



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
November 9, 2017

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Thursday, November 9, 2017 at 9:30 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, City Planner/Transit Manager Jayson Smith, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Building/Zoning Inspector Paul Lasiewicz, Parks and Recreation Director Dick Hebert, Police Chief Matthew Kelm, Library Director Joe Niese, Brian Flynn of Area Financial Services, and City Clerk Bridget Givens.

Call to Order: 9:32 AM

- 1. Discuss Proposal for the Administration of the Chippewa Falls Shared Ride Taxi Program with services to be provided by West Central Wisconsin Regional Planning Commission (WCWRPC). Possible recommendations to the Council.**

City Planner/Transit Manager Smith advised that a comprehensive proposal was received from the WCWRPC in the amount of \$38,000 to administer the Transit Program. Smith indicated this is roughly what is budgeted for annually by the City. WCWRPC will be charging an hourly rate, on a quarterly basis, not to exceed the proposed amount.

It was discussed that the Clerk's Office could handle questions, walk-ins, and reduced fare cards in the interim until a new City Planner is hired. There was also discussion about the need to continue the Transit Board and that perhaps the responsibilities of this board could be handled by Committee #3.

Motion by Kiefer/Monarski to recommend Council approve the proposal from WCWRPC to administer the Chippewa Falls Shared Ride Taxi Program. **All present voting aye, motion carried.**

- 2. Review 2018 Budget data and issues affecting the budget including but not limited to proposed expenditures, revenues and personnel benefits. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer distributed two spreadsheets; one detailing the City's current health insurance plan, and the other showing a summary of the projected impact of the increase. Potential funding options were discussed including possible plan changes. Bauer advised that the City cannot exceed the expenditure restraint limit and with the addition of the Battalion Chief position, anticipated wage increases, and health insurance increases, we would exceed that amount.

Bauer will run potential insurance plan scenarios and another meeting will be scheduled for Friday, November 10th.

No action taken.

3. Adjournment

Motion by Monarski/Nadreau to adjourn at 10:32 am. All present voting aye, motion carried.

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



**Proposal for the Administration of the Chippewa Falls Shared Ride Taxi Program
with services to be provided by
West Central Wisconsin Regional Planning Commission**

In response to a request from the City of Chippewa Falls (the City), the West Central Wisconsin Regional Planning Commission (WCWRPC) has compiled the following proposal to administer the Chippewa Falls Shared Ride Taxi (SRT) program. Under this proposal, the City would contract with WCWRPC, for a defined set of services currently provided by City staff. All other aspects of the program would continue as currently funded, contracted, and provided. Responsibilities to be included in an agreement for administrative services are as follows:

Responsibilities of WCWRPC

- Compile and submit annual State and Federal Operating Assistance Funding applications
- Prepare State and Federal quarterly reports - operating statistics, expenses and revenues
- Implement program in conformance with all State and Federal regulations
- Maintain all contracts between the City and FTA, the City and State, and the City and the Service Provider
- Maintain all program elements for Triennial Review
- Maintain records and provide records as needed for annual State audits
- Prepare and submit required City annual budget documents
- Staff and administer Chippewa Falls Transit Board
- Administer annual budget
- Attend required State and Federal training meetings and conferences
- Maintain records and provide records as needed for annual City audits
- Execute any contract and budget negotiation with service provider in non-bidding years
- Respond to and work with service provider to resolve client complaints
- Monitor contractor performance, insuring conformance with all State and Federal regulations
- Facilitate the purchase of vehicles with federal and local funding, coordinated through WisDOT
- Utilize local vehicle auction facility to sell vehicles taken out of service
- Prepare all program and capital bid documents, following all bidding policy requirements

Responsibilities of the City

- Transfer all files and records pertinent to the responsibilities listed above to WCWRPC
- Assign an individual to participate as Chippewa-Eau Claire MPO Technical Committee member
- Maintain daily face-to-face consumer functions of the SRT program, such as any and all certifications of riders and companions/assistants eligibility
- Coordination of City budget requirements with WCWRPC
- Transition of agreements and authorizations, as necessary, with State and Federal funding agencies
- Requisition and receive all state and federal funding
- Make all payments, as reviewed by WCWRPC, to service provider

Time/Cost

WCWRPC estimates the time necessary to accomplish their tasks to be approximately one day per week, averaged over a year. Based on the estimated time required, WCWRPC proposes a total cost not to exceed \$38,000 for CY2018. The costs for administrative services incurred would be requisitioned quarterly, on an hourly basis.