

MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
October 4, 2022

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, October 4, 2022 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. Absent was Chuck Hull.
Mayor/Other Council Members present:

Others present: Finance Manager/Treasurer Lynne Bauer; Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Police Chief Matt Kelm; Fire Chief Lee Douglas; Building/Zoning Inspector Paul Lasiewicz; Library Director Joe Niese; Parks, Recreation, and Forestry Director John Jimenez; Battalion Chief Jason Thom; Street and Utility Maintenance Manager Rick Ruf; and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Discuss funding for roof replacement on sand/salt shed. Possible recommendations to the Council.

Street and Utility Maintenance Manager Ruf shared that the sand/salt shed is subject to annual inspection by the State of Wisconsin who has deemed it in need of replacement. Quotes were solicited, but only one quote was received in the amount of \$10,260. The work could still be completed this year. Different funding options were discussed.

Motion by Kiefer/Monarski to recommend Council approve replacement of the roof on the sand/salt shed with money to come from the sale of scrap account with the potential of reimbursement from excess borrowing. **All present voting aye, motion carried.**

2. Discuss funding for the City fueling system project. Possible recommendations to the Council.

Director of Public Works/City Engineer/Utilities Manager Rubenzer gave an overview of the history relative to the City's fueling system. Bids were initially received in August and were much higher than anticipated. The project was rebid in September with a change in specifications. The new bids have been received and came in roughly \$100,000 less than the originals. Two options were presented. One of the options omits the addition of curb and gutter and asphalt surfacing around the tanks which could be done at a later date.

Potential alternatives to replacing the fuel system were discussed including a fleet program or contracting with the County for fuel.

Finance Manager/Treasurer Bauer noted that the Mayor has spoken with Chippewa County Administrator, Randy Scholz, and would like to have more information from the County prior to making a final decision on the fueling system.

No action taken.

3. Discuss revisions to the employee boot reimbursement policy. Possible recommendations to the Council.

Ruf noted that the City currently offers eligible employees \$100 annually toward the purchase of safety boots. It is becoming difficult to find quality boots for that amount, and Ruf recommended trying to get closer to \$200.

Councilor Monarski questioned if the City could contract with a local business to get a better rate and lower the price impact. This option will be explored and brought back to the Committee for consideration.

No action taken.

4. Discuss proposed Amendment #2 to Chippewa Mall Drive and Chippewa Crossing Boulevard Design, Bidding and Construction Services with S.E.H. Possible recommendations to the Council.

City Planner/Transit Manager Hentschel advised that based upon the timing of private projects, the extension of Chippewa Mall Drive and the widening of Chippewa Crossing Boulevard will have to be bid and constructed separately. This will require additional work on behalf of SEH to monitor the two individual projects.

Motion by Kiefer/Nadreau to recommend Council approve the Amendment #2 to Chippewa Mall Drive and Chippewa Crossing Boulevard Design, Bidding and Construction Services with SEH with funding to come from TIF funds. **All present voting aye, motion carried.**

5. Discuss recruitment incentives for Fire Department. Possible recommendations to the Council.

Fire Chief Douglas discussed the possibility of adding a recruitment incentive for firefighters. As neighboring communities compete for applicants, he feels this could help attract candidates. A few recent vacancies in the Fire Department have gone unfilled for a period of time resulting in excess available funds which could be used to fund the incentive for 2022 and 2023.

Motion by Kiefer/Monarski to approve the addition of a reimbursement recruitment incentive in the amount of \$2,500 (payable in two installments) for the Fire Department with funds to come from the current Fire Department budget, with the incentive program revisited at the end of 2023. **All present voting aye, motion carried.**

6. Discuss rental of additional voting equipment for the upcoming November General Election. Possible recommendations to the Council.

Clerk Givens advised that the County purchased election equipment for all municipalities in the County. As the equipment makes a scan of each ballot when tabulating, it is quite slow. It has been found that the use of an additional tabulator at each polling location allows for smoother

operation at the polls and allows the poll workers to process absentee ballots easier throughout the day. The rented equipment is the same equipment currently in use in the City and will be put through the same public test.

Motion by Nadreau/Kiefer to recommend Council approve the use of omitted budget funds in the amount of \$6,530 for the rental of additional election equipment for the November General Election. **All present voting aye, motion carried.**

7. Discuss revisions to employee vacation, holiday and/or personal leave policies. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer advised the Committee that the Department Heads have been discussing retention strategies. A number of items were talked about and prioritized based on their fiscal impact. What seemed to rise to the top of the list was additional time away from work. Options were discussed including the possibility of adding five personal days which would have to be used within the year and could not be paid out.

Following discussion, the Committee would like additional information on converting to PTO.

No action taken.

8. Discuss amendments to the Deputy Clerk Job Description relative to responsibilities in the Inspection/Zoning Department. Possible recommendations to the Council.

Givens advised that in March of 2021 the responsibilities of the Inspection/Zoning Department Office Assistant position were added to the Deputy Clerk position. The Office Assistant position is difficult to fill as it historically has been scheduled for two hours each day. Absorbing the responsibilities and losing 10-hours per week in the Clerk's Office has become difficult to maintain. With the number of statutory responsibilities and deadlines, there are times when work in the Clerk's Office gets prioritized over Inspection/Zoning. Givens and Building/Zoning Inspector Lasiewicz are requesting the responsibilities of the Inspection/Zoning Office Assistant be removed from the Deputy Clerk job description, and to proceed to fill the Office Assistant position.

Motion by Kiefer/Nadreau to recommend Council approve the amendments to the Deputy Clerk Job Description. **All present voting aye, motion carried.**

9. Discuss Office Assistant Position in the Inspection/Zoning Department. Possible recommendations to the Council.

Lasiewicz indicated he prefers this position to be available in the morning, but is willing to be flexible with the hours. This position is still in the budget.

Motion by Kiefer/Monarski to recommend Council approve filling the Office Assistant Position in the Inspection/Zoning Department at 10-hours per week. **All present voting aye, motion carried.**

10. Discuss revisions to the Fiscal Clerk I position. Possible recommendations to the Council.

Bauer advised of the difficulty of getting qualified applicants for the position. She requested that the position be moved to a new pay category (that of the Deputy Clerk and Police Department Administrative Assistant).

An amended job description was distributed which provides for additional responsibilities including tax/budget preparation, interviewing, and supervisory responsibility over the limited term employees utilized during tax collection. With the position currently being vacant, it is anticipated the funds saved from wages and benefits could offset placing the position in a new category for 2022. Additionally, when the individual is acclimated, the intent would be to bring all of payroll back in house. Those funds could be used to offset the increase in future years.

Motion by Kiefer/Monarski to recommend Council approve the revisions to the Account Clerk (formerly Fiscal Clerk I) Job Description including the placement in a new category. **All present voting aye, motion carried.**

11. Adjournment.

Motion by Monarski/Nadreau to adjourn at 10:05 am. **All present voting aye, motion carried.**

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

City of Chippewa Falls
 Fueling System Rebid
 Cost Estimate
 9/8/2022

Spec	Item	Units	Estimated Quantity	Estimated Unit Price	Estimated Cost
Schedule A - Base Bid					
23 10 00	Fueling System Upgrade	LS	1	\$ 573,000.00	\$ 573,000.00
31 23 10	Common Excavation	CY	709	\$ 20.00	\$ 14,180.00
31 25 10	Inlet Protection	EA	3	\$ 150.00	\$ 450.00
31 25 10	Silt Fence	LF	188	\$ 5.00	\$ 940.00
31 25 10	Rock Tracking Pad	EA	1	\$ 500.00	\$ 500.00
32 11 26	12-Inch Crushed Aggregate Base	CY	492	\$ 25.00	\$ 12,300.00
32 18 40	45'x17' Concrete Mechanical Pad	EA	2	\$ 7,500.00	\$ 15,000.00
32 18 40	42-Inch Bollards	EA	60	\$ 100.00	\$ 6,000.00
32 18 40	6-ft Enclosure Fencing	LF	175	\$ 30.00	\$ 5,250.00
32 18 40	6-ft x 3-ft Enclosure Fencing Gates	EA	2	\$ 500.00	\$ 1,000.00
				Subtotal Schedule A	\$ 628,620.00
Schedule B - Alternate Site Improvements					
04 41 11	Sawcut	LF	690	\$ 3.00	\$ 2,070.00
32 12 18	4-Inch Hot Mix Asphalt	TON	334	\$ 100.00	\$ 33,400.00
32 16 30	30-Inch Curb & Gutter	LF	185	\$ 25.00	\$ 4,625.00
32 92 12	Turf Establishment	SY	433	\$ 5.00	\$ 2,165.00
				Subtotal Schedule B	\$ 42,260.00
				Total Project	\$ 670,880.00



Building a Better World
for All of Us®

September 21, 2022

RE: Fueling System
Chippewa Falls, Wisconsin
SEH No. CFCIT 163527 14.00

Mr. Richard Rubenzer, PE
Director of Public Works
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mr. Rubenzer:

After the bids for the fueling system project were rejected, we made several changes in an attempt to reduce the project cost. These changes included: eliminating two dispensers by allowing dual hose dispensers, eliminating one card reader, allowing used fuel tanks, reducing the size of the diesel exhaust fluid (DEF) tank and extending the completion date into 2023. With these changes, our engineer's estimate was \$670,880.

Bids for the fueling system rebid were opened on Wednesday September 21st. Two (2) bids were received. The received bids are presented on the attached bid tabulation and are summarized below:

Bidder	Schedule A	Schedule B	Total
Advanced Tank Service, Inc. (Eau Claire, WI)	\$537,678	\$55,671	\$593,349
Minnesota Petroleum Services (Columbia Heights, MN)	\$594,787	\$71,698	\$666,485

The bids were broken into two Schedules:

- Schedule A includes site preparation, gravel base, concrete tank islands, fueling system and installation. Schedule A would provide the City with a usable fueling system, albeit one with a gravel surface that would require regular maintenance.
- Schedule B includes curb & gutter and asphalt surfacing around the concrete tank islands. The work included in Schedule B is needed but could be omitted from this contract and either self-performed or added to a separate project. Based upon the inflated unit prices in Schedule B (for example: \$45 per linear foot of 30-inch curb & gutter) we do not recommend awarding Schedule B at this time.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10 North Bridge Street, Chippewa Falls, WI 54729-2550

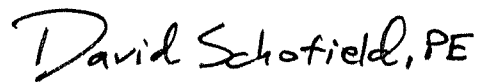
SEH is 100% employee-owned | sehinc.com | 715.720.6200 | 800.472.5881 | 888.908.8166 fax

Bid Award Letter
September 21, 2022
Page 2

Therefore, we recommend award of Schedule A (only) to Advanced Tank Service, Inc. in the amount of \$537,678 contingent upon receipt of all required bonding and insurance.

I will be on hand at your Board of Public Works meeting on Monday evening to present this letter and answer questions the Board might have.

Respectfully Submitted,

A handwritten signature in black ink that reads "David Schofield, PE". The signature is written in a cursive, slightly slanted style.

David Schofield, PE (WI, MN, IA, IL)
Associate, Senior Professional Engineer II

Enclosure

"X:\AE\C\FCIT\163527\6-bid-const\Rebid-Bidding Documents\20220921_Bid Award Ltr.docx"

Chippewa Falls, Wisconsin - Fuel System Upgrade - Rebid (CFCIT 163527) (#8288166)
 Owner: Chippewa Falls WI, City of
 Solicitor: SEH - Chippewa Falls, WI
 09/21/2022 10:00 AM CDT

Line Item	Item Code	Item Description	UofM	Qty	Advanced Tank Service, Inc		Minnesota Petroleum Services	
					Unit Price	Extension	Unit Price	Extension
Schedule A - Base Bid								
1	23 10 00	Fueling System Upgrade	LS	1	\$438,000.00	\$438,000.00	\$428,311.00	\$428,311.00
2	31 23 10	Common Excavation	CY	709	\$15.00	\$10,635.00	\$35.00	\$24,815.00
3	31 25 10	Inlet Protection	EA	3	\$100.00	\$300.00	\$300.00	\$900.00
4	31 25 10	Silt Fence	LF	188	\$3.50	\$658.00	\$12.00	\$2,256.00
5	31 25 10	Rock Tracking Pad	EA	1	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00
6	32 11 26	12-inch Crushed Aggregate Base	CY	492	\$30.00	\$14,760.00	\$40.00	\$19,680.00
7	32 18 40	45-foot by 17-foot Concrete Mechanical Pad	EA	2	\$19,000.00	\$38,000.00	\$27,000.00	\$54,000.00
8	32 18 40	42-inch Bollards	EA	60	\$350.00	\$21,000.00	\$600.00	\$36,000.00
9	32 18 40	6-foot Enclosure Fencing	LF	175	\$55.00	\$9,625.00	\$135.00	\$23,625.00
10	32 18 40	6-foot by 3-foot Enclosure Fencing Gates	EA	2	\$350.00	\$700.00	\$850.00	\$1,700.00
Schedule A Total						\$537,678.00		\$594,787.00

Schedule B - Street								
11	04 41 11	Sawcut	LF	690	\$3.00	\$2,070.00	\$3.50	\$2,415.00
12	32 12 18	4-inch Hot Mix Asphalt	TON	334	\$120.00	\$40,080.00	\$127.00	\$42,418.00
13	32 16 30	30-inch Curb & Gutter	LF	185	\$45.00	\$8,325.00	\$75.00	\$13,875.00
14	32 92 12	Turf Establishment	SY	433	\$12.00	\$5,196.00	\$30.00	\$12,990.00
Schedule B Total						\$55,671.00		\$71,698.00
Base Bid Total:						\$593,349.00		\$666,485.00

SAFETY BOOT REIMBURSEMENT POLICY

Committee #1 Action: May 14, 2014

Committee #2 Action: May 20, 2014

City Council Approval: May 20, 2014

Permanent Full-Time Employees

The City shall reimburse up to \$100.00 annually toward the purchase of safety shoes or boots to all permanent full-time employees who are required to wear safety boots. Such reimbursement is subject to Department Head Approval and shall be made upon proof of purchase being submitted by the employee to the City. If an employee's safety boots or shoes are not suitable for work due to a work related incident, a Department Head may approve an additional reimbursement during the year.

Seasonal Employees

The City shall reimburse up to \$50.00 annually toward the purchase of safety shoes or boots to any seasonal employee who completes 10 weeks of seasonal employment with the City. Such reimbursement shall be made upon proof of purchase being submitted by the employee to the City.

Amendment #2 to Supplemental Letter Agreement dated August 29, 2019

In accordance with the Master Agreement for Professional Services between City of Chippewa Falls ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2013, this Amendment #2 dated September 20, 2022 to the Supplemental Letter Agreement dated August 29, 2019 authorizes and describes the additional scope, schedule, and payment conditions for Consultant's work on the Project described as: **Chippewa Mall Drive and Chippewa Crossing Boulevard – Final Design, Bidding and Construction Services.**

Client's Authorized Representative: Richard Rubenzer, PE, DPW, City Engineer, Utilities Manager
Address: 30 W. Central Street
Chippewa Falls, WI 54729
Telephone: 715.726.2729 **email:** rrubenzer@chippewafalls-wi.gov

Project Manager: David Schofield, PE
Address: 10 N. Bridge Street
Chippewa Falls, WI 54729-2550
Telephone: 715.577.1474 **email:** dschofield@sehinc.com

Original Scope:

The Supplemental Letter Agreement dated August 29, 2019 included Task #1: Route Alternatives Analysis and Task #2: Preliminary Engineering. The Amendment #1 dated August 18, 2021 added Task #3: Final Design of Chippewa Mall Drive Extension, Task #4: Preliminary & Final Design of Chippewa Crossing Boulevard Widening, Task #5: Permitting & Bidding and Task #6: Construction Administration engineering services for Chippewa Mall Drive and Chippewa Crossing Boulevard.

Modified Scope:

After approval of Amendment #1, the City of Chippewa Falls elected to proceed with bidding and construction of Chippewa Mall Drive separate from Chippewa Crossing Boulevard. This will require additional effort to bid and administer two separate construction contracts. As a result, the scope and fee of the following existing tasks must be modified as follows:

Task #3 – Final Design of Chippewa Mall Dr. Extension

Original Estimated Fees = \$48,300
Revised Fees (actual) = \$63,200
Change = +\$14,900

Task #5 – Permitting & Bidding [of Chippewa Mall Dr. Extension]

Original Estimated Fees = \$31,900
Revised Fees (actual) = \$9,200
Change = - \$22,700

Task #6 – Construction Administration [of Chippewa Mall Dr. Extension]

1. Meetings (assume total of 20 14).
2. Prepare contracts.
3. Conduct preconstruction meeting.
4. Review shop drawings.
5. Provide construction staking (assume 40 7 trips).
6. Provide resident project representative (assume 400 70 days x 8 hours = 800 560 hours) to answer Client and/or Contractor questions and observe Contractor progress. Resident project representative services will be provided in accordance with Exhibit B. Consultant will periodically review contractor's progress to determine if this assumption

is accurate. If necessary, Consultant and Client agree to negotiate in good faith for a contract amendment to increase hours or, alternatively, to reduce level of effort to stay within the originally estimated hours.

7. Attend street-lighting startup.
8. Review contractor applications for payment and provide recommendation.
9. Punchlist walkthrough
10. Prepare record drawings.

Original Estimated Fees = \$155,600
Revised Estimated Fees = \$116,200
Change = - \$39,400

Additional Scope:

After approval of Amendment #1, the City of Chippewa Falls elected to proceed with bidding and construction of Chippewa Mall Drive separate from Chippewa Crossing Boulevard. This will require additional effort to bid and administer two separate construction contracts. As a result, the following tasks must be added:

Task #7 – Permitting & Bidding of Chippewa Crossing Blvd. Widening

1. Meetings (assume 2).
2. Prepare bidding documents.
3. Prepare WisDNR NOI permit application.
4. Distribute bidding documents and answer contractor questions.
5. Conduct bid opening.
6. Review bids and provide bid recommendation.

Subtotal = \$9,400

Task #8 – Construction Administration of Chippewa Crossing Blvd. Widening

1. Meetings (assume total of 6).
2. Prepare contracts.
3. Conduct preconstruction meeting.
4. Review shop drawings.
5. Provide construction staking (assume 3 trips).
6. Provide resident project representative (assume 30 days x 8 hours = 240 hours) to answer Client and/or Contractor questions and observe Contractor progress. Resident project representative services will be provided in accordance with Exhibit B. Consultant will periodically review contractor's progress to determine if this assumption is accurate. If necessary, Consultant and Client agree to negotiate in good faith for a contract amendment to increase hours or, alternatively, to reduce level of effort to stay within the originally estimated hours.
7. Attend street-lighting startup.
8. Review contractor applications for payment and provide recommendation.
9. Punchlist walkthrough
10. Prepare record drawings.

Subtotal = \$52,300

Modified/Additional Schedule:

Tasks #3 and #5 are complete. Task #6 will occur alongside construction, currently anticipated to be completed in July 2023. Task #7 will be completed by February 2023. Task #8 will occur alongside construction, currently anticipated to be completed in November 2023.

Modified/Additional Payment:

The estimated additional fee is subject to a not-to-exceed amount of \$14,500 including expenses and equipment. The payment method, basis, frequency and other special conditions are as set forth in the Supplemental Letter Agreement dated August 29, 2019.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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CITY OF CHIPPEWA FALLS

By: _____
Mayor – Honorable Gregory Hoffman

Date: _____

Attest: _____
City Clerk – Bridget Givens

Date: _____

Approved as to Form:

By: _____
City Attorney

Date: _____

I, Lynne R. Bauer, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Lynne R. Bauer, Finance Director

SHORT ELLIOTT HENDRICKSON INC.

By: _____
Bruce K. Olson, PE (IL, IN, WI)
Principal | Client Service Manager

Digitally signed by Bruce K. Olson
DN: G=US, E=botson@sehinc.com,
O=Short Elliott Hendrickson Inc.,
OU=Chippewa Falls, CN=Bruce K. Olson
Date: 2022.09.20 09:54:50-0500

Date: 09/20/2022

Exhibit B
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated September 20, 2022

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

x:\ae\cfc\1152562\1-gen\10-setup-cont\02-contract\amendment #2\exhibit b.docx



Chippewa Falls Fire and Emergency Services Department

1301 Chippewa Crossing Boulevard, Chippewa Falls, WI 54729
(715) 723-5710 (715) 726-2751 Fax

AGREEMENT TO REIMBURSE RECRUITMENT INCENTIVE

This is an agreement between [Name] and the City of Chippewa Falls (City). This agreement is entered into prior to the commencement of my employment as a firefighter with the City. In consideration, and as a condition of being offered employment by the City I, [Name], agree that if I choose to leave employment with the City of Chippewa Falls before the completion of three years, I will reimburse the City for the Recruitment Incentive provided to me by the City coinciding with my start of employment with the City. This amount is agreed to as being:

~ [\$ Amount of Recruitment Incentive]

This incentive will be paid to you in two increments. 50% upon receipt of your first regular payroll check; the second 50% upon successful completion of your probationary period, paid on the next closest regular payroll following.

I hereby authorize the City to deduct the amount due under this Agreement from my final paycheck, to the extent this payment does not reduce my pay below the required legal limits, if I choose to leave my employment with the City prior to the completion of three years. I further agree that if the City is still owed any money under this Agreement after the expenses are deducted from my final paycheck, that I will reimburse the City within 30 days of my last date of employment.

This Agreement does not apply if the City terminates my employment or grants me a disability severance.

I understand that this Agreement applies only to the Recruitment Incentive listed above. If I choose to enter into any other agreements with the City, this Agreement does not limit my obligations under any other such agreement.

Signed: _____ Date: _____
FF/EMT

Signed: _____ Date: _____
FIRE CHIEF

This document signed in my presence on _____.

Notary Public
State of Wisconsin, County of _____

My commission expires _____



Clear Ballot Group, Inc.
Tax ID: 27-0798408
Tel: +1 857-250-4961
info@clearballot.com
<https://clearballot.com/>

Invoicing Address:
City Of Chippewa Falls in Chippewa County, WI
City Hall
30 W central St.
Chippewa Falls WI 54729
United States

City Of Chippewa Falls in Chippewa County, WI,
Bridget Givens
City Hall
30 W central St.
Chippewa Falls WI 54729
United States

Quotation # S02980

Order Date: 09/07/2022 15:21:04
Salesperson: James Rundlett

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
ClearCast Model D - (Rental)	4.000 Units	1,600.00		\$ 6,400.00
Shipping & Handling (Roundtrip)	1.000 Units	500.00		\$ 500.00
Discount	1.000 Units	-370.00		\$ -370.00
			Subtotal	\$ 6,530.00
			Total	\$ 6,530.00

Quote Expires: 11/7/2022

2 Oliver Street
Suite 607
Boston MA 02109
United States

**City of Chippewa Falls
Job Description**

Job Title: Deputy Clerk
Department: City Clerk
Reports To: City Clerk
FLSA Status: Non-Exempt
Prepared Date: October 2022
Wage Rate: \$21.80

POSITION SUMMARY

This position provides administrative support to the City Clerk in accordance with statutory and legal requirements including, but not limited to, processing of licenses/permits, records management, interpretation of City ordinances, and other office-related responsibilities. This position also assists the City Clerk in all facets of election administration and the City Treasurer with Finance and Administration tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Operation of the City Clerk's Office in the absence of the City Clerk including preparation of agendas/minutes and attending meetings.
- Ensure that the duties and tasks of the City Clerk's office are handled as efficiently and economically as possible.
- Answer customer inquiries and complaints by telephone and in person in a professional and courteous manner.
- Assist City Clerk in election administration in accordance with state statutes and requirements prescribed by the Wisconsin Elections Commission including, but not limited to, voter registration, processing absentee ballot requests, and printing poll lists. Must be proficient in use of the WisVote election administration software.
- Process Special Assessment requests from various title companies/financial institutions including calculating interest and payoff amounts. Invoice and track record of payment accordingly.
- Process, sort, and distribute mail. Track outgoing mail fees for proper allocation by department.
- Prepare reports, business correspondence, forms, and various other materials as assigned.
- Assist in maintenance of all records including resolutions, ordinances, meeting agendas, minutes, etc.
- Process applications for all licenses and permits associated with the Clerk's Office (i.e. alcohol beverage licenses, taxi cab operator, refuse hauler, etc.).
- Order office supplies and maintain office supply inventory.
- Collect payments for City services ensuring that receipts are posted to the appropriate accounts (i.e., utility payments, building permits, etc.)
- Assist with Accounts Payable functions including preparation of bills for payment and compilation of the report of claims for Council approval.
- ~~Provide administrative support for the Inspection and Zoning Office including duties such as typing, filing, data entry, scanning; answer phones and handle inquiries from the public; provide information and guidance to the public in proper completion of applications and~~

~~required materials for obtaining permits; determine proper fees for various permits; locate specific properties and gather information from various maps including web-based mapping; prepare materials for the Zoning Board of Appeals including agendas, notices, publications, and related materials.~~

- Reconcile and prepare daily bank deposits.
- Assist with administration of the City's website.
- Perform all other duties as required or assigned.

QUALIFICATIONS

- Interact with public in a pleasant, competent, and professional manner.
- Establish positive working relationships with other employees, elected officials, election inspectors, and the general public. Strong customer service and teamwork skills are essential.
- Knowledge of general City operations, policies, procedures, and ordinances.
- Communicate effectively both verbally and in writing.
- Comprehend, interpret or prepare a variety of documents such as legal notices, ordinances, resolutions, election reports, licensing reports, and meeting minutes.
- Process confidential information with discretion.
- Manage multiple tasks, meet deadlines, and work effectively under pressure. Ability to handle stressful situations.
- Retain information.
- Carry out assigned tasks and projects without detailed instruction and at times with minimum supervision.
- Considerable aptitude in the operation of a personal computer with proficiency in Microsoft Office Suite software programs including Word, Excel, PowerPoint, Outlook email and use of Internet. Ability to work with various software programs related to finance, licensing, and elections.
- Skill in operating office machines including typewriters, multi-line telephones, fax machines, calculators, and copiers.
- Perform data entry accurately and efficiently.
- Attend available workshops or educational sessions, as required.
- Attend occasional evening meetings.
- Record and deliver information, explain procedures and follow instructions.
- Use and interpret basic legal terminology.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

EDUCATION/EXPERIENCE

Associate's Degree in an Administrative Professional, Accounting, or Business Administration related field and at least four years of experience in a similar responsible position or the equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Wisconsin Certified Municipal Clerk designation desired.

Ability to obtain and maintain a Notary Public designation with the State of Wisconsin.

WORK CONDITIONS AND PHYSICAL DEMANDS

Work is performed in a general, temperature-controlled office environment and may require prolonged sitting, frequent bending, stooping, or stretching. May require lifting up to 50 pounds. Requires hand-eye coordination and manual dexterity. Requires the ability to distinguish letters or symbols. Requires the ability to adjust and operate office equipment. Acute hearing required.

INITIAL PROBATIONARY PERIOD

A successful candidate will be expected to serve a six-month probationary period and pass a background check.

**City of Chippewa Falls
Position Description**

Title: Account Clerk
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: October 2022
Wage Rate: \$21.80-\$23.10 per hour DOQ

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Processes cash receipts
- Provide customer service to citizens
- Ensure receipts are deposited to appropriate accounts
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist various departments with accounting related items
- Coordinate tax collection – supervise 1-2 LTEs during process
- Assist with preparation of annual budget and tax related documents
- Assist with city payrolls
- Assists new employees with benefit paperwork
- Assist with completing State retirement reports
- Assist with State new hire reporting requirements
- Assist with employee life and health insurance forms
- Assist with retiree health insurance forms/payments
- Assist with completing payroll quarterly reports
- Assist with annual payroll reports

- Assist with the interview process
- Assist other offices as time permits
- Perform all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Knowledge and use of Microsoft office programs is required

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to calculate figures and amounts

Ability to solve problems where limited standardization exists

Ability to interpret a variety of instructions

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position or equivalent combination of education and experience.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 50 pounds.

Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk I
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: August 2017
Wage Rate: \$18.05 - \$21.49 per hour DOQ

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Process cash receipts
- Ensures receipts are deposited to appropriate accounts
- Process city payrolls
- Assists new employees with benefit paperwork
- Completes State retirement reporting requirements
- Completes State new hire reporting requirements
- Process employee life and health insurance forms
- Process retiree health insurance forms/payments
- Process payroll quarterly reports
- Process annual payroll reports
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist other offices as time permits
- Performs all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Knowledge and use of Microsoft office programs is required

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to calculate figures and amounts

Ability to solve problems where limited standardization exists

Ability to interpret a variety of instructions

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position or equivalent combination of education and experience.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 75 pounds.

Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.