

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of the:

Committee No. 1
Revenues, Disbursements, Water and Wastewater

Will be held on **Tuesday, April 7, 2015 at 4:30 PM, Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

AMENDED AGENDA

1. Discuss department capital improvement plans and items for borrowing in 2015 including borrowing and funding options. Possible recommendations to the Council.
2. Discuss funding for Fire Department Management placements on the Administrative Pay Scale. Possible recommendations to the Council.
3. Discuss Chippewa Falls Fire and EMS Rates. Possible recommendations to the Council.
4. Discuss request to replace the Water Department 2006 Chevy Van. Possible recommendation to the Council.
5. Discuss funding for Buchanan Park improvements. Possible recommendations to the Council.
6. Discuss funding for Dutchman Drive land donation contingencies. Possible recommendations to the Council.
7. Discuss request of Police Department to set up an account for sales revenue to be used for new equipment, improvements, etc. Possible recommendations to the Council.
8. *Discuss rates for Street Department and Utility Department summer help. Possible recommendations to the Council.*
9. Adjournment.

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on April 3, 2015 at 8:40 am by BNG.

hereby certify that an amended copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on April 6, 2015 at 4:00 pm by BNG.



Item #2

Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
March 16, 2015

Committee #2 met on Monday, March 16, 2015 at 4:45 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Amy Mason, Chuck Hull, George Adrian.
Others present: Finance Manager/Treasurer Lynne Bauer, Attorney Steve Weld, Police Chief Wendy Stelter, Lieutenants Matt Kelm and Brian Micolichuk, Fire Chief Mike Hepfler and Battalion Chief John Bowe.

Call to Order: 4:45 PM

1. **Open Session**

2. **Closed Session**

Motion by Adrian/Hull to go into closed session under § 19.85(1)(f), Wis. Stats., considering medical history of specific persons and preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or involved in such problems or investigations; and to include Committee Members; Finance Manager/Treasurer; City Labor Attorney; Police Department Management Personnel; and may reconvene in open session to take action, if any and if appropriate, regarding items discussed in closed session.

Roll call vote: Adrian - Aye; Hull - Aye; Mason - Aye. Motion carried.

The Committee discussed the above matter.

Motion by Adrian/Hull to return to open session. **All present voted aye. Motion carried.**

5:30 PM There was a motion by Mason/Adrian to take a short recess. All present voted aye. Motion carried.

5:46 PM The Committee reconvened to address the remaining agenda items.

3. **Discuss appropriate placement of Fire Department Management Staff on the City's Administrative Pay Grid. Possible recommendation to the Council.**

Finance Manager/Treasurer Bauer presented information regarding the Fire Department's request to discuss appropriate placement on the Administrative Pay Grid. Prior to 2013, the Battalion Chiefs (BCs) were at Grade 13 with progression from "Hire" rates to "Maximum" rates. In 2013 in an effort to preserve the current organizational structure, Chief Larson proposed having only 2 pay steps for the BCs - a "Hire" rate and a "Step 1" rate. In addition, a BC position was eliminated in 2007 due to a retirement with the additional duties being absorbed by the Chief and remaining BCs. After eliminating positions in the Utility Department (Director); Street Department (Asst. Street Manager); and Police Departments (Capt. and Lieutenant); funds were

Item #2

redirected to the remaining employees asked to absorb the extra duties. That did not happen with the Fire Department position elimination. Concerns were discussed about future modifications to the organizational structure and according to Chief Hepfler there were no immediate plans for revising the current structure. Funding for the rate changes will come from the pay difference between the former chief and the current chief. Council Member Adrian inquired about completing a pay study. There were concerns about the cost of the study as well as the cost of the implementation of the recommendations.

Motion by Mason/Adrian to recommend the Council approve the placement of Battalion Chiefs Bowe and Douglas at Grade 15 Midpoint effective with their 2015 anniversary dates. **Roll Call Vote: Mason - Aye; Adrian - Aye; Hull - Aye. Motion carried.**

Motion by Mason/Adrian to recommend the Council approve the placement of Fire Chief Mike Hepfler at 18 Midpoint effective with his 2015 anniversary date with advancement to 18E after one year. **Roll Call Vote: Mason - Aye; Adrian - Aye; Hull - Aye. Motion carried.**

4. **Review draft employee handbook. Possible recommendation to the Council.**
Finance Manager/Treasurer Bauer presented an updated draft of the employee handbook. The Handbook Committee (Lynne Bauer, Rick Rubenzer, Dick Hebert and Bridget Givens) has met during the past few months to review and address language changes, proposed policies and concerns from the last meeting. Draft Compensatory Time and Temporary Work Assignment policies were reviewed. The Committee will meet again on March 30 to address the final draft with hopes of recommending approval to the Council. All agreed the handbook will be reviewed and updated as needed.

No action taken.

5. **Adjournment**

Motion by Adrian/Hull to adjourn at 7:20 PM. **All present voted aye. Motion carried.**

**Minutes submitted by,
Amy Mason, Chair**

Item #3

CHIPPEWA FALLS FIRE & EMERGENCY SERVICES EMS RESPONSES FOR THE TOWNSHIPS OF ANSON, EAGLE POINT & TILDEN

YEAR	ANSON	EAGLE POINT	TILDEN
2010	67	114	20
2011	62	128	24
2012	62	163	38
2013	78	157	37
2014*	76	108	46

* responses thru 12-01-2014

Ambulance fees for the townships were charged out at the "Resident" rate.
(since 11-01-2009)

Basic Life Support:	\$725
<i>Nonresident</i>	\$800
Advanced Life Support:	\$825
<i>Nonresident</i>	\$900
Advanced Life Support 2:	\$925
(3 or more medications or ALS procedures)	
<i>Nonresident</i>	\$1000
Specialty Care Transport (SCT):	\$925
(nurse, paramedic or specialty care doing procedures)	
<i>Nonresident</i>	\$1000
Mileage & Procedures:	
Scene location to receiving facility	\$14.50/mile
<i>Nonresident</i>	\$15.00
Oxygen	\$70
Spinal immobilization	\$125
On scene care/no transport:	
➤ Lifting assistance, hospice care vital signs/assessment	\$0
➤ BLS treatment	\$175 + supplies
➤ ALS treatment	\$825 + supplies
<i>BLS - resident and non the same</i>	\$175.00 + supplies
<i>ALS - nonresident</i>	\$900.00 + supplies

Item #3

Chippewa Falls Fire and EMS 2014 Rate Survey

Description Charge	Chippewa Fire District Level of Service: EMT-P	River Falls Area Ambulance Level of Service: EMT- CCP	Eau Claire Fire & Rescue Level of Service: EMT-P	Ellsworth Area Ambulance Service Level of Service: EMT-P	Nekoosa Ambulance Service Level of Service: EMT-P	Baldwin Ambulance Service Level of Service: EMT-P	Chippewa Falls Fire & EMS Dept. Level of Service: EMT- CCP	Average
BLS - Resident	\$ 875.00	\$ 850.00	\$ 800.00	\$ 950.00	\$ 700.00	\$ 1,295.00	\$ 725.00	\$ 885.00
BLS - Non Resident	\$ 975.00	\$ 925.00	\$ 1,050.00	\$ 1,075.00	\$ 825.00	\$ 1,425.00	\$ 800.00	\$ 1,010.71
ALS1 - Resident	\$ 975.00	\$ 1,000.00	\$ 900.00	\$ 1,250.00	\$ 800.00	\$ 1,395.00	\$ 825.00	\$ 1,020.71
ALS1 - Non Resident	\$ 1,075.00	\$ 1,075.00	\$ 1,150.00	\$ 1,300.00	\$ 925.00	\$ 1,525.00	\$ 900.00	\$ 1,135.71
ALS2 - Resident	\$ 1,075.00	\$ 1,200.00	\$ 1,000.00	\$ 1,300.00	\$ 875.00	\$ 1,595.00	\$ 925.00	\$ 1,138.57
ALS2 - Non Resident	\$ 1,175.00	\$ 1,275.00	\$ 1,250.00	\$ 1,350.00	\$ 1,000.00	\$ 1,725.00	\$ 1,000.00	\$ 1,253.57
SCT - Resident	\$ 925.00	\$ 1,800.00	\$ 1,100.00	N/S/R	\$ 1,000.00	\$ 1,825.00	\$ 925.00	\$ 1,262.50
SCT - Non Resident	\$ 1,000.00	\$ 1,800.00	\$ 1,350.00	N/S/R	\$ 1,100.00	\$ 1,950.00	\$ 1,000.00	\$ 1,366.67
Mileage - Resident	\$ 16.50	\$ 16.00	\$ 16.00	\$ 18.00	\$ 14.50	\$ 21.00	\$ 14.50	\$ 16.64
Mileage - Non Resident	\$ 17.00	\$ 16.50	\$ 16.00	\$ 18.00	\$ 15.00	\$ 21.00	\$ 15.00	\$ 16.93
Oxygen	\$ 70.00	\$ 70.00	\$ 71.00	\$ 70.00	\$ 75.00	\$ 75.00	\$ 70.00	\$ 71.57
Spinal Immobilization	\$ 150.00	\$ 150.00	\$ 152.00	\$ 150.00	\$ 150.00	\$ 195.00	\$ 125.00	\$ 153.14
ALS On Scene Care - Res	\$ 950.00	\$ 1,000.00	\$ 771.00	\$ 1,000.00	\$ 750.00	\$ 1,240.00	\$ 825.00	\$ 933.71
ALS On Scene Care - Non R	\$ 1,075.00	\$ 1,075.00	\$ 1,021.00	\$ 1,100.00	\$ 850.00	\$ 1,350.00	\$ 900.00	\$ 1,053.00

N/S/R = No Specific Rate Provided

N/C = No Charge

Chippewa County Co. 42

Chippewa Falls Fire & EMS

Updated on: 9/30/14 kds

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Description Charge	Present rates	Average rates	Proposed rates
BLS - Resident	\$725.00	\$874.29	\$825.00
BLS - Non resident	\$800.00	\$985.71	\$950.00
ALS1 - Resident	\$825.00	\$1,006.43	\$925.00
ALS1 Non resident	\$900.00	\$1,117.86	\$1,050.00
ALS2 Resident	\$925.00	\$1,127.86	\$1,125.00
ALS2 Non resident	\$1,000.00	\$1,239.29	\$1,250.00
SCT Resident	\$925.00	\$1,187.50	\$1,000.00
SCT Non resident	\$1,000.00	\$1,287.50	\$1,250.00
Mileage - Resident	\$14.50	\$16.50	\$16.00
Mileage - Non resident	\$15.00	\$16.79	\$17.00
Oxygen	\$70.00	\$71.57	\$71.00
Spinal Immobilization	\$125.00	\$153.14	\$150.00
ALS Scene care/Resident	\$825 + supplies	\$933.71	\$900.00
ALS Scene care/Non resi.	\$900 + supplies	\$1,045.86	\$1,000.00
Standby per hour	\$100/hour	NA	\$135/hour
Rate: \$21.86 Anson = 2100 - \$45,906.00 Eagle Point = 3034 - \$66,323.24 Tilden = 753 - \$16,460.58			

Item #4

Committee 1

The Water Department requests replacement of the 2006 Chevy Van which currently has 127,740. Replacement of the van was included in the 2014 budget but was not purchased due to the demands on the Water Department from the numerous freeze up calls followed by the replacement of the many services and mains affected from the deep frost.

The Utility neglected to include the replacement in the 2015 budget.

Funds from the water depreciation account (approximately \$13,600) and cash will be used.

Quotes for 2014 models ranged from \$23,000 to \$30,000 were obtained in 2014. Upon approval from the Committee, quotes for 2015 models will be obtained.

3. Summary of land sale revenues and expenses. Possible recommendations to the Council.

Finance Manager Lynne Bauer presented a summary of land sale revenues and expenses from 2010-2014. Revenues taken in during that time were approximately \$812,000. These funds have been used to replace boilers at City Hall and the Library; purchase Police Department equipment including mobile vision cameras; purchase Fire Department equipment including a new inspector vehicle; economic development including the City's comprehensive plan; and park improvements. Actual expense amounts will be compiled and a complete list of revenues and expenses will be distributed at the next meeting.

No action taken.

4. Review cost estimates and discuss funding for improvements to Buchanan Park and/or other city parks. Possible recommendations to the Council.

Parks & Recreation Director Dick Hebert summarized projected costs for improvements to Buchanan Park on Main Street. The Street Department should be able to remove the existing fence and asphalt saving approximately \$7,359. Projected expenses for 2015 are \$37,585 and include pickle ball and basketball courts. In addition, pickle ball enthusiasts will be responsible for contributing additional funds of \$16,300. City funds for the project should be available from the TIF advance repayment to the General Fund.

Motion by Hull/Hicks to recommend the Council approve the improvements to Buchanan Park utilizing funding from the TIF advance repayments in an amount not to exceed \$37,585. **All present voted aye. Motion carried.**

5. Discuss Department Head Review process. Possible recommendations to the Council.

The Committees discussed the current process for Department Head reviews which includes an annual review if the Department Head is due for a step increase. If not, an annual review is not conducted. Current ordinance and resolution language requires a Department Head to submit goals; have a mid-year review and also an annual review. The Committee feels if that process is not being followed that the language should be changed. Most felt that an annual review was appropriate and believed the Department Head Review Committee (established in 2006) should conduct it. The resolution language calls for a majority of the Council to participate in the review process but most felt that was unnecessary. The Department Head Review Committee consists of the Mayor, Council President and Committee #2 Chairperson. If the Council President and the Chairperson of Committee #2 are the same person than an alternate is picked. It was noted that the Mayor is considered the CEO of the City and therefore can handle employee issues as they arise. There were additional questions as to how the language would be changed in both the resolution and ordinance. The Committee will continue this discussion at the next meeting.

Motion by Mason/Olson to recommend the Council table this item for further review. **All present voted aye. Motion carried.**

6. Motion by Hicks/Hull 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" to A. Discuss offer to purchase from Mark Mueller for city lots located near Happy Tails Dog Park; and B. Discuss labor negotiation issues and strategies; and to include Council Members; Mayor; Finance Manager Bauer; Chief Hepfler; Asst. City Engineer Decur; may return to open session.

3. Discuss funding for Engineering for WWTP Biosolids, Handling and Dewatering System, Influent Screening and Hauled Waste Receiving Study, Cogeneration Study, funding sources for projects and Wastewater User Charge Study. Possible recommendations to the Council.

This project was approved by the Board of Public Works and the Council in June and forwarded to this committee for funding. Mrs. Freagon indicated funding in the interim will come from the depreciation fund until Clean Water Funds become available.

Motion by Mason/Kiefer to recommend the Council approve funding for engineering for WWTP biosolids, handling and dewatering system, influent screening and hauled waste receiving study, cogeneration study and wastewater user charge study. **All present voted aye. Motion carried.**

4. Discuss funding for the Bourget wall design and construction. Possible recommendations to the Council.

City Planner Jayson Smith stated the design and constructions costs are \$5,295 for the Bourget wall issue. The wall issue occurred when the building next to it was demolished in order to start construction on the new Chamber of Commerce building.

Motion by Mason/Kiefer to recommend the Council approve funding for the Bourget wall design and construction in the amount of \$5,295. **All present voted aye. Motion carried.**

5. Discuss status of TIFs including outstanding advances. Possible recommendations to the Council.

Finance Manager Lynne Bauer indicated discussions in prior years were to use available TIF funds to repay general fund advances made to TIFs 4 and 5. Annual repayment amounts of \$200,000 to \$250,000 have been discussed. She requested that a more detailed discussion take place after the 2013 audit is complete which should be by the end of July. In addition, TIF values are certified each year in September and revenue projections will be changing based on those figures.

No action taken.

6. Discuss Irvine Park Capital Campaign and City's possible monetary contributions to the campaign and/or neighborhood parks. Possible recommendations to the Council.

Parks & Recreation Director Dick Hebert indicated the neighborhood park by the Chippewa Herald office needs new playground equipment as they can no longer get parts to fix the current equipment. He estimated the cost to be around \$30,000. In addition, he indicated Buchanan Park on Main Street needs to be redone. He discussed repaving costs for the tennis courts, possible pickle ball courts and the basketball courts. He indicated that a park is needed in the Pumhouse Road ("Flats") area. He believes the highest priority for park projects is the park by the Herald. Dick was instructed to get firm cost estimates for repairing Buchanan Park. The Committee also discussed funding for the capital campaign and all agreed the City should contribute. The amount of \$100,000 was discussed and funding would come from the repayment of the TIF advance in 2015.

Item #5

Item #5

Motion by Kiefer/Mason to recommend the Council commit funding of \$100,000 toward the Irvine Park Capital Campaign from the 2015 TIF advance repayments and approve funding of \$30,000 for South Avenue park improvements with more discussion to follow on Buchanon Park. **All present voted aye. Motion carried.**

7. Discuss Fire Department request to use proceeds from sale of scrap to replace old equipment. Possible recommendations to the Council.

Chief Hepfler made a request to spend proceeds from the sale of scrap to replace commercial grade sprinkler head wrenches and some hand tools for the fire department engines.

Motion by Mason/Kiefer to recommend the Council approve spending fire department proceeds from the sale of scrap on replacement of old equipment. **All present voted aye. Motion carried.**

8. Adjournment

Motion by Kiefer/Mason to adjourn at 3:58 PM. **All present voted aye. Motion carried.**

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

Item #6

BAILEY'S ADDITION

LOTS 1-7

CHIPPEWA FALLS, WI

Let it be known that it is the intention of Wayne E. Germain and Diana L. Germain, Settlers and Trustees of the Wayne E. Germain and Diana L. Germain Revocable Trust, to gift to the city of Chippewa Falls, Lots 1-7 of Bailey's Addition of the area known as the flats. It is our desire that these lots be used as a recreational/relaxation area for residents of all ages. This could include, but is not limited to, walking trails, picnic areas, playground facilities, and/or nature space.

Let it be known that if the city declines this gift, it is our intention to offer these lots to some other nonprofit entity. If the city chooses to accept less than all seven lots, the remaining lots will be offered to some other nonprofit entity. If the city accepts this gift but in future years decides to dispose of these lots, it is our wish that they be gifted to some other nonprofit group for housing or nature preservation.

This gift is contingent upon the following:

1. The city provides the donors with a current, certified MAI property appraisal/valuation.
2. Property taxes for 2015 are incurred by the city.
3. The property is not named after the donors.
4. The city must notify the donors of its intent to accept or decline this gift by August 1, 2015.

Dated: _____

Dated: _____

Wayne E. Germain, Settlor and Trustee

City of Chippewa Falls

By: _____
Gregory S. Hoffman, Mayor

Diana L. Germain, Settlor and Trustee

By: _____
Dick Hebert, Parks, Recreation &
Forestry Director

Item #6

Lynne Bauer

From: Dick Hebert
Sent: Thursday, April 02, 2015 10:44 AM
To: Lynne Bauer
Subject: FW:

Dick Hebert, Director
Chippewa Falls Parks, Recreation & Forestry Dept.
715-723-0051 (W)

-----Original Message-----

From: Jim Norby [mailto:jim@jcnorby.com]
Sent: Friday, March 27, 2015 11:29 AM
To: Dick Hebert
Subject: RE:

Hello Dick,

Thank you for contacting us regarding an appraisal of 7 lots located on Dutchman Drive. it is my understanding the appraisal will be used for donation purposes.

We propose to complete a narrative appraisal for a fee of \$1,200. Timing is 3-4 weeks from engagement.

The appraisal will estimate the retail value of each lot and also the Discounted Cash Flow analysis which estimates the value assuming all 7 lots were sold at one time. The appraisal will meet Uniform Standards of Professional Appraisal Practice (USPAP).

If acceptable, we would like the date the donation will be made as it should also be the date of the appraisal.

Please contact me with any questions.
Best Regards,

JAMES C. NORBY, MAI, SRA
J.C. Norby & Associates, Inc.
2115 E. Clairemont Ave.
Eau Claire, WI 54701
Phone: 715-834-3953
Fax: 715-834-5101
Email: jim@jcnorby.com
Website: www.jcnorby.com

-----Original Message-----

From: Dick Hebert [mailto:dhebert@chippewafalls-wi.gov]
Sent: Thursday, March 26, 2015 3:38 PM
To: 'jim@jcnorby.com'
Subject: FW:

Dick Hebert, Director
Chippewa Falls Parks, Recreation & Forestry Dept.