



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
June 20, 2017

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, June 20, 2017 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer (arrived at 8:18 am), John Monarski, and Paul Nadreau
Mayor/Other Council Members present: Mayor Hoffman and Chuck Hull
Others present: Finance Manager/Treasurer Lynne Bauer, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Fire Chief Mike Hepfler, Firefighter Greg Bowe, Library Director Joe Niese, Utilities Office Manager Connie Freagon, Parks and Recreation Director Dick Hebert, Lead Janitor Scot Michels, Andy Bauer of Chippewa County, and City Clerk Bridget Givens.

Call to Order: 8:08 am by John Monarski

Motion by Monarski/Nadreau to consider agenda item #7 first. All present voting aye, motion carried.

7. Discuss funding for security cameras, installation and recurring costs. Possible recommendations to the Council.

The City of Chippewa Falls partnered with Chippewa County on an RFP for camera systems in an effort to obtain better rates. Cameras have already been approved at Irvine Park and the Fire Station through omitted budget requests. The County is still waiting on bids for storage as the vendor that won the bid for the cameras was unable to meet the five year warranty desired on the storage. It is anticipated the storage bids will come in at around \$47K which will be an 80/20 split between the County and the City. The City portion of the storage fees will be charged to the Fire Department and Parks Department based upon the number of cameras they have installed. They need the storage regardless of what is done with cameras at City Hall and the Library. When the Parks and Fire Departments were looking at the camera systems, no other City buildings were being considered at that time.

Bauer indicated that \$67K was allotted in the budget for 2017 omitted requests, so the costs for cameras at City Hall and the Library could come out of this figure.

Motion by Monarski/Nadreau to recommend Council approve funding for security cameras at the Library and City Hall in an amount not to exceed \$27K. All present voting aye, motion carried.

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

Finance Manager Bauer indicated that the insurance company will only fund roughly \$26K of the roof repairs. Discussion was had with Attorney Ferg to determine if the roof repair would qualify as an emergency exception to allow the City to forego the bidding process. The insurance company believed this instance would qualify. Further, the insurance company will not cover any additional damages that may occur from now until the time the roof is repaired. Two bids were received for the work, but it is unclear if they are bidding the same specifications.

It was discussed that structural specifications should be developed and that the City should work with an architectural firm to have these established. Scot Michels advised the Committee that the two companies that submitted proposals are booked out until the fall, so time is of the essence.

Bauer indicated that funding for the roof could come from the sale of Fire Station #2 and be rolled into next year's borrowing.

Motion by Kiefer/Monarski to recommend Council approve funding to hire an architectural firm to develop specifications for the library roof repairs pending approval by Committee #4. **All present voting aye, motion carried.**

2. Discuss revisions to EMS rates. Possible recommendations to the Council.

Bauer distributed an updated 2017 Rate Survey and provided details thereon. This item had to be brought back for additional discussion as more information was obtained from LifeQuest relative to the number of Medicare patients that are being served. Roughly 65% of the customer base is on Medicare so regardless of what is charged, Medicare only reimburses a flat rate.

Discussion ensued relative to adding a trip charge which would allow the City to charge a fee for excessive calls for EMS services.

Bauer also cautioned the Committee relative to the expenditure restraint program as we do not want to exceed our allowable increase in expenses and risk losing our State funding.

Motion by Kiefer/Monarski to recommend Council approve the EMS Rates as presented including the addition of a trip charge. **All present voting aye, motion carried.**

3. Discuss funding options for increasing Fire Chief position to full-time. Possible recommendations to the Council.

This item was approved by Committee #2 pending Committee #1 securing funding. The funding sources were discussed including additional ambulance revenue from increased fees, ambulance fee income, Garcia Pay, and a per capita increase.

Motion by Monarski/Kiefer to recommend Council approve funding to increase the Fire Chief position to a full-time position. **All present voting aye, motion carried.**

4. Discuss Contract Agreement Amendment No. 1 for Chippewa Riverfront Phase II with S.E.H. Possible recommendations to the Council.

City Engineer Rubenzer advised that this amendment pertained to Phase I project completion items (larger restrooms, enhancements to the performance stage, etc.) in addition to Phase II design. Funding for the agreement will come from TIF funds or donations.

Motion by Kiefer/Nadreau to recommend Council approve Contract Agreement Amendment No. 1 for Chippewa Riverfront Phase II with S.E.H. **All present voting aye, motion carried.**

5. Discuss Supplemental Letter Agreement with S.E.H. for observation of construction services for Chippewa Riverfront Phase II. Possible recommendations to the Council.

Rubenzer advised that the total cost estimate is \$87,400 which includes Project Management and Administration; Construction Services; and Shop Drawing Review and Site Visits.

The City's Engineering Department will perform as much of the Construction Services as possible which would decrease the \$44K being proposed for that item.

There was discussion as to whether this was included in the \$1.5M that was approved for Phase II.

Motion by Kiefer/Nadreau to approve the Supplemental Letter Agreement with SEH for observation and construction services for Chippewa Riverfront Phase II contingent upon this amount being included in the originally approved funding of \$1.5M. **All present voting aye, except Monarski who voted no, motion carried.**

6. Discuss funding for sanitary and water infrastructure extension from Lake View Drive to County "S". Possible recommendations to the Council.

Rubenzer stated that this is for the Lake Wissota Business Park infrastructure. It was suggested that the Public Utilities could finance this project until such time as TIF revenues are generated. Upon availability of TIF revenue, the utilities would be reimbursed.

Motion by Nadreau/Monarski to recommend Council approve funding for sanitary and water infrastructure extension from Lake View Drive to County "S" from the public utility. **All present voting aye, motion carried.**

8. Contemplated Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a closed session" to: a) Consider Offer to Purchase from city resident to purchase city-owned land on Chippewa Crossing Boulevard.

Motion by Monarski/Nadreau to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a closed session" to: a) Consider Offer to Purchase from city resident to purchase city-owned land on Chippewa Crossing Boulevard; and to include Committee Members, Mayor Hoffman, Bauer, Givens and Rubenzer; may return to open session for possible action.

Roll Call Vote: Aye – Monarski, Nadreau, Kiefer. Motion carried.

The Committee discussed the offer to purchase city-owned land on Chippewa Crossing Boulevard.

Motion by Nadreau/Monarski to return to Open Session. **All present voting aye, motion carried.**

Councilor Kiefer advised that a motion was made in Closed Session to decline the offer to purchase city-owned land on Chippewa Crossing Boulevard.

9. Adjournment.

Motion by Nadreau/Monarski to adjourn at 9:27 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

City Camera Project Costs

6/20/2017

	Cameras	Cost	Annual Recurring Costs
Irvine Park	17	20,281.91	723.01
Irvine Park allocate storage*		<u>9,516.51</u>	
Total Park		29,798.42	
Fire Station	2	2,016.17	85.06
Fire Station allocate storage*		<u>1,119.59</u>	
Total Fire		3,135.76	
Subtotal Parks & Fire - Funding Secured		32,934.18	
Library	15	17,740.01	637.95
City Hall	5	7,451.88	212.65
Funding Requested		25,191.89	
Total Project	39	58,126.07	1,658.67

* Storage costs allocated 80/20 County / City

* Storage costs estimate - RFP outstanding

Installation costs may vary if total project is not completed.

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	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	
TOTAL OMITTED BUDGET REQUESTS		\$ 78,262	\$ 547,427	

*Utilize Fire Station #2 Proceeds

2017 Rate Survey - June 20, 2017 Committee #1 Discussion

Charge Description	#1 Comparable	#2 Comparable	#3 Comparable	Average of 3 (Fire District, Eau Claire, Menomonee)	Chippewa Falls Fire and EMS Level of Service: EMT-CCP	Average of 4	Proposed Rates Effective July 1, 2017	Proposed Percent Increase	2015 Number of Charges for Chippewa Falls	2016 Number of Charges for Chippewa Falls
BLS Resident	925.00	900.00	850.00	891.67	825.00	875.00	925.00	12%	389	526
BLS Non Resident	1100.00	1050.00	1075.00	1075.00	950.00	1043.75	1100.00	16%	117	144
ALS1 Resident	1100.00	1050.00	975.00	1041.67	925.00	1012.50	1025.00	11%	1016	876
ALS1 Non Resident	1225.00	1150.00	1200.00	1191.67	1050.00	1156.25	1200.00	14%	572	604
ALS2 Resident	1300.00	1100.00	1050.00	1150.00	1125.00	1143.75	1150.00	2%	19	18
ALS2 Non Resident	1425.00	1300.00	1350.00	1358.33	1250.00	1331.25	1350.00	8%	18	24
SCT Resident	1300.00	1300.00	1150.00	1250.00	1000.00	1187.50	1200.00	20%	2	2
SCT Non Resident	1425.00	1425.00	1375.00	1408.33	1250.00	1368.75	1400.00	12%	2	3
Mileage Resident	17.25	17.00	18.00	17.42	16.00	17.06	17.00	6%	13,169.00	15,001.10
Mileage Non Resident	17.75	17.50	18.00	17.75	17.00	17.56	17.75	4%	869.40	10,747.40
Oxygen	70.00	71.00		70.50	71.00	70.67	72.00	1%	834	665
Spinal Immobilization	160.00	160.00		160.00	150.00	156.67	160.00	7%	31	28
BLS On Scene Care Resident	250.00	200.00	150.00	200.00	175.00	193.75	200.00	14%	8	6
BLS On Scene Care Non Resident	250.00	200.00	300.00	250.00	175.00	231.25	250.00	43%		
ALS On Scene Care Resident	950.00	975.00	650.00	858.33	900.00	868.75	925.00	3%	14	5
ALS On Scene Care Non Resident	1075.00	1100.00	800.00	991.67	1000.00	993.75	1025.00	3%	10	3
TRIP CHARGE/ NO SERVICE?							75.00	?		

COMMITTEE #1 - JUNE 20, 2017	
FIRE CHIEF FUNDING DISCUSSION	
Battalion Chief Estimated Cost	\$ 125,300
(includes wages/benefits)	
Potential Funding Sources:	
Estimated Additional Ambulance Revenue from Increased Fees	\$ 63,000
Adjust Projected Ambulance Fee Income to 3-5 yr average	\$ 50,000
"Garcia Pay" - Chief* (\$7,175)	\$ 3,100
Per Capita Increase	\$ 7,000
	\$ 123,100

***Consider moving Chief to Grade 18 Step F
9/1/2017 - \$4075 (instead of 4/18)**

Contract Amendment No. 1

In accordance with the Master Agreement for Professional Services between City of Chippewa Falls ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2013, this Contract Amendment Request dated May 9, 2017 authorizes and describes the scope, schedule, and payment conditions for Consultant's additional work associated with the Supplemental Letter Agreement for Chippewa Falls Downtown Riverfront Phase 2 Project dated June 16, 2016.

Client's Authorized Representative: Jayson Smith, Planner

Address: 30 W. Central Street

Chippewa Falls, WI 54729

Telephone: 715.726.2729 email: jsmith@chippewafalls-wi.gov

Project Manager: Timothy M. Marko, PE

Address: 10 North Bridge Street

Chippewa Falls, WI 54729-2550

Telephone: 715.720.6240 email: tmarko@sehinc.com

Description: Consultant has been working with Client since June 2016 to develop design for Chippewa Riverfront Phase 2 Improvements. Consultant initially developed preliminary improvement drawings, originally accepted by Client which included a building addition to the north end of the existing Bay Street Lift Station (BSLS) for the proposed restroom, maintenance building and building facade upgrade. Discussions with Client's Performance Stage expert resulted in the need to make the proposed restroom larger. As a result, the original restroom area on the north side of the BSLS was no longer large enough for the proposed restroom. The Consultant moved the proposed restroom to an area SE of the BSLS. The new area for the restroom required significantly more site design, including additional retaining walls and stairway sections and connections to the proposed Bay Street Entrance Plaza. Also, the City's Performance Stage expert suggested enhancements to the proposed Performance Stage, which included a larger handicap accessible stage, higher stage height and an upgraded electrical service. During the design, Consultant incorporated the aforementioned design changes into the Chippewa Riverfront - Phase 2 Improvements project which were not scoped in the original Supplemental Letter Agreement (SLA) dated June 16, 2016. The proposed fees for the additional work are as follows:

1. LA Design -	\$2,865
2. Civil Design -	\$7,255
3. Structural -	\$4,838
4. Electrical -	\$8,925
5. Project Management -	<u>\$2,500</u>
Total	\$26,383

Payment:

Phase 2 Design Approved SLA	\$198,350
Proposed Contract Amendment No. 1	\$ 26,383
Revised Phase 2 Design Fee	\$224,733

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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CITY OF CHIPPEWA FALLS

By: _____
Mayor – Honorable Gregory Hoffman

Date: _____

Attest: _____
City Clerk – Bridget Givens

Date: _____

Approved as to Form:

By: _____
City Attorney

Date: _____

I, Lynne R. Bauer, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Lynne R. Bauer, Finance Director

SHORT ELLIOTT HENDRICKSON INC.

By: _____
Sr. Principal/Project Manager – Timothy M. Marko, P.E.

Date: _____

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Chippewa Falls ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2013, this Supplemental Letter Agreement dated May 1, 2017 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Observation of Construction Services for the Chippewa Riverfront - Phase 2 Improvements, more specifically detailed below.

Client's Authorized Representative: Richard Rubenzer, PE, DPW, City Engineer, Utilities Manager

Address: 30 W. Central Street
Chippewa Falls, WI 54729

Telephone: 715.726.2729 email: r rubenzer@chippewafalls-wi.gov

Project Manager: Timothy M. Marko, PE

Address: 10 North Bridge Street
Chippewa Falls, WI 54729

Telephone: 715.720.6240 email: tmarko@sehinc.com

Scope: The Additional Services to be provided by Consultant:

1. **Project Management and Administration** - Provide observation of construction services by a Wisconsin-Registered Professional Engineer and administrative services for the duration of the construction, including developing contract documents, facilitate the pre-construction conference, review Application for Payments with the RPR, recommend monthly payment amounts to the City and facilitate weekly progress meetings with the general contractor and City staff. **Estimated Cost (labor and expenses): \$21,000.**
2. **Construction Services** - SEH estimates the need for four weeks of full-time Resident Project Representation (RPR) services and eleven weeks of part-time RPR services. In order to compliment on-site RPR needs, we estimate the need for a design engineer to assist the RPR (4 hrs/week). **Estimated Cost (labor and expenses): \$44,000.**
3. **Shop Drawing Review and Site Visits** - completed by the appropriate design professionals (electrical, landscape architecture, and structural). **Estimated Cost (labor and expenses): \$22,400.**

Schedule: SEH has started a portion of these services with assembling the contract documents. The remaining services will be provide upon authorization of the City.

Payment: The fee is hourly, estimated to be \$87,400 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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CITY OF CHIPPEWA FALLS

By: _____
Mayor – Honorable Gregory Hoffman

Date: _____

Attest: _____
City Clerk – Bridget Givens

Date: _____

Approved as to Form:

By: _____
City Attorney

Date: _____

I, Lynne R. Bauer, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Lynne R. Bauer, Finance Director

SHORT ELLIOTT HENDRICKSON INC.

By:  _____
Sr. Principal/Project Manager – Timothy M. Marko, PE

Date: May 1, 2017

Exhibit A-1
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 23, 2016

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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