



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
December 4, 2018

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy and Administration met on Tuesday, December 4, 2018 at 9:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, CW King, John Monarski, and Chuck Hull

Absent was 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, Fire Chief Mike Hepfler, Parks and Recreation Director Dick Hebert, Street and Utility Maintenance Manager Rick Ruf, Library Director Joe Niese, Utility Office Manager Connie Freagon, and City Clerk Bridget Givens.

Call to Order: 10:05 am

1. Discuss temporary help for the Library due to absences. Possible recommendations to the Council.

Library Director Niese advised that he currently has two full-time employees off on leave and requested temporary help to help fulfill the responsibilities of absent staff. He proposed having a Page add roughly 14 hours per pay period compensated at a beginning Clerk rate of \$14.16 per hour while working outside of their Page capacity.

Motion by Monarski/Kiefer to recommend Council approve temporary help for the Library due to absences, with the funding coming from the Library Pages Account. **All present voting aye, motion carried.**

2. Discuss funding for camera and lighting for tunnel located near Southview School. Possible recommendations to the Council.

A quote was received from Per Mar for camera installation in the tunnel located near Southview School. Roshell Electric quoted replacing the tunnel lights with LED, vandal-resistant fixtures. This area has been prone to vandalism and it is thought the lighting and camera may help curb the issue.

Motion by Kiefer/King to recommend Council approve Option #1 as proposed with funding to come from 2017 and 2018 omitted budget funds in an amount not to exceed \$10,000. **All present voting aye, motion carried.**

3. Review proposed 2019 budget information including revenues, expenses and omitted budget requests. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer distributed a handout summarizing the budget including proposed wage/benefit changes and operational increases that have been approved to date. Discussions will need to continue on the list of omitted budget requests that were not immediately recommended for funding.

The Committee made the decision to eliminate the CCEDC donation in the amount of \$5,000 and redistribute those funds between the Senior Center, Boys and Girls Club, and the Patriotic Council. The Mayor and City Planner expressed concern and it was discussed that perhaps this would be an item for Committee #5 to consider.

Bauer advised that the City's mill rate will increase approximately \$0.50. When considering all the taxing jurisdictions, the increase will be roughly \$227 on a \$100,000 home, with a majority of that amount coming from the school district referendum.

No action taken.

4. Discuss personnel requests and adjustments related to the 2019 budget. Possible recommendations to the Council.

Bauer advised that the following personnel requests and adjustments were proposed:

- New Police Officer Position;
- Emergency Personnel Contract Increases;
- General Employees 2% Increases;
- Administrative Grid Increases/General Employee "Step" Increases;
- Parks & Rec Recreation Supervisor Restoration to Grade 10; and
- Additional Wages/Benefits to K9 Officer.

Motion by Kiefer/King to recommend Council approve the Wages/Benefits as proposed. **All present voting aye, motion carried.**

5. Review proposed 2019 Utility budgets. Possible recommendations to the Council.

The 2019 Utility Budgets were reviewed at a previous meeting but no formal action approving the budgets was taken at that time.

Motion by Kiefer/King to recommend Council approve the 2019 Utility Budgets. **All present voting aye, motion carried.**

6. Adjournment

Motion by Monarski/Hull to adjourn at 10:52 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

TO: Mayor Hoffman
FROM: Chief Kelm
DATE: October 29, 2018
REF: 124 Highway Pedestrian Tunnel Camera Project

Earlier this year I was assigned to determine the feasibility of adding a camera monitoring system to address the ongoing issue of graffiti occurring in the pedestrian tunnel running under Highway 124 from behind Southview Elementary School to north of the corner of Prairie View Road and E. Wisconsin St.

Working with Chippewa County IT and the Chippewa Falls Area Unified School District we are able to provide several options for this:

Option #1 - Installation of a camera on Southview School housed on the CFAUSD system
\$ 3,590 Camera, Installation, Mounting, Initial License Fee (Quoted - Per Mar)

The camera would be installed on Southview School looking through the tunnel. The city would pay for the above costs including the initial three-year software license fee. The school district would pay the license cost after that.

Option #2 - Installation of a camera on Southview school housed on the city Milestone system
\$ 5,200 - \$ 6,300 Camera, Installation, Mounting, Initial License Fee, Fiber run and switches
(Estimate - Chippewa County IT)

The camera would be installed on Southview School looking through the tunnel. The city would pay for the above costs and the ongoing \$75 annual fee.

Option #3 - Installation of a camera at the tunnel entrance
\$ 35,000 Camera, Installation, Mounting, Licensing, Fiber run to the tunnel entrance
and switches. (Estimate - Chippewa County IT)

The camera would be purchased by the city and installed at the entrance to the tunnel. The city would pay for the above costs and the ongoing \$75 annual fee

Tunnel Lighting
\$ 6,102 Replace thirteen tunnel lights with new LED vandal resistant fixtures
(Quoted - Roshell Electric)

Currently the lighting in the tunnel is a yellowish color and several have been destroyed. In addition to pedestrian safety, improving lighting is projected to improve camera picture at night.



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2226 Rose Street • La Crosse, WI 54603 • TEL. 608-782-6880 • FAX 608-782-4915

September 12, 2018

Randy Knowlton
Chippewa Falls School District
1130 Miles Street
Chippewa Falls, WI 54729
715-577-4777
knowltrc@chipfalls.org

Proposal is valid for 60 days

RE: Tunnel Viewing Camera

Randy,

Below is pricing to install an IP camera on the back of the school that will face the tunnel. The camera selected does well with low light conditions and will be zoomed in to focus on the tunnel area. The trees may need to be trimmed for optimum viewing.

Camera to view tunnel

- 1- Axis Q1765LE IP camera
- 1- Camera license
- 1- Lot cable and wire pull
- 1- Professional installation programming into Salient System

Total Project Amount: \$3,590.00 plus tax if applicable

Thank you for allowing Per Mar to provide a quote on the above listed system. Please feel free to contact me at our office if you have any questions or concerns regarding this proposal.

Sincerely,

Peter J Stussy
Security Consultant
Per Mar Security Services
608-518-4113
pstussy@permarsecurity.com

2019 PROPOSED BUDGET - DECEMBER 4, 2018 DISCUSSION

2019 Budget Proposals	
2019 Proposed General Fund Expenses	2019 Proposed General Fund Revenues
Wages/Benefits (70%)	\$9,016,236
Other Operational (30%)	\$3,920,065
Total	\$12,936,301

WAGES/BENEFITS PROPOSED - \$9,016,236

Changed health insurance provider - WEA Trust
 New Police Officer Position
 Emergency Personnel Contract Increases
 General Employees 2% Increase
 Administrative Grid Increases/General Employee "Step" Increases
 Parks & Rec Recreation Supervisor Restoration to Grade 10
 Additional Wages/Benefits for K9 Officer

ONGOING DISCUSSIONS

Omitted Budget Requests \$139,187
 Wages/Benefits Requests - \$303,980
 Operational Requests - \$410,919
 Personnel
 Police Detective Sergeant
 Streets - Heavy Equipment Operator
 Fire - Additional Hours for Office Asst
 Parks/Streets - Seasonal Wage Increase
 Police - Monies to hire New Police Officer
 Operational
 Streets - LED Stop Signs
 Streets - Radar Speed Signs
 Streets - Yard Waste Gate
 Parks - Forestry Tree Removal/Planting
 Police - Flooring/Sidewalk Projects
 Data Processing - Domain Consolidation
 Data Processing - PCs
 Library - PCs
 2020 Health Insurance Increase

OPERATIONAL PROPOSED - \$3,920,065

Streets - Signal controllers (2 per year) \$ 26,000
 Clerk/Election Additions \$ 430
 Parks & Recreation - Forestry Supplies \$ 1,500
 City Attorney (1.5% increase) \$ 1,084
 Riverfront Park operational expenses - Phase in from TIF Year 1/10 \$ 7,000
 Building Inspector - software license addition \$ 220
 New Police Officer operational costs \$ 992
 Finance Dept. - Additional \$3,000 for payroll contractual costs \$ 3,000
 Fire Dept - Additional costs - new building \$ 17,664
 Assessor - Additional \$50,000 for revaluation (Year 1 of 3) \$ 50,000

*Elimination of CCEDC donation of \$5,000
 Redistribute: \$2000 to Senior Center; \$2760 Boys & Girls Club; \$240 Patriotic Council

General Fund Debt \$ 1,533,204 Increase \$35,773 from 2018

Revenue Changes 2018 vs 2019
 Assessed value increase - \$821,204,500 to \$881,208,700

Net New Construction
 7.26% Net New Construction (Allowable levy increase) \$ 394,811
 Personal Property Tax Revenue \$ 36,497

2019 OMITTED BUDGET REQUESTS - November 27, 2018

DEPARTMENT	APPROVED/ FUNDING	AMOUNT	ESTIMATED COST	OMITTED ITEM DESCRIPTION
STREET DEPARTMENT	\$ 26,000		\$ 26,000	Upon investigation it was found that the signal controls for the Traffic Controller was obsolete 10 years ago. The replacement cost of the control is approx. \$12,250.00. Requesting to replace two a year to get our signal controllers up to date.
			\$ 35,000	The bridge at Central Street Bridge needs a new surface. The cost is approx \$25,000.00 - \$30,000.00
			\$ 78,500	T-2 Asphalt Recycler (Possible funding source - Sale of Scrap Account)
			\$ 1,520	Tunnel Camera(s)
			\$ 3,500	Blinkersign LED stop signs (\$1520 per sign)
Dept. Total			\$ 144,520	Radar Speed Signs w/additional camera/feedback options
CITY CLERK	\$ 80		\$ 80	Maintenance agreements for voting equipment
	\$ 350		\$ 350	Administrative and maintenance fees for Municode
Dept. Total			\$ 430	
FIRE DEPARTMENT	\$ 15,000		\$ 15,000	Increase in gas and electrical due to increase in sq ft of new station - 1,700 to 21,000 square feet
			\$ 1,777	City of CF combined telephone system with Chippewa County in 2018. Previously this cost was paid out of Data Processing budget. Requesting to move the funds to Fire Dept to cover these costs.
	\$ 84		\$ 84	Recycling & Refuse collection rates @ 12x61.13=733.56 for Station# 1
	\$ 2,110		\$ 2,110	Fire Station# 1 additional costs after one year.
Dept. Total			\$ 18,971	
PARKS, RECREATION, & FORESTRY DEPARTMENT	\$ 1,000		\$ 1,000	Water slide inspection. Needs to be done once every 5 years.
	\$ 7,700		\$ 7,700	The requested money will be used to hire West Central Wisconsin Regional Planning Commission to update and revise the City's Five Year Outdoor Recreation Plan.
	\$ 1,500		\$ 1,500	The Forestry Operating Supplies Account needs to be increased. This will be an ongoing omitted budget request for at least the next four years.
			\$ 15,000	The omitted budget amount will be enough to plant approximately 100 trees. These will be planted mid October. This will be an ongoing omitted budget request for at least the next four years.
			\$ 50,000	Tree Removal
	\$ 7,000		\$ 76,500	Chippewa Riverfront Operating Expenses(currently can charge to TIF if eligible)
	\$ 4,000		\$ 4,000	Marshall Outdoor Tennis Courts - repair cracks
			\$ 155,700	
POLICE DEPARTMENT			\$ 4,500	Complete the rear stairwell flooring replacement project
			\$ 4,700	Install rear sidewalk to Central Street
	\$ 992		\$ 992	Operational cost increases for new officer
Dept. Total			\$ 10,192	
DATA PROCESSING	\$ 220		\$ 220	Ctrix software for Inspection Office to share large files securely
			to be determined	The domain consolidation will allow the City to retire some equipment, support agreements, and create additional efficiencies in our operation.
			\$ 9,000	Replace 10 City Window 7 pc's including Microsoft Office Standard. MS Windows 7 end of life support is 1/14/2020. The City has approximately 106 pc's with on 10 with Windows 10 installed. A review of pc's will be conducted and determined if the pc should be replaced or updated.
Dept. Total			\$ 9,220	
LIBRARY			\$ 5,850	9 New Public Computers - Per County IT Windows 7 support will expire in 2020, leaving security open to being compromised.
Dept. Total			\$ 5,850	
TOTAL OMITTED BUDGET REQUESTS	\$ 66,036		\$ 344,883	

2019 PERSONNEL REQUESTS/ADJUSTMENTS 11-27-2018

DEPARTMENT	AMOUNT RECOMMENDED	ESTIMATED COST	DESCRIPTION
Parks, Recreation & Forestry Dept	\$ 2,506	\$ 2,506	Requesting for the City to consider and start moving the Recreation Supervisor position gradually
Police Department	\$ 90,841	\$ 120,601 \$90,841	Addition of Detective Sergeant position Addition of Patrol Officer position
Fire Department		\$5,647	Addition of 5 hours to the 27.5 current position for total of 32.5 hrs weekly
Street Department		\$84,385	Addition of Heavy Equipment Operator
CITY TOTALS	\$ 93,347	\$303,980	