



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
April 10, 2019

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Wednesday, April 10, 2019 at 10:00 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, City Planner/Transit Manager Brad Hentschel, Police Chief Matt Kelm, Water Supervisor Matt Boos, Utility Office Manager Connie Freagon, Ann Schell of West Central Wisconsin Regional Planning Commission, Aaron Jenneman of General Communications, Brian Reilly of Ehlers, and City Clerk Bridget Givens.

Call to Order: 10:00 am

- 1. Discuss local match to unused federal grant funds to purchase one additional replacement SRTS van in 2019. Possible recommendations to the Council.**

Ann Schell of the West Central Wisconsin Regional Planning Commission advised the Committee that there is grant funding available to the City that is in danger of lapsing. The Federal Transit Authority provides program funding allocations to the State of Wisconsin for distribution to communities for capital purchases. The City is allocated a specific dollar amount each year, and recent applications for the funding were for submitted for actual costs as opposed to the full amount that could be granted to the City. Therefore, there is unused funding left over which could be used towards the purchase of a new SRTS van in 2019.

Motion by Monarski/Kiefer to recommend Council approve the purchase of one additional replacement SRTS van in 2019 utilizing federal grant funding and up to \$5,000 from omitted budget funding or reserves. **All present voting aye, motion carried.**

- 2. Discuss Police Department radio system and options for replacement. Possible recommendations to the Council.**

Chief Kelm advised that the city-wide radio system is reaching its end of life. Aaron Jenneman from General Communications provided a presentation on the current state of the radio system as well as recommendations for moving forward. Estimated pricing was discussed and it was determined the City would need to open this project for bids. Additionally, it is not a bondable expense, so the City would have to explore alternative financing options.

No action taken.

3. Discuss Invoice for West Hill Water Tank pre and post construction inspection and recommendation for antenna upgrade for Emergency Services and Street Department Radio Communications. Possible recommendations to the Council.

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised that the Utility typically contracts with S.E.H. for review of antenna upgrades to the water towers. This is normally a pass through cost as it is paid for by the entity utilizing the antenna such as AT&T or Verizon. In this instance, the antenna being reviewed is strictly for emergency services. As such, Rubenzer thought that it should be paid for by the Police Department.

Motion by Kiefer/Nadreau to recommend Council approve the pre and post construction inspection and recommendation for antenna upgrade invoice with funds coming from the Police Department Budget, potential carry overs, or from financing secured for the radio system project. **All present voting aye, motion carried.**

4. Closed Session

Motion by Monarski/Kiefer to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a Closed Session” to: a) Consider Offer from Courtesy Corporation McDonalds, 100 West Prairie View Road, to purchase city-owned property near McDonalds; and to include the Council/Committee Members, Mayor, Bauer, Rubenzer, Hentschel, and Givens; may return to Open Session for possible action on Closed Session item.

Roll Call Vote: Aye – Monarski, Kiefer, Nadreau. Motion carried.

The Committee discussed item (a) above.

Motion by Kiefer/Monarski to return to Open Session. **All present voting aye, motion carried.**

It was reported that a motion was made, seconded and unanimously approved in Closed Session to accept the offer of Courtesy Corporation McDonalds to purchase city-owned property near McDonalds in the amount of \$2,500.

5. Consider Telecommunications Letter and corresponding Supplemental Agreement with S.E.H. for 2019 Telecommunications Services with the City of Chippewa Falls Water Utility. Possible recommendations to the Council.

Rubenzer advised that this is simply a pass through cost through the Utility. There is no financial impact.

Motion by Kiefer/Monarski to recommend Council approve the Telecommunications Letter and corresponding Supplemental Agreement with S.E.H. for 2019 Telecommunications Services with the City of Chippewa Falls Water Utility. **All present voting aye, motion carried.**

6. Discuss borrowing options, including bonds and notes, for 2019 street projects, buildings and equipment. Possible recommendations to the Council.

Brian Reilly of Ehlers distributed a handout entitled 2019 Borrowing Discussion (a copy of which is available in the Office of the City Clerk) and provided details thereon. Reilly overviewed the City's current borrowing capacity, current tax levy for debt service, anticipated capital projects, and preliminary financing plan.

Motion by Kiefer/Monarski to recommend Council approve the bonding and promissory note financing as presented with bonds not to exceed \$2.4M and promissory notes not to exceed \$715,000. **All present voting aye, motion carried.**

7. Adjournment

Motion by Nadreau/Kiefer to adjourn at 11:22 am. **All present voting aye, motion carried.**

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



Invoice

Invoice Number: 360459

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Task: 1.0 - General Engineering

Direct

Personnel	Hours	Rate	Amount
Senior Admin Assistant			
Gordon, Angela M	0.50	98.62	\$49.31
Project Design Leader			
Romsos, Dale E	0.50	150.84	\$75.42
Senior Project Manager			
Zienty, Danlel J (Dan)	0.50	197.00	\$98.50
	<u>1.50</u>		\$223.23

Task: 1.0 Billing Summary

	<u>Current Amount</u>	<u>Previously Invoiced</u>	<u>Cumulative</u>
Direct	\$223.23	\$0.00	\$223.23
Totals	\$223.23	\$0.00	\$223.23

Task: 1.0 Total: \$223.23



Invoice

Invoice Number: 360459

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Billing Backup

Task: 1.0 - General Engineering

Direct

Personnel	Date	Hours	Rate	Amount
Senior Admin Assistant				
Gordon, Angela M	29-NOV-18	0.50	98.62	\$49.31
Project accounting / data entry				
Project Design Leader				
Romsos, Dale E	27-NOV-18	0.50	150.84	\$75.42
Call wit Rick R to discuss Chip falls project set up				
Senior Project Manager				
Zienty, Daniel J (Dan)	28-NOV-18	0.50	197.00	\$98.50
Assist with Proj. Initiation set up				
		1.50		\$223.23
Task: 1.0 Total:				\$223.23



Building a Better World
for All of Us®

February 21, 2019

RE: City of Chippewa Falls
2019 Telecommunications Project
SEH No. Pursuit # 10.00

Rick Rubenzer
Utility Manager
30 West Central Street
Chippewa Falls, WI 54729

Dear Mr. Rubenzer:

Thank you for your interest in SEH related to providing telecommunications services for the City of Chippewa Falls (Landlord). SEH is providing this proposal specific to providing plan review and observation 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 | Site Observation

1. Review lease amendment, site drawings, antenna information, and specifications. (2 iterations)
 - Consult with the Landlord and tenant representative, provide associated administration to assist in determining whether 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 so that all parties understand the Landlord requirements and the construction schedule.
4. Perform three on site scheduled site visits during construction period.
5. Perform the final review of the installation to determine if it is generally in accordance with the Landlord's approved project plans and pre-construction meeting minutes. Develop and distribute a punchlist as applicable.
6. Complete a single 360 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 (7) business days after receipt and your authorization to proceed. Final review will be performed based on the

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

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 site visits	\$3,100.00
Final review	\$1,200.00
360 Virtual Closeout Tour	\$500.00
Total	\$8,200.00
Additional review iterations (per occurrence)	\$650.00
Additional site visit (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.

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

hh
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 February 21, 2019 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: As Needed 2019 Telecom Projects.

Client's Authorized Representative: Rick Rubenzer, PE, DPW, Utility Manager

Address: 30 West Central Street
Chippewa Falls, WI 54729

Telephone: 715.726.2736 **email:** rubenzer@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 February 21, 2019

Schedule: See attached SEH letter dated February 21, 2019

Payment: See attached SEH letter dated February 21, 2019

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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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 A. Olson
Bruce Olson
Title: Client Service Manager

Exhibit A-1
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated February 21, 2019

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

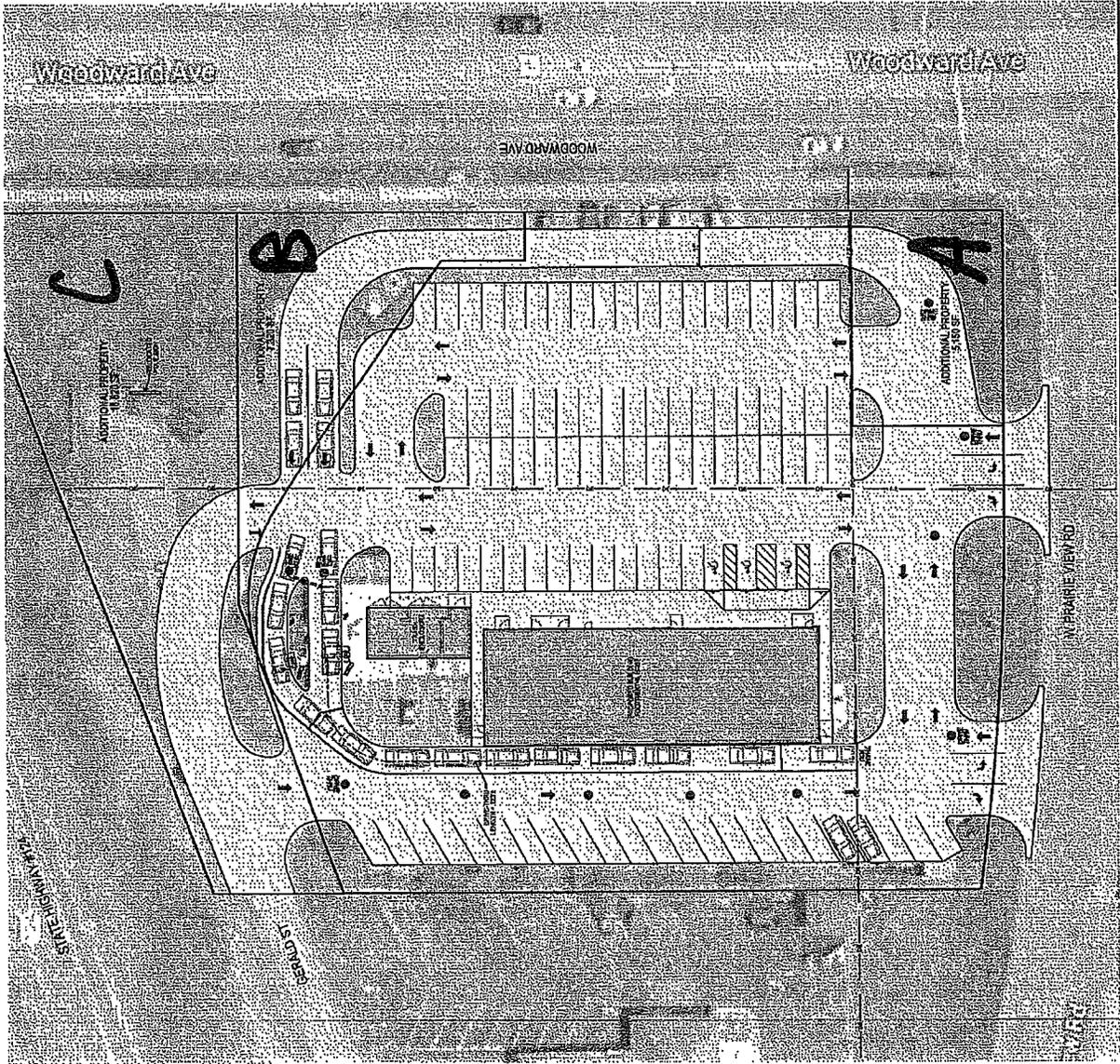
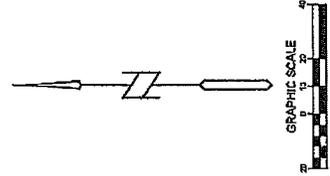
The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use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

PRELIMINARY - NOT FOR CONSTRUCTION

**MCDONALD'S
CHIPPEWA FALLS, WI
FEASIBILITY PLAN C**

PARKING COUNT:
as indicated (see plan)



DATE	DESCRIPTION	BY	APP'D
10/11/11	CONCEPT PLAN	W. McDonald's USA, LLC	
	FEASIBILITY PLAN C		
	100 POND VIEW RD CHIPPEWA FALLS, WI 54929		

Bishop Engineering
Professional Engineering Development
2500 104th Street
Plymouth, WI 53082
Tel: 262-781-1234
Fax: 262-781-1235
www.bishopeng.com

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