CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, SEPTEMBER 24, 2018 – 5:30 PM

The Board of Public Works met in City Hall on Monday, September 24, 2018 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Darrin Senn. Absent was Alderperson Paul Olson. Also attending were Assistant City Engineer Bill McElroy and Dennis Lyon representing the National League of Cities for Service Line Warranty Program.

1. **Motion** by Bauer, seconded by Olson to approve the minutes of the September 10, 2018 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. Dennis Lyon appeared to present the attached National League of Cities for Service Line Warranty Program. In addition to the written literature, the Board asked questions. Mr. Lyon stated all correspondence would be reviewed and approved by the City before being sent to residents. He stated there was no limit to the amount of claims per service, no pre-program inspection and that participants could enroll in the program on a month to month basis.
   Motion by Rubenzer, seconded by Hoffman to recommend the Common Council consider the attached National League of Cities for Service Line Warranty Program administered by Utility Service Partners, Inc. In addition that Finance Manager Bauer and City Attorney Ferg review the entire program and corresponding draft agreement. **All present voting aye. MOTION CARRIED.**

3. Director of Public Works Rubenzer stated that Mayor Hoffman had requested adding the downtown alley in Block #47, Chippewa Falls Plat, bound by Bridge St., Grand Ave., Bay St. and Columbia St. Director of Public Works Rubenzer stated the alley probably would not be paved until 2019, but that he would like to get the public information meeting and public hearing for the projects in 2018.
   Motion by Hoffman, seconded by Rubenzer to recommend the Common Council approve paving the downtown alley in Block #47, Chippewa Falls Plat, bound by Bridge St., Grand Ave., Bay St. and Columbia St. contingent on conducting a public information meeting and public hearing for the same. **All present voting aye. MOTION CARRIED.**

4. Director of Public Works Rubenzer stated that there were numerous requests for wider than thirty-five feet driveways on the Wallerville Project, (Lombard, Ludgate, Oxford and Regent Streets) and that he expected additional requests. The Board of Public Works can currently approve such requests. Director of Public Works Rubenzer stated without a special Board of Public Works meeting, any additional wider driveway requests could not be addressed before curb and gutter was installed in the next couple of weeks. He continued that residents signed public hearing waivers and agreed to pay additional special assessments created with the wider drives. He stated that the Engineering Department considered safety, legal parking spaces and traffic congestion when issuing regular or wider driveway requests.

5. **Motion** by Hoffman, seconded by Senn to combine agenda item numbers four, five and seven. **All present voting aye. MOTION CARRIED.**

6. **Motion** by Hoffman, seconded by Senn to approve a fifty foot wide driveway at #1722 Ludgate Street, a sixty-one foot wide driveway at #1735 Ludgate Street and a thirty-six foot wide driveway at #1717 Ludgate Street. **All present voting aye. MOTION CARRIED.**

7. The Board considered the hot mix paving of the alley in Block #44, Chippewa Falls Plat bound by Pine Street, Superior Street, Grand Avenue and Columbia Street. Director of Public Works Rubenzer stated that this alley wasn't a downtown alley but that the City Street Department was spending a large amount of time, (twenty hours per summer), maintaining the alley, (about two hundred of the four hundred feet). He noted that no petition had been received but that a public information meeting and public hearing would be conducted for the alley project. Finance Manager Bauer asked about when the alley would be done and what the price per foot would be. Director of Public Works Rubenzer stated that the alley paving would most likely not be done until 2019 and that if hot mix prices were higher than estimated, the general fund would be responsible for the extra cost.
   Motion by Hoffman, seconded by Rubenzer to recommend the Common Council pave the alley in Block #44, Chippewa Falls Plat, bound by Pine Street, Superior Street, Grand Avenue and Columbia Street. In addition, that a public information meeting and public hearing be conducted concerning the same. **All present voting aye. MOTION CARRIED.**

8. As per previous discussion, Director of Public Works Rubenzer recommended that the Common Council revise City Municipal Code 8.04 Driveway Construction, (3) Width to read as shown on the attachment. The revision would allow the Director of Public Works or authorized representative to grant wider than thirty-five foot driveway requests where safety and congestion are not a concern and where applicable.
   Motion by Hoffman, seconded by Senn to recommend the Common Council revise City Municipal Code 8.04 Driveway Construction, (3) Width to allow the Director of Public Works or authorized representative to grant wider than thirty-five foot driveway requests where safety and congestion are not a concern and where applicable. In addition that Attorney Ferg review and revise the attached proposed revision appropriately. **All present voting aye. MOTION CARRIED.**

9. As per previous discussion, Director of Public Works Rubenzer noted that he anticipated some additional wider driveway requests from Wallerville, (Lombard St., Ludgate St., Oxford St. and Regent St.) residents. Aside from a special Board of Public Works meeting, Director of Public Works Rubenzer requested permission for the Director of Public Works or his authorized representative to grant wider than thirty-five foot driveway requests where appropriate for the remainder of the Wallerville Project.
   Motion by Hoffman, seconded by Rubenzer to allow the Director of Public Works or his authorized representative to grant wider than thirty-five foot driveway requests where appropriate for the remainder of the Wallerville Project, (Lombard St., Ludgate St., Oxford St. and Regent St.). **All present voting aye. MOTION CARRIED.**

10. **Motion** by Senn, seconded by Hoffman to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:24 P.M.

Richard J. Rubenzer, PE
Secretary, Board of Public Works

Please note, these are draft minutes and may be amended until approved by the Common Council.

CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, SEPTEMBER 10, 2018 – 5:30 PM

The Board of Public Works met in City Hall on Monday, September 10, 2018 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent was Darrin Senn. Assistant City Engineer Bill McElroy also attended.

1. **Motion** by Bauer, seconded by Olson to approve the minutes of the August 13, 2018 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board considered the attached Street Use Permit application for Chi-Hi Homecoming 2018. Director of Public Works Rubenzer noted that police services were necessary for the event and per City ordinance, the Board had to address the permit. **Motion** by Rubenzer, seconded by Olson to recommend the Common Council approve the Street Use Permit application from Chippewa Falls High School Student Council for the Chi-Hi Homecoming Parade, Pig Roast and Bonfire on Friday, September 28, 2018 and to charge for the event. **All present voting aye. MOTION CARRIED.**

3. The Board considered the attached Street Use Permit application from Chippewa Falls Main Street for the 2018 Bridge to Wonderland Parade. Director of Public Works Rubenzer noted that there were City services associated with the event but that Main Street had not been charged for previous parades.
   Motion by Rubenzer, seconded by Bauer to recommend the Common Council approve the attached Street Use Permit application from Chippewa Falls Main Street for the 2018 Bridge to Wonderland Parade on December 1, 2018 and not to charge for the event. **All present voting aye. MOTION CARRIED.**

4. The Board considered paving the East 125' of the downtown alley in Block 46, Chippewa Falls Plat, bound by Columbia Street, Bay Street, Grand Avenue and Island Street. Director of Public Works Rubenzer noted this is a continuation of the hot mix paving of downtown alleys program that began in 2016. He stated that the intention was for the Engineering Department to schedule the Public Information Meeting and for the Common Council to conduct the public hearing in October and then to pave the alleys in October 2018 or Spring 2019, depending on weather conditions. He continued that the 2018 price of $6.75/alley front foot would be included on the resolution. Mayor Hoffman asked if the alley in Block 47, Chippewa Falls Plat, bound by Bridge Street, Grand Avenue, Bay Street and Columbia Street could be included. Director of Public Works Rubenzer stated it would be added to the September 24, 2018 Board of Public Works agenda.
   Motion by Hoffman, seconded by Olson to recommend the Common Council approve paving the East 125' of the downtown alley in Block 46, Chippewa Falls Plat, bound by

Columbia Street, Bay Street, Grand Avenue and Island Street. **All present voting aye. MOTION CARRIED.**

5. The Board considered paving the West 121' and the East 140' of the downtown alley in Block 40, Chippewa Falls Plat, bound by Central Street, Bay Street, Grand Avenue and Bridge Street.
   Motion by Rubenzer, seconded by Olson to recommend the Common Council approve paving the West 121' and the East 140' of the downtown alley in Block 40, Chippewa Falls Plat, bound by Central Street, Bay Street, Grand Avenue and Bridge Street. **All present voting aye. MOTION CARRIED.**

6. The Board considered paving the West 276' of the downtown alley in Block 21, Chippewa Falls Plat, bound by Central Street, Bridge Street, Spring Street and Bay Street.
   Motion by Olson, seconded by Bauer to recommend the Common Council approve paving the West 276' of the downtown alley in Block 21, Chippewa Falls Plat, bound by Central Street, Bridge Street, Spring Street and Bay Street. **All present voting aye. MOTION CARRIED.**

7. The Board considered paving the East 330' of the downtown alley in Block 20, Chippewa Falls Plat, bound by Central Street, Bay Street, Spring Street and Island Street.
   Motion by Hoffman, seconded by Olson to recommend the Common Council approve paving the East 330' of the downtown alley in Block 20, Chippewa Falls Plat, bound by Central Street, Bay Street, Spring Street and Island Street. **All present voting aye. MOTION CARRIED.**

8. The Board considered paving the West 90' of the downtown alley in Block 22, Chippewa Falls Plat, bound by Bridge Street, Central Street, Rushman Drive and Spring Street.
   Motion by Rubenzer, seconded by Olson to recommend the Common Council approve paving the West 90' of the downtown alley in Block 22, Chippewa Falls Plat, bound by Bridge Street, Central Street, Rushman Drive and Spring Street. **All present voting aye. MOTION CARRIED.**

9. **Motion** by Olson, seconded by Rubenzer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:48 P.M.

Richard J. Rubenzer, PE
Secretary, Board of Public Works

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NLC NATIONAL LEAGUE OF CITIES

CITIES STRONG TOGETHER

Service Line Warranty Program

City of Chippewa Falls

Dennis Lyon – 412-266-9545

dlyon@utilitysp.net

Administered by

Utility Service Partners, Inc.

a HomeServe Company

NLC Service Line Warranty Program

NLC NATIONAL LEAGUE OF CITIES
CITIES STRONG TOGETHER

Utility Service Partners, Inc.

Recent Harris Poll results (2000 adults surveyed)

- Nearly 2 in 5 Americans don't have the necessary funds set aside to cover a $500 repair (including almost half of millennials)
- 1 in 2 Americans describe their current state of household finances as either fair, poor, or terrible.
- 3 in 10 Americans aged 37+ cited they had no money set aside for emergency repairs.
- 46% of respondents had an emergency repair in the last 12 months.
- 80% of respondents either strongly or somewhat agreed with the statement: *Local community governments should be responsible for educating homeowners about external water lines on their property that are not covered by homeowners' insurance, the city/town or the local utility (i.e., meaning that if a problem were to occur, the homeowner would be solely responsible for the cost out of pocket).*

NLC NATIONAL LEAGUE OF CITIES *Service Line Warranty Program* Utility Service Partners, Inc.

WHY CHOOSE UTILITY SERVICE PARTNERS?

EXPERIENCE

REPUTATION

PARTNERSHIP

BBB

BBB Torch Award for Marketplace Ethics

Trust · Performance · Integrity

2013 Winner
Western Pennsylvania Better Business Bureau®

This award underscores one of the primary reasons the National League of Cities selected USP as a partner and extended our agreement for another five years. The organization's exemplary record of customer service and transparency is what has driven the success of this partnership over the years.

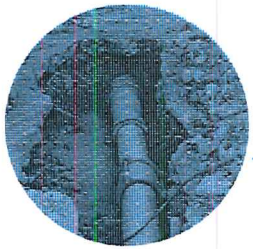
— Clarence Anthony, Executive Director
National League of Cities

PROGRAM BENEFITS

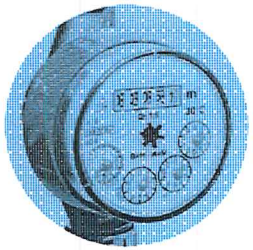
- Helps address the public policy issue of aging infrastructure
- No cost for the Municipality to participate/Turnkey approach
- Ongoing Revenue Stream for the Municipality
- Free Public Awareness Campaign
- Educates homeowners about their lateral line responsibilities
- Peace of Mind - with one toll-free call a reputable contractor is dispatched
- All repairs performed to code by local licensed contractors
- Contractors undergo rigorous vetting process to ensure quality service

NLC NATIONAL LEAGUE OF CITIES *Service Line Warranty Program* Utility Service Partners, Inc.

OUR SERVICE AND WHAT IT COVERS



SEWER LATERAL & SEPTIC LINE COVERAGE



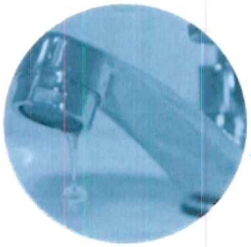
WATER LINE & WELL LINE COVERAGE

Homeowner repair protection for broken, cracked, or leaking water and sewer lines from the point of utility connection to the home exterior.

Coverage includes:

- Educating homeowners about their service line responsibilities
- Up to $8,500 coverage per repair incident (includes public street & sidewalk cutting).
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods

OUR SERVICE AND WHAT IT COVERS



INTERIOR PLUMBING AND DRAINAGE

Homeowner repair protection for in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry.

Coverage includes:

- Up to $3,000 coverage per repair incident
- Includes coverage for broken or leaking water, sewer, or drain lines under the slab or basement floor
- Repair of clogged toilets
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods

Incremental Revenue Stream

- City receives $.50 per month per paid warranty contract
  - Paid as royalty each January

- Yours to use as you wish
  - Examples:
    - General fund
    - Low income utility assistance program
    - Offset water bill/leak
    - Donate to charity
    - Use towards NLC/State League dues

- Can decline revenue
  - Savings passed directly to residents

MARKETING APPROACH

- Only market by direct mail - no door to door or telemarketing
- Limited to 3 mailing campaigns per year
- Would never mail without your review and approval of marketing material before each and every campaign
- Marketing clearly states city does not provide program
- Participation always voluntary for the homeowner
- City role: logo & signature
  - Economy of scale
- Consumers can enroll one of three ways:
  - Calling into our toll free number that is provided on the mailing
  - Returning the bottom of the letter to us in the self addressed stamped envelope provided
  - Visiting our consumer website www.slwofa.com at any time

NLC NATIONAL LEAGUE OF CITIES *Service Line Warranty Program* Utility Service Partners, Inc.

OVER 500 MUNICIPAL PARTNERS IN 37 STATES

Including three in WI

Alabama
Arkansas
Arizona
California
Colorado
Connecticut
Florida
Georgia
Iowa
Illinois
Indiana
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Missouri
North Carolina
Nebraska
New Jersey
New Mexico
Nevada
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Utah
Virginia
Washington
West Virginia
Wisconsin
Wyoming

NLC NATIONAL LEAGUE OF CITIES
CITIES STRONG TOGETHER

Utility Service Partners, Inc.

OUR PARTNERSHIPS IN WISCONSIN

- City of Madison
- City of Whitewater
- Village of Pleasant Prairie

WISCONSIN

- Over 16,000 Wisconsin residents currently enrolled in the program
- Over $937,000 paid in repair costs over the last three years

PROGRAM SUCCESS & NOTES

- Endorsement =/= Exclusivity
- Currently serving over 3.6 million customers
- Saved customers over $394 million in repair costs over the past 3 years
- 97% claim approval rating
- 99.6% claims satisfaction rate
- 82.5% customer retention rate
- Currently over 1,300 contractors in network
- 9 of every 10 customers surveyed have recommended the program to friends, family, and neighbors

Q & A

Exhibit A
NLC Service Line Warranty Program
City of Chippewa Falls
Term Sheet
March 8, 2018

I. Initial Term. Three years

II. License Fee. $0.50 per Product for each month that a Product is in force for a Residential Property Owner (and for which payment is received by Company), aggregated and paid annually, for:

a. City logo on letterhead, advertising, billing, and marketing materials
b. Signature by City official

III. Products.

a. External water service line warranty (initially, $5.75 per month)
b. External sewer/septic line warranty (initially, $7.75 per month)
c. Interior plumbing and drainage warranty (initially, $9.99 per month)

Company may adjust the foregoing Product fees; provided, that any such adjustment shall not exceed $.50 per month in any 12-month period, unless otherwise agreed by the Parties in writing.

IV. Scope of Coverage.

a. External water service line warranty:
- Homeowner responsibility: From the curb stop to the external wall of the home.
- Covers thawing of frozen external water lines.
- Covers well service lines if applicable.

b. External sewer/septic line warranty:
- Homeowner responsibility: From the property line of the home to the main.
- Covers septic lines if applicable.

c. Interior plumbing and drainage warranty:
- Water supply pipes and drainage pipes within the interior of the home.

V. Marketing Campaigns. Company shall have the right to conduct up to three campaigns per year, comprised of up to six mailings and such other channels as may be mutually agreed. Initially, Company anticipates offering the Interior plumbing and drainage warranty Product via in-bound channels only.

8.04 - DRIVEWAY CONSTRUCTION . (Rep. & recr. #97-10)

(1) PERMIT REQUIRED. (Am. #98-06) No person shall construct, reconstruct or maintain any driveway across or within any public street or alley right-of-way without first obtaining a driveway permit from the Director of Public Works or his authorized representative. The City Inspector shall not issue any building permit that requires or involves construction or reconstruction of any driveway across or within any public street or alley right-of-way until a driveway permit has been issued by the office of the Director of Public Works.

(a) No permit shall be issued by the Director of Public Works, or his authorized representative, to any person other than:

1. A Contractor who will be actually performing the work.
2. A General Contractor who is responsible for a subcontractor who will actually be performing the work.
3. The Owner of the property which the driveway will serve, but only if the owner is actually performing all of the work.

(b) Upon issuance of a driveway permit to a contractor under §8.04(1)(a)1. and 2., the Director of Public Works or his authorized representative shall mail a copy of the permit to the owner of the property.

(c) Fees. The fee for issuing a driveway permit shall be recommended by the Board of Public Works and established by the Common Council and may be modified from time to time by resolution. A schedule of fees established by the Common Council shall be available for review at the Department of Public Works. (Cr. #05-20)

(2) CONFORMANCE TO ZONING CODE REQUIREMENTS. No driveway permit may be issued that will provide access to parking facilities or areas for which parking is not a permitted use, as determined by the City Inspector.

(3) WIDTH. The maximum width of driveways across or within the right-of-way of a public street or alley shall be 35 feet unless special permission is obtained from the ~~Board of~~ Director of or Authorized Representative Public Works. Said maximum width shall be measured at the face of existing or proposed curb and shall be measured between the points where the full curb height begins on either side of the driveway. The Director of Public Works, or ~~representative~~ authorized, is authorized, upon application by a landowner, to grant a driveway permit over 35 feet in width if ~~the~~ The drive ~~drive enters upon a public alley and~~ will not, in the opinion of the Director of Public Works, or ~~representative~~ authorized, cause a safety or traffic problem. Landowners may apply to the Board of Public Works for further consideration in the event any such ~~alley~~ driveway permit is not granted. (Am. #98-41)

(4)