



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
February 7, 2023

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, February 7, 2023 at 9:15 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: John Monarski, Rob Kiefer, Chuck Hull, and Paul Nadreau.

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Police Chief Matt Kelm; Fire Chief Jason Thom; Battalion Chief Jason Thom; Parks, Recreation, and Forestry Director John Jimenez; Utilities Office Manager Connie Freagon; Police Department Administrative Assistant Lesley Small; and City Clerk Bridget Givens.

Call to Order: 9:15 am

1. Discuss placement of Police Lieutenant on the Administrative Pay Grid. Possible recommendations to the Council.

Police Chief Kelm advised that Korry Boos will be promoted to lieutenant on February 28th following the retirement of Lt. Micolichuk. Based upon the last lieutenant promotion, Kelm is requesting placement on the Administrative Pay Grid at Step 15G. Kelm further stated that consideration should be given to revising the pay grid as these positions will max out of the matrix within three years.

Motion by Monarski/Hull to recommend Council place the new Police Lieutenant at Step 15G on the Administrative Pay Grid effective on February 28, 2023. All present voting aye, motion carried.

2. Discuss Employee Wellness Gratitude Plan proposed by the Wellness Committee. Possible recommendations to the Council.

Utility Office Manager Freagon, City Planner/Transit Manager Hentschel, and Police Department Administrative Assistant Lesley Small appeared on behalf of the Employee Wellness Committee. The Committee is proposing the addition of an Employee Wellness Gratitude Plan utilizing funds from their annual budget. As additional questions arose prior to the meeting relative to administration of the program, Freagon requested no action be taken on the item until the Wellness Committee can meet again to address the questions. Freagon provided an overview of other initiatives that have been taken by the Committee over the years.

The Wellness Committee will meet to address the questions relative to the Wellness Gratitude Plan and bring the item back to the Committee for additional discussion.

No action taken.

3. Discuss proposed Amendment #3 to Chippewa Mall Drive and Chippewa Crossing Boulevard Design, Bidding and Construction Services with S.E.H. Possible recommendations to the Council.

Hentschel provided an overview of the proposal from S.E.H. to add flashing beacons to the "Fire Station Ahead" signs located near Fire Station 1. He has received written confirmation from one of the developers that they will reimburse the City for engineering and material costs for installation of the beacons, but they have requested the City to have the work completed as part of the street project. It was noted that a receiver will be installed in the apparatuses at the Fire Department, and when the emergency lights are engaged, it will trigger a sensor to activate the beacons.

Motion by Kiefer/Monarski to recommend Council approve proposed Amendment #3 to Chippewa Mall Drive and Chippewa Crossing Boulevard Design, Bidding and Construction Services with S.E.H. with the City being reimbursed for associated costs of design and construction by the developer. **All present voting aye, motion carried.**

4. Discuss proceeding with a Request for Proposal for Final Development Plan and Design/Engineering Services for improvements to Allen Park. Possible recommendations to the Council.

Hentschel requested this item be placed on the agenda to determine the priority of improvements at Allen Park. If the improvements are deemed to be a priority, he would like to proceed to develop an RFP to solicit engineering firms to submit bids on design.

Possible improvements were discussed including the connecting trail; trail work and clean-up; replacement of the Three-Flags Memorial; and potential construction of a pavilion. Hentschel would like to see the Riverfront Park Committee resurrected to discuss this next stage of potential development. Possible funding sources were discussed.

The Committee was in favor of Hentschel moving forward with an RFP for design so the City can determine funding options for construction.

No action taken.

5. Discuss matching funds for the Assistance to Firefighters Grant award. Possible recommendations to the Council.

In January 2022, the Fire Department made application for an Assistance to Firefighters Grant for the replacement of 25 Self-Contained Breathing Apparatuses (SCBAs). The City was recently awarded the 95/5 matching grant. The City's share is \$8,942.81. It was noted that due to open positions, there are enough funds in the 2023 Fire Department budget to cover the City's share of the expense.

Motion by Kiefer/Nadreau to recommend Council approve the replacement of 25 SCBAs utilizing the Assistance to Firefighters Grant with the City's share of \$8,942.81 to come from the 2023 Fire Department Budget. **All present voting aye, motion carried.**

6. Adjournment.

Motion by Nadreau/Hull to adjourn at 9:58 am. All present voting aye, motion carried.

**Minutes submitted by,
Rob Kiefer, Chair**

Lieutenant Promotion Discussion - February 7, 2023

Current Information										Referendum - Chief Kelm Proposal				
Name	Hire Date	Current Position	Year in Position	Step	Date of Step	2023 Annual Salary	Hourly Rate	Date of Next Step	Proposed Step Change	Proposed 2023 Annual	Proposed 2023 Hrly Rate	2023 Hourly Increase	Annual Increase	Incr %
Matt Kelm	11/28/1999	Chief	2016	18G	May-21	106,075	54.40	2024	no change					
Brian Micolichcek	2/26/1998	Lieutenant	2013	15Max	Apr-22	92,935	47.66	2025	no change					
Ryan Douglas	5/21/2002	Lieutenant	2022	15G	Apr-22	89,063	45.67	2025	no change					
Korry Boos	6/24/2004	Sergeant	2013	14G	Jan-22	84,022	39.37	2025	15G	89,062.92	41.74	2.36	5,041.27	6.00%
Sheridan Pabst	7/1/2010	Sergeant	2019	14E	Oct-21	76,715	35.95	2024	14F	80,368.53	37.66	1.71	3,653.11	4.76%
Steve McMahon	5/18/2009	Sergeant	2021	14Mid	Oct-21	73,062	34.24	2024	14F	80,368.53	37.66	3.42	7,306.23	10.00%
Drew Zehm	2/25/2014	Sergeant	2022	14Mid	Jun-22	73,062	34.24	2025	14F	80,368.53	37.66	3.42	7,306.23	10.00%

Employee Wellness Gratitude Plan
Effective February 7, 2023

The City Wellness Fund will award City Employees every five years based on years of service. Employees who have reached the five-year employment milestone will receive \$10 for each year employed with the City*. Payment will be in the form of Chamber Bucks and is considered taxable (processed through the payroll system).

For calculation purposes, date of employment is based on hire date.

Employee eligibility – full time and permanent part time employees. Part time employee incentive will be ½ the benefit (\$5 / year) or pro-rated by number of regular worked hours, whichever is larger. Employees that were hired as part-time employees and are currently full time will receive the full-time benefit.

*Employees terminating their employment with the City in good standing and have not received an incentive, will receive the closest lower milestone.

This plan will remain in effect while Wellness Funds are available.

Years of Service	Incentive
5	\$ 50.00
10	\$ 100.00
15	\$ 150.00
20	\$ 200.00
25	\$ 250.00
30	\$ 300.00
35	\$ 350.00
40	\$ 400.00

Amendment #3 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 #3 dated January 20, 2023 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 – Flashing Beacons.**

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. 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. Amendment #2 dated September 20, 2022 modified several tasks and added Tasks #7 and #8 to account for separate bidding and construction of Chippewa Mall Drive and Chippewa Crossing Boulevard.

Additional Scope:

The City of Chippewa Falls has requested to add flashing beacons to the existing "Fire Station Ahead" signs. As a result, the following task must be added:

Task #9 – Fire Station Flashing Beacons

1. Prepare electrical plan to add one Opticom sensor, two yellow flashing beacons and appurtenant conduits and wiring.
2. Prepare signage plan to adjust "Fire Station Ahead" sign locations.
3. Prepare technical specifications

Subtotal = \$3,000

Modified/Additional Schedule:

Tasks #7, #8 and #9 are dependent upon the City's desired construction schedule which has not been determined pending commencement of development activity upon the Wangard property.

Additional Payment:

The estimated additional fee is subject to a not-to-exceed amount of \$3,000 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.

Bruce K. Olson

Digitally signed by Bruce K. Olson
DN: cn=Bruce K. Olson, email=bruce.olson@sehinc.com,
ou=Short Elliott Hendrickson Inc.,
o=Chippewa Falls, cn=Bruce K.
Olson
Date: 2023.01.20 13:32:05-0800

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

Date: 01/20/2023
