



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**October 31, 2017**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, October 31, 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, Police Chief Matthew Kelm, Fire Chief Mike Hepfler, Street & Utility Maintenance Manager Rick Ruf, Utilities Office Manager Connie Freagon, Water Supervisor Matt Boos, Wastewater Supervisor George Hobbs, Representatives of the Chippewa County Historical Society, and City Clerk Bridget Givens.

Call to Order: 9:00 AM

**1. Presentation of Chippewa Area History Center Funding Request. Possible recommendations to the Council.**

Dave Gordon and Jim Schuh, members of the Chippewa Area History Center, appeared to discuss their request for funding for the History Center's Capital Campaign. To date, they have raised roughly \$1M of their \$3.5M goal. Their projected move in date is June 2020, but they will not start construction until they are at 75% of their goal. Discussion ensued about partnering with the Chippewa Falls Museum of Industry and Technology to combine resources.

**No action taken.**

**2. Discuss Strand Associates Agreement for General Services - 2018 Wastewater User Charge System Update. Possible recommendations to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised that an industrial customer had malfunctioning equipment which resulted in elevated wastewater rates for this customer. As this customer was significantly overcharged, it is necessary to adjust their bill each month going forward. A rate analysis will have to be completed to determine the impact of the overbilling.

**Motion by Kiefer/Monarski to recommend Council approve the Strand Associates Agreement for General Services – 2018 Wastewater User Charge System Update. All present voting aye, motion carried.**

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

Chief Hepfler indicated that the AEDs purchased with grant funds in 2008 should be replaced. Locations for AEDs were discussed including two at City Hall, Casper Park, and the Welcome

Center; and one at the Library, Street Department, and the Pool. Parks and Recreation Director Hebert thought that funding for the AEDs at the Welcome Center could potentially come from donation funds. Additionally, AEDs will be placed at the Water and Wastewater Buildings with funding coming from the Utility Budget.

Chief Hepfler indicated the price of \$852 per AED is significantly discounted. This does not include the storage case which is approximately \$100.

**Motion by Monarski/Nadreau** to recommend Council approve purchasing new AED units for various City locations in an amount not to exceed \$8,000 from omitted budget funds. **All present voting aye, motion carried.**

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

Chief Kelm requested this item be placed back on the agenda as he was unable to be at the last Committee meeting. A memo was distributed which proposed potentially using the patrol squads for a longer period of time thereby purchasing one patrol squad per year instead of two, every four-year cycle. The Police Chief will closely monitor mileage and maintenance costs. The Committee felt this was a good proposal.

**No action taken.**

**5. 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 and areas for potential carryovers:

Parks & Recreation  
Fire Department  
Police Department  
Utility

Finance Manager/Treasurer Bauer indicated that the Planning/Transit Budget will be presented next week. Chief Kelm requested the Committee give future consideration to where the funds go when a retired squad replaces a vehicle in the City and that vehicle is sold. Chief Kelm would prefer it go into the Police Department Sale of Scrap account. Bauer recommended if this is done that the account be used to offset the cost of new squads each year.

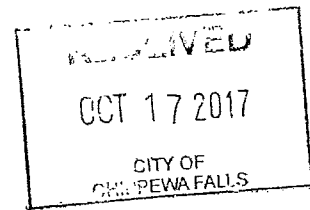
**No action taken.**

**6. Adjournment.**

**Motion by Nadreau/Monarski** to adjourn at 10:28 am. **All present voting aye, motion carried.**

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

Chippewa Area  
HISTORY CENTER



TO: Lynne Bauer  
City of Chippewa Falls  
Finance Manager/Treasurer

DATE: October 16, 2017

SUBJECT: Chippewa Area History Center Funding Request

Dear City of Chippewa Falls Finance Committee:

On May 13, 2017 members of the Chippewa Area History Center Capital Campaign Executive Committee (CCEC) presented plans to the City Council about creating a new museum, genealogical and historical research library and auditorium/classroom next to the southern entrance to Irvine Park. Our capital campaign has begun and we have raised about \$850,000. Volunteers have coordinated all campaign activities. We request that the city contribute \$10,000 annually to this community project.

The chart below shows county and municipal 2015-2016 financial support for area museums, which are Affiliates of the Wisconsin Historical Society and report funding that they have received.

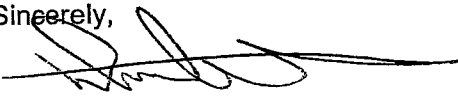
Historical Society or Museum Name	City	County	City Funding	County Funding
Barron County Historical Society	Cameron	Barron	\$0	\$36,000
Buffalo County Historical Society	Alma	Buffalo	\$0	\$6,500
Chippewa Valley Museum, Inc.	Eau Claire	Eau Claire	\$67,633	\$23,085
Dunn County Historical Society	Menomonie	Dunn	\$5,000	\$3,500
La Crosse County Historical Society	La Crosse	La Crosse	\$0	\$18,163
Marathon County Historical Society	Wausau	Marathon	\$23,123	\$49,376
Merrill Historical Society, Inc.	Merrill	Lincoln	\$4,000	\$0
North Wood County Historical Society	Marshfield	Wood	\$7,500	\$0


Established in 1969, the Chippewa County Historical Society has a tradition of working with the city in preserving and sharing local history. In 2006 we contributed to planning and implementing the 100<sup>th</sup> anniversary of Irvine Park. During 2015 we created a park history display for the new Irvine Park Welcome Center. Currently, at the request of the Parks Board, we are volunteering to create a historic timeline of the Chippewa Falls Parks System. We have partnered with the city for the last 14 years in coordinating The Past Passed Here, in Allen Park, which offers 600 fourth grade students an opportunity to experience fur trade and lumbering life, while they are studying Wisconsin history.

The Chippewa County Genealogical Society established in 1980 operates the library including numerous one of kind reference materials. City and county records as well as local newspapers are preserved and shared with citizens and visitors who are researching their family and local history.

These two groups have worked together since 1990 in the former Notre Dame convent, which has been determined by an American Alliance of Museums consultant to be inadequate due to inaccessibility, lack of climate control and poorly sized rooms. Stairways challenge elderly and handicapped visitors. Please review the attached tri-fold brochure for further information about our campaign and plans for improving services we can offer. We plan to attend the October 24 meeting.

Sincerely,

  
David Raihr, Jr., (CCEC)

  
Melvin (Skip) August, (CCEC)



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

October 18, 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, and Utilities Manager

Re: Agreement for General Services  
2018 Wastewater User Charge System Update

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 2018 Wastewater User Charge System Update. This Agreement shall be in accordance with the following elements.

#### Scope of Services

ENGINEER will provide the following Services to OWNER.

1. Request and review existing user charge data from OWNER, including spreadsheets, utility billings, water records, and similar information for developing the 2018 wastewater rates.
2. Update 2016 rate calculation spreadsheet prepared by ENGINEER for 2018 debt services, operation and maintenance budget, equipment replacement fund deposit, depreciation fund deposit, and changes to industrial volume and surcharge revenues.
3. Review hauled waste categories and cost of service.
4. Prepare a service charge for new wastewater accounts with input from OWNER.
5. Prepare a preliminary 2018 wastewater user charge system update including fixed charges, volume charges, surcharges, rates for hauled wastes, and new account charge. Prepare a summary letter with enclosures.
6. Review the preliminary 2018 wastewater user charge system update with OWNER; up to four teleconference calls are included.
7. Prepare the final 2018 wastewater user charge system update. Submit a summary letter with enclosures to OWNER in paper format and user charge system spreadsheet in Excel format.
8. Attend Committee No. 1 meeting and present the 2018 wastewater user charge update.

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### 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 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.
2. Bidding- and Construction-Related Services: Bidding- and construction-related services for the project will require a separate agreement with OWNER.
3. Drawings and Specifications: Final design services including drawings and specifications, if provided by ENGINEER, will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
4. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by OWNER.
5. 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.
6. 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.

### Compensation

OWNER shall compensate ENGINEER for Services on an hourly rate basis plus expenses an estimated fee of \$7,000.

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.

	<u>Hourly Billing Rates*</u>
Principal Engineer	\$270 to \$501
Senior Project Manager	\$163 to \$234
Project Managers	\$105 to \$163
Project Engineers and Scientists	\$ 89 to \$111
Engineering Technicians and Draftspersons	\$ 45 to \$134
Office Production	\$ 85 Average

\* Updated annually on July 1

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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 November 6, 2017. Services are scheduled for completion on January 31, 2018.

#### **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.

#### **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.

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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**.
3. If there is a modification of Wisconsin Department of Natural Resources 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.

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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.

**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:  
  
STRAND ASSOCIATES, INC.®

OWNER:  
CITY OF CHIPPEWA FALLS  
**NOT FOR SIGNATURE**  
\_\_\_\_\_  
Mr. Richard J. Rubenzer, P.E.      Date  
Director of Public Works, City Engineer, and  
Utilities Manager

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



# **CHIPPEWA FALLS POLICE**

***Integrity • Compassion • Commitment***

**TO:           Committee #1**  
**FROM:       Chief Matthew Kelm**  
**DATE:       October 26, 2017**  
**REF:        Police Department Vehicles**

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Police vehicles by virtue of how they are used, must be kept in top condition for the safety of our officers and the public. These emergency vehicles are put through high stress situations and have to perform well every time. This means that high millage vehicles which are perfectly fine for everyday use are not safe for use as an emergency vehicle. Transitioning police vehicles to investigator vehicles or vehicles for use in other city departments saves money and has worked well due to this fact.

I have noticed in the years since switching to the SUV patrol squads we have been doing relatively well in maintenance costs. In speaking with other police chief's, they have noticed this as well and are routinely running their patrol squad cars between 90,000 - 100,000 miles before retiring them in without much issue and receiving good trade in value.

At the police department typically squad cars are changed over around May of each year. Next year I am planning on monitoring millage and maintenance costs on the squads until they reach 90,000 – 100,000. This would mean changing over the squads closer to the end of 2018.

By running the squad cars to higher millage we should be able to reduce the number of new squad cars we need to purchase over a multi-year interval. This is a new idea so we would need to closely monitor millage and maintenance costs. I would tentatively estimate we may be able to purchase one patrol squad car a year instead of two, once every 4 year cycle.

Additionally, if a K9 fundraising is successful the K9 squad will be used in place of a patrol squad when the K9 handler is working thereby reducing millage on the other patrol squads.

**Department of Public Utilities**  
**2018 Budget Recap**

10/18/17  
With Details

**Water Department**

**Revenues** – The Water Utility rates are projected to remain steady in 2018. Last rate adjustment was January 1, 2015. A simplified rate study indicated a 0% change. Tower lease payments is reduced due to one antenna decommissioned, miscellaneous non–operating income varies with projects however figures are unavailable for this budget.

**Expenditures** – The Water Department overall operational 2018 budget reflects an increase of approximately \$173,500 over 2017.

Increase in expense:

- Increase in sampling expense due to new UCMR4 \$5,000 2624
- Increase in chemical expense – caustic – anticipated 40% cost increase and Salt - due to increased operation at the Nitrate Plant \$35,000 2641
- Planned tower cleaning expense - \$10,000 2672
- New Leak Detection company after using current vendor since 1999 \$4,700 2675
- Implement use of hydrant tags \$2,500 2677
- Increase in data processing expenses for AS400 and Inframap \$2,200 2903 & 2923
- Two additional iWater licenses, increase in phone, printing, bank charges \$12,000 2921
- Full depreciation of 2017 vehicle and ½ year of proposed vehicle \$3,400 2933
- Increase in PILOT payment \$4,000 3408
- Increase in depreciation expense \$55,600 3403 and \$8,000 3426
- Increase in long term debt interest \$16,000 3427

**Wastewater Department**

**Revenues** – The Wastewater rates were adjusted 10/1/16, the Utility is requesting an updated rate study for adjusted rates to be effective 1/1/2018. Projected revenues for this budget indicate a slight increase but do not reflect the needed rate adjustment. Non–operating income varies with projects however figures are unavailable for this budget.

**Expenditures** – The Wastewater Department overall operational 2018 budget reflects an increase of \$88,300 over 2017.

Increase in expense:

- Increase expected in energy expense. \$14,000 8821
- ½ year depreciation on proposed Biosolids vehicle \$9,000 8829
- Increase in bank charges \$1,600 8851
- Increase in insurance expense \$3,600 8853
- Increase in depreciation \$68,000 9503
- Increase in long term debt interest. \$4,300 9521

Decrease in expense:

- Depreciation of vehicles \$5,400 8828

## Stormwater Department

**Revenues** – The stormwater fee was set upon inception of the utility in 2006. A rate study projects an 11% increase. Revenues reflect the projected increase. The study will be presented to the Committee and Council in November

**Expenditures** – The Storm Water Department overall 2018 budget reflects an increase of \$10,500 over 2017 budget.

Increase in Expense:

- Increase and reallocation of machinery rental. \$1,500 5344
- Increase in storm sewer maintenance \$7,000 5344
- Increase in long term debt interest \$18,000 5800

Decrease in Expense:

- Budget correction \$14,000 5730

## 2017 Capital Expenditures

Water and Wastewater utility capital expenditures are paid from a combination of resources. Replacement expenditures monies are available from depreciation or replacement accounts, operating cash or borrowed if necessary. New projects are paid from operating cash or borrowed if necessary. All capital expenditures are depreciated for the life of the project.

Although projects for 2018 have not been determined, for budgetary purposes the 2018 tentative street improvement program was used.

### Water

**Meter Replacement –\$85,000** - replace residential and assorted large meters.

**Full size truck- plow - \$45,000** - replace 2001 F350 truck

**\*Update East Well Chemical Building - \$500,000** – replace caustic tanks, pumps, day tanks, remove liquid chlorine, install gas chlorine, new chlorine pumps.

**Roof - \$20,000** – replace leaking flat roof at West Well house #2

**Laptops/Surface Pro (3) – \$4,800** plus software - replace 1 existing laptop and add two Surface Pro's for iWater use.

**Inventory System - \$10,000** – replace manual inventory system for materials, work orders, jobs.

**Trailer - \$4,500** – replace 1970 trailer

**Backhoe - \$130,000** – replace 2000 JD backhoe

**Generator - \$1,300** – small generator to fit on trucks

**Hydrant Barrels - \$10,000** – 20” hydrant barrels to replace short hydrants

**Power Broom - \$800** – efficient power broom for projects

### Wastewater

**\*Pump - \$19,000** – add a third pump to the Cashman Drive Lift Station

**\*Aeration Blower - \$350,000** – replace failing Aeration Blower with high efficiency package

**\*BioSolids Vehicle - \$200,000** – replace land application truck/equipment

**\*Gas Monitors** – replace two existing hazardous gas monitors with one new unit

**\* Control Bldg and WAS Bldg Stucco \$16,500** - Power wash, repair, and paint

**\*WWTP garage door replacement (2 doors) \$5,500**

**PUM building roof – \$50,000**

**Stormwater** - no additional capital requests

\*request approved and carried over from previous years