

MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
August 15, 2023

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, August 15, 2023 at 9:00 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: John Monarski, Rob Kiefer, CW King, Paul Nadreau, and Chuck Hull.
Mayor/Other Council Members present: None
Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Interim Director of Public Works/Utility Manager Bill McElroy; Fire Chief Jason Thom; Police Lt. Korry Boos; and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Discuss hiring temporary assistance for the Police Department Records Department due to a short-term absence. Possible recommendations to the Council.

The Lead Records Clerk at the Police Department will be having surgery at the end of August and is anticipated to be out for approximately 12 weeks. One of the primary responsibilities of her position is report dictation. The intent is to have the Records Clerk absorb this duty during her absence; however, the Police Department would like to request authorization for the temporary hire of a former staff member should the Records Clerk require additional help. It is thought the short-term hire would only work a few hours each week. Lt. Boos advised they are hoping the assistance will not be needed, but wanted to have the approval in place in the event it is required. Boos stated that Chief Kelm would like to hire the former employee at the wage she was making when she retired of \$21.65/hour. Bauer noted that a former employee was recently brought back in a different department at a rate of pay of \$20/hour.

Motion by Hull/Nadreau to recommend Council approve hiring a temporary employee in the Police Department Records Department at a rate of \$21.65/hour during the time frame when the Lead Records Clerk is out for surgery with funding to come from the existing Police Department Budget. **All present voting aye, motion carried.**

2. Discuss request by retired officer(s) to use the Police Department weight room. Possible recommendations to the Council.

Chief Kelm has received a request from two recently retired officers to utilize the weight room at the Police Department. If approved, the officers would be required to sign a liability waiver, be restricted to access only during normal business hours, and they must have left the Department in good standing.

Concern was expressed that if this type of benefit is offered to one department, that similar consideration would have to be given to retirees in other departments.

Motion by Monarski/Nadreau to recommend Council deny the request by retired officers to use the Police Department weight room. **All present voting aye, motion carried.**

3. Discuss Part-time Parks Maintenance position. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer advised that it was previously approved to set the rate of pay for one of the two permanent, part-time Parks Maintenance positions at \$15/hour. If both positions were set at the higher rate, funding would prohibit them from working the maximum amount of hours each year (less than 1200).

Parks, Recreation, and Forestry Director Jimenez reviewed the second position, which after an increase to \$15/hour, could be funded for 800-850 hours in the 2023 budget. The current wage schedule allows for a \$.50/hour increase each year to a maximum rate of pay of \$17.00/hour. This will have to be reviewed as part of future budget discussions. If additional funds are not allocated in the budget to cover the wage increase, the number of available work hours will decrease.

Motion by Kiefer/Hull to recommend Council approve that the second, permanent part-time Parks Maintenance position be compensated at \$15/hour with placement on the same wage schedule as the other part-time Parks Maintenance position. **All present voting aye, motion carried.**

4. Discuss increasing Fire Department Administrative Assistant from 32.5 hours to 37.5 hours per week. Possible recommendations to the Council.

Fire Chief Thom advised the Committee that due to staffing shortages; additional duties have been placed on the Fire Department Administrative Assistant. The current assistant is responsible for tracking and entering training for the Department and due to the Fire Inspector vacancy, also enters all the fire inspections into the system. It was noted that the hours for this position were increased in 2019 from 29.5 to 32.5 hours per week. EMS calls in 2019 were 2,084 and last year we ended at roughly 3,600. The Administrative Assistant is also responsible for reviewing and entering all the EMS reports into the system.

Thom hopes to have five of the eight open positions filled soon, with the Fire Inspector position filled by mid-fall. It was noted that there would be funding from vacant positions from the 2023 and 2024 budget to fund the increase in hours on a temporary basis. This would have to be a budget discussion in 2025 to determine if the hours will be increased on a permanent basis.

Motion by Kiefer/Hull to recommend Council approve increasing the Fire Department Administrative Assistant from 32.5 hours to 37.5 hours per week on a temporary basis utilizing the existing Fire Department Budget for 2023 and 2024 and to reevaluate the hours for the position as part of the 2025 budget discussions. **All present voting aye, motion carried.**

5. Discuss request to apply for DNR Forest Fire Protection Grant. Possible recommendations to the Council.

Thom stated that he is seeking permission to apply for a 50/50 matching DNR Forest Fire Protection Grant for new pagers and radios. The total cost is anticipated to be \$5,240.48 with the City's share being \$2,620.25. Funds are available within the current Fire Department budget to cover the matching grant. It is anticipated the grant will be awarded in October.

Motion by Kiefer/Nadreau to recommend Council approve the request to apply for the DNR Forest Fire Protection Grant with matching funds of \$2,620.25 for the purchase of pagers and radios coming from the existing Fire Department Budget. **All present voting aye, motion carried.**

6. Discuss additional funding for Fire Department ballistic protective equipment previously approved on July 13, 2023. Possible recommendations to the Council.

The purchase of eight sets of ballistic protective equipment was previously approved by the Council; however, the pricing has increased by approximately \$184 per set. Thom is requesting \$1,354.88 to cover the overage. This could be funded through the existing Fire Department Budget due to vacancies.

Motion by Kiefer/Nadreau to recommend Council approve the additional funding of \$1,354.88 for the purchase of ballistic protective equipment coming from the existing Fire Department Budget. **All present voting aye, motion carried.**

7. Discuss request from Engineering Department to purchase new pipe and cable locator. Possible recommendations to the Council.

City Engineer/Interim Director of Public Works/Utility Manager McElroy advised the Engineering Department currently utilizes a pipe and cable locator for locating buried electric lines for City-owned street lights and traffic signals. The locator was purchased in 2006 and has become unreliable. It was stated that the purchase of a new locator could be funded from the existing Engineering Budget due to vacancies in the department.

Motion by Kiefer/Nadreau to recommend Council approve the purchase of a new pipe and cable locator in the amount of \$4,075 with funding to come from the existing Engineering Department Budget. **All present voting aye, motion carried.**

8. Adjournment.

Motion by Hull/Nadreau to adjourn at 9:28 am. **All present voting aye, motion carried.**

**Minutes submitted by,
John Monarski, Chair**

Memo

To: Common Council Joint Committee #1 & 2
From: Chippewa Falls Engineering Office/Bill McElroy
Date: 8/14/2023
Re: Purchase of Pipe and Cable Locator (Item #7 on 8/15/2023 agenda)

This memo is to provide additional information regarding item #7 on the 8/15/2023 agenda of the purchase of a new pipe and cable locator.

Background/Use

The Engineering Department utilizes a pipe and cable locator for locating buried electric lines for City owned street lights and traffic signals. Locating these lines is required whenever a Diggers Locate ticket is called in for areas in which those lines exist. Our current model is an Amprobe AT-3000 that was purchased in 2006. It was paid by the developer of Wissota Green as part of the developer agreement. The City in turn is responsible for the street lights within Wissota Green. The current locator is becoming frequently more unreliable in recent years and has made locating these electric lines difficult and at times impossible.

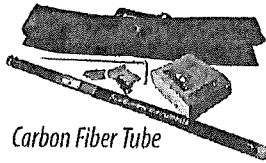
Solution

It is proposed to purchase a new locator, replacing the current one. The PL-VF3 locator from Subsurface Instruments Inc is the locator that would meet the Engineering Department's need. The locator costs \$4075.00 including the wireless inductive clamp. (See attached price sheet) Other comparable models that were researched were the Amprobe at \$5832 and the Leica at \$7194. The Water Department also uses Subsurface Instruments for their locators. A 4 year warranty is included with locator along with training.

It is proposed to purchase the locator utilizing funds from unstaffed positions within the Engineering Department.

PRICE SHEET

PIPE AND CABLE LOCATORS



Carbon Fiber Tube

PL-TT

MSRP \$ 1,950.00

- Variable Frequencies from 512Hz to 131kHz.
- Factory pre-set standard frequencies: 512Hz, 8kHz, 33kHz, 82kHz
- Passive Frequencies: 60Hz, CP
- Antenna Mode: Peak & Left/Right
- Audio Indication: Variable pitch response
- Power Source: 6 "AA" cell batteries
- Battery Life: Continuous: 30 hours; Intermittent: 60 hours
- Gain Control: Manual gain adjustment
- Dynamic Range: 126 dB
- Depth Estimation: Push button digital depth
- Magnetic Locator Mode (Access through function button)

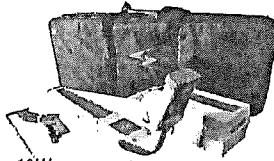


3W power output

PL-VF3

MSRP \$ 3,425.00

- Variable Frequencies from 512Hz to 200kHz
- Factory pre-set standard frequencies: 512Hz, 8kHz, 33kHz, 82kHz, 200kHz
- Load Matching: Automatic from 5 ohms to 25,000 Ω
- Output Power: 3 power settings
- Power Range: 0.2w to 3w High
- Frequencies (above 44kHz) : 0.2 to 1w
- Power Source: 8 "C" cell batteries
- Remotely control the transmitter from the receiver
- Battery Life: Continuous: 8-15 hours (Dependant on load, frequency, power setting)
- Operating Temperature -4° F to 133° F (-20° C to 55° C)
- Dimensions 8.5" x 5.8" x 2.5" (21 cm x 15 cm x 6 cm)
- RX weight: 2.5 lbs (1.13 kg) with batteries
- TX weight: 2.5 lbs (1.13 kg) with batteries

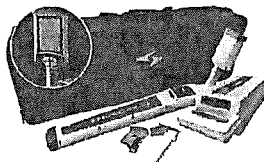


10W power output

PL-VF10 Alkaline Batt.

MSRP \$ 4,150.00

- Variable Frequencies from 512Hz to 200kHz
- Factory pre-set standard frequencies: 512Hz, 8kHz, 33kHz, 82kHz, 200kHz
- Output Power 5 power settings
- Range: 0.2w to 10w High
- Frequencies (above 44kHz) : 0.2 to 1w
- Power Source: TX-12 "D" batts. / RX-6 "C" batts.
- Remotely control the transmitter from the receiver
- Battery Life Continuous: 8-20 hours (depending on load, frequency, power setting) Intermittent: 40-60 hours
- Operating Temperature -4° F to 133° F (-20° C to 55° C)
- Dimensions 16" x 6.32" x 6" (41 cm x 16 cm x 15 cm)
- RX weight: 2.5 lbs (1.13 kg) with batteries
- TX weight: 7.5 lbs (3.4 kg) with batteries



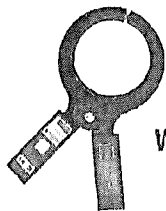
10W power output
Rechargeable Batts.

PL-VF10R Li-Ion Batt.

MSRP \$ 4,300.00

- Variable Frequencies from 512Hz to 200kHz
- Factory pre-set standard frequencies: 512Hz, 8kHz, 33kHz, 82kHz, 200kHz
- Output Power: 5 power settings
- Range: 0.2w to 10w High
- Frequencies (above 44kHz) : 0.2 to 1w
- Remotely control the transmitter from the receiver
- Battery Life Continuous: 8-20 hours (depending on load,
- Power Source: Rechargeable TX 10.8V, 7.8 Ah
RX 10.8V, 5.6 Ah
- frequency, power setting) Intermittent: 40-60 hours
- Operating Temperature -4° F to 133° F (-20° C to 55° C)
- Dimensions 16" x 6.32" x 6" (41 cm x 16 cm x 15 cm)
- Weight: RX 2 lbs (.91 kg) with batteries
TX 5.5 lbs (2.49 kg) with batteries

OPTIONAL ACCESSORIES



Wireless Inductive Clamp

4 Inches

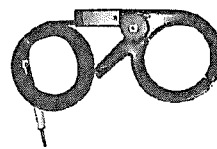
6.5 Inches

MSRP

\$ 550.00

\$ 650.00

Self-contained, stand-alone, transmitting inductive coupler. 3 frequencies, High & Low Power Outputs, rechargeable batteries.



Ind. Coupler

4" I.D.

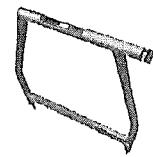
6.5" I.D.

MSRP

\$ 400.00

\$ 650.00

Apply signal to live cables.
4" I.D. - Operational
Frequency Range 8kHz to 82 kHz.



A-Frame (Ground Fault Locator)

MSRP

\$ 725.00

Works Independent from the receiver.
Detects core-to-ground faults & sheath-to-ground faults.



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Rev. 10/18/2011