



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
August 24, 2017

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Thursday, August 24, 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, and Paul Nadreau

Mayor/Other Council Members present: Mayor Hoffman

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Library Director Joe Niese, Utility Officer Manager Connie Freagon, Lead Janitor Scot Michels, Andy Bauer of Chippewa County, and City Clerk Bridget Givens.

Call to Order: 9:00 AM

1. Discuss funding for City Hall phone upgrade options. Possible recommendations to the Council.

Utility Office Manager Freagon advised that the Council previously approved transferring the City phone controllers to Chippewa County with funding from franchise fees and the utility (15%). When the initial quote was submitted by Marco, they did not include all the hardware and under-quoted the labor. Based on these omissions, an additional \$6,168 is needed to complete the project. Finance Manager/Treasurer Bauer indicated there are franchise fees available.

Motion by Monarski/Nadreau to recommend Council approve funding in the amount of \$6,168 from franchise fees to complete the phone controller transfer project. **All present voting aye, motion carried.**

2. Discuss funding for replacement of Police Department security cameras. Possible recommendations to the Council.

It was discussed that the City is partnering with Chippewa County for the installation of a Milestone camera operating system at City Hall and the Library. There was previous discussion that the Police Department will need to update their security cameras with the thought that as the existing cameras age, they would upgrade to the Milestone system at that point. It was realized however that County Dispatch will be upgrading their computers next year to Windows 10. The current Police Department camera operating system (Victor) will not be compatible with Windows 10; currently the County PCs are monitoring the lobby cameras at the Police Department.

Three options were presented for upgrading the Police Department security cameras including the following:

- Option 1 – \$5,559.13
Upgrading six of the existing cameras at the Police Department to Milestone and installing one 180° camera in the lobby to replace the three there currently.
- Option 2 - \$655.71
Upgrade one existing camera in the lobby
- Option 3 - \$3,200
Upgrade Victor to become Windows 10 compliant

The Committee discussed that discounts currently available due to the partnership between the City and the County will not be available in the future.

Motion by Kiefer/Nadreau to recommend Council approve funding for Option #1 out of omitted budget funds. **All present voting aye, motion carried.**

3. Discuss funding for Special Legal Counsel Fees. Possible recommendations to the Council.

Bauer indicated that based upon Police and Fire negotiations, in addition to routine issues, that there is roughly \$1,500 remaining of the \$18,000 budgeted for Special Legal Counsel Fees. Last year \$7,287 was used with the remaining balance going back to the general fund reserves.

Motion by Monarski/Kiefer to recommend Council approve utilizing up to \$5,000 from the general fund reserves for Special Legal Counsel Fees. **All present voting aye, motion carried.**

4. Discuss funding for library door replacements. Possible recommendations to the Council.

Replacement of the library doors was discussed as part of the 2017 omitted budget requests. The back door on Bay Street is of particular concern for repair. A previous bid had been received for roughly \$10,000 to replace the front doors and the back door. The bid was not broken out with a separate cost delineated for the back door. The Committee discussed that the back door needs to be addressed immediately and directed Lead Janitor Michels to have the front doors rebid for consideration in the spring. He should also include replacement of a deficient window on Bay Street when getting the bids.

Motion by Kiefer/Nadreau to recommend Council approve replacing the back door of the library with omitted budget funds in an amount not to exceed \$3,500. **All present voting aye, motion carried.**

5. Discuss 2018 budget process, timeline and preliminary issues affecting the budget. Possible recommendations to the Council.

The forms for the 2018 budget preparation are available and due on September 8th. Meetings will be scheduled one time per week on Tuesdays at 9:00 am with the first

meeting taking place on September 12th. The health insurance renewal should hopefully be available by the end of September. Bauer is determining if some of the costs for the Battalion Chief Position and Police Department contracts could be incorporated into 2017 as we have to be mindful not to exceed the expenditure restraint.

Bauer is working with the auditors to finish the 2016 audit with a deadline of September 30th. All departments have been advised to come back with a 0% increase and submit requests for any omitted budget items. It is anticipated that the public hearing on the budget will be held November 21st or December 5th depending on timing.

6. Adjournment.

Motion by Nadreau/Monarski to adjourn at 9:35 am. All present voting aye, motion carried.

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

Committee 1
8/24/17
Phone Controller

Earlier this year, the Council approved transferring city phone controllers to Chippewa County using franchise fees of **\$4,373** and additional utility costs (15%) of \$772, total **\$5,145**.

The initial quote from Marco was missing several components such as hardware and labor. Through many meetings and discussions an updated quote of **\$12,401** was received, (City **\$10,541** Utility \$1,860).

Therefore, I am requesting an additional **\$6,168** from franchise fees to complete this project.

I requested an updated quote to replace the City controller (proposal 1 on omitted budget request which would remove the Police Department control and combine with the City Hall controller) which was found to also be misquoted coming in at \$8,550 (City \$7,270, Utility \$1,280). The original quote was \$6,155.

Transferring the phone controller to the County would have estimated annual savings to the City of approximately \$1,500 per year. The return on investment of transferring the system to the County is approximately 3 ½ years.

Conversion to the County brings many benefits to the City including:

- Controller redundancy
- Five year hardware replacement, hardware replacement is included in the intergovernmental agreement.
- Programming efficiencies
- Two separate controllers
- Better voice mail system
- Call accounting system allowing long distance tracking to each department
- Enhanced auto attendant capabilities

CHIPPEWA FALLS POLICE

Integrity • Compassion • Commitment

TO: City Council
FROM: Chief Kelm
DATE: August 24, 2017
REF: Police Department Building Cameras

Victor – Current Camera operating system (Windows 7). Purchased in 2013. No annual maintenance cost. When Dispatch upgrades to Windows 10 in 2018 they will no longer be able to view the Victor software.

Milestone – Camera operating system (Windows 10) planned for Chippewa County and Chippewa Falls government buildings. \$43 annual maintenance cost per camera.

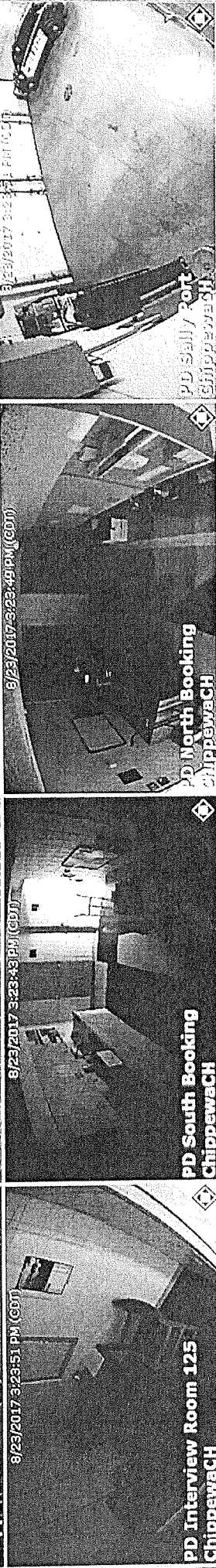
Potential Options

- Option #1 – \$ 5,559.13
 - Upgrade 6 of the existing cameras to Milestone. Install one new 180 degree camera in the lobby to take the place of the three in that area now.
- Option #2 – \$ 655.71
 - Upgrade 1 existing camera (outer lobby)
- Option #3 – Approximately \$ 3,200
 - Upgrade Victor to become Windows 10 compliant



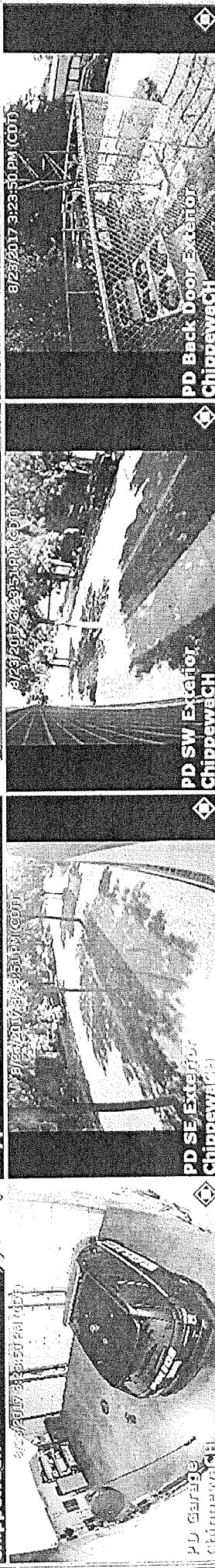
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PD Outer Lobby
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Interview Room 125
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Garage
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD NW Exterior
ChippewaCh



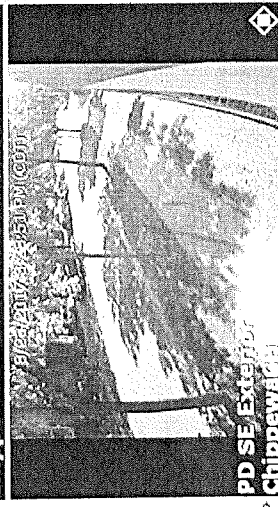
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PD Inner Lobby South
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD South Booking
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD SE Exterior
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Garage Exterior
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Inner Lobby North
ChippewaCh



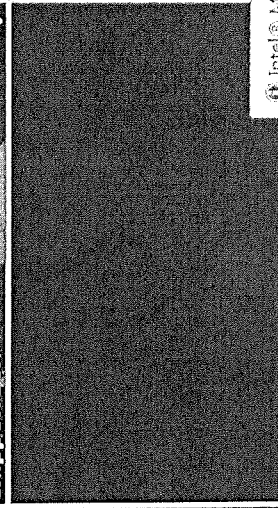
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PD North Booking
ChippewaCh



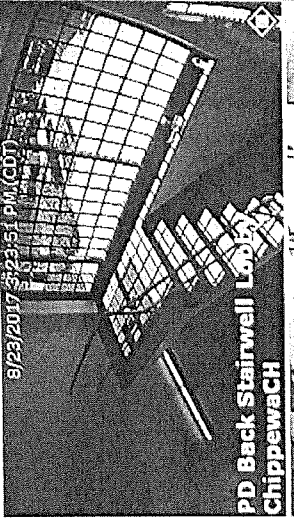
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PD SW Exterior
ChippewaCh



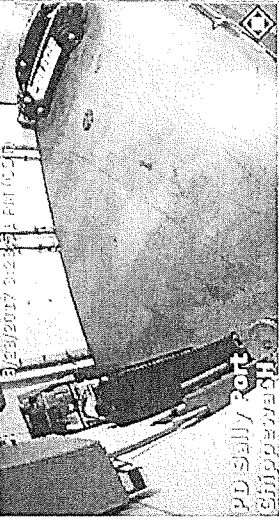
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PD Back Door Exterior
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Back Stairwell Lobby
ChippewaCh



8/23/2017 3:23:51 PM (CDT)

PD Sally Port
ChippewaCh



8/23/2017 3:23:50 PM (CDT)

PD Back Door Exterior
ChippewaCh

Intel Management and Security Status X
Intel Anti-Theft Technology is not activated. Click to find more...