



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
November 13, 2018

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, November 13, 2018 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, John Monarski, and Paul Nadreau

Mayor/Other Council Members present: Mayor Hoffman

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matthew Kelm, Police Lt. Brian Micolichuk, Police Lt. Dave Bebeau, MPO Brian Flug, Police Officer Drew Zehm, Water Supervisor Matt Boos, Library Director Joe Niese, Parks and Recreation Director Dick Hebert, Utility Office Manager Connie Freagon, Todd Prill, and City Clerk Bridget Givens.

Call to Order: 9:00 am

- 1. Discuss Supplemental Letter Agreement and General Engineering Supplement Agreements with S.E.H. for repairs to water tower antenna and upgrades to AT&T antenna. Possible recommendations to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer reviewed the proposed agreements with S.E.H. for water tower antenna repairs and upgrades to the AT&T antenna. Rubenzer indicated this would be a pass-through cost to utilities.

Motion by Kiefer/Nadreau to recommend Council approve the Supplemental Letter Agreement and General Engineering Supplement Agreements with S.E.H. for repairs to water tower antenna and upgrades to AT&T antenna. **All present voting aye, motion carried.**

- 2. Review preliminary budget data and issues affecting the budget. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer stated they are working on wages and benefits and plan to hold the public hearing on December 4th. A proposed budget spreadsheet was provided which reflected capturing all of the allowable levy, \$431,308, and requested to base the public hearing on that scenario. The Committee agreed with capturing the full levy and to base the public notice on those numbers. The Committee will continue to meet prior to the December 4th public hearing to finalize the budget.

No action taken.

- 3. Adjournment**

Motion by Monarski/Nadreau to adjourn at 9:17 am. **All present voting aye, motion carried.**

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



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October 10, 2018

RE: City of Chippewa Falls, WI
Kennedy Road Repairs
SEH No. CFCIT 10.00

Mr. Rick Rubenzer, PE
DPW, Utility Manager
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mr. Rubenzer:

Thank you for your interest in SEH services related to providing telecommunications services for the City of Chippewa Falls (Landlord). SEH is providing this proposal specific to providing plan review and inspection services related to telecommunication site development and upgrades site development and upgrades at your facilities. Per your request we are sending this attached Letter Agreement for your review and authorization.

Scope

Based on our understanding of these types of projects, SEH will provide the following services:

Telecommunication: Review | Inspection

1. Conduct a preconstruction meeting with the contractor, subcontractors, and the Landlord prior to the commencement of construction to ensure that all parties understand the Landlord requirements and coordinate the construction schedule. On site meeting with contractor is acceptable.
2. Perform three (3) scheduled inspections during construction period (welding and paint).
3. Perform final inspection of the installation in accordance with the Landlord's approved project plans and pre-construction meeting minutes, developing, and distributing a punchlist as applicable.

If the tenant's plan set varies from the expectations above, then the scope can be modified on a per project basis in order to accommodate the level of effort required, with approval from the Landlord.

Schedule

Upon your authorization we can begin this work immediately. Specific to this project, it would be our intent to complete plan review, review of structural calculations and shop drawing review, as applicable within seven (7) business days after receipt and authorization. Final inspection will be performed based on the agreed upon schedule (determined at the preconstruction meeting, with the contractor providing 48 hours' notice).

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1701 West Knapp Street, Suite B, Rice Lake, WI 54868-1350
SEH is 100% employee-owned | sehinc.com | 715.236.4000 | 800.903.6970 | 888.908.8166 fax

Compensation

SEH proposes to provide services related to new site development or equipment upgrades as referenced above on a Lump Sum fee:

Preconstruction Meeting	\$1,100.00
On-site inspections	\$3,600.00
Final Inspection	\$1,200.00
Total	\$5,900.00

Fee charges assume the project has been created by the tenant with experienced, diligent, and prepared telecommunication professionals prior to request and document transfer to the City of Chippewa Falls. Landlord encourages tenant to contact SEH for site information and project criteria.

Should circumstances arise that require additional effort on the part of SEH staff, we will request authorization from the Landlord to perform these services at the fees identified above (each occurrence).

SEH will prepare monthly invoices that itemize costs (fees and expenses) for work performed during the billing period.

Summary

This letter proposal represents the entire understanding between the City of Chippewa Falls and SEH with respect to providing services for this project and may only be modified in writing signed by both parties.

We appreciate this opportunity to be of service to the City of Chippewa Falls. Please do not hesitate to contact me directly at 612.325.9995 or dromsos@sehinc.com if you should have any questions or need additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dale Romsos
Project Manager- SEH

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Enclosures

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Chippewa Falls ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2013, this Supplemental Letter Agreement dated October 11, 2018 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: As Needed General Engineering Services.

Client's Authorized Representative: Rick Rubenzer, PE, DPW, Utility Manager
Address: 30 West Central Street
Chippewa Falls, WI 54729
Telephone: 715.726.2736 **email:** rrubenzer@chippewafalls-wi.gov

Project Manager: Dale Romsos
Address: 1701 West Knapp St, Suite B
Rice Lake, WI 54868
Telephone: 612.325.9995 **email:** dromsos@sehinc.com

Scope: The Basic Services to be provided by Consultant.

General Services – General Services are services of an immediate or minor nature that will be requested and authorized by Client via email. Examples of general services that may be requested by Client include:

1. Attending non-project related meetings or other meetings as requested.
2. Attending meetings with staff or Client, as requested.
3. Answering routine engineering-related questions.

When possible, SEH will provide a fee estimate at the time the services are requested.

Client will authorize Consultant to proceed with general engineering services by sending an email from Client's Authorized Representative to Project Manager with details of work required.

Payment: The total cost will not exceed \$5,000 unless otherwise approved by Client. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None

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CITY OF CHIPPEWA FALLS

By: _____ **Date:** _____
Mayor – Honorable Gregory Hoffman

Attest: _____ **Date:** _____
City Clerk – Bridget Givens

Approved as to Form:

By: _____
City Attorney

Date: _____

I, Connie Freagon, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Connie Freagon, Utility Office Manager

SHORT ELLIOTT HENDRICKSON INC.

By: Bruce A. Olson

Bruce Olson P.E.

Title: Client Service Manager

Exhibit A-1
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated October 11, 2018

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.



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October 10, 2018

RE: City of Chippewa Falls
2018 Telecommunications Projects
SEH No. 145302 10.00

Mr. Rick Rubenzer, PE
DPW, Utility Manager
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mr. Rubenzer:

Thank you for your interest in SEH services related to providing telecommunications services for the City of Chippewa Falls (Landlord). SEH is providing this proposal specific to providing plan review and inspection services related to telecommunication site development and upgrades at your facilities. Per your request we are sending this attached Letter Agreement for your review and authorization.

Scope

Based on our understanding of these types of projects, SEH will provide the following services:

Telecommunication: Review | Inspection

1. Review lease amendment, site drawings, antenna information, and specifications. (2 iterations)
 - Consult with the Landlord and tenant representative, providing associated administration to ensure that the planned installation meets the Landlord requirements.
2. Review related structural and associated construction documents, calculations. (Part of Item No. 1)
3. Conduct a preconstruction meeting with the contractor, subcontractors, and the Landlord prior to the commencement of construction to ensure that all parties understand the Landlord requirements and coordinate the construction schedule.
4. Perform three on-site scheduled inspections during construction period.
5. Perform final inspection of the installation in accordance with the Landlord's approved project plans and pre-construction meeting minutes, developing, and distributing a punchlist as applicable.
6. Complete a single 360 degree imaging of the final installation. Additional imaging annually or after changes will incur additional costs.

If the tenant's plan set varies from the expectations above, then the scope can be modified on a per project basis in order to accommodate the level of effort required, with approval from the Landlord.

Schedule

Upon your authorization we can begin this work immediately. Specific to this project, it would be our intent to complete plan review, review of structural calculations and shop drawing review, as applicable within seven

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1701 West Knapp Street, Suite B, Rice Lake, WI 54868-1350
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(7) business days after receipt and authorization. Final inspection will be performed based on the agreed upon schedule (determined at the preconstruction meeting, with the contractor providing 48 hours' notice).

Compensation

SEH proposes to provide services related to new site development or equipment upgrades as referenced above on an hourly basis plus reimbursable expenses, including reproductions, mileage, and daily vehicle allowance. *SEH estimates the following fee:*

Tenant Drawing Review(s) (2 iterations)	\$2,300.00
Preconstruction Meeting	\$1,100.00
3 On-site inspections	\$3,100.00
Final Inspection	\$1,200.00
<u>360 Virtual Closeout Tour</u>	<u>\$500.00</u>
Total	\$8,200.00
Additional Review Iterations (Per occurrence)	\$650.00
Inspection (Per occurrence)	\$1,200.00

Fee charges assume the project has been created by the tenant with experienced, diligent, and prepared telecommunication professionals prior to request and document transfer to the City of Chippewa Falls. Landlord encourages tenant to contact SEH for site information and project criteria.

Should circumstances arise that require additional effort on the part of SEH staff, we will request authorization from the Landlord to perform these services at the fees identified above (each occurrence).

SEH will prepare monthly invoices that itemize costs (fees and expenses) for work performed during the billing period.

Summary

This letter proposal and Supplemental Letter Agreement for Professional Services represent the entire understanding between the City of Chippewa Falls and SEH with respect to providing services for this project and may only be modified in writing signed by both parties. This agreement is valid for work performed during 2018.

We appreciate this opportunity to be of service to the City of Chippewa Falls. Please do not hesitate to contact me directly at 612.325.9995 or dromsos@sehinc.com if you should have any questions or need additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dale Romsos
Project Manager- SEH

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Enclosures

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Client's Authorized Representative: Rick Rubenzer, PE, DPW, Utility Manager
Address: 30 West Central Street
Chippewa Falls, WI 54729
Telephone: 715.726.2736 **email:** rrubenzer@chippewafalls-wi.gov

Project Manager: Dale Romsos
Address: 1701 West Knapp Street, Suite B
Rice Lake, WI 54868-1350
Telephone: 612.325.9995 **email:** dromsos@sehinc.com

Scope: The Basic Services to be provided by Consultant: See attached SEH letter dated October 10, 2018

Schedule: See attached SEH letter dated October 10, 2018

Payment: See attached SEH letter dated October 10, 2018

Client will authorize Consultant to proceed with a telecom project by sending an email from Client's Authorized Representative to Project Manager with tenant drawings and supporting documentation.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None

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CITY OF CHIPPEWA FALLS

By: _____ **Date:** _____
Mayor – Honorable Gregory Hoffman

Attest: _____ **Date:** _____
City Clerk – Bridget Givens

Approved as to Form:

By: _____ **Date:** _____
City Attorney

I, Connie Freagon, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Connie Freagon, Utility Office Manager

SHORT ELLIOTT HENDRICKSON INC.

By: 
Bruce Olson P.E.
Title: Client Service Manager

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to Supplemental Letter Agreement
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and
Short Elliott Hendrickson Inc. (Consultant)
Dated October 10, 2018

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5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

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The Client shall pay Consultant monthly for equipment utilization.