

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Shane Blaser

Jacob Cattanach

Date of Meeting: 09/04/2018
Reported to Council: 09/18/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, September 4, 2018 in the first-floor conference room at the City Hall. All committee members were present. A list of all others attending is on file in the Clerk's Office.

1. Call to order.

The meeting was called to order by Chairperson Joseph Zurfluh at 5:00 p.m.

2. Review and consider for approval a request from the Community Development Department to contract with CiviTek to rewrite the City's sign ordinance.

It was moved by Blaser, seconded by Cattanach to approve a contract with CiviTek for \$8,000 to rewrite the City's sign ordinance (Attachment No. 1). Motion carried unanimously.

3. Review and consider for approval a proposal from Andres Medical Billing, LTD to provide EMS billing services.

It was moved by Blaser, seconded by Cattanach to approve a one-year contract with Andres Medical Billing, LTD for ambulance billing services (Attachment No. 2). Motion carried unanimously.

4. Review and consider for approval a resolution amending the 2018 budget.

It was moved by Zurfluh, seconded by Cattanach to approve Resolution No. 30 amending the 2018 budget (Attachment No. 3). Motion carried unanimously.

5. Beverage operator license applications.

It was moved by Cattanach, and seconded by Zurfluh to approve the following beverage operator license applications:

Alex Bender
Joseph Fuller
Elizabeth Morrison

Sarah Corry
Allison Henneman
Lindsay Rasplock

Heather Erdmann
Shannon Linklater
Luanne Sager

Motion carried unanimously.

6. Consider approval of a "Class B" liquor license and Class "B" beer license application submitted by Idas, Inc., d/b/a Ida's Sports Bar & Grill, Robert D. Schultz, agent, for the premises located at 1981 Lincoln Street, Wisconsin Rapids.

It was moved by Blaser, seconded by Cattanach to approve a "Class B" liquor license and Class "B" beer license application submitted by Idas, Inc., d/b/a Ida's Sports Bar & Grill, Robert D. Schultz, agent, for the premises located at 1981 Lincoln Street, Wisconsin Rapids.

7. Audit of the Bills – August 2018 (Check No. 73378 - 73720 and Manual Check No. 99738 – 99756)

It was moved by Cattanach, and seconded by Zurfluh to approve Check No. 73378 - 73720 and Manual Check No. 99738 – 99756. Motion carried unanimously.

8. Set next meeting date.

The next regular meeting of the Finance and Property Committee will be on Tuesday, October 2, 2018.

9. In open session, the committee will vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

It was moved by Cattanach, and seconded by Zurfluh to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, a roll call vote was taken and all members voted in the affirmative.

- a. In closed session, the Committee will discuss negotiations and strategy related to acquisition of properties in the downtown area.

In closed session, the Committee discussed negotiations and strategy regarding acquisition of properties in the downtown area.

- b. The Committee may return to open session and take action or make recommendations regarding item 11(a) and 11(b), or may adjourn in closed session.

10. Adjourn.

In closed session it was moved by Blaser, and seconded by Zurfluh to adjourn. Motion carried unanimously. The meeting adjourned at 6:15 p.m.



614 S Ferry Drive
Lake Mills, WI 53551
920.728.2814

August 25, 2018

Adam Tegen, Director of Planning & Economic Development
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780

Dear Mr. Tegen:

Civi Tek Consulting is pleased to submit this proposal to rewrite the City's sign regulations to meet the City's objectives and also comply with state and federal law.

We would anticipate a timeline of 4 to 5 months to complete the project, depending on the scheduling of meetings with public hearing notice. Given our current workload, we would be able to begin work on this project right away .

We will work with staff and the Planning Commission on this project and prepare up to three drafts of the code amendment.

The proposed cost of \$8,000 includes all reimbursable expenses.

We would welcome the opportunity to meet with you and others to refine the scope of services, timeline, and corresponding budget to meet the City's needs. Our proposal will remain effective subject to the City's review and approval for a period of 90 days from the above date.

Thank you for considering Civi Tek Consulting. If you should have any questions, please contact me at 920.728.2814 or at tim.schwecke@civitekconsulting.com.

To accept this proposal, please sign, date, and return.

Sincerely,

Accepted by: City of Wisconsin Rapids

Tim Schwecke, AICP

Zachary Vruwink, Mayor

Attest

Date: _____



This Agreement is entered into as of _____, 2018 between the City of Wisconsin Rapids, hereinafter referred to as WISCONSIN RAPIDS and Andres Medical Billing, Ltd., hereinafter referred to as AMB.

WHEREAS, WISCONSIN RAPIDS has determined that it is in their best interest to retain the services of an outside billing service to collect monies for services rendered by WISCONSIN RAPIDS.

WHEREAS, AMB does hereby hold itself as being ready and able to perform a billing service program as described herein.

NOW, THEREFORE, in consideration of the aforementioned promises and mutual covenants and promises stated herein, the parties hereby agree as follows:

1. AMB shall provide an Accounts Receivable program within AMB's computer billing system for the exclusive purpose of collections for WISCONSIN RAPIDS.

AMB will enter into said computer billing system, any and all ambulance trips received from WISCONSIN RAPIDS. AMB shall abstract, from the documentation provided by WISCONSIN RAPIDS, all diagnosis and procedure information necessary to determine the level and type of service provided, any billable diagnostic and therapeutic procedures performed, any billable supplies and ancillary services rendered, and the appropriate diagnosis codes to be billed for all ambulance run information provided by AMB by the client for that purpose.

AMB will follow established billing industry guidelines, including those established by State and Federal government programs, for ambulance services. WISCONSIN RAPIDS retains responsibility for providing accurate and complete documentation of services provided. WISCONSIN RAPIDS understands that AMB will code/bill only from the documentation provided.

2. AMB shall provide electronic billing of Medicare, Medicaid, Insurance claims, including 3rd party payors, when applicable. It is the responsibility of WISCONSIN RAPIDS to inform AMB of any changes in the company's status that would affect billing.

3. AMB will invoice all patients as directed by WISCONSIN RAPIDS, in accordance with State and Federal programs.

Patient invoicing will be done on a billing form specific for WISCONSIN RAPIDS.

Invoicing/collection activities will be conducted on the following standard schedule:

1st invoice	within 3 days of receipt
Insurance request	30 days after 1 st invoice
Automated phone call	20 days after insurance request
2 nd invoice	10 days after phone call
Final notice	20 days after 2 nd invoice
Collections or W/O review	30 days after final notice

Bill schedules may vary based on parameters set by department.

Collection agency or write off if no results from above as pre-determined by WISCONSIN RAPIDS.

4. All monies received by AMB on behalf of WISCONSIN RAPIDS will be posted to the patients' accounts on a schedule set forth by WISCONSIN RAPIDS. All checks will be made payable to WISCONSIN RAPIDS. It is the responsibility of WISCONSIN RAPIDS to notify AMB of any payments and/or documents pertaining to billing received at WISCONSIN RAPIDS relating to the services heretofore described.
5. AMB will maintain an 800-phone line for the purpose of customer service. This line will be staffed Monday through Friday from 8:30 am to 7:30 pm Central time.

AMB will promptly respond to all WISCONSIN RAPIDS'S service recipient concerns related to all billing practices conducted herein.

6. AMB will submit a monthly reports detailing the transports billed from the previous month. It is the responsibility of WISCONSIN RAPIDS to verify these reports and provide AMB with any missing data. All reports currently within the software of AMB's billing system will be provided to WISCONSIN RAPIDS at no additional cost.

7. AMB shall recognize and comply with the right of authorized WISCONSIN RAPIDS representatives to review any and all payment records pursuant to claims and/or collection procedures conducted herein. WISCONSIN RAPIDS shall have the right to audit such reports at reasonable times.
8. WISCONSIN RAPIDS agrees to pay AMB in accordance with the following fee schedule for the aforementioned services so long as this agreement has not been terminated.
 - a. AMB shall be paid a fee of four and one half percent (4.5%) of all payments collected.
 - b. Payments to AMB shall be based upon revenues received in the preceding month. AMB will provide a monthly billing to WISCONSIN RAPIDS calculating amounts owed to AMB based upon the above stated formula.
 - c. Failure to pay AMB within 30 days of the monthly bill may constitute immediate termination of the contract and possible legal action at the cost of WISCONSIN RAPIDS.
9. If WISCONSIN RAPIDS determines it is in their best interest to use a collection agency, WISCONSIN RAPIDS will deal directly with the collection agency regarding their fees.
10. It is expressly understood and agreed that AMB is an independent contractor who shall at all times maintain insurance in force as herein provided and AMB shall in all events defend and save and hold harmless WISCONSIN RAPIDS from any and all liabilities, obligations, debts, charges, or judgments arising from injuries or property damage claims attributable to the activities of AMB while engaged in the performance of its duties under this Agreement.
11. It is the sole determination of WISCONSIN RAPIDS as to fees for services that will be charged to its patients and/or facilities. It is recommended such fees should be based on fair market value.
12. This agreement shall be effective on the date hereof and shall remain in full force and effect for a term of one (1) year. Thereafter, this Agreement shall be automatically extended for successive one (1) year periods unless terminated as hereinafter set forth. All terms and provisions of this Agreement shall continue in full force and effect unless otherwise modified. Either party may terminate this agreement at any time by giving the other party ninety (90) days written notice. Notwithstanding the aforementioned, this agreement shall be subject to immediate termination by WISCONSIN RAPIDS if AMB fails to maintain insurance as in section 13.
13. AMB maintains General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate; Commercial Auto w/ hired non-owned coverage \$1,000,000; Workers

Compensation \$500,000/\$500,000/\$500,000; Professional Liability of \$1,000,000; Employment Practices Liability \$250,000

14. If this contract is terminated prior to its completion, WISCONSIN RAPIDS allows AMB to continue collections efforts for a period of 6 months following the contract termination, unless other arrangements have been agreed to by both parties in writing. WISCONSIN RAPIDS understands that they will be responsible to pay AMB their commission on their collections during this time period in accordance with section 8 (c).

Proper notice may be given by certified or registered mail to:

Patrick J. Mannix
Chief Executive Officer
Andres Medical Billing, Ltd.
3223 N. Wilke Road
Arlington Heights, IL 60004

OR TO:

At termination of the Agreement it is the responsibility of AMB to return to WISCONSIN RAPIDS any and all records and documents submitted to AMB, except as required by Federal Law.

IN WITNESS WHEREOF, the Responsible Party of WISCONSIN RAPIDS and an Authorized Agent of AMB have executed this agreement.

CITY OF WISCONSIN RAPIDS

ANDRES MEDICAL BILLING, LTD.

BY: _____

BY: _____

DATE: _____

DATE: _____



CITY OF WISCONSIN RAPIDS

Resolution No. 30 (2018)

2018 Budget Amendment

WHEREAS, as a result of the annual health insurance renewal, on July 1, 2018 the City switched from self-insured to fully-insured through Aspirus Arise. The health insurance renewal resulted in an approximate increase in health insurance premiums of 4.0%. Therefore, the cost of the health insurance premium must be transferred from the Contingency account to the appropriate operating budgets; and

WHEREAS, in the second quarter of 2018 the City received non-budgeted revenues from a variety of sources including, but not limited to, grants, donations, state aids, sale of assets, and interest on designated reserve funds. The non-budgeted revenues are designated for a specified purpose or a reimbursement for an existing expenditure and in order to recognize and transfer the revenue to the budget accounts where they will be expended, the non-budgeted revenues need to be appropriated to the specified expenditures accounts; and

WHEREAS, in the 2018 budget debt proceeds were budgeted for projects in the Aquatics and Riverfront Fund that were expected to be completed in 2018. Subsequent to the adoption of the 2018 budget, it was determined that these projects would not be constructed in the current budget year and were not included in the 2018 debt issue, therefore the Proceeds from Long-term debt budget is being amended to reflect the actual amount borrowed; and

WHEREAS, the City received debt proceeds from the Clean Water Fund Loan Request for Disbursements No. 1 through No. 3 for the West Side Lift Station and River Force Main Project. The CWFL debt proceeds need to be appropriated to the appropriate project budget accounts.

THEREFORE, BE IT RESOLVED, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2018 budget be amended as

BE IT FURTHER RESOLVED for certain budgetary accounts identified below, the following expenditure approval thresholds will be adhered to unless specifically identified in the 2018 budget:

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a class 1 notice of this resolution in the City's official newspaper within 10 days of the Common Council.

General Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
		\$ -	Mayor	101.51.51102	\$ 661
		-	Human Resources	101.51.51103	1,326
		-	Assessor	101.51.51107	170
		-	Information Systems	101.51.51109	761
		-	Finance	101.51.51110	684
		-	Attorney	101.51.51301	170
		-	Municipal Court	101.51.51302	170
		-	Contingency	101.51.51560	(36,534)
		-	Police Department	101.52.52101	14,102
		-	Fire Department	101.52.52201	11,847
		-	Inspection Services	101.52.52301	835
		-	Ordinance Control	101.52.52600	253
		-	Public Works Director	101.54.54000	491
		-	Recreation Department	101.55.55401	246
		-	Park Department	101.55.55402	246
		-	McMillan Library	101.55.55701	3,186
		-	Community Development	101.56.56203	835
		-	Lowell Center	101.58.58103	551
Total		\$ -	Total		\$ -

Housing Rehabilitation Fund

Account Name	Account No.	Amount	Description	Account No.	Amount
Loan Payments	202.47.41711	\$ 47,194	Housing Rehabilitation Expenditures	202.56.56201	\$ 47,224
Interest Revenue	202.48.41700	30			-
Appropriation - Carryover	202.50.49302	-			-
Total		\$ 47,224	Total		\$ 47,224



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2018)

2018 Budget Amendment

HCRI Fund

Account Name	Account No.	Amount	Description	Account No.	Amount
Interest Revenue	205.47.41700	\$ 3	HCRI Expenditures	205.56.56201	\$ 1,928
Loan Payments	205.47.41711	1,925			-
Appropriation - Carryover	205.50.49302	-			-
Total		\$ 1,928	Total		\$ 1,928

Grants and Donations Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
State Aid - HazMat	206.45.41520	\$ 4,157	Police Department - K-9 Donations	206.52.52101	\$ 50
Gifts & Grants	206.47.41551	48,854	Police Department - Legacy Grant	206.52.52101	48854
Tree Donations	206.47.41557	886	Fire Department - Haz Mat	206.52.52201	4,157
Flower Basket Donations	206.47.41558	150	Tree Purchases - Donations	206.55.55600	886
K9 Donations	206.47.41559	50	City Zoo - Donations	206.55.55801	3,526
Zoo Feed	206.47.41560	3,526	Flower Basket - Donations	206.55.55904	150
Total		\$ 57,623	Total		\$ 57,623

River Cities Community Access Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Fund Balance Applied	207.50.49300	\$ 1,056	Community Media	207.51.51122	\$ 1,056
Total		\$ 1,056	Total		\$ 1,056

EMS Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Appropriation - Carryover	203.50.49302	\$ 4,607	EMS Services	203.52.52603	\$ 4,607
Total		\$ 4,607	Total		\$ 4,607

Aquatics & Riverfront Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Mayor's Youth Council	401.47.41553	\$ 143	Aquatics Facility	401.61.62609	\$ (2,506,123)
Community Donations - Aquatics	401.47.41554	7,432	East River Bank Bike Path	401.61.62611	(1,610,759)
Adult Fitness Course	401.47.41557	18,675	Debt Issue Expense	401.57.57301	(56,868)
Proceeds of Long-term Debt	401.50.49901	(4,200,000)			-
Total		\$ (4,173,750)	Total		\$ (4,173,750)



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2018)

2018 Budget Amendment

Wastewater Capital Project

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Proceeds of Long-term Debt	403.50.49111	\$ 1,265,937	West Side Lift Station	403.61.65503	\$ 402,826
		-	River Force Main Project	403.61.65504	863,111
Total		\$ 1,265,937	Total		\$ 1,265,937

Equipment Replacement Fund

Revenue	Account No.	Amount	Expenditure	Account No.	Amount
Sale of Capital Assets - Police	408.50.49302	\$ 2,500	Police Department Vehicles	408.61.61114	\$ 2,500
Sale of Capital Assets - Fire	408.50.49903	1,525	Fire Department Vehicles	408.61.62202	1,525
Total		\$ 4,025	Total		\$ 4,025

Adopted the 18th day of September, 2018

Zachary Vruwink, Mayor

Paul Przybelski, City Clerk