



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**July 21, 2020**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, July 21, 2020 at 9:00 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: **Remotely** - Rob Kiefer, John Monarski, and Paul Nadreau.

Mayor/Other Council Members present: **Remotely** - Mayor Hoffman and CW King.

Others present: **Remotely** - 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, Fire Chief Lee Douglas, Parks, Recreation and Forestry Director Dick Hebert, Street and Utility Maintenance Manager Rick Ruf, and Library Director Joe Niese. **In Person** - Utility Office Manager Connie Freagon and City Clerk Bridget Givens.

Call to Order: 9:00 am

**1. Discuss utilizing EO Johnson for print management services. Possible recommendations to the Council.**

Utility Office Manager Freagon provided an overview of the proposal from EO Johnson to provide print management services for the City. It was requested that each department look at their individual office supply or maintenance agreement budgets to determine what funding they could allocate towards the contract. This resulted in a shortage of roughly \$4,000 for the remainder of 2020 and \$5,400 in 2021.

The Committee discussed the benefits of contracting with EO Johnson including the update of equipment that may pose a security risk, the ability to print color copies, and it being a less expensive way to replace copiers and printers over a period of time. It was discussed that at the end of the five-year contract period, the City would not own the machines but would have the option of a buyout should we not want to renew the agreement.

The budget shortfall could be taken from omitted budget funds but as this is a recurring expense, it would be removed from that funding source permanently.

**Motion by Monarski/Kiefer** to recommend Council approve utilizing EO Johnson for print management services with the funding shortfall to come from omitted budget funds. **All present voting aye, motion carried.**

**Motion by Kiefer/Monarski** to move Item #6 before Item #2. **All present voting aye, motion carried.**

**6. Discuss request to amend Street Department equipment purchases for 2020. Possible recommendations to the Council.**

Street and Utility Maintenance Manager Ruf indicated that a semi-tractor/trailer was slated for purchase in 2020; however, it was found that a tag trailer would be a cheaper and more efficient way to haul the excavator. This would result in a savings of roughly \$100,000. Ruf was directed to put together a priority list for the funds and bring it back to Committee for consideration.

No action taken.

**2. Discuss additional funding for public safety radio project. Possible recommendations to the Council.**

Police Chief Kelm indicated that the initial bid for the public safety radio project was roughly \$289,000 which was rounded to \$300,000 for borrowing purposes. To complete the replacement for radios at the Fire Department, Kelm stated it would cost an additional \$33,000 - \$35,000 (which already takes into consideration the \$11,000 overage). Possible funding options were discussed. Kelm was directed to request the contractor hold the pricing through the end of the year and bring the item back to the Committee for consideration.

No action taken.

**3. Discuss funding for air conditioning repairs at Fire Station #2. Possible recommendations to the Council.**

Fire Chief Douglas stated that the air conditioning unit at Fire Station #2 stopped working. Following an inspection by Bartingale Mechanical, it was determined that the unit was struck by lightning. The claim was submitted to the City's insurance company, and Finance Manager/Treasurer Bauer is awaiting their response for coverage. Two different proposals were provided to the Committee with one including installation above the drop ceiling to allow for more even airflow.

**Motion by Kiefer/Nadreau** to recommend Council approve the proposal from Bartingale Mechanical in the amount of \$13,228 with any amount not covered by insurance to come from omitted budget funds. **All present voting aye, except Monarski who voted no, motion carried.**

**4. Discuss funding for Glen Loch Dam signage. Possible recommendations to the Council.**

Parks, Recreation, and Forestry Director Hebert indicated that three signs have been hung to date with one at Erickson Park and two at Irvine Park. The sign that has been installed at Erickson Park will be paid for by capital campaign proceeds. The two signs already hung in Irvine Park, and the one remaining sign to be purchased, will be funded through the current Parks, Recreation, and Forestry budget.

No action taken.

**5. Discuss waiving late fees for utility and recycling charges between March 24 and November 1. Possible recommendations to the Council.**

Utility Office Manager Freagon shared that the Public Service Commission (PSC), which governs water utility billing, directed that late fees for customers cannot be applied on past-due balances between March 24 – July 15. The current utility billing system will not allow for charging penalties on just one category. This would result in staff having to do manual calculations on all past-due utility bills, leaving room for error and potential customer confusion. The impact on utility revenue was discussed with Freagon indicating the penalties could be absorbed.

**Motion by Kiefer/Monarski** to recommend Council approve waiving late fees for utility and recycling charges between March 24 and November 1. **All present voting aye, except Nadreau who voted no, motion carried.**

**6. Adjournment**

**Motion by Monarski/Kiefer** to adjourn at 10:16 am. **All present voting aye, motion carried.**

Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer



3213 Louis Ave., Suite G.  
Eau Claire, WI 54703

## Proposal

Contractor # 240113  
Ph (715) 835-3169  
Fax (715) 835-0538

To: City of Chippewa Falls

Date: July 2, 2020

Attn: Lee Douglas  
Fire Chief

Re: Fire Department

This proposal is to provide for replacement of a failed ductless split hp. The unit appears to have been struck by lightning with holes blown in the copper lines.

Install a 2.5 ton ductless split heat pump with a wall mount evaporator to replace existing. This includes a crane, new refrigeration piping, wiring, labor & materials.

Cost for this replacement: \$7728.00

We Propose Hereby To Furnish Material and Labor – Complete In Accordance With These Specification,

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Workmanlike Manner According To Standard Practices. Any Alterations Or Deviation From Above Specifications Involving Extra Cost Will Be Executed Only Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado, And Other Necessary Insurance. Our Workers Are Fully Covered By Workmen's Compensation Insurance.

Authorized Signature: Mike Schummer  
Mike Schummer LEED AP

Note: This Proposal May Be Withdrawn By Us If Not Accepted Within 30 Days.

Acceptance Of Proposal – The Prices, Specification And Conditions Are Satisfactory And Are Hereby Accepted. You Are Authorized To Do The Work As Specified. Payment Will Be Made As Outlined Above.

Date \_\_\_\_\_

Signature \_\_\_\_\_



Contractor # 240113  
Ph (715) 835-3169  
Fax (715) 835-0538

3213 Louis Ave., Suite G.  
Eau Claire, WI 54703

### Proposal

To: City of Chippewa Falls

Date: July 6, 2020

Attn: Lee Douglas  
Fire Chief

Re: Fire Department  
(second option)

This proposal is to provide replacement of a failed ductless split hp. The unit appears to have been struck by lightning with holes blown in the copper lines.

Install a 2.5 ton ductless split heat pump to serve the dorm area. The evaporator fan unit would be installed above the drop ceiling in the general location of the existing hp. This would have (3) ducts to spread the air more evenly throughout the space. One of the ducts would serve the shower room area. This includes a crane, new refrigeration piping, wiring, labor & materials.

Cost for this replacement: \$13,228.00

We Propose Hereby To Furnish Material and Labor – Complete In Accordance With These Specification,

All Material Is Guaranteed To Be As Specified. All Work To Be Completed In A Workmanlike Manner According To Standard Practices. Any Alterations Or Deviation From Above Specifications Involving Extra Cost Will Be Executed Only Upon Written Orders, And Will Become An Extra Charge Over And Above The Estimate. All Agreements Contingent Upon Strikes, Accidents Or Delays Beyond Our Control. Owner To Carry Fire, Tornado, And Other Necessary Insurance. Our Workers Are Fully Covered By Workmen's Compensation Insurance.

Authorized Signature: Mike Schummer  
Mike Schummer LEED AP

Note: This Proposal May Be Withdrawn By Us If Not Accepted Within 30 Days.

Acceptance Of Proposal – The Prices, Specification And Conditions Are Satisfactory And Are Hereby Accepted. You Are Authorized To Do The Work As Specified. Payment Will Be Made As Outlined Above.

Date \_\_\_\_\_

Signature \_\_\_\_\_