



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**December 19, 2017**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, December 19, 2017 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: Rob Kiefer, John Monarski, and Paul Nadreau  
Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Water Supervisor Matt Boos, and City Clerk Bridget Givens.

Call to Order: 9:00 am

**1. Open Session**

**2. Discuss Proposal from Clifton Larson Allen to provide payroll services to the City of Chippewa Falls. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer indicated a proposal was received from the City's audit firm, Clifton Larson Allen (CLA), to provide payroll services. The proposal has been approved by Committee #2 pending funding approval from Committee #1. Bauer advised that outsourcing payroll will allow for the proper separation of duties and allow a request for additional staff to be postponed.

The City will still be responsible for set up and payroll changes, with CLA doing all data entry and required reporting. CLA feels that they will be able to complete payroll in a shorter amount of time than estimated in the proposal. Bauer anticipates starting payroll with the audit firm on a trial basis beginning in February. Funding is expected to come from utilities and Finance Department pay differences.

**Motion by Monarski/Nadreau** to recommend Council approve the Proposal from Clifton Larson Allen to provide payroll services to the City of Chippewa Falls. **All present voting aye, motion carried.**

**3. Discuss and consider 2018 Water, Wastewater and Stormwater Utility Budgets. Possible recommendations to the Council.**

Bauer distributed a Department of Public Utilities 2018 Budget Recap and Director of Public Works/City Engineer/Utilities Manager Rubenzer provided details thereon. Discussion was had relative to anticipated expenditures including updating the east well chemical building and chemical rate increases. Rubenzer advised it is a balanced budget.

**Motion by Kiefer/Monarski** to recommend Council approve the 2018 Water, Wastewater and Stormwater Utility Budgets. **All present voting aye, motion carried.**

**4. Closed Session**

**Motion by Monarski/Nadreau to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a Closed Session” to: a) Consider Offer to Purchase from city resident to purchase city-owned land on Chippewa Crossing Boulevard; and to include Committee/Council Members, Bauer, Rubenzer, and Givens; may return to Open Session for possible action.**

**Roll Call Vote: Aye – Monarski, Nadreau, Kiefer. Motion carried.**

The Committee discussed Item (a) above.

**Motion by Kiefer/Nadreau to return to Open Session. All present voting aye, motion carried.**

**5. Adjournment**

**Motion by Monarski/Nadreau to adjourn at 9:36 am. All present voting aye, motion carried.**

**Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer**

## Lynne Bauer

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**From:** Anderson, April L. <April.Anderson@claconnect.com>  
**Sent:** Thursday, September 21, 2017 9:44 AM  
**To:** Lynne Bauer  
**Subject:** Payroll Services

Lynne,

Below I have outlined our discussions on the payroll processing services and provided an hourly rate quote. Please review and let me know if the information summarized is correct and if you have any questions.

- Approximately 115 employees bi-weekly (with a little bit of seasonal fluctuation, plus a couple of special payrolls for Fire and Police)
- Each payroll week, timesheets would be submitted by 10am on Tuesday, processing would take place the remainder of the day Tuesday (and Wednesday morning if needed), with everything finalized to be remitted to the bank (after your approval) by 11am on Wednesday
- We would also complete the filing of state and federal taxes, along with quarterly/annual reports and W-2 processing
- Initially, this will be done onsite at City Hall, but with the potential of being done remotely in the future (if it agreed to be a feasible option for both the City and CLA)
- Estimated maximum amount of time would be 16 hours bi-weekly (expected that it'll take much less for one person concentrated solely on this task)

Our quote for these services is \$55/hour. If you take this at the maximum amount of hours we are estimating, this equates to \$1,760/month with 2 payrolls and \$2,640/month with 3 payrolls or \$22,880 annually. Again, this is what we would consider the max cost and per discussion with the specific individuals at CLA who process payroll for other entities, they expect it would take considerably less time than this estimate.

Please let me know if you have any questions or want to discuss this further.

April



**April L. Anderson, CPA, Principal**  
State and Local Government, CliftonLarsonAllen LLP

Direct 715-852-1167, Mobile 715-271-1724  
april.anderson@CLAconnect.com

Main 715-852-1100, Fax 715-852-1101  
3402 Oakwood Mall Drive, Suite 100, Eau Claire, WI 54701  
CLAconnect.com



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## Department of Public Utilities

### 2018 Budget Recap

10/18/17

With Details

#### Water Department

**Revenues** – The Water Utility rates are projected to remain steady in 2018. Last rate adjustment was January 1, 2015. A simplified rate study indicated a 0% change. Tower lease payments is reduced due to one antenna decommissioned, miscellaneous non–operating income varies with projects however figures are unavailable for this budget.

**Expenditures** – The Water Department overall operational 2018 budget reflects an increase of approximately \$173,500 over 2017.

Increase in expense:

- Increase in sampling expense due to new UCMR4 \$5,000 2624
- Increase in chemical expense – caustic – anticipated 40% cost increase and Salt - due to increased operation at the Nitrate Plant \$35,000 2641
- Planned tower cleaning expense - \$10,000 2672
- New Leak Detection company after using current vendor since 1999 \$4,700 2675
- Implement use of hydrant tags \$2,500 2677
- Increase in data processing expenses for AS400 and Inframap \$2,200 2903 & 2923
- Two additional iWater licenses, increase in phone, printing, bank charges \$12,000 2921
- Full depreciation of 2017 vehicle and ½ year of proposed vehicle \$3,400 2933
- Increase in PILOT payment \$4,000 3408
- Increase in depreciation expense \$55,600 3403 and \$8,000 3426
- Increase in long term debt interest \$16,000 3427

#### Wastewater Department

**Revenues** – The Wastewater rates were adjusted 10/1/16, the Utility is requesting an updated rate study for adjusted rates to be effective 1/1/2018. Projected revenues for this budget indicate a slight increase but do not reflect the needed rate adjustment. Non–operating income varies with projects however figures are unavailable for this budget.

**Expenditures** – The Wastewater Department overall operational 2018 budget reflects an increase of \$88,300 over 2017.

Increase in expense:

- Increase expected in energy expense. \$14,000 8821
- ½ year depreciation on proposed Biosolids vehicle \$9,000 8829
- Increase in bank charges \$1,600 8851
- Increase in insurance expense \$3,600 8853
- Increase in depreciation \$68,000 9503
- Increase in long term debt interest. \$4,300 9521

Decrease in expense:

- Depreciation of vehicles \$5,400 8828

## Stormwater Department

**Revenues** – The stormwater fee was set upon inception of the utility in 2006. A rate study projects an 11% increase. Revenues reflect the projected increase. The study will be presented to the Committee and Council in November

**Expenditures** – The Storm Water Department overall 2018 budget reflects an increase of \$10,500 over 2017 budget.

Increase in Expense:

- Increase and reallocation of machinery rental. \$1,500 5344
- Increase in storm sewer maintenance \$7,000 5344
- Increase in long term debt interest \$18,000 5800

Decrease in Expense:

- Budget correction \$14,000 5730

## 2017 Capital Expenditures

Water and Wastewater utility capital expenditures are paid from a combination of resources. Replacement expenditures monies are available from depreciation or replacement accounts, operating cash or borrowed if necessary. New projects are paid from operating cash or borrowed if necessary. All capital expenditures are depreciated for the life of the project.

Although projects for 2018 have not been determined, for budgetary purposes the 2018 tentative street improvement program was used.

### Water

**Meter Replacement** –\$85,000 - replace residential and assorted large meters.

**Full size truck- plow** - \$45,000 - replace 2001 F350 truck

**\*Update East Well Chemical Building** - \$500,000 – replace caustic tanks, pumps, day tanks, remove liquid chlorine, install gas chlorine, new chlorine pumps.

**Roof** - \$20,000 – replace leaking flat roof at West Well house #2

**Laptops/Surface Pro (3)** – \$4,800 plus software - replace 1 existing laptop and add two Surface Pro's for iWater use.

**Inventory System** - \$10,000 – replace manual inventory system for materials, work orders, jobs.

**Trailer** - \$4,500 – replace 1970 trailer

**Backhoe** - \$130,000 – replace 2000 JD backhoe

**Generator** - \$1,300 – small generator to fit on trucks

**Hydrant Barrels** - \$10,000 – 20” hydrant barrels to replace short hydrants

**Power Broom** - \$800 – efficient power broom for projects

### Wastewater

**\*Pump** - \$19,000 – add a third pump to the Cashman Drive Lift Station

**\*Aeration Blower** - \$350,000 – replace failing Aeration Blower with high efficiency package

**\*BioSolids Vehicle** - \$200,000 – replace land application truck/equipment

**\*Gas Monitors** – replace two existing hazardous gas monitors with one new unit

**\* Control Bldg and WAS Bldg Stucco** \$16,500 - Power wash, repair, and paint

**\*WWTP garage door replacement (2 doors)** \$5,500

**PUM building roof** – \$50,000

**Stormwater** - no additional capital requests

\*request approved and carried over from previous years