



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
JULY 1, 2014

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, July 1, 2014 at 3:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: George Adrian, Amy Mason, Rob Kiefer, Bill Hicks, Mayor Hoffman.

Others present: Finance Mgr/Treasurer Lynne Bauer, City Planner Jayson Smith, Street & Utility Maintenance Manager Rick Ruf, Utility Office Manager Connie Freagon, Assistant City Engineer Matt Decur, Water Supervisor Rory Olson, Wastewater Supervisor George Hobbs, Park Board President Beth Arneberg, Parks & Recreation Director Dick Hebert.

Call to Order: 3:00 PM

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

1. Update on GPS device, GPS data collection and GIS computer program.

Utility Office Manager Connie Freagon presented information on the GIS system project for the Utility Department. Funds are currently in the budget to cover the estimated cost of \$52,000. Components of the project include GPS, GIS and surveying. CBS Squared will complete the surveying work for the water system. The project time is estimated at 8-10 weeks.

No action taken.

2. Discuss Utility summer worker wages. Possible recommendation to Common Council.

Utility Office Manager Connie Freagon indicated they were not able to fill their seasonal worker positions this year. The wage is \$7.50 per hour. The summer helpers are going to be assisting with the GIS system project discussed earlier. She is requesting a wage increase to \$10 per hour for this summer due to the lack of applicants and the added responsibilities. The hours will be adjusted to stay within the budget.

Motion by Kiefer/Mason to recommend the Council approve increasing the hourly wage of the 2014 utility seasonal workers to \$10/hour. All present voted aye. Motion carried.

3. Discuss funding for Engineering for WWTP Biosolids, Handling and Dewatering System, Influent Screening and Hauled Waste Receiving Study, Cogeneration Study, funding sources for projects and Wastewater User Charge Study. Possible recommendations to the Council.

This project was approved by the Board of Public Works and the Council in June and forwarded to this committee for funding. Mrs. Freagon indicated funding in the interim will come from the depreciation fund until Clean Water Funds become available.

Motion by Mason/Kiefer to recommend the Council approve funding for engineering for WWTP biosolids, handling and dewatering system, influent screening and hauled waste receiving study, cogeneration study and wastewater user charge study. **All present voted aye. Motion carried.**

4. Discuss funding for the Bourget wall design and construction. Possible recommendations to the Council.

City Planner Jayson Smith stated the design and constructions costs are \$5,295 for the Bourget wall issue. The wall issue occurred when the building next to it was demolished in order to start construction on the new Chamber of Commerce building.

Motion by Mason/Kiefer to recommend the Council approve funding for the Bourget wall design and construction in the amount of \$5,295. **All present voted aye. Motion carried.**

5. Discuss status of TIFs including outstanding advances. Possible recommendations to the Council.

Finance Manager Lynne Bauer indicated discussions in prior years were to use available TIF funds to repay general fund advances made to TIFs 4 and 5. Annual repayment amounts of \$200,000 to \$250,000 have been discussed. She requested that a more detailed discussion take place after the 2013 audit is complete which should be by the end of July. In addition, TIF values are certified each year in September and revenue projections will be changing based on those figures.

No action taken.

6. Discuss Irvine Park Capital Campaign and City's possible monetary contributions to the campaign and/or neighborhood parks. Possible recommendations to the Council.

Parks & Recreation Director Dick Hebert indicated the neighborhood park by the Chippewa Herald office needs new playground equipment as they can no longer get parts to fix the current equipment. He estimated the cost to be around \$30,000. In addition, he indicated Buchanon Park on Main Street needs to be redone. He discussed repaving costs for the tennis courts, possible pickle ball courts and the basketball courts. He indicated that a park is needed in the Pumphouse Road ("Flats") area. He believes the highest priority for park projects is the park by the Herald. Dick was instructed to get firm cost estimates for repairing Buchanon Park. The Committee also discussed funding for the capital campaign and all agreed the City should contribute. The amount of \$100,000 was discussed and funding would come from the repayment of the TIF advance in 2015.

Motion by Kiefer/Mason to recommend the Council commit funding of \$100,000 toward the Irvine Park Capital Campaign from the 2015 TIF advance repayments and approve funding of \$30,000 for South Avenue park improvements with more discussion to follow on Buchanon Park. **All present voted aye. Motion carried.**

7. Discuss Fire Department request to use proceeds from sale of scrap to replace old equipment. Possible recommendations to the Council.

Chief Hepfler made a request to spend proceeds from the sale of scrap to replace commercial grade sprinkler head wrenches and some hand tools for the fire department engines.

Motion by Mason/Kiefer to recommend the Council approve spending fire department proceeds from the sale of scrap on replacement of old equipment. **All present voted aye. Motion carried.**

8. Adjournment

Motion by Kiefer/Mason to adjourn at 3:58 PM. **All present voted aye. Motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

The Public Utilities have included a GIS system in the budget for the last three years. Through researching various companies, speaking with Chippewa County, and viewing demonstrations, the following system is recommended.

GPS

Carlson SurvPC Super "G" L1/L2 Supervisor plus GPS Tablet Package. Antcom helix GPS Antenna and Topo Shoe. Survey grade (2 cm accuracy) Price includes training.

\$12,995.00

GIS System

Inframap – HDSupply Waterworks

The Inframap system was created for Water Utility field crews, by Water Utility field crews. This system not only allows for GPS coordinates for infrastructure but offers features for maintenance, history, quality control, linking documents, pipeline tracing, work tasks and easy reporting and queries. This system can be used in all infrastructure of the Utility.

Initial Cost

Field Software	1 unit	5,500	5,500	(more units added in future)
Office Software	1 units	3,000	3,000	(more units added in future)
Installation			4,500	
Training		2,000	<u>4,000</u>	
Total			17,000	

Surveying

The utility is recommending entering into an agreement with CBS Squared, Inc. to provide surveying for the Water system. CBS Squared will obtain coordinates of infrastructure identified by the Utility.

Projected 8 – 10 weeks completion.

Cost not to exceed \$21,990 time and materials

Budget

\$50,000 shared by Water, Wastewater and Stormwater

GPS	12,995.00
GIS	17,000.00
Surveying	<u>21,990.00</u>
Total	51,985.00

Ongoing costs – Inframap M/A – \$2,000/year

Diggers Hotline – The Water Utility booked 653 hours in 2013 and so far 368 hours in 2014 marking water infrastructure for diggers hotline, additional Engineering staff mark for sanitary and storm. An estimated \$29,000 with fringes and benefits per year are expensed marking infrastructure. As the GIS project progresses, one employee will be able to mark all infrastructure for the City.

GIS

Inframap – HD Supply

Solution includes very utility friendly software and ease of use. (cost does not include GPS or surveying)

Initial Cost

Field Software	1 unit	5,500	5,500	(additional unit added in future)
Office Software	1 unit	3,000	3,000	(additional unit added in future)
Installation			4,500	
Training		2,000	<u>4,000</u>	
Total			17,000	

GRAEF-USA Inc

GIS Mapping software solution.

Initial Cost

Conversion of current storm and sanitary CAD data	2,520
Processes and procedures for editing	525
Support (up to 8 hours)	1,050
Training	800
ESRI ArcGIS Online Account (One Year)	<u>2,500</u>
	7,395
CBS Squared intern	15,740
Oversite of GPS Collection & Conversion	<u>6,400</u>
	22,140
GPS Units purchased	<u>20,425</u>
Total	49,960

S.E.H.

GPS Data/mapping system – Three phase approach (cost does not include GPS surveying)

Initial Cost

Import GPS data into mapping system.	5,000
No mapping system identified in proposal.	

GPS

Trimble GEO Handheld - GRAEF	2 units	19,360	(2 meter accuracy)
Carlson – Super “G”		12,995	(2 cm accuracy)

GIS Project – Seasonal Wage Adjustment

The Utility budgets for two seasonal employees for a total of \$10,000.00.

Base wage is \$7.50 per hour for the first year with \$.25 increase for each year thereafter.

This year the utility was unable to fill those positions.

With the upcoming GIS project, the Utility proposes to add GIS duties to the existing job description and increase the base wage to \$10.00. Hours will be adjusted to stay within the budgeted amount.

City of Chippewa Falls Job Description

Job Title: Seasonal Laborer - Water Department

Department: Public Utilities

Reports To: Water Supervisor

FLSA Status:

Approved Date:

Pay Scale: Current seasonal laborer rate

SUMMARY

This is unskilled to semi-skilled work involving routine and moderately difficult work within the Water Utility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Cuts or mows grass, weeds, brush, trims trees and shrubs, and rakes lawns.

Performs preventive maintenance tasks such as operation of mainline and hydrant valves.

Performs routine maintenance tasks such as painting and flushing of hydrants and marking posts.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SKILLS

Must have some knowledge in the use of personal computers in an office environment. Knowledge of, and ability to use word processing programs.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GDE); and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

CERTIFICATES, LICENCES, REGISTRATIONS

Valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions, moving mechanical parts, toxic or caustic chemicals, high, precarious places, and outdoor weather conditions, and may work in conditions with very loud noise.