, after hearing the presentation regarding the current model and the proposed restructure of the animal control program, requested more information regarding the required qualifications for the humane officer position at the outset of the program; and

**WHEREAS**, on July 8, 2024, after receiving the requested information, the Human Resources Committee voted 2-2 to send the animal control program restructure proposal to the Common Council for approval; and

**WHEREAS**, on August 12, 2024, the matter was placed back on the Human Resources Committee for a revote, and the Committee recommended the proposal be submitted to the Common Council for consideration; and

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the current animal control program expire in October 2024 when the budget terminates and be restructured starting January 2025 to the model proposed using multiple part-time officers to provide up to 60 hours of animal control services to include evenings and weekends as opposed to using a single employee to



provide 40 hours of services during business hours.

Approved:

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Doug Diny, Mayor

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

DATE/TIME: June 10, 2024, at 4:45 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens

MEMBERS ABSENT: Vicki Tierney

Also Present: Kaitlyn Bernarde, Captain Nathan Cihlar, Tegan Troutner

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

Discussion and Possible Action to Restructure the City of Wausau Animal Control Program. McElhaney said that this item was tabled last month to bring back information on the qualification requirements included in the original job description for the Human Officer position. McElhaney asked if there were any questions regarding the qualifications or any questions regarding the proposed restructuring of the animal control program.

Motion by Martens to approve the proposed restructure of the animal control program. Second by McElhaney.

Kilian said that the proposal was well thought out. She reached out to several professionals from area veterinarian clinics for their views on what is needed to handle animals, and all felt that it is necessary to have more than a 40-hour certification to be able to adequately handle animals.

Gisselman had questions about the training and appointing of a Humane Officer according to the Wisconsin Department of Consumer Trade and Protection. Troutner clarified that, though the City has a position called a Humane Officer, it does not have the same requirements as Gisselman outlined and is not an appointed position. The proposed program would replace the full-time Humane Officer position with part-time positions. Cihlar provided more information about the 40-hour training, training provided by and partnership with the Humane Society of Marathon County for staff, and current animal handling by the department. Cihlar said that they have had discussions with the Humane Society, the Sheriff's Department, and neighboring law enforcement about the proposed program and working together in the future to provide a more beneficial program.

Gisselman asked about the length of employment for the CSO's and how the department plans to handle training if the CSO's do not stay on long. Cihlar said that they have several CSO's who have been with the department for several years and if the CSO's become Police Officers, they would be a resource for others down the road.

Kilian asked how the department could handle animals without someone who has training and experience. Cihlar said the Police Officers and CSO's respond to anywhere from 500 to 800 animal calls per year and average 1 injury per year (minor scratches or bites requiring a band aid and no lost time).

Gisselman asked if this item needed to go to the Finance Committee. McElhaney said it is budget neutral, so it does not need to go to Finance, only to Council.

Troutner clarified that the current budget for this program will end in October of this year, and the program would restart in January of 2025. McElhaney asked what will happen between October

and January. Chief Barnes said that the department would suspend the program but continue to respond to calls as they have all year long. Barnes said they would like to onboard three individuals to start in early 2025. Gisselman said he feels the City is losing the professional aspect of the program. Barnes said that the department would never send anyone out to calls who they aren't confident can handle the duties and believes that the proposed program is going to provide a better service to the community at a lesser cost. The level of training needed to be successful will be provided along with training and partnerships from others such as the Humane Society and Sheriff's Department. Barnes said the program does not currently work because it was built around a single employee. Barnes said the City can continue as-is and ask the Finance Committee for additional funding, or it can approve the new model. Kilian said she thinks the City could come up with additional money to keep the Human Officer position.

Martens said that he agrees with hiring multiple part-time people to allow for more coverage and flexible scheduling. McElhaney shared her experience as a citizen member when the City first began to look at an animal control program and her experience as an alder taking calls from citizens related to animal matters. McElhaney said she is looking at this as an animal control program and after talking with the department and reviewing all the data presented, she will support the proposed program because she believes the community will receive a better service. Kilian proposed using CSO's during the time the Human Officer is not working.

The committee voted on a motion to approve the proposed restructuring of the animal control program. Vote 2-2 (Kilian and Gisselman were the dissenting votes). Item will go to Council.

## **PUBLIC HEALTH & SAFETY COMMITTEE**

Date and Time: Monday, May 20, 2024, at 5:15 p.m., Council Chambers

Members Present: Lisa Rasmussen (C), Lou Larson (VC), Becky McElhaney, Sarah Watson, Carol Lukens

Others Present: Mayor Diny, Matt Barnes, Jeremy Kopp, Todd Baeten, Nathan Cihlar, Tracy Rieger, Tegan Troutner, James Henderson, Kaitlyn Bernarde, Kody Hart, Alder Gisselman

Noting the presence of a quorum Chairperson Rasmussen called the meeting to order at 5:15 p.m.

### **Presentation on the Current Animal Control Program and 2025 Proposed Model.**

Rasmussen questioned the animal licensing citation trends between 2013, when the program was created, and current day. It was further stated by Rasmussen that citations increased in 2020 but has dropped off in recent years. It was stated that citations slowly increased since the start of the program and compliance had also increased but has also since dropped off in recent years.

Rasmussen stated the goal of the program was to relieve the pressure of patrol officers to respond to animal related issues and that currently patrol officers are involved so much of the time. It was also stated the community resource officers have been involved in inspections compliance operations and could be involved in animal compliance operations as well. Rasmussen questioned if this would be in place for the 2025 fiscal year. The program in its current format runs out of funding in October of this year and the proposed model, if approved, would be included in the budget of 2025. It was further stated that the current workload and volume of animal related calls during nights and weekends is not conducive to a weekday 9-5 humane officer and a change should make the service more available.

McElhaney stated the fees for licensing was increased to fund this position with a positive outlook of animal-owning residents and that with the increased fees the city must provide the service that was offered.

*Without objection*, public comment was provided.

- 1) Judy Lombard, 149988 Skylark Lane, Wausau, WI 54401 – spoke in opposition of the proposed model.
- 2) Ashlee Bishop, current Humane Officer with the Wausau Police Department – spoke in opposition for the proposed model.

Rasmussen questioned if community resource officers would be specifically trained on animal handling. It was stated that the job training would be provided which would accompany a higher pay rate. Rasmussen stated that the Human Resources Committee should discuss how to restructure this program in terms of job description and pay allotment.

Larson stated this may not be a step forward and stated support for bringing on additional community service officers while retaining the current humane officer. It was stated that other municipalities that are successful with the proposed model distribute the institutional knowledge across multiple supervisors within the department which this model would achieve.

Motion by McElhaney, seconded by Watson, to recommend discussion in the Human Resources Committee to review this model and make a recommendation to the full council on the animal control program. Motion carried 4-1, with Larson opposed.

Larson stated the vote in opposition was on the basis of wanting to explore how the current humane officer would fit into a new model.

DRAFT

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

DATE/TIME: August 12, 2024, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,  
Vicki Tierney  
MEMBERS ABSENT:  
Also Present:

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

**Approval of the July 8, 2024 Minutes.**

Motion by Kilian to approve the July 8th minutes. Second by Martens. All ayes. Motion passed 4-0.

**Human Resources Report for July 2024.**

No questions were posed regarding the report.

**Discussion and Possible Action Regarding the Discretionary Performance Incentive (DPI) Program.**

Henderson explained that he brought this to the committee to determine if they would like to budget for it or not, as it is currently not in the budget. Henderson said that prior to his arrival at the City, departments used savings from their budgets to give DPI's, including vacancy savings, but the Finance Director has since said that vacancy savings cannot be used for this purpose. Henderson said faults in the program include performance evaluations not being done honestly, resulting in 95% receiving a rating of Exceeds to be eligible for a DPI, employees receiving up to 4.5% for a DPI on top of an annual increase, COLA, and any certification pay, and the majority of the requests come from one department. Henderson said that if council would like to put DPI's back in the budget that is fine, but he wanted to point out the issues with the program.

Tierney asked if salary employees are eligible for DPI's as well as hourly. Henderson said he isn't sure since he's told everyone that there isn't a budget for it since he's been here, but that he thinks they are eligible also. Tierney said from what she read it sounds like only hourly employees are eligible. Henderson said that there have been instances where someone has an issue with their pay and was given a DPI instead of going through the process. Tierney asked if there has been a conversation with the department that has a lot of requests. Henderson said that conversations have happened, but it is evident that the department does not like the City's compensation system and this is what they use to settle the score. Tierney asked how this get fixed; Henderson said that why he brought it forward.

Kilian said that it sounds like the way the program is set up that it is not viable for the City and that there are no guidelines for scoring performance evaluations or asking for a DPI. Kilian asked if requiring a supervisor to document specific criteria on the performance evaluations would make it viable. Henderson said that it may, but his main concern is equity with employees. Kilian said that if the HR Director feels that the program should not be budgeted and should be removed, she would respect that decision. Henderson said that he is looking for direction from the committee. Kilian said that maybe something else should be set up from Human Resources other than how it is set up now.

Tierney agreed that maybe the program need to be revamped so that a DPI can't be requested without more documentation, precise reasons, or process and isn't rubber stamped.

Gisselman said that he believes they want the program to be able to acknowledge great performance from the employees and a budget should be built for it. Gisselman said the program should not be thrown away and the City needs a way to reward employees who deserve it.

McElhaney said it may be a good idea to have an arbiter who reviews with the same standards for everyone so that all employees are treated the same. Tierney agreed and said that if one department is submitting a large number of requests, it should be reviewed and questioned, as DPI's should be for employees who are going above and beyond. Tierney said that she is not against a budget for DPI's because she feels that there are employees who deserve it, but the program should be looked at and changed so that it cannot be abused.

Martens said he sees the importance of the DPI program for employees that exceed expectations but believes that it should be reshaped. Martens suggested only allowing one step for a DPI as an option, or making the performance evaluations more rigorous so that employees are not easily classified as exceeding expectations.

McElhaney said that they should also look beyond base-building increases for rewarding employees and said that the HR Director could provide more options for this.

Kilian asked Henderson if Directors could be asked to provide more documentation with their requests and for Henderson to determine if the DPI is approved. Henderson said that since he is not in the departments, he would need to take the Director's word for it. Kilian asked if each department could have a budget for DPI's instead of it coming out of the general budget. Henderson said there would be an issue determining how much each department should get since sizes vary. Gisselman suggested creating department budgets for DPI's based on a percentage of their compensation budget or some other method. Henderson said a department could then divide out the DPI budget money equally at the end of the year, which would be counter-productive.

Henderson again expressed his concerns with the current program with base-building. Martens suggested proving each department with a DPI budget to be used for bonuses. Henderson said

that some people feel they are entitled to DPI's and some departments use it as a way to get around the City's compensation system, and doesn't feel that this is being a good steward of tax-payer money. Gisselman said that the DPI program should be a way to reward employees who have done something to deserve it during a specific instance or project, and feels that the policy should be looked at for ways to improve it. Henderson read an excerpt of a DPI request and said that every department director has a different definition of what going above and beyond means, and that it's the execution of the policy that is difficult.

McElhaney said that there needs to be a clear definition of what is considered meeting performance standards and what it means to exceed performance standards. Henderson said that when he started with the City he asked CVMIC to provide training to supervisors for how to complete performance evaluations to help with this issue but not a lot of supervisors attended.

Further discussion took place. Martens asked that suggestions to consider be brought back to the committee for revisions to the DPI program.

McElhaney asked if the committee would like the HR Director to bring back suggestions to the committee for ways to revise the DPI program. All agreed.

No vote was taken on this item.

**Discussion and Possible Action to Approve the Senior Collection System Technician Job Description.**

Henderson said that the addition of the position has already been approved and that this is just to approve the new job description since it did not exist before.

Motion by Gisselman to approve the Senior Collection System Technician job description. Second by Kilian. All ayes. Motion approved 5-0.

**Discussion and Possible Action to Ratify the July 8, 2024 HR Committee Meeting Item 3 (Discussion and Possible Action to Restructure the City of Wausau Animal Control Program) in Open Meeting Format Due to Inadvertent Locked Door at City Hall.**

Mayor Diny explained that this item was put on the agenda due to the front doors automatically locking during the last meeting and learning that people were locked out who tried to attend. Diny has asked for the door lock system to be reviewed and for possible updates to be integrated that could allow for some sort of notification to be provided that a person is outside.

McElhaney asked Tierney if she would like to speak to the issue since she was the committee member that was locked out during the last meeting. Tierney said that she was a little late due to unforeseen circumstances and did not have any way to notify the committee that she was outside. She emailed the committee chair, council chair, and the mayor about the violation to the open meetings law. Diny agreed to put this item back on the agenda so that Tierney could participate in the vote.

McElhaney asked Tierney if she had any comments that she would like to share about the agenda item and reminded everyone that the item still needs to go to Council for the final vote. Tierney said that she will vote for the CSO plan at this time.

McElhaney asked if anyone else had additional comments. Kilian thanked McElhaney and Diny for bringing the item back to the committee to ratify the vote.

Motion by Martens to approve the proposed restructure of the animal control program. Second by McElhaney. Motion passed 3-2.

**Adjournment.**

Motion to adjourn by Kilian. Second by Tierney. The meeting adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=TuwGraJpGJU>



# Human Resource Committee Packet

August 2024

<b>Agenda Item</b>
Discussion and possible action to ratify the HR Committee meeting Item 3 in Open Meeting format from July 8 due to inadvertent locked door at city hall.
<b>Background</b>
At July's HR Committee meeting, the committee discussed and voted on the PD's plan to reorganize the Humane Officer position. At some point during the meeting, the automatic door was inadvertently locked at City Hall. To be totally transparent, we are requesting full committee recertify the action taken on proposed change in Humane Officer position.
<b>Fiscal Impact</b>
none
<b>Staff Recommendation</b>
Discuss and possible action on recertifying action taken in July meeting regarding Humane Officer reorganization.
Staff contact: James Henderson (715-261-6634)



# JOB DESCRIPTION

## Community Service Officer II

Job Title:	Community Service Officer II	Reports To:	Lieutenant - Administration
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT	Occupational Code:	9100
Employee Group:		Training Category:	D-Staff
Created:		Last Revision:	June 2024

*This description is not an announcement of a position opening. To view current openings please visit [wausau.gov](http://wausau.gov). The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.*

### **Purpose of the Position**

The purpose of this position is to assist the Wausau Police Department with enforcement of City Ordinances with priority on ordinances related to the control of animals. With presence in the community as a non-sworn officer, the employee has a significant impact on the quality of life through ordinance compliance and enforcement activities, developed relationships with community partners, and role as a first-responder for animal-related calls for service.

### **Essential Duties and Responsibilities**

1. Provides mobile presence in neighborhoods in assigned vehicle; proactively addresses animal-related ordinance violations encountered (i.e., animals at-large) and acquires awareness of residences that house animals.
2. Responds to calls for service involving stray animals, animal bites, noise complaints, concern for animal welfare and/or complaints of non-compliance; issues citations for violations.
3. Checks compliance and enforces ordinances of the City of Wausau Municipal Code related to nuisance abatement, to mitigate quality-of-life concerns in the community; issues citations for violations.
4. Conducts animal capture and transport independently, and in assistance to sworn Officers' investigations.
5. Provides courteous and tactful customer service in citizen interactions, and advises animal owners on responsible pet ownership in alignment with the City's ordinances.
6. Assists the department in public promotion activities regarding pet licensing, responsible pet ownership, vaccinations, and rabies control. Supports public education efforts of the Humane Society of Marathon County.
7. Responds to non-emergency calls for service as otherwise assigned and provides assistance as necessary.
8. Operates a department-owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
9. Cleans and disinfects kennel areas, vehicles and equipment.
10. Maintains working knowledge of City of Wausau Ordinances as well as current procedures.
11. Prepares written documentation of activities.
12. Assists sworn Officers, community members, and other city employees in problem-solving.
13. Maintains City of Wausau core values.

### **Additional Duties and Responsibilities**

- Perform various other special assignments as assigned by supervisor.

## **Education and Experience Requirements**

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess and maintain an acceptable driving record and a valid Wisconsin driver's license.

Completion of Humane Officer training and certification from the Wisconsin Department of Agriculture, Trade and Consumer Protections is required within 1 year of hire. Following two years of being certified as a Humane Officer, completion of 32 hours of continuing education is required for re-certification.

## **Knowledge, Skills and Abilities**

- Ability to read, interpret and explain City of Wausau ordinances.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer, police radio, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Obtain and maintain considerable knowledge of animal-related ordinances, animal-handling safety practices and capture equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to run, jump, push, pull, and drive safely in adverse conditions.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.

## **Physical and Working Environment**

The primary work setting involves operating a vehicle, working on the scene of animal control situations, transporting animals, and handling animals while at the designated animal shelter. Incumbents are exposed to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. Incumbents may also be exposed to animal carcasses. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

**Acknowledgement**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Wausau Police Department

# Community Service Officer (CSO II) Training Program

Ensuring newly selected Community Service Officers acquire the competencies to perform the job function with excellence.



# WAUSAU POLICE DEPARTMENT

## CSO II TRAINING PROGRAM

### **Purpose**

The purpose of the Community Service Officer training program is to ensure newly selected Community Service Officers possess the competencies to perform the job function with excellence.

This training program will cover areas of specialized knowledge and skills used in the performance of their assigned duties. Training will cover department expectations/policy/procedures; the techniques/skills used in carrying out municipal code enforcement, animal control and welfare services, and problem-solving of quality of life issues in the community; familiarization of pertinent municipal and state laws; and documentation.

Upon successful completion of this training program, a Community Service Officer (CSO II) should be able to effectively carry out first-responder duties for animal-related calls-for-service and municipal code enforcement with limited direct supervision.

This training program can be modified in both content and time frame at the discretion of the Administrative Lieutenant. Modifications can be made taking into consideration the training, the experience, and the background of the new member upon selection, or any other factors the Administrative Lieutenant believes would warrant such changes.



## **Responsibilities**

### **Administrative Lieutenant**

An Administrative Lieutenant is responsible for commencing, coordinating, and overseeing the Community Service Officer training program.

Upon selection, the Administrative Lieutenant will provide initial orientation and issue a CSO trainee a training packet. The packet will include an outline, phase/competency checklists, and schedule for completion. The program will run concurrent with task workload and is not designed to preclude task assignment.

Each phase will conclude with an end-of-phase review, conducted by an Administrative Lieutenant. Upon satisfactory completion of a phase, the Administrative Lieutenant shall sign off on the phase/competency checklist.

### **CSO Trainee**

With oversight provided by an Administrative Lieutenant, a CSO trainee is responsible for the completion of all phases and elements of the packet based upon the timeline provided.

Any concerns or questions about the training program should be addressed with an assigned Field Training Officer or the Administrative Lieutenant.

A CSO trainee shall place initials in the last column next to the area of instruction found on each checklist page, indicating they have been instructed in the respective competency. Initials will signify they understood the training and believe they will successfully implement those concepts and skills.

### **Field Training Officer (FTO) / HSMC Training Partner**

A FTO is responsible for conducting and documenting all training and/or instruction for each competency covered with the CSO trainee. Documentation will be made in the training packet and identified by the trainer placing his/her initials in the first column next to the area of instruction found on each checklist page. Initials will indicate they have covered the competency identified and are satisfied the CSO trainee understands the skill(s) or concept(s) taught. The date the competency was taught will also be documented by the trainer. Portions of the training is intended for delivery by the Humane Society of Marathon County (HSMC) in a role similar to an FTO.

If there are serious concerns about the training program or the competency of the CSO trainee, the FTO and/or HSMC will discuss those concerns with the Administrative Lieutenant. Those concerns will be documented by the Administrative Lieutenant and discussed with the bureau captain.

### **Bureau Captain**

Upon the completion of the training program, the CSO trainee will return the completed training program packet to the CSO lieutenant for review. Final approval of the training program packet will be made by the bureau captain.



## CSO Training Program Outline

Phase	Topic	Duration (approx.)
Phase 1	Orientation	24 hours
Phase 2	Animal Care, Handling & Safety	24 hours
Phase 3	First-Responder duties & field operations	60 hours (+40 hours H.O. Course)
Phase 3	General Code Enforcement	20 hours

The general expectation is the CSO Training Program will be completed within **3 months** from the first day of work.





## Phase 1– Orientation

	<u>Initial</u>	<u>Date</u>	<u>Initial</u>
<b>1. CSO Training Program Overview</b>			
a. Tour of Police Department	_____	_____	_____
b. Introduction to Command Structure	_____	_____	_____
c. Expectations/conduct	_____	_____	_____
d. Issue/location of mailboxes	_____	_____	_____
e. Location of common forms	_____	_____	_____
f. Voicemail	_____	_____	_____
g. Computer login	_____	_____	_____
i. Email	_____	_____	_____
ii. CCIT policy	_____	_____	_____
h. Locker issuance	_____	_____	_____
i. Key card issuance	_____	_____	_____
j. Uniform and base duty equipment	_____	_____	_____
<b>2. CSO Expectations</b>			
a. Vision, Mission, and Core Values	_____	_____	_____
b. Behavior – reflecting Core Values	_____	_____	_____
c. Professional appearance standards	_____	_____	_____
d. On-duty & off-duty conduct	_____	_____	_____
e. Dissemination of information	_____	_____	_____
f. Courtesy and etiquette	_____	_____	_____
g. Job description review	_____	_____	_____
h. Authorities, enforcement limitations	_____	_____	_____
i. Policy Review			
i. 320 – Standards of Conduct	_____	_____	_____
ii. 1020 – Uniform Regulations	_____	_____	_____



**3. Radio Usage / Protocol**

- a. Radio issuance/location \_\_\_\_\_
- b. Radio Channel review \_\_\_\_\_
- c. Radio Functions \_\_\_\_\_
- d. Secure radio traffic \_\_\_\_\_
- e. Radio 10 Code review \_\_\_\_\_
- f. Phonetic Alphabet \_\_\_\_\_
- g. Proper Radio Protocol \_\_\_\_\_
- h. Run Driver's License, warrants, license plates \_\_\_\_\_
- i. In-house record check \_\_\_\_\_
- j. Obtaining a case number \_\_\_\_\_
- k. Radio courtesy and etiquette \_\_\_\_\_
- l. Badge Number usage \_\_\_\_\_
- m. Emergency traffic protocols \_\_\_\_\_

**4. Schedule**

- a. Shift scheduling \_\_\_\_\_
- b. Discretionary Time Off \_\_\_\_\_
- c. Absences from Work \_\_\_\_\_
- d. Timecards \_\_\_\_\_

**5. Vehicle Use**

- a. Expectations in care and driving behavior \_\_\_\_\_
- b. Vehicle Use and orientation \_\_\_\_\_
  - i. Parking / Key Placement \_\_\_\_\_
  - ii. No emergency-mode \_\_\_\_\_
- c. Policy Review \_\_\_\_\_
  - i. 703 – Vehicle Use \_\_\_\_\_
  - ii. 1005 – Alcohol and Drug Use \_\_\_\_\_

**6. Intro to Community Partners & Roles**

- a. Humane Society of Marathon County (HSMC) \_\_\_\_\_



- i. Animal transfer/intake tutorial \_\_\_\_\_
- b. City Clerk's Office \_\_\_\_\_
- c. HSMC primary vet partners \_\_\_\_\_
- d. City Inspections \_\_\_\_\_

**7. Professional Communications**

- a. Citizen contacts expectations \_\_\_\_\_
- b. Attitude and tact \_\_\_\_\_
- c. *Systematic Interviewing* technique \_\_\_\_\_

**8. Officer Safety (DAAT Instructors)**

- a. **8 -hours total:**
  - i. DAAT-principles training \_\_\_\_\_
  - ii. Conflict and de-escalation \_\_\_\_\_

**9. MDT orientation**

- a. Initiating & clearing calls \_\_\_\_\_
- b. Entering comments \_\_\_\_\_
- c. Policy Review \_\_\_\_\_

**10. W.M.C. Chapter 8 – ordinances review**

- a. Ordinance content access \_\_\_\_\_
- b. Welfare / mistreatment / abandonment \_\_\_\_\_
- c. Prohibited animal types \_\_\_\_\_
- d. Pet-household limits (cats & dogs) \_\_\_\_\_
- e. Dangerous animals \_\_\_\_\_
- f. Licensing \_\_\_\_\_
- g. City website (Clerk's Office – pet licensing) \_\_\_\_\_

**11. Geographic orientation**

- a. City map access methods / addressing system \_\_\_\_\_
- b. WPD Sectors review \_\_\_\_\_



c. City limits / jurisdiction

\_\_\_\_\_

**End-of-Phase Review**

Administrative Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_



## Phase 2 – Animal Care, Handling & Safety (\*Delivered in conjunction with HSMC)

	<u>Initial</u>	<u>Date</u>	<u>Initial</u>
<b>1. Use of animal capture equipment</b>			
a. Portable kennels	_____	_____	_____
b. PPE & Bite gloves	_____	_____	_____
c. Capture poles	_____	_____	_____
d. Transport considerations	_____	_____	_____
<b>2. Animal handling &amp; care</b>			
a. Recognizing neglect and welfare flags	_____	_____	_____
b. Safety in animal encounters	_____	_____	_____
i. Recognizing animal behaviors	_____	_____	_____
ii. Common risk factors	_____	_____	_____
c. Basic welfare assessment	_____	_____	_____
i. Stress/crisis warning signs	_____	_____	_____
ii. Urgent care factors	_____	_____	_____
iii. Requesting urgent care	_____	_____	_____
d. Wild animals limitations	_____	_____	_____
e. Required reading:	_____	_____	_____
i. Marathon County Health Dept. PSA - <i>“Human Exposure to Rabies”</i>			
ii. WI DATCP PSA – <i>“Pets and Weather: Keeping Your Animals Safe”</i>			
<b>3. HMSC “Ride Along” (20 hours total)</b>			
a. <b>Job shadow / assisting HSMC staff</b>	_____	_____	_____

Date	Hours

### End-of-Phase Review

Administrative Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_



## Phase 3 – First-Responder duties and field operations

### 1. Mobile community presence

- a. "Patrol" activity \_\_\_\_\_
- b. Proactive compliance monitoring \_\_\_\_\_

### 2. Stray or "at-large" dogs and cats

\_\_\_\_\_

### 3. Animal bite complaints

- b. Investigation, info gathering \_\_\_\_\_
- c. Quarantine matrix & forms \_\_\_\_\_
- d. Case documentation \_\_\_\_\_
- e. Bite / seizure tracking system \_\_\_\_\_
- f. Dangerous animal compliance checks \_\_\_\_\_

### 4. Animal transport to HSMC

- a. HSMC after-hours process \_\_\_\_\_

### 5. Issuing citations

- a. TRACS citation system orientation/access \_\_\_\_\_
- b. In-house records access \_\_\_\_\_
- c. Citation narrative expectations (elements) \_\_\_\_\_
- d. Interactions w/ cited persons \_\_\_\_\_

### 6. Addressing animal-related nuisance complaints

- a. Barking / howling \_\_\_\_\_
- b. Excrement issues \_\_\_\_\_
- c. Animals at-large \_\_\_\_\_

### 7. Violation assessments (ordinance vs. criminal acts)

- a. WI Stats. Chapter 951 review \_\_\_\_\_
- b. Identifying criminal nature of acts/failures to act \_\_\_\_\_



- c. Case reviews (ordinance citation vs. criminal charges) \_\_\_\_\_
- d. Use of discretion \_\_\_\_\_
- e. Requesting criminal investigation / Officer assistance \_\_\_\_\_

**8. Requests for assistance (from Police Officers)**

- a. Animal care and handling role in criminal cases \_\_\_\_\_
- b. Supporting documentation for Officers' cases \_\_\_\_\_

**9. Animal Hold-for-Cause**

- a. WI Chapter 951 – HFC parameters \_\_\_\_\_
- b. Forms \_\_\_\_\_

**10. Animal surrender**

- a. HSMC's surrender policy & forms \_\_\_\_\_
- b. Jail inmate – animal custody form \_\_\_\_\_

**11. Documentation and Report Procedures**

- a. Photographing animals/observations (for code violation evidence)
  - i. Using Dept.-issued mobile phone \_\_\_\_\_
  - ii. Submitting photographs \_\_\_\_\_
- b. Narrative templates and format \_\_\_\_\_
- c. Supplements \_\_\_\_\_
- d. Case Closure \_\_\_\_\_
- e. Supervisor review process \_\_\_\_\_

**12. Pet licensing**

- a. History and purpose \_\_\_\_\_
- b. Licensing program structure \_\_\_\_\_
- c. EVOLVE system orientation
  - i. Access and functions \_\_\_\_\_
  - ii. Investigative use / searching \_\_\_\_\_
- d. License checking & enforcement \_\_\_\_\_



i. City Clerk's Office (1-hour training) \_\_\_\_\_

13. DATCP *Humane Officer* training course \_\_\_\_\_  
(within 1 year of hire) \_\_\_\_\_

Training	Date(s)	Location
DATCP <i>Humane Officer</i> Course		Madison, WI

**End-of-Phase Review**

Administrative Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_





## Phase 3 – General Code Enforcement

### 1. General code enforcement

- |   |       |       |       |
|---|-------|-------|-------|
| a. Authority to Enforce                   | _____ | _____ | _____ |
| b. Bond/Forfeiture review                 | _____ | _____ | _____ |
| c. 400 Block ordinance list               | _____ | _____ | _____ |
| d. Curfew violation {9.04.054}            | _____ | _____ | _____ |
| e. Disorderly Conduct {9.04.010}          | _____ | _____ | _____ |
| f. Fireworks {9.12.010}                   | _____ | _____ | _____ |
| g. Open fires {17.24.010}                 | _____ | _____ | _____ |
| h. Fire Permit violation {17.24.020}      | _____ | _____ | _____ |
| i. Park- after hours {9.20.020}{2}        | _____ | _____ | _____ |
| j. Jumping/diving from bridges {9.22.020} | _____ | _____ | _____ |
| k. Littering {9.04.040}                   | _____ | _____ | _____ |
| l. Skateboards - downtown {12.44.035}     | _____ | _____ | _____ |
| m. Underage smoking {9.04.022}{b}{3}      | _____ | _____ | _____ |
| n. Throwing snowballs/missiles {9.08.020} | _____ | _____ | _____ |
| o. Liquor on street {9.04.025}            | _____ | _____ | _____ |
| p. Liquor - Possess/Consume (5.64.010}    | _____ | _____ | _____ |
| q. Public Intoxication {9.04.026}         | _____ | _____ | _____ |
| r. Parking ramp – loiter (10.48.121)      | _____ | _____ | _____ |

### 2. Nuisance Abatement

- |   |       |       |       |
|---|-------|-------|-------|
| a. Purpose – impacting Quality of Life    | _____ | _____ | _____ |
| b. Communications w/ City Inspections     | _____ | _____ | _____ |
| c. Detecting/reporting common violations: |       |       |       |
| i. Mowing required                        | _____ | _____ | _____ |
| ii. Refuse accumulation, storage          | _____ | _____ | _____ |
| iii. Junk / abandoned vehicles            | _____ | _____ | _____ |
| iv. Improper snow placement               | _____ | _____ | _____ |



**3. Downtown Officer orientation**

- a. Purpose \_\_\_\_\_
- b. Presence considerations \_\_\_\_\_
- c. Common compliance issues \_\_\_\_\_

**4. Bicycle services**

- a. Abandoned Bicycles \_\_\_\_\_
  - i. Report form \_\_\_\_\_
  - ii. Storage at DPW \_\_\_\_\_
- b. Common bicycle code violations \_\_\_\_\_
  - i. On street/sidewalk required \_\_\_\_\_
  - ii. No light at night \_\_\_\_\_

**5. Traffic control / events assistance**

- a. Controlled intersection / control box \_\_\_\_\_
- b. Uncontrolled intersection \_\_\_\_\_
- c. Hand signals / procedures / positions \_\_\_\_\_
- d. Use of flashlight \_\_\_\_\_
- e. Use of cones \_\_\_\_\_
- f. Hi-Vis safety vests \_\_\_\_\_



## Completion of CSO Training Program

Upon the recommendation of Field Training Officers and the review of the Training Program documents, Community Service Officer \_\_\_\_\_ has completed the CSO Training Program, thereby successfully meeting the required competencies.

This Training Program packet will be forwarded to the Bureau Captain for review and final approval marking the completion of initial training.

Administrative Lieutenant: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Captain: \_\_\_\_\_ Date: \_\_\_\_\_

# FREQUENTLY ASKED QUESTIONS



## WHERE CAN I ADOPT A FURRY FRIEND?

- Human Society of Marathon County
  - catsndogs.org
- New Life Pet Adoption Center
  - nlpac.com

## HOW CAN I LICENSE MY PET?

- Online at [wausaupet.org](http://wausaupet.org)
- Mail completed application and payment to: Wausau Animal Licensing  
407 Grant Street, Wausau, WI 54403
- In Person at City Hall, 407 Grant Street,  
Wausau, WI 54403

## WHO DO I CONTACT FOR A DECEASED ANIMAL IN THE ROAD?

- Deer - Public Works (715)261-6960
- Dog/Cat - Police (715)261-7800
- Other Animals - responsibility of whomever comes across animal

## I FOUND AN ANIMAL, WHAT SHOULD I DO?

- During normal business hours, City Hall (715)261-6620
- After business hours, Police Department (715)261-7800



More Information at:

[WWW.WAUSAUPET.ORG](http://WWW.WAUSAUPET.ORG)

## ANIMAL CONTROL

The Animal Control program allocates trained first-responder and ordinance enforcement resources for animal-related issues in the City. With active presence in the community, Animal Control personnel strive to:

- Pursue responsible pet ownership
- Take protective action for animals
- Impact quality of life in our community
- Contribute to the Department's capacity to address daily calls-for-service

## MORE DETAILS, GET IN TOUCH WITH US!



Animal Control (715)261-7800  
(Option 1 for Dispatch)



[animalcontrol@ci.wausau.wi.us](mailto:animalcontrol@ci.wausau.wi.us)



[www.wausaupet.org](http://www.wausaupet.org)



Wausau Police Department  
515 Grand Avenue  
Wausau, WI 54403



# ANIMAL CONTROL



Professionalism Integrity  
Accountability Respect



## WHY IS PET LICENSING REQUIRED?

- Helps fund the housing & care costs for impounded animals at the Humane Society.
- Promotes responsible pet ownership & animal welfare.
- Helps in monitoring compliance with state rabies vaccination laws.
- Helps Officers identify animals & address animal complaints in your neighborhood.

## CITY ORDINANCE REFERENCES:

### NUMBER OF CATS AND DOGS 8.08.120

3 cats and/or 2 dogs allowed in or upon one residential unit. All must be licensed. For allowing more pets see Pet Fancier.

### LICENSING 8.08.170

REQUIRED to be completed every year by March 31st. Failure to comply may result in a citation up to \$187.

### LICENSE FEES

- Altered Pet \$20
- Altered Pet with Microchip \$12
- Unaltered Pet \$62
- Unaltered Pet with Microchip \$54

A late fee of \$5 is imposed if the license is obtained after March 31st.

### RABIES 8.08.160

Cats and dogs are REQUIRED to have a rabies vaccination by 4 months of age.

### ANIMALS AT-LARGE 8.08.190

Animal shall be considered running at large when it is not on the premises of its owner, unless on a leash no more than 6 feet in length.

### PROVIDING PROPER FOOD AND WATER 8.08.130

Food sufficient for healthy living required. Water for healthy living required.

### PROVIDING PROPER SHELTER 8.08.140

Shelter from inclement weather and having available shade from sunlight.

### REMOVAL OF ANIMAL EXCRETA 8.08.220

Animal feces are required to be disposed of in a sanitary manner.

### HOWLING ANIMALS 8.08.230

Barking/howling that disturbs another is prohibited.

### FORBIDDEN CREATURES 8.08.010

NO venomous animals, fighting birds, marsupials, nonhuman primates, reptiles over 10 feet, farm animals, canids (except domestic dogs), felids (except domestic cats). See website for full list.

### TRANSPORTATION OF ANIMALS 8.08.050

No person may transport any animal in or upon any vehicle in a cruel manner. Includes leaving an animal in a vehicle while temperatures are above 75 degrees Fahrenheit.

### PET FANCIER PERMIT 8.08.120

You may not have more than 5 dogs/cats combined, with the maximum number of dogs or cats being 4.

### DANGEROUS ANIMALS 8.08.200

Any animal which bites, inflicts injury, or otherwise endangers the safety of humans or domestic animals without provocation.

### APIARY PERMIT (BEEKEEPING) 8.08.011

Person who owns or has charge of one or more colonies of bees at a single location.

### CHICKEN KEEPING 8.08.012

No more than 4 hens or pullets are allowed. Roosters are prohibited.

### DOG PARK INFORMATION

Dogs on leashes are permitted in City Parks. In addition off-leash park times are:

#### Oak Island Park & Picnic Island Park

6:00am - 9:00am

6:00pm - 9:00pm

#### Memorial Park

6:00am - 9:00am

#### 2 Hearts Dog Park

6:00am - 11:00pm

Pets are not allowed in the 400 Block during special events. 8.08.190



**Pilot period for Community Service Officer (CSO)-delivered Animal Control services  
UPDATED DATA**

**Wausau Police Department / June 1 - August 9, 2024 (10 weeks)**

- Humane Officer position remained out-of-service for this duration.
  - Employee on approved leave from regular duty.
  
- Part-time/summer CSOs; 2 assigned daily to focus on Animal Control services:
  - Varied hours, with evenings and weekends coverage.
  - Approx. 55 hours per week combined, allocated to Animal Control services.
  - Often worked together as a pair (single unit/vehicle).
  - First-responders for Calls-for-Service (**CFS**) and conducting licensing contacts.
  - These CSOs also assisted with other CFS types in downtime.
    - i.e., Abandoned bikes, found property, other misc. complaints.
  - Zero animal-related injury incidents for CSOs & Patrol.
  - Increase in pet license follow-up contacts.
  
- **“Animal Complaint”** CFS dispatched for Wausau PD:
  - June 1 – August 9, 2024: 257 total
    - Patrol response - 76 **(30%)**
    - CSO response - 179 **(70%)**
  
  - Positive impact on ratio of Patrol response, when compared to past annual data:
    - **“Animal Complaint”** CFS capture:
    - 2022 (12 months): Primary responder – 43% Patrol, 33% H.O., 24% CSO
    - 2023 (12 months): Primary responder – 35% Patrol, 26% H.O., 39% CSO
  
- **“Lost and Found”** CFS, involving stray/found cats & dogs dispatched for Wausau PD:
  - June 1 – August 9, 2024: 110 total
    - Patrol response - 34 **(31%)**
    - CSO response – 76 **(69%)**
  
  - Positive impact on ratio of Patrol response, when compared to past annual data:
    - **“Lost and Found”** CFS capture (involving animals):
    - 2023 (12 months): 48% Patrol, 18% H.O., 34% CSO
    - 2022 (12 months): 41% Patrol, 33% H.O., 26% CSO

**\*\*AMENDMENT OFFERED BY LARSON\*\***

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

<b>JOINT RESOLUTION OF THE PUBLIC HEALTH AND SAFETY AND HUMAN RESOURCES COMMITTEE</b>	
Recommending approval of the proposed restructuring of the animal control program within the Wausau Police Department.	
Committee Action:	Public Health and Safety 4-1 Human Resources 3-2
Fiscal Impact:	None
<b>File Number:</b>	24-0813
<b>Date Introduced:</b>	August 19, 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 checked="" 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**, at the beginning of 2024, the Everest Metro Police Department chose not to renew their contract with the City of Wausau for animal control services; and

**WHEREAS**, this non-renewal resulted in a loss of \$16,800 in the 2024 animal control program budget; and

**WHEREAS**, as a result of the loss of budget, the police department and the clerk’s office were tasked with re-evaluating the current animal control program; and

**WHEREAS**, the re-evaluation revealed the following:

- That the current animal control program was created in 2013 with a primary purpose to relieve patrol officers of the burden of responding to animal-related calls, and that purpose has not been met under the current structure; and
- That the 2013 goal that the cost of the animal control program would be covered by the pet licensing costs was not achieved; and
- That the current program modeled after a single employee working regular business hours cannot sufficiently complete the work required of the position; and
- That the current program does not properly serve the public given there is a gap in services and patrol officers are still carrying much of the burden of responding to animal-related calls for



**\*\*AMENDMENT OFFERED BY LARSON\*\***

service; and

**WHEREAS**, the animal control program restructure recommendation is a reasonable and fiscally responsible means to deliver the animal control services more effectively and more broadly as well as stay budget neutral; and

**WHEREAS**, the proposed model establishes a team approach that mitigates the current gap in services; and

**WHEREAS**, the proposed model to use **one full time humane officer, and two currently employed non-sworn officers** ~~part-time non-sworn officers would allow~~ for up to 60 hours per week of animal control services which would include evening and weekend shifts **for one year and then review data**; and

**WHEREAS**, the part-time non-sworn officers would be required to obtain Humane Officer certification through the state as well as other training required by the Wausau Police Department; and

**WHEREAS**, the proposed model will expand capacity and attention to pet licensing compliance and enforcement; and

**WHEREAS**, the proposed model ~~is a budget neutral restructure which~~ would expand overall capacity and efficiency of animal control and welfare service delivery to the public, as well as capacity for enforcement of a variety of municipal ordinances pertaining to quality-of-life concerns in the community; and

**WHEREAS**, the ~~proposed model would result in the current employee's termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The~~ new program would start in January 2025; and

**WHEREAS**, on May 20, 2024, the Public Health and Safety Committee, after hearing the presentation regarding the proposed restructure of the current animal control program within the police department, recommended the proposal be sent to the Human Resources Committee for consideration; and

**WHEREAS**, on June 10, 2024, the Human Resources Committee, after hearing the presentation regarding the current model and the proposed restructure of the animal control program, requested more information regarding the required qualifications for the humane officer position at the outset of the program; and

**WHEREAS**, on July 8, 2024, after receiving the requested information, the Human Resources Committee voted 2-2 to send the animal control program restructure proposal to the Common Council for approval; and

**WHEREAS**, on August 12, 2024, the matter was placed back on the Human Resources Committee for a revote, and the Committee recommended the proposal be submitted to the Common Council for consideration; and

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the current animal control program expire in October 2024 when the budget terminates and be restructured starting January 2025 to the model proposed using **one full time humane officer, and two currently employed non-sworn officers** ~~multiple part-time officers~~ to provide up to 60 hours of animal control services to include evenings and weekends as opposed to using a single employee to provide 40 hours of



**\*\* AMENDMENT OFFERED BY LARSON \*\***

services during business hours.

Approved:

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Doug Diny, Mayor

**\*\*PROPOSED LANGUAGE AMENDMENT OF AUGUST 19, 2024 AS  
OFFERED BY LARSON  
AND MODIFIED BY THE CITY ATTORNEY\*\***

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

<b>JOINT RESOLUTION OF THE PUBLIC HEALTH AND SAFETY AND HUMAN RESOURCES COMMITTEE</b>	
A <del>Recommending</del> approval of the proposed restructuring of the animal control program within the Wausau Police Department.	
Committee Action:	Public Health and Safety 4-1 Human Resources 3-2
	<b>COMPARED VERSION</b>
	Red = Lou Larson's changes Green = City Attorney's changes
Fiscal Impact:	
<b>File Number:</b>	24-0813
<b>Date Introduced:</b>	August 19, 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:</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**, at the beginning of 2024, the Everest Metro Police Department chose not to renew their contract with the City of Wausau for animal control services; and

**WHEREAS**, this non-renewal resulted in a loss of \$16,800 in the 2024 animal control program budget; and

**WHEREAS**, as a result of the loss of budget, the police department and the clerk's office were tasked with re-evaluating the current animal control program; and

**WHEREAS**, the re-evaluation revealed the following:

- That the current animal control program was created in 2013 with a primary purpose to relieve patrol officers of the burden of responding to animal-related calls, and that purpose has not been met under the current structure; and
- That the 2013 goal that the cost of the animal control program would be covered by the pet

**\*\*PROPOSED LANGUAGE AMENDMENT OF AUGUST 19, 2024 AS  
OFFERED BY LARSON  
AND MODIFIED BY THE CITY ATTORNEY\*\***

licensing costs was not achieved; and

- That the current program modeled after a single employee working regular business hours cannot sufficiently complete the work required of the position; and
- That the current program does not properly serve the public given there is a gap in services and patrol officers are still carrying much of the burden of responding to animal-related calls for service; and

**WHEREAS**, the animal control program restructure recommendation is a reasonable and fiscally responsible means to deliver the animal control services more effectively and more broadly as well as stay budget neutral; and

**WHEREAS**, the proposed model establishes a team approach that mitigates the current gap in services; and

**WHEREAS**, the proposed model to use **one full time humane officer, and two** ~~currently employed part-time, non-sworn officers~~ **part-time non-sworn officers would allow for to allow** up to 60 hours per week of animal control services which would include evening and weekend shifts **for one year and then review data**; and

**WHEREAS**, the part-time non-sworn officers would be required to obtain Humane Officer certification through the state as well as other training required by the Wausau Police Department; and

**WHEREAS**, the proposed model will expand capacity and attention to pet licensing compliance and enforcement; and

**WHEREAS**, the proposed model ~~is a budget neutral restructure which~~ would expand overall capacity and efficiency of animal control and welfare service delivery to the public, as well as capacity for enforcement of a variety of municipal ordinances pertaining to quality-of-life concerns in the community; and

**WHEREAS**, the ~~proposed model would continue for one year, at which time a review of this model for delivery of animal control services would be reviewed proposed model would result in the current employee's termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The new program would start in January 2025;~~ and

**WHEREAS**, on May 20, 2024, the Public Health and Safety Committee, after hearing the presentation regarding the proposed restructure of the current animal control program within the police department, recommended the proposal be sent to the Human Resources Committee for consideration; and

**WHEREAS**, on June 10, 2024, the Human Resources Committee, after hearing the presentation regarding the current model and the proposed restructure of the animal control program, requested more information regarding the required qualifications for the humane officer position at the outset of the program; and

**WHEREAS**, on July 8, 2024, after receiving the requested information, the Human Resources Committee voted 2-2 to send the animal control program restructure proposal to the Common Council for approval; and

**WHEREAS**, on August 12, 2024, the matter was placed back on the Human Resources Committee for a

**\*\*PROPOSED LANGUAGE AMENDMENT OF AUGUST 19, 2024 AS  
OFFERED BY LARSON  
AND MODIFIED BY THE CITY ATTORNEY\*\***

revote, and the Committee recommended the proposal be submitted to the Common Council for consideration; and

**WHEREAS**, on August 19, 2024, the Common Council voted 8-2 to postpone to the next regular Council meeting scheduled for September 10, 2024, an amended version of the resolution under consideration, and to send it to Finance Committee on August 27, 2024.

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the current animal control program will continue to operate for one year with a full-time humane officer and two, part-time non-sworn officers for up to 60 hours per week ~~expire in October 2024 when the budget terminates and be restructured starting January 2025 to the model proposed using one full time humane officer, and two currently employed non-sworn officers multiple part time officers to provide will continue to operate for one year with a full time humane officer and two, part time non-sworn officers for up to 60 hours~~ of animal control services to include evenings and weekends as opposed to using a single employee to provide 40 hours of services during business hours.

Approved:

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Doug Diny, Mayor

**\*\*AMENDED RESOLUTION WITH BUDGET MODIFICATION\*\***

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

**JOINT RESOLUTION OF THE PUBLIC HEALTH AND SAFETY,  
AND HUMAN RESOURCES AND FINANCE COMMITTEES**

~~A~~ Recommending approval of the proposed restructuring of the animal control program within the Wausau Police Department and related budget modification.

Committee Action:      Public Health and Safety 4-1  
                                     Human Resources                3-2  
                                     Finance                                        3-2

Fiscal Impact:            \$21,603

**File Number:**            24-0813

**Date Introduced:**      August 19, 2024

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Budget Source:</i> Reserves
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount:</i> \$21,603
	<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:</i> Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/>			

**RESOLUTION**

**WHEREAS,** at the beginning of 2024, the Everest Metro Police Department chose not to renew their contract with the City of Wausau for animal control services; and

**WHEREAS,** this non-renewal resulted in a loss of \$16,800 in the 2024 animal control program budget; and

**WHEREAS,** as a result of the loss of budget, the police department and the clerk’s office were tasked with re-evaluating the current animal control program; and

**WHEREAS,** the re-evaluation revealed the following:

- That the current animal control program was created in 2013 with a primary purpose to relieve patrol officers of the burden of responding to animal-related calls, and that purpose has not been met under the current structure; and
- That the 2013 goal that the cost of the animal control program would be covered by the pet licensing costs was not achieved; and
- That the current program modeled after a single employee working regular business hours cannot sufficiently complete the work required of the position; and
- That the current program does not properly serve the public given there is a gap in services and

**\*\*AMENDED RESOLUTION WITH BUDGET MODIFICATION\*\***

patrol officers are still carrying much of the burden of responding to animal-related calls for service; and

**WHEREAS**, the animal control program restructure recommendation is a reasonable and fiscally responsible means to deliver the animal control services more effectively and more broadly as well as stay budget neutral; and

**WHEREAS**, the proposed model establishes a team approach that mitigates the current gap in services; and

**WHEREAS**, the proposed model to use one full time humane officer, and two currently employed part-time, non-sworn officers ~~part-time non-sworn officers would allow~~to allow for up to 60 hours per week of animal control services which would include evening and weekend shifts for one year and then review data; and

**WHEREAS**, the part-time non-sworn officers would be required to obtain Humane Officer certification through the state as well as other training required by the Wausau Police Department; and

**WHEREAS**, the proposed model will expand capacity and attention to pet licensing compliance and enforcement; and

**WHEREAS**, the proposed model ~~is a budget neutral restructure which~~restructure which would expand overall capacity and efficiency of animal control and welfare service delivery to the public, as well as capacity for enforcement of a variety of municipal ordinances pertaining to quality-of-life concerns in the community; and

**WHEREAS**, the proposed model would continue for one year, at which time a review of this model for delivery of animal control services would be reviewed~~proposed model would result in the current employee's termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The new program would start in January 2025~~; and

**WHEREAS**, on May 20, 2024, the Public Health and Safety Committee, after hearing the presentation regarding the proposed restructure of the current animal control program within the police department, recommended the proposal be sent to the Human Resources Committee for consideration; and

**WHEREAS**, on June 10, 2024, the Human Resources Committee, after hearing the presentation regarding the current model and the proposed restructure of the animal control program, requested more information regarding the required qualifications for the humane officer position at the outset of the program; and

**WHEREAS**, on July 8, 2024, after receiving the requested information, the Human Resources Committee voted 2-2 to send the animal control program restructure proposal to the Common Council for approval; and

**WHEREAS**, on August 12, 2024, the matter was placed back on the Human Resources Committee for a revote, and the Committee recommended the proposal be submitted to the Common Council for consideration; and

**WHEREAS**, on August 19, 2024, the Common Council voted 8-2 to postpone to the next regular Council meeting scheduled for September 10, 2024, an amended version of the resolution under consideration, and

**\*\*AMENDED RESOLUTION WITH BUDGET MODIFICATION\*\***

to send it to Finance Committee on August 27, 2024-; and

WHEREAS, on August 27, 2024, your Finance Committee discussed a budget modification to reflect the resolution amendment made on August 19, 2024 to fund two (2) non-sworn officers and recommends funding the budget modification as proposed.

*Ledger Account/Summary	*Fund	*Cost Center	Revenue Category	Spend Category	Grant	Debit Amount
50110:Salaries and Wages	267 Animal Control Fund	54101 Animal Control		51111 Salaries and Wages		\$21,603.00

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the current animal control program will continue to operate for one year with a full-time humane officer and two, part-time non-sworn officers for up to 60 hours per week~~expire in October 2024 when the budget terminates and be restructured starting January 2025 to the model proposed using one full time humane officer, and two currently employed non-sworn officers multiple part time officers to provide up to 60 hours~~ of animal control services to include evenings and weekends as opposed to using a single employee to provide 40 hours of services during business hours.

BE IT FURTHER 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:

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Doug Diny, Mayor



**TO: Finance Committee**

**FROM: Maryanne Groat**

**DATE: August 22, 2024**

**RE: Animal Control**

The current salaries and benefits for Animal Control is expected to exceed budget by \$4,041 by yearend. The shortfall calculation includes the Humane Officer projected to 12/31/2024 and CSO staffing through August 2024. The resolution amendment proposed funding for 2 non-sworn officers. This would add additional costs of \$21,603. This is calculation is shown below.

Hours in Month		173
Number of FTES		2
Number of Months (Sept - Dec)		4
Total Hours		1384
Hourly Rate	\$	14.50
Total Payroll		20,068.00
Fica	0.0765	1,535.20
Total Cost		21,603.20

Total financial impact for the year would be \$25,644. Funds could be transferred from reserves. This would also have a financial impact for future budgets.



## **FINANCE COMMITTEE**

Date and Time: Tuesday, August 27, 2024, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Terry Kilian, Vicki Tierney

Others Present: Mayor Diny, MaryAnne Groat, Eric Lindman, Jamie Polley, John Kahon, Matt Barnes, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

### **Discussion and possible action regarding budget modification for Animal Control Fund.**

Tierney questioned funding sources as it was requested to explore funding for currently hired community services officers and not new CSOs to complete animal control operations. It was stated a vast majority of CSOs work during the summer thus the budget allocated for CSOs has been depleted and additional funding would need to be allocated for a proposal to utilize CSOs and a humane officer to complete the work of animal control operations. Tierney stated a question as to if it would be worth the additional cost to have a constant person in place in addition to CSOs.

McElhaney questioned if the amount outlined was just for the remainder of the budget year and if this cost would be significantly larger in the full budget next year. It was stated the cost would be larger, but an amount was not given.

Kilian stated the reason this has been a controversial issue was because many members of the community had a strong response to eliminating the humane officer position. Kilian stated the response from constituents and in the media had been strong in support of keeping a humane officer position.

McElhaney stated no residents had been vociferously for or against the proposal.

Martens stated no residents had an opinion one way or the other on the animal control services as long as those services are conducted. Martens stated opposition to the budget modification.

Motion by Kilian, seconded by Tierney, to approve the budget modification. Motion carried 3-2, with Martens and McElhaney opposed.



525 East Cotati Avenue  
Cotati, California 94931

T 707.795.2533  
F 707.795.7280

info@aldf.org  
aldf.org

To: Wausau City Council Committee  
From: Animal Legal Defense Fund  
Date: July 31, 2024

**Re: Humane Officer/Animal Control Officer Program in Wausau, WI**

By way of introduction, I am Dr. Cathryn Calia Schrope, a board-certified internal medicine specialist (DACVIM, SAIM) and a law clerk with the Animal Legal Defense Fund (“ALDF”). The ALDF is a national, non-profit organization of attorneys dedicated to protecting the lives and advancing the interests of animals through the legal system. Towards that end, ALDF addresses the critical gap in legal resources and expertise needed to effectively respond to crimes against animals. ALDF has become an indispensable ally in the fight against animal cruelty. ALDF’s work with esteemed national organizations, including the Association of Prosecuting Attorneys and the National Sheriffs’ Association, alongside a partnership with the National Council of Juvenile and Family Court Judges, underscores their commitment to enhancing the judicial response to animal cruelty. Given its breadth of knowledge on animal cruelty cases, ALDF is uniquely able to provide an opinion on the proposal before the Wausau City Council to revamp its Humane Officer (“HO”) / Animal Control Officer (“ACO”) program.

The research in support of Wausau County maintaining, supporting, and expanding its current HO/ACO program, comprised of a highly trained and experienced HO, is overwhelming (see ALDF Research Memo, attached and incorporated by reference). ALDF and numerous national organizations support robust municipal animal control programs. Perhaps the leading organization in this area is the National Animal Care & Control Association (“NACA;” [www.nacatraining.org](http://www.nacatraining.org)). NACA “envisions a world in which all animal care and control professionals are respected as essential public servants and receive consistent support, resources and training allowing them to effectively and compassionately achieve the highest quality of life for the animals and citizens in the community they serve.” Numerous municipalities have incorporated NACA’s training as their mandated HO/ACO training.

The importance of supporting a highly trained and experienced HO/ACO cannot be understated. There are well-documented associations between animal abuse/cruelty, domestic violence, and other criminal activity. The expertise of a highly trained and experienced HO/ACO is essential in the identification, investigation, and adjudication of animal cruelty/abuse where there is a link to these types of public health issues (see ALDF Research Memo, § V).

The trained and highly experienced current Wausau HO should be retained as an integral part of the Animal Control program. It is clear from the information on the Council’s creation of the Animal Control program/HO position in 2013, that it was fully supported by the Wausau residents; in fact, they were willing to pay additional licensing fees so that a program could be created. It is

commendable that Wausau has recognized its current need for an expansion of its Animal Control program by providing additional coverage by CSOs so that there are trained individuals available as nearly as possible to 24 hours per day/7 days per week. Elimination of the current HO's position, however, appears to be a step in the wrong direction for the entire program; instead, there are several alternative options that could be pursued.

One of the options would be to retain the current HO (in her current hours, or possibly with an adjustment of hours to best meet the community's needs), with addition of multiple part time, at least minimally trained CSOs. The HO could provide on the job training, mentoring, and education to help Wausau's program meet, or possibly exceed industry standards. This would also meet Wausau's goals by expanding access to the community of animal control resources, as they envisioned and agreed to financially support back in 2013. To achieve Wausau's goals of 24/7 animal control coverage without allocating the current HO or the Animal Control program additional financial resources or support personnel for the past 11 years seems like an insurmountable burden to place on the HO and the program as a whole.

The subcommittee tasked with proposals to revamp the Animal Control program cites financial constraints in continuing with the current program. The program has been operating on the same budget for the past 11 years. The recent withdrawal of a contracting town has caused a current budget shortfall. Instead of eliminating a highly trained resource in which Wausau has invested 11 years and countless funds, funding alternatives could be considered in order to continue and even possibly expand, the program (e.g. grants, other town contracts etc.; see see ALDF Research Memo, § X for resources).

It is thus ALDF's position that the Wausau City Council continue to employ the current HO (with possible adjustments to her schedule) rather than eliminate this valuable resource. To achieve its stated goals of more expansive availability of animal control personnel, Wausau should add additional trained CSOs to the current program.



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**To:** Wausau City Council Members

**From:** Animal Legal Defense Fund; Cathryn Calia Schrope, DVM, DACVIM (SAIM), Summer Law Clerk

**Date:** July 31, 2024

**Re: Humane Officer/Animal Control Officer Program in Wausau, WI**

The Animal Legal Defense Fund (“ALDF”) is a national, non-profit organization of attorneys dedicated to protecting the lives and advancing the interests of animals through the legal system. Towards that end, ALDF addresses the critical gap in legal resources and expertise needed to effectively respond to crimes against animals. By providing free legal assistance, training, and resources to those on the front lines of animal cruelty cases, ALDF has become an indispensable ally in the fight against animal cruelty. ALDF’s work with esteemed national organizations, including the Association of Prosecuting Attorneys and the National Sheriffs’ Association, alongside a partnership with the National Council of Juvenile and Family Court Judges, underscores their commitment to enhancing the judicial response to animal cruelty. Given its breadth of knowledge on animal cruelty cases, ALDF is uniquely able to provide an opinion on best practices for local animal control officer (“ACO”) programs. It is the opinion of the ALDF that humane officers (“HOs”) should exist in every municipality, they should be fully supported by their local government, they should receive robust initial and ongoing training that aligns with current ideals of animal welfare (such as that offered by the National Animal Care & Control Association), and they should be afforded industry-standard equipment.

ALDF has become aware that the City of Wausau, Wisconsin is considering restructuring its animal control program. While the ALDF has no wish to become embroiled in local politics, as an animal welfare organization, we support a One Health-type best practice in animal control so that animals and humans in a community are fully supported and ultimately, have good outcomes. Therefore, we would like to offer a non-biased “best practices” compilation from several animal welfare-related industries to assist in the Council’s decision process.

Please feel free to contact the Animal Legal Defense Fund for more information, or for assistance.

**All our clients are innocent**

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## **Best Practices in Animal Control**

- 1. Rescue and Protection:** Responding to calls about abandoned, injured, abused, or neglected animals, and safely seizing and transporting them to shelters or veterinary facilities.
- 2. Investigations:** Conducting investigations into reports of animal cruelty, neglect, or abandonment. This includes gathering evidence, interviewing witnesses, and working with law enforcement to prosecute offenders. Be knowledgeable about “The Link,”<sup>1</sup> and assist local law enforcement in investigation/resolution of animal abuse/domestic violence cases.
- 3. Education and Outreach:** Educating the public about responsible pet ownership, animal care, and local animal laws. This might involve community presentations, distributing educational materials, contributing to police training, and participating in emergency preparedness efforts and outreach events to local schools and community groups.
- 4. Enforcement:** Enforcing local ordinances and federal animal control laws, in particular Wausau Municipal Code Title 8, and Wisconsin Statutes Chapter 173.<sup>2</sup> This includes issuing citations or warnings for violations of animal neglect, acting as a first responder, and conducting searches and seizures.
- 5. Emergency Response:** Participating as a first responder in emergency preparedness and emergency response efforts before, during, and after natural disasters or other crises. This includes educating the public on how to best protect their animals to comply with local law and safeguard their wellbeing, as well as acting on rescue and care response for displaced animals.
- 6. Collaboration:** Working closely with humane society/animal shelter staff, volunteers, veterinarians, public health organizations, and external agencies to coordinate efforts and provide comprehensive care for animals.
- 7. Documentation and Reporting:** Keeping detailed records of incidents, investigations, and actions taken, and preparing reports as needed.
- 8. Transport:** To transport animals in a team vehicle from the point of seizure to/from appropriate authorities, licensed veterinary offices, and rescue centers as required.
- 9. Training:** Undertaking all necessary training to improve competencies, updates on legislation and best practices, including external courses and workplace training as required by Wisconsin

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<sup>1</sup> Put citation

<sup>2</sup> Wausau Code of Ordinances, § 8 Animals; Wisc. Ann. Stat. § 173 Animals; Humane Officers.

Statute .<sup>3</sup> Industry standard ACO training at multiple levels from the [National Animal Care & Control Association](#). The Animal Legal Defense Fund's Criminal Justice Program can provide (free) supplemental animal cruelty investigations training.

**10. Monitor License Usage:** Attending and monitoring businesses, events or activities where animals are used under licensed conditions. This may require liaising with event organizers to ensure that animal welfare requirements are being properly met. Monitor and work with the City Clerk's office under Wausau Code § \*\* to assist in pet licensing efforts.

**11. Court Attendance & Testimony:** Preparing witness statements and when required giving evidence in court as an inspecting officer and witness.

**12. Animal Handling:** Ensuring compliance with safe working practices in the handling, transport and care of animals, including dangerous and aggressive dogs and animals that may have been seized from their owners or other persons under circumstances where threats of violence or actual violence may be encountered.

**13. Risk Awareness:** Possessing a high degree of awareness concerning the risks associated with aggressive and dangerous animals, including their handling and management. This requires being highly competent in the proper use of protective equipment, protective clothing, and the range of equipment that may be required in handling such animals. Additionally, pre-exposure vaccination for rabies may be a consideration.

#### I. Summary of Wausau's past and current animal control program

Original Proposal of Animal Control Staffing Position, June 2012<sup>4</sup>

The current Animal Control program in Wausau was proposed and discussed at the December 10, 2012 meeting of the Human Resources Committee of the Wausau City Council. At that time, a Humane Officer position was proposed with input from the Marathon County Humane Society, Marathon County Animal Control Task Force, and an individual with experience at the Rock County Animal Shelter and the Department of Agriculture. All of the proposals provided for more than one officer, with a trained individual acting as an HO, and the use of part-time CSOs to fill in the gaps in coverage. The Humane Society's proposal was for three individuals and a budget of \$375,000.

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<sup>3</sup> Wisc. Ann. Stat. § 173.05 Certification required. See also Department of Agriculture, Trade, and Consumer Protection (hereinafter "DATCP"), *Humane Officer Training*, STATE OF WISCONSIN, [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficerTraining.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficerTraining.aspx) (last visited July 18, 2024).

<sup>4</sup> City of Wausau Human Resources Committee, Minutes of open session, July 8, 2024; <https://www.wausauwi.gov/home/showpublisheddocument/11824/638555214909770000> (last visited July 19, 2024). See also Wausau Human Resources Committee Meeting – 6/4/24," <https://www.youtube.com/watch?v=WXuylNYNTZg> (last visited July 22, 2024).

When questioned, the Humane Society said the program “couldn’t be done with less staff or less money.”<sup>5</sup> Concerns at that time included the turnover of CSOs, the need to replace CSOs and retrain them. At the time of adoption at the meeting, Loy clarified “one animal control officer and up to two part-time CSOs.”<sup>6</sup> Therefore, the original proposed program was *intended* to use one full time HO and up to 2 part-time CSOs which appears to align with the current operation of the program (one full time HO and use of multiple CSOs as needed on HO off hours) appears to be consistent with how the program was created and intended to run, with perhaps the exception of a current identified need to modify the working hours of the full time HO. Part of the proposal in 2012 was to recruit “other communities [to] ask [ ] for their participation to supplement for additional staff and flexibility,” which seems to indicate a recognition of, and anticipation of issues with 24/7 coverage of animal control services. At that time, the Committee retained its decision to go with one full time HO, and up to two part time CSOs, at a budget of \$75,000. At some point between 2012-2024, Wausau contracted with another town to also provide their animal control services by using the single Wausau HO, essentially decreasing the amount Wausau budgeted to the HO position by 18%. The original job description of the Wausau HO outlined 12 responsibilities and stressed “knowledge of animal behavior;” “considerable knowledge of laws and ordinances related to humane animal capture, care and disposal methods;” and “considerable knowledge of safety practices concerning the handling of animals and is skilled in the use of animal handling equipment.”<sup>7</sup> Enforcement of ordinances (e.g. licensing) was only one of the 12 responsibilities. The majority of the job description focused on animal welfare and public health issues, which is consistent with current and evolving best practices in animal control<sup>8</sup> and aligns with what the current HO deems as her job description: “to keep the community safe from the animals, and the animals safe from the community.”<sup>9</sup>

#### Current program proposed by the Task Force to the Human Resources Committee of the Wausau City Council, June-July 2024

A “restructured” animal control program was proposed at the Human Resources Committee meeting held on June 10, 2024 as tasked by the Finance Committee. The task force stated that the “main goals” of the program are to “increase pet licensing and decrease the time officers handled

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<sup>5</sup> Id.

<sup>6</sup> Id.

<sup>7</sup> Human Resources Committee, *supra* note 1.

<sup>8</sup> Laura A. Reese & Kellee M. Remer, *Best practices in animal control ordinances*, 49 State and Local Government Review 2017, 117, 117, (stating “[i]t is clear that cities on the whole do not have animal control ordinances that follow best practice guidelines. Generally, control issues are emphasized over animal welfare concerns, and policies are not sufficiently detailed to protect the community, animal guardians, or the animals themselves. Further, there are very few city traits that correlate with any of the types of animal control ordinances, best practice or not.”). See also Sloane M. Hawes, *et al.*, *Punishment and support: The need to align animal control enforcement with the human social justice movement*, 10 Animals (Basel) 1902, 1902 (2020) (discussing the human-animal bond, current ideas of human and animal welfare, and the misaligned current focuses of ordinances on code enforcement rather than human and animal welfare outcomes.)

<sup>9</sup> See Wausau Human Resources Committee Meeting – 6/4/24 at 1:28:40, <https://www.youtube.com/watch?v=WXuyINYNTZg> (last visited July 22, 2024).

calls related to animals.”<sup>10</sup> The presenters stressed that the current program was deemed a failure, and that the proposed program was “budget neutral,” based on the decreased amount Wausau currently budgets to the HO from the original 2012 amount (the loss of the contract with Everest Metro caused a loss of funding for the position).

The evaluation of the current program as a failure was due to a decrease in collection of licensing fees and a perception that the current HO was unable to respond to calls 24/7. The proposal to rectify these issues was to eliminate the full time HO position as of October 26, 2024, (currently staffed by a highly trained, experienced HO who has been a lifelong citizen of the Wausau community), and cover the 24-hour cycle with multiple, part-time, non-sworn CSOs who would have other duties besides animal control. The CSOs would need to become certified by the state of Wisconsin by completing the minimum requirement of a certified HO, consisting of a single, 40-hour course offered by the state. A slide show was used to illustrate details of the program, with a conclusory slide as follows:

1. “Budget reduced in 2024; H.O. position funding runs out mid-October 2024.”<sup>11</sup>
  - a. The loss of \$17,000 from the cancellation of a contract with Everest Metro is leaving Wausau with a shortfall in the budget. It is unclear when Wausau entered into the contract, which decreased the dollar amount that Wausau actually budgeted/funded into the HO program.
  - b. ALDF’s comment: if possible, the HO program should be funded at least at the amount originally budgeted for in 2012.
2. “Wind-down H.O. position, ending October 26, 2024.”
  - a. ALDF’s position: The loss of the highly trained and experienced individual currently serving in this role will be detrimental to the development of an industry-standard animal control program, which Wausau deserves.
3. “Budget-neutral solution is available: team model of CSOs is a widely utilized and effective model for animal control service delivery elsewhere in WI.”
  - a. As of June 2024, 33 counties in Wisconsin have appointed ACOs/HOs<sup>12</sup>
  - b. As of June 2024, 95 cities/villages/towns in Wisconsin have appointed ACOs/HOs<sup>13</sup>
4. “Staffing re-structure and certified H.O. sworn Officers grows our capacity to advance the program goals, investigate crimes against animals, grow partnerships.”
  - a. These were the original goals of the program adopted in 2012. It appears that the current operation of the program, with one full time HO and support from CSOs, is operating as it was envisioned to when it was proposed in 2012.

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<sup>10</sup> Human Resources Committee, *supra* note 1.

<sup>11</sup> *Id.*

<sup>12</sup> DATCP, Appointed Humane Officers in Wisconsin, June 3, 2024, <https://datcp.wi.gov/Documents/Humane%20Officer%20List%20for%20Website%20rev2024-06-03.pdf> (last visited July 22, 2024).

<sup>13</sup> *Id.*



- b. ALDF supports the goals of continuing to advance the program. Taking away trained and experienced staff does not align with “growing” the program; it will cause the program to take backward steps by having to recreate the current “partnerships” that have been cultivated by the current HO over the past 12 years. The current program has a certified and highly trained individual with more than 12 years of full-time, on the job experience who has already been fulfilling the program goals as stated in 2012: investigating crimes and growing partnership within the 40-hour work week over the past 12 years. Rather than getting rid of this valuable resource, if the new program goals are to cover more hours and cover budget shortfalls, alternative paths could be considered.
    - i. involve the current HO in framing the “revamped” program, as her many years of experience, expertise and training will best inform the council as to what is still needed to bring Wausau’s animal control program up to industry-best practices;
    - ii. retain and modify the current HO’s work hours and use her in a leadership/mentorship role for additional officers;
    - iii. add part time, existing CSOs (already being paid in the budget) to cover high-need timeframes (e.g. summer months, weekends, late nights);
    - iv. use less part time staff to cover low need timeframes (e.g. December – March);
    - v. recruit other local towns to contract with Wausau to participate in the animal control program;
    - vi. apply for grants to cover the budget shortfall (see attached grant list).
  - c. For new CSOs to attain the level of training and expertise of the current HO, they will have to get the equivalent of 12 years of full-time on the job training and obtain more than just the minimally required WI state training; therefore, removing the most highly trained and experienced officer from the program does not align with the new program goals.
5. “Effective CSO program = new capacity to train, develop quality Police Officer hiring candidates (ability to carry over H.O. certification).”
- a. ALDF supports these goals; however, removing the current highly trained and experienced HO and starting from scratch with a new program seems experimental. The needs identified for the program are additional hours coverage and additional money to fund the program. Removing the current HO does not specifically address these gaps in the current program; rather, it seems that it will hobble the animal control services provided to the community by operating without a highly trained and experience leader to mentor the needed additional officers.
  - b. Additionally, at the June and July Human Resources Committee meetings, the Committee attributed the low community response to pet licensing to a failure of the part of the HO. Enforcement of Wausau ordinances is only a part of the HOs

responsibilities; this parameter should not be the only one used to evaluate the HO's job performance. Other Wausau employees are also involved with regulating and administering this program (e.g. City Clerk's office). The proposed new program does not offer a specific remedy to this issue other than putting more "boots on the ground" by adding an additional 20 hours/week of animal control coverage but offers no specific action steps as to how the new CSO program will deal with licensing issues.

A vote on the program was tabled in order to collect additional information. At the next meeting of the Committee, held on July 8, 2024, the Committee put the proposal to a vote, which ended in a tie. Thus, the proposal will be brought to the entire Council at their next meeting.

**ALDF position:** *Wausau should put more resources into its animal control program, not less.*

## II. **Importance of Animal Control Officers ("ACOs")/Humane Officers ("HOs")**

ACOs/HOs play a vital role in keeping communities safe and healthy. Their importance goes beyond simply catching stray dogs. ACOs/HOs are essential to a community because they are not only concerned with the health and welfare of animals, but they are concerned with the health and welfare of the people in the community; and thus, they should work closely with public health officials and law enforcement. ACOs ideally should be sworn officers so that they have a first-responder authority to conduct investigations of animal welfare consistent with the Wisconsin state and federal requirements of search and seizure.<sup>14</sup>

Ideally, ACOs support the public health of a community by helping to prevent disease transmission (e.g. rabies, parasites, ringworm, fleas), addressing nuisance complaints and local ordinance violations related to animals, providing community education on responsible pet ownership, and collaborating with animal shelters, humane societies, and veterinary clinics on vaccination, microchipping and spay/neuter programs to reduce the number of animals entering shelters. They are also champions of animal welfare, preventing animal suffering and promoting animal well-being through investigation and follow up of animal cruelty cases, providing rescue and rehabilitation services for animals in distress (e.g. lost, abandoned, injured, trapped, or in dangerous situations), recognizing the association of animal cruelty with domestic violence, using humane capture methods, and managing wildlife populations (trapping/relocated nuisance animals, preventing

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<sup>14</sup> Wisc. Const. art. I § 11; U.S. Const. amend. IV.

property damage and potential conflicts with humans). ACOs/HOs also liaison with various agencies like public health departments, wildlife rehabilitators, and social services. This collaborative approach ensures a multifaceted response to animal-related issues, improving overall community health and well-being.

One of the most important collaborations of ACOs/HOs is with law enforcement in animal cruelty cases that are associated with domestic violence issues, and the need to aggressively investigate and act to ensure the safety of the animals and humans involved. ACOs/HOs should be sensitive and supportive of the deeper underlying issues involved with animal cruelty that might require collaboration with social services and mental health professionals. ACOs/HOs should also be aware of lack of access to affordable veterinary care, financial hardships in the community, and prioritizing education as a first step for low level ordinance violations.

Another important role of the ACOs/HOs is community outreach and education regarding responsible pet ownership, spay/neuter/vaccine/microchip campaigns, targeted education programs within schools, workshops for new pet owners, collaborative educational programs with veterinary professionals regarding animal disease and nutrition, and the robust use of online and social media platforms to heighten community engagement. ACOs/HOs should be trained and prepared for natural disasters, and thus, support the local community during these events in order to assure the well-being of the community's pets. Additionally, the ACOs/HOs should become individually certified in rabies control as per Wisconsin Administrative Code § 13.04 and should develop and maintain a robust rabies control program, as mandated by the Wisconsin Administrative Code § 13.02. ACOs/HOs should consult their physicians, and strongly consider pre-exposure vaccination for rabies.

The animal control program ideally should have specific and ongoing oversight by relevant authorities; and should have regular reporting, record-keeping, and data collection requirements, as well as procedures for handling complaints regarding the program. The program should have strong, experienced and skilled leadership that can act as mentors for less experienced/new ACOs/HOs. The ACOs/HOs should be supported by the local government, being afforded industry-

standard, proper equipment to humanely handle animals while also ensuring the safety of the officers.

The ACOs/HOs should also be afforded the opportunity to attend enhanced training, beyond the mandatory, 40-hour certification offered by the State of Wisconsin. The National Animal Care & Control Association has many certification classes for ACOs attend advanced training, chemical immobilization workshops, and mental health first aid courses. Officers should train not only in animal cruelty investigation procedures, but also in de-escalation tactics, proper restraint techniques for the varied species of animals, minimizing animal stress, animal behavior, verbal communication strategies, body language awareness, understanding animal fear triggers, and humane handling of animals. The animal control program should develop and implement clear protocols that meet industry standards for proper restraint and humane handling of animals that prioritize animal safety and officer well-being. The program should mandate ongoing training for officers in understanding canine and feline body language, recognizing signs of fear and pain, and proper handling of different species.

The animal control program should work closely with local rescue groups, humane societies, animal shelters, and state animal welfare organizations to ensure that the local program is providing the community of Wausau with the best service possible by constantly updating procedures and strengthening collaborations.

### III. **National Animal Care & Control Association position**<sup>15</sup>

Arguably, the most authoritative body on best animal control practices is the National Animal Care & Control Association (“NACA”), an organization formed to provide resources, standardized training, and support for animal care and control professionals across the United States.<sup>16</sup> NACA *“is committed to setting the standard of professionalism in animal welfare and public safety*

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<sup>15</sup> National Animal Care & Control Association (“NACA”), *NACA statement on minimum training requirements for animal control professionals*, Mar. 2023, <https://www.nacenet.org/naca-statement-on-minimum-training-requirements-for-animal-care-control-professionals/> (last visited July 19, 2024). See also NACA position statements at <https://www.nacenet.org/category/position-statements/> (last visited July 19, 2024.)

<sup>16</sup> NACA, *What is NACA?* <https://www.nacenet.org/about/> (last visited July 18, 2024.)

through training, networking, and advocacy.”<sup>17</sup> NACA states its values as professionalism, dedication, leadership, integrity, innovation, diversity, accessibility, compassion.<sup>18</sup> NACA’s position statement advocates for a best practice type animal control program, which encompasses everything from detailed equipment requirements to ensure the safety of animals and officers, to the recommendation that “agencies review officer compensation to determine if existing salaries are sufficient to recruit and retain qualified and skilled animal control officers,” (see attached document).<sup>19</sup> Therefore, NACA’s position is not to endorse the minimum of requirements for an animal control program, but a robust and community-minded program, emphasizing retention of ACOs with qualifications and skills. NACA delineates a 23 point, non-exhaustive list of ACO services, which appears in its position statement.<sup>20</sup> NACA boasts 3,000 members, and promulgates Levels I, II and III ACO training, Chemical Immobilization workshops, Mental Health First Aid training for ACOs, and recently hosted its inaugural summit on June 1, 2024, with 37 states participating.<sup>21</sup> NACA also promulgates ACO Appreciation Week, which was on April 15, 2024, and celebrated ACOs, who they describe as “brave and compassionate,” and who “work tirelessly to protect and serve both the pets and people in their communities.”<sup>22</sup> NACA supports and emphasizes “collaboration across states and municipalities, highlighting how unity can drive significant progress in policies and practices related to animal welfare,” and “more compassionate and effective animal control practices.”<sup>23</sup>

#### IV. **One Health and the Importance of ACOs**

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<sup>17</sup> NACA, *Recognizing the role of the animal control officer*, June 2022. <https://www.nacanet.org/recognizing-the-role-of-the-animal-control-officer/> (last visited July 18, 2024).

<sup>18</sup> NACA, [www.nacanet.org](http://www.nacanet.org) (last visited July 19, 2024).

<sup>19</sup> NACA, *NACA statement on recognizing the role of the animal control officer*, <https://www.nacanet.org/wp-content/uploads/2022/06/Recognizing-the-Role-of-the-Animal-Control-Officer-NACA-Statement-1.pdf> (last visited July 18, 2024).

<sup>20</sup> Id.

<sup>21</sup> NACA, *NACA Inaugural Summit: A unified vision for animal care and control*, <https://www.nacanet.org/naca-inaugural-summit-a-unified-vision-for-animal-care-and-control/> (last visited July 2024).

<sup>22</sup> NACA, *Let the celebration begin! ACO week*, <https://www.nacanet.org/let-the-celebration-begin/> (last visited July 18, 2024.)

<sup>23</sup> Id.

“One Health” refers to the interconnectedness of animal, human, and environmental health.<sup>24</sup> The Centers for Disease Control (“CDC”) recognize One Health as “a collaborative, multisectoral, and transdisciplinary approach.”<sup>25</sup> In short, the health and welfare of people are deeply interconnected with the health and welfare of animals, plants and the environment, and One Health strives to recognize and capitalize on this by promoting collaboration among all sectors of society. Specifically, the CDC notes the importance of recognizing zoonotic disease in the form of rabies, Salmonella, West Nile virus, Q Fever, anthrax, brucellosis, Lyme disease, ringworm and Ebola virus; anti-microbial resistance; food safety; and the human-animal bond.<sup>26</sup>

Additionally, the CDC notes that risks related to being an animal control officer include transmission of rabies,<sup>27</sup> Leptospirosis, or other zoonotic diseases.<sup>28</sup> In the U.S., most rabies is associated with wildlife,<sup>29</sup> suggesting that animal control officers in their course of duty would have an increased risk of exposure to rabies virus, considering their increased risk of being bitten.<sup>30</sup> In one study, 40% of ACOs reported being bitten in a single calendar year (bite rate was 2.57 per ACO working-year, representing 175 to 500 times the risk of the general population.)<sup>31</sup> Authors of the study recommend that effective animal control programs “require community support, well-designed and consistently enforced ordinances, adequate funding, and a sufficient number of trained animal control officers,” and cite their “vital role” in public health.<sup>32</sup>

V. **The National Link Coalition and the International City/County Management Association: “The Link” between animal cruelty and domestic violence**

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<sup>24</sup> Centers for Disease Control (*hereinafter* “CDC”), *About One Health*, July 2024, <https://www.cdc.gov/one-health/about/index.html> (last visited July 18, 2024).

<sup>25</sup> *Id.*

<sup>26</sup> *Id.*

<sup>27</sup> CDC, *Rabies prevention and control*, <https://www.cdc.gov/rabies/prevention/> (last visited July 18, 2024). *See also Preventing rabies from bats*, <https://www.cdc.gov/rabies/prevention/bats.html> (last visited July 18, 2024) (including the recommendation that animal control can be helpful in bat-proofing homes).

<sup>28</sup> CDC, *Leptospirosis*, <https://www.cdc.gov/leptospirosis/about/> (last visited July 18, 2024).

<sup>29</sup> CDC, *Global rabies: What you should know*, <https://www.cdc.gov/rabies/around-world/index.html> (last visited on July 18, 2024).

<sup>30</sup> J.M. Mann, *et al.*, *Animal bites as an occupational hazard among animal control officers*, 74 *AM. J. PUB. HEALTH* 255, 255 (1984).

<sup>31</sup> *Id.*

<sup>32</sup> *Id.* *See also* Healthy Pets, Healthy People, <https://www.cdc.gov/healthy-pets/index.html> (last visited July 18, 2024).

The National Link Coalition is a non-profit organization that promotes awareness of “The Link” between animal abuse/cruelty and domestic violence.<sup>33</sup> The Coalition recognizes that acts of animal cruelty may be a precursor for human abuse, a risk factor for more severe violence, and a threat to public safety, and specifically calls on community animal control, in collaboration with law enforcement, and other community stakeholders as integral to community conversations about “The Link”.<sup>34</sup> The staggering statistics collated by national and local law enforcement and available on The Coalition’s website demonstrate that animal abuse is a better predictor of sexual abuse than previous convictions for homicide, arson or weapons offenses; 70% of people charged with cruelty to animals have other incidents of violent behavior; 43% of school shooting perpetrators have a history of animal abuse; and 100% of sexual homicide offenders report having been cruel to animals.<sup>35</sup>

Animals are often used as pawns in “games of power and control exercised by perpetrators of domestic violence,” and children who harm animals have an exponentially high risk of becoming violent public offenders.<sup>36</sup> The Coalition stresses the importance of ACOs and law enforcement in breaking the cycle of violence by understanding the seriousness of The Link, and responding with the appropriate interventions.<sup>37</sup> The Coalition also encourages membership in its allied organization, the National Coalition on Violence Against Animals (“NCOVAA”), which is a program of the National Sheriff’s Association.<sup>38</sup>

Addressing animal cruelty can contribute to a safer community overall. The International City/County Management Association (“ICMA”) is an organization founded in 1914 and committed to the “preservation of the values and integrity of representative local government and local democracy[;] dedicate[ed] to the promotion of efficient and effective management of public services, [the] maintain[ence] and enhance[ment of] public trust and confidence in local government, to

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<sup>33</sup> National Link Coalition, <https://nationallinkcoalition.org/what-is-the-link/law-enforcement-and-the-link> (last visited July 18, 2024).

<sup>34</sup> National Link Coalition, *The need for the link . . . and its stakeholders*, <https://nationallinkcoalition.org/what-is-the-link/the-need-for-the-link-and-its-stakeholders> (last visited July 18, 2024).

<sup>35</sup> *Id.*

<sup>36</sup> *Id.*

<sup>37</sup> *Id.*

<sup>38</sup> *Id.*

achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community.” ICMA has recognized the essential role of the ACO in an article entitled *The Link Between Animal Cruelty and Public Safety*.<sup>39</sup> The article recognizes that the role of ACOs in recent years has evolved with the understanding that animals are often treated as beloved members of a family; but in others, they may be victims of, and an indication of domestic violence.<sup>40</sup>

A best practice for ACOs, therefore, is to have a close working relationship with law enforcement in the community, and that crimes involving animal abuse, interpersonal violence and domestic violence be monitored for and reported.<sup>41</sup> It is well established that child abuse and neglect often co-occur in households where there is animal abuse.<sup>42</sup> Sixty-eight percent of animal cruelty incidents are reported by the FBI to occur in the home, underscoring the importance of ACOs in recognizing that cases of animal abuse might represent deeper problems, and that collaboration with law enforcement is essential.<sup>43</sup> It also highlights the necessity of ACOs to be skilled in collecting crime data, so that cases of animal cruelty and domestic violence are appropriately prosecuted.<sup>44</sup>

## **VI. Local and State Law**

### Wausau

The City of Wausau prides itself on being a “fun, vibrant, and highly connected community providing diverse and accessible social, arts, cultural and outdoor recreational experiences and a thriving economy where everyone has the opportunity to achieve success and happiness.”<sup>45</sup> Wausau’s core values include professionalism (“choos[ing] to take pride in our work, communicate effectively, project a positive image, and deliver service at the highest standards every time, in every situation”); accountability (“accept[ing] responsibility and take

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<sup>39</sup> Julie M. Palais, PhD, *The link between animal cruelty and public safety*, PM MAGAZINE, Aug. 2020, <https://icma.org/articles/pm-magazine/link-between-animal-cruelty-and-public-safety> (last visited July 18, 2024).

<sup>40</sup> Id.

<sup>41</sup> Id.

<sup>42</sup> Id.

<sup>43</sup> Id.

<sup>44</sup> Id.

<sup>45</sup> City of Wausau, *Mission & Core Values*, <https://www.wausauwi.gov/about-wausau/mission-core-values> (last visited on July 18, 2024).



ownership for our actions”); integrity (“act[ing] ethically, honestly, and lead by example by having our actions reflect our word); respect (“choos[ing] to treat everyone the way we would like to be treated”); and innovation (“consciously striv[ing] to be thought-leaders and creative in seeking opportunities to improve our service delivery”).<sup>46</sup>

In light of this, the citizens of Wausau deserve a robust Animal Control/Humane Officer program with well thought out leadership and mentoring from individual(s) who are highly trained and experienced in animal handling, dealing with difficult and dangerous animals, interacting with the community, and working together with the city to achieve public health goals, as enshrined in the One Health movement, supported by the World Health Organization and others. “Best practices” support that the program be staffed by year-round, highly trained and experienced individuals who are interested in the position not as a steppingstone to something else; but as a goal unto itself, thus providing not the minimum requirements of an animal control program, but a robust program dedicated to the health and welfare of both animals and community members. If CSOs will be utilized, best practices suggest that the individuals operate under the guidance of a highly trained and experienced supervisor, who can provide instruction, mentoring, and ongoing support.

#### Wausau Code and Animal Control

Section 8.08.001 of the Wausau Code of Ordinances defines “animals” as “any living vertebrate, domestic or wild, except a human being, which may be affected by rabies.”<sup>47</sup> Additionally, the Code defines “wild animal” as “any native or non-native animal of a species which is generally not bred or kept by human beings and which generally exists untamed and in the wild, or any animal that is wild, ferocious, dangerous or vicious by nature, habit, disposition or character.”<sup>48</sup> The role of an ACO or HO is not defined outright in the Code; however, the duties of a “humane officer” are sprinkled throughout Title 8.<sup>49</sup> Duties: the impoundment of “any wild animal, insect or reptile found within the City in violation of this subsection and to seek whatever legal process is

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<sup>46</sup> Id.

<sup>47</sup> Mun. Code, City of Wausau, § 8.08.001.

<sup>48</sup> Mun. Code, City of Wausau, § 8.08.001.

<sup>49</sup> Mun. Code, City of Wausau, Title 8.

necessary to enter private property to carry out the provisions of this subsection;”<sup>50</sup> the verification of “formal education or sufficient practical experience” by any citizen wishing to act as a beekeeper;<sup>51</sup> “inspect[ion] [of] the premises, obtain photographs or take any other action deemed necessary to properly enforce the provisions of” § 8.08.011 Keeping of Honey Bees;<sup>52</sup> the quarantine of a dog or cat “if such officer has reason to believe that the animal bit a person, is infected with rabies, or has been in contact with a rabid animal;”<sup>53</sup> inspection of a “commercial kennel” prior to the issuance of a new or transfer commercial kennel permit/license;<sup>54</sup> and receive and investigate complaints lodged alleging violations of this chapter or of applicable state or other law related to a permitted establishment or a person holding a commercial kennel permit” under Chapter 8.08.<sup>55</sup> Notably, the licensing of pet animals as per § 8.08.170 “Licenses” is under the purview of the City Clerk’s office, describing the annual licensing process, fees, etcetera. This section does not contain any wording regarding the Humane Officer; rather, the City Clerk is the only city employee mentioned in this section.<sup>56</sup> The responsibility for collection of licensing fees is not enumerated in the Wausau Code.

#### Wausau Community Service Officers

The Community Service Officer (“CSO”) program in Wausau is under the Police Department. The current job application for CSOs provides for a salary ranging from \$10.75 to \$12.44 hourly, is seasonal, and does not include benefits.<sup>57</sup> The minimum job requirements are a high school diploma or equivalent; the ability to possess a driver’s license; being at least eighteen years of age or older; and passing a criminal background check.<sup>58</sup> Duties of a CSO are: knowing, patrolling for, and enforcing Wausau ordinance and Wisconsin state law violations; responding to citizen calls; investigation of juvenile calls/complaints; communication with parents/juveniles; report generation; problem solving with sworn officers, community members, business owners, and

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<sup>50</sup> § 8.08.010.

<sup>51</sup> § 8.08.011.

<sup>52</sup> § 8.08.011.

<sup>53</sup> §8.08.160(d)(1).

<sup>54</sup> § 8.08.171(b); §§ 8.08.172 - 174

<sup>55</sup> § 8.08.175.

<sup>56</sup> § 8.08.170.

<sup>57</sup> City of Wausau, Community Services Officer job posting,

<https://www.governmentjobs.com/careers/wausauwi/jobs/newprint/803287> (last visited July 18, 2024).

<sup>58</sup> City of Wausau, Community Services Officer job posting,

<https://www.governmentjobs.com/careers/wausauwi/jobs/newprint/803287> (last visited July 18, 2024).

other city employees; and upholding Wausau's core values<sup>59</sup> of professionalism, accountability, integrity, respect, and innovation.<sup>60</sup> The purpose of the CSO position in Wausau is to "assist the Wausau Police Department with enforcement of City Ordinances by providing a presence in the community as a non-sworn officer., [having] a significant impact on the quality of life through community partnership, assigned patrols and enforcement, and developed relationships with citizens."

The CSO position may perhaps be able to satisfy the local and state statutory minimum requirements of an ACO/HO; however, given the many other responsibilities listed under their purview, it is unlikely that they will be able to focus on and develop a robust community-centric animal welfare program that includes the industry's best practice standards. It is more likely that if there were at least one individual with the full-time duty of overseeing the scope and administration of the program, providing leadership and mentorship, and perhaps having additional officer support (either from full or part time CSOs or additional dedicated ACO/HOs), Wausau would have the animal welfare program it deserves and that would comport with its goals of

### Wisconsin

Wisconsin State Statutes devote an entire Chapter dedicated to "Humane Officers,"<sup>61</sup> and the Wisconsin Administrative Code has an entire Chapter dedicated to "Humane Officer Training and Certification."<sup>62</sup> The State defines a "Humane Officer" as someone appointed under § 173.03,<sup>63</sup> and who exercises powers and carries out duties under § 173.07.<sup>64</sup> Under § 173.03, the governing body appointing and/or terminating a humane officer "shall report all appointments and terminations of humane officers to the [D]epartment [of Agriculture, Trade, and Consumer Protection," (*hereinafter* "DATCP").<sup>65</sup> Section 173.07 describes the "[p]owers and duties of Humane Officers," which comprises four main duties: enforcement, investigation, seeking

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<sup>59</sup> City of Wausau, Community Services Officer job posting, <https://www.governmentjobs.com/careers/wausauwi/jobs/newprint/803287> (last visited July 18, 2024).

<sup>60</sup> Wausau, Wisconsin, *About Wausau Mission & Core Values*, <https://www.wausauwi.gov/about-wausau/mission-core-values> (last visited July 18, 2024).

<sup>61</sup> Wis. Stat. Ann Chp. 173 Animals; Humane Officers.

<sup>62</sup> Wis. Adm. Code §§ ATCP 15.01-15.10

<sup>63</sup> Wis. Stat. Ann. § 95.21.

<sup>64</sup> Wis. Adm. Code § 15.01(2).

<sup>65</sup> § 173.03(1).

subpoenas, and issuance of citations.<sup>66</sup> Section 173.07(1) describes enforcement as: enforcing the rabies control program outlined in § 95.21;<sup>67</sup> enforcing § 944.18 laws against bestiality,<sup>68</sup> enforcing Chapters 174 Dogs<sup>69</sup> and 951 Crimes Against Animals;<sup>70</sup> and enforcing city ordinances.<sup>71</sup> Section 173.07(2) describes investigation of alleged violations of statutes and ordinances relating to animals, and gives the power to seek a special inspection warrant under § 66.0119.<sup>72</sup> Section 173.03(3) allows the humane officer to request subpoenas from the district attorney and to compel testimony and obtain documents in aid of investigations.<sup>73</sup> Section 173.03(4) allows the humane officer to issue citations for violations of ordinances if authorized by the city, and to request law enforcement and district attorneys to prosecute violations of state law.<sup>74</sup> The Wisconsin Administrative Code §§ 13.01-13.04 outlines the requirements for a local rabies control program,<sup>75</sup> while § § ATCP 15.10, a “political subdivision shall notify the department in writing whenever the political subdivision appoints or terminates a humane officer. The political subdivision shall give the notice within 30 days after the appointment or termination occurs.”<sup>76</sup>

Wisconsin has an outline of its Humane Officer Program on the DATCP website, which describes how Humane Officers are appointed, their duties/responsibilities, and the training required to become certified by the State of Wisconsin.<sup>77</sup> The Humane Officer Training Program is administered by the DATCP, by the Law Enforcement Training Institute.<sup>78</sup> The program is instructed by veterinarians, attorneys, and law officers.<sup>79</sup> The total fee to become certified under the program is \$635 (includes the course, a testing fee of \$25, and a

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<sup>66</sup> Wis. Stat. Ann. § 173.07.

<sup>67</sup> Wis. Stat. Ann. § 95.21.

<sup>68</sup> Wis. Stat. Ann. § 944.18.

<sup>69</sup> Wis. Stat. Ann. Chp. 174.

<sup>70</sup> Wis. Stat. Ann. Chp. 951.

<sup>71</sup> Wis. Stat. Ann. § 173.07(1).

<sup>72</sup> § 173.07(2).

<sup>73</sup> § 173.07(3).

<sup>74</sup> § 173.07(4).

<sup>75</sup> Wis. Adm. Code §§ ATCP 13.01-13.04.

<sup>76</sup> Wisc. Adm. Code § ATCP 15.10.

<sup>77</sup> Department of Agriculture, Trade, and Consumer Protection (*hereinafter* “DATCP”), *Humane Officers Program*, [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficers.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficers.aspx) (last visited July 19, 2024).

<sup>78</sup> DATCP, *Humane Officer Training*, STATE OF WISCONSIN,

[https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficerTraining.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficerTraining.aspx) (last visited July 18, 2024).

<sup>79</sup> *Id.*

certification fee of \$35); this fee does not include lodging (if needed; the course is held in Madison, WI).<sup>80</sup> The training includes content on investigations/evidence/search and seizure, civil liability, Wisconsin Law, facility standards, evaluation of cruelty to include nutrition and body condition scoring, pet shop investigation, photography and sketching, crime scene procedure/collection of evidence, interview/interrogation, report writing, courtroom testimony, crisis intervention, and officer safety.<sup>81</sup> Humane officers must complete a 40-hour training course and pass the final exam, be certified with the DATCP, and complete 32 hours of continuing education every 2 years to maintain certification.<sup>82</sup> The 40-hour certification course can satisfy the certification mandated by Wisconsin law; however, best practices dictate that this mandated training is a “floor,” that is, a minimum standard.

Both the local Wausau Code and Wisconsin State statutes relating to animals and the duties/responsibilities of humane officers are clearly complex. Recruiting, training, and retention of highly competent and experienced officials should be of paramount concern to the city of Wausau so as to stay abreast of best practices, humane handling, and the implications and risks of handling animals in animal control situations.

## **VII. Risks of not having trained and experienced ACOs/HOs**

Possessing a high degree of awareness concerning the risks associated with aggressive and dangerous animals, including the handling and management of the multitude of domestic and wild species that come under the purview of the ACO/HO's duties, is integral to the position of the ACO/HO. This requires being highly competent in the proper use of protective equipment, protective clothing, and the range of equipment that may be required in handling animals of a variety of species. Adherence to health and safety requirements and proper risk management should be required of the ACO/HO, insofar as is relevant to their role. ACOs/HOs should be expected to maintain robust training and continuing education to understand and promote evolving

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<sup>80</sup> Id.

<sup>81</sup> Department of Agriculture, Trade, and Consumer Protection, *Humane Officer Training*, STATE OF WISCONSIN, [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficerTraining.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficerTraining.aspx) (last visited July 18, 2024).

<sup>82</sup> Department of Agriculture, Trade, and Consumer Protection, *Humane Officers Program*, STATE OF WISCONSIN, [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficers.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficers.aspx)

good health and safety practices and manage risks appropriately so as not to cause liability for the city of Wausau.

## **VIII. Position Statements on Animal Welfare**

### **ASPCA**

Recognizing and reporting animal abuse and neglect:

<https://www.aspca.org/investigations-rescue/recognizing-and-reporting-animal-abuse-and-neglect>

### **Animal Legal Defense Fund (“ALDF”)**

Animal protection laws rankings: <https://aldf.org/project/us-state-rankings/>

### **American Veterinary Medical Association (“AVMA”)**

1. Model dog and cat control ordinances: <https://www.avma.org/resources-tools/avma-policies/model-dog-and-cat-control-ordinance>
2. Animal control: <https://www.avma.org/javma-news/2021-04-01/animal-shelters-control-officers-aim-be-more-community-centric>
3. Animal welfare principles: <https://www.avma.org/resources-tools/avma-policies/avma-animal-welfare-principles>

### **Department of Agriculture, Trade, and Consumer Protection (“DATCP”)**

1. DATCP Humane Officer Training: [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficerTraining.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficerTraining.aspx)
2. DATCP Humane Officer Program: [https://datcp.wi.gov/Pages/Programs\\_Services/HumaneOfficers.aspx](https://datcp.wi.gov/Pages/Programs_Services/HumaneOfficers.aspx)

### **National Animal Care & Control Association (“NACA”)**

1. NACA Position Statements: <https://www.nacanet.org/naca-position-statements/>
2. NACA Guidelines: [https://www.nacanet.org/wp-content/uploads/2019/03/NACA\\_Guidelines.pdf](https://www.nacanet.org/wp-content/uploads/2019/03/NACA_Guidelines.pdf)
3. NACA State ACO Resources: <https://www.nacanet.org/state-resources/>
4. NACA Humane Animal Control Effective Enforcement, Shelter Management, Local Government Support and Community Engagement: <https://www.nacanet.org/wp-content/uploads/2019/03/Best-Friends-Humane-Animal-Control-Manual.pdf>

## IX. Conclusion

In essence, ACOs/HOs are an essential part of a local community, responding to and supporting animal welfare, public health, and environmental concerns. Their work ensures a safer, cleaner, and healthier environment for both humans and animals within a community. Their leadership skills, mentoring abilities, training, and experience should be of paramount concern to local municipalities that wish to align themselves with current concepts of One Health, and human and animal welfare. Best practices endorsed by national organizations, such as NACA, should be explored and supported in all municipalities.

## X. Grant Opportunities in Animal Welfare<sup>83</sup> (not an inclusive list)

### Grant writing and resources

[https://theaawa.org/resource\\_library/grants/](https://theaawa.org/resource_library/grants/)

### Running a capital campaign:

<https://humanepro.org/magazine/articles/climbing-mountain>

### Smart moves for winning grants:

<https://humanepro.org/magazine/articles/smart-moves-winning-grants>

### State Grant resources:

<https://www.tgci.com/funding-sources>

**Animal Disaster Funding** – <http://www.animaldisasterfunding.org/>

**ASPCA, Petco Love, Petfinder Foundation, and PetSmart Charities®**

**ASPCA** – <http://www.aspcapro.org/grants>

**Best Friends Animal Society** – Rachael Ray Grants 2022 | Network Partners ([bestfriends.org](http://bestfriends.org))

**Bissell Pet Foundation** – Grants ([bissellpetfoundation.org](http://bissellpetfoundation.org))

**Dorris Day Animal Foundation** – <http://www.dorisdyanimalfoundation.org/grants>

**Friends for Pets Foundation** – Friends For Pets Foundation – Grants

**Great Good Charities Rescue Bank** Rescue Bank ([greatergood.org](http://greatergood.org))

**Hill's Food, Shelter & Love** – <http://www.hillspet.com/food-shelter-love/shelter-application.html>

**Maddie's Fund** – <https://www.maddiesfund.org/challenges.htm>

**Michaelson Found Animals Saving Pets Challenge** – <http://www.foundanimals.org/pet-professionals/>

**Pedigree Foundation** – <https://www.pedigreefoundation.org/>

**Petco Love** – <https://www.petcolove.org/>

**Petco – Disaster relief** – <https://petcolove.org/shelter-partners/grants/>

**PetSmart Charities** – <https://www.petsmartcharities.org/pro/grants>

**Purina Shelter Champions** – Shelter Champions ([purinashelterchampions.com](http://purinashelterchampions.com))

**RedRover** – <https://redrover.org/grants-organizations>

**California for all Animals Grants** – <https://www.californiaforallanimals.com/grants/welcome-grants/>

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<sup>83</sup> NACA, *Grant Opportunities*, <https://www.nacenet.org/grant-opportunities/> (last visited July 18, 2024.)

**Humane Society of the United States** – <https://www.animalsheltering.org/grant-listings>

American Humane  
ASPCA Grants program  
Banfield Foundation  
The Binky Foundation  
Bissell Pet Foundation  
The Doris Day Animal Foundation  
Giveeffect  
The Grey Muzzle Organization  
The Kenneth A. Scott Charitable Trust  
Laura J. Niles Foundation  
Live Stream Camera Grant for Animal Welfare  
Maddie's Fund  
National Dog Abuse Investigation and Prosecution Program  
Oxbow Animal Rescue Grant  
The Pedigree Foundation  
Petco Love  
Petfinder Foundation  
PetSmart Charities, Inc.  
The Rachel Ray Foundation  
The Summerlee Foundation  
USDA Rural Development Community Facilities Direct Loan & Grant Program  
William and Charlotte Parks Foundation for Animal Welfare  
Animal Grantmakers  
Foundation Center's Foundation Stats

**The Association for Animal Welfare Advancement grant database:**

[https://theaawa.org/resource\\_library/grant-database/](https://theaawa.org/resource_library/grant-database/)  
AKC Breed Rescue Grant  
AKC Women's Shelter Grant  
American Humane "Feed the Hungry" Grant  
Animal Farm Foundation  
ASPCA New York State Animal Population Control Program  
ASPCA Open-Access Publishing Fund (OAPF)  
ASPCA Research Grants  
Banfield Foundation Disaster Relief Grant  
Banfield Foundation Veterinary Medical Equipment Grant  
Banfield Foundation Community Care Grant  
Banfield Foundation Care Knows No Boundaries® Grant  
Binky Foundation  
Department of Agriculture: Distance Learning and Telemedicine Grants  
EveryCat Health Foundation Annual Grant Awards  
Giveeffect  
Grey Muzzle Grant  
Hugs & Kisses Animal Fund  
Kenneth A. Scott Charitable Trust  
Laura J. Niles Foundation  
Live Stream Camera Grant for Animal Welfare  
National Dog Abuse Investigation and Prosecution Assistance Program  
Mabee Foundation



Make Me Smile Program Shelter Dentistry Grant

Microsoft Grants and Technology Offers for Nonprofits

Not One More Vet (NOMV) Support Grant

Pedigree Foundation Disaster Relief and Emergency Care for Puppy Mill Seizures

Pedigree Foundation Grants: Program Development; Dogs rule grant

Petco Love Access to Care

Petco Love Animal Welfare Organizations

Petco Love Love Stories

Petco Love Shelter Pet Cancer Treatment

Petco Love Vaccinated & Loved

Petco Love Disaster Relief

Petfinder Foundation

Red Rover Safe Housing

Southface Institute: GoodUse Grants



## **NACA Statement on Recognizing the Role of the Animal Control Officer**

***NACA recommends animal control officers receive compensation, training, resources, and equipment necessary to perform the critical services they provide to their communities.***

***More specifically, NACA advocates animal control officers be given appropriate humane handling equipment, vehicles in good condition, standardized uniforms, and personal safety equipment. Ideally, animal control officers should also have access to microchip scanners, laptop computers, leashes, collars, pet food, pet supplies, and other resources that enable them to effectively support pets and people in their communities. Finally, NACA recommends agencies review officer compensation to determine if existing salaries are sufficient to recruit and retain qualified and skilled animal control officers.***

Animal control officers (ACOs) perform a vast number of services related to pets and people. They work long hours, in dangerous situations, in inclement weather, and oftentimes with inadequate resources, training, and equipment. Animal control officers in most areas are responsible for more than enforcing animal laws; they also assist law enforcement as the animal experts in their community, provide the services of social workers, risk their lives as emergency responders, mitigate community member conflicts, and much more.

They work closely with the justice system, including prosecutors and judges, local and state law enforcement agencies, elected and appointed officials, state veterinarian and health department, the local rabies authority, the fire department, code enforcement, and social services agencies. Although not traditionally classified as first responders, animal control officers perform essential work that ensures public safety for both humans and animals.

**Here are just a few of the services provided by animal control officers across the U.S.:**

- Overseeing rabies quarantines
- Rescuing pets in extreme cold and heat
- Investigating dangerous and vicious dog cases
- Investigating dog bites
- Preventing unnecessary shelter intake and helping to reunite lost pets with their people
- Inspecting pet stores and animal rescues
- Investigating animal neglect, cruelty, hoarding, and intentional acts of abuse
- Following up on veterinary and court-ordered inspections of homes
- Addressing noise and waste complaints
- Mitigating complaints about outdoor and free-roaming cats



**NATIONAL ANIMAL**  
CARE & CONTROL ASSOCIATION

The National Animal Care & Control Association is committed to setting the standard of professionalism in animal welfare and public safety through training, networking, and advocacy.

- Rescuing lost and stray animals that are sick, injured, or in immediate danger
- Providing food, supplies, and medical support to pet owners
- Repairing/building fences for dog owners
- Catching and/or trapping individual loose dogs
- Assisting pet owners who are in crisis including incarceration and evictions
- Responding to emergencies
- Assisting pet owners experiencing homelessness
- Managing welfare cases and sick or injured wildlife, exotic animals, and farmed animals
- Transporting pets
- Providing humane education and outreach
- Provide information to owners on humane pet care
- Picking up and disposing of deceased animals
- Supporting community cat programs (TNR and SNR)

In summary, animal control officers today perform a wide variety of functions far beyond the outdated “dog catcher” characterization of the past. They deserve to be properly equipped, trained, and compensated for this complex and difficult work. For a complete listing of the recommended guidelines for animal control officers, visit [National Animal Care & Control Association | Welcome to NACA's Online Community! \(nacanet.org\)](https://www.nacanet.org)



## **NACA Statement on Minimum Training Requirements for Animal Care & Control Professionals**

It is the position of NACA that every animal control officer should receive, at minimum, the below-outlined training. Requiring minimum training standards will increase safety for officers, animals, and the communities they serve. Furthermore, it is the position of NACA that officers should be required to complete continuing education units to remain relevant and current with national trends and evolving standards.

The recommendations outlined in this document are intended to serve as support to officers and agencies who are advocating for professional development training and funding for training for their officers.

Animal Control Officers (ACOs) perform a variety of services related to pets and people. They work long hours, in dangerous situations, in inclement weather, and oftentimes with inadequate resources, training, and equipment. Animal control officers in most areas are responsible for more than enforcing animal laws; they also assist law enforcement as the animal experts in their community, provide the services of social workers, risk their lives as emergency responders, mitigate community member conflicts, and much more. They work closely with the justice system, including prosecutors and judges, local and state law enforcement agencies, elected and appointed officials, the state veterinarian and health department, the local rabies authority, the fire department, code enforcement, and social services agencies. Although not traditionally classified as first responders, animal control officers perform essential work ensuring public safety for humans and animals.

### **Animal Control Officers should, at a minimum be trained on:**

- Animal behavior and safe animal handling
- Communication and de-escalation techniques
- Public perception
- Multicultural community engagement; Diversity, equity, inclusion, and belonging.
- Animal first aid
- Basic animal investigations including but not limited to:
  - Search warrants
  - Evidence collection and preservation
  - Report writing
  - Courtroom procedures and testimony
- Animal health including but not limited to:
  - Nutrition
  - Disease recognition, zoonosis, prevention, and herd health
- Animal husbandry
- Local, state, and federal laws relating to animal cruelty and neglect.
- Rabies prevention and processes

In today's world, it is vital that animal control officers are trained to safely perform their job. Ensuring minimum training standards are met across the nation will help improve accountability, consistency,



retention, and reputation, and increase the professionalism of the animal control officer by proactively identifying skill gaps.

NACA recommends when selecting a training vendor other than NACA, that industry best practices are used in helping to determine your selection:

- Does the training provider understand the culture of today's animal care and control professional and the evolving complexities of the role?
- What accreditation do they offer?
  - Approval or endorsement by NACA is a stamp of quality.
- Do the trainers possess the expertise and experience you are looking for?
- Do they offer multi-channel and innovative learning methodologies?
- Do they measure progress and record attendance?
- Can they customize their content to suit your agency's needs?
- Ask for recommendations from other trusted professionals.

A list of NACA endorsed training sources can be found on the NACA Training webpage: [National Animal Care & Control Association | NACA Professional Development for ACOs \(nacatrain.org\)](https://www.nacatrain.org)

The National Animal Care & Control Association is committed to setting the standard of professionalism in animal welfare and public safety through training, networking, and advocacy.





# SAVING LIVES BY TAKING A **ONE HEALTH** APPROACH

Connecting human, animal, and environmental health

More than half of all infections that people can get can be spread by animals. Diseases like rabies, *Salmonella*, and West Nile virus infections are examples of zoonotic diseases (or zoonoses)—diseases that can be shared between animals and people.

Every year, tens of thousands of Americans will get sick from diseases spread between animals and people. Animals can sometimes serve as early warning signs of potential illness in people. For example, birds often die of West Nile virus before people get sick with West Nile virus fever.

National Center for  
**EMERGING and ZONOTIC INFECTIOUS DISEASES**  
One Health Office





# HUMAN, ANIMAL, AND ENVIRONMENTAL HEALTH ARE **LINKED**



Cows graze next to a lettuce field. Cows can carry *E. coli* but still look healthy.



*E. coli* from cow manure in the nearby farm can contaminate the lettuce field.



People eat contaminated lettuce and can become infected with *E. coli*. Serious illness or sometimes death can result.

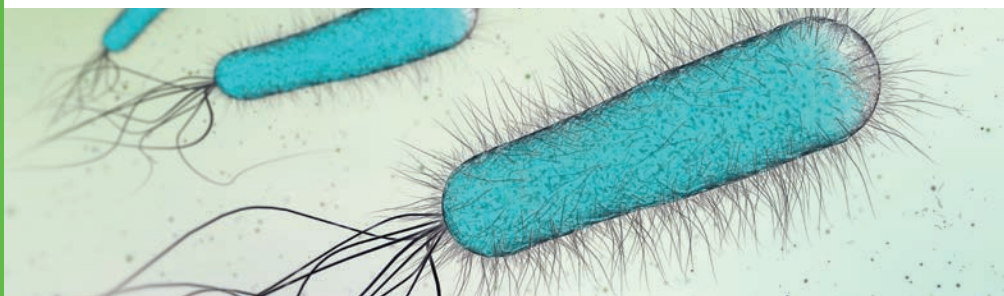
CDC's **One Health Office** recognizes that the health of people is connected to the health of animals and our shared environment.

A One Health approach encourages collaborative efforts of many experts (like disease detectives, laboratorians, physicians, and veterinarians) working across human, animal, and environmental health to improve the health of people and animals, including pets, livestock, and wildlife.



## WHAT THE ONE HEALTH OFFICE IS DOING IN THE U.S.

- Working with multiple partners to **educate rural youth** in agricultural organizations like 4-H and the Future Farmers of America about preventing the spread of diseases shared between people and animals like zoonotic influenza viruses. These newly formed One Health teams have reached thousands of young people and their families in states across rural America.
  - One important outcome was the rapid response to an outbreak of flu in people who had attended agricultural fairs in Ohio and Michigan. These new One Health teams helped **pinpoint the source of the illness**—infected swine exhibited at the fairs.
- Responding to **outbreaks** and **public health emergencies**, such as examining the risk of Ebola and Zika viruses to pets and other animals.
- Protecting Americans by preventing **diseases they can get from their pets** like *Salmonella* infection and rat bite fever.
  - Due to an increasing number of outbreaks, the One Health Office is leading the **Zoonoses Education Coalition**. This public-private partnership is developing evidence-based recommendations to prevent diseases for pet owners, breeders, and stores.
  - These recommendations were used during an **outbreak of Seoul virus** that was spread to people by pet rats.
  - The One Health Office shares tips about **how to stay healthy** while enjoying pets on CDC's **Healthy Pets, Healthy People** website.



# WHAT THE ONE HEALTH OFFICE IS DOING AROUND THE WORLD



**EACH YEAR AROUND THE WORLD,  
IT IS ESTIMATED THAT ZOOSES  
(diseases shared between people and animals)  
CAUSE 2.5 BILLION CASES OF SICKNESS  
AND 2.7 MILLION DEATHS**

Diseases can spread around the world very quickly, so it's important for CDC's One Health Office to work closely with other countries to **build strong partnerships** with human, animal, and environmental health organizations. This protects Americans from illnesses that cross borders and affect travelers.

Globally, the One Health Office is taking a strategic, targeted approach to control and prevent infectious diseases. For example, experts from the One Health Office lead **One Health Zoonotic Disease Prioritization Workshops** so that countries can focus limited resources on their top zoonotic diseases of greatest national concern. Zoonotic diseases commonly prioritized include viral hemorrhagic fevers such as Ebola virus and Rift Valley fever, zoonotic influenza viruses, rabies, and anthrax.

- Workshop participants include a wide-ranging group of people who protect health—of people, animals, or the environment—and they **identify a country's top 5 diseases** to target for One Health collaborations.
- Workshop participants develop strategies to **tackle the newly prioritized zoonotic diseases**. For example, having a dog vaccination campaign for rabies can lead to fewer human rabies deaths in a country.
- Prioritizing diseases means countries can **more efficiently** build lab capacity, conduct disease surveillance, plan outbreak response and preparedness activities, and create disease prevention strategies to **reduce illness and death in people and animals**.



## OUR CHARGE

**CDC's One Health Office works in the United States and around the world to protect the health of humans, animals, and the environment.**



# ONE HEALTH IN ACTION: A SUCCESS STORY



In the southwestern U.S. and Mexico, brown dog ticks can carry a germ that causes Rocky Mountain spotted fever in people and dogs.



In Arizona, free-roaming dogs were spreading infected ticks. Many people got sick and some died from Rocky Mountain spotted fever.



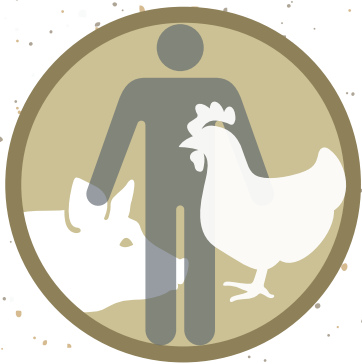
Public health and animal health officials used long-lasting tick collars on dogs, regular pesticide applications around homes, community education, and provided free spay and neuter clinics for dogs.



After only 4 months, 99% of dogs were tick-free in the community. The number of people who had Rocky Mountain spotted fever went down in the community.

ONE HEALTH means a collaborative, multisectoral, and trans-disciplinary approach—working at the local, regional, national, and global levels—with the goal of achieving optimal health outcomes recognizing the interconnection between people, animals, plants, and their shared environment.

## Looking ahead: How a One Health Approach BETTER PREPARES US



More testing and monitoring to detect illnesses in animals and people...



...and farms following standards to protect animals, the people who work there, and the farm environment...



...could help prevent an influenza pandemic.

## **Grants to support Animal Control Programs<sup>1</sup>**

“To meet today’s demands, animal care and control agencies are being asked to provide additional programs and services, often without an increase in their operating budgets. Meeting these additional expectations requires animal care and control agencies to be creative, and to seek the help of others. Although this is not an exhaustive list, here are a few of the grant opportunities available to animal care and control agencies.

If you are aware of additional grant opportunities not listed, [please email it to us](#).

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### **Direct Grant Opportunities**

**Animal Disaster Funding** – <http://www.animaldisasterfunding.org/>

The Animal Disaster Funding Collaborative – a collective of animal welfare groups across the U.S. (A Kinder World Foundation, the [ASPCA](#), [Petco Love](#), [Petfinder Foundation](#), and [PetSmart Charities®](#)) – is currently accepting applications from animal welfare organizations that were directly impacted by Hurricane Ian.

**ASPCA** – <http://www.aspcapro.org/grants>

**Best Friends Animal Society** – [Rachael Ray Grants 2022 | Network Partners \(bestfriends.org\)](#)

**Bissell Pet Foundation** – [Grants \(bissellpetfoundation.org\)](#)

**Dorris Day Animal Foundation** – <http://www.dorisdayanimalfoundation.org/grants>

**Friends for Pets Foundation** – [Friends For Pets Foundation – Grants](#)

**Great Good Charities Rescue Bank** [Rescue Bank \(greatergood.org\)](#)

**Hill’s Food, Shelter & Love** – <http://www.hillspet.com/food-shelter-love/shelter-application.html>

**Maddie’s Fund** – <https://www.maddiesfund.org/challenges.htm>

**Michaelson Found Animals Saving Pets Challenge**

– <http://www.foundanimals.org/pet-professionals/>

**Pedigree Foundation** – <https://www.pedigreefoundation.org/>

**Petco Love** – <https://www.petcolove.org/>

**Petco – Disaster relief** – <https://petcolove.org/shelter-partners/grants/>

**PetSmart Charities** – <https://www.petsmartcharities.org/pro/grants>

**Purina Shelter Champions** – [Shelter Champions \(purinashelterchampions.com\)](#)

**RedRover** – <https://redrover.org/grants-organizations>

**California for all Animals Grants**

– <https://www.californiaforallanimals.com/grants/welcome-grants/>

**Humane Society of the United States** – <https://www.animalsheltering.org/grant-listings>

- [American Humane](#) administers various grants and awards.
- [ASPCA Grants program](#) provides support to a variety of U.S.-based nonprofit animal welfare organizations through cash grants, sponsorships, and training.

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<sup>1</sup> NACA, *Grant Opportunities*, <https://www.nacenet.org/grant-opportunities/> (last visited July 18, 2024.)

- [\*\*Banfield Foundation\*\*](#) funds U.S. programs designed to keep pets and owners together. Various opportunities exist for 501(c)(3) organizations.
- [\*\*The Binky Foundation\*\*](#) offers a streamlined grant program for fledgling animal welfare organizations – shelters, rescue groups, TNR programs and others – providing “First Steps” and “Forward Steps” grants.
- [\*\*Bissell Pet Foundation\*\*](#) recognizes the lifesaving efforts of animal shelters and rescues of all sizes across the country. Grants are offered on various topics.
- [\*\*The Doris Day Animal Foundation\*\*](#) grants are awarded by invitation only to previous grantees.
- [\*\*Giveffect\*\*](#) offers software grants to eligible nonprofit organizations to help accelerate digital transformation and realize significant gains in fundraising and community building through donor and volunteer management, productivity, and cost-efficiency.
- [\*\*The Grey Muzzle Organization\*\*](#) provides yearly grants and special programs for 501(c)(3) organizations whose activities include helping senior dogs.
- [\*\*The Kenneth A. Scott Charitable Trust\*\*](#) invites proposals from active 501(c)(3) humane organizations based in the USA for projects designed to enhance the well-being of animals in Ohio and in the Great Lakes region (IL, IN, MI, WI, Western PA, Upstate NY, and Northeastern MN).
- [\*\*Laura J. Niles Foundation\*\*](#) supports charitable initiatives that foster life enrichment through canine and other animal companionship. The foundation's areas of concentration center around canine health research, animal protection & adoption, search & rescue training, human assistance and similar fields of interest.
- [\*\*Live Stream Camera Grant for Animal Welfare\*\*](#) aims to provide non-profit organizations like animal sanctuaries a way to further their outreach efforts in these uncertain times. At CCTV Camera World we support animal conservation because we would like to see a world where our children can grow up with biodiversity. We welcome organizations that are serious about animal conservation and advocate for continued support of a diverse ecosystem. This grant provides a livestream camera with necessary cable to allow streaming to YouTube Live.
- [\*\*Maddie's Fund\*\*](#) offers a variety of grants for animal welfare organizations.

- [\*\*National Dog Abuse Investigation and Prosecution Program\*\*](#) provides prosecutors with the resources to ensure that canine cruelty and dogfighting cases are thoroughly investigated and properly adjudicated by addressing some of the financial barriers that exist for law enforcement and prosecutors.
- [\*\*Oxbow Animal Rescue Grant\*\*](#) supports operating and programs for rescue organizations caring for specific species of small mammals, exotics and wildlife.
- [\*\*The Pedigree Foundation\*\*](#) offers grants to 501(c)(3) organizations for programs that help dogs.
- [\*\*Petco Love\*\*](#) supports non-profit animal organizations that care for animals in need, fight pet cancer, and celebrate our Helping Hero therapy and working animals.
- [\*\*Petfinder Foundation\*\*](#) offers a variety of grants to Petfinder members in good standing.
- [\*\*PetSmart Charities, Inc.\*\*](#) supports nonprofits, municipalities, and animal welfare organizations whose companion animal programs help enrich lives through the human-animal bond.
- [\*\*The Rachel Ray Foundation\*\*](#) partners with Best Friends Animal Society and has two grant opportunities available for Best Friends Network Partners.
- [\*\*The Summerlee Foundation\*\*](#) seeks to help the most overlooked, underfunded, and heavily exploited animals. The majority of our funding goes to small and medium-sized, lean and agile groups where we believe our contribution can be used quickly and have an out-sized impact. Our grant making is focused on assisting organizations in the United States (with a limited amount of Canadian funding). We believe in balancing hands-on, urgent, direct care for individual animals with efforts to address the root causes of suffering to affect a more enduring, systemic change.
- The [\*\*USDA Rural Development Community Facilities Direct Loan & Grant Program\*\*](#) offers loans and grants for essential community facilities, including municipal and private animal shelters.
- The [\*\*William and Charlotte Parks Foundation for Animal Welfare\*\*](#) makes awards, usually not more than \$10,000 per annum, to support projects, research, and other activities calculated to advance the welfare of animals.

Find additional funding opportunities by visiting [Animal Grantmakers](#), an affinity group of foundations and organizations making grants to benefit animals.

Use the [Foundation Center's Foundation Stats](#) tool to explore the top funders of animal-related programs.

Running a capital campaign: <https://humanepro.org/magazine/articles/climbing-mountain>

Smart moves for winning grants: <https://humanepro.org/magazine/articles/smart-moves-winning-grants>

State Grant resources: <https://www.tgci.com/funding-sources>

**The Association for Animal Welfare Advancement grant database:**  
[https://theaawa.org/resource\\_library/grant-database/](https://theaawa.org/resource_library/grant-database/)

**Grant writing and resources** [https://theaawa.org/resource\\_library/grants/](https://theaawa.org/resource_library/grants/)

*(\*no grant submission deadline)*

[AKC Breed Rescue Grant](#) \*

[AKC Women's Shelter Grant](#) \*

[American Humane "Feed the Hungry" Grant](#) \*

[Animal Farm Foundation](#) \*

[ASPCA New York State Animal Population Control Program](#) \*

[ASPCA Open-Access Publishing Fund \(OAPF\)](#) \*

[ASPCA Research Grants](#)

Applications accepted February 15 – June 30, 2024

[Banfield Foundation Disaster Relief Grant](#) \*

[Banfield Foundation Veterinary Medical Equipment Grant](#)

Applications accepted in February, May, August, and November

[Banfield Foundation Community Care Grant](#)

Applications accepted in January, April, July, October

[Banfield Foundation Care Knows No Boundaries® Grant](#) \*

[Binky Foundation](#) \*

[Department of Agriculture: Distance Learning and Telemedicine Grants](#)  
Application deadline: April 29, 2024

[EveryCat Health Foundation Annual Grant Awards](#)

[Giveeffect](#)

[Grey Muzzle Grant](#)

Applications accepted Feb. 20 – Mar. 19, 2024

[Hugs & Kisses Animal Fund](#) \*

[Kenneth A. Scott Charitable Trust](#)

Deadlines: January 15, 2024; May 15, 2024; August 15, 2024

[Laura J. Niles Foundation](#)\*

[Live Stream Camera Grant for Animal Welfare](#)

Deadline: March 31, June 30, September 30, December 31

[National Dog Abuse Investigation and Prosecution Assistance Program](#) \*

[Mabee Foundation](#)

Capital Support provided in AR, KS, MO, NM, OK, and TX

Deadline: the first business day of March, June, September, and December

[Make Me Smile Program Shelter Dentistry Grant](#) from Foundation for  
Veterinary Dentistry (FVD)

Deadline: May 1, 2024

[Microsoft Grants and Technology Offers for Nonprofits](#)

[Not One More Vet \(NOMV\) Support Grant](#)

[Pedigree Foundation Disaster Relief and Emergency Care for Puppy Mill  
Seizures](#) \*

[Pedigree Foundation Grants: Program Development; Dogs rule grant](#)

Deadline: April 14, 2024

[Petco Love Access to Care](#)

Deadline: April 1 – April 30

[Petco Love Animal Welfare Organizations](#)

Deadline: June 1 – July 31

[Petco Love Love Stories](#)

Deadline: August – October

[Petco Love Shelter Pet Cancer Treatment\\*](#)

[Petco Love Vaccinated & Loved\\*](#)

[Petco Love Disaster Relief\\*](#)

[Petfinder Foundation \\*](#)

[Red Rover Safe Housing](#)

Deadlines: March 1, June 1, and September 1

[Southface Institute: GoodUse Grants](#) support facilitates Energy Efficiency

Upgrades for Nonprofits

Deadlines: June 14 and October 11



**[EXTERNAL] Re: Animal Control Best Practices Information**

Cathryn Calia Schrope &lt;ccalia@aldf.org&gt;

Wed 7/31/2024 2:52 PM

To: Terry Kilian &lt;Terry.Kilian@ci.wausau.wi.us&gt;

Cc: Emily Lewis &lt;elewis@aldf.org&gt;

Hello again Ms. Kilian,

Additionally, just so you are aware, in order to become familiar with the animal control issue in front of the Council, part of my research for the Best Practices Research Memo was watching fully the Human Resources council meeting YouTube recordings, as well as fully reading the minutes/packets posted on the Wausau city website for the meetings. I hope this clarifies our interest in this matter.

Best regards,

Katy Calia Schrope, DVM, DACVIM (SAIM) | Criminal Justice Program Clerk

Animal Legal Defense Fund | [aldf.org](http://aldf.org)[ccalia@aldf.org](mailto:ccalia@aldf.org) | (707) 795-2533*Animal Legal Defense Fund Clerks are not licensed to practice law.***ANIMAL LEGAL  
DEFENSE FUND****From:** Cathryn Calia Schrope**Sent:** Wednesday, July 31, 2024 3:30 PM**To:** Terry.Kilian@ci.wausau.wi.us <Terry.Kilian@ci.wausau.wi.us>**Cc:** Emily Lewis <elewis@aldf.org>; Cathryn Calia Schrope <ccalia@aldf.org>**Subject:** Animal Control Best Practices Information

Hello Ms. Kilian,

I am a board-certified veterinary internal medicine specialist as well as a summer law clerk with the Animal Legal Defense Fund, a non-profit institution dedicated to animal welfare. Thank you for speaking with me today about the recent City Council Animal Control proposal in Wausau. We respectfully submit to you the attached information packet on best practices in animal control, which we hope will be of assistance. Please feel free to share this information with the City Council and the City Clerk.

Please contact my supervisor, Emily Lewis, if you have any questions or concerns ([elewis@aldf.org](mailto:elewis@aldf.org)).

Wishing Wausau all the best,

Katy Calia Schrope, DVM, DACVIM (SAIM) | Criminal Justice Program Clerk

Animal Legal Defense Fund | [aldf.org](http://aldf.org)[ccalia@aldf.org](mailto:ccalia@aldf.org) | (707) 795-2533*Animal Legal Defense Fund Clerks are not licensed to practice law.***ANIMAL LEGAL  
DEFENSE FUND**

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Approving of a Budget Amendment Recognizing the Grant Award of \$498,482.08 for a Wisconsin DNR Urban Forestry Inflation Reduction Act Grant for City of Wausau Tree Planting and Private Ash Mitigation Project.	
Committee Action:	Approved 5-0
Fiscal Impact:	\$498,482.08
<b>File Number:</b>	23-1109V
<b>Date Introduced:</b>	September 10, 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 checked="" type="checkbox"/>	<i>Budget Source</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$498,482.08</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 checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

**RESOLUTION**

**WHEREAS**, the DNR has awarded \$498,482.08 of grant funds for the purpose of tree planting and private ash mitigation in the City of Wausau;

**WHEREAS**, the grant will address canopy loss and private tree hazard concerns in the defined disadvantaged neighborhoods of the City of Wausau; and

**WHEREAS**, the grant aims to plant 900 trees during the grant performance period of September 3, 2024 and September 30, 2027; and

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Wausau that the Marathon County Parks, Recreation and Forestry Department is authorized to accept the Wisconsin DNR Urban Forestry Inflation Reduction Act Grant on behalf of the City of Wausau in the amount of \$498,482.08;

**BE IT FURTHER RESOLVED** the Common Council hereby authorizes the proper city officials to execute the grant award.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor

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**Wisconsin DNR Urban Forestry Inflation Reduction Act Grant Agreement**

<b>Grantee Name</b> Marathon County Parks, Recreation & Forestry Department		<b>Grantee UEI</b> CJBVG6GK66Q5	
<b>Grant Number</b> UFIRA-050	<b>Grant Program</b> Inflation Reduction Act	<b>Performance Period</b>	
		<b>Grant Start Date</b> September 3, 2024	<b>Grant End Date</b> September 30, 2027

**Project Title:**

City of Wausau Tree Planting & Private Ash Mitigation Project

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**Project Description and Scope Details**

**Project Description (as provided by the Grantee in the original application):**

This project will begin to address canopy loss and private ash tree hazard concerns of the defined disadvantaged areas in Wausau, WI. Private contractors will be utilized to reforest a portion of the 25.6% lost public urban canopy over a 3-year period. Approximately 900 trees will be planted over the 3 years, focusing on heat islands and areas of severe canopy loss. The County will also be partnering with the Wausau School District to plant trees on school properties. Students from each school will learn about the importance and care of trees, then participate in planting to begin to replace lost tree canopy. The focus is on teaching our young residents and they in turn gaining a positive perspective to spread through the community. To alleviate hazard and financial burden of infested/dying ash trees on private property, the County will provide financial assistance to homeowners within the designated disadvantaged area through an application process or for condemned ash trees. Private contractors will be utilized to remove ash trees based on bid and ability. The removals will take place over a 3-year period to allow residents the opportunity to understand the process and have the work completed at an appropriate time frame.

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**Project Scope Details:**

Tree planting and establishment

Proactive maintenance

Education, information and outreach

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**Authorized Representative (Name and Title), Contact Phone, Contact Email**

John Kahon III, City Forester, (715) 261-1561, john.kahon@co.marathon.wi.us

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**Street address**

500 Forest Street

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**City, State, Zip Code**

Wausau, WI 54402

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**Grantee Contact Information (if different from Authorized Rep.)**

Contact Name:

Contact Phone:

Contact E-mail:

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**Total Award Amount:**

<b>\$ 498,482.08</b>
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This grant agreement (Agreement) is entered into for the Project Period, by and between Marathon County Parks, Recreation & Forestry Department (hereinafter Grantee) and the State of Wisconsin Department of Natural Resources (hereinafter Department), for the purposes of awarding an Inflation Reduction Act Urban and Community Forestry Program grant for completion of the described Project and establishing conditions of payment of the grant award. The Department and Grantee mutually agree to the following terms and conditions:

**A. PROGRAMMATIC CONDITIONS**

1. This Agreement is to be performed in accordance with ch. NR 47, Wis. Adm. Code, and the Inflation Reduction Act Urban and Community Forestry grant program with federal funds from the Inflation Reduction Act of 2022 (P.L. 117-169).
2. **ENTIRE GRANT AGREEMENT.** This Agreement, together with any incorporated or referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this Agreement are hereby superseded. The attachments to this agreement are as follows:
  - a. Project Special Conditions
  - b. Source of Funds
  - c. State Grant Agreement Terms and Conditions
  - d. Federal Compliance Requirements (requires signature)
  - e. AD-1048 Form

Other incorporated parts are as follows:

- f. Grantee's Grant Application
3. **PROJECT SPECIAL CONDITIONS.** The Grantee shall comply with all requirements listed in Attachment A, which pertain to the scope of the Project. The Grantee must obtain Department approval for any changes or deviations from the Project Special Conditions.

Grantee shall provide a copy of the requirements in Attachment A to any employees or contractors that are performing work on the Project.

4. **ADVANCE PAYMENT.** The Grantee understands that an advance payment of no more than fifty (50) percent of the grant may be requested upon the awarding of the grant. To request an advance payment, Grantee shall submit a cost estimate and a brief statement of need to support the request along with this signed grant agreement. Within thirty (30) days of receiving an advance, Grantee shall provide the Department documentation showing full expenditure of the advance. These funds shall be expended only for eligible Project costs.
5. **INTERIM REPORTS.** The Grantee agrees to provide to the Department for review every 6 months during the grant Project Period, an interim report to contain details of progress, findings, problems, delays, adverse conditions that impair the ability to meet the objectives of the award, and other information regarding the status of the project. Interim reports must include a statement of the action taken or contemplated to resolve any problems, delays, or adverse conditions. Interim reports must be submitted using a form that is available on the Department's Urban Forestry Inflation Reduction Act Grants webpage. Interim reports are due on the following dates: March 3, 2025; September 4, 2025; March 5, 2026; September 8, 2026; and March 9, 2027. Interim reports are not due following grant close out.
6. **REIMBURSEMENT REQUESTS.** Payment of the Grant Award shall be made through reimbursement of actual and eligible expenses for the Project that are within the Scope of the Project and have been incurred by the Grantee during the Project Period, unless otherwise approved by the Department.

Payment will only be made to the Grantee. All reimbursement requests must be submitted using a form(s) that is available on the Department's Urban Forestry Inflation Reduction Act Grants webpage. Eligible and ineligible expenses are defined in Wis. Adm. Code s. NR 47.56. The Application Guide, FAQs, and other information on the Department website may also be helpful resources.

- a. **INTERIM REIMBURSEMENT REQUESTS.** The Grantee may submit to the Department quarterly or annual interim accounting claims for reimbursement, supported by evidence of cost. Payment will only be made to the Grantee upon Department approval of the quarterly or annual accounting claim for reimbursement.
    - i. If the Grantee elects to submit quarterly reimbursement requests, the due dates are as follows: January 2, 2025; April 2, 2025; July 2, 2025; October 1, 2025; January 2, 2026; April 1, 2026; July 1, 2026; September 30, 2026; December 30, 2026; March 31, 2027; July 7, 2027; November 1, 2027.
    - ii. If the Grantee elects to submit annual reimbursement requests, the due dates are as follows: November 3, 2025; November 3, 2026; November 29, 2027.
  - b. **FINAL REIMBURSEMENT REQUEST.** The Grantee agrees to provide to the Department for review a final accounting claim for reimbursement, supported by evidence of cost by December 30, 2027. Final grant payments will be made upon Department approval of the final report and the final reimbursement request.
7. **FRINGE BENEFITS.** The Grantee agrees that it will charge only the actual fringe benefits eligible, not to exceed the rate established annually by the Department of Administration (DOA), as part of the Grantee's labor costs. The current DOA maximum fringe benefit rate effective until June 30, 2025 is 47.60 percent. If the rate is revised after that date, the Department will notify the Grantee of the new rate. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, workers compensation insurance, etc.
8. **EQUIPMENT RATES.** The Grantee agrees to use the annual "DOT Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment for any equipment usage charged to the grant.
9. **FINAL REPORT.** The Grantee agrees to provide to the Department for review, by December 30, 2027, a final report using a form(s) that is available on the Department's Urban Forestry Inflation Reduction Act Grants webpage. The final report shall include:
  - a. Documentation of all project activities during the grant period
  - b. Documentation and justification of all project modifications
  - c. Documentation of all public information and educational activities which were conducted.
  - d. Conclusions and results
  - e. An appendix that includes all references and supporting documents for the final report.
10. **WRITTEN CONTRACTS REQUIRED.** Any construction work or work performed by a consultant or other service provider totaling \$10,000 or more per year requires a written contract. The contract must specify the financial terms, contract duration and services to be rendered.
11. **DISADVANTAGED COMMUNITIES.** The Project must benefit a disadvantaged community(ies) as identified on a map or list produced by the Department. This includes Federally Recognized Tribes.
12. **FEDERAL IMPACT REPORTING.** The Grantee understands that there may be new IRA impact reporting guidelines that emerge before or during the course of the Project Period. Grantee agrees to comply with

future requests to report Project impacts, which may involve direct reporting on a new online platform. Such reporting may include, among other things, the geographic location of all work completed and the type of work occurring at events and locations.

13. **FOREST SERVICE, DEPARTMENT, AND FUNDING SOURCE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA.** Grantee shall acknowledge Forest Service and Department support in any publications, audiovisuals (with direct production cost to the Grantee of over \$5,000), and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2. Grantee shall use the phrase "Funding for this project is provided by the Inflation Reduction Act and the USDA Forest Service, Urban and Community Forestry Program in partnership with the Wisconsin Department of Natural Resources". Where space is limited: "Funded by the Inflation Reduction Act and USDA Forest Service through Wisconsin DNR."
14. **DEPARTMENT LOGO.** Grantee may not use the Department's logo without the Department's prior written approval.
15. **USE OF FOREST SERVICE INSIGNIA.** In order for Grantee to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). Written requests, including a draft showing the proposed logo placement, shall be submitted to [DNRUrbanForestryGrants@wisconsin.gov](mailto:DNRUrbanForestryGrants@wisconsin.gov) and the Department will relay the request to the Forest Service. The Forest Service encourages the Grantee to use the Forest Service logo by following this process.
16. **APPLICABLE LAW.** The Grantee agrees to comply with all applicable federal, state, and local statutes, ordinances, regulations, and executive orders in fulfilling the terms of this agreement. This includes but is not limited to, general and special zoning, permit requirements, disability access, environmental quality, historical and archeological preservation.

## **B. GENERAL CONDITIONS**

1. **GENERAL ACCOUNTING PRINCIPLES.** The Grantee shall maintain an accounting system that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides a good audit trail, particularly to source or original documents. Financial schedules and statements filed with payment requests shall be based on records maintained under generally accepted accounting principles which meet the following minimum requirements:
  - a. Project accounts shall separate grant receipts and eligible expenditures from those allocable to other programs and activities;
  - b. Receipts and expenditures shall be listed in sufficient detail to provide a basis for accurate and complete program reporting;
  - c. All project receipts shall be identified in sufficient detail to reflect their source and purpose;
  - d. Supporting records for all project expenditures (including, but not limited to, proof of payment such as canceled checks or receipts from vendors) shall be itemized in detail to indicate the nature and appropriateness of each; and
  - e. Payroll records that reflect actual project hours worked by each employee as well as allocable gross wages and fringe benefits paid shall be maintained. Time and attendance records describing the work performed, specifying project hours worked by day, and both signed by the employee and bearing evidence of management review/approval, shall be maintained, along with computations showing hourly pay rates and allocation of fringe benefits.
2. **RECORDS RETENTION; ACCESS.** The Grantee shall retain and make available to the Department and USDA Forest Service for inspection all records related to the Project, including invoices, canceled checks,

receipts, and fiscal records that support all project costs claimed by the Grantee, for three years from the date of final payment by the Department or three years after the end of the Project Period, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained for three years after all litigation, claims, or audit findings involving the records have been resolved. At the Department's request, Grantee shall provide the Department with all information necessary to comply with all requirements of the USDA Forest Service and other federal agencies regarding reporting of the uses of Grant Award funds, in a format designated by the Department. Such requests may include, but are not limited to, information from Grantee necessary for the Department to provide relevant and current Title VI information pursuant to 28 C.F.R. § 42.406 (federal non-discrimination compliance reviews). Grantee will also provide the Department with all information necessary to accomplish any public transparency reporting or Grantee monitoring that the Department deems necessary.

3. **OTHER SOURCES OF FUNDS.** Costs for which payment has been or will be received from any other source, including under another federal or state financial assistance program, are ineligible for grant funding. No duplication of payment or reimbursement from another funding source is permitted. The Grantee shall inform the Department of the amount and source of any funds received from other parties to defray the costs of any actions taken under this Agreement. The Department may reduce payment or seek recovery of funds previously paid to Grantee, if funds received from other parties include payment of costs previously paid by or are eligible under the Urban Forestry IRA Grant Program.
4. **BIDDING REQUIREMENTS.** The Grantee agrees to comply with all applicable federal, local, and state contract and bidding requirements. The Grantee should consult its legal counsel with questions concerning contracts and bidding. For assistance, Grantee may consult <https://dnr.wisconsin.gov/sites/default/files/topic/Aid/grants/ProcurementGuide.pdf>.
5. **NON-DISCRIMINATION.** In connection with the performance of work under this Agreement, Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This is with respect to, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices required by law. Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation. Failure to comply with the conditions of this clause may result in the termination of this Agreement or withholding of payment. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
6. **AFFIRMATIVE ACTION PLAN.** [For grants over \$50,000] Within fifteen (15) working days after this Grant Agreement is executed, Grantee shall comply with the State of Wisconsin Affirmative Action Plan Requirements, available at <https://doa.wi.gov/Documents/DEO/WIAffirmativeActionRequirements.pdf>, and submit the required forms and/or plan to the Department, unless the appropriate forms or plan are already on file with the state.
7. **STANDARDS OF PERFORMANCE.** Grantee shall perform activities as set forth in this Grant Agreement in accordance with those standards established by statute, administrative rule, the Department, and any applicable professional standards.



8. **INDEPENDENT CONTRACTOR.** The Grantee shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Grantee or the Grantee's employees or agents. The Department further agrees that it will exercise no control over the selection and dismissal of the Grantee's employees or agents.
  
9. **COMPLIANCE BY THIRD-PARTY RECIPIENTS OF FUNDS.** With respect to funds received by Grantee under this Grant Agreement, for each payment or distribution of funds made by Grantee to third-party contractors or subcontractors, Grantee shall be responsible for ensuring third-party compliance with all laws, rules, and regulations applicable to the receipt of such funds, including but not limited to applicable requirements of this Grant Agreement, the affirmative action requirements set forth in par. B.6., and the civil rights, nondiscrimination, and equal employment opportunity authorities and assurance set forth in Attachment D par. 11. Grantee shall be responsible for all matters involving any contractor or subcontractor engaged under this Grant Agreement, including grant compliance, performance, and dispute resolution between itself and a contractor or subcontractor. The Department bears no responsibility for contractor or subcontractor, performance, or dispute resolution hereunder.
  
10. **INDEMNIFICATION.** Grantee agrees to save, hold harmless, defend, and indemnify the State of Wisconsin, the Department and all officers, employees and agents of the State of Wisconsin and the Department, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of Grantee's employees, agents or representatives. Grantee shall indemnify and hold harmless the Department and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and third parties to perform services or otherwise supply products or services.

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The Grantee Authorized Representative signing this Agreement certifies and attests that Grantee's respective Articles of Organization, Articles of Incorporation, By-Laws, Member's Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related governing documents, statutes, or ordinances give such person full and complete authority to bind Grantee, on whose behalf they are executing this document.

FOR THE GRANTEE

I agree to the above-stated conditions.

FOR THE STATE OF WISCONSIN

By

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Signature of Grantee Authorized Representative

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Carmen Hardin, Director  
Bureau of Applied Forestry

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Printed name and title of Grantee Authorized Representative

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Date Signed

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Date Signed

## ATTACHMENT A: PROJECT SPECIAL CONDITIONS

1. Planting: Prior to tree ordering, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, a planting plan, to include planting specifications, site map(s), and species list. GRANTEE to ensure all planting takes place within identified disadvantaged communities.
2. Planting: Planting methods and overall care and maintenance shall conform to the most current version of Developing Tree Purchase and Planting Specifications for Bid published by the Wisconsin Department of Natural Resources Forestry Program. Any deviations from these specifications must have prior approval by the DNR urban forestry coordinator. Planting component may be inspected and approved by the DNR urban forestry staff to the above specifications.
3. Planting: Nursery stock must be obtained from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP) in accordance with Wisconsin Statutes 94.10, or from a dealer or grower licensed or certified by the state where the nursery is located.
4. Planting: Nursery stock must be obtained from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP) in accordance with Wisconsin Statutes 94.10, or from a dealer or grower licensed or certified by the state where the nursery is located.
5. Planting: The GRANTEE shall provide maintenance on trees for a minimum of three years following planting.
6. Planting: The GRANTEE's Planting Plan is not to involve overrepresented genera including, but not limited to, maples. Overrepresented genera are those that comprise 10 percent or more of the GRANTEE's community urban tree canopy, based on the GRANTEE's tree inventory data or data available from the DEPARTMENT. Any exceptions must be pre-approved by DNR urban forestry staff.
7. Planting: Following tree planting, the GRANTEE shall provide the locations of the trees to the DEPARTMENT. Tree planting data must be in one of the file formats listed in the "Minimum Tree Inventory Attributes" document. Minimum attributes must also be collected for each tree. Those attributes are also listed in the above document. The data shall be submitted within 90 day of grant expiration. GRANTEE to ensure all work takes place within identified disadvantaged communities.
8. Proactive maintenance: Prior to any combination of pruning, removal and/or treatment, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, a plan that includes specifications and either site map(s) or a list of the trees to be pruned, removed and/or treated. GRANTEE to ensure all work takes place within identified disadvantaged communities.

9. Proactive maintenance: All tree care operations shall meet standards established in all parts of the most current editions of ANSI A300 American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices and ANSI Z133.1 American National Standard for Tree Care Operations - Pruning, Trimming, Repairing, Injections, Maintaining and Removing Trees and Cutting Brush - Safety Requirements. GRANTEE to ensure all work takes place within identified disadvantaged communities.

10. Education, information and outreach: The GRANTEE gives the DEPARTMENT permission to share products funded by this grant with other interested parties for instructional or educational purposes.

11. Education, information and outreach: The GRANTEE understands that education, information and outreach must benefit people from identified disadvantaged communities.

12. Education, information and outreach: Prior to purchase, printing, publication, or duplication, the GRANTEE agrees to provide to the DEPARTMENT, for review and approval, any/all public awareness or educational materials developed for the project. Specific materials include: educational tree labs for schools located within the designated Disadvantaged Areas

13. The GRANTEE agrees to ensure all work is conducted urban forestry settings. These may include cities, villages, and other areas of concentrated development. Traditional or conventional forestry is out of scope.

## ATTACHMENT B: SOURCE OF FUNDS

Federal Award Identification Number: 23-DG-11094200-345

Federal Award Date: 08/22/2023

Assistance Listing #: 10.727 – Inflation Reduction Act Urban & Community Forestry Program Water

Federal Awarding Agency: U.S. Department of Agriculture, Forest Service (“Forest Service”)

Total Amount of the Federal Award: \$4,875,000

Amount of Federal Funds Obligated by this Award: See title page of grant agreement

Research & Development: No

Indirect Cost Rate: N/A

Awarding official at the Wisconsin Department of Natural Resources:

Carmen Hardin  
Director, Bureau of Applied Forestry  
Wisconsin Department of Natural Resources  
DNRUrbanForestryGrants@wisconsin.gov

## ATTACHMENT C: STATE GRANT AGREEMENT GENERAL TERMS AND CONDITIONS

1. Declining Award: The Grantee may decline the offer of financial assistance provided through this Agreement, in writing, at any time prior to the start of the Project Period and before expending any funds.
2. Amendments: Amendments to this Agreement shall be made in writing, dated, and signed by both parties prior to the end of the Project Period, except that adjustments to the scope of work that are requested by the Grantee may be granted to the Grantee by the Department in writing without the Grantee's signature.
3. Reimbursement of Funds to Department: The Grantee shall reimburse to the Department any disbursed funds which are determined by the Department to have been misused, misappropriated, or used to pay for ineligible expenses. Grantee shall reimburse the Department for any disbursed funds that have not been applied to an eligible expense of the Project within the Project Period of this Grant Agreement. The Department may also require reimbursement of funds if the Department determines that any provision of this Grant Agreement has been violated. Any reimbursement of funds which is required by the Department, with or without termination, shall be due within forty-five (45) days after the Department gives written notice to Grantee. The State reserves the right to recover such funds by any legal means including litigation if necessary.
4. Suspension of Payments for Failure to Perform: The Department reserves the right to suspend or cease payment of Grant Award funds if required reports are not provided to the Department on a timely basis or if sufficient performance of grant activities is not evidenced. The Department further reserves the right to suspend or cease payment of funds under this Grant Agreement if there are deficiencies related to the required reports. Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the Department and may be a factor in a decision to withhold payment and may be cause for termination of this Grant Agreement.
5. Termination of Agreement: The Department reserves the right to terminate this Grant Agreement in whole or in part, with or without cause, without penalty to the Department, effective upon mailing of notice of termination to Grantee. For the avoidance of doubt, termination by the Department is permitted for, among other things: failure of Grantee to make sufficient progress, failure of Grantee to comply with any of the terms of this Grant Agreement, and lack of appropriation. Upon receipt of termination notice, Grantee shall make available to the Department program records, equipment, and any other programmatic materials.
6. Disclosure of State Public Officials and Employees: If a State public official as defined by Wis. Stat. § 19.42, or an organization in which a State public official or a member of the state public official's immediate family holds at least a 10% interest is a party to this Grant Agreement, this Grant Agreement is voidable by the State unless timely, appropriate disclosure is made to the State of Wisconsin Ethics Commission, P.O. Box 7125, Madison, WI 53707-7125. Grantee shall not engage the services of any person or persons now employed by Grantor, including any department, commission or board thereof, to provide services relating to this Grant Agreement without the prior written consent of the Grantor and the employer of such person or persons.
7. Severability: If any provision of this Grant Agreement shall be adjudged to be unlawful, then that provision shall be deemed null and void and severable from the remaining provisions and shall in no way affect the validity of this Grant Agreement.
8. Survival of Requirements: Unless otherwise authorized in writing by the Department, the terms and conditions of this Grant Agreement shall survive the Project Period and shall continue in full force and effect until Grantee has completed and is in compliance with all the requirements of this Grant Agreement.
9. Assignment of Agreement: Grantee shall not assign to a third party all or any part of its obligations or rights under this Grant Agreement without prior written approval of the Department.
10. Waiver: Failure or delay on the part of either Party to exercise any right, power, privilege, or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.
11. Choice of Law and Venue: This Agreement shall be governed by the laws of the State of Wisconsin, the laws of the United States, and all rules, regulations, and guidance promulgated to implement the IRA. In the event of a dispute, this Grant Agreement shall be interpreted in accordance with the laws of the State of Wisconsin. The venue for any dispute shall be the state and federal courts of Wisconsin.

## ATTACHMENT D: FEDERAL COMPLIANCE REQUIREMENTS

The Grantee agrees to comply with all applicable federal statutes, regulations, and executive orders, and Grantee shall provide for such compliance by other parties in any agreements it enters into with such parties relating to this award. Such regulatory and statutory requirements include, but are not limited to:

1. **UNIFORM ADMINISTRATIVE REQUIREMENTS.** The Grantee understands it is subject to and agrees to comply with the OMB guidance in subparts A through F of [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (also referred to as “Uniform Guidance”), as adopted and supplemented by the USDA in 2 CFR Part 400. The Grantee agrees to have an audit in accordance with Uniform Guidance if the Grantee expends \$750,000 or more in federal awards (this award plus any other federal awards) during the fiscal year.
2. **COPYRIGHTING.** Grantee is granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award.  
No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service and the Department each reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.  
This provision includes:
  - a. The copyright in any work developed by Grantee under this award.
  - b. Any right of copyright to which Grantee purchase(s) ownership with any federal contributions.
3. **NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.** Grantee shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; o*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:

*"This institution is an equal opportunity provider."*

4. **DEBARMENT AND SUSPENSION.** Grantee warrants and represents that Grantee and each of Grantee's employees who will perform work funded with the Grant Award, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, as required by 2 CFR Part 180. The Department reserves the right to terminate this Agreement if the Grantee or a sub-contractor is federally debarred or suspended. Grantee must complete form AD-1048 (Attachment E), Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions, and submit the form to the Department along with this signed Agreement. Grantee shall include a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C, as supplemented by 2 C.F.R. Part 417, Subpart C, in any subsequent lower tier covered transactions.

Grantee also warrants and represents that it is not listed on the Wisconsin Department of Administration's Ineligible Vendors Directory.

5. **MEMBERS OF CONGRESS.** Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.
6. **TRAFFICKING IN PERSONS.** [Applies to Grantees that are private entities, e.g., non-profits] Grantee and the Grantee's employees may not: (1) engage in severe forms of trafficking in persons during the period of time that the grant is in effect; (2) procure a commercial sex act during the period of time the grant is in effect; or (3) use forced labor in the performance of the grant. Any violations of this clause may result in immediate termination of this grant award. The Grantee shall inform the Department immediately of any information the Grantee receives from any source alleging a violation of the prohibitions in this section. See 2 CFR Part 175 for the full text of the requirement, including definitions of the terms used.
7. **PROHIBITION AGAINST USING FUNDS WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.** The Grantee may not require its employees or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. The Grantee must notify its employees or contractors that any prohibitions and restrictions of any internal confidentiality agreements inconsistent with the terms of this provision, are no longer in effect. This provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
8. **ELIGIBLE WORKERS.** Grantee shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.S.C. 1324(a)). Grantee shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.
9. **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** The Grantee is responsible for compliance with the prohibition on obligating or expending grant funds to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services identified in 2 CFR 200.216 as a substantial or essential component of any system, or as critical technology as part of any system. See Public Law 115-232, Section 889 for additional information.

10. **WHISTLEBLOWER PROTECTIONS.** Grantee shall comply with the requirements of 41 U.S.C. § 4712 regarding whistleblower rights and remedies, which makes it illegal to discharge, demote, or otherwise discriminate or retaliate against a personal services contractor or an employee for making a protected whistleblower disclosure. Consistent with 41 U.S.C. § 4712(d), the Grantee shall inform their employees in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 U.S.C. § 4712. Title 41 U.S.C. § 4712 includes the types of protected disclosures and information regarding the filing of complaints with the Office of Inspector General. The Grantee shall insert the substance of this clause in all contracts.
11. **CIVIL RIGHTS, NONDISCRIMINATION, AND EQUAL EMPLOYMENT OPPORTUNITY AUTHORITIES AND ASSURANCE.** Grantee certifies that it will comply fully with all applicable civil rights statutes, implementing federal and USDA regulations, and executive orders. These include, but are not limited to, the following:
- A. Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101, et seq.), which prohibits age discrimination,
  - B. Equal Employment Opportunity, Executive Order 11246, which bars various types of discriminatory employment practices under grants for construction
  - C. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), as supplemented by Executive Orders 11914 and 11250, which prohibits discrimination against persons with disabilities
  - D. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d, et seq.), and the regulations of 7 CFR Part 15, Subpart A, which prohibits discrimination based on race, color, and national origin, including limited English proficiency (LEP)
  - E. Executive Order 13166 regarding LEP and access, as implemented by the USDA's guidance, available at: [Federal Register :: Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Persons With Limited English Proficiency](https://www.federalregister.gov/documents/2012/07/26/2012-15041/guidance-to-federal-financial-assistance-recipients-regarding-the-title-vi-prohibition-against-national-origin-discrimination-affecting-persons-with-limited-english-proficiency).
  - F. Rights of Religious Organizations, 7 CFR part 16.3(a)
  - G. Executive Order 13798 promoting free speech and religious freedom
  - H. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681-1683, and § 1685-1686) which prohibits sex discrimination in education programs or activities operated by entities receiving Federal financial assistance.
12. **“AND JUSTICE FOR ALL” POSTER.** Grantee shall print and display the “And Justice For All” USDA poster (AD-475A) in public reception areas or other areas visible to the public. The poster is currently available here: <https://www.usda.gov/sites/default/files/documents/JFAGreen508.pdf>
13. **CONFLICTS OF INTEREST.** Grantee agrees that has established safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Grantee further agrees that it will comply with 2 CFR §§ 200.112 and 400.2 and disclose in writing any potential conflicts of interest to the Department.
14. **LOBBYING.** [For grant awards exceeding \$100,000] The Grantee agrees and certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Grantee shall notify the Department to complete a disclosure form to report lobbying. The undersigned shall require that the



language of this certification be included in the award documents for all sub-awards exceeding \$100,000 at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood Grantee's obligations as herein described, that any information submitted in conjunction with the assurances above is accurate and complete, and that Grantee is in compliance with the aforementioned nondiscrimination requirements.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
 Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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### *Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Approving and Adopting the Budget for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Water Meters.	
Committee Action:	Approved 5-0
Fiscal Impact:	\$800,000
<b>File Number:</b>	24-1109W
<b>Date Introduced:</b>	September 10, 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 checked="" type="checkbox"/>	<i>Budget Source: ARPA funding – Revenue Replacement</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: 800,000</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 checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$800,000</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount 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**, the City of Wausau received approximately \$15 million in American Rescue Plan Act (ARPA) Funds, and

**WHEREAS**, the US Treasury has issued Final Rules regarding reporting and eligible uses; and

**WHEREAS**, the Rules specify that funds must be used for costs incurred on or after March 3, 2021, and obligated by December 31, 2024, and expended by December 31, 2026; and

**WHEREAS**, there is approximately \$800,000 of ARPA funds left to allocate to programs and projects; and

**WHEREAS**, on July 9, 2024, your Finance Committee recommended with a 3-2 vote to allocate \$800,000 to the Solar Array project leaving a project shortfall of \$1,078,300; and

**WHEREAS**, the descending votes were concerned that a funding source for the shortfall was not identified and issuing general obligation debt would impact future tax levies; and

**WHEREAS**, the timing of encumbering the funds prior to December 31, 2024, for the Solar Array project may be difficult to achieve; and

**WHEREAS**, on August 27<sup>th</sup>, your Finance Committee recommended with a 5-0 vote to re-allocate the \$800,000 for Water meter replacement; and

**WHEREAS**, the replacement of the meters will improve the accuracy of meter reading, reduce water loss, improve staff reading efficiency, reduce duplication of expense and effort and allow for monthly billing; and

**WHEREAS**, your Finance Committee has ranked and recommends the funding of \$800,000 to finance the replacement of Water Meters; and

**WHEREAS**, your Finance Committee recommends the following budget modification to adopt a multi-year budget to reflect this ARPA spending plan.

*Fund	*Cost Center	Spend Category	Project	Program	Grant	Debit Amount	Credit Amount
215 ARPA Fund	56754 ARPA Grants			WARPA_040 Water Meter Replacement		\$0.00	\$800,000.00
215 ARPA Fund	56754 ARPA Grants	58346 Water Meters - Capital In Stock	2024 Water Meters	WARPA_040 Water Meter Replacement	GR-000035 Coronavirus State and Local Fiscal Recovery Funds	\$800,000.00	\$0.00

**NOWHERE 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.

**BE IT FURTHER RESOLVED** that the proper City officials are directed to encumber funds and complete the projects and purchases in accordance with the American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund

Approved:

---

Doug Diny, Mayor

# CITY OF WAUSAU

## AMERICAN RESCUE PLAN - SLFRF APPLICATION

### Water Sewer and Broad Band Infrastructure

Water, Sewer and Broadband infrastructure this category is available to address the consequences of deferred maintenance in drinking water systems, treatment of sewage and stormwater along with resiliency measures to adapt to climate change. In addition the funds may be used for broad band investment and cybersecurity investments. Common examples would include:

- \* Sewage and Stormwater projects must be eligible under the EPA's Clean Water State Revolving Fund
- \*Water projects must be eligible under the EPA's Drinking Water State Revolving Fund
- \*Broad band infrastructure must respond to lack of reliable service or affordable service
- \*Cybersecurity investment and modernization is eligible to new or existing infrastructure.



Project Title	<b>Wausau Water Works Solar Array - DWTF</b>		
Department	DPWU	Contact Name:	Eric Lindman
Priority 1-6 (low-high)	4 - High Priority		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

#### Project Type (Check all that apply)

	Sewage Infrastructure		Broadband Infrastructure
	Stormwater Infrastructure		Cybersecurity Investment
<b>X</b>	Water Infrastructure		

#### PROJECT DESCRIPTION

**Provide a description of the project, purchase or service attach additional information if needed**

This project will construct a ground mounted solar array at the Drinking Water Treatment Facility (DWTF) which offset up to an estimated 62% of energy usage and 67% of the annual utility bill. See the attached analysis for Scenario 1 Alt. The utility commission began this discussion starting back in 2020 as a possible way to mitigate future rate increases. Since those discussions began there as some neighborhood concerns about the solar array and how it would blend into the residential area. In 2023 a solar array task force was developed to further discuss and prepare information about a solar array and to engage the community. Over the past year the task force worked with a consultant to narrow down possible options for an array, determine the effectiveness of solar power generation, engaged the neighborhood and their concerns and ultimately provide a recommendation back to the Commission on a possible option for an array, location and size of the array. The recommendation would be a 3-acre +/- ground mounted array that would generate about 875 kW-DC power (about 720kW AC power). Conservative estimate for payback of the system would be 13-years. This scenario for payback includes a 30% tax credit back toward the capital cost and a focus on energy rebate. There are additional possible funding/grant options but none are guaranteed so they were not included but will be pursued to decrease the payback time.

#### WATER, SEWAGE AND STORMWATER PROJECT- CHECK THOSE THAT APPLY

	Addresses critical health or safety hazard.		This project was identified and deferred on prior years capital/operating budget
<b>X</b>	Required to achieve or maintain an adequate level of service		Expands existing service into an undeveloped area.
<b>X</b>	Provides new service, facility, system or equipment.	<b>X</b>	Repairs, replaces or prevents a breakdown of an existing infrastructure

#### PROJECT OR PURCHASE JUSTIFICATION

**Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition**

The primary goal adopted by the council for use of ARPA was to impact as many residents in the city as possible. This project will have an impact on all residents within the city in a positive way. The impact will be the long term savings to the utility operations which will mitigate future rate increases. This project also follows the city's adopted Strategic Plan and the City's adopted resolution for Supporting Reduction of Greenhouse Gas Emissions and Energy Security. The utility is challenged to find innovative ways to reduce operational costs moving forward. Solar energy is a proven technology to reduce energy costs long term. This project is a long term plan to help stabilize utility rates.

#### IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

**Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.**

Electrical costs continue to rise each year and finding efficient ways to reduce those costs is a benefit to all rate payers at the utility. It is conservatively estimated there will be a steady annual energy increase of 3.5%, the Department of Energy estimates higher at 5%. The sooner this project moves forward the sooner the energy cost offset will begin to benefit rate payers. There is currently tax credits available to municipalities through the Inflation Reduction Act and which significantly offset the capital cost of the project, these credits are only expected to be around for the next 3-years, to take advantage of these the project would need to move forward soon to begin design, bidding, and then construction. Materials have a long lead time so we are reasonably looking at a 2025-2026 construction timeline. If ARPA were to be approved we would be able to bid the project late 2024 and begin construction later 2025.

#### RETURN ON INVESTMENT

**Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits**

Having back up power supply at this location is essential for ensuring redundancy for both the water and wastewater systems. Reliability and redundancy is essential for utilities to operate and provide safe drinking water and adequate wastewater during emergency events.

# WATER, SEWER, STORMWATER AND BROADBAND INFRASTRUCTURE - FINANCIAL DETAIL

## DPWU

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Engineering Study & Data Collection			100,000			100,000
Equipment Purchase & Installation			2,576,257			2,576,257
Other(Describe)						-
<b>Total Costs</b>	\$ -	\$ -	\$ 2,676,257	\$ -	\$ -	\$ 2,676,257

FUNDING SOURCES						
<b>ARPA Funding</b>			800,000			800,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income			772,877			772,877
Other (Describe) Focus on Energy			25,000			25,000
<b>Total Sources</b>	\$ -	\$ -	\$ 1,597,877	\$ -	\$ -	\$ 1,597,877
<b>Shortfall</b>	\$ -	\$ -	\$ 1,078,380	\$ -	\$ -	\$ 1,078,380

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
<b>Total Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES						
<b>ARPA Funding</b>						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
<b>Total Funding Sources</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Shortfall</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

Operational expenses will be done by in-house staffing. Electricians are trained on power generation and equipment and the monitoring and troubleshooting of the system will be done with water staff personnel. The are expected to be minimal over the life of the system.

### DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed





04/12/2024

Wausau Water Treatment Facility

700 Bugbee Ave

Wausau, WI 54401



QstN

Andy Pohren

Sam Mueller

Madison, WI 53705

## Discussion Topics

### Updates from 3/26/24:

- Include site prep costs in project cost
- Model and analyze Load Shift
- Update Export Rate to include Avoided Capacity Cost Rate
- Model multiple Utility Cost Escalation Rates
- Update WI Focus on Energy Rebate
- WPS Transformer → non-issue (2500 kVa)



## Scenario Summary

### Scenario 1: Well House



Priorities: maximize capacity & energy offset, minimize installed cost

### Scenario 2: North Well House



Priorities: maximize capacity & energy offset, minimize installed cost, reduce visibility

### Scenario 3: North Fields



Priorities: maximize capacity & energy offset, make effort to eliminate visibility

### Scenario 1 : (Well House) Alternate



Priorities: maximize financial payback

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Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



### Scenario Summary

Financials	Scenario 1	Scenario 2	Scenario 3	Scenario 1 alt
Short description	Well house	N Well house	North Fields	Well house alt
Installed DC capacity	1.5 MW	1.5 MW	1.5 MW	0.875 MW
Installed AC capacity	1.0 MW	1.0 MW	1.0 MW	0.720 MW
Est. full project cost	\$4,142,574	\$4,192,574	\$8,528,148	\$2,576,257
Est. full project cost	\$2.76/W	\$2.80/W	\$5.69/W	\$2.94/W
Est. avg. annual energy cost savings	\$191,774	\$192,868	\$188,442	\$121,046
Est. avg. O&M annual cost	\$26,076	\$26,076	\$26,076	\$15,211
Est. levelized cost of energy (LCOE)	\$0.064/kWh	\$0.064/kWh	\$0.133/kWh	\$0.063/kWh
Est. lifetime savings	\$999,747	\$992,105	(\$2,153,446)	\$711,220
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs	19.9 yrs	25+ yrs	19.3 yrs
Est. 1 <sup>st</sup> year energy production	1,917,591 kWh	1,929,842 kWh	1,895,252 kWh	1,193,627 kWh
Est. 1 <sup>st</sup> year energy offset	100%	100%	98%	62%
Est. 1 <sup>st</sup> year utility bill offset (savings)	72%	72%	70%	45%

Available incentives to consider	Included in financial analysis*
30% Investment Tax Credit (ITC)	yes
10% ITC Bonus – Domestic Content	no
10% ITC Bonus – LI Community	no
WI Focus on Energy Rebate	yes
WI PSC Energy Innovation Grant	no

\*Including the ITC bonuses (10% Domestic Content, 10% LI Community) and WI PSC EI Grant reduces the project payback by ~5 years

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Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



### Escalation Rate and Load Shift Summary

Financials – Scenario 1 (1.5 MW_DC)	Standard Operation			Load Shift to Off-Peak		
Utility Escalation Rate	3.5%	5%	7%	3.5%	5%	7%
Load shift (Yes = Shift to Off-peak)	No	No	No	Yes	Yes	Yes
Est. avg. annual energy cost savings	\$191,774	\$234,411	\$309,746	\$246,876	\$301,763	\$398,744
Est. lifetime savings	\$999,747	\$2,065,668	\$3,949,053	\$2,377,293	\$3,749,482	\$6,174,014
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs	17.4 yrs	15.3 yrs	15.5 yrs	13.7 yrs	12.4 yrs
Est. 1 <sup>st</sup> year energy offset	100%	100%	100%	100%	100%	100%
Est. 1 <sup>st</sup> year utility bill offset (savings)	72%	72%	72%	92%	92%	92%

Financials – Scenario 1 alt (875 kW_DC)	Standard Operation			Load Shift to Off-Peak		
Utility Escalation Rate	3.5%	5%	7%	3.5%	5%	7%
Load shift (Yes = Shift to Off-peak)	No	No	No	Yes	Yes	Yes
Est. avg. annual energy cost savings	\$121,046	\$147,958	\$195,509	\$180,661	\$220,827	\$291,796
Est. lifetime savings	\$711,220	\$1,384,020	\$2,572,796	\$2,201,586	\$3,205,737	\$4,979,981
Est. payback (after 30% ITC, WFOE rebate)	19.3 yrs	17.0 yrs	15.0 yrs	12.9 yrs	11.9 yrs	10.9 yrs
Est. 1 <sup>st</sup> year energy offset	62%	62%	62%	62%	62%	62%
Est. 1 <sup>st</sup> year utility bill offset (savings)	45%	45%	45%	67%	67%	67%

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Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



### Scenario 1 (Well House)



Financials	
Est. installed cost	\$4,142,574
Est. installed cost	\$2.76/W
Est. avg. annual energy cost savings	\$191,774
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.064/kWh
Est. lifetime savings	\$999,747
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs.
Est. 1 <sup>st</sup> year utility bill offset (savings)	72%

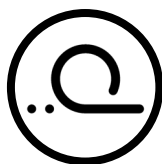
Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 <sup>st</sup> year solar energy production	1,917,591 kWh
Est. 1 <sup>st</sup> year energy consumption offset	100%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$1,242,772
10% ITC Bonus – Domestic Content	\$414,257
10% ITC Bonus – LI Community	\$414,257
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000



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### Scenario 2 (North Well House)



Financials	
Est. installed cost	\$4,192,574
Est. installed cost	\$2.80/W
Est. avg. annual energy cost savings	\$192,868
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.064/kWh
Est. lifetime savings	\$992,105
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs.
Est. 1 <sup>st</sup> year utility bill offset (savings)	72%

Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 <sup>st</sup> year solar energy production	1,929,842 kWh
Est. 1 <sup>st</sup> year energy consumption offset	100%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$1,257,772
10% ITC Bonus – Domestic Content	\$419,257
10% ITC Bonus – LI Community	\$419,257
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

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 700 Bugbee Ave  
 Wausau, WI 54401



### Scenario 3 (North Fields)



Financials	
Est. installed cost	\$8,528,148
Est. installed cost	\$5.69/W
Est. avg. annual energy cost savings	\$188,442
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.13/kWh
Est. lifetime savings	(\$2,153,446)
Est. payback (after 30% ITC, WFOE rebate)	25+ years
Est. 1 <sup>st</sup> year utility bill offset (savings)	70%

Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 <sup>st</sup> year solar energy production	1,895,252 kWh
Est. 1 <sup>st</sup> year energy consumption offset	98%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$2,558,444
10% ITC Bonus – Domestic Content	\$852,815
10% ITC Bonus – LI Community	\$852,815
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

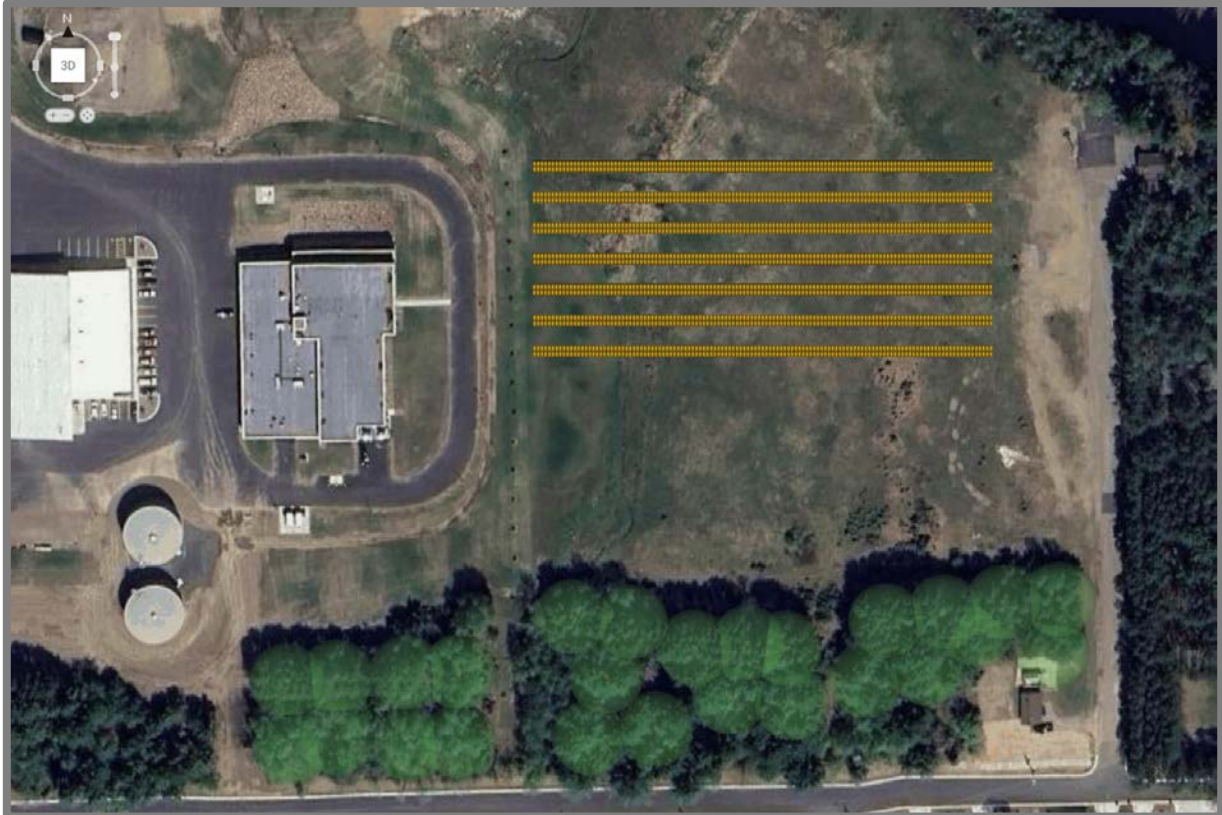


04/12/2024

Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



**Scenario 1 (Well House) - Alternate**



Financials	
Est. installed cost	\$2,576,257
Est. installed cost	\$2.94/W
Est. avg. annual energy cost savings	\$121,046
Est. avg. O&M annual cost	\$15,211
Est. levelized cost of energy (LCOE)	\$0.063/kWh
Est. lifetime savings	\$711,220
Est. payback (after 30% ITC, WFOE rebate)	19.3 yrs.
Est. 1 <sup>st</sup> year utility bill offset (savings)	45%

Performance	
Installed DC potential capacity	875 kW_DC
Installed AC potential capacity	720 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 <sup>st</sup> year solar energy production	1,193,627 kWh
Est. 1 <sup>st</sup> year energy consumption offset	62%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$772,877
10% ITC Bonus – Domestic Content	\$257,626
10% ITC Bonus – LI Community	\$257,626
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000



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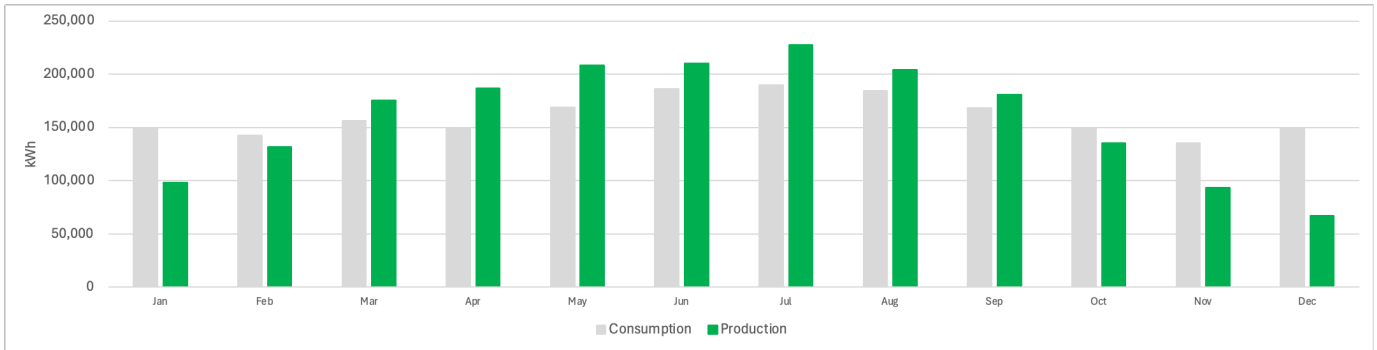


Equipment Assumptions – All Scenarios	
System type	Grid-tied
Racking installation	Ground-mount, fixed-tilt
Modules type	Monocrystalline
Module size	500 W; VSUN500 -132BMH (82.4" x 44.6" x 1.38")
Number of modules (panels)	3,000 (Scenarios 1, 2, and 3); 1,750 (Scenario 1 Alternate)
Inverters	String inverter; SolarEdge
Power optimizers	For Scenario 3 only

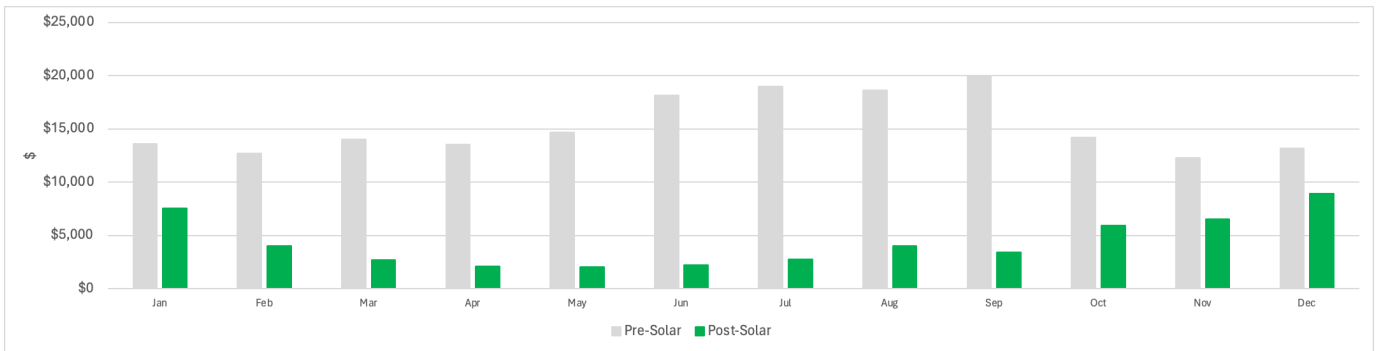
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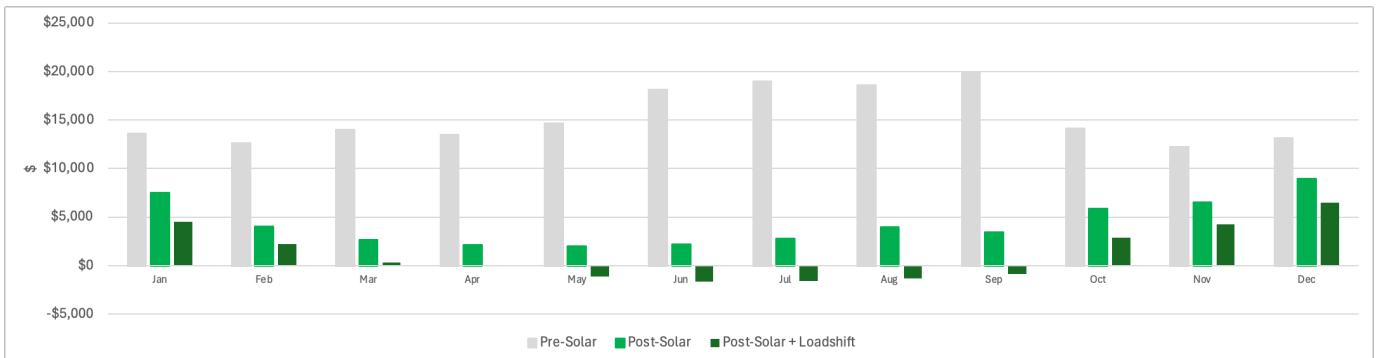
Monthly System Energy Performance – Existing Baseline Consumption vs PV Production (Scenario 1)



Monthly Utility Billing – Pre-Solar vs Post-Solar (Scenario 1)



Monthly Utility Billing – Pre-Solar vs Post-Solar + Shifted Load to Off-Peak (Scenario 1)

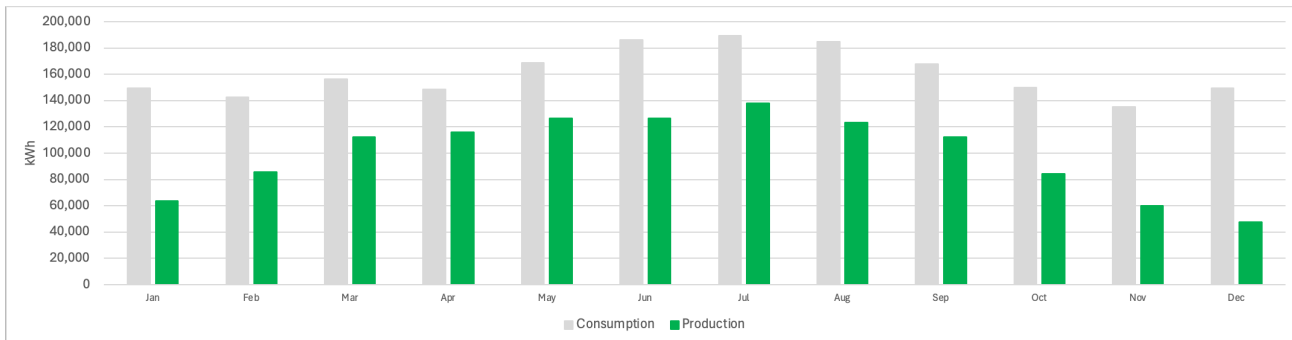


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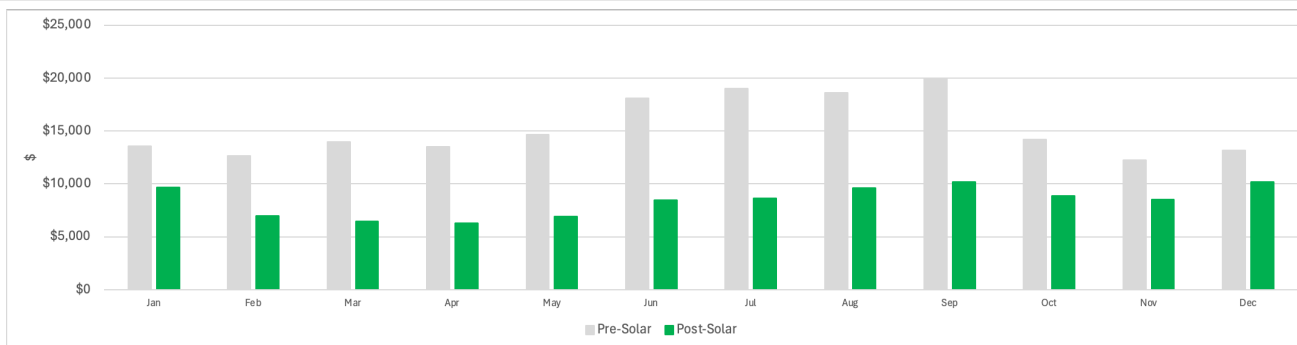
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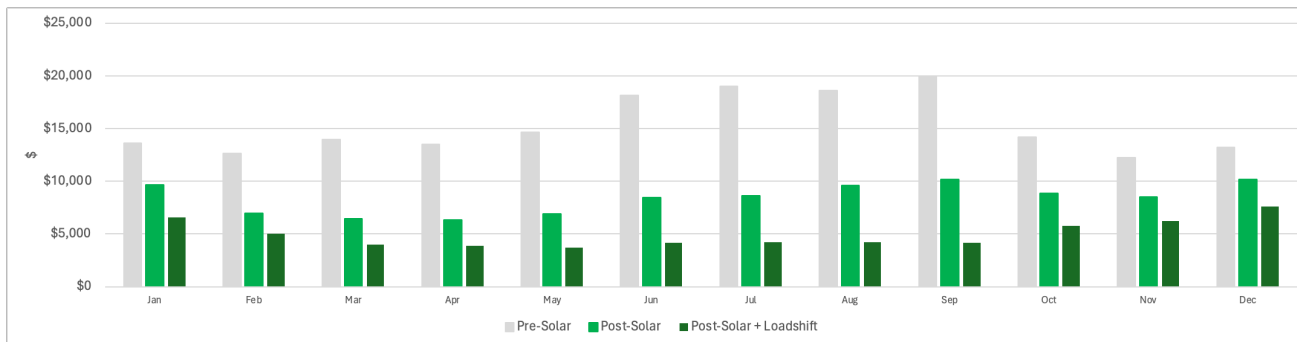
Monthly System Energy Performance – Existing Baseline Consumption vs PV Production (Scenario 1 alt)



Monthly Utility Billing – Pre-Solar vs Post-Solar (Scenario 1 alt)



Monthly Utility Billing – Pre-Solar vs Post-Solar + Shifted Load to Off-Peak (Scenario 1 alt)



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## Heat Maps of Energy Consumption

Heat map of energy consumption, kWh (month vs hour of day)

Sum of kWh Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,520	7,151	7,260	6,829	4,794	4,273	4,272	4,747	66,265
6	4,711	5,587	5,368	6,081	6,144	7,297	7,333	6,861	5,041	4,420	4,227	4,711	67,782
7	4,682	5,107	5,290	5,728	6,473	7,432	7,348	7,181	5,210	4,483	4,283	4,682	67,900
8	4,665	4,784	5,037	5,365	6,526	7,667	7,533	7,233	5,349	4,396	4,340	4,665	67,559
9	4,811	4,448	5,078	4,844	6,457	7,724	7,379	7,180	5,615	4,249	4,352	4,811	66,947
10	4,955	4,271	5,122	4,729	6,441	7,703	7,493	7,446	6,424	4,322	4,490	4,955	68,351
11	5,274	4,282	5,131	4,523	6,337	7,446	7,279	7,173	7,208	4,562	4,756	5,274	69,245
12	5,660	4,434	4,945	4,316	6,427	6,970	7,186	7,399	7,906	4,763	5,024	5,660	70,691
13	6,378	4,361	4,887	4,638	6,478	6,971	7,253	7,603	8,239	5,387	5,359	6,378	73,932
14	7,056	4,635	5,520	4,993	7,027	7,198	7,160	7,970	8,373	6,300	5,563	7,056	78,851
15	7,547	5,615	6,457	5,196	7,432	7,002	7,092	7,812	8,401	7,140	5,786	7,547	83,027
16	8,075	6,038	7,138	5,870	7,688	7,514	7,235	7,877	8,231	7,763	6,324	8,075	87,828
17	8,088	6,275	7,324	6,721	7,846	7,712	7,527	7,827	8,426	8,162	6,732	8,088	90,728
18	8,382	6,663	7,611	7,267	7,995	7,989	8,125	8,244	8,465	8,388	7,173	8,382	94,684
19	8,513	6,945	7,750	7,443	7,881	8,205	8,702	8,303	8,604	8,509	7,426	8,513	96,795
20	8,646	6,991	7,707	7,437	7,941	8,275	8,801	8,366	8,348	8,504	7,449	8,646	97,111
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
<b>Grand Total</b>	<b>149,103</b>	<b>142,340</b>	<b>156,187</b>	<b>148,485</b>	<b>168,604</b>	<b>186,133</b>	<b>189,394</b>	<b>184,475</b>	<b>167,861</b>	<b>149,754</b>	<b>135,209</b>	<b>149,472</b>	<b>1,927,017</b>

Heat map of energy production, kWh (month vs hour of day) – Scenario 1

Sum of Production [kWh] Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	11	193	6	0	0	0	0	0	211
6	0	0	0	315	1,295	1,573	1,231	520	0	0	0	0	4,934
7	0	0	730	3,780	6,041	6,294	5,735	4,218	2,546	741	0	0	30,084
8	0	2,051	6,365	9,785	12,882	11,805	12,780	10,555	8,287	6,547	1,509	4	82,570
9	3,409	8,062	14,920	15,534	19,232	18,705	19,394	16,795	14,303	11,515	6,817	2,914	151,600
10	8,928	13,745	19,159	19,467	21,335	22,288	23,597	21,792	20,724	16,124	13,018	6,770	206,946
11	14,403	16,386	21,116	21,020	23,076	23,091	24,816	23,438	21,509	17,808	16,532	10,135	233,330
12	18,246	18,453	22,813	23,246	24,840	22,757	26,372	23,521	23,474	18,530	16,276	13,984	252,513
13	17,447	19,802	23,064	22,288	23,708	22,545	25,770	23,861	23,436	18,639	16,393	14,884	251,836
14	16,896	18,742	22,793	22,363	21,838	21,773	24,453	22,447	24,150	17,069	12,695	9,294	234,513
15	11,340	16,796	19,692	20,616	20,919	20,597	23,459	22,269	20,637	14,826	6,976	6,620	204,748
16	6,060	12,573	14,269	15,207	16,248	18,316	19,295	18,059	13,449	9,713	3,087	2,260	148,536
17	1,136	4,982	8,413	9,507	10,770	12,557	12,405	11,559	6,890	3,544	80	0	81,842
18	0	130	1,934	3,264	4,933	6,034	6,725	4,382	1,572	0	0	0	28,973
19	0	0	0	178	1,086	1,409	1,454	629	0	0	0	0	4,756
20	0	0	0	0	0	134	65	0	0	0	0	0	199
21	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>97,866</b>	<b>131,721</b>	<b>175,267</b>	<b>186,569</b>	<b>208,215</b>	<b>210,068</b>	<b>227,558</b>	<b>204,044</b>	<b>180,976</b>	<b>135,055</b>	<b>93,385</b>	<b>66,866</b>	<b>1,917,591</b>

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## Heat Maps of Energy Purchase and Export

Heat map of energy purchase, kWh (month vs hour of day) – Scenario 1

Sum of Purchase [kWh] Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,509	6,957	7,254	6,829	4,794	4,273	4,272	4,747	66,054
6	4,711	5,587	5,368	5,767	4,849	5,724	6,102	6,341	5,041	4,420	4,227	4,711	62,848
7	4,682	5,107	4,560	2,346	1,500	1,605	1,747	2,964	2,664	3,742	4,283	4,682	39,883
8	4,665	2,778	1,471	392	713	745	452	876	1,225	1,078	2,869	4,661	21,926
9	2,264	815	406	72	374	181	97	278	352	543	710	2,042	8,135
10	1,115	235	289	102	193	13	76	318	74	510	433	1,075	4,433
11	378	-	137	-	54	-	27	44	287	398	232	903	2,460
12	175	89	-	-	-	259	129	-	235	467	399	511	2,264
13	405	7	-	-	101	288	324	30	236	309	247	839	2,786
14	822	13	1	-	249	302	222	336	3	285	1,185	1,427	4,846
15	1,670	428	343	34	233	857	474	291	248	709	2,147	2,170	9,604
16	3,143	860	866	362	529	280	402	158	641	2,168	3,454	5,815	18,678
17	6,952	2,773	1,398	791	1,100	706	946	758	2,372	4,618	6,652	8,088	37,154
18	8,382	6,533	5,677	4,024	3,115	2,462	1,922	3,886	6,893	8,388	7,173	8,382	66,835
19	8,513	6,945	7,750	7,265	6,795	6,797	7,249	7,674	8,604	8,509	7,426	8,513	92,039
20	8,646	6,991	7,707	7,437	7,941	8,141	8,736	8,366	8,348	8,504	7,449	8,646	96,913
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
<b>Grand Total</b>	<b>108,184</b>	<b>101,067</b>	<b>101,797</b>	<b>91,926</b>	<b>91,245</b>	<b>101,195</b>	<b>104,846</b>	<b>102,319</b>	<b>95,244</b>	<b>103,055</b>	<b>100,810</b>	<b>114,492</b>	<b>1,216,179</b>

Heat map of energy export, kWh (month vs hour of day) – Scenario 1

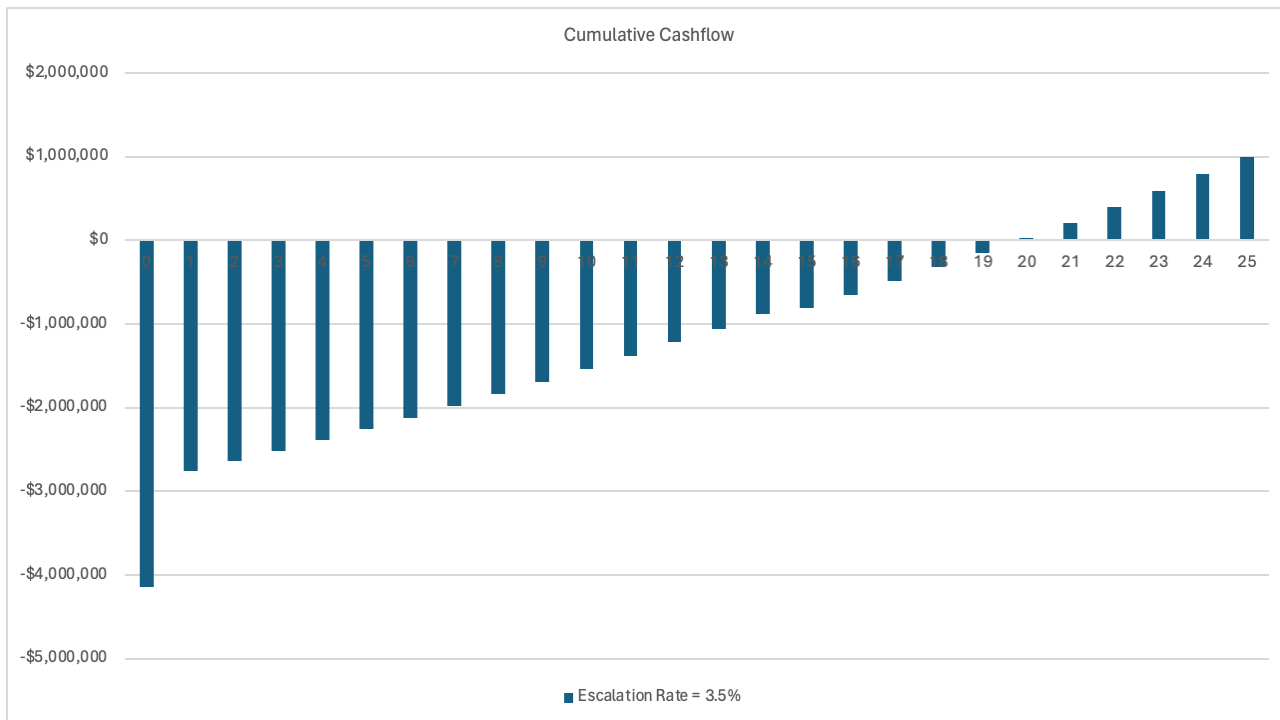
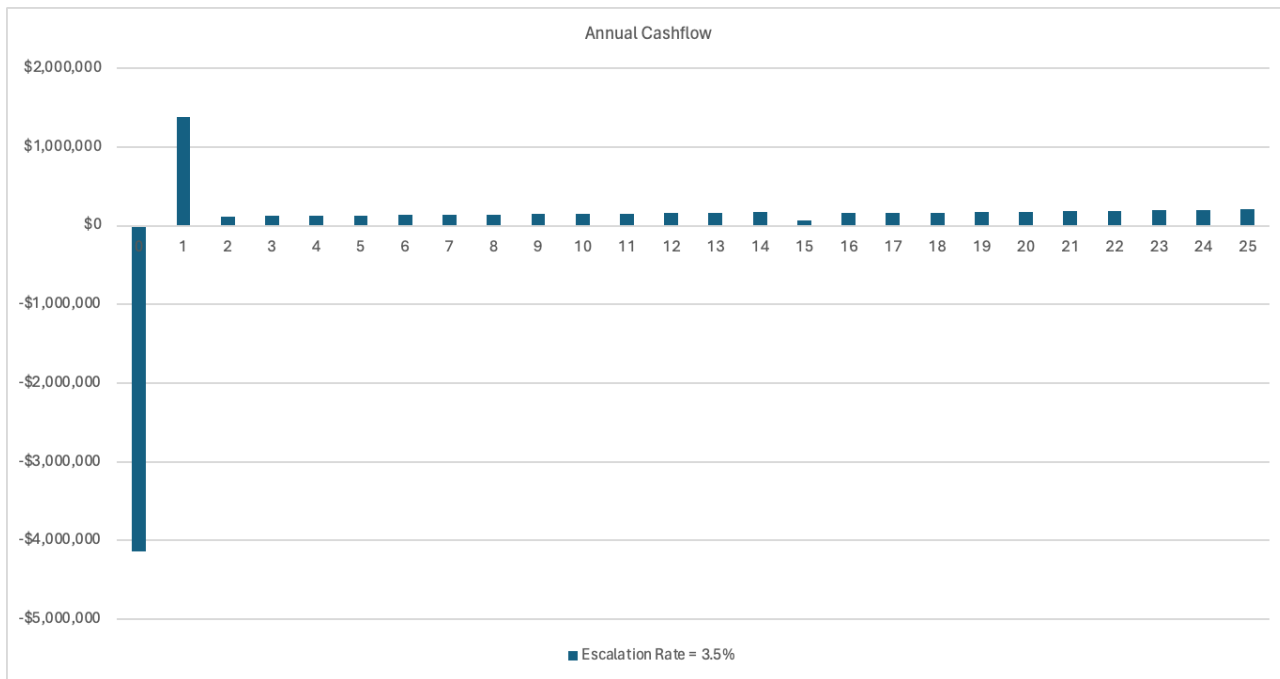
Sum of Export [kWh] Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	-	-	-	-	-	-	-	-	-	-	-	-	-
1	-	-	-	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-	-	-	-	-	-
7	-	-	-	398	1,068	467	135	-	-	-	-	-	2,067
8	-	45	2,800	4,812	7,069	4,884	5,699	4,199	4,162	3,229	38	-	36,937
9	862	4,429	10,248	10,762	13,150	11,162	12,112	9,892	9,040	7,810	3,176	145	92,788
10	5,088	9,709	14,326	14,840	15,087	14,598	16,179	14,664	14,374	12,312	8,961	2,890	143,027
11	9,507	12,104	16,121	16,497	16,794	15,645	17,564	16,309	14,589	13,644	12,008	5,764	166,546
12	12,760	14,108	17,868	18,930	18,413	16,047	19,315	16,122	15,803	14,234	11,652	8,835	184,086
13	11,474	15,448	18,177	17,649	17,331	15,861	18,841	16,288	15,433	13,561	11,281	9,345	180,690
14	10,663	14,120	17,275	17,370	15,060	14,876	17,514	14,813	15,781	11,054	8,317	3,665	160,508
15	5,464	11,609	13,578	15,454	13,720	14,452	16,841	14,748	12,484	8,394	3,337	1,243	131,325
16	1,128	7,395	7,998	9,699	9,088	11,082	12,462	10,339	5,859	4,117	217	-	79,386
17	-	1,480	2,487	3,578	4,024	5,550	5,823	4,490	836	-	-	-	28,268
18	-	-	-	21	52	506	523	24	-	-	-	-	1,125
19	-	-	-	-	-	-	-	-	-	-	-	-	-
20	-	-	-	-	-	-	-	-	-	-	-	-	-
21	-	-	-	-	-	-	-	-	-	-	-	-	-
22	-	-	-	-	-	-	-	-	-	-	-	-	-
23	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>56,947</b>	<b>90,448</b>	<b>120,877</b>	<b>130,009</b>	<b>130,856</b>	<b>125,131</b>	<b>143,010</b>	<b>121,888</b>	<b>108,360</b>	<b>88,356</b>	<b>58,986</b>	<b>31,886</b>	<b>1,206,753</b>

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### Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (Escalation Rate = 3.5%, No Load Shift)



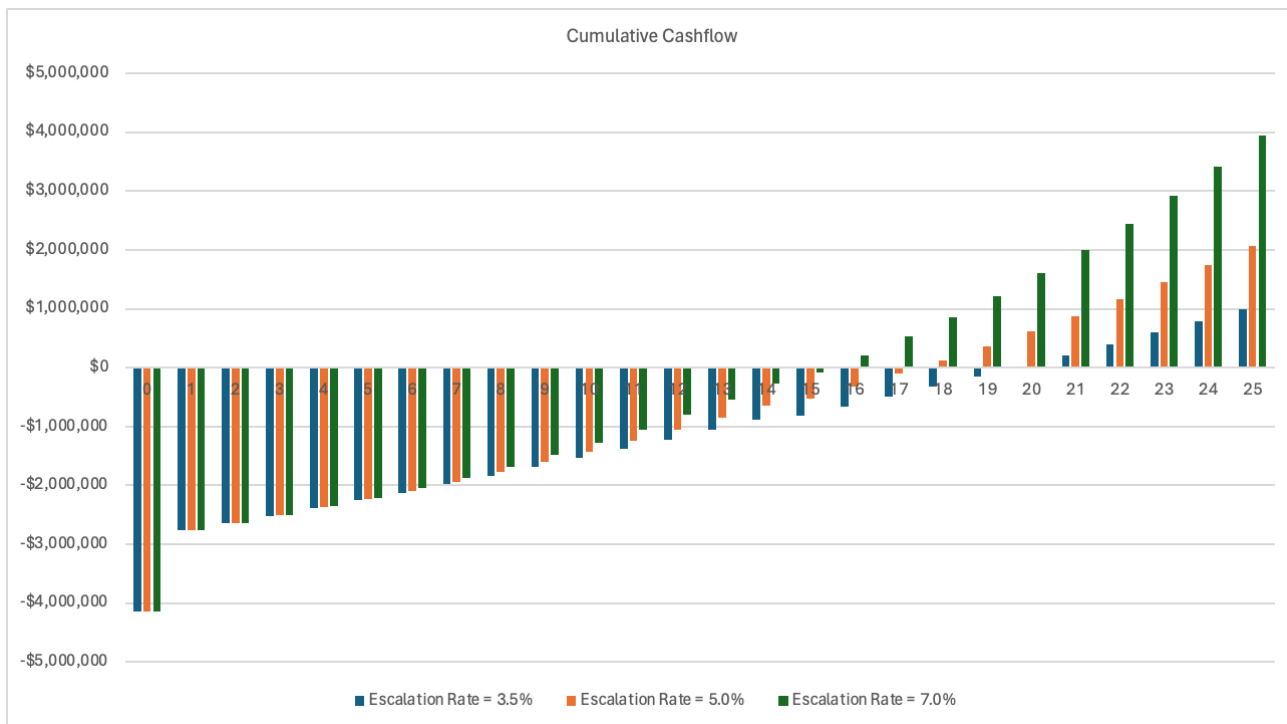
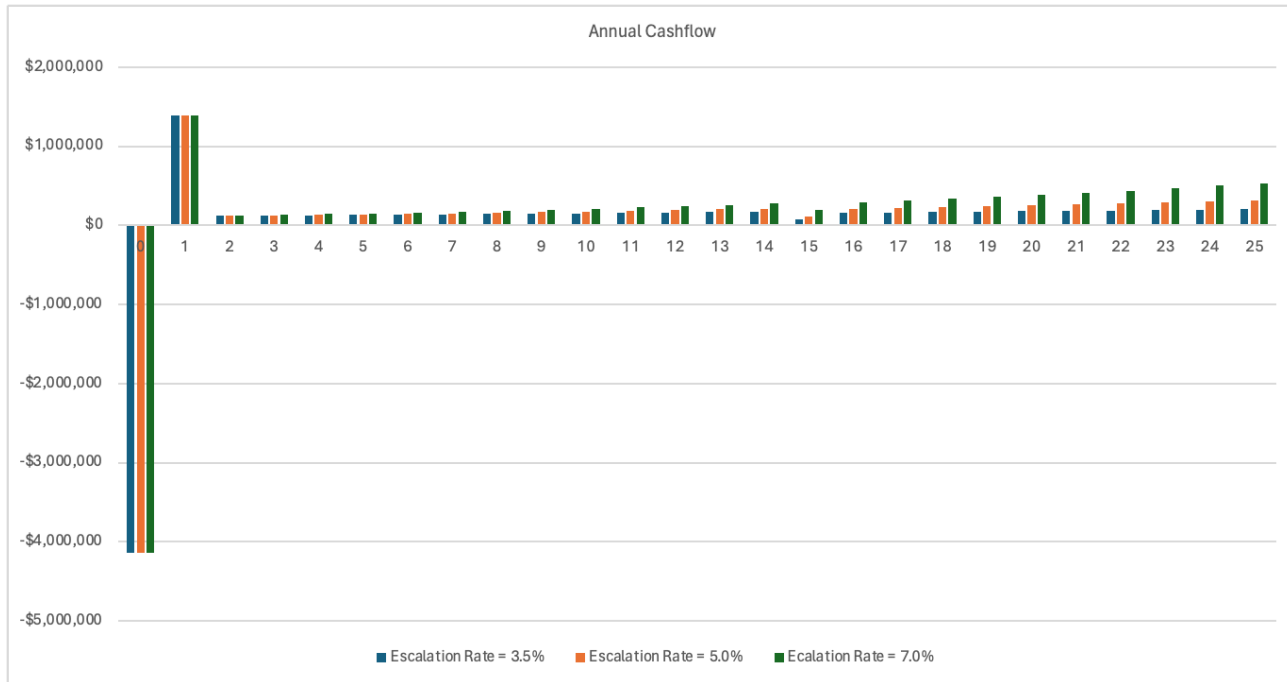
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### Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (multiple Escalation Rates)

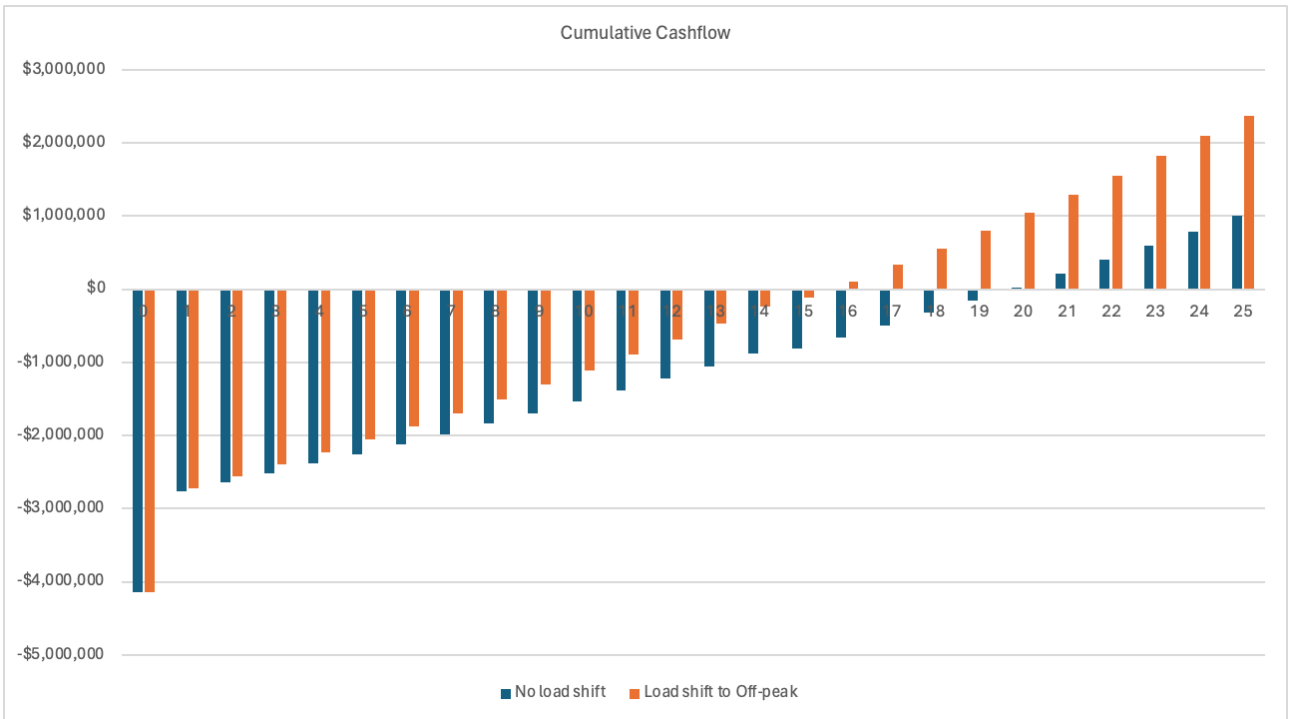
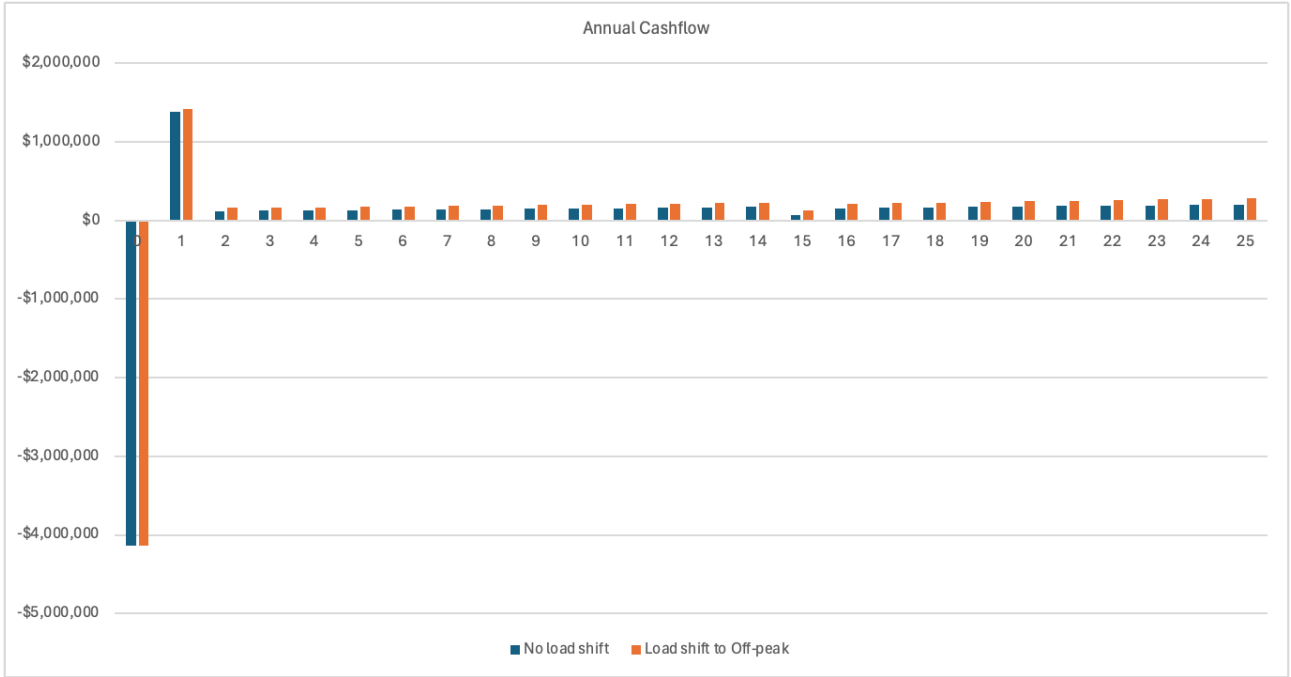


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### Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (Load Shift Detail)





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### Key Assumptions and Notes

- Solar PV system life assumed to be 25 years (minimum).
- Solar PV system performance degradation modeled at 0.5% per year.
- Utility Electricity Rate escalation assumption of 3.5% per year (following 20-year historic trend in Wisconsin).
- Utility bill savings from offsets based on energy and demand rates as per Wisconsin Public Services (WPS) rate CG-20.

Season	Time	Rate (\$/kWh)	Customer Demand (\$/kW)	Demand Charge (\$/kW)
Winter (Oct-May)	On-peak (Mon-Fri 8AM-1PM & 5PM-9PM)	\$0.0728	\$2.399	\$11.992
Winter (Oct-May)	Off-peak	\$0.4282	\$2.399	\$0.000
Summer (June-Sep)	On-peak (Mon-Fri 8AM-6PM)	\$0.0728	\$2.399	\$18.449
Summer (June-Sep)	Off-peak	\$0.4282	\$2.399	\$0.000

- Utility bill savings from exports modeled using the weighted average of \$0.0613/kWh buy back rate (Avoided Energy Cost Rate), based on WPS Parallel Generation Purchase tariff (WPS PG-2B), and an hourly performance/consumption simulation model.

Season	Time	Rate (\$/kWh)
Winter (Oct-May)	On-peak (Mon-Fri 7AM-10PM)	\$0.07013
Winter (Oct-May)	Off-peak	\$0.02904
Summer (June-Sep)	On-peak (Mon-Fri 7AM-11PM)	\$0.08132
Summer (June-Sep)	Off-peak	\$0.03041

- Per communication with WPS on 3/14/24, while on PG-2B tariff, bill credits are applied to that month's bill; any credit that exceeds \$100 is paid in the form of a check.
- Plant operation and energy usage modeled to remain consistent with 2023 usage. Increased energy usage in future years was not modeled.
- Scenario 1 & 2 are modeled as pile-driven ground mounts with a fixed rack at a 25-degree tilt with 15-ft row spacing, achieving an overall smaller array footprint.
- Scenario 3 is modeled as a pile-drive ground mount with a fixed rack at a 27-degree tilt with 16.5-ft row spacing, achieving a higher production but also takes up a slightly larger footprint.
- Scenario 1 Alternate is modeled as a pile-drive ground mount with a fixed rack at a 30-degree tilt with 20-ft row spacing, achieving a higher production but also a larger footprint.
- There is a potential for additional engineering fees and distribution study fees from WPS that are unknown until interconnection application is filled with WPS. The Distribution study may result in the need for system side improvements to support the PV system, which also could lead to additional costs to the City. In this scenario, an alternative option could be to reduce the PV system size to meet utility transformer limitations once the study is complete.
- Average O&M costs include potential inverter replacement at year 15 in the lifetime of the PV system.
- The property for Scenario 1, and the southern part of Scenario 2, is located in the City of Wausau jurisdiction. It is currently Zoned Residential (SR-2), and per zoning laws the property would need to be rezoned to Heavy industrial (HI); reference [https://library.municode.com/wi/wausau/codes/code\\_of\\_ordinances?nodeId=TIT23ZO\\_ARTIIIILAUSSRE\\_23.03.05](https://library.municode.com/wi/wausau/codes/code_of_ordinances?nodeId=TIT23ZO_ARTIIIILAUSSRE_23.03.05) - Table of land uses. Per the Solar arrays exempt from Screening requirements. 23.06.21 - Exterior storage and screening standards. Part 6(a) [https://library.municode.com/wi/wausau/codes/code\\_of\\_ordinances?nodeId=TIT23ZO\\_ARTVIPEST\\_23.06.21EXSTSCST](https://library.municode.com/wi/wausau/codes/code_of_ordinances?nodeId=TIT23ZO_ARTVIPEST_23.06.21EXSTSCST)
- The property for Scenario 3, and the north part of Scenario 2, is located in the Village of Maine jurisdiction. This is also zoned residential, and an application and petition would be needed to rezone with the city (\$150 application fee). Application and reference available at <https://cdn.townweb.com/villageofmaine.org/wp-content/uploads/2023/03/amendzoningordinance7-2020.pdf>

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## Key Assumptions and Notes

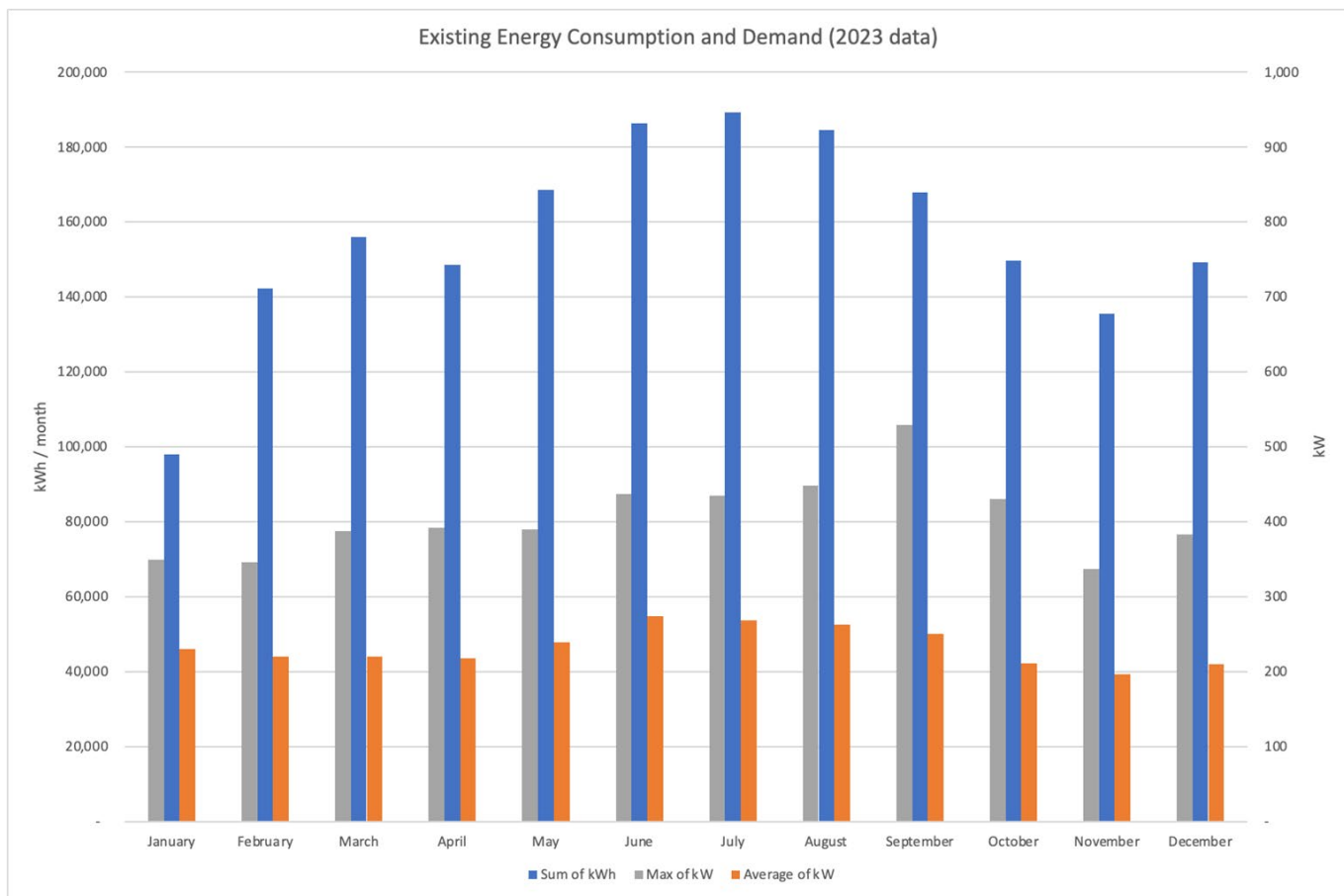
15. Notes on the Federal Investment Tax Credit (ITC).
  - a. Per guidance from the US DOE and the Federal Office for Energy Efficiency and Renewable Energy, as a tax-exempt organization, the City of Wausau is eligible to receive a refund (i.e. direct pay) from the IRS for tax credits on projects placed in service after 2022. Organizations that wish to receive direct pay, also known as elective pay, must pre-register with the IRS before the tax return is due and receive a registration number.
  - b. The Base Credit for a PV system is 30% of eligible project costs.
  - c. Note Eligible solar equipment purchase through debt financing qualifies for the ITC. However, the amount of the base ITC may be reduced by up to 15% if tax exempt bonds are used to finance the PV system.
  - d. A Domestic Content Bonus of 10% is also available. To qualify for the domestic content bonus, all structural steel or iron products used must be produced in the United States and a “required percentage” of the total costs of manufactured products (including components) of the facility need to be mined, produced, or manufactured in the United States. The required percentage of manufactured products starts at 40% for all projects beginning construction before 2025, increases to 45% for projects beginning construction in 2025, 50% for projects beginning construction in 2026, and 55% for projects beginning construction after 2026.
  - e. The PV solar system at the Wausau Water Treatment Plant would also qualify for a Low-Income Community Bonus of 10% for being located in a low-income community as defined by the New Markets Tax Credit. This Bonus is awarded based on an application process, that is presently oversubscribed and not guaranteed.
  - f. It is highly recommended that the City consult with their accountant and professional tax advisor regarding the ITC prior to commencing a project.
  - g. Additional information about eligibility and application for Federal Solar Tax Credits for Businesses is available at <https://www.energy.gov/eere/solar/federal-solar-tax-credits-businesses>.
16. Additional information about eligibility and application for Wisconsin Focus on Energy Rebate is available at <https://focusonenergy.com/business/renewables#rebate-info>.
17. Additional information about eligibility and application for Wisconsin Public Service Commission Energy Innovation Grant is available at <https://psc.wi.gov/Pages/ServiceType/OEI/EnergyInnovationGrantProgram.aspx>. Per PSC on 3/11/24, it is not certain if the EI grant will again be offered in 2024.
18. Recommended solar system and equipment warranties include minimum of 2-year workmanship warranty, 25-year warranty on modules and power optimizers (Scenario 3), 12-year warranty on inverters (extended 20-year warranty can also be considered).
19. Pricing for all Scenarios includes costs/fees for common excavation and site preparation (such as leveling, grading, debris removal, erosion control, etc), building of land berm, and building of an access road.
20. Pricing does not include any interest, finance or borrowing charges or fees.
21. Pricing for all Scenarios does not include costs/fees for prairie seeding/restoration and ongoing prairie/land maintenance is not included in the O&M estimate.

04/12/2024

Wausau Water Treatment Facility  
700 Bugbee Ave  
Wausau, WI 54401



### Baseline Energy Usage Charts



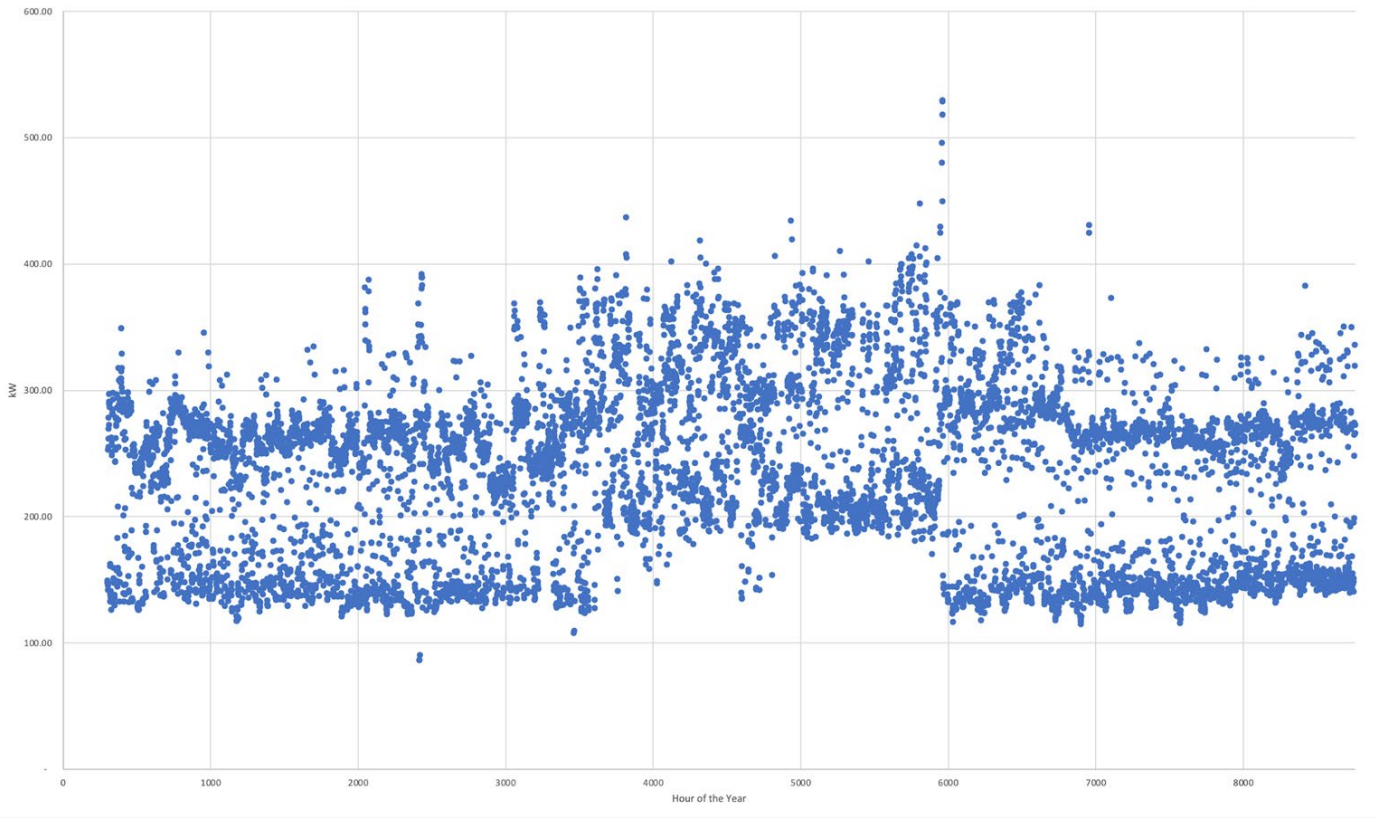
04/12/2024

Wausau Water Treatment Facility  
700 Bugbee Ave  
Wausau, WI 54401



### Baseline Energy Usage Charts

Load Profile - Hourly kW (2023 data)



04/12/2024

Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



### Baseline - Energy Usage (kWh) & Demand (kW) Charts

Heat map of existing energy consumption, kWh (month vs hour of day)

Sum of kWh Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,520	7,151	7,260	6,829	4,794	4,273	4,272	4,747	66,265
6	4,711	5,587	5,368	6,081	6,144	7,297	7,333	6,861	5,041	4,420	4,227	4,711	67,782
7	4,682	5,107	5,290	5,728	6,473	7,432	7,348	7,181	5,210	4,483	4,283	4,682	67,900
8	4,665	4,784	5,037	5,365	6,526	7,667	7,533	7,233	5,349	4,396	4,340	4,665	67,559
9	4,811	4,448	5,078	4,844	6,457	7,724	7,379	7,180	5,615	4,249	4,352	4,811	66,947
10	4,955	4,271	5,122	4,729	6,441	7,703	7,493	7,446	6,424	4,322	4,490	4,955	68,351
11	5,274	4,282	5,131	4,523	6,337	7,446	7,279	7,173	7,208	4,562	4,756	5,274	69,245
12	5,660	4,434	4,945	4,316	6,427	6,970	7,186	7,399	7,906	4,763	5,024	5,660	70,691
13	6,378	4,361	4,887	4,638	6,478	6,971	7,253	7,603	8,239	5,387	5,359	6,378	73,932
14	7,056	4,635	5,520	4,993	7,027	7,198	7,160	7,970	8,373	6,300	5,563	7,056	78,851
15	7,547	5,615	6,457	5,196	7,432	7,002	7,092	7,812	8,401	7,140	5,786	7,547	83,027
16	8,075	6,038	7,138	5,870	7,688	7,514	7,235	7,877	8,231	7,763	6,324	8,075	87,828
17	8,088	6,275	7,324	6,721	7,846	7,712	7,527	7,827	8,426	8,162	6,732	8,088	90,728
18	8,382	6,663	7,611	7,267	7,995	7,989	8,125	8,244	8,465	8,388	7,173	8,382	94,684
19	8,513	6,945	7,750	7,443	7,881	8,205	8,702	8,604	8,509	7,426	8,513	8,513	96,795
20	8,646	6,991	7,707	7,437	7,941	8,275	8,801	8,366	8,348	8,504	7,449	8,646	97,111
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
<b>Grand Total</b>	<b>149,103</b>	<b>142,340</b>	<b>156,187</b>	<b>148,485</b>	<b>168,604</b>	<b>186,133</b>	<b>189,394</b>	<b>184,475</b>	<b>167,861</b>	<b>149,754</b>	<b>135,209</b>	<b>149,472</b>	<b>1,927,017</b>

Heat map of existing demand, kW (month vs hour of day)

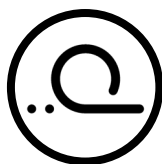
Max of kW Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	280	291	332	323	353	437	406	406	405	373	337	280	437
1	298	309	313	323	379	369	388	448	373	317	324	298	448
2	249	330	282	326	300	408	388	404	358	324	317	249	408
3	257	319	282	352	390	405	374	415	323	299	300	257	415
4	258	284	301	343	298	369	364	366	326	280	303	258	369
5	290	279	286	342	284	391	337	389	301	194	189	290	391
6	284	302	338	381	351	344	340	325	481	249	165	284	481
7	209	272	382	389	341	364	341	385	496	285	241	209	496
8	214	313	362	392	349	377	341	380	529	297	286	214	529
9	248	312	388	389	381	384	335	395	518	198	289	248	518
10	269	261	352	383	355	372	341	410	530	257	286	269	530
11	273	241	340	338	365	371	367	360	450	258	272	273	450
12	326	244	284	243	369	366	349	392	370	322	271	326	392
13	326	259	283	343	368	375	358	363	375	318	313	326	375
14	321	330	289	338	365	363	400	402	412	302	280	321	412
15	328	311	291	271	320	368	434	408	378	299	279	328	434
16	337	306	281	271	362	358	352	400	370	376	313	337	400
17	327	346	279	284	365	354	368	391	370	331	276	327	391
18	383	289	277	329	370	402	394	393	378	353	320	383	402
19	350	285	335	285	358	385	397	392	425	431	326	350	431
20	350	285	305	302	371	419	369	400	430	425	284	350	430
21	338	294	322	288	371	380	420	387	372	329	324	338	420
22	345	289	302	328	381	380	374	390	368	343	333	345	390
23	331	304	315	328	396	378	375	405	361	341	327	331	405
<b>Grand Total</b>	<b>383</b>	<b>346</b>	<b>388</b>	<b>392</b>	<b>396</b>	<b>437</b>	<b>434</b>	<b>448</b>	<b>530</b>	<b>431</b>	<b>337</b>	<b>383</b>	<b>530</b>



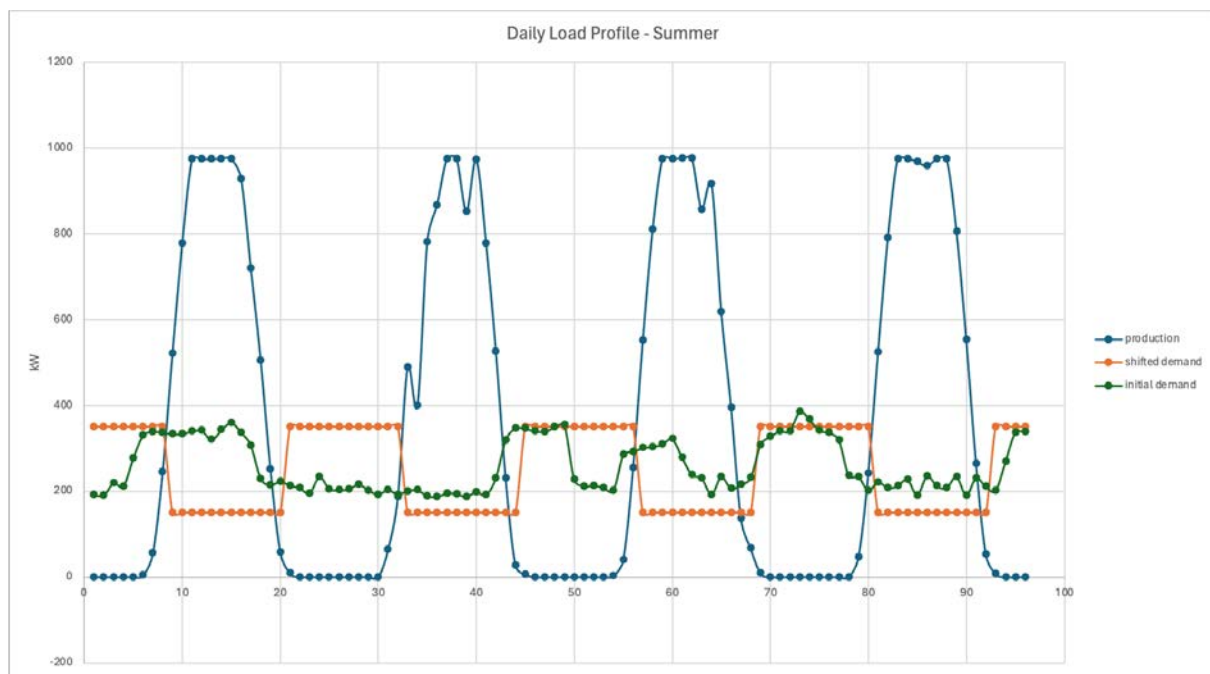
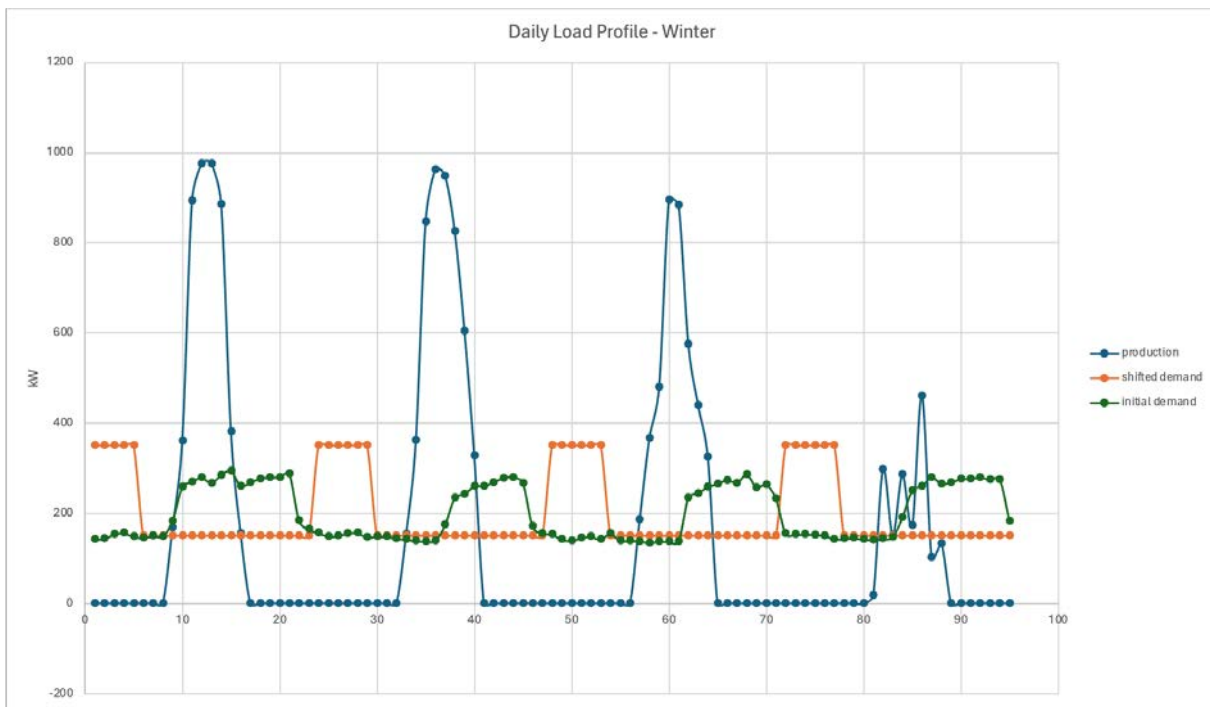


04/12/2024

Wausau Water Treatment Facility  
700 Bugbee Ave  
Wausau, WI 54401



### Sample Load Profiles – Shifted Load to Off-Peak

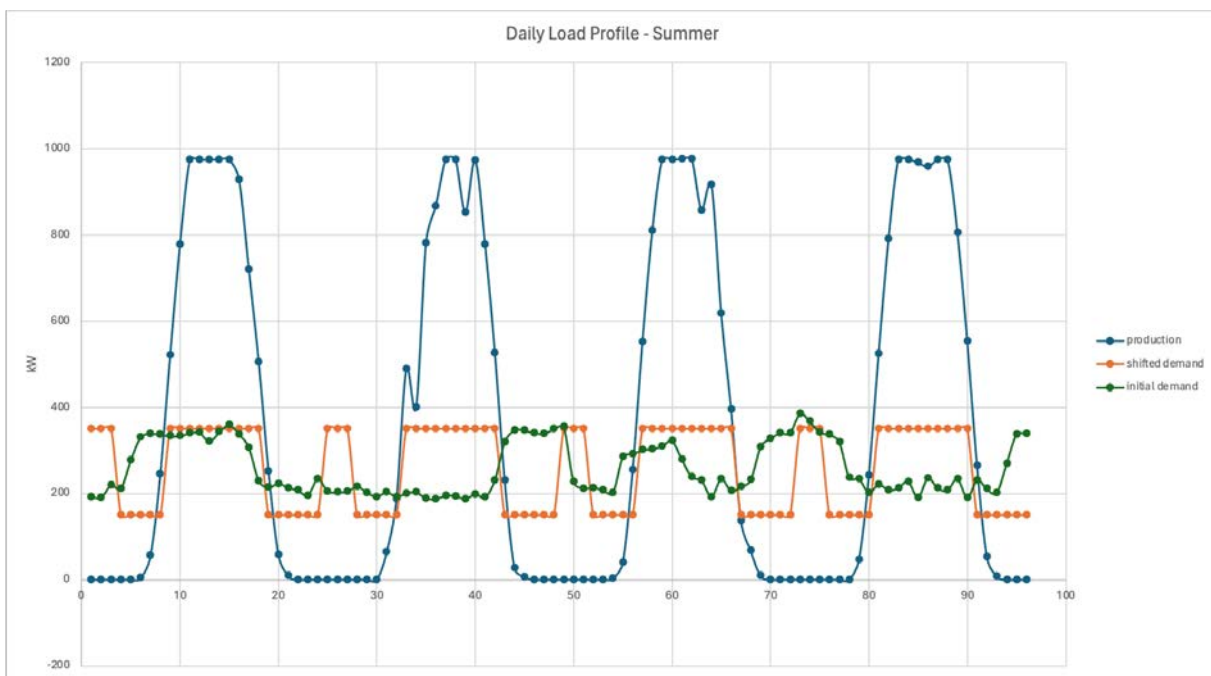
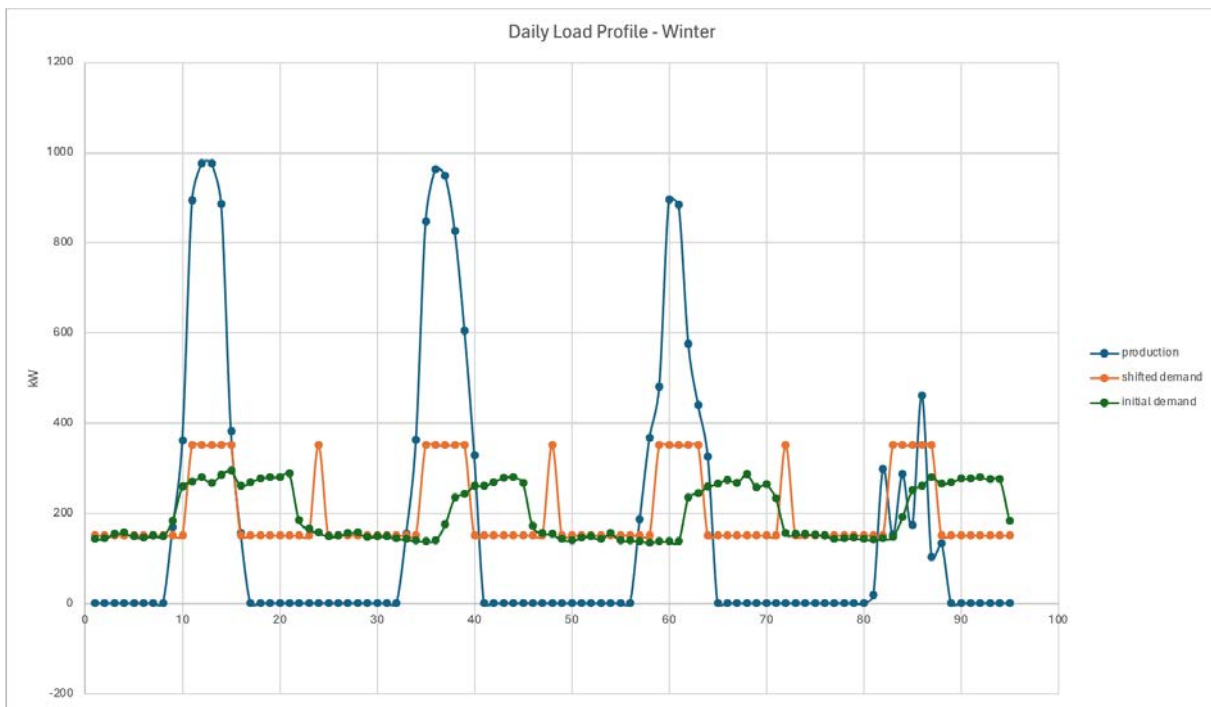


04/12/2024

Wausau Water Treatment Facility  
700 Bugbee Ave  
Wausau, WI 54401



### Sample Load Profiles – Shifted Load to Solar Production





04/12/2024



Wausau Water Treatment Facility  
700 Bugbee Ave  
Wausau, WI 54401

### Utility Bill Components

**Business Solutions Center** 877-444-0888  
**Electric Emergencies** 800-450-7240  
**Gas Emergencies** 800-450-7280

Bill Date	Account Number	Next Meter Read Date	Amount Due	Payment Due Date
10/13/2023	0401272549-00087	10/31/2023	\$40,508.19	11/27/2023

**Customer Name** WAUSAU WATER WORKS  
**Service Address** 1801 BURECK AVE  
WAUSAU WI 54401

**Activity Since Last Bill**

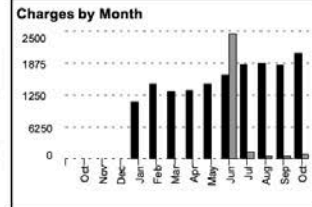
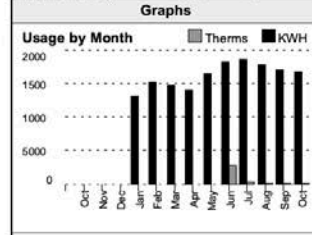
09/12/2023 Previous Balance	\$18,962.40
Balance	\$18,962.40
Total Current Charges	\$21,545.79
Total Current Balance	\$40,508.19

**Electric Service**  
Elec Sm Coml & Ind TOU Secondary Cg-20  
Meter 6003352

Actual Reading 10/01/2023	2402
Set Reading 09/01/2023	-2122
	280
Meter Constant	x 600
Total Electric Use	168000 KWH

**Account Summary**  
Bill Period: 09/01/2023 to 10/02/2023

	Oct 2023	Sep 2023
Billing Days	32	30
Avg Temp	62°F	66°F
Heating Deg Days	109	22
Cooling Deg Days	76	131
KWH Used	167891	171605
Avg KWH / Day	5246.6	5720.2
Therms Used	1680.1	1268.6
Avg Therms / Day	52.5	42.3



**Energy Charges/Credits**

Customer Charge	30 Days at \$3.05750	\$91.73
<b>Demand Charges/Credits</b>		
Customer Demand	529 KW @ 09/06/2023 11:00 * \$2.399	\$1,269.07
On-Peak	529 KW @ 09/06/2023 11:00 * \$18.449	\$9,759.52
Off-Peak	09/06/2023 07:45; 480 KW at \$0	\$0.00
<b>Energy Charges/Credits</b>		
On-Peak	50,941 KWH at \$0.07767	\$3,956.59
Off-Peak	116,950 KWH at \$0.04569	\$5,343.45
Fuel Cost Adjustment - Prior Year	167,891 KWH at \$0.00138	\$231.69
<b>Other Service Charges/Credits</b>		
WI Low Income Assistance Fee		\$37.45
<b>Subtotal:</b>		<b>\$20,689.50</b>
<b>Electric Service Total:</b>		<b>\$20,689.50</b>

**Gas Service**  
Gas Sm Coml & I  
Meter 445470

**Local Distribution**  
Customer Charge  
Distribution  
**Gas Supply Serv**  
Base Gas  
PGA  
PGA

### Utility Bill Components

Fixed =	\$91.73	0.4%	\$30.58
Demand =	\$11,028.59	53.3%	\$71.67
Energy =	\$9,531.73	46.1%	\$20.39
Other =	\$37.45	0.2%	\$40.47
<b>Total =</b>	<b>\$20,689.50</b>	<b>100%</b>	\$25.88
			\$56.29

ACCOUNT NUMBER

REC\_PDF\_Out 24406 {12}

Please return this stub with your payment.



ACCOUNT NUMBER: 0401272549-00087

<b>Amount Due By</b>	<b>11/27/2023</b>	<b>\$40,508.19</b>
A 1% late fee will be charged on any unpaid balance		
Please write your account number on your check		
Amount Enclosed		
<input style="width: 100px; height: 20px;" type="text"/>		

WAUSAU WATER WORKS  
407 GRANT ST  
WAUSAU WI 54403-4737

Wisconsin Public Service  
PO Box 6040  
Carol Stream IL 60197-6040

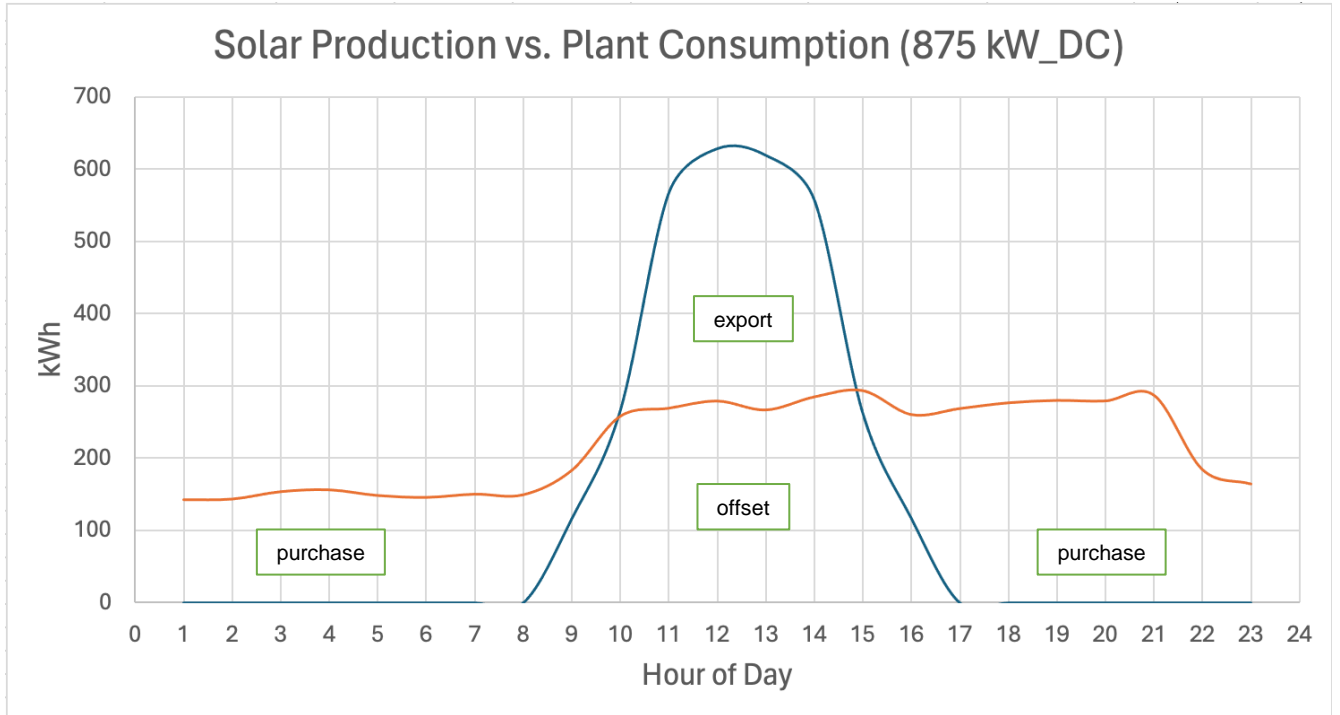
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04/12/2024

Wausau Water Treatment Facility  
 700 Bugbee Ave  
 Wausau, WI 54401



Purchase, Offset, and Export for Parallel Generation Example



Offset & Purchase Rates (CG20)

Season	Time	Rate (\$/kWh)	Customer Demand (\$/kW)	Demand Charge (\$/kW)
Winter (Oct-May)	On-peak (Mon-Fri 8AM-1PM & 5PM-9PM)	\$0.0728	\$2.399	\$11.992
Winter (Oct-May)	Off-peak	\$0.4282	\$2.399	\$0.000
Summer (June-Sep)	On-peak (Mon-Fri 8AM-6PM)	\$0.0728	\$2.399	\$18.449
Summer (June-Sep)	Off-peak	\$0.4282	\$2.399	\$0.000

Avoided Energy and Capacity Cost Rates (PG-2B)

Season	Time	Rate (\$/kWh)
Winter (Oct-May)	On-peak (Mon-Fri 7AM-10PM)	\$0.07013
Winter (Oct-May)	Off-peak	\$0.02904
Summer (June-Sep)	On-peak (Mon-Fri 7AM-11PM)	\$0.08132
Summer (June-Sep)	Off-peak	\$0.03041

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Wausau Water Treatment Facility  
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## Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

33rd Rev. Sheet No. E6.10  
 Replaces 32nd Rev. Sheet No. E6.10  
 Amendment 789 Schedule Cg-20

<b>Small Comm'l and Indus. Service-Time of Use</b>	<b>Electric</b>
<p><u>AVAILABILITY</u></p> <p>This schedule is available to small commercial and industrial customers where one or both of the following have been exceeded for three consecutive months and also exceeded for at least one billing month in each succeeding rolling 12-billing month period:</p> <ol style="list-style-type: none"> <li>1. Total demand of 100kW; or</li> <li>2. Total monthly energy consumption of 25,000 kWh.</li> </ol> <p>If the customer's system demand falls below 100 kW or the customer's energy consumption falls below 25,000 kWh for 12 consecutive billing months, the Company will complete a billing comparison using the customer's previous 12 months of consumption showing the customer's historical bills under the Cg-20 rate schedule and the Cg-5 rate schedule. If these bill comparisons show that the customer had a lower bill under the Cg-20 rate schedule than they would have had under the Cg-5 rate schedule, the customer will be notified that they can opt to stay on the Cg-20 rate schedule or be moved to the Cg-5 rate schedule. If the customer does not respond within 15 days of notification, the customer will remain on the Cg-20 rate schedule. This provision may be modified in future rate case proceedings.</p>	

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

25th Rev. Sheet No. E6.01  
 Replaces 24th Rev. Sheet No. E6.01  
 Amendment 794 Schedule Cg-5

<b>Small Commercial and Industrial Service</b>	<b>Electric</b>
<p><u>AVAILABILITY</u></p> <p>This schedule is available to small commercial and industrial customers where:</p> <ol style="list-style-type: none"> <li>1. Total monthly energy consumption has exceeded 12,500 kWh for three consecutive months and, after qualifying at least once in succeeding rolling 12 month periods; or</li> <li>2. Does not meet the availability criteria for the Cg-20 and Cp rate schedules.</li> </ol> <p>For new customers the company may, at its discretion, waive the three month qualification period when, in the company's judgment, the customer would obviously meet the qualification criteria. The company shall inform the customer in writing that failure of the customer to meet the qualification criteria after a waiver is granted will result in:</p> <ol style="list-style-type: none"> <li>1. The customer being immediately placed on the appropriate rate schedule, and</li> <li>2. Backbilling to reflect the appropriate rate schedule from the date the waiver was originally effective.</li> </ol>	

04/12/2024

Wausau Water Treatment Facility  
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## Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7 33rd Rev. Sheet No. E6.10  
 Replaces 32nd Rev. Sheet No. E6.10  
 Amendment 789 Schedule Cg-20

<b>Small Comm'l and Indus. Service-Time of Use</b>	<b>Electric</b>
<b>AVAILABILITY</b>	
This schedule is available to small commercial and industrial customers where one or both of the following have been exceeded for three consecutive months and also exceeded for at least one billing month in each succeeding rolling 12-billing month period:	

**CUSTOMER CHARGE**

For customers with company metering equipment installed at:

	<u>Daily</u>
Under 6,000 volts	\$3.0575
6,000 volts to 15,000 volts inclusive	\$5.5890

The above listed voltages are phase-to-ground for wye-connected company systems and phase-to-phase for delta-connected company systems.

**CUSTOMER DEMAND**                      \$2.399/kW  
 Per kW of maximum demand during the current or preceding 11 months.

**DEMAND CHARGE**

**ON-PEAK**

a. Winter (Calendar Months Oct-May):                      \$11.992/kW  
 8AM - 1PM; & 5PM - 9PM; Mon - Fri (Except Holidays)

b. Summer (Calendar Months Jun-Sep):                      \$18.449/kW  
 8AM - 6PM; Mon - Fri (Except Holidays)

**OFF-PEAK**  
 All Hours Not in On-Peak Period                      \$0/kW

**ENERGY CHARGE**

**ON-PEAK**

a. Winter (Calendar Months Oct-May):                      \$0.07278/kWh  
 8AM - 1PM; & 5PM - 9PM; Mon - Fri (Except Holidays)

b. Summer (Calendar Months Jun-Sep):                      \$0.07278/kWh  
 8AM - 6PM; Mon - Fri (Except Holidays)

**OFF-PEAK**  
 All Hours Not in On-Peak Period                      \$0.04282/kWh

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## Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

14th Rev. Sheet No. E4.19  
 Replaces 13th Rev Sheet No. E4.19  
 Amendment 794 Schedule PG-2B

**Parallel Generation-Purchase by WPSC Electric**

EFFECTIVE IN

All territory served.

AVAILABILITY

To customers who (1) purchase power from the Company under a time-of-use tariffed rate, (2) satisfy the requirements of "qualifying facility" status under Part 292 of the Federal Energy Regulatory Commission's regulations under the Public Utility Regulatory Policies Act of 1978, (3) generate electrical energy with total customer owned generating capacity of 1,000 kW or less, and (4) desire to sell electrical energy to the Company.

Avoided Energy Cost Rate:

The customer will receive a credit on their bill equal to the kilowatt hours supplied to the Company multiplied by the customer's Avoided Energy Cost Rate (shown below). The customer's Avoided Energy Cost Rate is not subject to any adjustments, such as the adjustment for cost of fuel, or any other miscellaneous surcharges or adjustments. This tariff is intended to provide payment for energy sent to the Company.

		<u>Secondary</u>	<u>Primary</u>	<u>Transmission</u>
On Peak	Winter	\$0.04219	\$0.04147	\$0.04095
	Summer	\$0.05338	\$0.05247	\$0.05182
Off Peak	Winter	\$0.02904	\$0.02855	\$0.02819
	Summer	\$0.03041	\$0.02989	\$0.02952

The Avoided Energy Cost Rate shall be updated on January 1 of each year and will be calculated as follows:

Avoided Energy Cost Rate = A x (1 + B), where  
 A = The forecasted January through December load weighted average Day- Ahead Locational Marginal Pricing for the WPS.WPSM pricing load zone approved in the Company's annual fuel plan.

Avoided Capacity Cost Rate: The customer will receive a capacity credit equal to the amount of energy that is supplied to the Company during the designated on-peak period.

	<u>Secondary</u>	<u>Primary</u>	<u>Transmission</u>
All on-peak excess energy, per kWh	\$0.02794	\$0.02713	\$0.02679

The Avoided Capacity Cost Rate will be updated each June 1 to reflect the current MISO Cost of New Entry (CONE) value for the applicable Local Resource Zone and Planning Year, and will be adjusted for distribution and transmission line losses based on the most recently authorized values.

Avoided Transmission Cost Rate:

The customer will receive a credit on their bill equal to the kilowatt-hours supplied to the Company multiplied by the Avoided Transmission Cost Rate (shown below).

All excess energy, per kWh	\$0.00000
----------------------------	-----------

ON-PEAK HOURS

Winter (calendar months of October through May):  
 7:00 AM to 10:00 PM; Monday through Friday (except holidays).

Summer (calendar months of June through September): 7:00 AM to 11:00 PM;  
 Monday through Friday (except holidays).

OFF-PEAK HOURS

All hours not listed as on-peak hours.

**CITY OF WAUSAU  
ARPA FUNDS EVALUATION CRITERIA**

CRITERIA	POSSIBLE SCORE			Solar Array \$800,000
	0 points	1-5 points	6-10 points	
<b>ALIGN WITH PRIORITIES:</b> How well does the proposal align with the community's funding priorities? Does it support a livable community, fiscally sustainable government, environmentally sustainable community, and an improved & equitable quality of life?	Project is inconsistent with community priorities and does not advance community service.	Project is partly consistent with priorities but does not significantly advance community service.	Project is directly related to the community priorities and community service.	
<b>OTHER FUNDING SOURCES:</b> Are there other federal/state ARPA alternative funding opportunities (such as the federal infrastructure bill) that could replace or supplement the request? Have these other funding sources been considered? Could the project/proposal be phased to accommodate other federal/state ARPA sources?	Alternative funding sources may be available but have not been explored, considered or leveraged.	Alternative funding sources may be available and will be leveraged if possible.	No alternate funding sources exist or alternative funding sources have already been leveraged to maximize the investment.	
<b>TIMELINE :</b> Can the proposal be implemented and completed within the ARPA program deadlines? Obligated by 12/31/2024 and expended by 12/31/2026	Project timeline is not well defined and does not clearly establish a work completion within the timeline. Project completion is near the end the ARPA requirements	Project timeline is lengthy but demonstrates that completion is within the ARPA requirements.	Project timeline clearly demonstrates that work will conclude within the short term (1 year or less).	
<b>COST:</b> While projects funded with ARPA should be impactful best practices indicate the funds should be spread over the qualifying period to enhance budgetary and financial stability. Does the proposal represent a reasonable allocation of resources relative to other community proposals?	Project exhausts all or the majority of funds immediately.	Project ARPA funding request is requires a significant ARPA allocation. However, the project provides for phases which allows for flexibility of unexpected City needs and priorities.	Project ARPA funding request is reasonable to the City overall ARPA allocation. The funding request allows the City to diversify the ARPA investments. Significant projects may be allocated in phases to provide future flexibility of unexpected needs and priorities.	
<b>RESIDENT IMPACT:</b> What portion of the community would benefit from this proposal?	Proposal fails to identify positive impact nor identifies populations benefitted	Proposal demonstrates a positive impact on a material portion of the population 25-75%	Project demonstrates a strong positive impact on a significant portion of the	
<b>IMPACT ON FUTURE BUDGETS:</b> Will this proposal require ongoing funding? Will it reduce or increase ongoing operating expenses? Will the project produce additional annual revenues?	Project creates a new funding dependency and future tax levy pressure.	Project would have a neutral impact on personnel or other operating costs or revenues. Project is budget neutral.	Project decreases future operating costs, increase operating revenues, eliminates future debt	
<b>COMPLEXITY AND READINESS:</b> Is the project or proposal complex with multiple phases before implementation can begin? Does the project or proposal require outside approvals or oversight? Does a clear implementation plan exist? What complications could arise to prevent this project from achieving its intended goals?	Project is unable to proceed due to obstacles such as land acquisition, easements, designs and other approvals. Project is not shovel ready.	Minor obstacles, plans or details exist but should not impact a timely implementation.	Project is entirely ready to proceed. No obstacles exist.	
<b>CENSUS TRACT ELIBILITY:</b> Does the proposal/project fall within a census tract or benefit those vulnerable populations and those disproportionately negatively impacted by COVID19?	This project/proposal is not located in a census tract and not designed to benefit those disporportionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is not located in a census tract but will benefit all citizens including those disporportionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is located in a census tract or is considered to benefit those disporportionately negatively impacted by COVID as interpreted by ARPA regulations?	
<b>IMPACT OF DEFERRAL:</b> What is the impact of the deferral? Will costs go up? Will the City be out of compliance with mandates or regulations? Are there health and safety risks impacting residents that will remain unaddressed? Does this proposal improve the environmental quality of the city?	Deferral causes limited impact to service or disruptions.	Deferral will have limited impact on regulatory mandates, health and safety risks or environmental qualities.	Deferral will have a detrimental impact on regulatory mandates, health and safety risks or environmental qualities.	
<b>PROJECT PRIORITY AND IMPACT:</b> Regardless of any other scores, do you believe this project should be a priority? Do you believe that the project is transformational for the community? Do you believe that the project will make a big impact?	Low priority, impact, transformational power	Some priority, impact and transformational power	High priority, impact and transformational power	
			<b>TOTAL</b>	
		1		

CITY OF WAUSAU									
ARPA FUNDS EVALUATION CRITERIA									
CRITERIA	POSSIBLE SCORE			Solar Array \$800,000	Gary	martens	Becky	Terry	Vicki
	0 points	1-5 points	6-10 points						
<b>ALIGN WITH PRIORITIES:</b> How well does the proposal align with the community's funding priorities? Does it support a livable community, fiscally sustainable government, environmentally sustainable community, and an improved & equitable quality of life?	Project is inconsistent with community priorities and does not advance community service.	Project is partly consistent with priorities but does not significantly advance community service.	Project is directly related to the community priorities and community service.	6.8	5	9	6	6	8
<b>OTHER FUNDING SOURCES:</b> Are there other federal/state ARPA alternative funding opportunities (such as the federal infrastructure bill) that could replace or supplement the request? Have these other funding sources been considered? Could the project/proposal be phased to accommodate other federal/state ARPA sources?	Alternative funding sources may be available but have not been explored, considered or leveraged.	Alternative funding sources may be available and will be leveraged if possible.	No alternate funding sources exist or alternative funding sources have already been leveraged to maximize the investment.	6.4	5	5	6	8	8
<b>TIMELINE :</b> Can the proposal be implemented and completed within the ARPA program deadlines? Obligated by 12/31/2024 and expended by 12/31/2026	Project timeline is not well defined and does not clearly establish a work completion within the timeline. Project completion is near the end the ARPA requirements	Project timeline is lengthy but demonstrates that completion is within the ARPA requirements.	Project timeline clearly demonstrates that work will conclude within the short term (1 year or less).	6.6	4	8	7	9	5
<b>COST:</b> While projects funded with ARPA should be impactful best practices indicate the funds should be spread over the qualifying period to enhance budgetary and financial stability. Does the proposal represent a reasonable allocation of resources relative to other community proposals?	Project exhausts all or the majority of funds immediately.	Project ARPA funding request is requires a significant ARPA allocation. However, the project provides for phases which allows for flexibility of unexpected City needs and priorities.	Project ARPA funding request is reasonable to the City overall ARPA allocation. The funding request allows the City to diversify the ARPA investments. Significant projects may be allocated in phases to provide future flexibility of unexpected needs and priorities.	6.2	5	3	7	8	8
<b>RESIDENT IMPACT:</b> What portion of the community would benefit from this proposal?	Proposal fails to identify positive impact nor identifies populations benefitted	Proposal demonstrates a positive impact on a material portion of the population 25-75%	Project demonstrates a strong positive impact on a significant portion of the	6.8	8	7	8	6	5
<b>IMPACT ON FUTURE BUDGETS:</b> Will this proposal require ongoing funding? Will it reduce or increase ongoing operating expenses? Will the project produce additional annual revenues?	Project creates a new funding dependency and future tax levy pressure.	Project would have a neutral impact on personnel or other operating costs or revenues. Project is budget neutral.	Project decreases future operating costs, increase operating revenues, eliminate future debt	6	3	7	6	6	8
<b>COMPLEXITY AND READINESS:</b> Is the project or proposal complex with multiple phases before implementation can begin? Does the project or proposal require outside approvals or oversight? Does a clear implementation plan exist? What complications could arise to prevent this project from achieving its intended goals?	Project is unable to proceed due to obstacles such as land acquisition, easements, designs and other approvals. Project is not shovel ready.	Minor obstacles, plans or details exist but should not impact a timely implementation.	Project is entirely ready to proceed. No obstacles exist.	6.2	4	8	6	8	5
<b>CENSUS TRACT ELIBILITY:</b> Does the proposal/project fall within a census tract or benefit those vulnerable populations and those disproportionately negatively impacted by COVID19?	This project/proposal is not located in a census tract and not designed to benefit those disproportionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is not located in a census tract but will benefit all citizens including those disproportionately negatively impacted by COVID as interpreted by ARPA regulations?	This project/proposal is located in a census tract or is considered to benefit those disproportionately negatively impacted by COVID as interpreted by ARPA regulations?	4.6	4	5	0	9	5
<b>IMPACT OF DEFERRAL:</b> What is the impact of the deferral? Will costs go up? Will the City be out of compliance with mandates or regulations? Are there health and safety risks impacting residents that will remain unaddressed? Does this proposal improve the environmental quality of the city?	Deferral causes limited impact to service or disruptions.	Deferral will have limited impact on regulatory mandates, health and safety risks or environmental qualities.	Deferral will have a detrimental impact on regulatory mandates, health and safety risks or environmental qualities.	4.8	5	3	6	5	5
<b>PROJECT PRIORITY AND IMPACT:</b> Regardless of any other scores, do you believe this project should be a priority? Do you believe that the project is transformational for the community? Do you believe that the project will make a big impact?	Low priority, impact, transformational power	Some priority, impact and transformational power	High priority, impact and transformational power	6	6	7	6	6	5
			<b>TOTAL</b>	<b>60.4</b>	<b>49</b>	<b>62</b>	<b>58</b>	<b>71</b>	<b>62</b>



**CITY OF WAUSAU**  
**AMERICAN RESCUE PLAN - SLFRF APPLICATION**  
**Water Sewer and Broad Band Infrastructure**

Water, Sewer and Broadband infrastructure this category is available to address the consequences of deferred maintenance in drinking water systems, treatment of sewage and stormwater along with resiliency measures to adapt to climate change. In addition the funds may be used for broad band investment and cybersecurity investments. Common examples would include:

- \* Sewage and Stormwater projects must be eligible under the EPA's Clean Water State Revolving Fund
- \*Water projects must be eligible under the EPA's Drinking Water State Revolving Fund
- \*Broad band infrastructure must respond to lack of reliable service or affordable service
- \*Cybersecurity investment and modernization is eligible to new or existing infrastructure.

Project Title	<b>Wausau Water Works - Water Meter Replacements</b>		
Department	DPWU	Contact Name:	Eric Lindman
Priority 1-6 (low-high)	5 - Urgent		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

**Project Type (Check all that apply)**

<input type="checkbox"/>	Sewage Infrastructure	<input type="checkbox"/>	Broadband Infrastructure
<input type="checkbox"/>	Stormwater Infrastructure	<input type="checkbox"/>	Cybersecurity Investment
<input checked="" type="checkbox"/>	Water Infrastructure		

**PROJECT DESCRIPTION**

**Provide a description of the project, purchase or service attach additional information if needed**

In 2018 Wausau Water Works made the decision to switch from Neptune Water Meters to Sensus Water Meters. There were several reasons for this change. The primary reasons were that Sensus is a 20 year meter versus Neptune a 10-year meter, the Sensus remote reading equipment has done a much better job reading meters city wide, and the Sensus meters would be on a 20-year replacement cycle vs the 10-year replacement cycle allowing for fewer change outs each year. When the Commission made the decision to switch meter types the utility established a 7-year schedule to replace all meters in the city. This replacement began in 2019 and was basically shutdown in 2020 due to COVID and the inability to enter homes. Later in 2020 and 2021 the supply of meters dried up and meters were not possible to get. We have had an outstanding order of about 10,000 meters for about 3-years now, the order just began to get filled this past year and we have begun to make replacements. During the past 3-years we did not borrow any funds for meters (meters are a capitalized expense) and now that all of the meters are becoming available the capital cost is placing another large strain on the financial capability of the water utility. The utility does not have the capacity to purchase additional needed meters to keep up with the necessary replacements and the need for additional meters due to the LSL replacements; we are also replacing meters as needed with LSL replacements for efficiency.

**WATER, SEWAGE AND STORMWATER PROJECT- CHECK THOSE THAT APPLY**

<input type="checkbox"/>	Addresses critical health or safety hazard.	<input checked="" type="checkbox"/>	This project was identified and deferred on prior years capital/operating budget
<input checked="" type="checkbox"/>	Required to achieve or maintain an adequate level of service	<input type="checkbox"/>	Expands existing service into an undeveloped area.
<input checked="" type="checkbox"/>	Provides new service, facility, system or equipment.	<input checked="" type="checkbox"/>	Repairs, replaces or prevents a breakdown of an existing infrastructure

**PROJECT OR PURCHASE JUSTIFICATION**

**Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition**

When completing the 2023 Public Service Commission annual report on drinking water the water loss calculation rose to 17%. We do not have any significant leaks in our system and because of this it is determined that the majority of the water loss is related to "Dead" meters or meters not reading water usage. In order to address this issue we need to replace these meters and once again begin metering water usage accurately, this water loss is not being billed so the utility is potentially losing significant revenue as residents are not paying for the water they use. In addition to the need to more accurately meter water usage and increase revenue, once all of our old Neptune meters are removed from the system we can eliminate the Neptune reading system and just be back to one Sensus reading system saving the utility additional money annually.

**IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE**

**Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.**

Not replacing "dead" or inoperable meters will continue to not allow the water utility to bill accurately for all water usage and lose annual revenue it is owed. Having a water loss of over 15% may result in the DNR/PSC to place mandates on the utility to replace a certain number of meters or spend additional funds on looking for leaks in the system. The utility, on a bi-annual basis, has a contract with a contractor to inspect and check for leaks in different areas of the city. Because we have been doing this for the past several years we are confident we do not have any significant leaks, but it is important we continue to be proactive in this manner. Reducing our percentage of water loss is critical for the utility to make sure all water used is being billed properly and revenues are maintained properly to sustain operations. Accurate billing and metering helps to prevent future rate increases.

**RETURN ON INVESTMENT**

**Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits**

As the City replaces "dead" meters this will continue to increase revenues to the utility and decrease our water loss. The more "dead" or inaccurate meters we replace will increase revenues to the utility.



# WATER, SEWER, STORMWATER AND BROADBAND INFRASTRUCTURE - FINANCIAL DETAIL

## DPWU

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Engineering Study & Data Collection						-
Equipment Purchase & Installation			800,000			800,000
Other(Describe)						-
<b>Total Costs</b>	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000
<b>FUNDING SOURCES</b>						
<b>ARPA Funding</b>			800,000			800,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe) Focus on Energy						-
<b>Total Sources</b>	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000
<b>Shortfall</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
<b>Total Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDING SOURCES</b>						
<b>ARPA Funding</b>						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
<b>Total Funding Sources</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Shortfall</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

Water meter scheduling and replacements are completed using utility staff. Once a meter is replaced it is placed on a schedule for a 20-year replacement.

### DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

None



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

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Authorizing the vacation of right of way for Commonwealth development at 700 Grand Avenue and releasing the Wisconsin Department of Transportation from reimbursing the City for related land assembly costs	
Committee Action:	Approved 3-2
Fiscal Impact:	\$332,474.92
<b>File Number:</b>	24-0906
<b>Date Introduced:</b>	September 10, 2024

<b>FISCAL IMPACT SUMMARY</b>				
<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</i>	
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$332,474.92</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**, improvements to the Grand Avenue and Thomas Street intersection have been on the Wisconsin Department of Transportation project list for many years; and

**WHEREAS**, the city expended \$332,474.92 to purchase private property to increase the right of way and improve and expand traffic flow at the intersection with the understanding that the DOT would reimburse the city for these costs at the time of the intersection construction; and

**WHEREAS**, Commonwealth has proposed to redevelop the 700 Grand Avenue site for an affordable housing project that will provide housing to low to moderate income individuals and increase the city’s tax base; and

**WHEREAS**, to accommodate the housing development the city will need to vacate right of way which will release the DOT from their reimbursement obligation of \$332,474.92; and

**WHEREAS**, your Finance Committee has considered and recommends the vacation of right of way for the Commonwealth project and releasing the DOT reimbursement obligation of \$332,474.92; and

**WHEREAS**, the Common Council at the recommendation of the Infrastructure and Facilities Committee established a public hearing of the vacation of right of way at the October 10, 2024, Infrastructure and Facilities Committee meeting.

**NOW, THEREFORE, BE IT RESOLVED** the Common Council of the City of Wausau finds that the development of affordable housing at 700 Grand Avenue is desired and that the loss the DOT reimbursement of \$332,474.92 will be made up over ten years through property tax collections; and

**BE IT FURTHER RESOLVED** the Common Council confirms the need for the proposed vacation of right of way public hearing at the October 10, 2024, meeting of the Infrastructure and Facilities Committee.

Approved:

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Doug Diny, Mayor

Dept. of Public Works & Utilities



Eric Lindman, P.E.  
Director of Public Works & Utilities

**TO:** Finance Committee

**FROM:** Eric Lindman, P.E.  
Director of Public Works & Utilities

**DATE:** August 27, 2024

**SUBJECT:** 700 Grand Ave - Vacation of ROW for Commonwealth Development and Releasing Obligation of the DOT for Reimbursing City for Property Purchase

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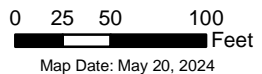
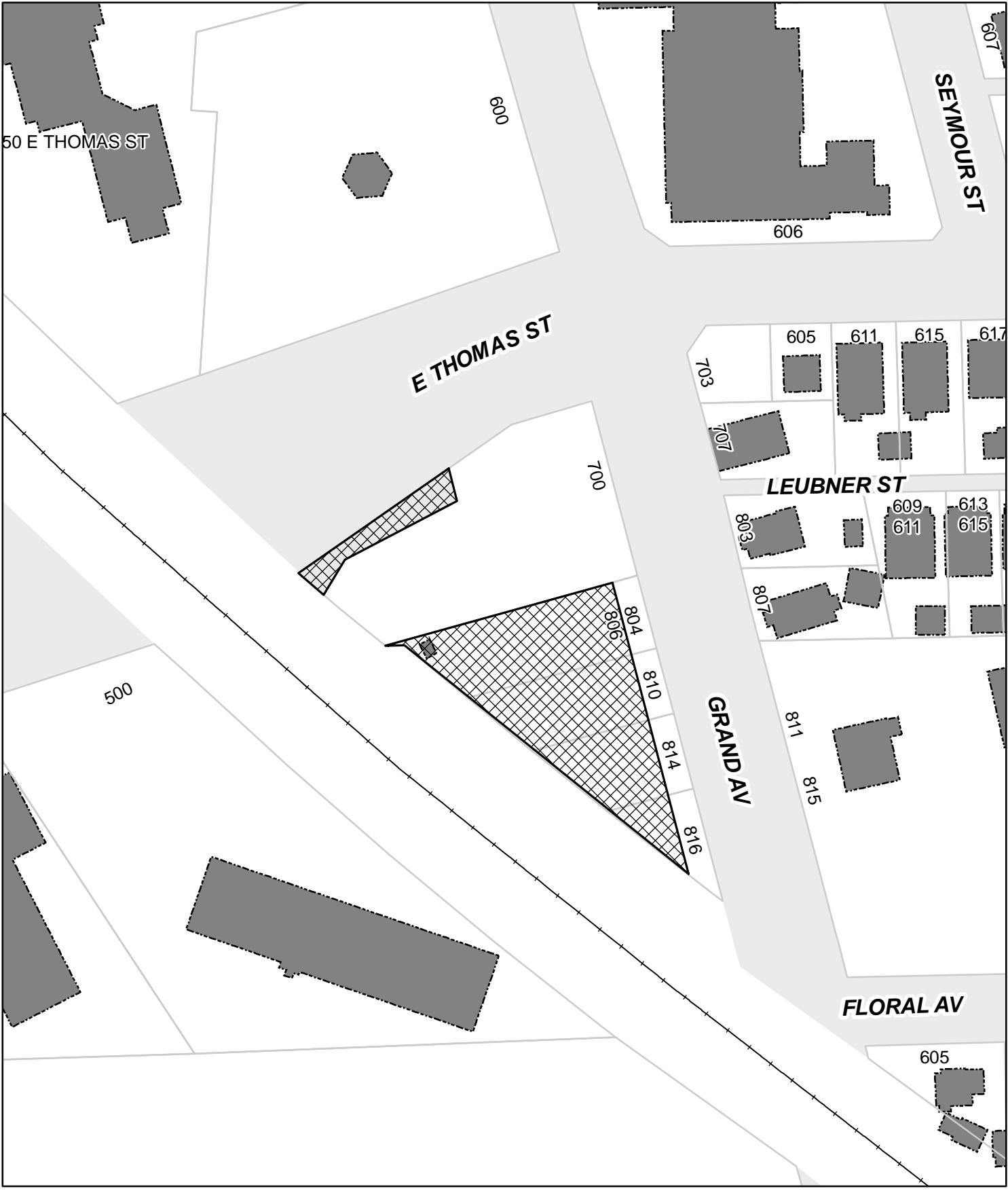
Property at this address was purchased by the city many years ago for the intention of using this property for road right of way when Grand Ave was reconstructed. At the time the city purchased the property the DOT committed to reimbursing the city for the cost of the property purchase as long as the property remained right of way. Please see attached map of proposed vacation.

When Commonwealth proposed their development on this property a few years ago the DOT did not have Grand Ave on a reconstruction schedule. Our recent conversations with the DOT, in spring of 2024, revealed the DOT now has Grand Ave on their reconstruction list for 2030/2031. The DOT is committed to honor their agreement with the city to reimburse the cost of the property purchase in the amount of \$332,474.92. If the property were not to be used for ROW then the DOT would not reimburse the city for the expense. With the Commonwealth development proposed on this property the ROW would need to be vacated and therefore no reimbursement would be given by the DOT.

The vacation of right of way was brought to I&F and Council for approval to set a Public Hearing. That Public Hearing is proposed for the October I&F meeting.

Staff has spoken with the DOT and they do not feel they need the property proposed for vacation to reconstruct Grand Ave at this time. The city working with Commonwealth has preserved a 20ft strip of land on the east side of the property to allow for any possibility of needed area for traffic lane improvement and we do not feel any additional property would be required.

Staff is requesting the Finance Committee make a determination to either keep the ROW and get reimbursed the expense of the property purchase or vacate the ROW to allow for the new development to take place.






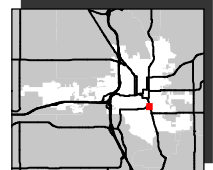
Map Date: May 20, 2024

# CITY OF WAUSAU

Marathon County, Wisconsin

## Legend

-  Existing Building
-  Existing Right-of-Way
-  Proposed ROW Vacation



RESOLUTION NO. 24-0907

RESOLUTION AUTHORIZING THE ISSUANCE AND  
ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO  
EXCEED \$9,100,000,000 GENERAL OBLIGATION  
PROMISSORY NOTES, SERIES 2024C

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Wausau, Marathon County, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of acquiring land for a fire station and motor pool replacements and street, sidewalk and storm water improvement projects, including those in Tax Incremental District Nos. 8 and 10 and other capital improvements (collectively, the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes (the "Notes") for such public purposes;

WHEREAS, it is the finding of the Common Council that it is in the best interest of the City to direct its financial advisor, Ehlers & Associates, Inc. ("Ehlers"), to take the steps necessary for the City to offer and sell the Notes at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to the Finance Director/Treasurer or the City Clerk (each an "Authorized Officer") the authority to accept on behalf of the City the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

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

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the City is authorized to borrow pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed NINE MILLION ONE HUNDRED THOUSAND DOLLARS (\$9,100,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed NINE MILLION ONE HUNDRED THOUSAND DOLLARS (\$9,100,000). The purchase price to be

paid to the City for the Notes shall not be less than 98.90% nor more than 107.00% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2024C"; shall be issued in the aggregate principal amount of up to \$9,100,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$450,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$9,100,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$9,100,000.

<u>Date</u>	<u>Principal Amount</u>
04-01-2025	\$ 680,000
04-01-2026	1,000,000
04-01-2027	1,065,000
04-01-2028	1,085,000
04-01-2029	1,110,000
04-01-2030	770,000
04-01-2031	810,000
04-01-2032	825,000
04-01-2033	860,000
04-01-2034	895,000

Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2025. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 4.50%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall be subject to optional redemption as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes shall be subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and



resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2024 through 2033 for the payments due in the years 2025 through 2034 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

#### Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2024A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such

payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City

certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 12. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment

duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 15. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 16. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 17. Official Statement. The Common Council hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any

addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 10, 2024.

\_\_\_\_\_  
Doug Diny  
Mayor

ATTEST:

\_\_\_\_\_  
Kaitlyn A. Bernarde  
City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned [Finance Director/Treasurer] [City Clerk] of the City of Wausau, Marathon County, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On September 10, 2024, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$9,100,000 General Obligation Promissory Notes, Series 2024C of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation, \_\_\_\_\_ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$ \_\_\_\_\_, which is not more than the \$9,100,000 approved by the Resolution, and shall mature on April 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$450,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
04-01-2025	\$ 680,000	\$ _____
04-01-2026	1,000,000	_____
04-01-2027	1,065,000	_____
04-01-2028	1,085,000	_____
04-01-2029	1,110,000	_____
04-01-2030	770,000	_____
04-01-2031	810,000	_____
04-01-2032	825,000	_____
04-01-2033	860,000	_____
04-01-2034	895,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is \_\_\_\_\_%, which is not in excess of 4.50%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$\_\_\_\_\_, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 98.90% nor more than 107.00% of the principal amount of the Notes, as required by the Resolution.

4. Redemption Provisions of the Notes. The Notes maturing on April 1, \_\_\_\_\_ and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, \_\_\_\_\_ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule IV.

6. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrepealable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.



IN WITNESS WHEREOF, I have executed this Certificate on  
\_\_\_\_\_, 2024 pursuant to the authority delegated to me in the Resolution.

---

Maryanne A. Groat  
Finance Director/Treasurer

**OR**

---

Kaitlyn A. Bernarde  
City Clerk

COPY

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE IV TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

The Notes due on April 1, \_\_\_\_, \_\_\_\_, and \_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
MARATHON COUNTY  
NO. R- \_\_\_\_\_ CITY OF WAUSAU \$ \_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2024C

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_, 2024 \_\_\_\_\_%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the City of Wausau, Marathon County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2025 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$ \_\_\_\_\_, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of acquiring land for a fire station and motor pool replacements and street, sidewalk and storm water improvement projects, including those in Tax Incremental District Nos. 8 and 10 and other capital improvements as authorized by a resolution adopted on September 10, 2024, as supplemented by an Approving Certificate, dated \_\_\_\_\_, 2024 (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on April 1, \_\_\_\_\_ and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, \_\_\_\_\_ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving



payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

COPY

IN WITNESS WHEREOF, the City of Wausau, Marathon County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF WAUSAU  
MARATHON COUNTY, WISCONSIN

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

(SEAL)

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

COPY

Date of Authentication: \_\_\_\_\_, \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Wausau, Marathon County, Wisconsin.

BOND TRUST SERVICES  
CORPORATION,  
ROSEVILLE, MINNESOTA

By \_\_\_\_\_  
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

## **FINANCE COMMITTEE**

Date and Time: Tuesday, July 23, 2024, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Terry Kilian, Vicki Tierney

Others Present: Mayor Diny, MaryAnne Groat, Jeremy Kopp, Anne Jacobson, Eric Lindman, Dustin Kraege, Solomon King, Jamie Polley, Kody Hart

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

### **Discussion and possible action regarding procurement policy.**

Kilian stated it would seem important that any contract entered in upon by the city would be attested to the fact that there are enough funds and that each contract had been reviewed by an attorney. It was stated this was a matter of legal protection, so the city knows any contract has been reviewed and approved by counsel.

Tierney questioned if it would be in the best interest to have a dollar amount threshold to determine if the city attorney should review the contract. Tierney further questioned the current threshold for attestation by the Finance Director and the City Attorney. It was stated public construction contracts received that attestation as those contract templates had not changed in thirty years. In addition, bonding contracts also require the attestation.

Motion by Kilian, seconded by Tierney, to amend the procurement policy change with the change of leaving in City Finance Director and City Attorney as signatories.

McElhaney stated opposition to the amendment as the policy makes it clear that the Finance Director is already certifying that funds have been provided and the City Attorney approves the contract as to form. It was stated that striking the proposed language is redundant.

Kilian stated the amendment adds an additional level of protection to the city.

Gisselman questioned if all basic contracts are already approved by the City Attorney and is the repository of those contracts. It was stated the City Attorney does not see all the contracts and is not the repository of contracts.

McElhaney stated there would be a real slow down if all contracts needed to be seen by the City Attorney and the current policy already includes a requirement for a threshold of contracts that need to be reviewed by the City Attorney which usually also require approval by the Common Council.

Tierney stated it was important to know who is responsible for signing what types of contracts. It was stated there could be a training of staff to ensure the policy is being followed and that there is a contract training video that can be viewed. Tierney stated a concern with ensuring that the proper parties are signing contracts as they should be and not filtered to other places.

*Without objection*, Kilian and Tierney withdrew the motion to amend.

Kilian requested clarification about who would review what in the policy.

Tierney also requested clarification similar to Kilian. It was stated the policy was clear but there needed to be education to follow the policy. Tierney stated the language was there, but that staff needed to know the policy exists.

Motion by Gisselman, seconded by McElhaney, to approve the procurement policy as presented with the noted changes. Motion carried 5-0.

Martens requested that staff are made aware of the policy and are provided the education to execute the policy.

Kilian requested staff to provide to the Common Council the educational materials to know staff was instructed of the policy and its updates.

*For full meeting video on YouTube:* <https://www.youtube.com/watch?v=fd19r1T6nDM>



**TO: FINANCE COMMITTEE**  
**FROM: MARYANNE GROAT**  
**DATE: August 22, 2024**  
**RE: General Obligation Debt Issue 2024C**

General obligation promissory note 2024C issue will fund the other projects.

	<b>Amortization</b>	<b>Amount</b>
Fire Station Land	10	805,000
Street, Stormwater and Sidewalk Improvements	10	
W Wausau Ave, 10th to Stevens, STP Urban - Real I	- 10	60,000
East Wausau Ave, 6th St to 18th St Design	- 10	58,500
Grand/Bus 51, Kent to Lakewview Design	- 10	60,450
Eau Claire Blvd, Grand Ave to west termini	10	1,925,000
48th Avenue	TID 10 10	2,500,000
Emerson Street, Eau Claire Blvd to Kent St	10	150,000
Mount View Blvd, Eau Claire Blvd to Kent St	10	155,000
Pied Piper Lane, Eau Claire Blvd to Kent :	10	155,000
Asphalt Paving	10	600,000
Alley Paving	10	35,000
Annual Sidewalk Replacement Contract	10	150,000
Concrete Pavement Repairs (joints/cracks/paving)	TID 8 50% 10	650,000
Pavement Markings	10	75,000
Motor Pool Replacement	5	<u>1,631,000</u>
		<u><u>9,009,950</u></u>

**Schedule**

The sale schedule is as follows:

Pre-Sale Review by Finance Committee:	August 27, 2024
Pre-Sale Review by Common Council:	September 10, 2024
Due Diligence Call to review Official Statement:	Week of September 16, 2024
Conference with Rating Agency:	Week of September 16, 2024
Distribute Official Statement:	September 26, 2024
Parameters Sale:	October 2, 2024
Estimated Closing Date:	October 24, 2024

### **Authorizing Resolution and Pre-Sale Document**

The authorizing parameters resolution will be drafted by our Bond Counsel Quarles and Brady. With a parameter resolution the sale occurs on a non-council day. The sale is awarded to the lowest bidders that meet the parameters established in the resolution.

Ehlers has provided a pre-sale document which is also included in the packet. The interest rate of the issue will not be known until sale date. The parameters resolution specifies that the rate must be no more than 4.5%. A history of rates is included on the last page of the sales document. Higher interest rates will result in a higher annual payment.

### **Impact to General Obligation Outstanding Debt**

In 2024 the City retired \$12,015,000 of principal and this issue is \$9,130,000. The lead service line safe drinking water loan in the amount of \$5,790,028 is expected to close in late September or October. This loan is expected to be retired with general property taxes.

### **Impact to the General Property Tax Levy**

The general property tax levy will increase \$364,000 to cover the 2024C amortization schedule.

September 4, 2024

PRE-SALE REPORT FOR

## City of Wausau, Wisconsin

**\$9,100,000 General Obligation Promissory Notes,  
Series 2024C**



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**Prepared by:**

Ehlers  
N19W24400 Riverwood Drive,  
Suite 100  
Waukesha, WI 53188

**Advisors:**

Philip L. Cosson, Senior Municipal Advisor  
Brian Roemer, Senior Municipal Advisor  
Jon Cameron, Senior Municipal Advisor

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**BUILDING COMMUNITIES. IT'S WHAT WE DO.**



# EXECUTIVE SUMMARY OF PROPOSED DEBT

## Proposed Issue:

\$9,100,000 General Obligation Promissory Notes, Series 2024C

## Purposes:

The proposed issue includes financing for the following purposes:

Finance 2024 Capital Projects, TID 8 & TID 10 Projects

- Fire Station Land. Debt service will be paid from ad valorem property taxes.
- Motor Pool Equipment Replacement. Debt service will be paid from ad valorem property taxes.
- Streets Projects. Debt service will be paid from ad valorem property taxes.
- TID 8 Street Projects. Debt service will be paid from ad valorem property taxes.
- TID 10 Street Projects. Debt service will be paid from ad valorem property taxes.

## Authority:

The Notes are being issued pursuant to Wisconsin Statute(s):

- 67.12(12)

The Notes will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

The Notes count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Notes, the City's total General Obligation debt principal outstanding will be approximately \$69.3 million, which is 32% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$150 million.

## Term/Call Feature:

The Notes are being issued for a term of 10 years. Principal on the Notes will be due on April 1 in the years 2025 through 2034. Interest will be due every six months beginning April 1, 2025.

The Notes will be subject to prepayment on April 1, 2031 or any date thereafter.

## Bank Qualification:

Because the City is issuing, or expects to issue, more than \$10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Notes as "bank qualified" obligations.

**Rating:**

The City's most recent bond issues were rated by Moody's Investors Service. The current rating on those bonds is "Aa3". The City will request a new rating for the Notes.

If the winning bidder on the Notes elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating if the bond rating of the insurer is higher than that of the City.

**Basis for Recommendation:**

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Notes and long-term financial capacity, as well as the tax status considerations related to the Notes and the structure, timing and other similar matters related to the Notes, we are recommending the issuance of Notes as a suitable option.

**Method of Sale/Placement:**

We are recommending the Notes be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Notes from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

**Premium Pricing:**

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered "reoffering premium."

For this issue of Notes, any premium amount received that is more than the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes. We anticipate using any premium amounts received to reduce the issue size.

The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Notes intended to achieve the City's objectives for this financing.

## Parameters:

The Common Council will consider adoption of a Parameters Resolution on September 10, 2024, which delegates authority to the Finance Director to accept and approve a bid for the Notes so long as the bid meets certain parameters. These parameters are:

- \* Issue size not to exceed \$9,100,000
- \* Maximum Bid of 107.00%
- \* Minimum Bid of 98.90%
- \* Maximum True Interest Cost (TIC) of 4.50%
- \* Maturity Schedule Adjustments not to exceed \$450,000 per maturity

## Other Considerations:

The Notes will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Notes. This makes your issue more marketable, which can result in lower borrowing costs. If the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.

## Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities currently.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

## Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.

## Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Notes. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Tax Exemption Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Notes may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitation, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Notes. The City is currently receiving arbitrage services from Ehlers in relation to the Notes.

### **Investment of Note Proceeds:**

Ehlers can assist the City in developing a strategy to invest your Note proceeds until the funds are needed to pay project costs.

### **Risk Factors:**

**G.O. with Planned Abatement:** The issuer is abating a portion of G.O. debt service payments for the issue with tax incremental revenues. In the event these revenues are not available, the City is obligated to levy property taxes in an amount sufficient to make all debt payments.

### **Other Service Providers:**

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

**Bond Counsel:** Quarles & Brady LLP

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** Moody's Investors Service, Inc.

## PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by Common Council:	September 10, 2024
Due Diligence Call to Review Official Statement:	Week of September 16, 2024
Conference with Rating Agency:	Week of September 16, 2024
Distribute Official Statement:	September 25, 2024
Parameters Sale:	October 2, 2024
Estimated Closing Date:	October 24, 2024

### Attachments

- Estimated Sources and Uses of Funds
- Base Case Analysis
- Estimated Proposed Debt Service Schedule
- Tax Impact Analysis
- Bond Buyer Index

## EHLERS' CONTACTS

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Brian Roemer, Senior Municipal Advisor	(262) 796-6178
Jon Cameron, Senior Municipal Advisor	(262) 796-6179
Sue Porter, Lead Public Finance Analyst	(262) 796-6167
Kathy Myers, Senior Financial Analyst	(262) 796-6177


# Table 1 Existing G.O. Debt Base Case

City of Wausau, WI

Year Ending	Existing Debt											Year Ending
	Total G.O. Debt Payments	Less: TID 3	Less: TID 6	Less: TID 8	Less: TID 10	Less: TID 11	Less: TID 12	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	Annual Taxes \$300,000 Home	
2024	10,397,675	(2,101,399)	(1,072,700)	(907,548)	(143,210)	(1,101,305)	(775,410)	4,296,102	3,422,229,000	\$1.26	\$376.61	2024
2025	10,546,341	(2,128,846)	(1,022,425)	(1,011,368)	(140,210)	(1,214,910)	(856,334)	4,172,248	3,785,126,200	\$1.10	\$330.68	2025
2026	10,587,542	(3,484,563)		(739,900)	(136,910)	(1,222,008)	(1,145,600)	3,858,561	3,930,209,207	\$0.98	\$294.53	2026
2027	8,163,004	(1,832,408)		(734,950)	(138,235)	(1,226,225)	(745,950)	3,485,236	4,080,853,211	\$0.85	\$256.21	2027
2028	7,828,094	(1,837,210)		(729,400)	(139,410)	(1,220,098)	(747,015)	3,154,961	4,237,271,365	\$0.74	\$223.37	2028
2029	7,234,923	(1,536,970)		(718,263)	(140,435)	(1,212,245)	(741,968)	2,885,043	4,399,684,991	\$0.66	\$196.72	2029
2030	6,517,776	(1,423,600)		(464,038)	(111,705)	(1,202,873)	(736,060)	2,579,501	4,568,323,893	\$0.56	\$169.39	2030
2031	5,359,438	(923,650)		(362,713)	0	(1,197,038)	(689,675)	2,186,363	4,743,426,685	\$0.46	\$138.28	2031
2032	3,621,849	0		(348,450)		(784,755)	(689,405)	1,799,239	4,925,241,126	\$0.37	\$109.59	2032
2033	3,096,500			(306,000)		(786,208)	(689,853)	1,314,440	5,114,024,473	\$0.26	\$77.11	2033
2034	1,523,798			0		(492,568)	(326,755)	704,475	5,310,043,841	\$0.13	\$39.80	2034
2035	1,514,916					(489,244)	(325,348)	700,325	5,513,576,586	\$0.13	\$38.11	2035
2036	822,745					0	(323,520)	499,225	5,724,910,693	\$0.09	\$26.16	2036
2037	289,113						0	289,113	5,944,345,188	\$0.05	\$14.59	2037
2038	291,550							291,550	6,172,190,556	\$0.05	\$14.17	2038
2039	283,850							283,850	6,408,769,184	\$0.04	\$13.29	2039
2040	0							0	6,654,415,816	\$0.00	\$0.00	2040
2041								0	6,909,478,026	\$0.00	\$0.00	2041
2042								0	7,174,316,711	\$0.00	\$0.00	2042
2043								0	7,449,306,602	\$0.00	\$0.00	2043
2044								0	7,734,836,791	\$0.00	\$0.00	2044
Total	78,079,111	(15,268,646)	(2,095,125)	(6,322,629)	(950,115)	(12,149,473)	(8,792,891)	32,500,232				Total

**Notes:**

**Legend:**

 Represents +/- 25% Change over previous year

## Table 2 Capital Improvement Plan & Funding Uses

*City of Wausau, WI*

Projects	Purpose/Dept.	Plan Issue	Funding	2025	2026	Totals
Fire Station Land	Fire	2024 G.O. Notes	G.O. Debt	805,000		805,000
W Wausau Ave, 10th to Stevens, STP Urban - Real Estate	Streets	2024 G.O. Notes	G.O. Debt	60,000		60,000
East Wausau Ave, 6th St to 18th St Design	Streets	2024 G.O. Notes	G.O. Debt	58,500		58,500
Grand/Bus 51, Kent to Lakewview Design	Streets	2024 G.O. Notes	G.O. Debt	60,450		60,450
Eau Claire Blvd, Grand Ave to west termini	Streets	2024 G.O. Notes	G.O. Debt	1,925,000		1,925,000
48th Avenue	TID 10	2024 G.O. Notes	G.O. Debt	2,500,000		2,500,000
Emerson Street, Eau Claire Blvd to Kent St	Streets	2024 G.O. Notes	G.O. Debt	150,000		150,000
Mount View Blvd, Eau Claire Blvd to Kent St	Streets	2024 G.O. Notes	G.O. Debt	155,000		155,000
Pied Piper Lane, Eau Claire Blvd to Kent St	Streets	2024 G.O. Notes	G.O. Debt	155,000		155,000
Asphalt Paving	Streets	2024 G.O. Notes	G.O. Debt	570,000		570,000
Alley Paving	Streets	2024 G.O. Notes	G.O. Debt	35,000		35,000
Annual Sidewalk Replacement Contract	Streets	2024 G.O. Notes	G.O. Debt	150,000		150,000
Concrete Pavement Repairs (joints/cracks/paving)	Streets	2024 G.O. Notes	G.O. Debt	325,000		325,000
Concrete Pavement Repairs (joints/cracks/paving)	TID 8	2024 G.O. Notes	G.O. Debt	325,000		325,000
Pavement Markings	Streets	2024 G.O. Notes	G.O. Debt	75,000		75,000
Motor Pool Replacement	Equipmt	2024 G.O. Notes	G.O. Debt	1,631,000		1,631,000
						0
						0
<b>Actual CIP Costs</b>				<b>8,979,950</b>	<b>0</b>	<b>8,979,950</b>
<b>Percent Inflation</b>				<b>0%</b>	<b>0%</b>	
<b>Inflated Project Costs</b>				<b>8,979,950</b>	<b>0</b>	<b>8,979,950</b>
<b>Sources of Funding</b>						
G.O. Debt				8,979,950	0	8,979,950
Revenue Debt				0	0	0
Grants/Aids				0	0	0
Special Assessment				0	0	0
User Fees				0	0	0
Tax Levy				0	0	0
Equipment Replacement Fund				0	0	0
Cash				0	0	0
<b>Total</b>				<b>8,979,950</b>	<b>0</b>	<b>8,979,950</b>
<b>Debt Obligations</b>						
2024 G.O. Notes				8,979,950	0	8,979,950
<b>Total</b>				<b>8,979,950</b>	<b>0</b>	<b>8,979,950</b>

**Notes:**

## Table 3 Capital Improvements Financing Plan

*City of Wausau, WI*

	2024					
	G.O. Notes	Fire Portion	Streets Portion	TID 8 Portion	TID 10 Portion	Motor Pool Replacement Portion
<b>CIP Projects<sup>1</sup></b>						
Fire Station Land	805,000	805,000				
Street Projects	3,718,950		3,718,950			
TID 8	325,000			325,000		
TID 10	2,500,000				2,500,000	
Motor Pool Replacement	1,631,000					1,631,000
<b>Subtotal Project Costs</b>	<b>8,979,950</b>	<b>805,000</b>	<b>3,718,950</b>	<b>325,000</b>	<b>2,500,000</b>	<b>1,631,000</b>
<b>CIP Projects<sup>1</sup></b>	<b>8,979,950</b>	<b>805,000</b>	<b>3,718,950</b>	<b>325,000</b>	<b>2,500,000</b>	<b>1,631,000</b>
<b>Estimated Issuance Expenses</b>	<b>187,200</b>	<b>16,766</b>	<b>77,554</b>	<b>6,789</b>	<b>52,149</b>	<b>33,943</b>
Municipal Advisor (Ehlers)	25,000	2,239	10,357	907	6,964	4,533
Bond Counsel	25,000	2,239	10,357	907	6,964	4,533
Disclosure Counsel	16,250	1,455	6,732	589	4,527	2,946
Rating Fee	20,000	1,791	8,286	725	5,571	3,626
Maximum Underwriter's Discount	100,100	8,965	41,470	3,630	27,885	18,150
Paying Agent	850	76	352	31	237	154
<b>Subtotal Issuance Expenses</b>	<b>187,200</b>	<b>16,766</b>	<b>77,554</b>	<b>6,789</b>	<b>52,149</b>	<b>33,943</b>
<b>TOTAL TO BE FINANCED</b>	<b>9,167,150</b>	<b>821,766</b>	<b>3,796,504</b>	<b>331,789</b>	<b>2,552,149</b>	<b>1,664,943</b>
Estimated Interest Earnings	4.75% (71,091)	(6,373)	(29,442)	(2,573)	(19,792)	(12,912)
Assumed spend down (months)	2.00					
Rounding	3,941	(393)	2,937	784	2,643	(2,031)
<b>NET BOND SIZE</b>	<b>9,100,000</b>	<b>815,000</b>	<b>3,770,000</b>	<b>330,000</b>	<b>2,535,000</b>	<b>1,650,000</b>

**Notes:**

1) Project Total Estimates



**Table 4**  
**Allocation of Debt Service - 2024 G.O. Notes**

City of Wausau, WI

Year Ending	Fire Portion				Streets Portion				TID 8 Portion				TID 10 Portion				Motor Pool Replacement Portion				Year Ending	Totals		
	Principal	Est. Rate <sup>1</sup>	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total		Principal (4/1)	Interest	Total
2025	70,000	3.26%	23,807	93,807	50,000	3.26%	114,580	164,580	30,000	3.26%	9,614	39,614	220,000	3.26%	74,006	294,006	310,000	3.26%	44,639	354,639	2025	680,000	266,646	946,646
2026	75,000	3.22%	23,161	98,161	350,000	3.22%	116,006	466,006	30,000	3.22%	9,331	39,331	225,000	3.22%	72,094	297,094	320,000	3.22%	37,825	357,825	2026	1,000,000	258,417	1,258,417
2027	75,000	3.21%	20,750	95,750	400,000	3.21%	103,951	503,951	30,000	3.21%	8,367	38,367	230,000	3.21%	64,780	294,780	330,000	3.21%	27,377	357,377	2027	1,065,000	225,223	1,290,223
2028	75,000	3.20%	18,346	93,346	400,000	3.20%	91,131	491,131	30,000	3.20%	7,405	37,405	240,000	3.20%	57,248	297,248	340,000	3.20%	16,640	356,640	2028	1,085,000	190,770	1,275,770
2029	80,000	3.20%	15,866	95,866	400,000	3.20%	78,331	478,331	30,000	3.20%	6,445	36,445	250,000	3.20%	49,408	299,408	350,000	3.20%	5,600	355,600	2029	1,110,000	155,650	1,265,650
2030	80,000	3.23%	13,294	93,294	400,000	3.23%	65,471	465,471	35,000	3.23%	5,400	40,400	255,000	3.23%	41,290	296,290		3.23%	0	0	2030	770,000	125,455	895,455
2031	85,000	3.28%	10,608	95,608	425,000	3.28%	52,041	477,041	35,000	3.28%	4,261	39,261	265,000	3.28%	32,826	297,826		3.28%	0	0	2031	810,000	99,735	909,735
2032	90,000	3.32%	7,720	97,720	425,000	3.32%	38,016	463,016	35,000	3.32%	3,106	38,106	275,000	3.32%	23,915	298,915		3.32%	0	0	2032	825,000	72,756	897,756
2033	90,000	3.35%	4,719	94,719	450,000	3.35%	23,424	473,424	35,000	3.35%	1,938	36,938	285,000	3.35%	14,576	299,576		3.35%	0	0	2033	860,000	44,656	904,656
2034	95,000	3.38%	1,606	96,606	470,000	3.38%	7,943	477,943	40,000	3.38%	676	40,676	290,000	3.38%	4,901	294,901		3.38%	0	0	2034	895,000	15,126	910,126
2035			0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0	2035	0	0	0
2036			0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0	2036	0	0	0
2037			0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0	2037	0	0	0
2038			0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0	2038	0	0	0
2039			0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0		0.00%	0	0	2039	0	0	0
<b>Total</b>	<b>815,000</b>		<b>139,876</b>	<b>954,876</b>	<b>3,770,000</b>		<b>690,894</b>	<b>4,460,894</b>	<b>330,000</b>		<b>56,541</b>	<b>386,541</b>	<b>2,535,000</b>		<b>435,042</b>	<b>2,970,042</b>	<b>1,650,000</b>		<b>132,080</b>	<b>1,782,080</b>	<b>Total</b>	<b>9,100,000</b>	<b>1,454,432</b>	<b>10,554,432</b>

**Notes:**  
1) Estimated Rate assumes Aa2 sale 8/14/24 + .35

**Table 5  
Financing Plan Tax Impact**

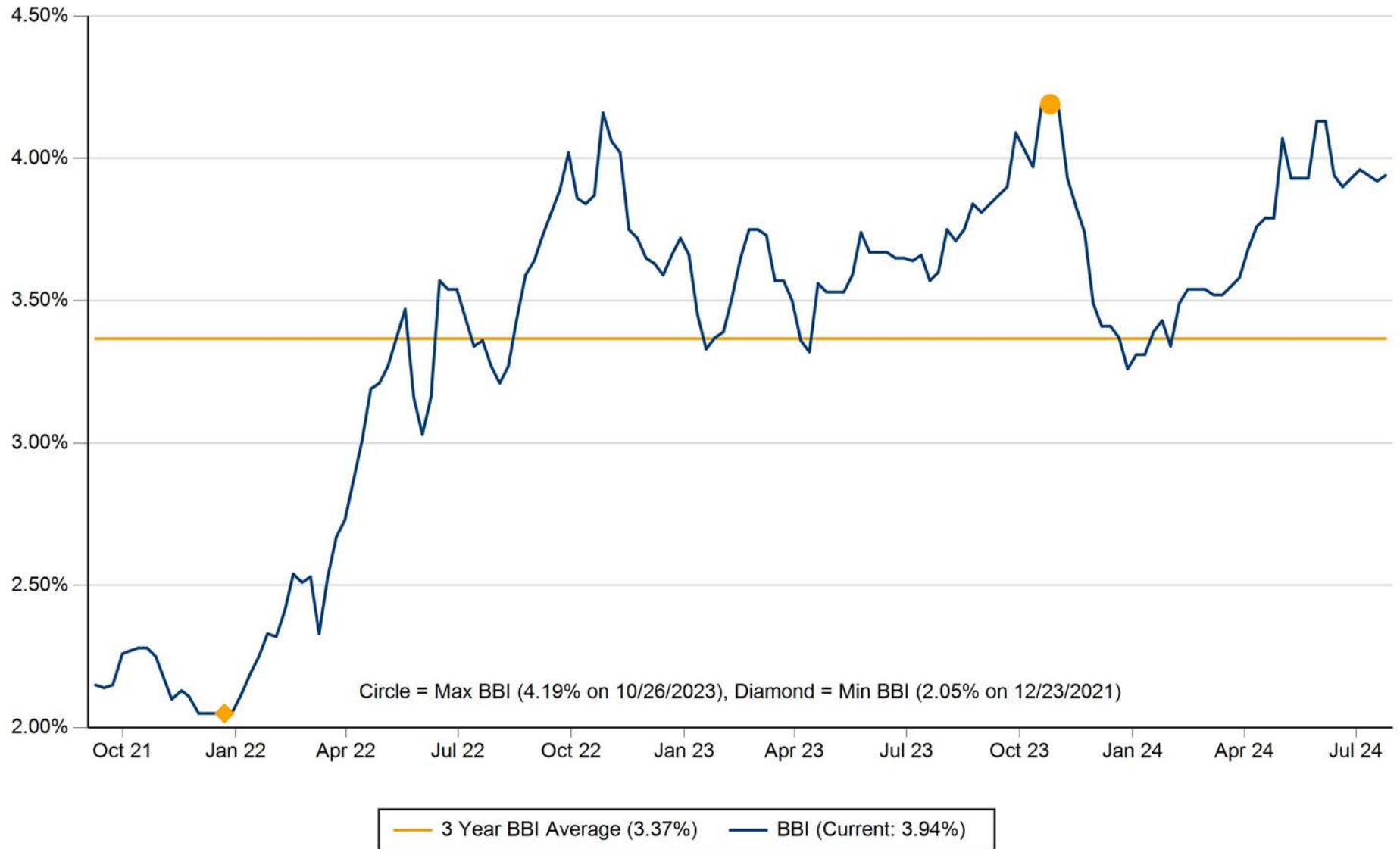
City of Wausau, WI

Year Ending	Existing Debt												Proposed Debt							Year Ending		
	Total Debt Payments	Less: TID 3	Less: TID 6	Less: TID 8	Less: TID 10	Less: TID 11	Less: TID 12	Net Debt Service Levy	Change From Prior Year Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	Annual Taxes \$300,000 Home	2024 G.O. Notes 9,100,000 Dated: 10/24/2024		Abatements		Debt Service Levy		Taxes			
													Total Principal and Interest	Less: TID 8	Less: TID 10	Total Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt Service	Annual Taxes \$300,000 Home		Annual Taxes Difference From Existing	
2025	10,546,341	(2,128,846)	(1,022,425)	(1,011,368)	(140,210)	(1,214,910)	(856,334)	4,172,248		3,785,126,200	\$1.10	\$330.68	946,646	(39,614)	(294,006)	4,785,274		\$1.26	\$379	\$49	2025	
2026	10,587,542	(3,484,563)	0	(739,900)	(136,910)	(1,222,008)	(1,145,600)	3,858,561	(313,687)	3,930,209,207	\$0.98	\$294.53	1,258,417	(39,331)	(297,094)	4,780,553	(4,720)	\$1.22	\$365	\$70	2026	
2027	8,163,004	(1,832,408)	0	(734,950)	(138,235)	(1,226,225)	(745,950)	3,485,236	(373,325)	4,080,853,211	\$0.85	\$256.21	1,290,223	(38,367)	(294,780)	4,442,314	(338,240)	\$1.09	\$327	\$70	2027	
2028	7,828,094	(1,837,210)	0	(729,400)	(139,410)	(1,220,098)	(747,015)	3,154,961	(330,275)	4,237,271,365	\$0.74	\$223.37	1,275,770	(37,405)	(297,248)	4,096,078	(346,235)	\$0.97	\$290	\$67	2028	
2029	7,234,923	(1,536,970)	0	(718,263)	(140,435)	(1,212,245)	(741,968)	2,885,043	(269,919)	4,399,684,991	\$0.66	\$196.72	1,265,650	(36,445)	(299,408)	3,814,840	(281,239)	\$0.87	\$260	\$63	2029	
2030	6,517,776	(1,423,600)	0	(464,038)	(111,705)	(1,202,873)	(736,060)	2,579,501	(305,541)	4,568,323,893	\$0.56	\$169.39	895,455	(40,400)	(296,290)	3,138,266	(676,573)	\$0.69	\$206	\$37	2030	
2031	5,359,438	(923,650)	0	(362,713)	0	(1,197,038)	(689,675)	2,186,363	(393,138)	4,743,426,685	\$0.46	\$138.28	909,735	(39,261)	(297,826)	2,759,012	(379,254)	\$0.58	\$174	\$36	2031	
2032	3,621,849	0	0	(348,450)	0	(784,755)	(689,405)	1,799,239	(387,124)	4,925,241,126	\$0.37	\$109.59	897,756	(38,106)	(298,915)	2,359,975	(399,037)	\$0.48	\$144	\$34	2032	
2033	3,096,500	0	0	(306,000)	0	(786,208)	(689,853)	1,314,440	(484,799)	5,114,024,473	\$0.26	\$77.11	904,656	(36,938)	(299,576)	1,882,582	(477,393)	\$0.37	\$110	\$33	2033	
2034	1,523,798	0	0	0	0	(492,568)	(326,755)	704,475	(609,965)	5,310,043,841	\$0.13	\$39.80	910,126	(40,676)	(294,901)	1,279,024	(603,559)	\$0.24	\$72	\$32	2034	
2035	1,514,916	0	0	0	0	(489,244)	(325,348)	700,325	(4,150)	5,513,576,586	\$0.13	\$38.11	0	0	0	700,325	(578,699)	\$0.13	\$38	\$0	2035	
2036	822,745	0	0	0	0	0	(323,520)	499,225	(201,100)	5,724,910,693	\$0.09	\$26.16	0	0	0	499,225	(201,100)	\$0.09	\$26	\$0	2036	
2037	289,113	0	0	0	0	0	0	289,113	(210,113)	5,944,345,188	\$0.05	\$14.59	0	0	0	289,113	(210,113)	\$0.05	\$15	\$0	2037	
2038	291,550	0	0	0	0	0	0	291,550	2,438	6,172,190,556	\$0.05	\$14.17	0	0	0	291,550	2,438	\$0.05	\$14	\$0	2038	
2039	283,850	0	0	0	0	0	0	283,850	(7,700)	6,408,769,184	\$0.04	\$13.29	0	0	0	283,850	(7,700)	\$0.04	\$13	\$0	2039	
2040	0	0	0	0	0	0	0	0	(283,850)	6,654,415,816	\$0.00	\$0.00	0	0	0	0	(283,850)	\$0.00	\$0	\$0	2040	
2041	0	0	0	0	0	0	0	0	0	6,909,478,026	\$0.00	\$0.00	0	0	0	0	0	\$0.00	\$0	\$0	2041	
2042	0	0	0	0	0	0	0	0	0	7,174,316,711	\$0.00	\$0.00	0	0	0	0	0	\$0.00	\$0	\$0	2042	
2043	0	0	0	0	0	0	0	0	0	7,449,306,602	\$0.00	\$0.00	0	0	0	0	0	\$0.00	\$0	\$0	2043	
2044	0	0	0	0	0	0	0	0	0	7,734,836,791	\$0.00	\$0.00	0	0	0	0	0	\$0.00	\$0	\$0	2044	
<b>Total</b>	<b>67,681,437</b>	<b>(13,167,247)</b>	<b>(1,022,425)</b>	<b>(5,415,081)</b>	<b>(806,905)</b>	<b>(11,048,168)</b>	<b>(8,017,481)</b>	<b>28,204,130</b>					<b>10,554,432</b>	<b>(386,541)</b>	<b>(2,970,042)</b>					<b>492</b>	<b>Total</b>	

Notes:

# 3 YEAR TREND IN MUNICIPAL BOND INDICES

## Weekly Rates September, 2021 - September, 2024



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

## Private Activity and Other Tax Matters Questionnaire

### City of Wausau, Wisconsin ("Issuer") General Obligation Promissory Notes, Series 2024C ("Obligations")

In anticipation of the Issuer's upcoming borrowing, we ask that you answer the questions below which will help us determine whether the borrowing qualifies for tax-exempt financing and what special treatment the Issuer or Obligations may qualify for under the Internal Revenue Code (the "Code") and applicable Treasury Regulations (the "Regulations"). Please direct any questions to any of the Public Finance attorneys at Quarles & Brady LLP at 414-277-5000.

**I. Private Activity:** Subject to specific exceptions provided for in the Code, the interest on municipal obligations which finance private activities or provide special benefits to private entities is taxable. Please note that for purposes of this questionnaire, a "**Non-Governmental Entity**" means any person, partnership, corporation or other organization that is not a state, city, village, town, county, school district, technical college district or other special district or joint powers authority. The federal government is a Non-Governmental Entity. A 501(c)(3) organization is also a Non-Governmental Entity.

1. Description of the project(s) to be financed with the proceeds of the Obligations: acquiring land for a fire station and motor pool replacements and street, sidewalk and storm water improvement projects, including those in Tax Incremental District Nos. 8 and 10 and other capital improvements (collectively, the "Project") (see attached project list)

YES     NO

a. Does the above description accurately and completely describe the project(s) to be financed with proceeds of the Obligations? **If NO, please make appropriate changes in the language above.**

YES     NO

2. Will any portion of the Project be owned by, or leased (or subleased) to, or sold to a Non-Governmental Entity? **If YES, attach a description of the planned sale or lease.**

YES     NO

3. Will any portion of the Project be managed (pursuant to a management contract or incentive payment contract) by a Non-Governmental Entity? **If YES, attach a copy of the operating or management contract.**

YES     NO

4. Will any portion of the Project be used for research or testing pursuant to an agreement with a Non-Governmental Entity? **If YES, attach a copy of the agreement.**

YES     NO

5. Will any Non-Governmental Entity have a right to use the Project or purchase output from the Project through any procedure or contract which gives preference to that customer over any other? **If YES, attach a description of the arrangement that includes the following:**

- a. **Customer name.**
- b. **Percentage of annual revenue of the Project attributable to the customer.**

YES     NO

6. Are there or will there be any informal agreements, historical arrangements, or other arrangements, written or oral, that convey special legal entitlements to a Non-Governmental Entity, such as granting priority rights or capacity rights to use the Project or granting naming rights to the Project? **If YES, attach a description of the arrangement.**

YES     NO

7. Will any Non-Governmental Entity receive a special economic benefit from the Project, such as what might occur if the Project is not available for general public use and is functionally related to property used in the trade or business of a Non-Governmental Entity or benefits a small number of nongovernmental persons? **If YES, attach a description of the arrangement.**

YES     NO

8. a. Is there any portion of the Project that is used by private entities or organizations rather than by members of the general public or by employees (or, in the case of school facilities, students) of the Issuer? **If YES, please attach a description of such use.**

YES     NO

b. Do all members of the general public who use the Project use it on the same basis (for example, a "first come, first served" basis or pursuant to a standard rate schedule)? **If NO, please attach a description of the basis of the use of the project.**

YES     NO

9. Are there any contracts for incidental uses of the Project (e.g., pay telephones, vending machines, newsstands, etc.) by Non-Governmental Entities? **If YES, attach a description of the contracts.**

YES     NO

10. Will any portion of the proceeds from the proposed borrowing be loaned to any other person or entity? **If YES, attach a description of the loan program.**

YES     NO

11. Will a Non-Governmental Entity make payments to the municipality for use of the Project in a manner other than through uniformly applied rates or generally applied taxes? **If YES, attach a description of the payment obligation.**

YES     NO

12. Is the payment of any portion of the debt service on the proposed issue secured (directly or indirectly) by a guarantee from a Non-Governmental Entity or a pledge of private property, pursuant to a development agreement or other arrangement? **If YES, attach a description of the agreement or arrangement.**

YES     NO

13. Is any of the Project or portion of the Project expected to be sold or otherwise disposed of before the last maturity date of the Obligations and any anticipated refinancings thereof?

YES     NO

14. Are there any other facts and circumstances regarding the construction, operation, or use of the project by a Non-Governmental Entity? Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Reimbursement:** Subject to specific exceptions provided for in the Regulations (the "Reimbursement Regulations"), the interest on municipal obligations which reimburse prior expenditures is taxable. By answering the questions below, you will assist us in determining whether the Reimbursement Regulations have been followed.

YES     NO

1. Have any of the costs of the Project been paid prior to the date hereof? **If YES, please list the amount, purpose and date of payment of those previous expenditures which you expect to reimburse with proceeds of the Obligations:**

<u>Amount</u>	<u>Date of Payment</u>	<u>Purpose</u>
\$ _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

YES     NO

2. If the answer to Question 1 above is "yes," has the governing body at any time adopted a resolution authorizing borrowing for the Project or declaring intent to reimburse or made a declaration of its intent pursuant to a resolution delegating authority to make declarations of intent to finance all or a portion of the Project with the proceeds of the Obligations or other borrowed money? **If YES, attach a copy of applicable Resolution or other evidence of declaration of official intent and indicate the date of its adoption or indicate such Resolution has been provided previously to Quarles & Brady LLP.**

**III. Project Timeline:** Generally, the IRS arbitrage rules found in the Code and Regulations limit the investment of the proceeds of tax-exempt obligations. However, if certain tests are met, the proceeds are permitted to be invested for a "temporary period". By answering the questions below, we will be able to determine whether the proceeds of the Obligations qualify for a temporary period.

YES     NO

1. Have you previously or will you within six months enter into contracts requiring payment of at least 5% of the proceeds of the Obligations for the Project?

YES     NO

2. Have you or will you commence work on the Project and continue to work on the Project until it is complete?

YES     NO

3. Do you expect to spend all of the proceeds of the Obligations for the Project within three years?

**IV. Rebate of Investment Earnings:** The basic IRS rebate requirement is that an issuer of tax-exempt obligations must pay to the United States the amount by which the investment earnings on the gross proceeds of any borrowings exceed the amount which would have been earned if the proceeds were invested at the yield on those obligations, plus any earnings on such excess. The rebate amount is required to be calculated and paid to the United States at least every five years. However, there are several exceptions to the rebate requirement. By answering the questions below, we will be able to determine whether you might qualify for an exception. Note: the exceptions to rebate are based on actual facts, not expectations, so the determination of whether an exception applies will only be certain at a future time.

YES  NO

1. Six Month Expenditure Exception: Do you expect to spend all of the proceeds of the Obligations within 6 months?

YES  NO

2. Eighteen Month Expenditure Exception: Do you expect to spend all of the proceeds of the Obligations within 18 months pursuant to the following schedule:

- a. at least 15% within six months of the date of issue;
- b. at least 60% within 12 months of the date of issue; and,
- c. 100% within 18 months of the date of issue?

3. Two Year Expenditure Exception.

YES  NO

a. Are at least 75% of the proceeds of the Obligations to be used to finance construction expenditures?

YES  NO

b. If the answer to 3(a) is "yes", do you expect to spend the proceeds of the Obligations within 2 years pursuant to the following schedule:

- (1) 10% within the six-month period beginning on the date the obligations were issued;
- (2) 45% within the one-year period beginning on the date the obligations were issued;
- (3) 75% within the eighteen-month period beginning on the date the obligations were issued; and,
- (4) 100% within the two-year period beginning on the date the obligations were issued.



**ACKNOWLEDGEMENT AND SIGNATURE**

I hereby certify that I am an authorized representative of the Issuer, and that I am authorized by the Issuer to execute this Questionnaire. I am charged with the responsibility to perform such acts as are necessary and proper for the financing, refinancing, construction, acquisition and/or improvement of the Project, and I am acting on behalf of the Issuer in executing this Questionnaire. I certify that I am familiar with the Project and that all information contained herein is true, correct and complete to the best of my knowledge. I am not aware of any facts or circumstances that would cause me to question the accuracy or reasonableness of any information contained herein or attached documentation. I understand the foregoing will be relied upon by Quarles & Brady LLP in determining the tax-exempt status of the Obligations.

Prepared and submitted by:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Wausau, Wisconsin

Date: \_\_\_\_\_

**2024 GO Borrowing**

	<b>Amortization</b>	<b>Amount</b>
Fire Station Land	10	805,000
Street, Stormwater and Sidewalk Improvements	10	
W Wausau Ave, 10th to Stevens, STP Urban - Real Estate	-	60,000
East Wausau Ave, 6th St to 18th St Design	-	58,500
Grand/Bus 51, Kent to Lakewview Design	-	60,450
Eau Claire Blvd, Grand Ave to west termini		1,925,000
48th Avenue	TID 10	2,500,000 *
Emerson Street, Eau Claire Blvd to Kent St		150,000
Mount View Blvd, Eau Claire Blvd to Kent St		155,000
Pied Piper Lane, Eau Claire Blvd to Kent St		155,000
Asphalt Paving		600,000
Alley Paving		35,000
Annual Sidewalk Replacement Contract		150,000
Concrete Pavement Repairs (joints/cracks/paving)	TID 8 50%	650,000
Pavement Markings		75,000
Motor Pool Replacement	5	<u>1,631,000</u>
		<u><u>9,009,950</u></u>
 Budget		 12,934,488
 *Funding for Utility portion coming from State of Wisconsin		 1,885,000

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

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving of a Budget Modification for Fire Department CPR Devices.

Committee Action: Pending

Fiscal Impact: \$24,914

File Number: 21-1109U

Date Introduced: September 10, 2024

**FISCAL IMPACT SUMMARY**

		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<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 checked="" type="checkbox"/>	<i>Budget Source: ARPA funding</i>	
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: 24,914</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 checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: \$24,914</i>	
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount 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**, the Fire Department staff proposes the replacement of the mechanical CPR devices; and

**WHEREAS**, your Fire Chief has received donations from the B.A. & Esther Greenheck Foundation and the Community Foundation of North Central Wisconsin for the purchase leaving a shortfall of \$24,914; and

**WHEREAS**, your Fire Chief proposes to secure the \$24,914 from reserves in the Central Capital Purchasing Fund; and

**WHEREAS**, your Finance Committee has reviewed and recommends the budget modification as proposed.

*Fund	*Cost Center	Revenue Category	Spend Category	Grant	Debit Amount	Credit Amount
451 Central Capital Purchasing Fund	57221 Fire Capital	48500 Donations from Private Organizations or Individuals			\$0.00	\$70,000.00
451 Central Capital Purchasing Fund	57221 Fire Capital		58122 Furniture/Equipment-Fire		\$94,914.00	\$0.00

**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



## Wausau Fire Department

606 East Thomas Street  
Wausau, Wisconsin 54403  
Telephone (715) 261-7900  
Fax (715) 261-7910



Jeremy Kopp, Fire Chief

Doug Diny, Mayor

Subject: Budget Modification for New Mechanical CPR Devices

To: Finance Committee  
From: Jeremy Kopp, Fire Chief  
Date: July 16, 2024

Dear Members of the Finance Committee,

I am writing to formally propose a budget modification regarding the allocation of our ARPA funds for the acquisition of mechanical CPR devices. This modification is crucial for enhancing our department's capabilities and ensuring the safety of our community members.

**Purpose:** The purpose of this memo is to seek approval to reallocate unused ARPA funds, originally earmarked for wages and benefits, towards the purchase of necessary equipment and training.

**Recommendation:** I recommend approving a budget modification totaling \$24,913.82 from our existing ARPA funds. This reallocation will cover the costs associated with purchasing mechanical CPR devices and the required training.

**Discussion:** In June 2022, the Finance Committee and Common Council allocated \$771,000 in ARPA funds to hire the first three of an additional 12 new firefighters. With surplus funds from this allocation, totaling \$70,000 from grant awards, we now seek to redirect \$24,913.82 towards acquiring mechanical CPR devices.

**Impact:** The acquisition of mechanical CPR devices is crucial to our ability to provide timely and effective emergency medical services. These devices will significantly enhance our department's capacity to respond to medical emergencies, thereby ensuring the safety and well-being of our community.

This budget modification is essential for us to quickly acquire the necessary equipment and facilitate the training required for our personnel. Your approval will enable us to proceed promptly with these acquisitions, aligning with our commitment to maintaining high standards of service. Thank you for considering this request. I am available to discuss any further details or questions you may have regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Kopp".

Jeremy Kopp, Fire Chief  
CC: Doug Diny, Mayor

Hello Jared,

I am happy to inform you that your recent request for funding has been approved for \$55,000. At this time you will need to logon to our online grant system at [www.providingopportunities.org](http://www.providingopportunities.org) to complete the Grant Agreement. Once you logon you will notice on the Application Status page that you were approved for a grant, if you click View Details you will be able to see the amount you were granted.

If you then return to your dashboard (left side of page) and look under the section that says Form Name you will see Grant Agreement and to the far right the Edit button. Please click the Edit button. The beginning of the page is the summary of your grant request. Once you scroll further down you will see the beginning of the Grant Agreement. Please select the appropriate choices and sign the document.

Please note: The B.A. & Esther Greenheck Foundation will NOT release payment of the grant until ALL funds have been raised that equal the amount of the project expenses on the budget spreadsheet that was completed with the application. Once you have secured the full \$110,000, please email me and I will process the payment.

Sincerely,

Barb Brown

Vice President

500 First Street, Suite 5 - Tenth Floor

Wausau, WI 54403

Congratulations Jared!

Your application for a Wausau Marathon County Community Impact Grant has been reviewed and approved by our board of directors in the amount of \$15,000.00. Your grant agreement letter is waiting for you to complete in our Grant Management Portal. We ask that you return to the portal and complete the Grant Agreement document, waiting for you as a 'follow up report'. Once that agreement is submitted, it will initiate the grant payment on requested date. We do not process payment until you are ready to move forward with your project.

A couple of things that you will find on the letter that we ask of you to be compliant with receipt of the grant:

- The Community Foundation requires public recognition of the grant. Our logo is attached. Other file formats are available upon request – please use it in any publications that are appropriate to acknowledge the grant;
- Forward photos as they become available so that we can include your project in our marketing materials;
- Contact our Director of Marketing, Maggie DeLoye ([maggie@cfoncw.org](mailto:maggie@cfoncw.org)), to schedule an opportunity to display our Wausau Marathon County Impact Grant banner at your site (possibly at a special event or a high traffic time at your site);
- Remember to go back to the Grant Management Portal to complete the final report within 60 days of project completion.

Please feel free to contact me with any questions or concerns.

Again, congratulations and thank you for the good work you are doing. We wish you the best in the completion of your project.

Cheers,

Kelly Price | Program Associate

Community Foundation of North Central Wisconsin

200 Washington Street, Suite 120, Wausau, WI 54403





**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Quote No: Q-86270 Version: 1

Wausau Fire Department  
606 East Thomas Street  
Wausau, WI 54403

Quote No: Q-86270  
Version: 1

ZOLL Customer No: 153295

Issued Date: July 5, 2024  
Expiration Date: September 30, 2024

Jared Thompson  
17152617900  
jared.thompson@ci.wausau.wi.us

Terms: NET 30 DAYS

FOB: Shipping Point  
Freight: Prepay & Add

Prepared by: Austin Schiro  
EMS CPR Territory Manager  
austin.schiro@zoll.com

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	1343184	8700-001003-01	<b>AutoPulse NXT Starter Kit - EMS</b>  Includes: AutoPulse NXT Platform, AutoPulse NXT Charger, AutoPulse NXT Lithium Batteries (2), AutoPulse NXT Bands (3 pack), AutoPulse NXT QuickCase, AutoPulse NXT Shoulder Restraint	3	\$23,204.00	\$22,739.92	\$68,219.76
2	1343184	8700-001070-01	<b>AutoPulse NXT Platform</b>  Includes: AutoPulse NXT Platform, 1 year factory warranty.	1	\$17,286.00	\$16,940.28	\$16,940.28
3	1343184	8700-001012-01	<b>AutoPulse NXT Lithium Battery</b>	6	\$1,497.00	\$1,252.44	\$7,514.64
4	1343184	8700-001090-01	<b>AutoPulse NXT Bands (3 Pack)</b>	1	\$387.00	\$312.62	\$312.62
5	1343184	8700-001018-01	<b>AutoPulse NXT QuickCase</b>	1	\$789.00	\$773.22	\$773.22
6	1343184	8700-001017-01	<b>AutoPulse NXT Shoulder Restraint</b>	1	\$87.00	\$83.30	\$83.30
7		8778-890003-PP-NXT	<b>AutoPulse NXT Precision Service Plan - 3 Year At Time of Sale</b>  Includes: Parts & labor on normal wear and tear and minimum service fee waived. Shipping and use of a Service Loaner during repairs, no charge shipping. Extended warranty is a continuation of the One Year Product Limited Warranty.	4	\$3,075.00	\$2,767.50	\$11,070.00
8		8700-9901-61	<b>ZOLL AutoPulse Trade-In Allowance</b>  See Trade Unit Considerations.	4		(\$2,500.00)	(\$10,000.00)

Subtotal: \$94,913.82

**Total: \$94,913.82**



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Wausau Fire Department  
Quote No: Q-86270 Version: 1

Contract Reference	Description
1343184	Reflects PSAI/SAVVIK 2021 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in PSAI/SAVVIK Buying Group Contract No. 2021-06 shall apply to the customer's purchase of the products set forth in this quote.

Trade Unit Considerations
Trade-In values valid through September 30, 2024 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/about-zoll/invoice-terms-and-conditions> and for software products can be found at <https://www.zoll.com/en/about-zoll/legal>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on September 30, 2024. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to [esales@zoll.com](mailto:esales@zoll.com) or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Wausau Fire Department  
Quote No: Q-86270 Version: 1

**Order Information (to be completed by the customer)**

- Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)
- Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

- Yes      PO Number: \_\_\_\_\_      PO Amount: \_\_\_\_\_  
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)
- No      (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

**Wausau Fire Department**

Authorized Signature:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_