

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2020 – 5:30 PM**

The Board of Public Works met remotely via Webex on Monday, September 14, 2020 at 5:30 PM. Present were Board Members Director of Public Works Rick Rubenzer, P.E., Darrin Senn, Alderperson Paul Olson and Finance Manager Lynne Bauer. Absent was Mayor Greg Hoffman.

1. **Motion** by Olson, seconded by Bauer to approve the minutes of the August 24, 2020 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. The Board of Public Works discussed parking concerns in Lake Wissota Business Park. Complaints have been received about obstructed view issues around driveways and the intersection of Lakeview Drive and Lakeland Drive caused by semi-trucks and trailers parking on the said two streets. Also there have been complaints about trash on the boulevard. Alderperson Olson suggested no parking from 30 feet west of the west Nordson EDI driveway entrance to STH #178. Darrin Senn asked if prohibiting overnight parking was the solution. Director of Public Works Rubenzer and Olson both voiced the opinion to try the suggested plan first.  
**Motion** by Olson, seconded by Rubenzer to recommend the Common Council prohibit parking on the south side of Lakeview Drive from thirty feet west of the west driveway entrance to Nordson EDI to State Trunk Highway #178. **All present voting aye. MOTION CARRIED.**
  
3. Director of Public Works Rubenzer nominated Darrin Senn as Board of Public Works Vice-President. There were no other nominations and Darrin Senn agreed to serve as Board of Public Works Vice-President.  
**Motion** by Rubenzer, seconded by Olson to close nominations and cast a unanimous vote for Darrin Senn as Board of Public Works Vice-President. **All present voting aye except Senn who recused himself and abstained from the vote. MOTION CARRIED.**
  
4. Director of Public Works Rubenzer presented the attached summary of qualifications and proposals of Engineering/Architecture services for the Public Works Commodity Building Project. Director of Public Works Rubenzer stated that both companies that submitted qualifications appeared to be very qualified with excellent experience.  
**Motion** by Olson, seconded by Bauer to recommend the Common Council approve the qualifications and \$8,480 proposal of CBS Squared and award design, bidding and construction administration of the City Public Works Commodity Building Project to the said company. **All present voting aye except Rubenzer who recused himself and abstained from the vote. MOTION CARRIED.**
  
5. **Motion** by Olson, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:44 P.M.

  
Richard J. Rubenzer, PE  
Secretary, Board of Public Works

# MEMO

**To:** Board of Public Works

**From:** Chippewa Falls Engineering Office

**Date:** September 14, 2020

**Re:** Chippewa Falls Public Works Commodity Building Qualifications/ Proposals

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The Chippewa Falls Engineering Office opened two submitted proposals for the City of Chippewa Falls Municipal Commodity Building project. Listed below are the proposal amounts.

1. Ayres Associates Inc. – No submittal
2. CBS Squared - \$8,480
3. River Valley Architects - \$17,500
4. S.E.H., Inc. - No submittal

After reviewing the proposals that were received, the Chippewa Falls Engineering Department is recommending that the Chippewa Falls Public Works Commodity Building Project be awarded to CBS Squared due to their submitted qualifications and their lowest proposal amount. Copies of each individual companies proposal are available upon request.