



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	FINANCE COMMITTEE
Date/Time:	October 8, 2024, at 5:15 PM
Location:	City Hall (407 Grant Street) - Council Chambers
Members:	Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney

FINANCE COMMITTEE AGENDA ITEMS

- 1 Minutes of the previous meeting (09/24/2024).
- 2 Discussion and possible action regarding 2025 Business Improvement District Operating Plan.
- 3 Discussion and possible action regarding the creation of a Private Well Abandonment Assessment Program.
- 4 Discussion and possible action approving sole source purchase request for 2024 audit services for the Finance Department.
- 5 Discussion and possible action on Contract for Inspection Services with the City of Schofield.
- 6 Discussion and possible action on modifying the ARPA budget for Firefighter positions.
- 7 Discussion and possible action regarding ARPA funding request and related budget modification moving \$800,000 Sewer Headworks Screening funding to Cherry Street Sewer Lift Station Rehabilitation.
- 8 Discussion and possible action regarding ARPA funding request and related budget modification moving lead service line replacement to Water SCADA Equipment.
- 9 Discussion and possible action approving sole source purchase request for final design, bidding and construction inspection services for the Cherry St Lift Station for the Department of Public Works.
- 10 **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 Marathon County Case No. 19CV162 Kenneth J. Stankowski, et al vs. City of Wausau regarding a settlement offer. **RECONVENE** into open session to take action, if necessary, on Closed Session item.

Adjourn

Michael Martens, Chairperson

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

Members of the public who do not wish to appear in person may view the meeting live over the internet, live 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 kody.hart2@ci.wausau.wi.us with "Finance Committee Public Comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom 10/04/2024 at 4:00 PM.

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) 261-6590 or 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.

FINANCE COMMITTEE

Date and Time: Tuesday, September 24, 2024, at 5:15 p.m., Council Chambers
Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Chad Henke, Vicki Tierney
Others Present: MaryAnne Groat, Ben Graham, Eric Lindman, Randy Fifrick

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:42 p.m.

Without objection, items were moved out of order from the agenda by direction of the Chair to ensure consideration before the Common Council meeting occurring that evening.

Minutes of the previous meeting (09/10/2024).

Motion by Gisselman, seconded by McElhaney, to approve. Motion carried 5-0.

Discussion and possible action regarding acceptance of Victims of Crime Act (VOCA) grant and budget modification.

Gisselman questioned if the 2025 expenditures will be included in the 2025 budget. It was stated the grant will be included in the 2025 budget and the budget modification will cover the fourth quarter of the present year.

Motion by Gisselman, seconded by Tierney, to approve. Motion carried 5-0.

Discussion and possible action regarding UniverCity Contract and related budget modification.

Martens stated this program was a part of the strategic plan passed by the Common Council a number of years ago.

Motion by Henke, seconded by Tierney, to approve and to change the \$55,000 to \$31,000. Motion carried 5-0.

Discussion and possible action regarding authority to proceed with airport terminal renovations construction project as temporarily City only funded project administered by Wisconsin Bureau of Aeronautics (BOA) with approximately 95% of project costs to be ultimately reimbursed with FAA funding, contingent on assurance from BOA that FAA reimbursement will occur - estimated temporary sponsor only funding commitment is \$1.4 million, with approximately \$1.17 million in FAA/BOA grant funding arriving in 2025 before any invoices would be received by City from BOA, and another FAA/BOA grant of approximately \$137,750 grant to reimburse the City at a later date (date TBD depending on airport project prioritization).

Motion by Gisselman, seconded by Henke, to proceed. Motion carried 5-0.

Discussion and possible action on vacation of right-of-way at 700 Grand Avenue for Commonwealth Development and releasing obligation of the DOT for reimbursing city for property purchase \$468,065.

Martens stated that if the city were to take the reimbursement from the state the entire lot would be off the table for development. Martens stated that taxes generated by the development of the lot would cover the cost lost of reimbursement in perpetuity.

Gisselman questioned if any other surprises were expected with this development and provided the history of development in this lot.

Tierney stated the lost of reimbursement would be significant and shared concerns of traffic back-ups with the increased activity in a busy intersection.

McElhaney stated there was frustration on the situation of this right-of-way not being known sooner when the development was decided. It was stated that staff are working with the best information known at the time and stated that issues may not always be foreseen.

Gisselman questioned if the intersection would change in the future. It was stated there was talk about adding another left-hand-turn lane on Grand Avenue onto Thomas Street and that the development plans would allow for widening of the turning lane on Thomas Street.

Motion by Henke, seconded by Martens, to vacate the right-of-way at 700 Grand Avenue for Commonwealth Development. Motion carried 5-0.

Discussion and possible action regarding the developer agreement with STS Investments LLC, west of Birchwood Drive and west of Old Coach Road.

Henke stated this developer agreement passed 3-2 in the Infrastructure & Facilities Committee on delaying the payment for utility hookups similar to what was done in previous contracts and stated dissention as those previous contracts had upfront payments for utility hookup.

Tierney questioned why past practices were not followed and if future contracts will follow this precedence. It was stated this is not a practice but comes forward on a case-by-case basis.

Henke stated this was not a set policy.

Gisselman stated the general understanding that as the city moves forward there should be upfront payments for utility hookups.

Motion by Henke, seconded by McElhane, to move forward with the recommendation from the Infrastructure & Facilities Committee to delay the payment until the time and the sale of the lots. Motion carried 3-2, with Gisselman and Tierney opposed.

Discussion and possible action closing Tax Increment District Number Six.

Motion by McElhane, seconded by Henke, to approve. Motion carried 5-0.

Discussion and possible action regarding 2025 budget calendar 10/9/2024, 10/14/2024 and 10/16/2024.

Without objection, staff are directed to schedule the meetings for the dates outlined to start at 6:00 p.m.

Without objection, the rest of the items will be taken up at the next committee meeting.

Adjourn

Motion by Tierney, seconded by McElhane, to adjourn the meeting. Motion carried. Meeting adjourned at 6:24 p.m.

For full meeting video on YouTube: <https://www.youtube.com/watch?v=PSSyFubCVFc>

**OPERATING PLAN
FOR
CALENDAR YEAR 2025
BUSINESS IMPROVEMENT DISTRICT NO. 1
OF THE CITY OF
WAUSAU, WISCONSIN**

**OPERATING PLAN FOR THE CALENDAR YEAR 2025
BUSINESS IMPROVEMENT DISTRICT NO. 1
OF THE CITY OF WAUSAU, WISCONSIN**

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**OPERATING PLAN FOR CALENDAR YEAR 2025
BUSINESS IMPROVEMENT DISTRICT NO. 1
OF THE CITY OF WAUSAU, WISCONSIN**

I. INTRODUCTION

Under Wisconsin Statute section 66.1109, (the “BID Law”) cities are authorized to create Business Improvement Districts (“BIDs”) upon the petition of at least one owner of property used for commercial purposes within the District. The purpose of the BID Law is “. . .to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” 1983 Wis. Act 184, Section 1, legislative declaration.

BID assessments are similar to traditional special assessments wherein property owners are assessed for improvements or services that benefit them. Unlike the traditional special assessments, however, BID assessments can be used to finance a wider range of activities, services and improvements such as The River District activities, special events, business retention, expansion and recruitment, promotions and marketing, and seasonal street decorations.

Pursuant to BID Law, an operating plan (“Operating Plan”) must be presented to all property owners of the proposed City of Wausau, Wisconsin Business Improvement District No. 1 (the “District”). The Operating Plan must show the services to be offered by the District, expenditures by the District, the special assessment method applicable to properties within the District for the second year of the BID, and other requirements of the BID Law.

II. DISTRICT BOUNDARIES

The Business Improvement District area shown in the map located in Appendix A, which is attached hereto and incorporated herein by this reference. This entire area represents the heart of Wausau’s central business district. The area also encompasses the area designated as the River District Wausau.

III. OPERATING PLAN

A. Plan Objectives

The objective of the Wausau River District, Inc. is to further promote the development, redevelopment, operation and promotion of the River District for the physical and economic benefit of all business and property owners within the BID as well as the entire Wausau community through the partial financing of the operating budget of Wausau River District, Inc. This is to occur in conjunction with the continued funding of these efforts by the City of Wausau.

Wausau River District, Inc. was accepted into the Wisconsin Main Street Program in 2002. Each year the program is provided three architectural drawings, available to any business or commercial property owner in the River District, by the Wisconsin Main Street Program. The Program also provides a maximum of two on-site business assistance visits and a one-day technical assistance visit, available to any business or commercial property owner in the River District. In addition, Wausau River District, Inc. holds regular committee meetings and listening sessions.

In conjunction with Wausau Events, Inc., the Main Street Program assists the organization of many beneficial and enjoyable events, such as Concerts on the Square, Winter Fest, Harvest Fest and the Holiday Parade. These events have attracted locals and visitors alike to the River District.

Wausau River District, Inc. continues to adopt and undertake work plans to develop and promote the River District as an exciting place to live, learn, work and play, through collaborative efforts that involve area businesses, public and private institutions and property owners.

B. Proposed Activities

With the funding from the BID, the Main Street Program is planning for 2025 the following programs, either directly, or through cooperative efforts with Wausau Events, Inc. and the City of Wausau:

I. Community Development

Goal: Foster community growth and economic vitality through strategic support, development, and engagement.

- Strategy 1: Support River District Businesses With Targeted Education & Resources.
 - Destination Creation Course Taught by WI Main Street Team
 - Retail Works with Lyn Falk and WI Main Street Team
 - Business Workshop Series
 - Updated Business Resource Guide
 - Operate the Sign Grant Program
- Strategy 2: Advocate For Growth Through Targeted Development & Revitalization Efforts.
 - Advocate For Residential Development In and Around the District
 - Create Pop-Up Shop Window Displays In Vacant Storefronts
- Strategy 3: Implement Events That Have a Direct Economic Impact in the District as a Destination
 - Small Business Saturday
 - River West Signature Event

II. Placemaking

Goal: Enhance the sense of place through thoughtful design, creative initiatives, and vibrant public events.

- Strategy 1: Strengthen the Sense of Place & Experience Through Design & Placement of Signage
 - Provide RiverWest Wayfinding/Gateway Signage
 - Install Banners on Street Lights Throughout the District
- Strategy 2: Promote Sense of Place within the District Through Creative Means
 - Sky Art Installation
 - Painted Crosswalks
 - Rain Stencils

- Light Project in Collaboration with the Women’s Community
- Strategy 3: Promote Sense of Place Through Events That Activate Public Spaces
 - Wausau Night Market Series
 - Self-Guided Tours of Murals & Historic Buildings via QR Code

III. Marketing/Promotion

Goal: Implement initiatives that celebrate local culture, while strengthening the district's branding and identity.

- Strategy 1: Host Events & Use Marketing Tools to Increase District Engagement & Visibility.
 - State of the River District Stakeholder Cocktail Mixer
 - Hot Happenings Weekly Newsletter
 - 12 Months CWA Video Ads
 - Visitor Pamphlets
 - Kiosk Business Listings Update
- Strategy 2: Develop Content to Promote & Clarify the District's Brand & Identity to the Community
 - “Meet Your Main Street: Wausau River District” Marketing Campaign
 - Take Professional Photos of the District/Events for Marketing Use
- Strategy 3: Create & Promote Campaigns to Highlight the District's Unique Offerings & Accomplishments
 - “Downtown Day Out” Itinerary Campaign
 - Shop Local Seasonal Video/Ad
 - Expanded “We Are Wausau” Campaign
 - Wisconsin Main Street Awards Submissions

IV. Organizational Administration

Goal: Strengthen organizational effectiveness and community presence through strategic growth and engagement.

- Strategy 1: Manage & Diversify Organizational Funding
 - Maintain/Secure Funding for Work Plans
 - Operate the FORD Program
 - Annual Giving Campaign
 - Pursue Grant Opportunities
- Strategy 2: Engage in Community Outreach
 - News you Need Quarterly Printed Newsletter
 - Engage in a Public Speaking Opportunities
 - Host Quarterly Community Roundtable Meeting
- Strategy 3: Develop, Recruit, & Engage New Board and Team Members
 - Recruit New Board Members and Committee Members
 - Implement a New Youth Board Member Program
 - Achieve Gold Tier Main Street Recognition

- Recruit New Volunteers
- Employee/Volunteer Appreciation

Based on resources, time and BID Board discretion, some of these programs may not be fully implemented. The BID Board acknowledges that the Main Street Program may conduct other activities similar to those above, to carry out the objectives identified above. The BID Board further acknowledges that the Main Street Program may not achieve full completion of all of the activities outlined above. In addition, the BID shall have all powers granted under the BID Law, including to collect the assessments provided herein, and to carry out the purposes of this Operating Plan.

C. Expenditures and Financing Method

The operating budget for the District is \$74,160.00 which will be collected through the BID assessment. The BID expenditure represents the partial funding of the 2025 Main Street Program, Wausau River District, Inc. This funding will be made upon written request from Wausau River District, Inc. to the extent of funds collected by the City of Wausau pursuant to the assessment levied hereby. The projected revenue and expenditures for year 2025 of Wausau River District are identified on Appendix B, which is attached hereto and incorporated herein. The actual budget will be adjusted if the actual revenue received is less than projected. The adjustments could include revising or eliminating individual budget line items as determined by the BID Board of Directors. Expenditures are intended to be made in a fair and equitable basis throughout and for the benefit of the entire District. In the event that a surplus exists at the end of any fiscal year, the monies may be carried over for expenditures in subsequent years.

The Operating Budget for any BID year will be subject to the approval of the City of Wausau, as set forth in Wisconsin Statutes section 66.1109. While this budget does not, the BID Board acknowledges that if any year's annual operating budget exceeds the prior year's annual operating budget by 4% or more, such budget must be approved by a 2/3 majority of the entire District Board. No capital improvements are currently planned by the District. For the purpose of this Operating Plan, "capital improvement" means any physical item that is permanently affixed to real estate including, without limitation, street lighting and sidewalk improvements. The term "capital improvement" shall not include, among other things, any maintenance equipment or supply, any communications equipment, any vehicles, any seasonal improvement or any holiday lighting or decoration. After the District Board has approved the annual operating plan and budget, they will be sent to the City for approval, adoption and inclusion in the City's annual budget for the following year.

The District may not borrow funds.

The District will continue to support Wausau River District's efforts to solicit gifts, grants and other voluntary contributions from parties outside the Main Street Program boundaries.

D. Organization of the District Board

The Mayor shall appoint members, who will culturally represent Wausau's diverse communities, to the District Board (the "Board"), and the Wausau City Council will act on the confirmation of such appointments. The Board shall be responsible for implementation of this Operating Plan. This requires the Board to negotiate with providers of services and materials to carry out the Operating Plan; to enter into various contracts; to monitor the effectiveness of the District's activities, to aid compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of District assessments.

Wisconsin Statutes section 66.1109(3)(a) requires that the Board be composed of at least five members and that a majority of the Board members shall either own or occupy real property in the District. If the actual property or business owner is an entity, that entity shall designate a representative to act on its behalf.

The Board shall be structured and operate as follows:

1. Board Size – 11 members.

2. Composition –

Business Owners – four members, representing owners of commercial business in the area;

Property Owners – five members, representing owners of commercial property in the area;

Government – one member, representing the City of Wausau; and

Wausau River District, Inc. – one member, representing Wausau River District, Inc., Inc.

In addition, the following representatives shall be appointed by the Mayor who shall not be formal members of the Board and therefore cannot vote, but who will represent the following constituency, and advise the Board, and shall be notified of all Board meetings, shall be able to attend such Board meetings and give input to the Board:

Board of Wausau River District, Inc. – all members (without votes) of the Board of Directors of Main Street Wausau, Inc.

3. Term – Appointments to the Board shall be two classes (of five and six members per class respectively) for staggered periods of two years.

4. Compensation – None.

5. Open Meetings Law – All meetings of the Board shall be governed by the Wisconsin Open Meetings Law if and as legally required.

6. Record Keeping – Files and records of the Board’s affairs shall be kept pursuant to the Wisconsin Public Records Law.
7. Staffing and Office – To be determined as necessary.
8. Meetings – The Board shall meet regularly, at least once every three months. An annual meeting will be planned for all property/business owners.
9. Executive Committee – The Wausau River District, board of directors shall elect from its members a chair, a vice-chair, a secretary, and a treasurer who shall comprise an Executive Committee of the Board. The Executive Committee of the Board shall be authorized to oversee the day-to-day operations of the District, including the execution of minor contracts, and the signing of checks, subject to the controls adopted by the Board.
10. Committees – To be determined as necessary.
11. Non-Voting Advisors – The Board will have non-voting advisors, as identified above.
12. Powers – The Board shall have all powers necessary and convenient to implement the Operating Plan, including the power to contract.
13. Annual Report – The Board shall prepare and make available to the public annual reports, including an independent certified audit conducted by the City of Wausau, as required by the BID Law.

IV. METHOD OF ASSESSMENT

A. Annual Assessment Rate and Method

The annual assessment for District operating expenses will be in direct proportion to the equalized assessed value of that property within the District.

The total assessment for each assessed parcel is formulated as follows:

1. Divide the proposed annual District budget by the total assessed valuation (as reflected on the City’s tax rolls) of all property within the District that is subject to assessment as provided by law.

(Note - this quotient shall expressed to the nearest 1/10,000 and be referred to so the “BID Mil Rate”)
2. Multiplying the BID Mil Rate by the assessed valuation of each Assessable Property (as defined herein), the product of which shall be the District’s initial assessment of that Assessable Property, but shall be subject to the adjustments set forth in Section IV.A.3 below.

3. Notwithstanding the foregoing, the total of the District's assessment for each Assessable Property shall not exceed \$3,009.00 nor be less than \$309.00, which is computed using the following steps:
 - a. first, all Assessable Properties whose initial assessment is less than \$309.00 shall have their assessment adjusted to \$309.00;
 - b. second, any excess assessment created by the adjustment made in subsection a. shall be applied to reduce the initial assessment of all other Assessable Properties within the District;
 - c. third, all Assessable Properties whose initial assessment is greater than \$3,090.00 shall have their initial assessment adjusted to \$3,090.00;
 - d. fourth, any deficit of assessment created by the adjustments made in subsection c. shall be allocated among all other Assessable Properties on a proportionate basis, this basis being equivalent to what the total assessed value of Assessable Property bears to the total assessed value of all Assessable Properties in the District.
4. Use of each Assessable Property as of January 1 in the year of assessment, as reflected in the records of the Assessor for the City of Wausau, shall control for purpose of the District's assessment.

For purposes of this Operating Plan, an "Assessable Property" shall be defined as a parcel of land subject to assessment hereunder and under the BID Law, with a separate Tax Key Number, as identified in the City of Wausau's Assessor's Office.

The BID assessment is hereby levied by the City of Wausau, which shall be a lien against each of the tax parcels of real property contained in the District, unless exempted as identified herein, under the power of Wisconsin Statutes Chapter 66. Such special assessments are hereby levied by the City of Wausau by adoption of this BID Plan. The city comptroller is authorized to include the BID assessment on bills for properties subject to the assessment within the designated Improvement District for calendar year 2025.

The City of Wausau shall collect such BID assessments and shall provide to the BID Board an accounting of the amounts received and the tax key numbers for which they are collected. All assessments shall be placed in a segregated account in the City's treasury. The City shall disburse the funds when the BID Board requisitions payments for its expenses that are authorized by the BID Operating Plan. All interest earned by virtue of temporary investment of funds in the BID account shall remain in the account for activities delineated in the BID Operating Plan.

All assessments hereby levied shall be due and payable on or before the due date of the first installment of real estate taxes on the properties assessed hereby. No assessments levied hereby may be paid in installments.

B. Excluded and Exempt Property

The BID statute requires explicit consideration of certain classes of property. In compliance with the law, the following statements are provided.

1. Wisconsin Statutes section 66.1109(1)(f) 1m: The District will not contain property used exclusively for manufacturing purposes.
2. Wisconsin Statutes section 66.1109(5)(a): Property used exclusively for residential purposes will not be assessed.

Property exempt from general real estate taxes, for the calendar year in which the BID Operating Plan is adopted, are hereby excluded from the District by definition, even though the boundaries of the District would otherwise include them. Owners of tax exempt property adjoining the District and expected to benefit from District activities will be asked to make a financial contribution to the District on a voluntary basis. In addition, those tax exempt properties adjoining the District which are later determined no longer to be exempt from general property taxes, and tax exempt properties whose owners consent in writing to be assessed, shall automatically become included within the District and subject to assessment under any current operating plan without necessity to undertake any other act.

V. PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY

Under Wisconsin Statutes section 66.1109(1)(f) 4, this Operating Plan is required to specify how the creation of the District promotes the orderly development of the City. The District will increase the vitality of the Main Street Program Area and central business district and, consequently, encourage commerce in the City. Increased business activity in the City will increase sales tax revenues and property tax base.

City Role in District Operation

The City has committed to assisting owners and occupants in the District to promote its objectives. To this end, the City has played a significant role in creation of the District and in the implementation of the Operating Plan. In furtherance of its commitment, the City shall:

1. Maintain services to Wausau River District at their current levels;
2. Maintain the City's current financial commitment to Wausau River District, Inc. for \$26,591.00 per year in funding;
3. Handle the billing and collection of the BID assessment as provided herein;
4. Have the City Attorney make a legal opinion that the BID Operating Plan complies with the requirements of the BID Law; and
5. Annually perform an independent certified audit of the implementation and operating plan pursuant to section 66.1109(3)(c) of the BID Law.

VII. FUTURE YEAR OPERATING PLANS

A. Changes

This Operating Plan is designed to authorize and control the BID for only its 2025 activities.

Wisconsin Statutes Section 66.1109(3)(b) requires the Board and the City to annually review, approve, and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms proposed activities, information on specific properties, budget amounts and expenditures are based solely upon current conditions. Subsequent years' activities, budget, and assessments will be provided in the required annual plan updates, and approval by the Common Council of such plan updates shall be conclusive evidence of compliance with this Operating Plan and the BID Law.

B. Amendment, Severability and Expansion

The District has been created under authority of Wisconsin Statutes section 66.1109. Should any court find any portion of this Operating Plan, or the BID Law invalid or unconstitutional its decision will not invalidate or terminate the District and this Operating Plan shall be amended to conform to the law without need of re-establishment.

C. Automatic Termination Unless Affirmatively Extended

The District Board shall not incur obligations extending beyond 2025.

VI. GENERAL

All exhibits referenced herein are incorporated herein by reference.

APPENDIX B

WAUSAU RIVER DISTRICT, INC.

	General Fund	Placemaking	Marketing	Community	Admin	TOTAL
REVENUES						
Grants	\$ 25,000					25,000
BID Funds	\$ 74,160					74,160
Other (Sponsorships, advertising)	\$ 130,391					130,391
Total Revenues	\$ 229,551	\$ -	\$ -	\$ -	\$ -	229,551
EXPENDITURES						
Administration:					129,506	129,506
Projects:		43,500	8,250	16,000		67,750
TOTAL EXPENDITURES		43,500	8,250	16,000	129,506	197,256
Excess (Deficiency) of Revenues over Expenses						

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2025 Operating Plan for Business Improvement District (BID) No. 1

Committee Action: Approved

Fiscal Impact: \$0 The Bid plan allows businesses within the district to establish assessments to fund activities that develop, manage, and promote the district

File Number: 04-1006

Date Introduced: October 08, 2024

WHEREAS, the Business Improvement District Board met in September 2025 and approved the 2025 operating plan which provides for special assessments of \$74,160 to fund Main Street activities; and

WHEREAS, state statutes require approval by the local legislative body; now therefore

BE IT RESOLVED, by the Common Council of the City of Wausau that the 2025 operating plan for Business Improvement District No 1 is hereby adopted; and

BE IT FURTHER RESOLVED, that the proper City officials are hereby authorized and directed to meet the city's obligation under the plan including, but not limited do the levy of special assessments.

Approved:

Katie Rosenberg, Mayor



To: Wausau Water Works Commission

From: Scott Boers, Water Operations Superintendent

Date: 9/24/2024

Subject: Adoption of A Special Assessment to help private well owners abandon their well

All,

Wausau Municipal Code requires all private wells to be permitted or properly abandoned. Although there is grant funding from the DNR to help well owners abandon their wells, the grants are income dependent and not everyone qualifies.

Currently, we have well owners who do not qualify for the abandonment grants but have wells that do not meet the safety requirements for permitting. These owners don't feel they have the funds to hire a Plumber to bring the well into compliance, but also do not have resources available to pay for an abandonment.

The penalty for not complying with the well code is a fine and city initiated well abandonment paid for by special assessment against the property. The utility may also have concerns over cross connections to the system from an unsafe well and need to disconnect service. To avoid these issues and alleviate the time/resources necessary to go through this process for both the well owner and the city, we are proposing to offer special assessment for those who will abandon their well up front.

The proposed process would be for the homeowner to contract for the well abandonment, the city would cover the cost of abandonment to the contractor, and the amount of that cost assessed to the property, spread out over five years.

Thank you for your consideration of this topic.



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

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

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Ongoing Sole Source – 365 days One Time Sole Source Request

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

Annual audit services for yearend 2024

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

The city is required to have a annual financial and compliance audit each year. The audit includes all components of the city and covers compliance testing required for government grants. The auditors also audit the Community Development Authority which is a component unit of the city.

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

We issued an RFP for the years 2016 to 2020. The most competitive proposers were Schenck and Clifton Larson. We provided the contract to Schenck. During the contract period Clifton Larson and Schenck merged. We have been extending the contract annually. The rational for the extensions include:

- Expertise of auditors with government and housing authorities
- Local firm
- Affordable price
- Workload of current finance staff with ERP and staff turnover. Current auditors are familiar with city operations and can perform the audit in an efficient manner.

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

Historical competitive process.

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

Review of other community

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

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

Department: Finance

Preparer: Maryanne Groat

Vendor Name: Clifton Larson

Expected amount of purchase or contract: \$65,400 excluding CDA

Department Head Signature:

Date:

Finance Director Signature: 

Date: 10/3/24



Memorandum

From: William D. Hebert
To: Finance Committee
Date: 09/30/2024
Re: City of Schofield – Residential Permitting and Inspections Contract

Purpose: To obtain your approval for a 4 year contract extension with the city of Schofield to provide both residential and commercial permitting and inspection services.

Facts / Considerations:

Wausau has been providing inspection services to the city of Schofield since October 2015. Schofield and Wausau staffs are pleased with the current arrangement and wish to continue our arrangement in the future.

Our permitting system is setup for Schofield as well at no additional cost to Wausau.

We have increased our hourly rate for special projects from \$90 per hour to \$105. Inspection fees are in accordance with Wausau's fee schedule plus 10%.

Recommendation: Your approval is requested for:

1. A 4 year contract with the city of Schofield to provide permitting and inspections services for residential and commercial construction.

Impact:

The history of permits over the last several years were reviewed. The workload is within our capacity and creates a revenue to the city.

Cc: Doug Diny, Mayor
Eric Lindman, DPW & Utilities Director

CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT entered into this ____ day of _____, 2024, by and between the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, hereinafter referred to as "WAUSAU" and the CITY OF SCHOFIELD, a municipal corporation of the State of Wisconsin, hereinafter referred to as "SCHOFIELD":

WITNESSETH:

WHEREAS, WAUSAU presently operates a Zoning and Inspection Division of the Department of Public Works and Utilities and employs properly credentialed inspectors; and

WHEREAS, WAUSAU acknowledges that pursuant to Sections 62.17 of the Wisconsin Statutes that it has enacted and currently enforces a building code ordinance, which requires it to provide or to contract for the provision of inspection services during all phases of residential and commercial construction; and

WHEREAS, SCHOFIELD acknowledges that pursuant to Sections 62.17 of the Wisconsin Statutes that it has enacted and currently enforces a building code ordinance, which requires it to provide or to contract for the provision of inspection services during all phases of residential and commercial construction; and

WHEREAS, SCHOFIELD desires to utilize, for its city, WAUSAU's residential and commercial inspection services, and WAUSAU agrees to provide residential and commercial construction inspection services to SCHOFIELD all upon certain terms and conditions as hereinafter enumerated.

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM.** WAUSAU shall provide the following residential inspection services within the corporate boundaries of SCHOFIELD for a period beginning January 1, 2025 through December 31, 2028. This contract shall not automatically renew.
2. **SCOPE.** Subject to the provisions hereinafter contained in this contract, WAUSAU shall provide;
 - A) Upon request, inspection services during all phases of residential and commercial construction, including, but not limited to, building, HVAC, plumbing and electrical, to SCHOFIELD, and the service shall be provided to any person or entity within SCHOFIELD needing such inspection service.
 - B) At Wausau's discretion, response to significant code violations (razing), upon request by SCHOFIELD staff, at an hourly rate of \$105 per hour.
3. **FEES.** WAUSAU shall be paid in accordance with its fee schedule as updated and adopted annually by the following means:

- A) A contractor and/or individual engaging in residential construction within the City of Schofield shall obtain a zoning certificate from the City of Schofield;
 - B) The contractor and/or individual shall then present the zoning certificate to the City of Wausau for the issuance of a building permit, which fee for said permit shall be paid directly to WAUSAU; and
 - C) WAUSAU shall then perform and issue a final building inspection, and forward the report of such inspection to SCHOFIELD.
4. **TERMINATION.** WAUSAU or SCHOFIELD shall each have the option at any time during the term of this contract to terminate this contract upon ninety (90) days' written notice to the other party.
5. **HOLD HARMLESS.** WAUSAU agrees to defend, hold harmless, indemnify, release and forever discharge SCHOFIELD from and against any and all judgments, damages, losses, costs, claims, expenses, suits, demands, actions and/or causes of action of any kind or of any nature, which may be sustained by reason of damage to any property or damages or injury to any person or persons or death to any person or persons, or by reason of any other liability imposed by law or by anything or by anyone else upon SCHOFIELD, as the result of and/or due to WAUSAU's inspection operations which are the subject of this contract and/or as a result of and/or due to the existence of this contract, except such of the foregoing as are due, and to the extent due, to the sole negligence or intentional act of SCHOFIELD or its employees; and specifically included within this hold harmless are attorneys fees and other costs of defense which may be sustained by and/or occasioned to SCHOFIELD and/or any of SCHOFIELD's employees, agents, officers and designees, whether appointed, hired or elected.
6. **NOTICE.** Notice pursuant to this contract shall be given in the case of WAUSAU to the City Clerk of the City of Wausau, 407 Grant Street, Wausau, Wisconsin 54403-4783, and in the case of SCHOFIELD, to the City Clerk of the City of Schofield, 200 Park, Schofield, Wisconsin, 54476.

IN WITNESS WHEREOF, this contract has been duly executed the day and year first above written.

CITY OF WAUSAU BY:

Doug Diny, Mayor

Kaitlyn Bernarde, Clerk

CITY OF SCHOFIELD BY:

Kregg Hoehn, Mayor

Paula Brummond, Clerk

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving and Adopting the Budget Modification for American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund Funded Projects – Firefighter positions	
Committee Action:	Approved
Fiscal Impact:	\$144,000
File Number:	23-1109
Date Introduced:	October 8, 2024

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: ARPA investment income</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$364,000 annually</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount: Investment Income \$144,000</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: 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, the City received public feedback, developed an application and ranking matrix to prioritize the spending of the funds; and

WHEREAS, three firefighter positions were created with ARPA funding and funded for 2023 and 2024; and

WHEREAS, these positions were created along with the nine SAFER Grant (Staffing for Adequate Fire and Emergency Response) positions and

WHEREAS, your Finance Committee recommends funding the three ARPA positions through 2025; and

WHEREAS, the existing ARPA allocation is insufficient to cover the entire cost of these personnel for the balance of 2024 and 2025 leaving an expected shortfall of \$144,000; and

WHEREAS, your Finance Committee recommends funding the shortfall with ARPA investment income

WHEREAS, your Finance Committee recommends the following budget modification to amend the multi-year budget to reflect this ARPA spending plan.

*Fund	*Cost Center	Revenue Category	Spend Category	Program	Debit Amount	Credit Amount
215 ARPA Fund	56754 ARPA Grants	48110 Interest Income			\$0.00	\$144,000.00
215 ARPA Fund	56754 ARPA Grants		51590 Other Employer Contributions	WARPA_011 ARPA - Firefighter Positions RR	\$38,880.00	\$0.00
215 ARPA Fund	56754 ARPA Grants		51111 Salaries and Wages	WARPA_011 ARPA - Firefighter Positions RR	\$105,120.00	\$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.

NOWTHERE BE IT RESOLVED, by the Common Council that the three ARPA firefighter positions will be funded by ARPA funds until the allocation is exhausted and with ARPA investment income through 2025; and

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



Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: October 8, 2024

SUBJECT: ARPA – Funding Reallocation of WW Headworks to WW Cherry St Lift Station

The City Council previously approved \$800,000 of ARPA to be used for the Headworks & Screening Improvements project at the wastewater treatment facility. Since this project was approved the utility has received WDNR Clean Water Funding with Principal Forgiveness. The WDNR has allocated the following funding for the Headworks Project:

Loan - \$1,375,167
Principle Forgiveness - \$3,208,723

The WDNR has since made a policy stating if a municipality uses other funding (i.e. ARPA) to offset the project cost the WDNR will reduce both the Loan and Principal Forgiveness allocations. What this means for us is that Wausau will receive less Principal Forgiveness for this project, we want to make sure we maximize the amount of principle forgiveness.

The Cherry St Lift Station project did not receive any WDNR funding so we would like to allocate the \$800,000 of ARPA to this project to offset any project borrowing. The estimated cost of this project is:

Construction - \$1,250,000
Engineering Inspection - \$100,000

By reallocating the ARPA funds the city will maximize the WDNR Principle forgiveness funds for the Headworks Project and be able to significantly reduce capital borrowing costs for the Cherry St Lift Station Project. The project has already been designed and will be put out for bid in October 2024 with a contract to be signed early December 2024 to obligate the APRA funding.

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	Wastewater - Cherry St Lift Station		
Department	Public Works & Utilities	Contact Name:	Eric Lindman
Priority 1-6 (low-high)	5		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type (Check all that apply)

<input checked="" type="checkbox"/>	Sewage Infrastructure	<input type="checkbox"/>	Broadband Infrastructure
<input type="checkbox"/>	Stormwater Infrastructure	<input type="checkbox"/>	Cybersecurity Investment
<input type="checkbox"/>	Water Infrastructure		

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

The existing Cherry Street lift station is a wet well/dry well station with three vertical centrifugal pumps. The station has exceeded its expected service life and has been experiencing mechanical problems. Flooding events, failing mechanical equipment, pump cavitation, and clogging have occurred. The lift station building is in poor condition.

As part of the station rehab, all mechanical and electrical equipment will be replaced. The existing building will be demolished and the lower level will be abandoned. Two new submersible pumps will be installed in a new wet well. New process piping and valves and the pump control panel will be installed in a new above-ground enclosure. New weatherproof electrical power panels will be installed next to the enclosure. A new emergency generator set in a sound-attenuated enclosure will also be installed for use during electrical emergencies. All work will take place on the existing site.

The station primarily serves a fully-developed residential area, and no significant future development is expected. The replacement station will be designed to handle the current flows from the service area.

WATER, SEWAGE AND STORMWATER PROJECT- CHECK THOSE THAT APPLY

<input checked="" 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 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

The Cherry Street Lift Station was commissioned back in 1958 with the last upgrade to this station occurring in March of 1990. The 1990 upgrade included new wastewater conveyance pumps, an emergency generator, station control panels, communications and ancillary equipment. The existing pumps, generator, station controls, communications and ancillary equipment have been in service for thirty-four years and have far outlived their anticipated life expectancies. All components of this lift station are in dire need of upgrades and are prone to failure. The Cherry Street Lift Station is considered a high flowing lift station and if any part of the system fails it could be a catastrophic event in the residential neighborhood it located in. An ITA was submitted to the WDNR for CWF, but no money was awarded to this project. ARPA funding was awarded to the 2025 Headworks Screening upgrade, but CWF funding was made available for this project with principal forgiveness awarded as well. An executive decision was proposed to allocate the \$800,000.00 ARPA money to the Cherry Street Lift Station Project in lieu of using it for the Headworks Screening Project.

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.

Continued increased maintenance of this lift station has become time intensive and expensive. In addition to maintenance to this station continuing to be a significant issue.

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

Significant maintenance cost savings will be expected and future downtime to this station will be significantly less as there will be adequate access for maintenance.

WATER, SEWER, STORMWATER AND BROADBAND INFRASTRUCTURE - FINANCIAL DETAIL

Public Works & Utilities

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design	-			7,900		7,900
Bid/Construction Oversight				75,000		75,000
Construction				1,200,000		1,200,000
Equipment/Vehicle/Furnishings Purchase						-
Other(Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ 1,282,900	\$ -	\$ 1,282,900

FUNDING SOURCES

ARPA Funding				800,000		800,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other Utility Capital				482,900		482,900
Total Sources	\$ -	\$ -	\$ -	\$ 1,282,900	\$ -	\$ 1,282,900
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES

ARPA Funding						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

Upgrading the Cherry St Lift Station will increase efficiencies and mitigate downtime and maintenance costs over time.

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 to note



Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: October 8, 2024

SUBJECT: ARPA – Funding Reallocation of LSL Replacement to SCADA Upgrades

The City Council previously approved \$500,000 of ARPA to be used for replacement of Lead Service Lines. The utility has spent \$253,609 leaving an unspent balance of \$246,391. Since this ARPA funding was approved the city has been allocated WDNR Safe Drinking Water Loans and Principal Forgiveness for completing LSL Replacements. The WDNR has allocated the following 2024 funding for LSL Replacements:

Loan - \$2,148,950
Principle Forgiveness - \$3,641,078

The WDNR has since made a policy stating if a municipality uses other funding (i.e. ARPA) to offset the project cost the WDNR will reduce both the Loan and Principal Forgiveness allocations. What this means for us is that Wausau will receive less Principal Forgiveness for this project, we want to make sure we maximize the amount of principle forgiveness.

The Water Utility has a proposed capital project to improve its Supervisory Control and Data Acquisition (SCADA) control system. SCADA is used to fully monitor the water treatment and distribution facilities throughout the city. The work to be completed is outlined in the attached ARPA request along with the significance and efficiencies of the improvements in remote monitoring. Staff proposes to use the remaining ARPA LSL funding to be reallocated to this project to reduce the necessary capital borrowing. The estimated cost of this project is:

Professional Services & Equipment - \$330,000

By reallocating the ARPA funds the city will maximize the WDNR Principle forgiveness funds for LSL Replacements, borrow the LSL loan portion at the subsidized rate of 0.25% and significantly reduce capital borrowing costs for the SCADA Upgrade Project. The project will use a Professional Services Contract to be executed in November 2024 to obligate the APRA funding.

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	Water - SCADA Upgrades		
Department	Public Works & Utilities	Contact Name:	Eric Lindman
Priority 1-6 (low-high)	5		
<small>6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority</small>			

Project Type (Check all that apply)

	Sewage Infrastructure		Broadband Infrastructure
	Stormwater Infrastructure		Cybersecurity Investment
<input checked="" type="checkbox"/>	Water Infrastructure		

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

The purpose of this project is to improve the operational control and communication to 14 of the utilities pumping and storage facilities. The sites will be upgraded to better control and monitor processes and more effectively supply water to the city. Site upgrades will be specific depending on what equipment will be required to improve efficiency at each site. Currently, we have Motor Conrol Centers and Remote Telemetry Units in place that are in excess of 22 years old. Upgrading these controllers provides the utility with more vaersatility in programming for remote monitoring that will tie into our new SCADA controls at the water treatment facility.

WATER, SEWAGE AND STORMWATER PROJECT- CHECK THOSE THAT APPLY

	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 miantain an adequate level of service		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

Much of the electrical and control equipment in these facilities is old and obsolete. Making it difficult to do spot or partial system repairs. Any new equipment most likely will not be compatable with the old. It is less costly to plan for a system upgrade than to do a complete replacement in a failure situation. If it is even possible to do an emergency repair, there are still long lead times with electrical and control equipment. A failure of a pumping facility could cause reduced service levels if not service outages until repaired.

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.

These upgrades have been defered for many years already. As stated above, most repairs or replacements will not be able to be done without also replacing the supporting equipment, causing complete system replacement. Deferring these planned replacements will cause system failures and possibly service outages.

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

The ROI for this project will be cost savings through maintenance and future replacement costs, better control and decreased operator resources spent at the sites, and increased electrical efficiency. We would also not have increased emergency repair costs, or take on the debt required to complete the project without this funding.

WATER, SEWER, STORMWATER AND BROADBAND INFRASTRUCTURE - FINANCIAL DETAIL

Public Works & Utilities

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design	-					-
Construction Oversight						-
Professional Services				330,000		330,000
Equipment/Vehicle/Furnishings Purchase						-
Other(Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000

FUNDING SOURCES

ARPA Funding				250,000		250,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other Utility Capital				80,000		80,000
Total Sources	\$ -	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES

ARPA Funding						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

These will be upgrades to our existing SCADA and remote monitoring system. No added operational expenses are expected. It is expected to enhance our remote operations and decrease the number of times a technician will need to physically come into the plant during an alarm situation while they are on-call.

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 to note



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

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

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

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

Clark Dietz to provide final design, bidding and construction inspection services for the Cherry St Lift Station Project.

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

Professional engineering services to take design plans from 90% complete to 100% complete, prepare bidding documents, manage bid solicitation and specification questions/submittals, perform onsite construction inspection, review proposed change orders, review contractor pay requests and complete final inspection and start up.

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

Clark Dietz prepared the 90% design plans for this project, completed the civil site work, completed the necessary documentation and submittals for WDNR approval of the plans and is the design engineer on record. Clark Dietz prepared 90% design plans for several of our lift stations over the past couple years in order to have plans ready for applying for BIL funding each year. This project did not receive any BIL funding so we are proposing to use ARPA funding and utility funding to complete this work and would like the engineer of record to be responsible for the inspection and oversight of the project.

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

Clark Dietz is the most familiar with the plans and specifications and they are the engineer of record for the design.

5. How did you determine that the sole source vendor's price was reasonable?
Based on similar projects. The proposed inspection services are about 6.8% of the total construction cost. We are seeing costs for inspection range from 6% to 9%, sometimes higher, depending on the complexity and duration of the project

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

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

Department: DPWU

Preparer: Eric Lindman

Vendor Name: Clark Dietz, Inc.

Expected amount of purchase or contract: \$82,900

Department Head Signature: _____ **Date:** _____

Finance Director Signature: _____ **Date:** _____



October 2, 2024

Eric Lindman, PE
Director of Public Works
City of Wausau
407 Grant Street
Wausau, WI 54403

Re: Cherry Street Lift Station Design Completion, Bidding, and Construction Services

Dear Eric:

On behalf of Clark Dietz, Inc., I am pleased to offer this engineering design and construction services proposal to complete the design of the Cherry Street lift station replacement, issue the project documents for bidding, and provide construction management and observation.

The Cherry Street lift station plans and specifications are currently at a 90% completion point. They have been submitted to and approved by WDNR. This contract will include taking the existing documents to 100% completion and submitting them to the City for bidding on QuestCDN. Modifications to the project documents will be based on comments received from City staff on the 90% plans, lessons learned during construction of the Northwestern and Greenwood Hills lift stations, and comments from our in-house quality assurance review of the 90% plans and specifications. This contract will also include most construction management and observation services throughout construction of the lift station, further described below.

SCOPE OF SERVICES

Design Phase Services

- Make modifications to the project documents
- Prepare an updated opinion of probable cost
- Submit final bidding plans, technical specifications, and front end bidding and contract documents to City staff

Bidding Phase Services

- Provide contractor coordination during bidding, including project clarification, preparation of addenda, etc.
- Review bids from contractors
- Make recommendation of award to the City

Construction Phase Services

- Prepare the construction contracts for execution
- Conduct a meeting and site visit with the contractor prior to construction
- Review shop drawings
- Coordinate construction staking with the City of Wausau's surveyor
- Coordinate with the contractor throughout construction
- Review pay applications and make payment recommendations
- Conduct progress meetings with City staff
- Provide periodic site visits by the design engineers during construction
- Provide full-time inspection during wet well and utility construction
- Observe startup and testing of the pumps and controls
- Observe generator startup and testing



- Provide part-time inspection during the rest of construction
- Coordinate equipment startup services
- Review the O&M manuals submitted by the contractor
- Prepare Record Drawings of the project
- Perform a final inspection of the project

Deliverables

- Electronic copy of technical specifications, drawings, and front end documents for bidding
- Four (4) hard copies of the construction contract

Services Not Included

- Geotechnical services
- Easement research or coordination
- Surveying
- Other services not specifically listed

SCHEDULE OF WORK

Receive notice to proceed	October 8, 2024
Submit bidding documents and opinion of probable cost to City	October 29, 2023
Project advertises	October 31, 2024
Bid opening	November 21, 2024
Award project and issue contracts	December 2024
Construction begins (approximate)	April 2025

COMPENSATION

For the above-described work Clark Dietz proposes the following Engineering Services fees:

Final Engineering	\$7,900
Bidding Services	\$4,300
<u>Construction Management and Observation</u>	<u>\$70,700</u>
Total Lump Sum Fee	\$82,900

Please let us know at your earliest convenience if this proposal is satisfactory and sets forth your understanding of the proposed work. If you would like us to consider any modifications to this proposal or if you have any questions, you can contact me at (715) 841-9796.

We look forward to continuing to work with you on this project. Thank you for your consideration.

Sincerely,

Diane L. Thoune, PE
 Project Manager

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Settlement Agreement in Marathon County Case No. 19CV162 Kenneth J. Stankowski, et al vs. City of Wausau and related budget modification

Committee Action: Pending

Fiscal Impact:

File Number:

Date Introduced: October 8, 2024

FISCAL IMPACT SUMMARY

COSTS	<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 TID 6</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input checked="" 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, as part of the Thomas Street Phase II Project, the City of Wausau acquired through condemnation the property owned by Kenneth J. and Doreen M. Stankowski, located at 242 E. Thomas Street; and

WHEREAS, Kenneth J. and Doreen M. Stankowski filed two appeals (19CV162 and 19CV167) challenging the amount of just compensation paid by the City of Wausau for the building and property at 242 E. Thomas Street; and

WHEREAS, on August 12, 2019, the court granted a Motion to Consolidate the cases; and

WHEREAS, the case was set for a three day jury trial; and

WHEREAS, a Final Pretrial was held on October 1, 2024, whereby the parties did agree to a settlement; and

WHEREAS, on October 8, 2024, your Finance Committee discussed and recommended approving the Settlement Agreement in Marathon County Case No. 19CV162 Kenneth J. Stankowski et al vs. City of Wausau.

WHEREAS, the initial property transaction was funded by Tax Increment District Six; and the Finance Committee has recommended that the settlement payment shall be allocated to Tax Increment District Six and the budget modified accordingly;

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the City of Wausau does hereby approve the attached Settlement Agreement and authorizes the payment for such settlement.

BE IT FURTHER RESOLVED that the costs will be allocated to Tax Increment District Six and the budget modified accordingly.

BE IT FURTHER RESOLVED that the proper City officials are hereby authorized and directed to execute the Settlement Agreement.

Approved:

Doug Diny, Mayor