



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
September 1, 2020

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, September 1, 2020 at 9:30 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: None

Others present: **Remotely** - Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matt Kelm, Fire Chief Lee Douglas, Street and Utility Maintenance Manager Rick Ruf, and City Clerk Bridget Givens. **In Person** - Utility Office Manager Connie Freagon.

Call to Order: 9:30 am

1. Discuss sale of 2010 ambulance. Possible recommendations to the Council.

Fire Chief Douglas shared a memo from Foster Coach stating the trade-in value for the 2010 ambulance is \$4,500. If listed on the open market, it would list between \$6,500 - \$7,000. Director of Public Works/City Engineer/Utilities Manager Rubenzer indicated the Wastewater Utility is interested in purchasing the ambulance for use as a televising vehicle.

Motion by Nadreau/Monarski to recommend Council approve the sale of the 2010 ambulance to the Wastewater Utility in the amount of \$7,000. **All present voting aye, motion carried.**

2. Discuss sale of police radios. Possible recommendations to the Council.

Police Chief Kelm indicated that General Communications quoted a trade-in value on the old police radios (20 units) of \$2,000. Kelm was made aware that the Altoona Fire Department would be interested in purchasing the old police radios for \$4,000.

Motion by Monarski/Nadreau to recommend Council approve the sale of the old police radios (20 units) in the amount of \$4,000 to the Altoona Fire Department. **All present voting aye, motion carried.**

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

It was discussed at a previous Committee #1 Meeting that an additional \$35,000 is required for replacement of the radios at the Fire Department. Different funding sources were discussed. It was noted that a majority of the cost could potentially be offset by the Veterans Affairs (VA) grant previously awarded to the City. Finance Manager/Treasurer Bauer will confirm with the VA that the radios would be an allowable expense under the grant.

Motion by Kiefer/Monarski to recommend Council approve completing the public safety radio project with funding to come from the sale of the old police radios, remaining funds in the Fire Department Radio Service account, and VA Grant funds contingent upon approval by the VA. **All present voting aye, motion carried.**

4. Update on request to amend Street Department equipment purchases for 2020. Possible recommendations to the Council.

Street and Utility Maintenance Manager Rick Ruf indicated that after the equipment purchases are made from the 2020 bonding, there will be roughly \$45,000 remaining. He would like to get ahead of ordering new plow trucks as they are taking about six months to receive. Ruf requested the authority to order two plow trucks in 2020 with the intent that they will be included in the 2021 borrowing.

Motion by Monarski/Nadreau to recommend Council approve ordering two plow trucks in 2020 for delivery and inclusion in borrowing in 2021. **All present voting aye, motion carried.**

5. Discuss Supplemental Letter Agreement between the City and Short Elliot Hendrickson (SEH) related to telecommunication services. Possible recommendations to the Council.

Rubenzer shared the proposal and supplemental agreement from SEH for telecommunication services relative to antennas on City water towers. Rubenzer advised this is a pass-through cost paid for by the applicant.

Motion by Kiefer/Nadreau to recommend Council approve the Supplemental Letter Agreement between the City and Short Elliot Hendrickson (SEH) related to telecommunication services. **All present voting aye, motion carried.**

6. Adjournment

Motion by Kiefer/Monarski to adjourn at 10:05 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer



Chief Douglas,

As per our conversation referencing the value of the 2010 Ford E450 Horton with 180,879 miles, Foster Coach would access the trade in value at \$4,500. If we were to resell the unit on the open market (most likely utility vehicle or work truck given the mileage), we would list it for around \$6,500-\$7,000. Please let me know if you need any other further assistance or information.


Sales Manager / VP of Sales

We have received and paid for the Bob Cat Skid Loader.	\$41,145.00
We have on order the following:	
1 - One Ton Truck with Dump Box, Sander and Plow.	\$62,169.00
1 - One Ton Truck with Dump Box	\$49,448.00
1 - Tag Trailer	\$44,125.00
We have very close but not final numbers on the following:	
1 - Truck Hitch for Tag Trailer.	\$6,000.00
1 - Sign Truck with accessories	\$102,000.00
Total spent.	\$304,884.00
Balance.	\$45,116.00



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July 13, 2020

RE: City of Chippewa Falls
2020 Telecommunications Project
SEH No. CFCIT 156369 # 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 | 800.903.8970 | 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

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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 July 13, 2020 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: As Needed 2020 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:** rrubenzer@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 July 13, 2020

Schedule: See attached SEH letter dated July 13, 2020

Payment: See attached SEH letter dated July 13, 2020

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.

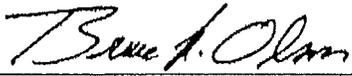
By: 
Bruce Olson
Title: Client Service Manager

Exhibit A-1
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated July 13, 2020

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.