



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
August 28, 2018

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, August 28, 2018 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, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, City Planner/Transit Manager Brad Hentschel, Police Chief Matt Kelm, Parks and Recreation Director Dick Hebert, Street and Utility Maintenance Manager Rick Ruf, Roger Koski of Bowmar Appraisal, Wes and Karen Mueller, and City Clerk Bridget Givens.

Call to Order: 9:57 am

1. Discuss proposed Revaluation and Maintenance Contract for 2019-2021 from Bowmar Appraisal, Inc. Possible recommendations to the Council.

Assessor Koski stated that a full revaluation was last done in the City in 2004. As property values have increased, it is now necessary for the City to conduct a full revaluation; proposed to be conducted in 2019-2020. The revaluation will consist of visits to each property, taking photographs, and reviewing building permits.

The proposal includes our annual maintenance costs, which are already included in the budget. Koski has split the bill over a three-year span. The first year could be funded out of reserves as it is not a recurring cost with the remaining years addressed during each budget cycle.

Motion by Kiefer/Monarski to recommend Council approve the proposed Revaluation and Maintenance Contract for 2019-2021 from Bowmar Appraisal, Inc. **All present voting aye, motion carried.**

2. Discuss funding for Forestry account including unspent funds from 2017. Possible recommendations to the Council.

Parks and Recreation Director Hebert requested to utilize unspent 2017 funds from the Forestry account to remove dead/damaged trees, trim trees, remove stumps, and purchase new teeth for the stump grinder.

Motion by Monarski/Nadreau to recommend Council approve utilizing unspent 2017 funds from the Forestry account contingent upon the Finance Manager determining the final figure. **All present voting aye, motion carried.**

3. Discuss proposal from West Central Wisconsin Regional Planning Commission to update the Chippewa Falls Outdoor Recreation Plan. Possible recommendations to the Council.

Hebert indicated that the Outdoor Recreation Plan is a five-year plan and the City's will soon be expiring. An updated plan is required in order to apply for different grant funding opportunities. The plan must be completed by May 1, 2019, and West Central Wisconsin Regional Planning Commission would like to begin work on the updated plan in November 2018.

Motion by Kiefer/Monarski to recommend Council approve the proposal from West Central Wisconsin Regional Planning Commission to update the Chippewa Falls Outdoor Recreation Plan with funding to come from either park donations or the City General Fund. **All present voting aye, motion carried.**

4. Discuss funding for participation in Momentum West FAM (Familiarity) Tour. Possible recommendations to the Council.

City Planner Hentschel advised the Committee that Momentum West is hosting a familiarity tour (FAM Tour) wherein site selectors and real estate brokers will be touring industrial sites in different communities. Initially, the City was approached about sponsorship; however, Chippewa County Economic Development Corporation will be covering the sponsorship costs.

No action taken.

5. Discuss funding for Riverfront Ribbon Cutting. Possible recommendations to the Council.

Hentschel stated that the City has partnered with the Chippewa Falls Area Chamber of Commerce and Chippewa Falls Main Street to plan the Riverfront Ribbon Cutting. The event is scheduled for Sunday, October 14th and will include light refreshments and music. Funding is being requested for the music.

Motion by Monarski/Nadreau to recommend Council approve funding for the band and production for the Chippewa Riverfront Ribbon Cutting in an amount not to exceed \$2,300 from room tax funds. **All present voting aye, motion carried.**

6. Discuss purchase of 2019 Police Squads. Possible recommendations to the Council.

The Committee was made aware that Ford will be updating Police Squads in 2020. As such, there has been a push to order 2019 models before they are no longer available. In addition to the higher cost, the body style will change significantly enough that equipment cannot be transferred from the old squads to the new. Kelm advised that he placed an order for two 2019 squads prior to the 2019 budget being approved in an attempt to save money. Due to high demand for the 2019 squads, the order can be cancelled if need be. The Committee will continue discussions on the squads during the 2019 budget process

No action taken.

7. Motion by Monarski/Kiefer 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) Consider Offer to Purchase city-owned land on Chippewa Crossing Boulevard; and to include Committee/Council Members, Mayor, Bauer, Givens, Rubenzer, and the Muellers; may return to Open Session for possible action on Closed Session item.

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

The Committee discussed Item (a) above.

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

It was reported that in Closed Session, an offer to purchase City-owned land on Chippewa Crossing Boulevard was accepted contingent upon final review by the City Attorney.

8. Adjournment

Motion by Nadreau/Kiefer to adjourn at 11:22 am. **All present voting aye, motion carried.**

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



2706 BIRCH STREET, EAU CLAIRE, WI 54703

PH (715) 835-1141

City of Chippewa Falls – Chippewa County

Revaluation and Maintenance Contract

For the years 2019 -2021

CITY OF CHIPPEWA FALLS

**REVALUATION CONTRACT-EXTERIOR INSPECTION FOR 2020 & ASSESSOR CONTRACT
FOR 2019,2020, and 2021**

THIS AGREEMENT by and between BOWMAR APPRAISAL INC., hereinafter called the "Assessor," and the CITY OF CHIPPEWA FALLS, CHIPPEWA COUNTY, WISCONSIN hereinafter called the "Municipality".

WITNESSETH: The Assessor and Municipality for the consideration stated herein agree as follows: __

ARTICLE I

SCOPE OF WORK: The Assessor shall complete a revaluation of all taxable real estate and personal property in the City for the 2020 Assessment Roll and be the Assessor for 2019, 2020, and 2021. The Assessor agrees to perform everything to be performed and to complete in a professional manner all the work required under this agreement in accordance with Wisconsin State Statutes. The Wisconsin State Assessment Manual and Market Drive's computerized program will be utilized in all properties. This revaluation will be exterior inspection only.

ARTICLE II

COMPENSATION: The Municipality shall pay to the Assessor for the performance of this contract the following compensation:

SECTION I

For the revaluation of all taxable real estate and personal property, the City shall pay \$144,900 payable over 3 years at \$48,300 per year with the revaluation completed no later than October 1, 2020. In addition, the Assessor, for maintenance services for 2019 thru 2021, shall be paid \$34,700 each year, resulting in total compensation for all services in the of TWO HUNDRED FORTY- NINE THOUSAND DOLLARS [\$249,000] over three years as follows:

2019: \$83,000 Maintenance & Payment of Revaluation

2020: \$83,000 Maintenance & Payment of Revaluation

2021: \$83,000 Maintenance & Final payment of 2020 Revaluation

ARTICLE III

AGREEMENTS-ASSESSOR: The Assessor agrees to perform the following for the Municipality:

1. CONFORMANCE TO THE STATUTES. All work shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with all the rules and regulations officially adopted by the Wisconsin Department of Revenue.
2. PERSONNEL. (a) All personnel of the Assessor providing services shall be currently certified in compliance with Section 70.055. (b) The Assessor shall review any complaint relative to the conduct of his employee(s). If the Municipality deems the performance of any of the Assessor's employees to be unsatisfactory, the Assessor shall, for good cause, remove such employee(s) from work upon written request from the Municipality, such request stating the reason for removal.
3. ASSESSMENT MANUAL. All assessments shall be made in accordance with the Assessor's Manual as specified in the Wisconsin Statutes Sections 70.32 (1) and 70.34.
4. PREPARATION OF RECORD CARDS. The Assessor shall use existing record cards for each parcel to be revalued.
5. DATA FOR EVALUATION. The Assessor will gather and analyze construction and market data necessary to appraise the revalued properties. This data will be noted on the individual property record cards. All data gathered will become the property of the Municipality.
6. DATA COLLECTION. The Assessor will physically inspect the exterior of every building to be appraised. Interior inspection will be made on all new buildings. Interior inspection of existing buildings will be at the discretion of the Assessor. He will accurately measure all improvements where previous records are inaccurate and prepare a complete outline sketch to scale of the

major buildings showing all additions, porches and appendages with dimensions and necessary identifications on the property record cards. All pertinent construction data of improvements will be entered on the appropriate property card. The date of inspection of all major buildings will be indicated on the record cards. If the Assessor is refused by the owner or occupant to inspect the interior of a major building, the Assessor will make a request by registered mail to inspect the building. If the request is denied the Assessor will list and value the improvements according to the best information he can practically obtain.

7. **IMPROVEMENT-VALUATION.** (a) The Assessor shall consider the Cost Approach; replacement costs shall be derived from costs within Volume II of Wisconsin Assessor's Manual. (b) In using the cost approach for agricultural outbuildings, the current replacement cost shall be determined for all sound buildings. Building in poor condition having little or no value shall be physically described and listed as having "No Value" or given an appropriate sound physical value. (c) In using the cost approach for mercantile improvements; area and perimeters shall be determined as recommended for use with Marshall & Swifts Pricing Manual. Proper base cost shall be selected as appropriated and adjusted to adequately reflect variations from base building cost. (d) Local modifiers shall be used in determining all current replacement costs. Local modifiers and cost appearing in the Assessor's Manual shall be adjusted when documented by an analysis of current construction costs and market sales data. Records shall be prepared and left with the Municipality to account for any adjustment made. (e) All accrued depreciation, including physical deterioration, functional obsolescence and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs. (f) In the evaluation of improvements by the Income Approach, adequate records shall be prepared for each improvement so values showing the determination of value, a reconstruction of income and expenses, estimate of remaining economic life, and capitalization rate. Capitalization rates used shall be accurately documented by the market.
8. **DETERMINE LAND VALUES.** (a) Basic unit values shall be determined for residential and mercantile lands from an analysis of sales, rent leases and other available market data. In the analysis of market data, adequate records shall be prepared showing data collected and unit value determinations. Such records shall be left with the Municipality. Basic unit values for Agricultural lands will be determined by the Department of Revenue. (b) Having determined basic value, the Assessor shall determine the land value of each parcel to be appraised. Land value computations shall be properly shown for each parcel on the property cards.
9. **FINAL FIELD REVIEW.** After tentative appraisals have been made for each parcel, the Assessor will make a final review of all property appraised. This review is to insure uniformity in the assessments of various properties and to eliminate any errors that may have been made.
10. **CHANGE OF VALUE NOTICES.** Upon completion of the revaluation, all property owners will be sent a notice of change in their assessed values. This notice will indicate their new assessments.
11. **INFORMAL HEARINGS.** After sending out the Change of Value Notices, the Assessor will hold informal hearings at the City Hall with interested property owners or their agents concerning their assessed value. The informal hearings shall be one day session.
12. **ASSESSMENT ROLL.** The Assessor will be responsible for the proper completion of the assessment rolls.
13. **BOARD OF REVIEW; SUBSEQUENT APPEARANCE.**
The Assessor will attend all meetings of the Board of Review to explain and defend the assessed values and prepared to testify under oath regarding such values. In the event of an appeal to the Department of Revenue or the courts, it is agreed that the Assessor will be available to furnish expert testimony in defense of any of the assessed values.
14. **INSURANCE.** The Assessor will maintain full insurance coverage to protect and save harmless the Municipality from claims, demands, action and causes of action, arising from any act or omission of the Assessor in execution of work. He will maintain Workmen's Compensation and Public Liability Insurance on all employees. The Assessor will carry valuable paper insurance on any records withdrawn from the Municipality as well as the Assessor records.
15. **PICTURES.** The Assessor shall take pictures of all major buildings on each parcel if an updated picture is needed.

16. MISCELLANEOUS GENERAL AGREEMENTS. (a) To ensure that employees maintain strict confidence regarding all privileged information received by reason of this agreement. (b) To supply all necessary office machines such as, but not limited to typewriters, calculators and computers.

17. OFFICE HOURS: The Assessor will hold office hours a minimum of 2 hours one day a month at City Hall. Day and hours will be determined between the Assessor and the City.

ARTICLE IV

OBLIGATIONS OF THE MUNICIPALITY: The Municipality will provide to the Assessor at no cost the following.

1. ACCESS TO RECORDS. The Municipality will allow access and make available to the Assessor municipal records such as previous assessment rolls and records, building permits, assessor's workbook and municipal plats and maps at no costs.

ARTICLE V

METHOD AND TERMS OF PAYMENT: Payment for services rendered under this contract will be based on monthly statements reflecting the percentage of work completed by the Assessor. The Municipality will make these payments no later than 30 days after receiving a monthly invoice. A ten percent retain-age fee will be withheld from each monthly billing and will be paid to the Assessor upon completion of the Board of Review.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2018.

APPROVED BY;

CITY OF CHIPPEWA FALLS
BY _____ AS OF _____

ASSESSOR
BY _____ AS OF _____

WITNESS
BY _____ AS OF _____

**AGREEMENT BETWEEN
CITY OF CHIPPEWA FALLS
AND THE
WEST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

**For Update of the
CHIPPEWA FALLS OUTDOOR RECREATION PLAN**

I. Introduction

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and the City of Chippewa Falls (hereinafter referred to as the City).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309 Wisconsin Statutes, that is authorized to enter into contracts to provide technical planning assistance to local governments and/or private entities; and,

WHEREAS, the City has previously adopted the *City of Chippewa Falls Outdoor Recreation Plan (2013-2018)* which was developed with the assistance of the Commission; and,

WHEREAS, the City has demonstrated an interest in updating the *City of Chippewa Falls Outdoor Recreation Plan* in order to maintain grant eligibility for outdoor recreation and conservation projects under the State of Wisconsin Knowles-Nelson Stewardship Local Assistance Program, Federal Recreation Trail Program, and Federal Land and Water Conservation Program; and,

WHEREAS, the City has determined that, in order to update the *City of Chippewa Falls Outdoor Recreation Plan* in an efficient, economical, and effective manner, it is necessary to procure the services of professional planners,

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

II. Scope of Services to be Performed by the Commission

- The Commission, in cooperation with the City, will update the *City of Chippewa Falls Outdoor Recreation Plan* with a format similar in scope to the previously adopted plan, and thereby including all standard content required for a Wisconsin Department of Natural Resources-accepted comprehensive outdoor recreation plan. The Commission will be responsible for compiling the plan document with the assistance of the City as described in *Section III* below.
- Commission will prepare the plan and perform those responsibilities as described within the Scope of Work in Attachment I.
- The Commission will provide one full-color hardcopy version and a CD-ROM digital PDF version of the final plan to City of Chippewa Falls and one hardcopy version of the final adopted plan to the Wisconsin Department of Natural Resources.

III. Scope of Services to be Performed by the City

The City agrees to perform those responsibilities outlined in the Scope of Work in Attachment I, including:

- provide to the Commission the needed changes and additions for the outdoor recreation supply section of the plan which inventories the outdoor recreation facilities in the City;

- provide to the Commission the specific plan recommendations and associated timelines and cost estimates, if available, for the improvement of City park facilities, as well as any changes to the general recommendations which appeared in the previously adopted plan;
- advertise and/or distribute availability of a web-based public opinion survey;
- review the draft updated plan and provide any needed modifications to the Commission;
- form and coordinate communications with the City's plan steering committee; and,
- perform all City review and approval of the draft updated plan, including any duplication of the draft plan for committees, etc., and any public participation efforts desired by the City.

IV. Time Schedule

- A. The aforementioned services and items of work shall be performed during the period beginning November 1, 2018, and ending April 30, 2019, in accordance with the timeline identified in Attachment I, unless such period is amended by mutual agreement between the parties to this agreement.
- B. The Commission and the City shall reserve the right to cancel this agreement upon thirty (30) days notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected or refused to carry out the terms of this agreement.

V. Financial Payments

- A. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided at a cost not to exceed \$7,700. Payment for the cost will be made in a single billing submitted by the Commission following adoption and delivery of the final plan document.
- B. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the City and its staff.

VI. Miscellaneous Provisions

- A. It is hereby understood and agreed upon by both parties hereto that this agreement is for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees or officers be considered to constitute agents, employees, or officers of the City.
- B. The Commission shall not assign, transfer or subcontract this agreement without the approval of the City.
- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the City.
- D. The Commission shall furnish full worker's compensation coverage for all Commission employees.
- E. In the event a dispute arises regarding the performance of a party under this agreement, the parties shall meet and attempt to resolve the dispute. If the parties are unable to resolve the dispute, either party may immediately terminate this agreement. The City shall pay the Commission for any work performed up to the time of termination deemed satisfactory by the City.

- F. The City and the Commission certify that no payment of money or any form of consideration has been offered to or given to a City employee for the purpose of procuring this agreement.
- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Landon Profazier and/or Chris Straight, and all communication pertaining hereto to the City shall be made to Richard Hebert, City of Chippewa Falls Recreation Supervisor or his designee.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

VII. Non-Discrimination

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *West Central Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted September 11, 2014.

IN WITNESS WHEREOF, the City of Chippewa Falls and the West Central Wisconsin Regional Planning Commission execute this agreement.

<p>City of Chippewa Falls</p>	<p>West Central Wisconsin Regional Planning Commission</p>
<p>Greg Hoffman, Mayor</p>	<p style="text-align: right;">, Chair</p>
<p>Date</p>	<p>Date</p>
<p>Richard Hebert, Parks, Rec, & Forestry Supervisor</p>	<p style="text-align: right;">, Secretary/Treasurer</p>
<p>Date</p>	<p>Date</p>



CITY OF CHIPPEWA FALLS OUTDOOR PARKS & RECREATION PLAN UPDATE SCOPE OF WORK

submitted by
West Central Wisconsin Regional Planning Commission
800 Wisconsin Street, Banbury Place Bldg. D2-401
Mail Box 9
Eau Claire, WI 54703-3606
(715) 836-2918

General Project Scope

West Central Wisconsin Regional Planning Commission (WCWRPC) partnered with the City of Chippewa Falls (City) to fully update the City’s outdoor recreation plan in 2008 and 2013. The City has requested WCWRPC’s assistance in the plan update for 2019-2024.

In order to be eligible for Knowles-Nelson Stewardship, Land & Water Conservation Fund, and Recreational Trails Act grant funds, local governments are required to have a WDNR-accepted comprehensive outdoor recreation plan, adopted by resolution, containing sufficient detail related to proposed grant projects. Eligibility lasts up to five years following adoption of the local plan.

This project will result in an update of the *City of Chippewa Falls Outdoor Parks & Recreation Plan—2013 to 2018*, which will meet WDNR requirements as a pre-requisite for the previously mentioned funding assistance programs.

Core Scope of Work

During a pre-planning discussion between WCWRPC and City Recreation Supervisor Dick Hebert, it was requested that WCWRPC submit a core scope of work covering the essential plan update requirements.

The following represents the proposed core scope of work. The timeline for the project is suggested for discussion, but may vary and could be expedited at the City’s discretion by mutual agreement:

Activity	Responsibility	Potential Timeline
1. Form or designate a Plan Steering Committee of 6 to 10 individuals that will guide the plan update, provide input on plan changes, and review plan materials. Provide each Steering Committee member with a copy of the 2013-2018 Plan. At the City’s preference, an existing Committee or Board may serve as the steering committee.	City staff	Nov-Dec 2018

2. Update Section II background data & initial maps.	WCWRPC	Nov-Dec 2018
3. MEETING #1: Steering Committee to discuss process and approach, review Sections II & III, and identify issues & opportunities. Also identify questions and logistics for public survey.	Steering Committee; facilitated by WCWRPC	Dec 2018
4. Review and "redline" changes and additions in Section IV (inventory) and Section V.G.& H. (improvement needs). Summarize progress on 2013 plan project recommendations (Section VI). Provide these changes to WCWRPC for plan update and mapping.	City staff; WCWRPC to provide direction & progress table	Dec 2018 – Jan 2019
5. Conduct a web-based public opinion survey to obtain resident input on outdoor recreation activity levels, preferences, potential amenities, etc. WCWRPC will prepare the web-based survey as well as a press release and flyer for distribution by the City.	WCWRPC; City to advertise	Dec 2018 – Jan 2019
6. Interview City Planner, schools, County contacts, etc. for supply update and potential strategies. Review related plans (SCORP, County ORP, existing park plans, City Comprehensive Plan, Riverfront Plan, Bike and Ped Plan) and integrate into the plan update.	WCWRPC	Dec 2018 – Jan 2019
7. Compile full draft plan update and distribute to City staff, then Steering Committee for review.	WCWRPC	Jan-Feb 2019
8. Consult with WDNR to ensure draft plan meets all applicable prerequisite requirements.	WCWRPC	February 2019
9. MEETING #2: Discuss draft plan, with particular attention on the plan recommendations and development of a general implementation schedule. Prioritize project recommendations. WCWRPC will modify the plan based on comments received.	Steering Committee; facilitated by WCWRPC	Feb-Mar 2019
10. MEETING #3: Presentation of draft plan to appropriate City decision-making entity for adoption. WCWRPC will provide a model resolution for City consideration.	City staff and WCWRPC	Mar-Apr 2019
11. Submit adopted plan to WDNR for acceptance.	WCWRPC	Mar-Apr 2019
12. If desired, provide plan sections in a format that can be easily integrated into the City's Parks & Facilities website.	WCWRPC & City staff	Apr-May 2019

The plan update must be adopted and approved by Wisconsin Department of Natural Resources no later than April 30, 2019.



Dick Hebert, City Parks, Recreation, & Forestry Director, or his designee, will serve as the City's primary point-of-contact with WCWRPC during the planning process. WCWRPC will provide to the City one final, full-color copy of the adopted plan and a PDF version of the plan on CD-ROM. WCWRPC will also provide final, full-color copies to the Chippewa Falls Library and, if requested, the WDNR. The City is responsible for all other copies of the draft and final plan, along with distribution to committee members. The City also responsible for coordination with committees, including any agendas, minutes, public noticing, meeting spaces, etc.

Generally, the plan scope will be similar to the existing plan and will not include detailed drawings, engineering, feasibility analysis, and budgets for certain park features, policies, recommendations, etc., unless provided by the City. The plan scope is limited to outdoor recreational facilities and does not include indoor facilities.

Relationship to the City's Bike & Pedestrian Plan

WCWRPC is working with the City of Chippewa Falls to update the City's Bike & Pedestrian Plan at no cost to the City. This project will be completed by the end of 2018, about the same time that the Outdoor Recreation Plan update will commence. The timing of this project will allow for a high level of coordination by WCWRPC between the Bike & Ped Plan and the Outdoor Recreation Plan updates, including:

- Consideration of WDNR outdoor recreation planning guidelines during the development of the Bike & Pedestrian Plan.
- The Outdoor Recreation Plan (ORP) update will reference and be compatible with, but not repeat or re-explore, the newly updated Bike & Pedestrian Plan.
- The Bike & Pedestrian Plan will explore connectivity between destinations within the City and the larger region, including bike and pedestrian facilities to and from the City's parks. The Bike and Ped Plan will include related use statistics, policies, and programming. The ORP may consider and recommend additional bike and pedestrian improvements within an individual park.

WCWRPC Cost Estimate

Core Scope of Work \$7,700

About WCWRPC

West Central Wisconsin Regional Planning Commission (WCWRPC) is a unit of government statutorily charged under Wis. Stats. §66.0309 with the responsibility of planning for the physical, social and economic development of the region. Local governments are exempt from Federal competitive procurement and bidding requirements when contracting with WCWRPC for professional services. WCWRPC, as a recipient of Federal funding, complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all other applicable Federal regulations.

To: Brad Hentschel, City Planner Economic Development Director
From: Seth Hudson
Date: August 17, 2018
Re: Sponsorship of the 2018 Momentum West Familiarity Tour

Momentum West is hosting a familiarity tour ("FAM Tour") highlighting the 10-County, I-94 corridor, Moment West Region to 4 to 6 of Mid-West site selectors and real estate brokers on **October 3rd – 5th 2018**. The FAM Tour will be in partnership with County EDCs, WEDC and regional partners.

This year's tour will focus on:

- Workforce attraction, development and retention
- Regional quality of life
- Shovel Ready sites
- Gold shovel sites
- Certified sites

Industry targets will include: food and beverage, advanced manufacturing, warehousing and distribution, plastic manufacturing and high tech.

Agenda: October 3rd – 5th

Wednesday Oct 3 - Evening Event

5:00 PM Welcome Reception / Dinner
Dinner presentation to include networking opportunities for attendees, an overview of the region and a review of current talent attraction, retention and development efforts. These will include an overview of higher education; the Momentum West talent initiative and other regional efforts lead by Momentum West and partners.

Thursday Oct 4 – Day/Evening Events

7:00 AM Breakfast – Lismore
Key industrial sites from the east part of region will be presented.

- 8:00 AM Regional Bus Tour of region's quality of life assets
The tour will include presentations in Altoona, Chippewa Falls, Menomonie, New Richmond, Hudson, and River Falls. The sites in the central and west part of the region will be presented while in transit. Lunch will be at a TBD location in New Richmond or Menomonie. Snacks will be provided at the Innovation Center in River Falls. The tour will run from 8:00 am with the return to Eau Claire at 2:45 pm. All EDC's in the region are invited to be part of the bus tour.
- 5:30 PM Walking tour of Eau Claire and Eau Claire presentation
- 6:00 PM Private Reception at Pablo Center
The reception is an invite only event for sponsors, area EDC's, and key business and industry leaders. The Lieutenant Governor has been invited to attend the event and will present if available. WEDC CEO Mark Hogan is booked as a speaker. The private reception will be followed by a "fun" activity yet to be determined, but potential based on the EC music scene.

Friday Oct 5 - Morning Event

- 8:00 AM Breakfast
Each county not covered during the tour (Clark, Barron, Polk Pepin and Rusk) will have 30 minutes time to present to the group on their sites (Certified and/or Gold shovel site only) and communities.

Sponsorship:

As a Community sponsor of the event your \$2,500* will enable Momentum West to bring up to 6 site consultants to the region and provide you the following benefits:

- Two tickets to the Wednesday Welcome Reception / Dinner
- A seat on the Thursday Regional Bus Tour with a ½ hr. stop in your community so that you can promote your region's quality of life assets and current key project(s)
- Two tickets to the Thursday evening Private Reception at Pablo Center
- Two tickets to the Friday morning presentations and report out
- Inclusion of your key site information in the regional information that will be provided to the site selectors via a thumb drive

*Please keep in mind that in most cases the requested sponsorship is a TIF eligible expense.

On behalf of Momentum West, we thank you for your support