

CITY OF WISCONSIN DELLS MEETING AGENDA

MEETING DESCRIPTION: FINANCE COMMITTEE

DATE: Monday, August 21, 2017 **TIME:** 6:15 P.M. **LOCATION:** MUNICIPAL BUILDING COUNCIL CHAMBERS - 300 LA CROSSE STREET, WISCONSIN DELLS, WI 53965

		COMMITTEE MEMBERS	
		Ald. Brian Holzem Chair	Ald. Mike Freel
		Mayor Brian Landers	Ald. Dar Mor
AGENDA ITEMS			
1	CALL TO ORDER, ATTENDANCE NOTED		
2	APPROVAL OF THE JULY 17, 2017 MEETING MINUTES		
3	DISCUSSION AND DECISION ON SCHEDULE OF BILLS PAYABLE DATED AUGUST 21, 2017; AND ANY OTHER RELATED FINANCIAL INFORMATION		
4	DISCUSSION AND DECISION TO APPROVE A BUDGET AMENDMENT TO MOVE TIF #3 WAGE EXPENSE		
5	DISCUSSION AND DECISION TO APPROVE ZEBRADOG PROPOSAL FOR DEVELOPMENT AND DETAILING THE BANNER PROGRAM		
6	DISCUSSION AND DECISION TO DETERMINE THE REU FEE FOR THE SCHOOL DISTRICT OF WISCONSIN DELLS NEW CONCESSION STAND AND RESTROOM BUILDING		
7	DISCUSSION AND DECISION TO DETERMINE THE FUNDING SOURCE FOR EDDY STREET INTERSECTION AND STOP LIGHTS		
8	CONVENE INTO CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTES 19.85(1)(e) FOR DISCUSSION, DELIBERATION AND DECISION ON NEGOTIATING A CONTRACT		
9	RECONVENE INTO OPEN SESSION FOR DISCUSSION AND DECISION IF APPLICABLE		
10	ITEMS FOR REFERRAL TO FUTURE MEETINGS		
11	ADJOURN		
ALD. BRIAN HOLZEM, CHAIRMAN			
POSTED AND DISTRIBUTED: 08/18/2017			
<p>Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, their attendance may create a quorum of another city commission, board or committee under the Wisconsin Open Meetings Law; However, no formal action will be taken by any governmental body at the above stated meeting other than the body, committee, commission, or board identified in this meeting notice. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.</p>			

SCHEDULE OF BILLS PAYABLE
AUGUST 21, 2017
MONDAY
COMMON COUNCIL

10	GENERAL FUND	492,040.26
13	DEBT SERVICE FUND	0
14	CAPITAL PROJECTS FUND	46,313.85
26	FIRE SERVICE FUND	8,947.56
27	RIVER & BAY FUND	1,094.13
50	PARKING UTILITY FUND	8,691.81
53	SEWER FUND	275,041.28
52	WATER FUND	207,571.43
59	ELECTRIC FUND	790,699.73
	TOTAL	1,830,400.05

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000006							
10 5151-101-1000 SALARIES	8/02/2017	2017 BUDGET ADJUSTM	500.00-	35,325.00	0.00	34,825.00	9,840.48
10 4111-101 PROPERTY TAXES	8/02/2017	2017 BUDGET ADJUSTM	500.00-	2,499,522.00-	0.00	2,499,022.00-	266,113.30-
		TOTAL NO. ADJUSTMENTS--REVENUE:			1	500.00-	
		TOTAL NO. ADJUSTMENTS--EXPENSE:			1	500.00-	
		TOTAL IN PACKET--				1,000.00-	

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

CITY OF WISCONSIN DELLS
 APPROVED BUDGET
 AS OF: AUGUST 31ST, 2017

10 -GENERAL FUND
 MISCELLANEOUS/SUNDRY

EXPENDITURES	2015 ACTUAL	2016 ACTUAL	2017			2018	
			BUDGET	Y-T-D	PROJ. FYE	DEPARTMENT REQUESTED	FINANCE RECOMMENDED
PROOF REVENUES & EXPENDITURES							
FUND TOTAL REVENUE	4,213,873	5,085,992	5,235,972	3,697,321	0	5,235,785	5,236,472
FUND TOTAL EXPENDITURES	4,381,249	4,979,506	5,235,972	3,019,215	0	5,235,785	5,236,472
REVENUE OVER/(UNDER) EXPENDITURES	(167,376)	106,486	0	678,107	0	0	0

*** END OF REPORT ***

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 000008							
43	4110-430	8/18/2017 2017 BUDGET AMENDME TIF INCREMENT REVENUE	500.00	1,967,775.00-	500.00-	1,968,275.00-	730,715.98-
43	4110-430	8/18/2017 2017 BUDGET AMENDME TIF INCREMENT REVENUE	500.00	1,967,775.00-	500.00-	1,968,275.00-	730,715.98-
TOTAL NO. ADJUSTMENTS--REVENUE:					2	1,000.00	
TOTAL IN PACKET--						<u>1,000.00</u>	

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 000007							
43 5612-430-2000	8/18/2017	BUDGET AMENDMENT	500.00	4,700.00	0.00	5,200.00	3,650.00
		TIF #3 ADMIN/AUDIT FEES					
43 4110-430	8/18/2017	BUDGET AMENDMENT	500.00-	1,967,775.00-	0.00	1,967,275.00-	729,715.98-
		TIF INCREMENT REVENUE					
TOTAL NO. ADJUSTMENTS--REVENUE:						1	500.00-
TOTAL NO. ADJUSTMENTS--EXPENSE:						1	500.00
TOTAL IN PACKET--							0.00

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

PROPOSAL

1 AUGUST 2017 | CITY OF WISCONSIN DELLS | 17-WDE-001 | Chris Tollaksen - ctollaksen@dellscity.gov



HISTORY

ZEBRADOG (ZD) has been asked by the City of Wisconsin Dells to develop a banner program for the River Arts District. This proposal covers the Design Development and Detailing of the banner program.

SCOPE

- | | |
|--|-----------------|
| 1. DISCOVER (PRE-DESIGN SERVICES) | COMPLETE |
| - Work completed in phase 1 | |
| 2. DESIGN (SCHEMATIC DESIGN PHASE) | COMPLETE |
| - Work completed in phase 1 | |
| 3. DEVELOP (DESIGN DEVELOPMENT PHASE) | \$6,862. |
| - ZD will advance design concepts for the River Arts District banner program that integrates with the new wayfinding program | |
| - One (1) round of design edits for banner program included | |
| - Develop location map and identify phase I locations for proposed banners in the River Arts District (Phase I consists of the Lower Dells intersection through Race Street on Broadway) | |
| - Qty. 1 meeting with stakeholders | |
| 4. DETAIL (DESIGN DETAIL PHASE) | \$2,160. |
| - Following approval of the banner design, ZD will create a design detail document for the banner program that is suitable for other consultants to obtain preliminary budgetary pricing (Bid document to be sent out by others) | |
| - Qty. 1 meeting with stakeholders (1 to review details) | |
| 5. DELIVER | (TBD) |
| - Following approval of the fabrication and installation pricing, we will begin development of production art for the banner program* | |
| - Final high resolution production files are created- qty to be determined | |
| - ZD to deliver all high resolution art files to selected fabricator.** | |
- Not Included in Scope:
 *High resolution photos for banners to be sourced directly by the BID
 **Fabrication and installation of banners provided by others



Design Concepts

SUMMARY

1. DISCOVER	(COMPLETE)
2. DESIGN	(COMPLETE)
3. DEVELOP	\$6,862.
4. DETAIL	\$2,160.
TOTAL	\$9,022.
	+ REIMBURSABLE EXPENSES (SEE BELOW)

PAYMENT TERMS

A 25% down payment will be charged at project inception. Remaining fees will be billed monthly as incurred. Project fees are not-to-exceed amounts based on project scope. Changes to scope may result in adjustment of fees and a scope revision. Sales tax not included (if applicable)
 * ALL INVOICES ARE DUE NET 30 DAYS FROM DATE ISSUED.

REIMBURSABLE EXPENSES

Expenses related to the performance and delivery of basic services will be billed in addition to the fees for basic services. Reimbursable expenses will be invoiced at actual cost and will include costs associated with printing of project documentation, courier, postage, stock material, software, travel costs, meals and lodging.

1 AUGUST 2017

SUBMITTED: MARK SCHMITZ - ZEBRADOG

ACCEPTED (PLEASE SIGN):

DATE

Karen Terry

From: Chris Tollaksen
Sent: Wednesday, August 16, 2017 10:19 AM
To: David Holzem
Cc: Karen Terry
Subject: High School bath building

Taking a look at the High School bath and concession building, I expect them to be finishing up soon and we will need to collect the REU fee.

The fee is \$1920 per REU, which is defined in Ord 7.04(y) as 73,000 Gallons Per Year.

It is somewhat difficult to estimate the usage for a building like this. We estimated a fee for Woodside of ¼ REU (\$480) per toilet.

The HS building will have 13 toilets, so that comes to \$6240.

The Ordinance state a public restroom would be 1.5 REU, for a fee of \$2880.

Chris Tollaksen
City Planner/Zoning Administrator
City of Wis. Dells
(608) 253-2542
Fax (608) 254-8904

SCHOOL DISTRICT OF WISCONSIN DELLS



District Office: 811 County Road H, Wisconsin Dells, WI 53965

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August 15, 2017

City of Wisconsin Dells
Karen Terry, City Treasurer
300 La Crosse Street
Wisconsin Dells, WI 53965

Dear Ms. Terry:

Our Bathroom/Concession project is progressing and we hope to be complete in a few weeks. It was brought to my attention that there would be a sewer connection fee that would be required before occupancy would be granted. The district is once again asking if there is a possibility that this fee be waived or reduced.

The District appreciates the City's consideration in this matter.

Sincerely,

Scott Walsh
Buildings & Grounds Supervisor