MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
July 12, 2019

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Thursday, July 12, 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, Utility Office Manager/IT Coordinator Connie Freagon, Chippewa County IT Director Andy Bauer.

Call to Order: 10:00 am

1. **Discuss Intergovernmental Agreement between the City of Chippewa Falls and Chippewa County regarding IT services. Possible recommendations to the Council.**

   Connie and Andy presented information related to the renewal of the intergovernmental agreement for IT services. The current three-year contract expires at the end of 2019 and the County is asking for renewal for another three-year term. The components of the agreement include technical support, hardware and maintenance costs. The cost increase for 2020 would be $1,652.41 (5% increase over 2019) and will be shared by the City and the Utility Depts. There would also be similar 5% increases for 2021 and 2022. The hardware and maintenance costs will be reviewed each year but are expected to remain consistent with 2019 figures.

   Motion by Kiefer/Monarksi to recommend the Council approve the renewal of the Intergovernmental Agreement with the County for IT services for 2020-2022. **All present voting aye, motion carried.**

2. **Adjournment**

   Motion by Monarski/Nadreau to adjourn at 10:09 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

The City and Chippewa County entered into the first Intergovernmental Agreement for IT Services in 2006. The current three year agreement expires in 2019.

The agreement includes technical support, hardware and maintenance costs.

An annual review of hardware and maintenance costs was completed for 2020 determining a decrease of $276.59 due to consolidation and efficiencies in operation. 2019 ($20,052.09) 2020 ($19,775.50)

The technical support will increase 5% each year of the upcoming three year contract.
2019 ($38,588.00) 2020 ($40,517.00) 2021 ($42,543.00) 2022 ($44,670.00)

Overall increase in 2020 - $1,652.41

This total cost is split with the Utilities paying 15% of the total.

Amendment to INTERGOVERNMENTAL AGREEMENT BETWEEN CHIPPEWA COUNTY AND CITY OF CHIPPEWA FALLS PURSUANT TO SECTION 66.0301, WISCONSIN STATUTES

Explanation: Per the amendment to the Intergovernmental agreement between Chippewa County and City of Chippewa Falls pursuant to section 66.0301 of the Wisconsin Statutes signed and dated 08/21/2013, the Executive Overview states that technical support will be evaluated every 3 years.
After completing that evaluation, it was determined that the 2017 annual charge for technical support will increase to $35,000. In addition, there will be a 5% increase on that amount for both 2018 ($36,750) & 2019 ($38,588). These charges will cover all support needs and will be evaluated every 3 years. The table below shows the detail of charges for the period of January 01, 2017 through December 31, 2019 for technical support charges.

Going forward an annual review of hardware and maintenance costs will be completed. All future hardware purchased or replaced should be in the best interest of both parties. This annual review will determine useful life of existing hardware and technology, needs based on current and future projects, and best practices in data center technology. The outcome of the annual review will determine the exact hardware and maintenance costs for the following year. As stated in the Executive Overview, the City of Chippewa will only be charged for the specific hardware and maintenance that they use.

Amendment to
INTERGOVERNMENTAL AGREEMENT BETWEEN CHIPPEWA COUNTY AND CITY OF CHIPPEWA FALLS PURSUANT TO SECTION 66.0301, WISCONSIN STATUTES

3	Description	Cost	Annual Costs
4	Storage Area Network (6 nodes)	$92,340.00	$0.00
5	Storage Area Network (4 nodes)	$50,520.00	$0.00
6	Storage Area Network (2 nodes)	$19,370.00	$500.00
7	Internet Service		$8,700.00
8	Unitrends Backup 1	$23,880.00	$2,824.00
9	Unitrends Backup 2	$23,880.00	$2,824.00
10	Unitrends Archive	$9,800.00	$950.00
11	Wireless Controllers (2)		$2,666.40
12	Top of Rack Switches (4)		$1,795.20
13	Call accounting		$733.00
14	NuPoint		$1,166.00
15	Phone controllers	$6,237.00	$6,157.00
16	VMWare Host 1	$15,776.62	$0.00
17	VMWare Host 2	$10,183.00	$0.00
18	VMWare Host 3	$10,183.00	$0.00
19	MS Datacenter Licensing	$6,244.00	$3,122.00
20	VSPhere Enterprise Licensing	$19,176.00	$5,300.00
21	Vcenter Licensing	$3,210.00	$1,149.00
22	Totals	$290,799.62	$37,886.60
23	City cost (20% of acutal over a 5 yr period):	$11,631.98	
24	20 % annual maintenance cost	$7,577.32	
25	Annual Tech Support; Includes all server/backup/SAN/tickets	$35,000.00	
26	*NOTE: 5% increase in 2018 ($36,750) & 2019 ($38,588)*		
27	Rack space in data center ($100 per rack/month)	$1,200.00	
28	Total annual cost to city	$55,409.30	

IN WITNESS WHEREOF, the City and the County certify that this Amendment to the Intergovernmental Agreement has been duly approved by their respective governing bodies and those governing bodies have authorized their officers below to execute this Agreement on behalf of the respective municipalities.

THE CITY OF CHIPPEWA FALLS
A Wisconsin Municipal Corporation

By: _____
Greg Heffman, Mayor

Date: DEC 27 2016

CHIPPEWA COUNTY
A Wisconsin Municipal Corporation

By: _____
Frank Pascarella, County Administrator
Date: 12/12/16

By: _____
Christine Haun, Information Technology Director

Date: 12/13/16

INTERGOVERNMENTAL AGREEMENT BETWEEN CHIPPEWA COUNTY AND CITY OF CHIPPEWA FALLS PURSUANT TO SECTION 66.0301, WISCONSIN STATUTES

CHIPPEWA COUNTY, a Wisconsin municipal corporation with offices at 711 North Bridge Street, Chippewa Falls, Wisconsin 54729 (hereinafter "**County**"), and the **CITY OF CHIPPEWA FALLS**, a Wisconsin municipal corporation with offices at 30 West Central Street, Chippewa Falls, Wisconsin 54729 (hereinafter "**City**"), enter into this Intergovernmental Agreement, hereinafter "Agreement", under authority of Section 66.0301, Wisconsin Statutes.

WHEREAS, Section 66.0301, Wisconsin Statutes, authorizes municipalities to cooperate with each other for the receipt or furnishing of services; and

WHEREAS, the County and City desire to enter into an agreement whereby the County Information Technology (IT) Department would provide IT services and support to the City; and

WHEREAS, it is the intention of the City and the County that this Agreement be an enforceable contract and has been approved by the City Council and the County Board of Supervisors.

WITNESSETH:

The City of Chippewa Falls and Chippewa County enter into this Agreement under authority of Section 66.0301, Wisconsin Statutes, with terms and conditions as set forth below:

SECTION 1. PARTICIPATING MUNICIPALITIES

This Agreement applies to the City of Chippewa Falls and Chippewa County whose offices are located in Chippewa Falls, Wisconsin.

SECTION 2. CONTACT PERSONS

The following persons and their assignees are authorized to act on behalf of their respective municipalities in furtherance of this Agreement: For the City of Chippewa Falls: Connie Freagon, Utility Office Manager and Greg Hoffman, City Mayor. For Chippewa County, Frank Pascarella, County Administrator and Christine Haun, Information Technology Director.

SECTION 3. TERM OF AGREEMENT

The initial term of this Agreement shall be from January 1, 2013 to December 31, 2014, and may be renewed for 2-year terms thereafter.

SECTION 4. PAYMENT FOR SERVICES

The City agrees to pay the County for services provided based on hours of service provided at the hourly rate of $75 (Seventy Five Dollars), but not to exceed $30,000 (Thirty Thousand Dollars) per annum. The County shall submit invoices to the City for services provided on a quarterly basis and the City shall remit full payment to the County within 30 days of submission of those invoices.

SECTION 5. EMPLOYEES OF THE COUNTY

At all times in furtherance of this Agreement, the County Information Technology Department employees providing IT services to the City shall be considered employees of the County for purposes of wages, benefits, workers compensation, disability compensation, and unemployment compensation. It is understood and agreed by the parties to this Agreement that County IT work and commitments of the County IT Department will at all times take precedence to the provision of City IT work by County employees pursuant to this Agreement. Whenever possible, County employees will provide all services to the City during normal County Courthouse hours of operation.

SECTION 6. RESPONSIBILITIES OF CITY OF CHIPPEWA FALLS

The City shall provide full access to the City IT system to County employees providing IT services to the City when deemed necessary by the County IT staff person for purposes of providing IT services.

SECTION 7. RESPONSIBILITIES OF CHIPPEWA COUNTY

Chippewa County shall comply with the following conditions:

1. County employees providing IT services to the City will honor all proprietary agreements that the City has negotiated with its software and hardware providers.
2. County employees providing IT services to the City will respect the confidentiality and integrity of all City computer files and will not delete any items without the express written consent of the IT Liaison or the department head responsible as custodian of such files.
3. County employees providing IT services to the City shall not take any City files off premises without the consent of the end user of those files.
4. County employees providing IT services to the City shall not copy City files to the County IT system, unless approved in writing in advance by the department head responsible as custodian of such files or the City IT liaison.
5. County employees providing IT services to the City shall not order any repairs to the City IT system that are in excess of $100.
6. County employees providing IT services to the City shall maintain a log of all work provided to the City including time spent and work completed for billing and auditing purposes.

SECTION 8. RENEWAL, TERMINATION AND REQUIRED NOTICES

This Agreement may be renewed for 2-year periods.

SECTION 9. GOVERNING LAW AND JURISDICTION

Any disputes arising under this Agreement or issues of interpretation shall be governed by the laws of the State of Wisconsin and shall be heard in the Chippewa County Circuit Court.

SECTION 9. INDEMNIFICATION

Chippewa County agrees to fully indemnify and hold harmless the City of Chippewa Falls from and against all claims, actions, judgments, costs, and expenses arising out of damages to a third person or their property caused by the negligence or actions of Chippewa County, their agents or employees, in the performance of this agreement. In addition, the City of Chippewa Falls agrees to fully indemnify and hold harmless Chippewa County from and against all claims, actions, judgments, costs, and expenses arising out of damages to a third person or their property caused by the negligence or actions of the City of Chippewa Falls, their agents or employees in the performance of this agreement.

In the event of any action or claim that may involve the County or the City, each party agrees to notify the other of such action within 10 days of their receipt of the notice or knowledge of the same.

SECTION 10. MISCELLANEOUS INTERPRETATION

10.01 Section Titles. Section and subsection titles in this Agreement are provided for convenience only and shall not be used in interpreting this Agreement.

10.02 Interpretation. If any term, section or other portion of this Agreement is reviewed by a court, such court shall interpret this Agreement as having been jointly drafted by the City and the County.

10.03 Entire Agreement. The entire Agreement of the City and the County is contained in this Agreement and it supercedes any and all oral representations and negotiations between the municipalities.

10.04 Amendments. Any amendments to this Agreement shall be in writing and approved and signed by the signatories to this Agreement.

IN WITNESS WHEREOF, the City and the County certify that this Agreement has been duly approved by their respective governing bodies and those governing bodies

have authorized their officers below to execute this Agreement on behalf of the respective municipalities.

THE CITY OF CHIPPEWA FALLS
A Wisconsin Municipal Corporation

By: _____
Greg Hoffman, Mayor

Date: 1/17/13

CHIPPEWA COUNTY
A Wisconsin Municipal Corporation

By: _____
Frank Pasoarella, County Administrator
Date: 11/6/12

By: _____
Christine Haun, Information Technology Director

Date: 11/19/12

Executive Overview

Chippewa County Information Technology is responsible for maintaining and expanding the County technology infrastructure, including maintenance and operation of technology systems, applications, databases, computing hardware and software, web application development, telephones, voice mail, cellular/smart phones, as well as delivery of new and enhanced technologies and providing end user training and support. Information Technology seeks to work in conjunction with the City of Chippewa Falls to maximize the value of IT investments and to support the most effective and efficient delivery of services for both entities.

Overview of Services

Chippewa County Information Technology Division will manage the City of Chippewa Falls Information Technology services. The proposed plan will address the projected expenses necessary to sustain the current levels of service and the overall charges to continually maintain those services. What is common in both entities is the desire to seek ways in which to lower the cost of service while continuing to meet the requested service levels. The plan will also encompass building reserve funds that are impacted by capital projects that fluctuate in size from year to year, but are necessary in order to maintain the service levels required. These fluctuations in the annual expenses can result in annual increases and decreases in the charges for service to the City of Chippewa Falls. It is recommended that 5-year revenue projections be developed in conjunction with both entities to show charges designed to minimize the fluctuations and maintain adequate working capital overall.

Administrative Functions/Goals:

- Budget/Cost allocation
- Systems design: infrastructure, capacity, & security
- Implementation/Systems Integration planning
- High Availability & Replication
- Disaster/Recovery Preparation & Planning
- Strategic Planning
- Technology convergence planning
- Setting technology related organizational standards
- Centralized technology procurement of hardware/software/services
- End-user training: applications & devices
- Backroom operations: data/application backup, printing, application processing, electronic data transmissions.
- Internet/Intranet
- Desktop Anti-Virus protection
- Wireless network connectivity
- Manage security: firewalls, VPN, Manage Active Directory
- Desktop application support: Microsoft Office, Adobe, Winzip, etc.
- Manage shared network storage resource

Support

- Desktop support: PC/Laptops/tablets, printers, etc.
- Server support
- Application support
- Communications: wired, point-to-point, Wi-Fi & WiMax
- Infrastructure monitoring: status & performance
- AS400 (does not include HW/SW support with IBM)
- Help desk

Business Objectives

- Provide vision, leadership and direction for evaluating and reevaluating current and emerging technologies and implementing cost-effective solutions.
- Enhance services to the City of Chippewa Falls through the appropriate and proactive use of technology.
- Provide a reliable infrastructure/network to effectively and efficiently use technologies.
- Provide timely and efficient technical support to all departments.
- Provide value to departments by assisting them in operation improvements, through an understanding of their business processes and needs and managing the implementation of technology solutions to meet those needs.
- Provide comprehensive project management services for implementing technology solutions, including procurement, contract negotiations, professional services, and software integration.
- To provide technology solutions that meet overall City/County objectives.

Chippewa County Chargeback Details

Administration / Operations & Maintenance:

- Charges based on 20% of system usage over a five year period. This includes backup units, storage area networks, virtual environment and licensing/support used on these systems.

Network/PC/Laptop/Tablet/Printer Support:

- Work done for the City of Chippewa Falls is covered under the $30,000 annual charge. This covers all support needs and will be evaluated every 3 years.

Future Projects/Solutions

- The majority of capital charges are based on % of system usage averaged over a 5 year period. The City will only be charged for the specific hardware/software it is using at the agreed upon 20 percentage.

Amendment to INTERGOVERNMENTAL AGREEMENT BETWEEN CHIPPEWA COUNTY AND CITY OF CHIPPEWA FALLS PURSUANT TO SECTION 66.0301, WISCONSIN STATUTES

Description	Cost	Annual Costs	Vendor
Storage Area Network 1	$32,000.00	$500.00	CDWG
Storage Area Network 2	$25,924.00	$500.00	RMM
Storage Area Network 3	$23,895.00	$500.00	Corp Tech
Storage Area Network 4	$22,491.00	$500.00	DIRECT TECH
Storage Area Network 5	$19,720.00	$500.00	DIRECT TECH
Storage Area Network 6	$19,370.00	$500.00	DIRECT TECH
Wiscnet - Internet Service		$7,100.00	Wiscnet
Unitrends Backup 1	$23,880.00	$2,814.00	CPSI
Unitrends Backup 2	$23,880.00	$2,814.00	RMM
Unitrends Archive	$9,800.00	$359.00	RMM
Unified Computing System 1	$10,000.00	$454.00	RMM
Unified Computing System 2	$10,154.00	$454.00	RMM
Unified Computing System 3	$7,250.00	$405.00	CDWG
Unified Computing System 4	$9,900.00	$405.00	CDWG
MS Datacenter Licensing	$6,244.00	$3,122.00	SHI
VSphere Enterprise Licensing	$19,176.00	$5,300.00	SHI
Vcenter Licensing	$3,210.00	$1,149.00	SHI
Totals	**$266,894.00**	**$27,376.00**	
City cost (20% of actual over a 5 yr period):	$10,675.76		
20 % annual maintenance cost	$5,475.20		
Annual Tech Support; Includes all server/backup/SAN/tickets.	$30,000.00		
Rack space in data center ($100 per rack/month)	$1,200.00		
Total annual cost to city	**$47,350.96**		

Amendment to INTERGOVERNMENTAL AGREEMENT BETWEEN CHIPPEWA COUNTY AND CITY OF CHIPPEWA FALLS PURSUANT TO SECTION 66.0301, WISCONSIN STATUTES

IN WITNESS WHEREOF, the City and the County certify that this Amendment to the Intergovernmental Agreement has been duly approved by their respective governing bodies and those governing bodies have authorized their officers below to execute this Agreement on behalf of the respective municipalities.

THE CITY OF CHIPPEWA FALLS
A Wisconsin Municipal Corporation

By: _____
Greg Hoffman, Mayor

Date: 8/28/13

CHIPPEWA COUNTY
A Wisconsin Municipal Corporation

By: _____
Frank Pascarella, County Administrator
Date: 8/12/13

By: _____
Christine Haun, Information Technology Director

Date: 8/21/13