



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

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

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Parks and Recreation Director Dick Hebert, Library Director Joe Niese, Building/Zoning Inspector Paul Lasiewicz, Street & Utility Maintenance Manager Rick Ruf, Lead Janitor Scot Michels, Utilities Office Manager Connie Freagon, and City Clerk Bridget Givens.

Call to Order: 9:02 AM

**1. Open Session**

**2. Discuss funding for purchase or replacement of AEDs at city buildings. Possible recommendations to Council.**

The AED purchased a few years ago for City Hall was giving a low battery alert. Due to the age of the unit, it was discussed if the unit should be replaced, or if a new battery should be purchased. Several other areas in the City were identified as areas that should have AEDs available. The Police Department recently purchased new AEDs at a significantly discounted rate. That discounted rate has been locked in at \$852 (normally run approximately \$1,200). Possible funding could come from remaining omitted budget funds.

It was questioned if the quoted price included the storage case for the AED. It was unclear if this was included in the price or not.

**Motion by Monarski/Nadreau** to table this item until the next meeting in order to gather more information on the number of AEDs required and what is included in the quoted price. **All present voting aye, motion carried.**

**3. Discuss disposition and/or rotation of city vehicles. Possible recommendations to Council.**

Street & Utility Maintenance Manager Ruf indicated there is a Police Department vehicle that has been rotated out of service. It was recommended it be used in the Parks and Recreation Department with one of their older vehicles being taken out of service and sent to auction.

**Motion by Kiefer/Monarski** to recommend Council approve placing the out of rotation Police Department vehicle into use wherever it is most needed in the City. **All present voting aye, motion carried.**

The Committee expressed concern that the Police Department vehicle was out of rotation for so long, and indicated they would like to see these rotated back into service as quickly as possible. Following that discussion, the Committee authorized Ruf to circulate the Police Department vehicles into service as soon as they become available. The Committee feels the policy should be that when vehicles are staying within the City and going to where they are most needed, it is not necessary to bring it back to the Committee for authorization on disposition.

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

The following departments presented their proposed budgets including any omitted budget items:

Data Processing  
Building Inspector  
Library  
City Clerk  
Public Works/Street Department

Finance Manager/Treasurer Bauer indicated the remaining budgets will be presented next week. Discussions on omitted budget items will continue, and we should have a better idea of our revenues at the next meeting.

**No action taken.**

**5. Closed Session**

**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. Discuss potential settlement of worker's compensation case with possible recommendations to the Council; and to include the Committee Members, Bauer, and Givens; may return to Open Session for possible action on Closed Session item.**

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

The Committee discussed Item (a) above.

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

Councilor Kiefer reported that there was a motion made and seconded in Closed Session to authorize Finance Manager/Treasurer Bauer to settle the worker's compensation case as recommended by Committee #2.

**6. Adjournment.**

**Motion by Monarski/Nadreau to adjourn at 10:09 am. All present voting aye, motion carried.**

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

**Engineering and Public Works Department**  
**2017 Budget Recap And 2018 Budget Summary**  
10/23/2017

**Engineering Department**

**Activities Recap** - The Engineering Department provided Plans, Specifications and construction administration and staking for projects on Bridgewater Avenue(Duncan creek to STH#124), Dover St.(Wheaton to Terrill), Bel Air Blvd (Terrill to Westwood Dr.), Tropicana Blvd(Bel Air Blvd to Mansfield), Water St.(State St. to Division), Woodward Ave.(Greenville to Summit Ave.), Dwight St.(Wheaton St. to Superior), Pond Street (High St. to Bridge St.) and Street Resurfacing Projects on Summit Avenue(Mall Dr. to Jeffers St.), Perry St.(Stanley St. to Elm St.), and Cedar Street(Perry St. to Hilary St.). Another subdivision Development Project at Wissota Shores, Star Blends, Mills Fleet Farm and Huffcut projects in the Lake Wissota Business Park and Bloomer Ford have required many hours of design, construction administration and stormwater review and inspection. In addition, Chippewa Riverfront Phases I and II required much staff time for review of project details and construction. Engineering staff assisted with streets and parking lot design and construction administration in Irvine Park. Special Use Permits, Rezonings and Street Use and Street Privelege permits were prepared in 2017. In addition to the aforementioned items, the Engineering Department provides street surface ratings annually for the cities approximately 100 miles of streets, traffic counts and studies, Intersection analysis and design, school zone analysis and updates, street maintenance and construction engineering for the Street department and Water department and other operational tasks such as those listed below. Influent Screening, Biosolids handling and hauled Waste receiving station and HVAC projects at the waste treatment plant have required a large amount of DPW/Utility Manager time this year.

**Expenditures** – The Engineering Department manages the six Tornado Warning Siren System (\$4,250). Due to past failures of a mother board, batteries, chargers and the requirement to upgrade and reprogram all six sirens to narrow band the 2011 and 2012 budget requests were elevated from 2010 and prior requests. All maintenance items considered, the warning system is an invaluable and essential system in times of natural and man-made disasters. The requested \$4250 is the same as the 2017 request.

Dam Maintenance (\$6,295) includes the Glen Loch Dam and the Star Mill Dam. WisDNR regulations required an inspection and report of the Glen Loch Dam in 2016 and an inspection will be required in 2018 and every two years after that. The 2018 inspection will be done by WIDNR.

Office supplies, licenses and related expenses is the same request (\$4000) as for the 2012-17 budgets.

Nelson Road Landfill (\$7,900) includes groundwater monitoring, analysis and reporting at the Nelson Road Landfill and remains the same as 2017.

Curb and Gutter Maintenance (\$9,000) remains that same as 2017.

Sidewalk and Crosswalk Maintenance (\$8,000) remains the same as the 2017 request.

Sidewalk Construction (\$15,000) remains the same as 2017).

Overall the 2018 Budget request represents a zero increase when compared with the 2017 budget request.

## **2018 Capital Expenditures**

Projects proposed for 2018 are Ashley Lane(STH#124 to Termini), STH #124 Resurfacing(River to Elm), High St.(Spring St. to Grand Ave.), State Street(Court St. to Grand Ave.), Miles Street(Wheaton St. to Coleman St.), Ludgate St.(Oxford St. to Fleet St.), Lombard St.(Oxford St to termini), Regent St.(River St. to termini), Oxford St.(termini to Lombard St.), Cliff St.(Eva St. to Main St.), Irvine St.(Chapman Rd to Wisconsin St.) and Street Resurfacing Projects.

## **2018 and beyond**

All municipalities were required to have a sign inventory in place by 2013 that included determining the reflectivity of every sign in the city. The city is now in compliance as we have sign inventory software in place, a reflectometer and are in process of doing the inventory.

As in previous years, we will continue to examine staff size and associated position requirements and continue to examine ways to gain efficiencies between Streets and Utilities, to take advantage of technological advances and to seek to share services with other forms of government. Engineering has implemented a GPS system which has reduced staff time and increased efficiency of surveys and construction staking methods. Assistant City Engineer Rob Krejci left the city to become the St. Croix County Highway Commissioner in May and Bill McElroy became the new Assistant City Engineer in September. GIS specialist Nick Wagner joined the city team in May. The engineering department is developing and refining the street replacement program. Engineering, Public Works and Utilities have joined other citywide departments to improve and create a safer work environment through better incident reporting and preventative training and have also redoubled efforts to update and improve safety procedures and policies. The utility forest management plan is being modernized and updated.