

NOTICE OF PUBLIC MEETING

CITY OF CHIPPEWA FALLS, WISCONSIN

IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

Board of Public Works: X

(Reasonable accommodations for participation by individuals with disabilities will be made upon request. Please call 715-726-2736)

Will be held on **Monday, September 9, 2024 at 5:30 PM** in the City Hall **Council Chambers**, Chippewa Falls, Wisconsin. Items of business to be discussed or acted upon at this meeting are shown on the attached Agenda or listed below:

NOTE: If you are a board member and unable to attend the meeting, please notify the Engineering Dept. by calling 726-2736.

1. Approve the minutes of the August 26, 2024 Board of Public Works meeting.
(Attachment)
2. Approve the minutes of the September 3, 2024 Board of Public Works meeting.
(Attachment)
3. Review and consider City of Chippewa Falls sidewalk Criteria. Make recommendation to Common Council. (Attachment)
4. Review and consider proposal from Strand Associates to complete a Capital Improvement Plan for the wastewater department's major infrastructure. Make recommendation to Committee 1. (Attachment)
5. Adjournment.

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

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

I hereby certify that a copy of this Notice was emailed to the Chippewa Herald, posted on the 1st floor of City Hall, and on the outside City Hall Bulletin Board on Thursday, September 5, 2024 at 2:00 PM by Leanne Rogge.

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, AUGUST 26, 2024 – 5:30 PM**

The Board of Public Works met in City Hall on August 26, 2024, at 5:30 PM. Attending were Mayor Greg Hoffman, Vice-President Tom Hubbard, Director of Public Works Brandon Cesafsky, Alderman Jason Hiess, and Finance Manager Lynne Bauer. Also attending was City Engineer Bill McElroy.

1. **Motion** by Hiess, seconded by Hubbard to approve the minutes of the August 12, 2024 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
2. Cesafsky provided background on the Safe Step Program to perform a sidewalk audit along Bridge Street. From that audit, Safe Step would furnish data on the amount of sidewalk that that could be cut by Safe Step LLC and the amount that meets the criteria for replacement. There were discussions about the 2007 project completed by Safe Step LLC and Bauer asked if any replacements were done at that time. Cesafsky was not aware of any replacements but was going to check. There were questions about the cost of the audit with Safe Step LLC and Cesafsky stated that there is no cost but a gentleman's agreement that Safe Step LLC would expect to get the work if the City were to proceed with a cutting/grinding project. Cesafsky said the intent of this program would be to save business owners cost by offering the option to have the concrete sawn/ground down to make it compliant. The City's only method of repair is removing and replacement on the non-compliant sidewalk. If the City proceeds with Safe Step LLC there would be a cost to the City for the cutting and the City would also special assess business owners for any repairs that fell outside the cutting criteria and needed to be replaced.
Motion by Cesafsky, seconded by Hoffman to have Engineering set the criteria based on industry standards and proceed with the project with Safe Step LLC for Bridge Street from W. River Street to W. Elm Street. **All present voting aye. MOTION CARRIED.**
3. Cesafsky went through the audit received from TAPCO and explained that many of our signalized intersections have equipment that is 24+ years old and past its life expectancy. This is a risk for the City due to the part shortage for the old equipment. Cesafsky is working to get quotes from TAPCO to perform the recommended work and also a quote to replace the old cabinets and controllers. Cesafsky will report back with a cost and plan once he has received quotes. **No Action Taken**
4. Cesafsky provided an update on the Lead Service Line Program and stated that the City has already accepted 150 applications out of 270 in just 2 short months. There has been a lot of great feedback from residents and the program and processes are going smoothly. **No Action Taken**
5. Adjournment
Motion by Hiess, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:30 PM.

Brandon Cesafsky, Secretary, Board of Public Works

**CITY OF CHIPPEWA FALLS
SPECIAL BOARD OF PUBLIC WORKS
MEETING MINUTES
TUESDAY, SEPTEMBER 3, 2024 – 10:00 AM**

The Board of Public Works met in City Hall on September 3, 2024, at 10:00 AM. Attending were Mayor Greg Hoffman, Vice-President Tom Hubbard, Director of Public Works Brandon Cesafsky, Alderman Jason Hiess, and Finance Manager Lynne Bauer. Also attending was Aldermen John Monarski, Aldermen Paul Nadreau, Aldermen and Rob Kiefer.

1. Cesafsky gave an update on the sink hole that occurred as a result of a stormwater pipe failure. The sink hole occurred east of the Bluff Street and Grove Street intersection within the hillside on the night of August 29th. He presented a resolution prepared by City Attorney Samuel Bach declaring a public welfare emergency. This resolution allows the City to repair the storm sewer pipe and restore the landscape without the public bidding process and allows the repair to be completed in a timely matter before the situation worsens.
Motion by Hiess, seconded by Hubbard to Accept and approve Resolution 2024-01 entitled A resolution declaring a public welfare emergency. **All present voting aye. MOTION CARRIED.**
2. **Motion** by Hiess, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 10:35 AM.

Brandon Cesafsky
Secretary, Board of Public Works



Sidewalk Replacement Criteria

The City of Chippewa Falls responds to sidewalk complaints and addresses the complaints upon field inspection by Engineering Staff. The Engineering Department abides by State Statute 66.0907 which states the Board of public works may order any sidewalk which is unsafe, defective or insufficient to be repaired or removed and replaced with a sidewalk in accordance with the standard fixed by the council. The City's only method of repair is removing and replace.

Process

1. Engineering receives complaint.
2. Engineering reviews complaint based on criteria set by council.
3. If walk does not meet the criteria and is deemed unsafe, the Engineering Department sends out a letter via certified mail or personal delivery. This letter includes a copy of the ordinance, resolution, or order directing the laying removal, replacement, or repair of sidewalks shall be served upon the owner or agent of each lot or parcel of land in front of which the work is ordered.
4. From the date of delivery, the owner has 20 days to replace or repair the sidewalk to the standards set by the council. If not completed within 20 days the City may cause the work to be done at the expense of the owner. The City has a yearly concrete contract with a contractor who will remove and replace the concrete.
5. Owner has the option to appeal the sidewalk order which will be reviewed by the Board of Public Works.

Criteria

The Engineering department shall enforce all underlined items anytime the issues are brought to the attention of the Engineering Department with a formal complaint. Criteria which is not underlined shall be enforced when either the Engineering Department determines the sidewalk is causing a safety concern or if the sidewalk is being replaced as part of a City Project.

- Any sidewalk block with a mid-panel crack of ½" or greater.
- Any sidewalk block with a 3/4" lip between sidewalk blocks.
- Any sidewalk block with surface defects resulting in over a ¾" dip in the surface. (spalling, chips, etc.)
- Any sidewalk block that "ponds" water.
- Any sidewalk block with multiple fractures.
- Any sidewalk block that is improperly pitched (toward the lot).
- Any sidewalk block that is heaved by tree roots.
- Any sidewalk block with longitudinal fractures through the entire sidewalk block.
- Any sidewalk block with fractures that have been previously patched or repaired.



August 22, 2024

Mr. Brandon Cesafsky
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Re: Engineering Services
Capital Improvement Plan and User Charge System Update Proposal

Dear Brandon,

This Proposal presents Strand Associates, Inc.®'s (Strand) anticipated **Scope of Services** and associated **Compensation** for providing engineering services to the City of Chippewa Falls, Wisconsin (Owner) for the Capital Improvement Plan and User Charge System Update. It is anticipated that these two items will be provided under separate agreements or task orders.

Services Description

Services include updating the 2015 Capital Improvement Plan prepared by Strand for Owner's wastewater treatment plant (WWTP), which will include an assessment of the condition of the WWTP's mechanical, electrical, and structural infrastructure. Updating the 2018 User Charge System, based on the prioritized modifications from the Capital Improvement Plan, is also included.

Scope of Services

Proposed services can be described as follows.

Capital Improvement Plan Update

1. Attend a kickoff meeting with Owner to review project scope and discuss Owner's observations and impressions regarding the condition of the facility. Submit a Request for Information for additional items that may be beneficial to the effort.
2. Perform an on-site evaluation on the day of the kickoff meeting of the following facilities in terms of physical condition and operability: process; structural; electrical; heating, ventilating, and air conditioning; plumbing; and doors and windows. A systematic scoring method as discussed with Owner will be used to allow needs to be ranked.
3. Develop conceptual opinion of probable construction costs (OPCC) for items prioritized for replacement in the next approximately ten years. Any opinions of probable cost prepared by Strand are supplied for Owner's general guidance only. Strand has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Owner.

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4. Prepare a draft report including a summary of the on-site evaluation, prioritization of replacement or rehabilitation of structures and equipment, a summary of potential projects, and a capital improvements plan with OPCC and schedule for high priority projects. Draft copies of the report will be provided electronically to Owner for review.
5. Host a virtual meeting with Owner to discuss the draft report. Incorporate Owner's comments, as appropriate.
6. Prepare a final report and provide to Owner in portable document format file, along with two hard copies.

User Charge System Update

1. Request and review existing user charge data from Owner including spreadsheets, utility billings, water records, and similar information for developing 2025 rates.
2. Update 2018 rate calculation spreadsheet prepared by Strand for 2025 debt services, operation and maintenance budget, equipment replacement fund deposit, depreciation fund deposit, and changes to industrial volume and surcharge revenues.
3. Review hauled waste categories and cost of services.
4. Review the service charge for new wastewater accounts.
5. Prepare a preliminary 2025 wastewater user charge system update including fixed charges, volume charges, surcharges, rates for hauled wastes, and new account charge. Prepare a summary letter with enclosures.
6. Review the preliminary 2025 user charge system update with Owner in up to four virtual meetings.
7. Prepare the final 2025 wastewater user charge system update. Submit a summary letter with enclosures and the user charge system spreadsheet in Excel format.
8. Attend Committee No. 1 meeting to present the user charge system update.

Compensation

Owner shall compensate Strand for Capital Improvement Plan Update Services on an hourly rate basis plus expenses an estimated fee of \$20,400. Owner shall compensate Strand for User Charge System Update Services on an hourly rate basis plus expenses an estimated fee of \$13,000. Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost.

Only sales taxes or other taxes on Services that are in effect at the time this Proposal is submitted are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Proposal, this Proposal will be adjusted to reflect the net change.

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The estimated fee for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the estimated fee that reflects any wage scale adjustments made.

The estimated fee will not be exceeded without prior notice to and agreement by Owner but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on Strand's increase or decrease in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon execution of an agreement, which is anticipated the week of September 9, 2024. The User Charge System Update will proceed after completion of the Capital Improvement Plan Update is completed in approximately eight weeks.

Standard of Care

The Standard of Care for all Services performed or furnished by Strand under this Proposal will be the care and skill ordinarily used by members of Strand's profession practicing under similar circumstances at the same time and in the same locality. Strand makes no warranties, express or implied, under this Proposal or otherwise, in connection with Strand's Services.

We thank you for the opportunity to provide our services for this project. If you have any comments or questions, please call me at your convenience at 608-251-4843 extension 1058.

Sincerely,

STRAND ASSOCIATES, INC.®



Vernon C. Witthuhn, Jr., P.E.