

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of the:

Committee No. 1
Revenues, Disbursements, Water and Wastewater

Will be held on **Tuesday, January 29, 2019 at 9:00 AM (or immediately following the Committee #2 Meeting), Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

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

1. **Consider bid for Water Utility East Well Field Chemical Room Addition and conversion from Liquid Chlorine to Gas Chlorine. Possible recommendations to the Council.**
2. **Consider compensation for revised job description and additional responsibilities of Data Processing Manager Position. Possible recommendations to the Council.**
3. **Discuss referral from Committee #5 to discuss funding for Chippewa County Economic Development Corporation (CEDDC). Possible recommendations to the Council.**
4. **Discussing funding for the purchase of a bike rack at City Hall. Possible recommendations to the Council.**
5. **Discuss funding to begin the process of razing the property at 703 N. High Street. Possible recommendations to the Council.**
6. **Discuss funding for the City's 150th Anniversary Celebration. Possible recommendations to the Council.**
7. **Adjournment**

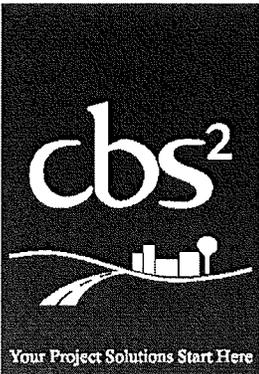
NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on January 25, 2019 at 3:25 pm by BNG.



Date: January 24, 2019

RE: East Well Field Chemical Building Upgrade
Chippewa Falls, WI
CBS² CFCIT 18001

Rick Rubenzer
Director of Pubic Works, City Engineer, Utilities Manager
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mr. Rubenzer,

Bids for the City of Chippewa Falls East Well Field Chemical Building Upgrade project were received at 10:00 a.m. on Thursday, January 24, 2019. One bid was received in the amount of \$533,000.00.

In review of the bid, we believe that Springlake Contracting Inc. has the experience to complete this project per the contract documents for the total of \$533,000.00.

Should you have any questions, please contact me via phone at 715.861.7428 or via e-mail at jstrand@cbssquaredinc.com.

Sincerely,

A handwritten signature in cursive script that reads 'Jon L. Strand'.

Jon Strand, PE
Project Manager

js

Enclosure

cc: JM Holmberg – Springlake Contracting, Inc.; springlake@charter.net

770 Technology Way
Chippewa Falls, WI
54729

info@cbssquaredinc.com

cbssquaredinc.com



Bids Received / CFCIT 18001
East Well Field Chemical Building Upgrade
City of Chippewa Falls
10:00 am (CST) Thursday, January 24, 2019

| Contractor | Bid Bond | Add #1 | Add #2 | Add #3 | Add #4 | Add #5 | TOTAL BASE BID, including all Quotes and Allowances |
|-----------------------------|----------|--------|--------|--------|--------|--------|--|
| | | | | | | | |
| Springlake Contracting Inc. | X | X | X | X | X | X | \$533,000.00 |

The Data Processing Manager (DPM) position was created in 1985. The position was created when computers were introduced to the City. At that time the position, filled by Utility Manager John Allen, managed the System 36 computer that housed the City General Ledger, Utility Billing, and Payroll software. In 1985 an increment of \$1,200 was added to John's annual salary.

In 2005, when John Allen retired, Connie Freagon was named interim Manager until the Utility Manager position was filled. In late 2005, Rick Rubenzer was named Utility Manager and Connie continued to be the interim Data Processing Manager.

In 2007, City Administrator, Dan Elsass, discontinued pay to this position as the City entered into an Intergovernmental Agreement with Chippewa County for IT services, although not all responsibilities have been transferred to the County. The 2006 increment was \$3,004.93. Since 1998 the increment was increased the same percentage as the non-represented employees.

Duties have changed and been added to the DPM position since the inception of this position and the agreement with Chippewa County.

- Liaison with Chippewa County IT Department
- Manages users, security, and installation of the software and hardware. In 2017, the City retired the AS400 and entered into an agreement for off-site application hosting.
- Representative for the CINC organization.
- Responsible for planning, preparing, and implementing the data processing budget.
- Responsible for planning and replacing of City computers. In 2008, a computer replacement policy was adopted.
- Manage City iPads. In late 2016 and 2017, Council members and some departments received iPads.
- Manage telephone system. The city went to a VOIP system in 2006 and in 2017 combined this system with the county. Several fax, centrex, and circuits remain outside of the VOIP system.
- Responsible for maintenance contracts on equipment and software.
- Responsible for writing and maintaining user policy for City owned computer equipment.
- Evaluate City Data Processing needs.
- Laserfiche maintenance and training.
- Provide users with appropriate support and advice
- Troubleshoot
- Ensure licenses are adhered to
- Meet with users to determine data processing needs

Job Title: Data Processing/Information Systems Manager
Department: Data Processing
Reports To:
FLSA Status: Exempt
Prepared Date:
Salary Grade:

SUMMARY

Responsible for the City's overall computer operations.

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

- Liaison with Chippewa County IT Department
- Manage users, security, and installation of the software and hardware.
- Representative for the CINC organization.
- Responsible for planning, preparing, and implementing the data processing budget.
- Responsible for planning and replacing of City computers in accordance with City policy.
- Manage City iPads.
- Manage telephone systems.
- Responsible for maintenance contracts on equipment and software.
- Responsible for writing and maintaining user policy for City owned computer equipment.
- Evaluate City Data Processing needs.
- Laserfiche maintenance and training.
- Provide users with appropriate support and advice
- Troubleshoot
- Ensure licenses are adhered to
- Meet with users to determine data processing needs

City of Chippewa Falls Job Description

Job Title: Data Processing Manager
Department: Data Processing
Reports To: Finance Committee
FLSA Status: Exempt
Prepared Date: 01-04-99
Salary Grade:

SUMMARY

Responsible for City's data processing hardware and software and applications using that equipment.

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

Maintains an operating system and applications on AS400 system.

Selects, specifies, and recommends data processing hardware and software.

Coordinates third party maintenance services.

Installs, maintains, and, troubleshoots, equipment including: cabling, software, and other essential items.

Develops annual Operating and Outlay budgets.

Responds to user problems, questions, and requests.

Reads and understands technical manuals regarding IBM AS400 equipment and operating system.

Communicates with technical experts to diagnose and correct problems.

Communicates with city employees regarding problems and training.

Does related work as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Must be proficient in financial, payroll, and utility billing applications running on an IBM AS400. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from a two-year college or technical school in data processing; and two to four years related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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, diagram, or schedule form.

CERTIFICATES, LICENSES, 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 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.

The noise level in the work environment is usually moderate.