

AGENDA FOR REGULAR MEETING OF COMMON COUNCIL

To be held on Tuesday, January 6, 2015 at 6:30 P.M. in the City Hall
Council Chambers, 30 West Central Street, Chippewa Falls, WI

1. **CLERK CALLS THE ROLL**
2. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - (a) Approve minutes of the Regular Council Meeting of December 16, 2014.
 - (b) Approve minutes of the Special Council Meeting of January 6, 2015. (*minutes to be provided prior to meeting*)
3. **PERSONAL APPEARANCES BY CITIZENS** No matter presented by a citizen shall be acted on at the meeting except in emergencies affecting the public health, safety or welfare.
4. **PUBLIC HEARINGS**
 - (a) Public Hearing regarding the Discontinuance of the Alley in Block 6, Zielie's Addition of Chippewa Falls which extends from Garden Street on the north to South Street on the south.
(*see Resolution #2015-01*)
 - (b) Public Hearing regarding the Discontinuance of Alexander Street in Block 6, Zielie's Addition of Chippewa Falls which extends from Garden Street on the north to South Street on the south.
(*see Resolution #2015-02*)
5. **COMMUNICATIONS** - None
6. **REPORTS**
 - (a) The Board of Public Works meeting of December 22, 2014 was cancelled due to lack of agenda items.
7. **APPLICATIONS**
 - (a) Consider Operator (Bartender) Licenses as approved by the Police Department. (*Complete list provided prior to Council meeting*).
8. **PETITIONS** - None
9. **MAYOR ANNOUNCES APPOINTMENTS** - None
10. **MAYOR'S REPORT**
 - (a) Advise of Mayor's participation in a ribbon cutting ceremony at Bella Gente Photography.
11. **COUNCIL COMMITTEE REPORTS** in the order in which they are named in Section 2.21 of the Municipal Code -
 - (a) Consider Committee of the Whole minutes of January 6, 2015. (*minutes to be distributed prior to meeting*)
12. **REPORT OF OFFICERS** - None
13. **ORDINANCES**
 - (a) First Reading of **Ordinance #2015-01 Entitled:** An Ordinance Amending the Zoning Code of the City of Chippewa Falls. (regarding Parcels 3386 and 3387 located at 250 and 258 W Elm Street - rezoned from R-1B Single Family Residential District to C-2 General Commercial District)
14. **RESOLUTIONS**
 - (a) Consider **Resolution #2015-01 Entitled:** Resolution Regarding the Discontinuance of the Alley in Block 6, Zielie's Addition to Chippewa Falls.
 - (b) Consider **Resolution #2015-02 Entitled:** Resolution Regarding the Discontinuance of Alexander Street in Block 6, Zielie's Addition to Chippewa Falls.

15. OTHER NEW OR UNFINISHED BUSINESS AS AUTHORIZED BY LAW

- (a) Discuss/consider the proposal from Ehlers, Inc. to assist the City to amend TIF District #7.
- (b) Discuss/consider the proposal from Ehlers, Inc. to assist the City to create TIF District #13.
(proposal to be distributed prior to meeting)

16. CLAIMS

- (a) Consider claims as recommended by the Claims Committee.

17. CLOSED SESSION

- (a) Closed Session under WI Statutes 19.85(1)(e) for "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" to discuss/consider request from Wisconsin Scale Service & Distributing, Inc. to purchase Lot 46, Riverside Industrial Park.

May return to Open Session.

18. ADJOURNMENT

The Claims Committee will meet at 6:00 PM to review the claims of various boards and departments of the City.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

Please note that attachments to this agenda may not be final and are subject to change.
This agenda may be amended as it is reviewed.

CERTIFICATION OF OFFICIAL NEWSPAPER

I, hereby, certify that a copy of this notice has been posted on the bulletin board at City Hall and a copy has been given to the Chippewa Herald on January 2, 2015 at 1:30 pm by BNG.

MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL

The regular meeting of the Common Council of the City of Chippewa Falls was held on Tuesday, December 16, 2014 in the City Hall Council Chambers. Mayor Greg Hoffman called the meeting to order at 6:30 pm. The Pledge of Allegiance was recited.

CLERK CALLS THE ROLL

Council Members present: Mike Hanke, Rob Kiefer, Amy Mason, Chuck Hull, Paul Olson, and George Adrian.

Also Present: City Attorney Robert Ferg, Finance Manager/Treasurer Lynne Bauer, City Planner/Transit Manager Jayson Smith, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Assistant City Engineer Matt Decur, Police Chief Wendy Stelter, City Clerk Bridget Givens, Paul Swartos of Bremer Bank, John Bernhardt, Mike Brusca of Newmark Grubb Gialamas, and those on the attached sign-in sheet.

APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) **Motion by Adrian/Hanke** to approve the minutes of the Regular Council Meeting of December 2, 2014. **All present voting aye, motion carried.**

PERSONAL APPEARANCES BY CITIZENS - None

PUBLIC HEARINGS

(a) Paul Swartos of Bremer Bank appeared to explain that Grace Lutheran Foundation is consolidating their debt for five separate properties in Eau Claire, Altoona, and Chippewa Falls. There is no obligation on the part of the City, other than to put forth a resolution acknowledging Grace Lutheran Foundation's desire to refinance their outstanding debt.

Mayor Hoffman opened the public hearing regarding a proposed project and the issuance of private activity bonds to finance health care facilities for Grace Lutheran Foundation at 6:33 pm. Attorney Ferg advised the Council that the City is indemnified and held harmless relative to this project. There being no further requests to speak, the hearing was closed at 6:35 pm.

COMMUNICATIONS - None

REPORTS

(a) **Motion by Mason/Kiefer** to approve the Board of Public Works minutes of December 8, 2014. **Roll Call Vote: Aye - Mason, Kiefer, Hull, Olson, Adrian, Hanke. Motion carried.**

(b) **Motion by Mason/Hull** to approve the amended version of the Plan Commission minutes of December 8, 2014. Additional discussion was had regarding the rezoning petition from Todd Blaeser of the West Hill Bar and Grill and the Planned Development Conditional Use Permit from Mark and Barb Mueller including how it may affect the dog park. **Roll Call Vote: Aye - Mason, Hull, Olson, Adrian, Hanke, Kiefer. Motion carried.**

APPLICATIONS

(a) **Motion by Hanke/Kiefer** to approve the Operator (Bartender) Licenses as approved by the Police Department. **All present voting aye, motion carried.**

PETITIONS - None

MAYOR ANNOUNCES APPOINTMENTS

(a) **Motion by Hanke/Adrian** to approve the appointment of Brian Flynn to the Police and Fire Commission. **All present voting aye, motion carried.**

MAYOR'S REPORT - None

COUNCIL COMMITTEE REPORTS

(a) Motion by Hanke/Olson to approve the Committee #1 Revenues, Disbursements, Water and Wastewater minutes of December 16, 2014, 2014. **Roll Call Vote: Aye - Hanke, Olson, Adrian, Kiefer, Mason, Hull. Motion carried.**

(b) Motion by Hanke/Kiefer to approve the Committee #2 Labor Negotiations, Personnel, Policy & Administration minutes of December 3, 2014. **All present voting aye, motion carried.**

(c) Motion by Kiefer/Hanke to approve the Committee #2 Labor Negotiations, Personnel, Policy & Administration minutes of December 4, 2014. **All present voting aye, motion carried.**

(d) Motion by Hanke/Adrian to approve the Committee #2 Labor Negotiations, Personnel, Policy & Administration minutes of December 16, 2014. **All present voting aye, motion carried.**

(e) The Park Board minutes of December 9, 2014 were presented.

(f) The Library Board minutes of November 12, 2014 were presented.

REPORT OF OFFICERS - None

ORDINANCES - None

RESOLUTIONS

(a) Motion by Mason/Hull to approve **Resolution #2014-43 Entitled:** A Resolution Authorizing a Cooperation and Authorization Agreement with the Cities of Altoona and Eau Claire, Wisconsin to Issue Bonds to Refinance Debt of Grace Lutheran Foundation. **Roll Call Vote: Aye - Mason, Hull, Olson, Adrian, Hanke, Kiefer. Motion carried.**

(b) Motion by Hanke/Adrian to approve **Resolution #2014-45 Entitled:** Resolution Authorizing an Annual Adjustment for 2015 for Non-Represented and Management Employees. **Roll Call Vote: Aye - Hanke, Adrian, Kiefer, Mason, Hull, Olson. Motion carried.**

OTHER NEW OR UNFINISHED BUSINESS AS AUTHORIZED BY LAW

(a) Motion by Mason/Kiefer to approve the Cooperation and Authorization Agreement between the City of Altoona, City of Chippewa Falls, and City of Eau Claire relative to the refinancing of outstanding indebtedness by Grace Lutheran Foundation. **All present voting aye, motion carried.**

(b) City Planner Smith introduced John Bernhardt and Mike Brusca of Newmark Grubb Gialamas and indicated they would be presenting site plans for the future development of the seventeen acres of land Mr. Bernhardt owns on the west side of Chippewa Mall Blvd. Discussions on any possible amendment to TIF District #7 to allow the City to spend TIF funds one-half mile outside of the district for the purpose of constructing the extension of Chippewa Mall Drive from the Northridge Center to Chippewa Crossing Blvd will happen following the Committee of the Whole meeting scheduled for January 6, 2015. Mr. Brusca then provided a PowerPoint presentation and handout entitled Chippewa Crossing Mixed Use Development and provided details thereon.

(c) Motion by Hanke/Kiefer to table the proposal from Ehlers and Associates to assist the City to amend TIF District #7 until after the Committee of the Whole Meeting on January 6, 2015. **All present voting aye, motion carried.**

(d) Motion by Adrian/Hanke to approve the SEH proposal for engineering services for the engineering design of the first phase of the Downtown Riverfront Plan as recommended by the Board of Public works at the December 8, 2014 meeting. **Roll Call Vote: Aye - Adrian, Hanke, Kiefer, Mason, Hull, Olson. Motion carried.**

CLAIMS

(a) Motion by Hull/Olson to approve the claims as recommended by the Claims Committee.

City General Claims:	\$242,680.13
Authorized/Handwritten Claims:	\$1,265.19
Department of Public Utilities:	<u>\$159,207.22</u>
Total of Claims Presented	<u>\$403,152.54</u>

Roll Call Vote: Aye – Hull, Olson, Adrian, Hanke, Kiefer, Mason. Motion carried.

CLOSED SESSION

(a) Motion by Mason/Adrian to table the Closed Session under WI Statutes 19.85(1)(e) for " 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" to discuss/consider request from Wisconsin Scale Service & Distributing, Inc. to purchase Lot 21, Riverside Industrial Park until a later date. **All present voting aye, motion carried.**

ADJOURNMENT

Motion by Adrian/Hanke to adjourn at 7:44 pm. **All present voting aye, motion carried.**

Submitted by:
Bridget Givens, City Clerk

CITY COUNCIL ATTENDANCE SHEET - DECEMBER 16, 2014

NAME	ADDRESS
Sue Thomas Happy Tub Dogpage	134293rd Ave chippewa
John Bernhardt Chippewa Crossing Partners	13380 Oak Hill Lane, Brookfield
Michael Brusca <small>NEW MARK GROVE GOLF COURSE</small> Chippewa Crossing	122 N Highpoint Rd Madison
Barb Mueller	5734 189 th St. C.F. WI.
Karen Polzik	405 W. Vine St CF
Karen Mueller	3963 138 th st. CF
Wes Mueller	3963 138 th St. CF
MARLE MUEWEN	5734 189 th ST C.F.
Tami Koca	929 W Elm St. CF
Daphney Furst HTDP	13230 40 th Ave CF
Phyllis Hanson	642 E. South Av.

CITY COUNCIL ATTENDANCE SHEET - DECEMBER 16, 2014

NAME	ADDRESS
Peg Strand Haggerty Tails D.P.	13244 46TH AVE. Chippewa Falls, WI 54729
Kimo Furst HTDP	13230 46 th Ave C.F. WI 54729
Rehann York HTDP	5004 178 ST. CF, WI 54729
Janith Casarseldeo HTDP	1428A 42 nd Ave CF, WI 54729
Paul PR	1304 Perry Ct 54729
Paul Swartos Bremer Bank	5219 Woodside Terr Altoona WI
Len Dolan	637 Harding st Chippewa Falls
Lorinda Wall	7658 185 th st. C.F.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that there is now pending before the Common Council of the City of Chippewa Falls, Wisconsin, a Resolution dated January 6, 2015, that proposes by its terms that upon its adoption, to vacate and discontinue a laid out alley in Block 6, Zielie's Addition, hereinafter described, pursuant to Section 66.1003 (4) of the Wisconsin Statutes; and

That a public hearing will be held before the Common Council of the City of Chippewa Falls at a regular council meeting on January 6, 2015, commencing at 6:30 p.m., or as soon thereafter as the public hearing can be heard, and that thereafter, during the course of said regular council meeting, the introduced Resolution will be acted upon by the Chippewa Falls Common Council; and

That the following is a description of that portion of Alexander Street, in the City of Chippewa Falls, Chippewa County, Wisconsin, which said Resolution proposes to have vacated and discontinued:

That portion of the laid out alley in Block 6, Zielie's Addition to the City of Chippewa Falls which extends from Garden Street on the North to South Street on the South, the same being unimproved and not in use.

Dated this 26th day of November, 2014.

Bridget Givens, City Clerk
City of Chippewa Falls, Wisconsin

1 column legal ad

Publish as Class 3 Notice

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that there is now pending before the Common Council of the City of Chippewa Falls, Wisconsin, a Resolution dated January 6, 2015, that proposes by its terms that upon its adoption, to vacate and discontinue a portion of Alexander Street, hereinafter described, pursuant to Section 66.1003 (4) of the Wisconsin Statutes; and

That a public hearing will be held before the Common Council of the City of Chippewa Falls at a regular council meeting on January 6, 2015, commencing at 6:30 p.m., or as soon thereafter as the public hearing can be heard, and that thereafter, during the course of said regular council meeting, the introduced Resolution will be acted upon by the Chippewa Falls Common Council; and

That the following is a description of that portion of Alexander Street, in the City of Chippewa Falls, Chippewa County, Wisconsin, which said Resolution proposes to have vacated and discontinued:

That portion of laid out Alexander Street in Block 6, Zielie's Addition to the City of Chippewa Falls which extends from Garden Street on the North to South Street on the South, the same being unimproved and not in use.

Dated this 26th day of November, 2014.

Bridget Givens, City Clerk
City of Chippewa Falls, Wisconsin

1 column legal ad

Publish as Class 3 Notice

**AN ORDINANCE AMENDING THE ZONING CODE
OF THE CITY OF CHIPPEWA FALLS**

THE COMMON COUNCIL OF THE CITY OF CHIPPEWA FALLS, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. That the following described real estate situated in the City of Chippewa Falls, Chippewa County, Wisconsin, be rezoned:

**Parcels 3386 and 3387
Lots 13, 14 and the West 50' of Lot 15
Block 2, Pounds Addition, City of Chippewa Falls
Located at 250 and 258 West Elm Street**

R-1B Single Family Residential District to C-2 General Commercial District

2. That the Zoning District Map of the City of Chippewa Falls be and the same is hereby amended in accordance with the foregoing.
3. That this Ordinance shall take effect from and after its passage and publication.

Dated this 20th day of January, 2015.

FIRST READING: January 6, 2015

Council President

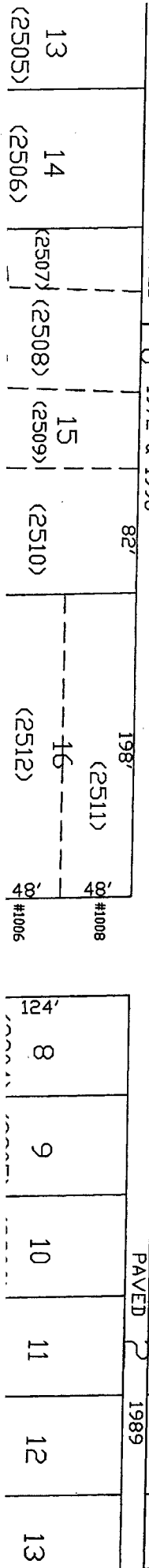
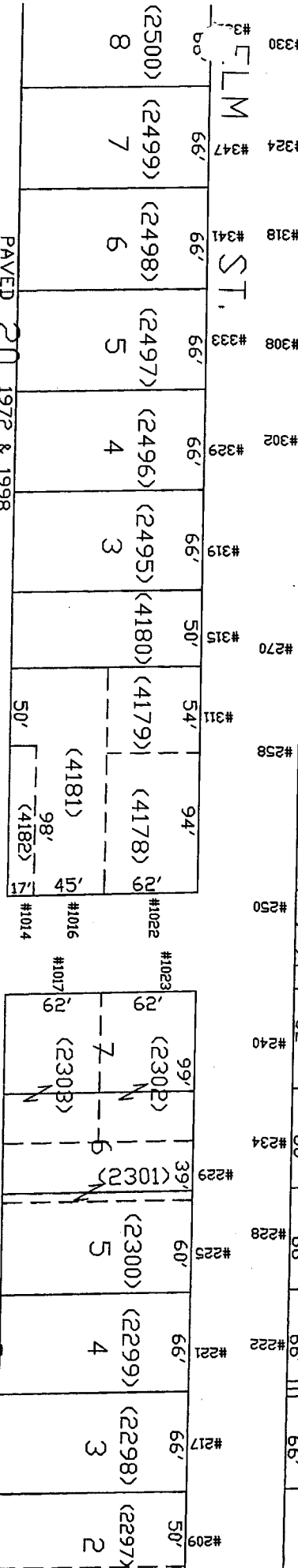
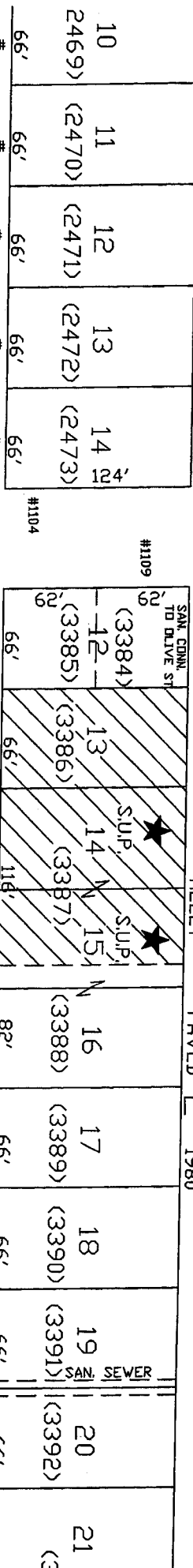
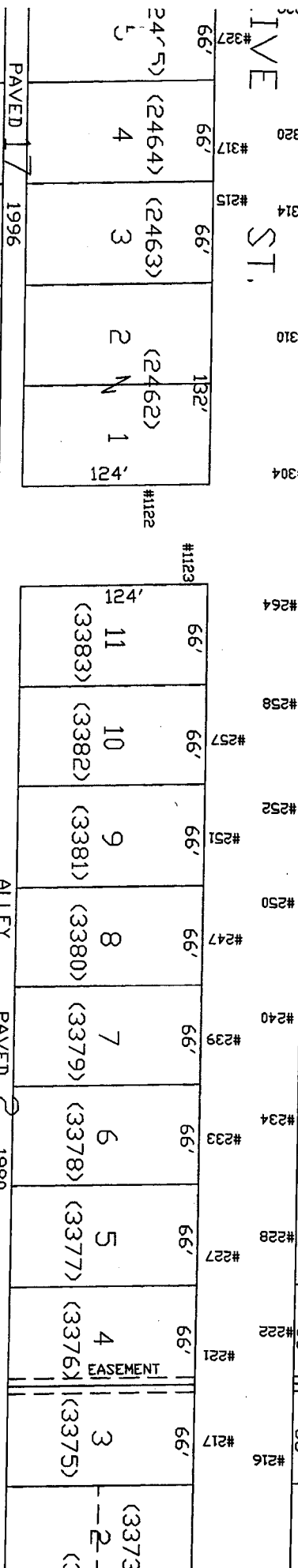
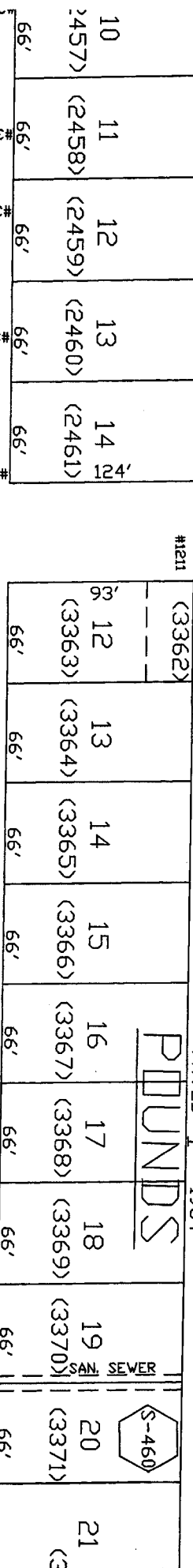
SECOND READING: January 20, 2015

PUBLIC HEARING: January 20, 2015

APPROVED: _____
Mayor

ATTEST: _____
Bridget Givens, City Clerk

PUBLISHED: _____



RESOLUTION NO. 2015-01

**RESOLUTION REGARDING THE
DISCONTINUANCE OF THE ALLEY IN BLOCK 6,
ZIELIE'S ADDITION TO CHIPPEWA FALLS**

WHEREAS, the laid out alley in Block 6, Zielie's Addition to the City of Chippewa Falls which extends from Garden Street on the North to South Street on the South is unimproved and not in use;

WHEREAS, the lots in said Block 6 are being sold to Maple Leaf Rentals, LLP for development of Multi-Family residences to be placed on the City tax rolls;

WHEREAS, the offer to purchase for the sale requires the City of Chippewa Falls to vacate the alley;

WHEREAS, it is in the public interest to vacate the alley as it is not developed or used and it will be placed on the public tax rolls through development and the public interest so requires; and

WHEREAS, the City of Chippewa Falls Common Council has held a public hearing as required by § 66.1003 (4), Wis. Stats., and has duly considered the basis for this Resolution;

NOW THEREFORE, BE IT RESOLVED that pursuant to the provisions of § 66.1003 (4), Wis. Stats., that the platted alley in Block 6 of Zielie's Addition to the City of Chippewa Falls, between Garden Street and South Avenue, Chippewa County, Wisconsin, be discontinued and vacated.

BE IT FURTHER RESOLVED that the City of Chippewa Falls does retain an easement for any public utilities which may presently exist or be located in the alley herein being discontinued and vacated.

DATED this 6th day of January, 2015.

PUBLIC HEARING: January 6, 2015.

ALDERPERSON: _____
George Adrian

VOTE: Ayes _____
Nays _____

APPROVED: _____
Gregory S. Hoffman, Mayor

ATTEST: _____
Bridget Givens, City Clerk

RESOLUTION NO. 2015-02

**RESOLUTION REGARDING THE DISCONTINUANCE
OF ALEXANDER STREET IN BLOCK 6,
ZIELIE'S ADDITION TO CHIPPEWA FALLS**

WHEREAS, the laid out Alexander Street in Block 6, Zielie's Addition to the City of Chippewa Falls which extends from Garden Street on the North to South Street on the South is unimproved and not in use;

WHEREAS, the lots in said Block 6 are being sold to Maple Leaf Rentals, LLP for development of Multi-Family residences to be placed on the City tax rolls;

WHEREAS, the offer to purchase for the sale requires the City of Chippewa Falls to vacate Alexander Street in said Block 6;

WHEREAS, it is in the public interest to vacate said Alexander Street as it is not developed or used and it will be placed on the public tax rolls through development and the public interest so requires; and

WHEREAS, the City of Chippewa Falls Common Council has held a public hearing as required by § 66.1003 (4), Wis. Stats., and has duly considered the basis for this Resolution;

NOW THEREFORE, BE IT RESOLVED that pursuant to the provisions of § 66.1003 (4), Wis. Stats., that the platted Alexander Street in Block 6 of Zielie's Addition to the City of Chippewa Falls, between Garden Street and South Avenue, Chippewa County, Wisconsin, be discontinued and vacated.

BE IT FURTHER RESOLVED that the City of Chippewa Falls does retain an easement for any public utilities which may presently exist or be located in the Alexander Street right of way herein being discontinued and vacated.

DATED this 6th day of January, 2015.

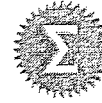
PUBLIC HEARING: January 6, 2015.

ALDERPERSON: _____
George Adrian

VOTE: Ayes _____
Nays _____

APPROVED: _____
Gregory S. Hoffman, Mayor

ATTEST: _____
Bridget Givens, City Clerk



EHLERS
LEADERS IN PUBLIC FINANCE

December 12, 2014

Jayson Smith
City Planner
City of Chippewa Falls
30 W. Central Street
Chippewa Falls, WI 54729

RE: Proposed Project: Tax Incremental District No. 7 Amendment

Dear Mr. Smith:

In accordance with your request, we are herewith transmitting our Agreement to provide Tax Incremental Financing Services related to a Project Plan amendment to the City's Tax Incremental District (TID) No. 7 to allow for projects within a one half mile area. If approved, please have one copy signed and returned to our office.

Please note that our contract is divided into phases. A breakdown of the services to be provided by phase has been outlined in this agreement. The City would have the right to terminate the project at the conclusion of each phase. At this time, Ehlers is prepared to begin the Feasibility Analysis. If the City decides to move forward with this project, Ehlers is prepared to begin all other phases outlined. Our pricing for Phase I has been proposed with the understanding that the City will also be undertaking concurrent TID actions relative to other districts concurrently with the TID 7 actions. Please review the proposal for changes in pricing, should this not be the case.

Ehlers & Associates has been providing tax increment assistance to Wisconsin municipalities since the tool was developed in the 1970's. We look forward to the opportunity to work with the City on this important project. If you have any questions regarding the agreement feel free to contact me at any time.

Sincerely,

Brian Reilly, CIPFA
Financial Advisor

EHLERS & ASSOCIATES, INC.

cc: Robin Broen, TIF Coordinator, Ehlers



Agreement to Provide Tax Incremental Financing Services

Date of Agreement: December 12, 2014
Client: City of Chippewa Falls, WI
Proposed Project: Tax Incremental District No. 7 Amendment (the "Project")

This Agreement is between the City of Chippewa Falls (the "Client") and Ehlers & Associates, Inc. ("Ehlers"). Ehlers agrees to provide the following scope of services for the above Project:

Scope of Services

Phase I – Project Plan Development and Approval

This phase includes preparation of the Project Plan, and consideration by the Plan Commission¹, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed, and ends after the Joint Review Board takes action on the Project. As part of Phase I services, Ehlers will:

- Based on the goals and objectives of the Client, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.
- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated below and on the following. Ehlers will ensure that selected dates meet all statutory timing requirements, and will provide documentation and notices as indicated.

¹ If Client has created a Redevelopment Authority or a Community Development Authority, that body may fulfill the statutory requirements of the Plan Commission related to creation or amendment of the district.

Meeting	Ehlers Responsibility	Client Responsibility
Initial Joint Review Board	<p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan, if requested.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p> <p>Designate Client Joint Review Board representative.</p> <p>Identify and recommend Public Joint Review Board representative for appointment.</p>
Plan Commission Public Hearing	<p>Prepare Notice of Public Hearing and transmit to Client's designated paper.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p>
Plan Commission Public Hearing	<p>For districts created on the basis of blight elimination, or on the basis of properties in need of conservation or rehabilitation, provide a format for the required individual property owner notification letters.</p> <p>Attend hearing to present draft Project Plan, if requested.</p>	<p>Prepare and mail individual property owner notices (only for districts created on the basis of blight elimination, or on the basis of properties in need of conservation or rehabilitation).</p> <p>Prepare meeting minutes.</p>
Plan Commission	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan, if requested.</p> <p>Provide approval resolution for Plan Commission consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Distribute Project Plan & resolution to Plan Commission members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Governing Body Action	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan, if requested.</p> <p>Provide approval resolution for governing body consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Provide Project Plan & resolution to governing body members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Joint Review Board Action	<p>Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions.</p> <p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present final Project Plan, if requested.</p> <p>Provide approval resolution for Joint Review Board consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p>

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client’s staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

Phase II – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval by the Joint Review Board, and ends with the submission of the base year or amendment packet. As part of Phase II services, Ehlers will:

- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the Client with an electronic copy of the final Project Plan (and up to 10 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

Compensation

In return for the services set forth in the “Scope of Services,” Client agrees to compensate Ehlers as follows:

Phase I	\$4,000
Phase II	\$1,000
Total	\$5,000

Based on our understanding of the City’s needs for this engagement, meeting attendance is not currently contemplated in Ehlers’ scope of services. Meeting attendance related to TID actions will be compensated at \$500 per meeting, which includes all time and travel. Additionally, this pricing is offered only to the extent that the City concurrently undertakes other TID actions on a concurrent calendar (to wit: creation of TID 13 and possible Project Plan amendment to one or more TIDs). Should the City only undertake this amendment to TID 7, our pricing for both Phases I & II shall increase by \$500 (total of \$1,000).

Payment for Services

For all compensation due to Ehlers, Ehlers will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Client Responsibility

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.
- Legal opinion advising that Project Plan contains all required elements (normally provided by municipal attorney).
- Preparation of District metes & bounds description (if necessary)
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition	\$1,000
Amendment Packet	No Charge
Distressed or Severely Distressed Designation	\$500
Annual Administrative Fee	\$150

Execution and Authority

By executing this Agreement, the person signing on behalf of Client represents that he/she has the authority to execute agreements of this type on behalf of Client and that this Agreement constitutes a binding obligation of Client enforceable in accordance with its terms/

The above Contract is hereby accepted

by the City of Chippewa Falls, Wisconsin,

by its authorized officer this _____ day of _____, 20__.

By: _____ Title: _____

Ehlers & Associates, Inc.

By: _____ Title: _____

Dated: _____, 20__.