



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**April 4, 2017**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, April 4, 2017 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: Rob Kiefer, John Monarski, Paul Nadreau

Mayor/Other Council Members present: Mayor Hoffman

Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; Street & Utility Maintenance Manager Rick Ruf; Police Lt. Brian Micolichuk, Fire Chief Mike Hepfler, Library Director Joe Niese, Utility Office Manager Connie Freagon, Parks & Recreation Director Dick Hebert, Maintenance Supervisor Scot Michels, Lance Squires – RTS Roofing.

Call to Order: 9:00 AM

**1. Discuss funding for library building/roof repairs. Possible recommendations to the Council.**

Library Director Joe Niese indicated they are submitting additional information to the City's insurance company regarding the roof wind damage. In addition, Lance Squires, RTS Roofing added his opinion on fixing the coping cap but did not have any knowledge on the extent of the overall roof condition or needed repairs. Maintenance Supervisor Scot Michels indicated he should have multiple quotes for roof repairs by the end of April. The Committee will discuss this issue at a future meeting.

**No action taken.**

**2. Discuss 2016 department budget carryover requests. Possible recommendations to the Council.**

Finance Manager Bauer presented various department carryover requests and asked the Committee to approve Items #1-#6 on the attached spreadsheet entitled "2016 Budget Carryover Request Discussion". She would like to consider Items #7 and #8 after the 2016 audit is completed toward the end of May.

**Motion by Monarski/Nadreau to recommend the Council approve carryover requests #1-#6 and table requests #7 and #8. All present voted aye. Motion carried.**

**3. Discuss uses for proceeds from sale of Fire Station #2. Possible recommendations to the Council.**

The Committee continued discussions regarding uses for the proceeds from the sale of Fire Station #2. As discussed at the last meeting, Medic 3 ambulance needs to be replaced however Chief Hepfler has determined that delivery of a new ambulance would take approximately 8 months. The Committee could use 2017 borrowed funds toward this purchase which would result in less funds to replace outdated street department equipment. Another option would be to order the ambulance now and use short term financing if necessary or 2018 anticipated equipment note proceeds. Chief Hepfler indicated he will contact Foster Coach to confirm their proposal to provide a loaner ambulance. In addition, other priorities for the fire station proceeds include Library roof repairs discussed in Item #1; installation of security cameras at the Library and other city buildings; and AEDs for the squad cars. Finance Manager Bauer indicated the city has not received the proceeds yet and stated these discussions began due to the ambulance repair/replacement issue. Closing is anticipated toward the end of April and further discussion will be held at a future meeting.

**No action taken.**

**4. Adjournment.**

**Motion by Nadreau/Kiefer to adjourn at 9:39 AM. All present voted aye. Motion carried.**

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



Hall of Fame Applicator



Over 8 Million Square Feet of  
Carlisle Membrane Installed

P.O. Box 1263  
Eau Claire, WI 54702-1263  
Phone: (715)832-1910  
Fax: (715)832-0190  
Website: [www.rtsroofing.com](http://www.rtsroofing.com)

March 15, 2017

Chippewa Falls Public Library  
Attn: Joe Niese  
105 W. Central Street  
Chippewa Falls, WI 54729

**PROJECT: Coping cap replacement on 732 linear feet of parapet wall.**

We propose to furnish labor and materials to do the following:

1. We will remove and dispose of the existing metal coping cap. It's damaged beyond replacement and in our opinion was never properly installed.
2. We will install new 1.5" thick wood blocking on top of the parapet walls.
3. We will cover the blocking with 60 mil EPDM membrane that will completely cover the wood blocking and extend down both sides.
4. We will install a new galvanized metal keeper and new 24-gauge, prefinished metal coping cap in the color of your choice from the manufacturer's standard colors.

For the amount of \$25,941.00

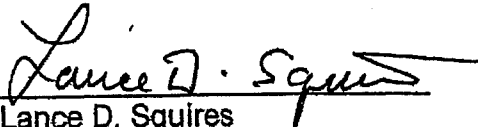
Note: With the metal installed as noted above, you should be able to remove and re-use the next time you have to replace the roof.

Please contact me if you have any questions or concerns. If you'd like to proceed with the above proposal, please sign and return a copy to my attention. We'll schedule the project as soon as possible.

Accepted by:

Thank you,

\_\_\_\_\_  
Date: \_\_\_\_\_

  
Lance D. Squires

COMMITTEE #1 - APRIL 4, 2017

2016 BUDGET CARRYOVER REQUEST DISCUSSION

DEPARTMENT	REQUEST	RECOMMENDATION	PURPOSE	APPROVED
#1. POLICE DEPARTMENT - (REVENUE/TRAINING)	\$ 3,680.00	\$ 3,680.00	Training	
#2. LIBRARY	\$ 2,500.00	\$ 2,500.00	Security Gate Repairs	
#3. PARKS & RECREATION	\$ 25,000.00	\$ 25,000.00	Pool; Forestry; Marshall Park	
#4. DATA PROCESSING	\$ 2,500.00	\$ 2,500.00	Scanner for Laserfische Project	
#5. PERSONNEL SERVICES	\$ 2,500.00	\$ 2,500.00	Management/Employee Training	
#6. SPECIAL LEGAL COUNSEL	\$ 10,000.00	\$ 10,000.00	Negotiation/Mediation Expenses	
#7. PUBLIC WORKS/STREETS	\$118,000.00	\$ 118,000.00	Various Operational Accounts	* Pending Audit Completion
#8. FIRE DEPARTMENT - (REVENUE)	\$ 20,000.00	\$ 20,000.00	Engine #1 Repairs	* Pending Audit Completion



3/24/17

To: Lynne Bauer; Finance Manager/City Treasurer  
 From: Dick Hebert; Director Parks and Recreation Dept  
 Re: 2016 Budget Carryover Requests

Below are the 2016 Budget Carryover Requests from the Parks and Recreation Department.

<u>Carryover Amount</u>	<u>To: Account (2017)</u>	<u>From: Account (2016)</u>
\$5,408	Outdoor Pool (55410-5349)	Outdoor Pool (Revenue Accounts) - Outdoor Pool (Expenditure Accts.) -

Comments – The request for the carryover will pay for the following high priority improvements at the Outdoor Pool.

- 1) Remove and replace dangerous lifeguard chair. Estimated cost, including contingency and shipping is \$4,618.
- 2) Purchase Handicapped Wheel Chair to meet ADA Compliance. Estimated cost with shipping is \$790.

<u>Carryover Amount</u>	<u>To: Account (2017)</u>	<u>From: Accounts (2016)</u>
\$4,500.25	Forestry (55610-5298)	Forestry (Expenditure Accounts)

Comments – Remove public trees, recommended from recently completed City Urban Forestry Plan & Tree Inventory/EAB Readiness and Response Plan.

<u>Carryover Amount</u>	<u>To: Account (2017)</u>	<u>From: Accounts (2016)</u>
\$2,500	Parks (55510-5299)	Parks (Expenditure Accounts)

Comments – Hire contractor to repair cracks at the Marshall Outdoor Tennis Courts to eliminate current trip hazard.

<u>Carryover Amount</u>	<u>To: Account (2017)</u>	<u>From: Accounts (2016)</u>
\$12,000	Forestry (55610-5298)	?????????

Comments – Hire contractor to grind existing (\$6,000) and future (\$6,000) stumps from tree removals prior to November 2017. Street Department was not able to grind stumps Fall of 2016.

# **CHIPPEWA FALLS POLICE**

***Integrity • Compassion • Commitment***

**TO:** Mayor and City Council  
**FROM:** Chief Kelm  
**DATE:** March 27, 2017  
**REF:** New Hire Costs for Officers Hired in 2016

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**Four officers left the police department in 2016**

- Chief Wendy Stelter (retired)
- Master Patrol Officer Robert Teuteberg (other employment)
- Master Patrol Officer Mark Johnson (retired)
- Patrol Officer Katie Phillips (other employment)

**These officers were hired by the police department in 2016**

- James Luckey
- Dan Downey
- Jonathon Schwede
- Shane McKee

**New Hire Costs occurring in 2016\***

**(\$ 10,086.72) 10.52100.5345 - Initial Issue (Note: \$ 3,337.93 of this is from 10.52100.5346 – Uniforms. After we reviewed expenditures in that account we found that numerous entries were actually for Initial Issue reasons)**

**10.52100.5900 - Employee Exams**

**(\$ 4,425.30) 10.52050.5349 - Police and Fire Commission**  
**(\$ 14,512.02)**

**New Hire Costs occurring in 2017\*\***

**(\$ 3,414.00) 10.52100.5345 - Initial Issue**

**Grand Total (\$ 17,926.02) for New Officers hired in 2016**

***Note: I had estimated \$ 24,970 for the new hires at the Committee #1 Meeting on 08/15/16***

# CHIPPEWA FALLS POLICE

***Integrity • Compassion • Commitment***

**TO:** Finance Manager/Treasurer Lynne Bauer  
**FROM:** Chief Kelm  
**DATE:** March 27, 2017  
**REF:** 2016 Carryover Requests and Potential Fund Sources

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## Potential Funding Sources for Carryover Requests

### **Carryover**

\$ 42,276.71 Police Department 2016 Overall Budget Balance  
Note: Equipping the new officers cost \$10,086.72

(\$ -4,425.30) Police and Fire Commission 2016 Overall Budget Balance  
New hire process, psychological testing, & backgrounds

### **Reimbursement for 2016 Accounts**

\$ 1,837.50 Ballistic Vest Grant Reimbursement

### **Other Sources for Consideration**

\$ 3,680.00 WI Department of Justice Training and Standards Funding for Police Training  
\$ 1,000.00 Rebate from Insurance Company for purchase of Lexipol Policy Software  
\$ 1,071.60 Remainder of Insurance Claim from Squad 4 and Squad 1

### **Reimbursement for 2016 Overtime**

\$ 5,729.71 Reimbursed Overtime for Special Events  
\$ 7,117.48 Reimbursed Overtime for DOT BOTS Traffic Safety Grant

### **Reimbursement for 2015 Overtime Carryover Funds not used in 2016**

\$ 11,967.39 Reimbursed Overtime for Special Events  
\$ 10,546.32 Reimbursed Overtime for DOT BOTS Grant

Carryover Requests

**\$ 36,000.00**     **WatchGuard In-Car Video System**  
*Approved City Council 02/07/16*

**\$ 3,680.00**     **Training and Standards Funding for Annual Police Training**  
This is money that WI DOJ Training and Standards reimburses police departments for the required 24 hours of mandatory training per officer. As has been historically done, I would request this amount be carried over into the police department's training account.

**\$ 2,300.00**     **10.52100.5345 - Initial Issue costs in 2017 for New Hires\*\***  
Costs for new officers hired in 2016 continue into 2017. Along with the purchase of some uniforms, this includes a ballistic vest and exterior carrier for new officer Schwede. The vest was ordered but not yet received. This officer was hired at the end of 2016 and vests typically take 4-6 weeks to arrive. Exterior Vest Carriers for all 4 new officers is also a cost for this account in 2017. Exterior Vest Carriers cannot be ordered until vest panels arrive as they are tailor made to fit individual officers' custom ballistic panels. Exterior Vest Carriers take 12 or more weeks to arrive. If this carryover is not approved for this account for 2017, we will not have sufficient funds to hire a new officer.

**\$1,125.00**     **10.52100.5851 - Vehicles**  
Squad #4 is one of the vehicles to be replaced in 2017. The brush guard that was intended to be reused from the old Squad #4 was damaged in the crash. This was not accounted for when this account was originally budgeted back in fall of 2016. This brush guard protects the squad in front end collisions. The traditional light bar is high up and back on our police SUVs. Because of this, the brush guard also has significant front and side lighting which dramatically increases visibility in general and especially when the squad is nosed into an intersection or behind a lower style vehicle such as a sedan or compact car.

**\$ 623.03**     **10.52100.5392 - Parking**  
I would request that balance from this account left over in 2016 be added directly into the same account for 2017. New parking tickets can then be ordered anytime in 2017 after the winter parking rules are lifted. Parking tickets are expected to run out before the end of 2017. This purchase was delayed in order to allow an opportunity to adjust parking ticket fines, if desired.

**\$ 5,785.00**     **Automated External Defibrillator (AED)**  
This expenditure would allow us to outfit each squad car with an AED unit and have one at the police station. Police are almost always the first to arrive at a scene where an AED could be utilized. Quick administration of CPR and an AED can be the difference between life and death for those in medical distress. The police department currently has 4 units which are over ten years old. During our First Responder training last year the instructor recommended that we replace these aging units. The vendor (Emergency Medical Products, Inc.) has tentatively indicated we can trade them in for a discount on the purchase of new AEDs. If successful this would result in a savings of \$ 1,400 under the requested amount. The AED is a Phillips HeartStart OnSite. This is the same unit used by our Fire Department and the Chippewa School District. I would recommend that all 5 marked squads have an AED as we can never know which squad will be at a given medical emergency. Also, having an AED at the station is highly recommended. Please note: In my research this is an excellent deal on these AEDs. The fire department uses Emergency Medical Products, Inc and looks to be giving us a great discount. The quote is good through 3/12/17.



**2017 OMITTED BUDGET REQUESTS 11-15-2016 (Updated April 2017)**

DEPARTMENT	APPROVED/ FUNDING	AMOUNT	ESTIMATED COST	OMITTED ITEM DESCRIPTION
City Hall	REVIEW IN 2017			Bulletproof Window & Door (Clerk's Office)
	REVIEW IN 2017			Bulletproof Window & Door (Finance Office)
	REVIEW IN 2017			Cement Masonry (Outside)
	REVIEW IN 2017			Flooring for Council Chambers
	REVIEW IN 2017		\$ 3,600	Handicap Door Replacement
	REVIEW IN 2017		\$ 18,667	Keyless Entry
	COMPLETED 2017 (FF)	\$ 10,555	\$ 10,555	Laserfiche Software (Additional Utility Cost \$1,863)
	COMPLETED 2017 (FF)	\$ 1,652	\$ 1,652	Laserfiche Annual Maintenance (Additional Utility Cost \$292)
	NO		\$ 3,345	Outside Lighting (LED)
	REVIEW IN 2017		\$ 15,000	Security Cameras
		\$	\$ 52,819	
	NO		\$ 5,232	Replace City Hall Phone Controller (Proposal 1) (Additional Utility Cost \$923)
	YES-frnch fees	\$ 4,373	\$4,373 +	Transfer City Phone Programming to County Phone System (Proposal 2) (Additional Utility Cost \$772)
Data Processing	COMPLETED 2017	\$ 8,000	\$8,000 +	Department iPads
Data Processing/Police Department	COMPLETED 2017		\$ 8,880	MDC Replacement Option #1
	NO		\$ 1,800	MDC Warranty Option #2
			\$ -	Do not purchase warranty; replace as needed (recommended by County IT) Option #3
Donations	COMPLETED 2017	\$ 2,000	\$ 2,000	Chippewa Falls Senior Center (Additional Request over 2016)
	?	\$ 8,830	\$ 8,830	Chippewa County EDC (Additional Request over 2016)
	COMPLETED 2017	\$ 237	\$ 237	Patriotic Council (Additional Request over 2016)
			\$ 11,067	
Fire Department	REVIEW IN 2017		\$ 26,000	Cardiac Monitor
	ORDER IN 2017		\$ 192,000	Ambulance
Library	Request Removed		\$ 7,000	Cement Ramp in Back Alley
	Request Removed			Elevator Repair
	NO		\$ 9,854	Keyless Entry
	STREET DEPT?		\$ 500	Remove Retaining Wall & Tree
	NO		\$ 9,630	Replace Front Doors & Bay St. Door
	Request Removed		\$ 10,000	Roof Flashing
	*PRIORITY 2017		\$ 25,000	Security Cameras
	*PRIORITY 2017		\$ 50,000	Library Roof Repairs (Estimate?; offset by insurance claim?)
			\$ 111,984	
Parks, Recreation & Forestry Dept	YES/IN GF BUDGET	\$ 945	\$ 945	Buchanan Park Port-A-Toilet Rental
	YES--\$ IN GF/TIF		\$ 70,000	Chippewa Riverfront Expenses
	CARRYOVER	\$ 2,500	\$ 2,500	Marshall Park Outdoor Tennis Court Crack Repairs
			\$ 73,445	
Police Department	COMPLETED 2017	\$ 32,000	\$ 32,000	In-Car Video System
	COMPLETE 2017	\$ 16,000	\$ 16,000	Parking Enforcement Scooter
	WITHDRAWN 2017		\$ 5,500	Generator & Lighting for Range Building
	*PRIORITY 2017		\$ 4,500	AEDs for Squad Cars (5)
			\$ 58,000	
<b>TOTAL OMITTED BUDGET REQUESTS</b>		\$ 78,262	\$ 547,427	

\*Utilitize Fire Station #2 Proceeds

**Chippewa Falls Fire & EMS Medic Units  
Mileage, Run Hours and Repair Costs  
1/31/2017**

**Medic #1 - 2013 Ford F-450**

Mileage	91,434
Hours	4,064
2014	\$555.57
2015	\$7,065.41
2016	\$18,391.86
2017	\$1,543.16

**Medic #2 - 2016 Ford F-450 Super Duty 4X4**

Mileage	18,433
Hours	868
2014	
2015	
2016	\$316.00
2017	\$0.00

**Medic #3 - 2007 Ford E-450 Super Duty**

Mileage	148,008
Hours	7,907
2014	\$5,441.02
2015	\$1,215.63
2016	\$1,786.56
2017	\$446.73

**Medic #4 - 2010 E-450 Super Duty**

Mileage	174,748
Hours	8,432
2014	\$12,565.12
2015	\$8,321.27
2016	\$5,361.01
2017	\$0.00

*ENGINE 3  
Built 1992  
miles 39,956  
HRS. 7,646*

**EMS run volume increases annually.**

2012	2499
2013	2634
2014	2750
2015	2831
2016	2929

*ENGINE 1  
Built June 2001  
miles 47,140  
HRS. 6,850*

## Ambulance Price Estimate 2017

### Foster Coach Quote: 03/28/2017 – ref. 2017 HORTON 603

1	2017 Ford F550 4X4 with a Custom Conversion Horton 603 as per spec	<b>\$194,260.00</b>
1	WEMSA discount F.C. WEMSA buying partner Rebate check after delivery to department	<u>\$2,500.00</u> <b>\$191,760.00</b>
1	optional prepay discount	<u>\$2,750.00</u> <b>\$189,010.00</b>
<hr/>		
1	loaner medic unit during production \$125.00 per day – WAIVED (approx. 230 days)	<b>\$28,750.00</b>

Ambuprice2017: 03/30/17

### Chippewa Falls Fire & EMS Medic Units Mileage, Run Hours and Repair Costs 1/31/2017

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