



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**and**  
**COMMITTEE #2**  
**LABOR NEGOTIATIONS, PERSONNEL, POLICY & ADMINISTRATION**  
**March 4, 2014**

**Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Tuesday, March 4, 2014 at 9:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: Bill Hicks, Jane Lardahl, George Adrian, Amy Mason, Chuck Hull, and Mayor Hoffman.

Others present: Finance Mgr/Treasurer Lynne Bauer, City Clerk Bridget Givens, City Planner/Transit Manager Jayson Smith, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Assistant City Engineer Matt Decur, Parks & Recreation Director Dick Hebert, Police Chief Wendy Stelter, and Library Director Virginia Wood Roberts.

**Call to Order: 9:30 am**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Open Session**
2. **Consider an amendment to TIF 7 for the purpose of financing the construction of the extension of Chippewa Mall Drive. Possible recommendations to the Council.**  
City Planner Smith distributed a spreadsheet prepared by Ehlers detailing the tax increment forecast for TIF 7 – Northridge Center. TIF 7 could be amended to allow the City to spend funds outside of the district, as allowed by statute. A potential use for these funds would be to finance the construction of the extension of Chippewa Mall Drive.

**Motion by Hicks/Mason** to address Agenda Item #8 at this time and return to Agenda Item #2 following the discussion. **All present voting aye, motion carried.**

8. **Discuss water and wastewater adjustments for running water to avoid water service freeze-ups. Possible recommendations to the Council.**  
Utilities Manager Rubenzer distributed a handout detailing the total number of water freeze-ups to date (252), history of previous water freeze-ups, how the Council addressed excess water and wastewater usage in the past, and the PSC rules relative to frozen laterals and the adjustment of bills.

Rubenzer indicated a majority of the freeze-ups are occurring in the street, which is the utility portion of the facilities. Rubenzer noted that it is not necessarily a matter of deficiency, but a matter of the unusual depth of the frost this year.

According to PSC rules, thawing of customer's laterals shall be at the utility's expense if it is the first thaw for the customer at the location. To date we have had a total of 40 second or third freeze-ups. A call was received from a customer this morning who has frozen for a fourth time, but she is not willing to run her water to preclude freezing. Additional discussion was had regarding overtime costs and whether subsequent thaws should be at the owner's expense.

Rubenzer recommended adjusting bills for all the customers who ran water (which can be determined by examining their bills from the same quarter of last year). Holly Gintz, 207 E Linden, appeared in support of the City offering adjustments to the bills. Both of her neighbors had water service freeze-ups, so she has been running her water constantly since.

Councilor Mason questioned if we are assuming any liability by offering adjustments and suggested we confer with the City Attorney.

**Motion by Hicks/Adrian** to recommend Council approve adjusting the water/wastewater bills for customers that have been running their water to prevent a freeze-up, to that of the same quarter of last year; and to further move that the first thaw be the responsibility of the City and that the Utilities Manager be authorized to make a determination for payment of a second thaw for customers with smaller diameter service.

Concern was expressed with the Utilities Manager making a determination for payment on a second thaw. **Motion by Hicks/Adrian** to **amend** the previous motion to include first and second thaws being the responsibility of the City for this year only, remove the determination of the Utilities Manager, and include review of the protocol by City Attorney Ferg. **All present voting aye, motion carried.**

2. **Consider an amendment to TIF 7 for the purpose of financing the construction of the extension of Chippewa Mall Drive. Possible recommendations to the Council.**

Discussion continued on this item. Smith indicated if the amendment is successful, the project could be passed to engineering for design in 2014 with construction taking in place in 2015 or 2016, depending upon potential projects.

Mason questioned if anyone has expressed interest in development in that area and expressed concern in expending funds without a specific use for the property identified. Smith indicated there is interest, but a specific project has not been identified. He opined that the road and utility service needs to be there to support future development and offer a good connection to the downtown area. Smith also shared the general fund advance will be paid off within the next two years, which would allow us to terminate the TID. It was suggested that John Bernhardt provide a presentation of what he envisions developing in the area. Smith indicated authorizing amendment of the TIF would not obligate the Council to approve construction of the extension of Chippewa Mall Drive.

**Motion by Hicks/Lardahl** to recommend Council approve authorizing City Planner Smith to proceed with an amendment to TIF 7. **All present voting aye, motion carried.**

3. **Review and discuss 2014/15 Contract with CESA 10 for cooperative education services (attachment). Possible recommendations to the Council.**

There was a slight increase in contract price from last year from \$11,500 to \$12,110. These fees are paid out of cable franchise monies. Future discussion will need to be had on the franchise fee and the need to hire someone to run the camera to record the meetings.

**Motion by Lardahl/Hull** to recommend Council approve the 2014/15 Contract with CESA 10 for cooperative education services. **All present voting aye, motion carried.**

4. **Discuss revisions to Municipal Code Section 3.08 (attachment). Possible recommendations to the Council.**

Rubenzer presented the suggested revisions to Municipal Code Section 3.08 as attached, and requested the revision as the Utility has been servicing the mains as opposed to the Street Department.

**Motion by Mason/Adrian** to recommend the City Council approve the revisions to Municipal Code Section 3.08 as presented. **All present voting aye, motion carried.**

5. **Discuss Data Processing request to carry over 2013 funds and 2014 computer replacement issues. Possible recommendations to the Council.**

As Microsoft Office will no longer be supporting Windows XP, security updates will no longer be available. As many of our machines are outdated, simply replacing the operating system is not the best option. Utilities Office Manager Freagon provided a 2014 Data Processing Budget spreadsheet and reviewed the details thereon. It was discussed that the \$25,000 anticipated for computer replacement could be funded either by future land sale monies or excess departmental funds identified following the audit.

**Motion by Hicks/Mason** to recommend Council approve expending funds for the 2014 Data Processing request, not to exceed \$25,000. **All present voting aye, motion carried.**

Discussion was had regarding the request to carry over 2013 Data Processing funds for the purposes of paying the remainder of the Website Project Manager's wages, purchasing an Intradyme email archiving system, and purchasing two PC's with Microsoft Standard Software.

**Motion by Hicks/Mason** to approve the Data Processing Carryover request in the amount of \$12,269.50 into the 2014 Budget for the Purposes designated. **All present voting aye, motion carried.**

6. **Discuss various department carry over requests. Possible recommendations to the Council.**

Finance Manager Bauer distributed a spreadsheet (attached) entitled Request to Carry Over Funds from 2013 to 2014 and provided details thereon.

**Motion by Mason/Hicks to recommend Council approve the department carry over requests as presented. All present voting aye, motion carried.**

- 7. Discuss status of Street Department water truck. Possible recommendations to the Council.**

**Motion by Hicks/Lardahl to recommend Council approve maintaining the Street Department water truck through 2014. All present voting aye, motion carried.**

- 9. Closed Session**

**Motion by Mason/Adrian to go into Closed Session under WI Statutes 19.85(1)(e) "...conducting public business with competitive or bargaining implications" to:**

**a) Discuss labor negotiation issues and strategy; to include Council Members, Mayor, Finance Manager Bauer, and City Clerk Givens; and may return to Open Session.**

**Roll Call Vote: Aye – Mason, Adrian, Hicks, Lardahl, Hull. Motion carried.**

Councilor Lardahl left at this time. The Committee discussed Item a) above.

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

- 10. Adjournment**

**Motion by Adrian/Hull to adjourn at 11:20 am. All present voting aye, motion carried.**

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

# TID 7 – Northridge Center

City of Chippewa Falls, WI

Tax Increment Forecast

TID No. 7 (Northridge Center)

District Classification: Blight  
 Creation Date: 3/20/2001  
 Effective Creation Year: 2001  
 End of Expenditure Period: 2023  
 Maximum Life of District (Final Year): 2028  
 Final Revenue Year: 2028

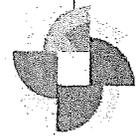
Inflation Factor: 0.00%

GF Advance  
 Dec. 31, 2012  
 (\$231,196)

Estimated  
 4.50%

Construction Year	Valuation Year	Revenue Year	Inflation Increment	New Valuation	TID Value Increment	Tax Rate	Tax Increment	Projected 2012 T.G.O. Tax Ref. Bonds \$2,310,000	2015 G.O. Bonds \$1,000,000	Total Expenses	Annual Balance	Cumulative Balance
2011	2012	2013	-		4,018,700	23.52	94,529	140,506		140,506	(45,976)	(277,176)
2012	2013	2014	-		4,071,300	23.50	95,687				95,687	(181,485)
2013	2014	2015	-		4,071,300	23.50	95,687				95,687	(85,798)
2014	2015	2016	-	650,000	4,721,300	23.50	110,964		103,275	103,275	7,689	(78,109)
2015	2016	2017	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(70,420)
2016	2017	2018	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(62,731)
2017	2018	2019	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(55,042)
2018	2019	2020	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(47,353)
2019	2020	2021	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(39,664)
2020	2021	2022	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(31,975)
2021	2022	2023	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(24,286)
2022	2023	2024	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(16,597)
2023	2024	2025	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(8,908)
2024	2025	2026	-		4,721,300	23.50	110,964		103,275	103,275	7,689	(1,219)
2025	2026	2027	-		4,721,300	23.50	110,964		103,275	103,275	7,689	6,470
2026	2027	2028	-		4,721,300	23.50	110,964		103,275	103,275	7,689	14,159

- General Fund Advance as of 12/31/12: \$231,196
- Includes \$1 million for road projects in 2015 (first pmt. 2016)
- Requires ~\$650,000 in additional increment to cash flow



**EHLERS**  
 LEADERS IN PUBLIC FINANCE

Committee 1 and Committee 2 Joint Meeting

3/4/2014

To date, the Utility has recorded 252 incidents of water freeze ups. This count includes any visits made to properties for no water including frozen meters, frozen laterals and repeat visits to properties freezing a second or third time.

The next highest recorded count was in 1977 at 238, 1982 at 189 and 1994 at 141. Throughout the years, deficiencies in the utility infrastructure have been identified and if possible, corrected.

In 1994, the Common Council approved to adjust for excess water and wastewater used to those customers that had frozen services. That adjustment total was for 1450 CCF for a total of \$2,891.31. At today's rates, the adjustment would be approximately \$5,510.00. We are unsure how long customers needed to run their water that year.

**Adjustments for running water to prevent freeze-up.**

Several properties have been identified as having a possible deficiency in utility infrastructure and have been requested by the utility to run their water. These customers will receive an adjustment for excess usage for water and wastewater.

Water - The Public Service Commission rules determine whether a utility can adjust customers for letting water run to prevent freezing. See PSC 185.35.

Wastewater - The Council determines whether a utility can adjust customer wastewater billing. Chapter 13.

**Charging for thawing services.**

The Public Service Commission outlines charging for thawing services. See PSC 185.88

For second or subsequent visits, the water utility sets a rate based on employee and equipment time, currently \$94.48 per hour for regular time. After hours charged at overtime rates, overtime rate varies based on condition.

**PSC 185.35 Adjustment of bills.**

- (1) Whenever a positive displacement meter is found upon test to have an average percent registration of more than 102 and whenever a compound or current type meter is found upon test to have an average percent registration of more than 103, a recalculation of bills for service shall be made for the period of inaccuracy assuming an inaccuracy equal to the average percent error in excess of 100.
- (2) For the purposes of this rule, the average percent registration shall be the average percent registration for those normal test points which are within the normal test flow limits of the meter, except that the test point within the "change-over" range for compound meters shall be ignored. (For positive displacement meters the light flow test point would not be considered.)
- (3) If the period of inaccuracy cannot be determined, it shall be assumed that the full amount of inaccuracy existed during the last half of the period since the meter was installed or last tested.
- (4) Where a meter in service is found not to register or is found to have an average percent registration of less than 97, the utility may bill the customer for the amount the test indicates has been undercharged for the period of inaccuracy, which period shall not exceed the last 24 months the meter was in service unless otherwise authorized by the commission after investigation. No backbill shall be sanctioned if the customer has questioned the meter's accuracy and the utility has failed within a reasonable time to check it.
- (5) If the recalculated bills indicate that more than \$5.00 is due an existing customer or \$10.00 is due a person no longer a customer of the utility, the full amount of the calculated difference between the amount paid and the recalculated amount shall be refunded to the customer. The refund to an existing customer may be in cash or as credit on a bill. If a refund is due a person no longer a customer of the utility, a notice shall be mailed to the last known address and the utility shall, upon request made within 6 months, refund the amount due.
- (6) Subject to the utility's written rules setting forth the method of determining a reduced rate, if a leak unknown to the customer is found in an appliance or the plumbing, the utility is encouraged to estimate the water wasted and bill for it at a reduced rate not less than the utility's cost. No such adjustment shall be made for water supplied after the customer has been notified and has had an opportunity to correct the condition.
- (7) Where, because of some deficiency in the utility's portion of the facilities and at the request of the utility, a customer permits a stream of water to flow to prevent freezing of the service or main, the utility shall adjust the bill for the excess consumption which results.
- (8) A record shall be kept of the number of refunds and charges made because of inaccurate meters, misapplication of rates, and erroneous billing. A summary of the record for the previous calendar year shall, upon request, be submitted to the commission.

## **Utilities Directing Customers to Run Water to Prevent Freezing**

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MADISON - Due to record low temperatures placing utilities' underground water facilities in jeopardy of freezing, numerous utilities have issued notices to customers advising them to run a stream of water to prevent freezing.

As a reminder, Section 185.35(7) of the Wisconsin Administrative Code provides that "Where, because of some deficiency in the utility's portion of the facilities and at the request of the utility, a customer permits a stream of water to flow to prevent freezing of the service or main, the utility shall adjust the bill for the excess consumption which results." This means that a utility must still bill its customers based on actual consumption (meter readings), but the utility is required to adjust the bill to reflect water used to prevent freezing.

The decision to issue a request to run water rests with each utility, as the utility is in the best position to determine if a request for customers to run water is needed to prevent the freezing of the service or main. Any adjustment to a customer's bills for the excess consumption should be reasonable and should take into account the amount of water the utility directs the customers to run (e.g., the diameter or thickness of the stream of water), the amount of time customers are directed to run water, and any other relevant factors.

Several utilities have contacted the Public Service Commission (Commission) with questions about thawing a customer's lateral. This issue is addressed by Wis. Admin. Code § PSC 185.88. In general, a customer is responsible for maintaining their portion of the lateral. However, if the customer's lateral is electrically conductive, the first thaw is at the utility's expense, if the utility has not provided the customer with seasonal notice of the correction actions to be taken.

**PSC 185.88 Frozen laterals.**

- (1) Thawing of a customer's lateral shall be at the utility's expense if:
- (a) The freeze-up is a direct result of a utility disconnect and the disconnection occurs during a time when conditions are such that freeze-up could reasonably be expected to occur or;
  - (b) The customer's portion of lateral is electrically conductive and:
    - 1. It is the first thaw for the customer at the location and;
    - 2. The utility has not provided the customer with seasonal notice of the corrective actions to be taken for a known condition.
- (2) Lateral thawing shall be at the customer's expense if:
- (a) The customer's lateral is not electrically conductive and the freeze-up is not a direct result of a utility disconnect as set forth in sub. (1) (a) or;
  - (b) The customer neglected to provide or maintain proper insulation or protection for the lateral according to standard accepted practice, or specific utility instructions on, for example, the required depth of burial needed to prevent freezing, or;
  - (d) If the utility disconnects for a dangerous condition.

**History:** Cr. Register, January, 1997, No. 493, eff. 2-1-97; CR 01-033: renum. from PSC 185.89 Register October 2001 No. 550, eff. 11-1-01.

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THE WISCONSIN ADMINISTRATIVE CODE ON THIS WEB SITE IS UPDATED ON THE 1ST DAY OF EACH MONTH, CURRENT AS OF THAT DATE. SEE ALSO ARE THE CODES ON THIS WEBSITE OFFICIAL?

## **Q. When should the utility charge the customer the cost of thawing a frozen lateral?**

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Wisconsin Administrative Code § PSC185.88 sets forth the requirements for thawing customer laterals. It is the utility's obligation to thaw a frozen lateral at its expense if it is the first occurrence of a frozen lateral at the address for the current customer, the lateral is electrically conductive, and the utility has not given notice to the customer to take preventative action.

The Administrative Code assumes the lateral is thawed using a portable generator or welder, but the requirements do not change if the utility uses another method. If the utility employs a hot water device for thawing, it may also choose to thaw non-electrically conductive service laterals at its own expense as well. This would provide a higher level of service than the Code requires, but it is within the utility's discretion.

### **Preventative Action**

Where there is a known susceptibility to freezing and the customer disregards the utility's notice of the need for preventative action, the customer is responsible for the expense of thawing the lateral. If a property has a known problem and the ownership changes, the utility needs to provide timely notice to the new owner of any preventative action required. If the deficiency of the lateral is prohibitively expensive to repair, the utility may advise the customer to let a small stream of water run during cold weather. If the deficiency exists in the utility's portion of the lateral or in the main, the utility must estimate and deduct the volume of water used to prevent freezing in the calculation of the bill as required in Wisconsin Administrative Code § PSC 185.35(7). Alternatively, if the deficiency is in the customer's portion of the lateral, the utility should not adjust the bill for the extra water usage.

### **Other Considerations**

Other consideration may come into play in determining responsibility. If the utility disconnects service during conditions where freezing could reasonably be expected to occur, the utility is responsible for the cost of thawing the lateral. If the customer changes the landscaping so it does not provide sufficient depth of burial for the lateral, thawing the main is the customer's responsibility. If the municipality lowers the grade of the street without regard for cover over the underlying water main, thawing the lateral is the utility's responsibility obligation each and every time.

In summary, the first thawing of a customer's lateral is typically at the utility's expense if the lateral is electrically conductive. If the utility performs electrical thawing of laterals, be sure to exercise caution in tracking the electric current as it has very surprising ways of finding alternate routes!

**Q. Why is the utility responsible for thawing the customer's portion of the service lateral when insurance providers will no longer insure electrical thaws on conductive services?**

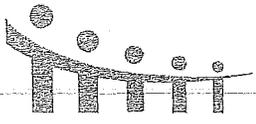
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Our primary intent is to place the responsibility with the water utility. Accordingly, the Wisconsin Administrative Code requires the water utility assist water customers with frozen service laterals to achieve reasonable solutions. We appreciate your concern where insurance providers are no longer willing to accept the risks associated with the practice of electrically thawing conductive laterals. Nonetheless, this does not change our perspective on the role and obligation of the utility.

We are aware of several instances where utilities have not been able to thaw the lateral electrically or using hot water. In these situations providing another source of water until the lateral thaws is an acceptable alternative, such as back feeding the home via a neighbor's house or a fire hydrant.

There may be situations where the lateral cannot be thawed without excavation and steam injections. It is not the intention of PSC staff to require the utility to excavate the lateral in this situation. It is conceivable that it may not be practical to make water available in some situations where large areas or even mains experience cold weather operational problems. These scenarios default to a community emergency instead of a nuisance and inconvenience. We have not seen or heard of this happening but it could. If it did it may well result in some dwelling spaces going without water for a lengthy period of time. Homes may not even be inhabitable during such period. Our Codes have not been written to address such a wide-scale event and emergency management "rules of engagement" would dictate how that very different type of situation would be handled.

In summary, we think the best practice is preventive action. This includes monitoring frost depth and communication with problematic areas. It should include asking customers to allow the water to run where known laterals and mains are prone to freeze. Under first thaw situations, we believe the utility should work with the customer to get the pipes thawed...or failing that, provide them with alternative sources of water. It is not possible to address the myriad of individual circumstances that can arise under this topic so if you have any specific questions, please call the Public Service Commission and we would be happy to discuss them with you.



**C·E·S·A<sup>10</sup>**  
Cooperative Educational Service Agency

Date: December 17, 2013  
To: District Administrators  
From: Mike Haynes, Agency Administrator  
Re: 2014-2015 Service Contracts

R E C E I V E D  
DEC 26 2013

DEPARTMENT OF  
PUBLIC UTILITIES

Attached is a summary of the current services we provide your district and the contracts that you will need to sign and return for next school year.

As you and your school board consider next year's CESA 10 contract, we ask that you follow these steps:

1. Review your district's Service Contract Summary Estimate sheet. The costs listed reflect estimates for the 2014-15 school year (it also shows the amount these services were supplemented with grant monies). The costs for services fluctuate from year to year based on the number of districts participating, changes in salaries and benefits, and the level of grant funding. For those reasons the rates for next year may be adjusted. We try to keep increases modest. To drop a service, line out the service on the contract and please give a courtesy call to the appropriate director.
2. Read through the **online catalog** to determine if other CESA services could help you address your school's instructional and business needs. <http://www.cesa10.k12.wi.us/>
3. **To add a service**, write "Add New Service" in the cost column on your Service Summary and call the person at the bottom of the catalog page to get an estimate of your cost.
4. **If you are uncertain** whether you will subscribe to a service next year, write "HOLD" next to the service.
5. After finalizing the list of services you will be using next year and your Board approves this list, sign the Service Contract Summary and the Basic Service Contract and return these contracts to Mike Haynes at the CESA 10 office.

To attract and retain top quality staff, we would like all contracts returned by **Monday, March 3, 2014**. This is a month later than in the past, and corresponds with our statutory responsibilities regarding notice of nonrenewal to employees. We are hopeful that by extending the due date by a month that every effort can be made to ensure they are returned by the deadline. Most importantly, we want to make sure you have the CESA 10 services your school district needs to maximize instructional quality and operate efficiently.

Rather than the previous formula/method we are transitioning to a simple quarterly billing cycle. Our objective is that moving to a quarterly billing cycle will better align our processes with generally accepted processes that already exist within districts and other financial reporting situations.

Thank you for your continued support. Please contact me if you have any questions.

# Service Contract Estimate 2014-2015



**NOTE:** Because some service costs are based on projected expenses, some rates may be adjusted during this time period.

Mike Haynes, Administrator  
CESA 10  
725 W. Park Avenue  
Chippewa Falls, WI 54729

## City of Chippewa Falls

### Business Services

Code	Service	Local Cost	Grants	Total
BS 1	Coop Purchasing	0		0
BS 2	Data Processing-Financial Services	0		0
BS 3	Data Processing-Student Services	0		0
BS 4	Delivery Services	0		0
<i>Total Business Services</i>		\$0	\$0	\$0

### Educational Technology Services

Code	Service	Local Cost	Grants	Total
ET 1	Leadership	0		0
ET 2	Consulting and Staff Development	0		0
ET 3	Distance Learning			
ET 3-1	CADENC	0		0
ET 3-2	CWETN	0		0
ET 3-3	Project CIRCUIT	0		0
ET 3-4	WIN	0		0
ET 3-5	Video Services	12,110		12,110
ET 4	Technical Support Specialist	0		0
ET 5	NIBS	0		0
ET 6	Instructional Media Center	0		0
ET 7	Big Rivers Library Consortium	0		0
<i>Total Educational Technology Services</i>		\$12,110	\$0	\$12,110

### Facilities Management Services

Code	Service	Local Cost	Grants	Total
FM 1	Environmental Health and Safety	0		0
FM 2	Energy Management Program	0		0
<i>Total Facilities Management Services</i>		\$0	\$0	\$0

### Instructional Services

Code	Service	Local Cost	Grants	Total
IS 1	Leadership	0		0
IS 2	Alternative Education	0		0
IS 3	Career and Technical Education	0		0
IS 4	Curriculum, Assessment & Instruction Support	0		0
IS 5	District Instructional Support	0		0
IS 6	Gifted and Talented	0		0
IS 7	Educator Effectiveness	0		0
IS 8	PI 34 Support	0		0
IS 9	STEM Leadership	0		0
IS 10	Accountability Data Services	0		0
<i>Total Instructional Services</i>		\$0	\$0	\$0

**CONTRACT**  
**For Cooperative Educational Services**  
**2014-2015**

This contract is between the Board of Control of Cooperative Educational Service Agency No. 10 (CESA 10), party of the first part, and City of Chippewa Falls (City).

CESA 10 has been authorized to provide services on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational services agencies as provided in Chapter 116, Wisconsin Statutes.

CESA 10 hereby agrees to provide to the City services to be performed by legally qualified personnel. Information regarding expenditures, receipts, duration, description and other matters pertaining to each service to be performed is included in the services catalogue. Contracted services shall be provided in accordance with the descriptions in the services catalogue.

CESA 10 agrees to make payments to the personnel providing the services, and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized, including, but not limited to, the Federal Old Age Survivors Insurance Act, Chapter 40 Wisconsin Statutes.

CESA 10 agrees to forward federal and/or state funds which are due the party of the second part as soon as possible after receipt of said funds.

CESA 10 will invoice the City for services rendered on the following schedule: 25% July; 25% October; 25% January; 25% April; and final revision, June.

All billings from CESA 10 will be on budgeted estimated costs, except the last billing shall reflect the net annual cost of the contract's services.

The City agrees to reimburse CESA 10 for its proportionate share of costs of the services provided under this contract including but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining and monetary awards by courts and agencies as per Section 116.03(4).

Transportation of children, if any, will be furnished by the City.

Unless the City gives written notice to CESA 10 on or prior to March 3, 2014, that this contract is not to be renewed as to one or more of the enumerated services, CESA 10 shall have the option to renew this contract for any of the listed services for the following 2014-2015 school year, provided and on condition:

1. CESA 10 exercises the option by giving written notice thereof to the City on or before April 11, 2014.
2. That the budgeted cost of the service to the City of the renewal for the 2014-2015 school year shall reflect only changes made by the Board of Control as a result of salary and fringe benefits for the succeeding year.

CESA 10 is the sole employer of the person or persons providing services under this contract.

In witness whereof, the parties have set their hands the date written below.

CESA 10  
  
\_\_\_\_\_  
Chairman, Board of Control

  
\_\_\_\_\_  
Secretary, Board of Control

December 18, 2013  
\_\_\_\_\_  
Date

CITY OF CHIPPEWA FALLS  
\_\_\_\_\_  
Date

If you are submitting your Service Contract Summary electronically please sign below acknowledging that you are formally approving the individual services submitted on-line.  
\_\_\_\_\_

~~3.08 (10) (c) Upon approval of such application and before any connection is allowed to the sanitary sewer system or water system by the property owner, the applicant shall pay a connection fee. Each connection fee shall be determined by multiplying the current front foot special assessment rate for sanitary sewer or water main construction times the actual frontage of the parcel for which the connection is being made times a ratio determined by dividing the remaining life of each main pipe by the expected life span of 75 years. Such connection fee shall be paid in full to the City Treasurer or, at the written request of the owner, it may be placed on the tax roll and collected in the usual manner for special assessments. The revenue obtained from such fees shall be deposited in the Water Utility Fund or the City General Fund as appropriate.~~

3.08 (10) (c) Upon approval of such application and before any connection is allowed to the sanitary sewer system or water system by the property owner, the applicant shall pay a connection fee. Each connection fee shall be determined by multiplying the current front foot special assessment rate for sanitary sewer or water main construction times the actual frontage of the parcel for which the connection is being made times a ratio determined by dividing the remaining life of each main pipe by the expected life span of 75 years. Such connection fee shall be paid in full to the City Treasurer or, at the written request of the owner, it may be placed on the tax roll and collected in the usual manner for special assessments. The revenue obtained from such fees shall be deposited in the Water, Wastewater, Stormwater Utility Fund or the City General Fund as appropriate.

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2014 Data Processing Budget  
Line item 10.51440.5850

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Budget	24,730
Exchange server replacement	<u>13,045</u>
Remaining Budget	11,685 to be used for pc replacement

Windows XP will no longer be supported by Microsoft this year.  
The city currently has approximately 32 pcs/laptops/workstations using Windows XP.

Current pricing	
Tower/MS Office	1000
Laptop/MS office	1691
Workstation/MS office	2215

Machines needing replacement	32
2014 approved budget	11
2013 carryover request	<u>2</u>
Remaining Laptop/pc/workstations needed	19

Funds needed to purchase remaining machines           \$ 25,000.00  
(5 laptops, 2 workstations, 12 pcs)

This does not include and Fire or Police Department tough books, Library or Utilities.

DATA PROCESSING CARRYOVER REQUEST  
2/21/2014

	2013 ADOPTED BUDGET	2012 CARRYOVER	2013 BUDGET	2013 YTD	REMAINDER	CARRYOVER REQUEST	Balance with Carryover Request
DATA PROCESSING							
10.51440.5214	6,950.00		6,950.00	6,913.84	36.16		36.16
DATA PROCESSING							
10.51440.5219	30,000.00		30,000.00	28,550.23	1,449.77	1,449.77	-
PROFESSIONAL SERVICES							
10.51440.5242	2,700.00		2,700.00	2,244.42	455.58	455.58	-
REPAIR & MAINT OF MACHINER							
10.51440.5299	22,265.00		22,265.00	15,756.38	6,508.62	6,508.62	-
CONTRACTUAL SERVICES							
10.51440.5325	100.00		100.00	-	100.00		100.00
REGISTRATION FEES AND TUIT							
10.51440.5349	3,100.00		3,100.00	3,235.83	(135.83)	(135.83)	(135.83)
OPERATING SUPPLIES							
10.51440.5850	28,217.00	31,000.00	59,217.00	55,268.25	3,948.75	3,855.53	93.22
COMPUTERS & EQUIPMENT							
TOTAL	93,332.00	31,000.00	124,332.00	111,968.95	12,363.05	12,269.50	93.55

Includes \$720 invoice not yet paid

2013 Remaining Budget 12,363.05

Request to carry over:

10.51440.5219 and .5299 \$ 3,000.00 Pay remainder of website project manager wages.

10.51440.5299 and .5850 \$ 7,369.50 Intradyme email archiving system with 3 year m/a - \$8,670 less 15% pd by utility\*

10.51440.5242 and .5850 \$ 1,900.00 Purchase 2 pc's with Microsoft Standard Software

Total Carryover Request \$ 12,269.50

\*Operational budget will increase in three years for maintenance costs, currently \$1500/year if purchased in one year increments.

Committee #1/Committee #2 Meeting - March 4, 2014

Requests to Carry Over Funds From 2013 to 2014

Dept	Transfer From Acct #	Transfer to Acct #	2013 Budgeted Amt	2013 Unaudited Expenses	Available for Carryover	Carryover Request	Reason
#1 City Clerk	10.53120.5352 - Reg. Fees/Tuition	10.53120.5352 - Reg Fees/Tuition	\$ 590.00	\$ 437.00	\$ 153.00	\$ 153.00	Clerk's Institute Expenses
#2 Street Dept - City Shop	10.53120.5351 - Gas Diesel Motor Oil	10.53120.5351 - Gas Diesel Motor Oil	\$ 90,000.00	\$ 84,594.00	\$ 5,406.00	\$ 5,406.00	2014 Fuel Expenses
#3 Street Dept - City Shop	10.53120.5352 - Motor Vehicle Parts	10.53120.5352 - Motor Vehicle Parts	\$ 70,000.00	\$ 55,487.00	\$ 14,513.00	\$ 14,513.00	Track Hoe Repairs
Street Dept - Snow & Ice	10.53360.5353 -- Mach/Equip Parts	10.53360.5353 -- Mach/Equip Parts	\$ 14,500.00	\$ 13,087.00	\$ 1,413.00	\$ 1,413.00	Snow Blower Repairs
#4 Removal	Superintendent of Streets - 10.53210.5125 - Temporary Wages	10.53210.5125 - Temporary Wages	\$ 11,500.00	\$ 7,168.00	\$ 4,332.00	\$ 4,332.00	Changes to summer help
#5 Temporary Wages	10.53290.5325 Regist Fees/Tuition	10.53290.5325 Regist Fees/Tuition	\$ 1,500.00	\$ 887.00	\$ 613.00	\$ 613.00	Training
#6 Director of Public Works	10.53290.5338 Travel/Per Diem	10.53290.5338 Travel/Per Diem	\$ 600.00	\$ 95.44	\$ 504.00	\$ 504.00	Training
#7 Director of Public Works	10.55320.5365 - Bldg Maintenance	10.55320.5365 - Bldg Maintenance	\$ 4,500.00	\$ 3,197.00	\$ 1,303.00	\$ 1,303.00	Bldg Maintenance
#8 Parks & Rec - Casper Park	10.55320.5299 - Contract Serv	10.55320.5365 - Bldg Maintenance	\$ 8,125.00	\$ 5,785.00	\$ 2,340.00	\$ 2,340.00	Bldg Maintenance
#9 Parks & Rec - Casper Park	10.55410.5299 - Outdoor Pool	10.55410.5299 - Outdoor Pool	\$ 12,800.00	\$ 784.00	\$ 12,016.00	\$ 8,500.00	ADA Compliance \$5000/Lifeguard Chair #3500
#10 Parks & Rec - Outdoor Pool	10.52310.5319 - Office Supplies	10.52310.5319 - Office Supplies	\$ 1,024.00	\$ 255.00	\$ 769.00	\$ 769.00	Office Chair/Blinds
#11 Building Inspector	10.52310.5299 - Contract Services	10.52310.5319 - Office Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 500.00	Blinds
#12 Building Inspector	10.52100.5349 - Operating Supplies	10.52100.5365 - Building Maintenance	\$ 10,510.00	\$ 8,248.00	\$ 2,262.00	\$ 2,262.00	Garage Door Repairs
#13 Police Department	10.55110.5365 - Bldg Maintenance	10.55110.5365 - Bldg Maintenance	\$ 10,000.00	\$ 5,154.00	\$ 4,846.00	\$ 2,611.00	Bldg Maintenance
#14 Library	10.55110.5370 - Maintenance	10.55110.5370 - Adult Books	\$ -	\$ -	\$ -	\$ 2,235.00	Adult Books
#15 Library							

#16 Police (Revenues)	10.42000.4242 - State Aid - Police		\$ -	\$ -	\$ -	\$ 2,283.00	Training
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