



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**May 11, 2017**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Thursday, May 11, 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 Chief Matthew Kelm, Fire Chief Mike Hepfler, Utility Office Manager Connie Freagon, City Planner/Transit Manager Jayson Smith, and City Clerk Bridget Givens.

Call to Order: 9:00 AM

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

Finance Manager/Treasurer Bauer requested that action on this item be postponed to allow additional communication with the insurance company on potential coverage. This item will be brought back to a future Committee #1 Meeting.

**No action taken.**

**2. Discuss request from Chippewa Falls Main Street for funding for the Annual Pure Water Days Parade. Possible recommendations to the Council.**

Bauer stated that funding for the annual Pure Water Days parade has come from room tax funds, with \$6,200 being provided to Main Street in 2016. The amount being requested for 2017 is \$6,713.

**Motion by Monarski/Nadreau to recommend Council approve funding for the Annual Pure Water Days Parade in the amount of \$6,400 from room tax funds. All present voting aye, motion carried.**

**3. Discuss funding sources for Riverfront Phase II costs that exceed donation revenues as well as interim financing to cover expenses until donation pledges are received. Possible recommendations to the Council.**

City Planner Smith distributed a spreadsheet prepared by Ehler's which delineated the cumulative balance of TID #11 (EOG), which is a donor TIF to 4, 5 and 12. With the bid coming in higher than expected, the shelters and picnic tables were removed from the bid and will be included in the DNR Grant application along with the restrooms. This still leaves the bid amount at \$305,972 more than estimated.

Smith further advised that originally, construction observation was going to be handled by the City Engineering Department. With the Assistant City Engineer submitting his resignation, this may no longer be an option, so a proposal was obtained for these services from SEH in the amount of \$87,000.

Smith requested authorization for up to \$400,000 in TIF revenues to be used to offset the overrun and advised that there would be sufficient TIF funds to cover the expenses. Smith still anticipates donations to come in that could be used to offset the \$400,000.

Discussion ensued relative to interim financing to bridge the gap to cover expenses until donation pledges are received. Further discussion on this topic will be had at a future meeting.

**Motion by Monarski/Nadreau** to recommend Council approve utilizing TIF revenues to cover the Riverfront Phase II expenses that exceed donation revenues in an amount not to exceed \$400,000. **All present voting aye, motion carried.**

**4. Discuss proposal from Ehlers to assist the City with new TIF reporting requirements. Possible recommendations to the Council.**

The legislature has created new TIF reporting requirements. Ehlers has prepared a proposal to offer these reporting services to the City. Smith and Bauer agree that this is the best way to fulfill this requirement and recommended the Committee accept all three proposals as submitted (Preparation of Supplemental information for the Joint Review Board, Joint Review Board Meeting Coordination, and Joint Review Board Meeting Attendance). The fees for this proposal would be charged back to the TIDs each year.

**Motion by Kiefer/Nadreau** to recommend Council accept the proposal from Ehlers to provide assistance to the City in fulfilling the new TIF reporting requirements. **All present voting aye, motion carried.**

**5. Discuss draft Memorandum of Understanding between the City of Chippewa Falls, Chippewa County Housing Authority and Chippewa County regarding property located at 316 Mansfield St. Possible recommendations to the Council.**

The County currently owns 316 Mansfield Street for back taxes. The Chippewa County Housing Authority has funds available to acquire and demolish the buildings on the property and rebuild a single-family home on the lot when demolition is complete. This proposal is completely cost neutral for the City.

**Motion by Kiefer/Monarski** to recommend Council approve executing the Memorandum of Understanding between the City of Chippewa Falls, Chippewa County Housing Authority, and Chippewa County regarding the property located at 316 Mansfield Street. **All present voting aye, motion carried.**

**6. Discuss use of insurance proceeds for funding overage for police vehicle purchases. Possible recommendations to the Council.**

Chief Kelm provided an overview of his vehicle account that is included as an attachment with these minutes. Kelm advised that there were additional costs to outfit the squads and therefore, he needs authorization to utilize an additional \$1,936.35 in insurance proceeds.

**Motion by Monarski/Kiefer** to recommend Council authorize the expenditure of \$1,936.35 in insurance proceeds to complete outfitting the police vehicles. **All present voting aye, motion carried.**

**7. Discuss funding to hire a replacement Assistant City Engineer. Possible recommendations to the Council.**

Assistant City Engineer, Rob Krejci, has submitted his resignation and his last day with the City is May 19<sup>th</sup>. City Engineer Rubenzer is requesting authorization to hire a replacement at a rate of up to

Grade 15 Max. There have been minor changes to the job description which will be considered by Committee #2 at their meeting next week.

**Motion by Kiefer/Nadreau** to recommend Council approve filling the Assistant City Engineer position at a rate of pay of up to Grade 15 Max. **All present voting aye, motion carried.**

**8. Discuss funding to hire a replacement Water Supervisor. Possible recommendations to the Council.**

Water Supervisor, Rory Olson, has submitted his retirement notice effective June 8<sup>th</sup>. There have been minor changes to the job description which will be considered by Committee #2 at their meeting next week. The DNR is requiring a certified Operator in Charge which will now be a requirement for this position, in addition to managing snow and ice removal operations as part of the winter maintenance team. Rubenzer is requesting to fill the position at a rate of pay up to Grade 15 Max.

**Motion by Kiefer/Monarski** to recommend Council approve filling the Water Supervisor position at a rate of pay of up to Grade 15 Max. **All present voting aye, motion carried.**

**9. Discuss updated Water Service Maintenance DNR Certification subclasses. Possible recommendations to the Council.**

Rubenzer requested additional compensation for Service Maintenance Step 2 and Step 3 positions based upon completion of additional DNR Certification subclasses, in addition to meeting the required years of service. This increase was included in the utility budget.

**Motion by Kiefer/Nadreau** to recommend Council approve the additional compensation of \$.50/hr for Service Maintenance Steps 2 and 3 when they meet the additional certification and length of service requirements. **All present voting aye, motion carried.**

**10. Discuss compensation for the "Operator in Charge" at the Water Department. Possible recommendations to the Council.**

The DNR is now requiring an employee to be designated as the Operator in Charge at the Water Department. Matt Boos volunteered to get the required certification and act in this capacity. Rubenzer is requesting an additional \$2.00/hr in compensation for Boos for October – May. This would result in a lump sum payment of \$2,700. When the new Water Supervisor is hired, this certification will now be a requirement of that position.

**Motion by Kiefer/Nadreau** to recommend Council approve a lump sum payment of \$2,700 for the Operator in Charge from the utility budget. **All present voting aye, motion carried.**

**11. Discuss agreement with Strand Associates for General Services Control Building Heating, Ventilation and Air Conditioning at Chippewa Falls Waste Treatment Plant. Possible recommendations to the Council.**

Strand Associates was contracted for the capital improvement plan layout at the Wastewater Treatment Plant. As part of the plan, it was suggested that the HVAC be addressed. Strand has submitted a proposal in the amount of \$32,000. Rubenzer advised that they are familiar with the project and have in-house experience with the plant. As this proposal is for engineering services, it is not required to be bid out.

**Motion by Kiefer/Nadreau** to recommend Council approve the agreement with Strand Associates for

General Services Control Building HVAC Improvements at the Wastewater Treatment Plant. **All present**

voting aye, except Monarski who voted no, motion carried.

**12. Discuss funding for ambulance purchase. Possible recommendations to the Council.**

The Committee discussed timing for bonding for the purchase of a new ambulance. Chief Hepfler advised the price of an ambulance will increase 4-6% annually. It was requested that the Committee approve paying for an ambulance up front with reimbursement to occur when the proceeds become available.

**Motion by Monarski/Kiefer** to recommend Council approve purchasing the ambulance in 2017 in an amount not to exceed \$192,000 with 2018 bond monies used to reimburse the City. **All present voting aye, motion carried.**

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

It was discussed that proceeds could potentially be used for the library roof repair. The Mayor opined that the roof repair could be something to include in future borrowing. The sale proceeds could be used to offset until that time. This item will be included on a future Committee #1 agenda.

**No action taken.**

**14. Adjournment.**

**Motion by Monarski/Nadreau** to adjourn at 10:17 am. **All present voting aye, motion carried.**

Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer

# Chippewa Falls Main Street, Inc



*Downtown Revitalization . Historic Preservation . Business Assistance*

514 NORTH BRIDGE STREET . CHIPPEWA FALLS . WISCONSIN . 54729 . PHONE: 715-723-6661

April 27, 2017

Greg Hoffman, Mayor  
City of Chippewa Falls  
30 West Central Street  
Chippewa Falls, WI 54729

Dear Mayor Hoffman and Chippewa Falls City Council Members,

Main Street is proud to have taken over hosting the Annual Pure Water Days Parade since 2014 with the City of Chippewa Falls financial assistance. This parade has been a tradition in Chippewa Falls for 40 years. We are requesting room tax monies to support the Pure Water Days Parade again in 2017 in the amount of \$6713.00. The Annual Pure Water Days Parade success would not have been possible without your assistance and continued financial support. Your continued support is confirmation that the City of Chippewa Falls believes in and is a champion of Main Streets Mission.

As of 2015 Chippewa Falls Main Street has also taken over additional duties in coordination of ALL Pure Water Days activities. We are also working with the Jacob Leinenkugel Brewing Company supporting the 150<sup>th</sup> Anniversary Celebration as they will be Grand Marshal's and the theme is "The Great Outdoors/Northwood's".

Thank you for your consideration.

Sincerely,

Teri Ouimette, Chippewa Falls Main Street Executive Director

Pure Water Days Parade 2017 Cost	Hours	Cost	Add'l costs
Task			
Create and mail parade invites	20	\$300	
Field telephone calls, emails and general inquiries	25	\$375	
Arrange parade lineup, revise	24	\$360	
Send unit letters and parade route to parade entries	22	\$330	\$188.00 postage
Website page setup, Face Book advertising set up	8	\$120	
Send volunteer letter out and followup calls	15	\$225	
Assign volunteers to specific tasks/train	10	\$150	
Meet with float managers with current information and lineup	3	\$45	
Recruit 3 judges/instruct	1	\$15	
Permission to use porch for judging , Jim Docksey			\$250.00 cost of trophies
Order trophies, follow up notification of winners	4	\$60	
Prepare categories for judging and judges sheets	6	\$90	
Event insurance			\$500.00
Advertise radio, Buck printed ad, Herald Telegram			\$600
			Printing flyers, posters,
Set up graphics for posters, flyers, FB, Advertise parade Web	27	\$950	\$1,900 signage
Recruit Grand Marshal -secure vehicle	1	\$15	
Secure vehicle for Mayor			
Meet with Police and Street dept/barricade map and info	2	\$30	
TV Interviews	4	\$60	
Hang banners, no parking signage, signage	3	\$45	
Barricade Streets	2	\$30	
Start parade, monitor crowd control volunteers	3	\$45	
remove barricades	2	\$30	
		\$3275	\$3,438

Total \$6713.00



## New Annual TIF Reporting Requirements for 2017

By Todd Taves, Senior Municipal Advisor



2015 Wisconsin Act 257 requires that any political subdivision with a tax incremental district (TID) file an annual report with all overlapping taxing jurisdictions and the Wisconsin Department of Revenue (DOR). Additionally, a meeting of the Joint Review Board must be convened to review the annual report and to review the performance and status of each of the political subdivision's TIDs.

This Act was one of four pieces of legislation approved during the 2015-2016 legislative session that originated from the 2014 Legislative Council Study Committee on the Review of Tax Increment Financing.

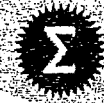
### Required Report

Prior to Act 257, political subdivisions were required to provide an annual report to overlapping taxing jurisdiction's not later than May 1 annually. The law did not specify a format for the report and there were no penalties for non-compliance.

**Under Act 257, political subdivisions must now file their annual report electronically through the DOR's website not later than July 1 annually.** The first report, due July 3, 2017 (first business day following the statutory deadline) will be for the 2016 reporting year. The DOR expects the online form to be available in mid-February, and a separate report must be filed for each active TID.

Unlike the prior reporting requirement, the new report will contain mandatory field entries and consists largely of the information found on the Statement of Revenues, Expenditures and Changes in Fund Balance in a typical audited financial statement. Accordingly, political subdivisions may want to ask their auditors to complete this portion of their work earlier in the process, especially if the overall audit is not expected to be complete prior to the July 1 deadline. In addition to filing the online form, a copy of the submitted report must also be transmitted by the political subdivision to each overlapping taxing entity.

The reporting requirement applies to all types of political subdivisions and to all types of TIDs, to include environmental TIDs, industry-specific Town TIDs created under Wis. Stat. § 60.23 and Town TIDs created under Wis. Stat. § 60.85.



## Estimated Reports and Filing Extensions

If a governmental unit is not prepared to file its annual report for 2016 by the July 3, 2017 deadline, an estimated report may be filed. Provided that the estimated report is filed by the deadline, an automatic 30-day filing extension to August 2, 2017 will be granted.

There is also an ability to file an amended report through November 1 if it becomes necessary to restate any information following filing of the annual report.

Political subdivisions which do not file their annual report on or prior to the July 3, 2017 deadline, or the August 2, 2017 deadline in cases where an estimated report was filed, will receive notice from DOR of the failure to file. If the annual report is not filed within 60 days following issuance of this notice, DOR is required to assess a \$100 penalty for each day the report is past due.

## Joint Review Board Meeting Requirement

Act 257 also requires that the Joint Review Board meet each year to review the annual report and the performance and status of each district governed by the Board. A single meeting can be held for purposes of reviewing all active TIDs within the political subdivision provided that all are overlapped by the same taxing jurisdictions.

While the Act requires that the meeting be held on July 1, or when the annual report becomes available, DOR has issued guidance indicating that there is no specific requirement as to how soon the Joint Review Board meeting must occur following availability of the annual report. As such, meetings should be scheduled based on the availability of Joint Review Board representatives noting that county and technical college district representatives will be asked to attend multiple meetings throughout their jurisdictions in the same general timeframe.

As the purpose of the meeting is to review the annual report, no action by the Joint Review Board is required other than to convene the meeting. To make the annual meeting a more useful exercise, Ehlers recommends preparation of updated forward looking cash flow projections for your TIDs and provision of other supplemental information that helps to more fully explain the current position of each TID.

## How Can Ehlers Help?

Ehlers has developed a scope of services for governmental units that may require or prefer to have assistance in complying with some or all of these requirements. Your Ehlers' Municipal Advisor will be contacting you soon to discuss these services so that you can determine what assistance you may need.





## Letter of Engagement ("Letter") to Retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting

As a governmental entity ("Client") with one or more active Tax Incremental Districts ("TIDs") you are required to prepare and file an annual report with the Wisconsin Department of Revenue not later than July 1. Following filing, the Joint Review Board ("JRB") must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

Client has requested that Ehlers assist Client in complying with its annual TID reporting and JRB meeting requirement under Wisconsin Statutes 66.1105(6m)(c)(intro.) and 66.1105(4m)(f)<sup>1</sup>. Ehlers proposes and agrees to provide the following scope of services and for the following fees:

### Scope of Service & Fee Compensation

#### Annual Report Submission

Annual reports must be filed electronically by Client not later than July 1 through the Department of Revenue's website with copies provided to each overlapping taxing entity. The information needed to complete the report will be found within Client's financial statements and supporting accounting records.

**Scope:** If requested, Ehlers will provide input to Client and Client's auditor with respect to required report entries.

**Fee:** **No charge for routine questions or review of report entries.** Additional assistance may be subject to hourly charges. Client will be advised prior to incurring fees for this scope item if charges become necessary.

#### Preparation of Supplemental Information for JRB

Given that the DOR annual report format provides limited information for a single fiscal year, Ehlers recommends preparation of supplemental information that will assist Client in more fully presenting the TID's current financial position, key activities, and anticipated future performance.

- Scope:**
1. Request from Client information necessary for preparation of summary page and updated TID cash flow.
  2. Prepare supplemental information package to include:
    - a. Cover and summary page.
    - b. Current map of TID boundaries.
    - c. Updated cash flow projection.
    - d. Copy of Annual Report.

<sup>1</sup> Or Wisconsin Statutes 60.85(8)(c)(intro.) and 60.85(4)(d); or Wisconsin Statutes 66.1106(10)(a)(intro.) and 66.1106(e)(3); as applicable.





**Fee: \$1,500 flat fee per TID.**

Flat fee applicable provided that Ehlers has available an existing cash flow model to update. If a cash flow model must be created, the additional time required for that task may be billed hourly. Client will be advised prior to incurring hourly fees for this scope item if charges become necessary. In the event Ehlers has already prepared an updated cash flow for the current year as part of other work for which it has been compensated, the fee charged may be reduced.

**JRB Meeting Coordination**

Following submission of the annual report with the Department of Revenue, the JRB must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

- Scope:**
1. Obtain from Client preferred meeting dates and times and contact overlapping taxing jurisdictions to confirm availability and attendance.
  2. Prepare required Class 1 meeting notice and transmit to Client's Official Newspaper for publication.
  3. Prepare, and via electronic mail, provide Client and overlapping taxing jurisdictions with:
    - a. Cover letter with meeting details and requirements.
    - b. Agenda.
    - c. Supplemental information package.
    - d. Joint Review Board resolution.

**Fee: \$500 flat fee per meeting.**

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

**JRB Meeting Attendance**

- Scope:** Attend Joint Review Board meeting to review cash flow projections and answer questions. Meeting attendance may be in person, or by conference call, as agreed to by Client. Ehlers can provide a call-in number for meetings to be held telephonically. If phone participation in meetings is permitted by Client's ordinance or policy, this may also be used to facilitate attendance by taxing jurisdiction representatives.

- Fee: \$500 Flat Fee per meeting. In addition, travel time to and from the meeting will be billed hourly, not to exceed \$1,000.**



It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

### Fee Example

A Client with three active TIDs for which all services are requested would be charged \$4,500 for preparation of the supplemental reports (\$1,500 per TID), \$500 for JRB meeting coordination and \$500 for JRB meeting attendance for a total of \$5,500. This assumes a single JRB meeting is held, and excludes hourly charges for travel.

### Hourly Charges

For any service requested by Client related to the Project that exceeds the Scope of Service defined in this Letter, Client will be charged on an hourly basis. Hourly charges will also apply as identified in the Scope of Services & Fee Compensation section of this Letter. Ehlers will bill Client at our then current hourly rates dependent upon the task/staff required to meet Client request. Prior to charging Client hourly fees, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. (Does not apply to hourly fees charged for travel if in person JRB meeting attendance is requested).

### Payment for Services

Ehlers will invoice Client upon completion of the work. The invoice is due and payable upon receipt by Client.

### Future Fee Changes

Prior to any fee adjustments, Client will be notified in writing of the revised fees and their effective date.

### TID Eligible Expense

Fees charged by Ehlers for the services outlined in this Letter are a TID eligible expense.

### Client Responsibility

For each TID that Ehlers is assisting with, Client agrees to:

- Provide Ehlers with the following information:
  - A copy of the TID Annual Report as filed with the Department of Revenue. (Client must also provide a copy directly to each overlapping taxing jurisdiction).
  - A copy of the prior year's audited financial statements if available.
  - A copy of the prior year's DOR Form PC-202 (Tax Increment Collection Worksheet).
  - A current TID boundary map.
  - Copies of documents related to TID debt or other TID liabilities which Client may have incurred and which Ehlers does not have on file.



- Complete and return a questionnaire which we will provide you inquiring as to other information we may need to prepare an updated cash flow.
- Post the Annual JRB meeting agenda and provide notification as required by statute. (Ehlers will prepare and coordinate publication of the Class I Notice if this service is elected).
- Take and prepare minutes at the Annual JRB meeting.
- Provide any technology required for telephonic meeting participation by Ehlers or other parties if such participation is allowed by Client.
- Pay the following costs, which are not include within our Scope of Services:
  - Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to assist with preparing the annual report or related supplemental information.
  - Publication charge for the Notice of Joint Review Board meeting.

**Acceptance**

Client hereby accepts this Letter and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client and shall remain in effect for a period of one (1) year. This Letter shall thereafter renew automatically for successive one (1) year periods.

Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. Client may change their scope of service elections, or modify the list of TIDs for which services are being provided prior to commencement of each annual reporting cycle.

Scope of Service	Election of Services
Preparation of Supplemental Information for JRB	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Coordination	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Attendance	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service

Provide these services for all active TIDs.

OR

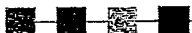
Provide these services for the following TIDs only: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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



**Lynne Bauer**

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**Subject:** FW: Draft MOU for the 316 Mansfield St., Chippewa Falls purchase  
**Attachments:** 316 Mansfield, Chippewa Falls -MEMORANDUM OF UNDERSTANDING.docx

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**From:** Ruth Rosenow [mailto:RRosenow@co.chippewa.wi.us]  
**Sent:** Saturday, May 06, 2017 5:10 PM  
**To:** Jayson Smith; Doug Clary  
**Cc:** Pat Spilde; Tamra Fabian  
**Subject:** Draft MOU for the 316 Mansfield St., Chippewa Falls purchase

Hello.

Attached is a draft MOU to begin the process for Chippewa County to sell the property located at 316 Mansfield St., Chippewa Falls to the City of Chippewa Falls and Chippewa County Housing Authority.

We have completed two previous projects like this and this MOU is the same as we have used before.

I used an estimated sale price that Doug gave me last fall when they were in the process of tax foreclosure.

The Housing Authority will assume all the costs of purchase, demolition and development of a new single family house. We are uncertain if we would rent or sell the home. If it is initially rented, our renters are always encouraged to work towards eventually purchasing the home.

I will be out of the office until 5/22, but am hoping that the two of you can begin the process of getting the project approved by the County and the city. Our commissioners are prepared to review and I'm confident approve the MOU at their next meeting on 5/22. We have already discussed the project and have been waiting for the tax foreclosure process to be completed.

I look forward to working with you on this project.

Thanks for your support.

***Ruth***

Ruth Rosenow, Executive Director  
Chippewa County Housing Authority  
711 N. Bridget St., #14  
Chippewa Falls, WI 54729  
Phone: 715-726-7935  
Fax: 715-726-7936

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding concerns the property located at 316 Mansfield St., Chippewa Falls, WI and outlines the understanding of all parties toward the goal of transitioning this property into a property available for low to moderate-income renters or homebuyers. The parties to this memorandum of Understanding understand and agree to the following:

1. The property is owned by Chippewa County.
2. The property has deteriorated to the point of being a health and safety hazard. The Building Inspector for the City of Chippewa Falls has deemed the property to be in violation of City Ordinances pertaining to building safety and sanitation. It is considered blighted and in habitable.
3. Chippewa County Housing Authority has grant funds available that could be used to acquire and demolish the buildings on the property. It would acquire the property in partnership with the City of Chippewa Falls.
4. The Authority also has grant funds to build a three or four bedroom, single family home on the lot after the demolition is complete.
5. Since there is a shortage of affordable, three and four bedroom homes for rent or for purchase in Chippewa County, the Authority would either maintain the property as rental property renting to low to moderate-income households or sell it to a low to moderate-income homebuyer.
6. Chippewa County agrees to sell the home to the City of Chippewa Falls and Chippewa County Housing Authority as joint owners for a sale price of \$10,509\*, which is the cost of the outstanding delinquent taxes and the cost of acquiring the property on property tax foreclosure.
7. Upon completion of the construction of the home, the City of Chippewa Falls would quick claim deed the property to the Housing Authority who would market the property for rent or for sale.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Frank Pascarella, County Administrator  
Chippewa County

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Gregory S. Hoffman, Mayor  
City of Chippewa Falls

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Ruth Rosenow, Executive Director  
Chippewa County Housing Authority

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Paul Lasiewicz, Building Inspector  
City of Chippewa Falls

\*Estimated amount for the draft MOU

5851 VEHICLES				
2017				
			2017 Budgeted	\$66,332.00
COMPANY	ITEMS PURCHASED		TOTAL	BALANCE
			SPENT	
Jan	Ewald's Hart Ford	2 - 2017 Ford Explorer squads	\$53,082.00	
Feb	Auto Trim	Striping for two squads	\$798.00	
	WI DOT	Register squad 4	\$70.50	
Apr	WI DOT	Register squad 5	\$70.50	
	Applied Concepts	Radar: \$2,467.50 - \$2,000 pd for from grant account 50.42000.5864	\$467.50	
PENDING				
	Gen Comm	Light bar/console/Siren control head	\$3,481.45	
	Gen Comm	Connector	\$7.50	
	Genn	Push bumper/Rebuild/Harness	\$4,720.00	
	Gen Comm	Rebuild/Siren/Console/	\$5,597.90	-\$1,963.35
INSURANCE MONEY FOR SQUAD 4				\$31,341.00
Feb	General Comm	Mini light bar for new scooter	\$428.00	
	M&M Lawn & Leisur	GEM E2 scooter	\$16,391.00	
Mar	WI DOT	Register new scooter	\$70.50	
	CDW-G	5 mini cables for MDC's	\$36.90	
	Dell Marketing	6 MDC's	\$8,323.20	
	Gaber Signs	Lettering for new scooter	\$246.90	
	CDW-G	5 Cradles for MDC's 2130721	\$850.80	
			Balance	\$4,993.70
INSURANCE MONEY FOR SQUAD 1 EXPENSED TO 10.51940.5519				
Jan	Osseo Ford	Repairs to squad 1 accident	\$3,738.10	
	Action Signs	Detailing	\$99.00	
		Tow Bill	\$85.00	\$3,922.10

1.00% Increase

**SCHEDULE A2**  
2017 Non-Union Salary Structure Effective 1/1/17

<u>Position</u>	<u>Grade</u>
Confidential Secretary	3
Recreation Supervisor	4
Executive Secretary	5
Parks & Rec Working Foreman	10
Senior Engineering Technician	13
Fire Battalion Chief	13
Utility Office Supervisor	13
City Clerk	14
City Inspection & Zoning Administrator	14
Library Director	14
City Assessor	14 Contracted
Patrol Police Sergeant	14
Patrol Police Lieutenant	15
Battalion Chief	15
* Assistant City Engineer	15
* Water Supervisor	15
Wastewater Supervisor	15
Street & Water Maintenance Manager	15
Director of Parks, Rec & Forestry	15
City Planner	16
Finance Mgr/Treasurer	18
Fire Chief	18
Police Chief	18
Director of Public Works/Manager of Public Utilitie	18

**Salary Range**

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,886.89	30,331.24	31,775.58	33,219.93	34,664.27	36,108.62	37,914.05	39,719.48	41,524.91	43,330.34
2	30,042.38	31,544.50	33,046.62	34,548.74	36,050.86	37,552.98	39,430.83	41,308.28	43,185.93	45,063.58
3	31,244.07	32,806.27	34,368.48	35,930.68	37,492.89	39,055.09	41,007.84	42,960.60	44,913.35	46,866.11
4	32,493.84	34,118.53	35,743.23	37,367.92	38,992.61	40,617.30	42,648.17	44,679.03	46,709.90	48,740.76
5	33,793.57	35,483.25	37,172.93	38,862.61	40,552.29	42,241.97	44,354.07	46,466.17	48,578.26	50,690.36
6	35,145.32	36,902.59	38,659.85	40,417.12	42,174.39	43,931.65	46,128.24	48,324.82	50,521.40	52,717.98
7	36,551.12	38,378.68	40,206.24	42,033.79	43,861.35	45,688.91	47,973.35	50,267.80	52,542.24	54,826.69
8	38,013.17	39,913.83	41,814.49	43,715.15	45,615.80	47,516.46	49,892.29	52,268.11	54,643.93	57,019.76
9	39,533.70	41,510.39	43,487.07	45,463.76	47,440.45	49,417.13	51,887.99	54,358.84	56,829.70	59,300.56
10	41,115.03	43,170.78	45,226.53	47,282.28	49,338.03	51,393.78	53,963.47	56,533.16	59,102.85	61,672.54
11	43,581.93	45,761.03	47,940.13	50,119.22	52,298.32	54,477.42	57,201.29	59,925.16	62,649.03	65,372.90
12	46,196.86	48,506.70	50,816.55	53,126.39	55,436.23	57,746.08	60,633.38	63,520.68	66,407.99	69,295.29
13	48,968.65	51,417.09	53,865.52	56,313.95	58,762.38	61,210.82	64,271.36	67,331.90	70,392.44	73,452.98
14	51,906.77	54,502.11	57,097.44	59,692.78	62,288.12	64,883.46	68,127.63	71,371.80	74,615.98	77,860.15
15	55,021.17	57,772.22	60,523.28	63,274.34	66,025.40	68,776.46	72,215.28	75,654.10	79,092.93	82,531.75
16	58,322.44	61,238.56	64,154.68	67,070.81	69,986.93	72,903.05	76,548.20	80,193.35	83,838.51	87,483.68
17	61,821.81	64,912.90	68,003.99	71,095.08	74,186.17	77,277.26	81,141.12	85,004.98	88,868.85	92,732.71
18	65,531.10	68,807.66	72,084.21	75,360.77	78,637.32	81,913.88	86,009.67	90,105.27	94,200.96	98,296.66



**City of Chippewa Falls  
Job Description**

**Job Title:** Assistant City Engineer  
**Department:** Public Works/Engineering  
**Reports To:** Director of Public Works  
**FLSA Status:** Exempt  
**Prepared Date:** May 16, 2017  
**Salary Grade:** 15

**SUMMARY**

Responsible for performing professional engineering work in the field and office for the City of Chippewa Falls Public Works Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following however, other duties may be assigned:

Prepares detail municipal street and utility designs and specifications, such as storm and sanitary sewers, concrete and bituminous paving, sidewalks, water main, etc.

Meets with property owners, utility companies, State and local agencies, and other interested parties in regards to City construction projects and other City related projects.

Inspects and coordinates work of contractors on various City Projects.

Ability to prepare and present presentations in public and private forums.

Checks maps for completeness and accuracy.

Project Management, inspecting construction, maintaining a log of contract compliance and reviewing contract schedules for City construction projects and public improvements.

Prepares plans, specifications and cost estimates of public works projects, and assists Director of Public Works in long-range transportation improvement plan development.

Prepares special assessments for annual City construction projects and public improvements.

Prepares applications and reports & submits plans and specifications to regulatory agencies for approval.

Operates personal computer using Auto CAD and other engineering software. Experience with GIS and in AutoCAD Civil 3D preferred.

Administers the City's Storm Water Management Program including related consultant contracts and obtaining & compliance with a Wisconsin Discharge Permit.

Acquires right of way for local projects.

Serves as project design team leader for WISDOT projects.

Implements storm water management plan and administers local regulations as they apply to public and private development.

Reviews storm water management plans for compliance with City ordinances and State of Wisconsin requirements.

Supervises City Street Department personnel on an "as-needed" basis, assists in management of snow and ice removal team and assigns duties and performs daily tasks.

### **SUPERVISORY RESPONSIBILITIES**

Manages one subordinate supervisor who supervises 1 to 4 employees in the Engineering Department. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs on-call duties for the Street Department managing the snow removal team. Assists Street and Utility Maintenance Manager (SUMM) as needed and directs Street staff when SUMM is out of the office. Assists Director of Public Works in interviewing and selection of employees.

### **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs, and storm water management software. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree (B.S.) or equivalent in Civil Engineering; and six to eight years related experience and/or training; or an equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability

to effectively present information to top management, public groups and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Professional Engineering License

Valid Driver's License

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

City of Chippewa Falls  
Job Description

Job Title: Water Supervisor  
Department: Public Utilities  
Reports To: Manager of Public Utilities  
FLSA Status: Exempt  
Prepared Date: 5/16/2017  
Salary Grade: 15

SUMMARY

Supervises and participates in the operation and maintenance of the Water Utility in the City of Chippewa Falls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participates in operating and maintaining the city water supply and distribution equipment including, but limited to City water treatment facilities.

Makes recommendations on improvements and additions needed to physical facilities and equipment.

Prepare Water Utility budget.

Keep abreast of regulations affecting the water utility operation.

Compile data and prepares reports to various regulatory agencies (DNR, EPA, PSC, etc.)  
Prepares and submits annual Wisconsin Emergency Management Tier II report.  
Maintain required certifications for Operator in Charge.

Direct city-wide cross connection program as required by WIDNR.

Working knowledge of Public Service Commission, Chapter 185, Standards for Water Public Utility Service.

Working knowledge of City of Chippewa Falls sanitary and water infrastructure construction.

Assists the Utility Manager in administrative and supervisory duties. Trains and evaluates employees in operation and maintenance duties.

Sets standards and conducts employee evaluations.

Assists in personnel matters such as grievances and discipline.

Investigates customer complaints.

Does related work as required.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 6-9 employees in the Water Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Manage snow and ice removal operations as part of the City of Chippewa Falls Winter Maintenance Team.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must be proficient in the use of personal computers in an office environment. Knowledge of and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Knowledge and skills with use of SCADA equipment and CAD drawing applications. Should also have a basic understanding of Internet/e-mail access and use. GIS and iWater knowledge preferred.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university; and three to five years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

WIDNR Municipal Waterworks Operator Certifications Required:

Grade 1 in subclass Distribution (D), Groundwater (G), Iron Removal (I), Zeolite Softening (Z) and any future required certifications or ability to obtain certifications within one year.

Valid Driver's License

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

## **City of Chippewa Falls Job Description**

**Job Title:** Water Service Maintenance  
**Department:** Public Utilities  
**Reports To:** Water Utility Supervisor or Designee  
**FLSA Status:**  
**Prepared Date:** 6/6/2017

### **SUMMARY**

Operates and maintains the well fields, distribution system, elevated tanks, etc. of the Water Utility in the City of Chippewa Falls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs service installations, hydrant installations, and water main installations.

Operates backhoe/loader, tractor, dump truck and other related construction equipment and vehicles.

Tests, repairs and services water meters and maintains records of same.

Turns water on and off, sets and removes meters, performs locates for Diggers Hotline, performs leak inspections, and investigates customer complaints.

Performs work with private contractors.

Performs skilled work and preventive maintenance in the operation of the nitrate removal facility, wellfields, iron and manganese removal facilities, elevated tanks, shop and distribution system, including chemical handling and storage, chemical feed equipment, chlorine pumps, and associated valves, cross connection surveys, and work with gps infrastructure software. In addition, will assist in the snow removal and street maintenance programs.

Reads and records registrations of customer's meters.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must have some knowledge in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Knowledge and skills with use of SCADA equipment. Should have a basic understanding of Internet/e-mail access and use.

## **EDUCATION and/or EXPERIENCE**

Associate Degree from a two year water works course; and three to five years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

## **CERTIFICATES, LICENCES, REGISTRATIONS**

Valid Commercial Driver's License (CDL) with endorsements and two (2) years experience to include: 1) Air brakes, and 2) Tanker and combination vehicle (desirable).

WIDNR Municipal Waterworks Operator Certifications Required:

Grade 1 in subclass Distribution (D), Groundwater (G), Iron Removal (I), Zeolite Softening (Z) and any future required certifications\*.

Confined entry space education and participation. Cross connection survey certification\*.

\*Must be obtained within one year of employment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision. Ability to climb water towers.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions, moving mechanical parts, toxic or caustic chemicals, high, precarious places, and outdoor weather conditions, and may work in conditions with very loud noise.



## Waste Treatment and Water Departments

Employees receiving certifications which will entitle them to a step advancement or additional hourly compensation shall be advanced or compensated as of the date proof of certification is submitted to Department Head or designee.

Those employees receiving increased compensation because of a certification shall maintain the certification to remain eligible for increased pay. If an employee fails to maintain a certification, the employee will lose the extra compensation until the certification is renewed.

For employees maintaining a certification, the city shall reimburse the employees for tuition, mileage (at city rate) and shall give the employees time off for regularly scheduled hours which fall during class time.

On-call employees will be paid hourly based on wage set by Council.

Employee must acquire/maintain a valid State of Wisconsin CDL in accordance with City Employee Handbook policy.

## Step Progression Qualification for Waste Treatment and Water Departments

### Waste Treatment Department

Operator	No Certification
Operator in Training (OIT)	One year of experience, Operator-in-training Certification
Operator (Basic)	WDNR Basic Certification with subclasses
Operator (Advanced)	WDNR Advanced Certification with subclasses
Analyst in Training (AIT)	Operator in Training Certificate (or equivalent)
Analyst (Basic)	WDNR Basic Certification, Laboratory, OIT Training Certification
Analyst (Advanced)	WDNR Advanced Certification, Laboratory, Basic Certification

#### Operator required WDNR subclasses

- Solids Separation (B)
- Biological Treatment Suspended Growth (A1)
- Biological Solids Sludge Handling, Processing and Reuse (C)
- Disinfection (D)
- Nutrient Removal – Total Phosphorus (P)

#### Analyst required WDNR Subclasses

- Laboratory
- WDNR Basic Certification

Operators shall obtain, or show significant progress toward Operator (Basic) certification; A1, B,C,D,P, within five years of hire.

### Water Department

- Service Maintenance Trainee Up to one year of service
- Service Maintenance Step 1 Completion of one year as Trainee with WDNR certified waterworks operator with subclasses – T certificate
- Service Maintenance Step 2 WDNR certified waterworks operator with subclasses - Grade 1 certification and completion of three years as a service maintenance Step 1 or equivalent experience.
- Service Maintenance Step 3 Completion of five years as a service maintenance Step 2 with (G) (D) (I) (Z) certifications and equivalent experience.

#### Service Maintenance require WDNR subclasses

- Groundwater (G)
- Distribution (D)

- Iron removal (I)
- Zeolite Softening (Z)

Those employees receiving increased compensation because of a certification shall maintain the certification to remain eligible for increased pay. If an employee fails to maintain a certification, the employee will lose the extra compensation until the certification is renewed.

Any employee hired by the water department after January 1, 2017 and possessing the State of Wisconsin Grade 1-GD Certificate, shall be designated as Service Maintenance Step 2 and shall be credited with three years of service as Service Maintenance Step 1.

Water Department		Current	Proposed
Service Maintenance	Step 3	23.53	24.03
Service Maintenance	Step 2	23.20	23.70
Service Maintenance	Step 1	22.85	22.85
Service Maintenance	Trainee	22.44	22.44

Employees currently in position will maintain current rate until DNR certification A & I are obtained.



Strand Associates, Inc.  
910 West Wingra Drive  
Madison, WI 53715  
(P) 608-251-4843  
(F) 608-251-8655

May 4, 2017

City of Chippewa Falls  
30 West Central Street  
Chippewa Falls, WI 54729

Attention: Mr. Richard J. Rubenzer, P.E., Director of Public Works, City Engineer, Utilities  
Manager

Re: Agreement for General Services  
Control Building Heating, Ventilation, and Air Conditioning Improvements

This is an Agreement between the City of Chippewa Falls, Wisconsin, hereinafter referred to as OWNER, and Strand Associates, Inc.<sup>®</sup>, hereinafter referred to as ENGINEER, to provide engineering services (Services) for the Control Building Heating, Ventilation, and Air Conditioning (HVAC) Improvements project. This Agreement shall be in accordance with the following elements.

#### **Project Understanding**

Portions of the existing HVAC system serving the wastewater treatment facility (WWTF) Control Building is beyond its useful life and in need of replacement. The Control Building consists of the older portion of the building, which has the Motor Control Center (MCC) Room, and Influent Pump Room, and the newer portion of the building which has the locker rooms, offices, and laboratory.

The older portion of the Control Building does not have ventilation consistent with present-day codes and standards. The project will update the ventilation and heating systems in accordance with current ventilation codes. Within this portion of the Control Building there is an existing hot water boiler which is beyond its useful life. This boiler and associated heating equipment are to be removed and replaced with new heating equipment. The MCC Room air conditioning unit has failed and is in need of replacement. The MCC Room and all electrical equipment will be reviewed and a new cooling system will be provided.

The new portion of the Control Building is currently served by two roof top units and exhaust fans. The roof top unit serving the laboratory is in good working condition and will remain in service. The roof top unit serving the offices and locker rooms is in need of replacement.

#### **Scope of Services**

ENGINEER will provide the following Services to OWNER.

1. Conduct a kickoff meeting at OWNER's WWTF to review the project schedule and deliverable milestones, further develop project parameters, and gather information necessary for design. Additional items to be discussed at this meeting include the proposed HVAC design options, HVAC control strategies, and project phasing.
2. Review applicable building codes and standards for the Control Building HVAC systems.

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3. Prepare preliminary drawings for the proposed HVAC systems and equipment.
4. Prepare demolition drawings for removal of existing HVAC equipment.
5. Prepare drawings and calculations for the installation of new HVAC equipment, ductwork, piping, and controls.
6. Prepare structural and electrical drawings as required for installation of new HVAC equipment, ductwork, piping, and controls.
7. Prepare technical specifications related to the installation of new HVAC equipment, ductwork, piping, and controls. Specifications will include a construction sequence for sequencing of the work.
8. Conduct two on-site design review meetings at approximately 50 percent and 90 percent design completion. Drawings and specifications will be submitted to OWNER for review prior to each review meeting.
9. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2013 edition, technical specifications, and engineering drawings.
10. Submit "Bid Ready" Contract Documents to OWNER for review.
11. Prepare opinion of probable construction costs for the project at the 90 percent design completion stage, and submit to OWNER for review.

#### **Service Elements Not Included**

The following services are not included in this Agreement. If such services are required, they will be provided as noted.

1. Additional and Extended Services during construction made necessary by:
  - a. Work damaged by fire or other cause during construction.
  - b. A significant amount of defective or neglected work of any contractor.
  - c. Prolongation of the time of the construction contract.
  - d. Default by contractor under the construction contract.

Any services of this type will be provided through an amendment to this Agreement.
2. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
3. Bidding- and Construction-Related Services: Bidding- and construction-related services for the project will require a separate agreement with OWNER.
4. Geotechnical Engineering: Geotechnical engineering information will be required and provided through OWNER and OWNER's geotechnical consultant. ENGINEER will assist OWNER with defining initial scope of geotechnical information that is required to allow OWNER to procure geotechnical engineering services.

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5. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by OWNER.
6. Preparation for and/or Appearance in Litigation on Behalf of OWNER: This type of service by ENGINEER will be provided through a separate agreement with OWNER.
7. Review of Product Substitutions or Means, Method, Technique, Sequence, or Procedure Substitutions Proposed by Contractor: The terms of the construction Contract (GC 6.05B and GC 6.05E) call for the construction contractor to reimburse OWNER for ENGINEER's cost for evaluating substitute products, means, method, technique, sequence, or procedure of construction. ENGINEER's cost for such evaluations is not included in the scope of this Agreement. Services of this type by ENGINEER will be provided through an amendment to this Agreement.
8. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Agreement.
9. Services Furnished During Readvertisement for Bids, if Ordered by OWNER: If a Contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to this Agreement.

### Compensation

OWNER shall compensate ENGINEER for Services on an hourly rate basis plus expenses an estimated fee of \$32,000.

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 plus ten percent.

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

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 ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

### Schedule

Services will begin upon execution of this Agreement, which is anticipated on May 22, 2017. Services are scheduled for completion on August 30, 2017.

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### **Standard of Care**

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

### **OWNER's Responsibilities**

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to the site as required for ENGINEER to perform Services under this Agreement.
4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
6. Provide all legal services as may be required for the development of this project.
7. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations.

### **Opinion of Probable Cost**

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER 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.

### **Changes**

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.



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3. If there is a modification of Wisconsin Department of Safety and Professional Services requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

#### **Extension of Services**

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

#### **Payment**

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

#### **Data Provided by Others**

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

#### **Termination**

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

#### **Third-Party Beneficiaries**

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

City of Chippewa Falls  
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**Dispute Resolution**

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Wisconsin.

**Terms and Conditions**

The terms and conditions of this Agreement will apply to the Services defined in the Scope of Services. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF CHIPPEWA FALLS

\_\_\_\_\_  
Matthew S. Richards                      Date  
Corporate Secretary

\_\_\_\_\_  
Mr. Richard J. Rubenzer, P.E.,              Date  
Director of Public Works, City Engineer, Utilities  
Manager

## 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	<u>\$2,500.00</u>
	F.C. WEMSA buying partner	<b>\$191,760.00</b>
	Rebate check after delivery to department	
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)	\$28,750.00

Ambuprice2017: 03/30/17

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

Medic #1 - 2013 Ford F-450 4X4

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

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