



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**October 10, 2017**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, October 10, 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: None

Others present: Finance Manager/Treasurer Lynne Bauer, City Planner/Transit Manager Jayson Smith, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matt Kelm, Police Lt. Dave BeBeau, Police Department Administrative Assistant Julie Johnholtz, Roger Koski of Bowmar Appraisal, FT Jones Deferred Compensation Representative Ron Gloe, City Clerk Bridget Givens, and those on the attached sign-in sheet.

Call to Order: 9:00 AM

**1. Presentations by organizations requesting funding for 2018. Possible recommendations to the Council.**

The Committee heard from the following organizations requesting funding for 2018 (*copies of funding requests available in Finance/Administration Office*):

|                 |  |
|-----------------|--|
| Ruth Rosenow    | Vision Program;  |
| Angie Walker    | Chippewa Falls Senior Center;                                      |
| Charlie Walker  | CCEDC;   |
| Teri Ouimette   | Chippewa Falls Main Street;  |
| Travis Austad   | Boys and Girls Club; and   |
| Dick Barrickman | Lake Wissota Improvement and Protection Association, Inc. (LWIPA). |

The Patriotic Council will present their request at the meeting on October 24, 2017.

The representatives from each organization explained the services they offer to the community and how their funding is expended. Councilor Monarski questioned the organizations as to what they are receiving for funding from other communities in the area.

**No action taken.**

**2. Discuss Security Benefit Plan for Police Department Management and non-union employees. Possible recommendations to the Council.**

Ron Gloe from FT Jones indicated that the City already has this program in place for the Police Department union employees. The plan allows covered employees to place funds into a Health Reimbursement Account to cover out-of-pocket, qualifying expenses. The proposal is to expand this benefit to the management and non-union employees at the Police Department.

It was noted that the addition of this benefit is not cost prohibitive for the City, and that the City is saving on social security taxes on the dollar amounts put into the plan. All employees in the department would have to participate in the plan.

**Motion by Kiefer/Nadreau** to recommend Council approve the Security Benefit Plan for Police Department Management and non-union employees and authorize Finance Manager/Treasurer Bauer to execute the necessary documents. **All present voting aye, motion carried.**

**Motion by Kiefer/Monarski** to move Item #5 before Item #3. **All present voting aye, motion carried.**

- 5. Discuss option to renew the Maintenance Contract between the City of Chippewa Falls and Bowmar Appraisal, Inc. for 2018. Possible recommendations to the Council.**

The City has a two-year contract with Bowmar Appraisal with an optional year for 2018 as it was unknown when a revaluation would be necessary. Based upon the strength of the housing market and new construction, a full revaluation will need to be conducted within the next five years. It is anticipated that a three-year contract would be executed next year to allow for conducting the revaluation. Finance Manager/Treasurer Bauer indicated there is a \$500 increase for 2018.

**Motion by Kiefer/Nadreau** to recommend Council approve renewal of the Maintenance Contract between the City of Chippewa Falls and Bowmar Appraisal, Inc. for 2018. **All present voting aye, motion carried.**

- 3. Discuss Contract Amendment No. 2 with SEH for the Chippewa Falls Downtown Riverfront Phase 2 Project. Possible recommendations to Council.**

Jayson Smith reviewed the design elements for Chippewa Riverfront. It was discussed that larger restrooms were needed to accommodate anticipated traffic at the park for events. Based upon the change in scope, Huffcutt felt it was outside of their ability to design the restrooms. Contract Amendment No. 2 with SEH addresses architectural design of the restrooms and adding retaining walls. It is anticipated that Huffcutt will still manufacture the restroom panels with delivery expected in August 2018.

**Motion by Kiefer/Monarski** to recommend Council approve Contract Amendment No. 2 with SEH for the Chippewa Falls Downtown Riverfront Phase 2 Project. **All present voting aye, motion carried.**

- 4. Consider bids for HVAC project and roofing proposal at the Wastewater Treatment Plant. Possible recommendations to Council.**

Bids for the HVAC project at the Wastewater Treatment Plant were received on September 8, 2017. The low bidder was J.F. Ahern in the amount of \$518,400. Funding for the project will come from the utility budget.

Additionally, there was a proposal submitted by TEK Roofing, Inc. for repairs to the roof at the plant. It was unclear as to why the roofing work was not included in the project scope prepared by Strand Associates. The Committee felt that additional information was needed before any recommendation for award was made.

**Motion by Kiefer/Monarski** to table this item until the next Committee #1 Meeting. **All present voting aye, motion carried.**

**6. Review preliminary budget data and issues affecting the budget. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer stated that she is continuing to review department budgets. She is also working with the health insurance agent on the renewal, and State funding numbers are continuing to come in.

**No action taken.**

**7. Adjournment.**

**Motion by Nadreau/Kiefer to adjourn at 10:25 am. All present voting aye, motion carried.**

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

Sign in sheet

Comm #1

10/10/17

Sheridan Welch

CCEDC

Dick Barrickman

LWIPA

Angie Walker

St. M.

Ruth Rosenow

Chipp. Co. Nsg Auth. - VISION Prog.

Chad Walker

CCEDC

Travis

Main Street

Travis Amstad

Chippewa Falls Boys & Girls Club

**CITY DONATION SUMMARY - COMMITTEE #1 DISCUSSION**

|                    | 2011<br>Adopted | 2012<br>Adopted | 2013<br>Adopted | 2014 Adopted | 2015<br>Adopted | 2016<br>Adopted | 2017<br>Adopted | 2018<br>Requests |
|--------------------|-----------------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------|------------------|
| CF SENIOR CENTER   | \$ 16,000       | \$ 16,000       | \$ 16,000       | \$ 16,000    | \$ 16,000       | 16,000.00       | 18,000.00       | 18,000.00        |
| CHIPPEWA CO EDC    | \$ 15,000       | \$ 10,000       | \$ 10,000       | \$ 10,000    | \$ 10,000       | 5,000.00 *      | 5,000.00        | 13,965.00        |
| CF MAIN ST         | \$ 17,500       | \$ 17,500       | \$ 17,500       | \$ 17,500    | \$ 17,500       | 17,500.00       | 17,500.00       | 17,500.00        |
| VISION PROGRAM     | \$ 5,000        | \$ 5,000        | \$ 5,000        | \$ 5,000     | \$ 5,000        | 5,000.00        | 5,000.00        | 5,000.00         |
| PATRIOTIC COUNCIL  | \$ 1,070        | \$ 705          | \$ 500          | \$ 500       | \$ 495          | 495.00          | 732.00          | 495.00           |
| STARTING POINTS    |                 | \$ 1,000        | \$ 1,000        | \$ 1,000     | \$ -            | 0.00            | 0.00            | 0.00             |
| BOYS & GIRLS CLUBS |                 |                 | \$ 1,000        | \$ 1,000     | \$ 2,005        | 3,000.00        | 3,000.00        | 5,000.00         |
| ANNUAL TOTAL       | \$ 54,570       | \$ 50,205       | \$ 51,000       | \$ 51,000    | \$ 51,000       | 46,995.00       | 49,232.00       | 59,960.00        |
| ROOM TAX           | 2011            | 2012            | 2013            | 2014         | 2015            | 2016            | 2017            |                  |
| CF CHAMBER         | \$ 165,690      | \$ 168,976      | \$ 164,834      | \$ 174,120   | \$ 177,498      | \$ 175,839      | \$ 85,355       |                  |
| Administrative Fee | \$ 14,408       | \$ 14,694       | \$ 14,333       | \$ 15,141    | \$ 15,435       | \$ 15,290       | \$ 7,422        |                  |

\*NOTE: CCEDC Received \$10,000 in 2016

\$10,000 payment made in 2016  
(\$5,000 funds from the new vacant Parks/Rec position)

SECURITY BENEFIT

# HEALTHCARE REIMBURSEMENT ACCOUNT

FACT SHEET

Security Benefit Healthcare Reimbursement Account offers a wide range of investment options can help you diversify your investments according to your individual goals, time frame and risk tolerance.

### Security Benefit Healthcare Reimbursement Account

|       | Value                       | Blend  | Growth  |
|-------|-----------------------------|--|---|
| Large | Invesco Comstock            | Drayfus Appreciation<br>Fidelity® Advisor Dividend Growth<br>Guggenheim StylePlus Large Core       | American Century Ultra®                                   |
| Mid   | Guggenheim Mid Cap Value    | Fidelity® Advisor Stock Selector Mid Cap<br>Invesco Mid Cap Core Equity<br>Wells Fargo Opportunity | Guggenheim StylePlus Mid Growth<br>Invesco Mid Cap Growth |
| Small | Wells Fargo Small Cap Value | Fidelity® Advisor Value Strategies   |   |
| Multi | Invesco Value Opportunities |  |   |

| Other Categories  | International  | Fixed Income  |
|---|--|---|
| <b>Balanced/Asset Allocation</b><br>Invesco Equity and Income | <b>Global Equity</b><br>Guggenheim World Equity Income   | <b>High Yield Bond</b><br>Guggenheim High Yield                           |
| <b>Specialty/Sector</b><br>Invesco Technology                 | <b>International Equity</b><br>Fidelity® Advisor International Capital Appreciation <sup>2</sup> | <b>Intermediate Term Bond</b><br>Guggenheim U.S. Investment Grade Bond    |
| <b>Specialty</b><br>Neuberger Berman Socially Responsive      |  | <b>Money Market</b><br>JPMorgan U.S. Government Money Market <sup>1</sup> |

<sup>†</sup> This Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in this Fund.

<sup>1</sup> Effective July 30, 2004, new purchases into Fidelity Advisor Stock Selector Mid Cap Fund are limited to existing shareholders (those who had assets in the fund prior to the deadline) and certain group employer retirement plans that had established this fund as an investment option prior to the deadline.

<sup>2</sup> Investments in this fund that are withdrawn or transferred may be assessed a redemption fee, which is retained by the fund. The redemption fee is applicable only on mutual fund products.

## Security Benefit Healthcare Reimbursement Account

| Type of Plan   | Voluntary Employee's Beneficiary Association (VEBA) tax-exempt trust established under Section 501(c)(9) of the Internal Revenue Code<br>Employer funded program – no employee deferrals allowed   |                                       |                                |             |      |             |      |         |        |
|--|--|---------------------------------------|--------------------------------|-------------|------|-------------|------|---------|--------|
| Eligible Participants  | Public sector employees, spouses, and qualified dependents   |                                       |                                |             |      |             |      |         |        |
| Tax Advantages   | Plan sponsor pays no FICA taxes on plan contributions<br>Participant pays no FICA, federal and in most cases state Income tax on: <ul style="list-style-type: none"> <li>› Contributions</li> <li>› Investment earnings</li> <li>› Distributions for qualified health care expenses</li> </ul>   |                                       |                                |             |      |             |      |         |        |
| Plan Sponsor Fees  | None   |                                       |                                |             |      |             |      |         |        |
| Eligible Expenses  | IRS Section 213 qualified medical expenses   |                                       |                                |             |      |             |      |         |        |
| Insurance Premium Expense Reimbursement Account (funded by variable amount contributions)                          | Health insurance premiums<br>COBRA premiums<br>Medicare Part-B premiums<br>Medicare supplement premiums<br>Long-term care premiums   |                                       |                                |             |      |             |      |         |        |
| Medical Expense Reimbursement Account (funded by equal dollar contributions for all employees)                     | Health insurance premiums<br>COBRA premiums<br>Medicare Part-B premiums<br>Medicare supplement premiums<br>Long-term care premiums<br>Qualified out-of-pocket expenses such as prescription drugs, eye glasses, and office visit co-pays   |                                       |                                |             |      |             |      |         |        |
| Dollar Cost Averaging (DCA) (DCA does not assure a profit and does not protect against loss in a declining market) | Monthly or quarterly on 1st business day of month<br>Minimum \$25 per fund (only permitted out of Dreyfus Money Market)  |                                       |                                |             |      |             |      |         |        |
| Automatic Asset Reallocation (AAR)   | Quarterly, semi-annually or annually on 1st business day of the quarter<br>Minimum \$25 per fund   |                                       |                                |             |      |             |      |         |        |
| Exchange Option  | Minimum of \$25 per fund<br>Security Benefit reserves the right at a future date to limit the number of transfers to 14 or less in a contract year.  |                                       |                                |             |      |             |      |         |        |
| Participant Administrative Fees  | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Average Annual Recurring Contribution</th> <th style="text-align: left; border-bottom: 1px solid black;">Participant Administrative Fee</th> </tr> </thead> <tbody> <tr> <td>\$300-\$599</td> <td>\$30</td> </tr> <tr> <td>\$600-\$899</td> <td>\$15</td> </tr> <tr> <td>\$900 +</td> <td>waived</td> </tr> </tbody> </table> <p>Accumulated leave only contributions – \$30<br/>If an employer ceases participation in the Plan the annual administrative fee will be \$30 from that point forward</p> | Average Annual Recurring Contribution | Participant Administrative Fee | \$300-\$599 | \$30 | \$600-\$899 | \$15 | \$900 + | waived |
| Average Annual Recurring Contribution  | Participant Administrative Fee   |                                       |                                |             |      |             |      |         |        |
| \$300-\$599  | \$30   |                                       |                                |             |      |             |      |         |        |
| \$600-\$899  | \$15   |                                       |                                |             |      |             |      |         |        |
| \$900 +  | waived   |                                       |                                |             |      |             |      |         |        |
| Asset-based Fees   | Maximum 1.20% utilized asset-based fee   |                                       |                                |             |      |             |      |         |        |

## Contract Amendment No. 2

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 September 7, 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:** Phil Newman  
**Address:** 10 North Bridge Street  
Chippewa Falls, WI 54729-2550  
**Telephone:** 715.720.6257      **email:** pnewman@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 Modular units for the proposed Restroom, Maintenance building and Picnic Shelter buildings. These buildings will now be constructed of precast wall panels manufactured by Huffcutt. Consultant will provide professional design services required for the creation of construction documents for the construction of new Restroom, Maintenance and Picnic Shelter Buildings. The scope of design services includes:

Final Design / Construction Documents:

- Continue to develop Architectural and Engineering plans with added detailing as required for creation of construction bid documents
- Coordination with engineering trades, whose work is included in this contract:
  - Structural Engineering
  - Mechanical Engineering
  - Plumbing Engineering
  - Civil Engineering
- Submittal of completed documents to state and local authorities as required for plan approval
- Prepare Construction Contract Change Orders as required

Specific Scope of Services: Electrical

- All interior and exterior lighting design
- Interior Power Distribution design
- Power connections for HVAC, plumbing, receptacles, and all required systems
- Provide power feed design from other building on site

Specific Scope of Services: Plumbing

- Sanitary Drainage System
- Water Distribution System
- Hot Water Heating System
- System Specifics
- Select and specify owner reviewed plumbing fixtures



Specific Scope of Services: HVAC

- Heating
  - Complete heat loss calculations to determine amount of heating to be provided.
  - Coordinate with owner for operations and budget to select one of the possible systems that is appropriate for project.
  - Prepare plans suitable for submittal to the appropriate jurisdiction, along with calculations where required.
- Ventilating
  - Complete calculations for jurisdiction requirements applicable to ventilation rates.
  - Design ventilation system and specify quantities on the contract documents.
  - Provide recommendations for appropriate exhaust methods and reflect on the drawings.
  - Prepare plans suitable for submittal to the appropriate jurisdiction, along with calculations where required.
- Air Conditioning
  - Complete heat loss calculations to determine amount of heating to be provided.
  - Coordinate with owner for operations and budget to select one of the possible systems that is appropriate for project.
  - Prepare plans suitable for submittal to the appropriate jurisdiction, along with calculations where required.
- HVAC Controls
  - Coordinate system zones with owner.
  - Provide new temperature controls consistent with owner input.

Specific Services: Structural Design

- Redesign foundations
- Roof plans and specifications
- Wall design and specifications

**Payment:**

|                                   |                  |
|-----------------------------------|------------------|
| Phase 2 Design Approved SLA       | \$198,350        |
| Contract Amendment No. 1          | \$ 26,383        |
| Proposed Contract Amendment No. 2 | \$ 28,880        |
| <b>Revised Phase 2 Design Fee</b> | <b>\$253,613</b> |

**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.

P:\AEC\CF\1138292\1-gen\10-setup-cont\02-contract\Contract Amendment No. 2\_9.7.17.docx

**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 -- Bruce Olson

Date: September 11, 2017

Control Building HVAC Improvements, Contract 1-2017, City of Chippewa Falls (#5320754)

Owner: City of Chippewa Falls

Solicitor: Strand Associates, Inc - Madison

09/08/2017 11:00 AM CDT

J. F. Ahern Co.

Bartingale Mechanical, Inc.

| Section Title   | Line Item | Item Code | Item Description | UofM | Quantity | Unit Price   | Extension    | Unit Price   | Extension    |
|-----------------|-----------|-----------|------------------|------|----------|--------------|--------------|--------------|--------------|
| Lump Sum Bid    |           |           |                  |      |          |              | \$518,400.00 |              | \$539,800.00 |
|                 | 1         | LS        | Lump Sum Bid     | LS   | 1        | \$518,400.00 | \$518,400.00 | \$539,800.00 | \$539,800.00 |
| Base Bid Total: |           |           |                  |      |          |              | \$518,400.00 |              | \$539,800.00 |

PROPOSAL

TEK ROOFING Inc. Roofing Contractors and Water Proofing

Quality Commercial and Industrial Work on Built-up, Single ply EPDM, Modified Roofs and Thermal Plastic Roofs
38 years of experience

Phone (715) 834-6211

FAX (715) 834-6311

1239 Bellevue Ave, Eau Claire, WI 54703

Name & Address:

City of Chippewa Falls
Water Treatment Plant
Chippewa Falls, WI

George Hobbs
Waste Water Supervisor
p:(715) 726-2745

Fully Insured

Project: New Roof.

Date: 9/27/2017

We hereby agree to furnish all necessary material and labor to do the following work:

This quote is a partner quote with Ahern Mechanical to do curb work under Ahern contract.
Remove ballast and save for reuse. Some ballast if contaminated with sharps shall be removed and not reused

Magnet sweep ballast- Portion can be spread on adjacent roof or thicken other areas

We are adding (50) fifty 2'x2' x2" concrete pavers for walk ways to new units and existing unit
Remove parapet cap and save for reuse.

EPDM shall go up wall out parapet inset and over wall.

Check insulation for wetness. See below associated additional costs if insulation is damaged.

Install a .60 EPDM roofing system according to manufactures specifications for a warranted roof.

All seams shall have 6" seam tape: We install roofs to last 50 years!

Includes warranty status flashing and roofing specs around all curbs, boots, scuppers and walls.

Roof membrane shall be affixed to wall with approved perimeter retention strip. 6" OC

Roof shall be applied in fair weather, not left open and watertight every night.

Replace ballast, slip sheet, pavers and replace coping. Repair coping where needed.

Includes a 15 year manufactures water tight NDL (no dollar limit) warranty.

Any wet and damaged insulation shall be priced as we remove. TEK will charge .41 ( cents per board foot )
example: If the roof of 2300 square feet that is 6" thick of EPS insulation the cost for replacement is"

Price for the above work- roof replacement is: \$ 23,973.00

2300 x 6 x .41 = 5658 + dumpster 400 = 5948.00 very close budget cost if all insulation is wet and damaged.

Prices quoted are valid for 30 days. Contractor is fully insured, covering workman's compensation and general liability. At OWNERS request verification of workman's compensation and liability insurance shall be sent. Payments may be billed in series. Small projects shall be billed on completion with payment due upon completion. Projects with long completion times, Owner shall be billed for materials delivered with remaining payments billed at timely intervals. All payments due with-in 15 days of invoice date. TEK Roofing may charge interest on over-due accounts.

TEK Roofing Inc.

By Mark Blermeler

[Handwritten signature]



**CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY**

*Maintenance Contract*

*For the years 2016 and 2017*

**CITY OF CHIPPEWA FALLS**

*ASSESSMENT MAINTENANCE CONTRACT FOR THE YEARS 2016 AND 2017*

THIS AGREEMENT by and between BOWMAR APPRAISAL, INC., a company hereinafter called the *Appraiser* and the City of Chippewa Falls, Chippewa County, hereinafter called the *City*.

WITNESSETH: The Appraiser and City for the consideration stated herein agree as follows:

**ARTICLE I**

---

**SCOPE OF WORK:** The Appraiser shall act as the Assessor for the City for the years 2016-2017. The Appraiser hereby agrees to perform everything to be performed under this contract, and to complete in a professional manner all the work required under this agreement. All work shall be performed in accordance with applicable Wisconsin Statutes, court cases, and Department of Revenue administrative rules.

The following numbered paragraphs describe the work covered by this agreement:

1. The Appraiser shall answer all correspondence concerning the assessed values and related inquiries;
2. The Appraiser will obtain building permits in order to observe and value new construction, remodeling, and other alterations. Partially completed improvements, properties in which buildings have been destroyed or moved, and properties in which the original parcel has been split into two or more parcels will be reviewed. All property record cards will be updated and property record cards created for new parcels;
3. The Appraiser will field check properties in which there appears to be a question concerning the assessed value of the property;
4. The Appraiser will send out self-reporting Personal Property Forms to all personal property accounts in the City and analyze all returns. Doomsday Assessments (estimated) will be made on any personal property account that has not sent in a return;
5. All forms to be completed for the Department of Revenue or County by the Assessor, including TIF reports, will be completed by the Appraiser for the City in a timely manner on or before the specified due dates;
6. Prior to the scheduled Board of Review, the Appraiser will send change of value notices to property owners in which any valuation change to their assessment has been made;

7. The Appraiser will aid the County Real Property Lister in completing Real Estate and Personal Property Assessment Rolls in a timely manner;
8. The Appraiser shall arrange for scheduling of the Open Book and Board of Review with the Municipal Clerk;
9. The Appraiser and/or his staff will be present for at least two (2) days in the municipal building while the Assessment Roll is open for inspection, commonly referred to as "Open Book" to explain the assessed values;
10. The Appraiser and/or his staff will attend all meetings of the Board of Review to explain and defend the assessed values and be prepared to testify under oath concerning such values. In the event of appeal to the Department of Revenue or to the courts, the Appraiser and/or his staff shall be available to furnish testimony in defense of the assessed values.
  - a. If the Department of Revenue or City should place additional requirements on the Appraiser after the initial date of the signing of this document, which requirements are not set forth in this contract, the Appraiser and the City shall negotiate and determine if additional fees are required to complete each additional requirement. Any such additional fees are to be paid at the final installment of this contract.
  - b. Termination:

If the Appraiser shall fail to fulfill in a timely and satisfactory manner its obligations under this agreement, or if the Appraiser violates any covenants, conditions, or stipulations of the agreement, which failure or violation shall continue for twenty-one (21) business days after written notice of such failure or violation is received by the Appraiser, then the City shall thereupon have the right to terminate the agreement by giving written notice to the Appraiser of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.
11. All office supplies, stamps, and telephone calls made by the Appraiser or his staff shall be paid by the Appraiser;
12. The Appraiser shall maintain Worker's Compensation and Public Liability Insurance on himself and his staff;
13. The City shall furnish adequate office space as necessary at no cost to the Appraiser;
14. Additional components are set forth in addenda;

## ARTICLE II

---

COMPENSATION: The City shall pay to the Appraiser for the performance of this contract as outlined in Addenda. The method of payment shall be quarterly invoices for services and expenses incurred. The City shall make these payments no later than 30 days after receiving an invoice.

IN WITNESS WHEREOF

The parties hereto have set their hands this \_\_\_\_ day of \_\_.

APPROVED BY:

City

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

Appraiser

By: Roger Koshi date: 9-25-015

Witness

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



ADDENDUM #1

1. All building permit and sales information will be posted to appropriate assessment records;
2. Sales information will be posted on appropriate assessment record(s) and reviewed as necessary;
  - a. Sale information will be supplied to the Department of Revenue;
3. This contract provides for two (2) days of Open Book hearings<sup>1</sup>;
  - a. Except for the month of the open book hearings: the Appraiser will be available every third week for two (2) hours January through June and one (1) day a month for two (2) hours from July through December to meet with taxpayers;
4. Assessments will be maintained utilizing appropriate computer programs;
  - a. Computer Programs are detailed in addenda #2;
5. Digital pictures of new and altered improvements will be taken as necessary;
6. Sketches of dwellings will be updated as necessary;
7. Sale book(s) or file(s) will be maintained using photographs and appropriate information;
8. Compensation:
  - a. The method of payment shall be quarterly invoices for services and expenses incurred. The City shall make these payments no later than 30 days after receiving an invoice.
    - i. For the year 2016 - \$32,400
    - ii. For the year 2017 - \$32,900
    - iii. Optional year 2018 - \$33,400

<sup>1</sup> These hearings give a property owner a chance to discuss the assessment informally with the Appraiser before going to the Board of Review.

ADDENDUM #2

Bowmar Appraisal Inc uses the Market Drive<sup>2</sup> CAMA<sup>3</sup> program, Apex© Sketch Program, SPSS statistics program, Microsoft Office, Pictometry, County GIS, and other programs to perform the duties of the office of Assessor.

Technology, innovation, and data security are increasing costs in today's digital world and Bowmar Appraisal Inc is a leader in the use of Market Drive CAMA software. Bowmar Appraisal Inc implemented computerized records, digital sketching, and digital pictures *long before* the Department of Revenue requirement that all assessment records be in a digital format.

Bowmar Appraisal Inc has born the cost of these programs, the technology to safeguard the data, the staff time devoted to maintenance of the data, the dissemination of the stored records, and changing compliance issues.

Bowmar Appraisal Inc chose the Market Drive CAMA program years ago (prior to 1998) because of the hopes of widespread usage throughout Wisconsin in order to have more uniform assessments. Market Drive has become the most widely used CAMA program in the State of Wisconsin. Department of Revenue in the past created and distributed CAMA programs but ceased doing so in the mid 1990's.

Market Drive contains modules for the assessment of land, residential housing, manufactured housing, mobile home parks, outbuildings, commercial buildings, sketches (if user owns a sketch program), digital pictures, sales, personal property, and numerous reports. Options for in depth sales analysis, income approach to value, and mapping are also available. Market Drive allows for electronic reporting to Department of Revenue (required, as Department of Revenue no longer accepts paper reports) & County Real Property Tax Lister. Market Drive also imports sales information from Department of Revenue and name/address updates from county databases.

---

<sup>2</sup> Market Drive is a licensed product of Assessment Technologies LLC

<sup>3</sup> CAMA = Computer Assisted Mass Appraisal

---

# Minimum Evaluation Criteria

---

## 1) Experience of The Contractor

- a) All employees of Bowmar Appraisal Inc have certification levels associated with the degree of difficulty as outlined in the Wisconsin Property Assessment Manual (2012) chapter 2. The list of individuals assigned to work with the City of Chippewa Falls, found elsewhere in this document, states their certification level.
- b) Roger Koski shall be the Project Director. Mr. Koski has in excess of forty-five (45) years assessment experience. Mr. Koski has performed numerous maintenance and revaluation projects using the Market Drive system since its creation in the late 1990's.
- c) You may find individuals assigned to work with the City of Chippewa Falls listed elsewhere in this document. Bowmar Appraisal Inc has three (3) offices and may call upon additional individuals as needed to complete this project.

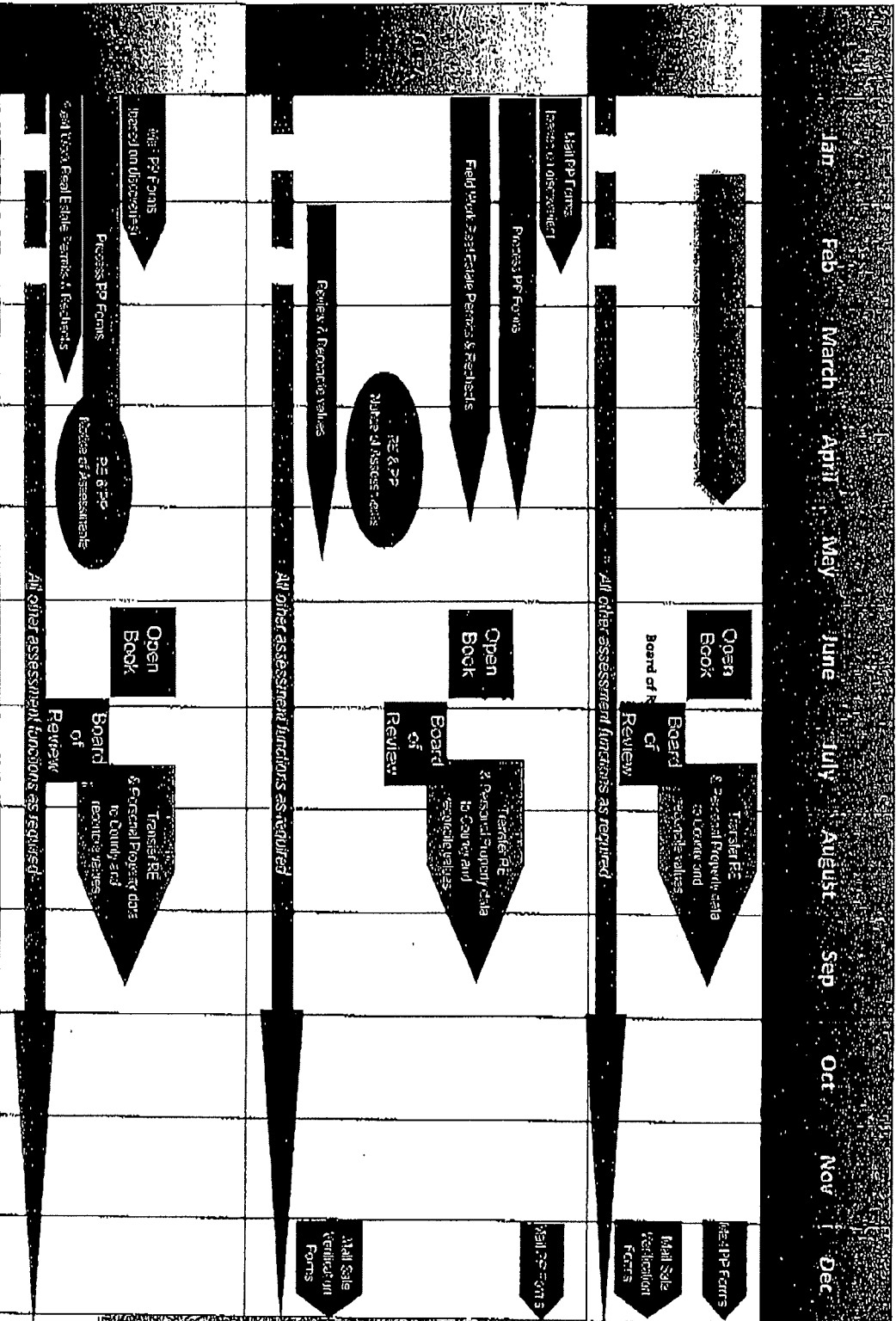
## 2) Data Format

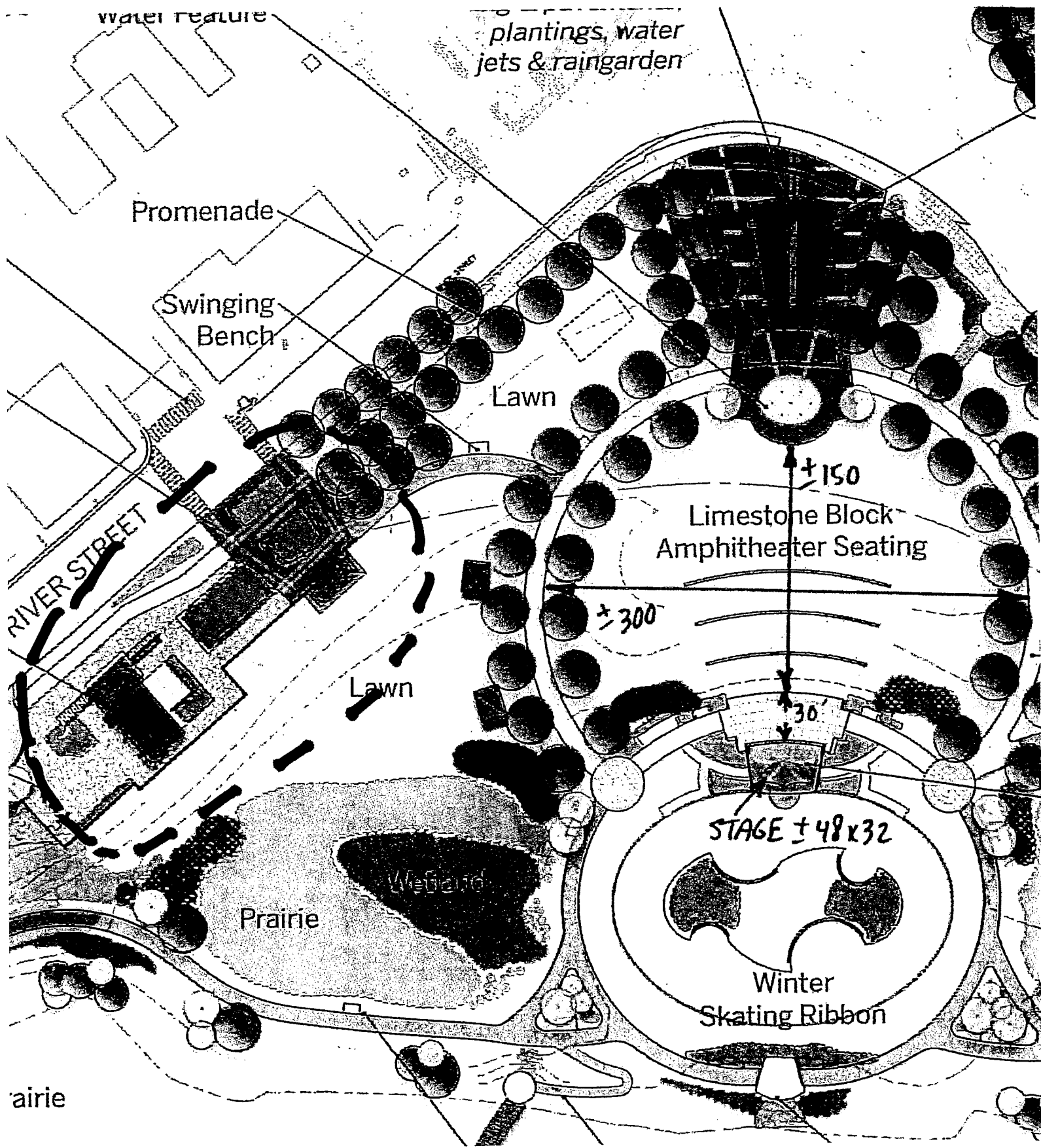
- a) Bowmar Appraisal Inc has a good working relationship with Assessment Technologies, the owner of Market Drive CAMA. Bowmar Appraisal Inc continually works with Assessment Technologies to better the program and work out any issues that arise.
- b) An updated public property record data sheet will be produced prior to the open books / Board of Review for any changed property.

## 3) Project Timetable

- a) Please refer to the enclosed table outlining a proposed timeline.

# City of Chippewa Falls Maintenance Assessment 2016 through 2018





water feature

plantings, water jets & raingarden

Promenade

Swinging Bench

Lawn

RIVER STREET

Limestone Block Amphitheater Seating

+150

+300

Lawn

30

STAGE ± 48x32

Winter Skating Ribbon

Prairie

Wetland

airie

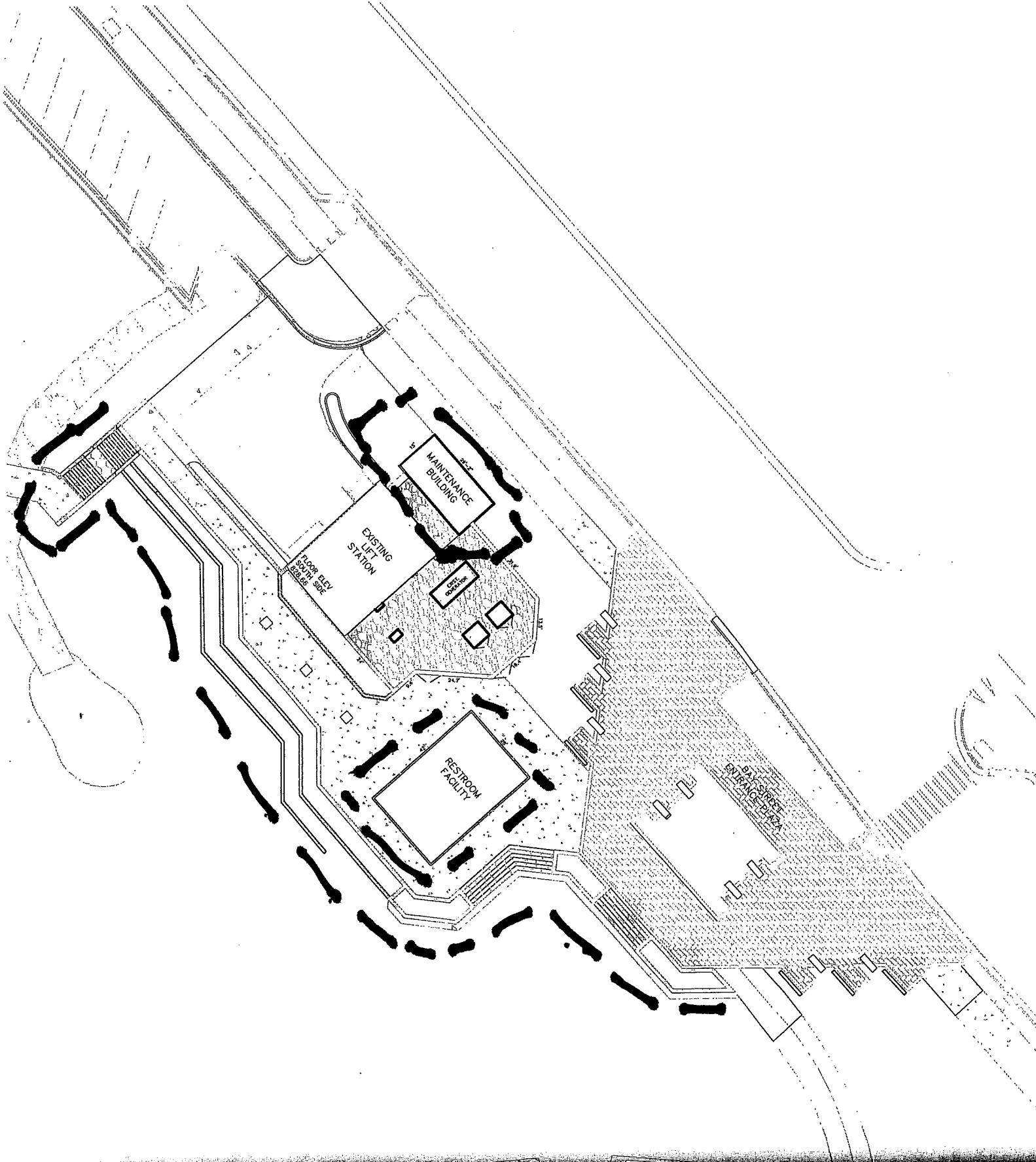
300

2  
3600

1  
3600

N  
B  
0800

E SUBBASE  
5  
0800  
6  
0800



SIST OF SCARIFYING  
 ANDARD PROCTOR  
 ) A DEPTH OF  
 TS SHALL BE PROOF  
 SOFT OR UNSUITABLE