



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**December 15, 2015**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Tuesday, December 15, 2015 at 12:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: Rob Kiefer, John Monarski, and Brent Ford

Mayor/Other Council Members present: Mayor Hoffman and CW King

Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Utilities Office Manager Connie Freagon, Director of Chippewa Falls Main Street Teri Ouimette, Chippewa Falls Area Chamber of Commerce President Mike Jordan.

Call to Order: 12:00 PM

- 1. Discuss current room tax ordinance, current contract for services with the Chippewa Falls Area Chamber of Commerce, and recent legislative changes. Possible recommendations to the Council.**

Chippewa Falls Area Chamber of Commerce President Mike Jordan addressed the recent room tax legislative changes and the impact they will have on the Chamber. The new definition of a tourism entity requires that at least 51% of the entity's budget be spent on tourism. As such, Mr. Jordan proposed that a new tourism entity be created that will operate parallel to the Chamber. He suggested that the current Chamber Board would also be the governing body for the new tourism entity, with the addition of a hotelier. Discussion was had regarding the current day-to-day operations of the Chamber, the status of the open tourism director position, and the time frame in which a new agreement should be executed with the new tourism entity.

As tourism will be a separate entity from the Chamber, there was discussion that all events and businesses in Chippewa Falls should be promoted, not just Chamber members.

Concern was expressed by the Committee that it was proposed the same board govern both the Chamber of Commerce and the new tourism entity. This will continue to be addressed as we progress through negotiation of a new contract. Committee #1 will meet again on January 7, 2016 at 9:00 am to discuss this issue further.

**No action taken.**

**2. Discuss request from Chippewa Falls Main Street, Inc. for room tax dollars to support the Annual Pure Water Days Parade. Possible recommendations to the Council.**

Director of Chippewa Falls Main Street Teri Ouimette detailed her request for room tax dollars for the Pure Water Days parade and provided an overview of the history as to why Main Street oversees this event. Finance Manager/Treasurer Bauer indicated there are existing room tax dollars available to fulfill this request:

It was suggested that if a different board was overseeing the tourism entity, requests for event funds could be submitted to that board for consideration.

**Motion by Kiefer/Monarski** to recommend Council approve providing \$6,200 in room tax dollars to Chippewa Falls Main Street for the Annual Pure Water Days Parade. **All present voting aye, except Ford who voted nay, motion carried.**

**3. Discuss Wisconsin Department of Veterans Affairs grant funds and allocation of said funds. Possible recommendations to the Council.**

Bauer indicated the City received a Wisconsin Department of Veterans Affairs grant in the amount of \$47,487 to be used towards police, fire, or solid waste disposal in accordance with the services provided to the state veterans home.

**Motion by Ford/Monarski** to recommend Council approve allocating an amount not to exceed \$26,000 for a cardiac monitor, with the balance of the grant funds directed to the Police Department towards the purchase of body cameras. **All present voting aye, motion carried.**

**4. Discuss approval of the 2016 Utility Budgets. Possible recommendation to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer provided a Department of Public Utilities 2016 Budget Recap and provided the details thereon. Rubenzer will be meeting with Committee #2 in the near future to discuss a new full-time position in the water department, classification of wastewater treatment personnel, and weekend on-call policies.

**Motion by Kiefer/Ford** to recommend Council approve the 2016 Utility Budgets. **All present voting aye, motion carried.**

**5. Adjournment.**

**Motion by Ford/Monarski** to adjourn at 1:10 pm. **All present voting aye, motion carried.**

Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer

## **Community Reporting Requirements**

(4) (a) Annually, on or before May 1, on a form created and provided by the department of revenue, every municipality that imposes a tax under sub. (1m) shall certify and report to the department, beginning in 2017, all of the following:

1. The amount of room tax revenue collected, and the room tax rate imposed, by the municipality in the previous year.
2. A detailed accounting of the amounts of such revenue that were forwarded in the previous year for tourism promotion and tourism development, specifying the commission or tourism entity that received the revenue. The detailed accounting shall include expenditures of at least \$1,000 made by a commission or a tourism entity.
3. A list of each member of the commission and each member of the governing body of a tourism entity to which the municipality forwarded room tax revenue in the previous year, and the name of the business entity the member owns, operates, or is employed by, if any.

(b) The department of revenue shall collect the reports described in par. (a) and shall make them available to the public.

(c) The department of revenue may impose a penalty of not more than \$3,000 on a municipality that does not submit to the department the reports described in par. (a). A municipality may not use room tax revenue to pay a penalty imposed under this paragraph. The penalty shall be paid to the department of revenue.

# Chippewa Falls Main Street, Inc



*Downtown Revitalization . Historic Preservation . Business Assistance*

514 NORTH BRIDGE STREET . CHIPPEWA FALLS . WISCONSIN . 54729 . PHONE: 715-723-6661

October 26, 2015

Greg Hoffman, Mayor  
City of Chippewa Falls  
30 West Central Street  
Chippewa Falls, WI 54729

Dear Mayor Hoffman and Chippewa Falls City Council Members,

Main Street is proud to have taken over hosting the Annual Pure Water Days Parade in 2014 and 2015 with the City of Chippewa Falls financial assistance. This parade has been a tradition in Chippewa Falls for 39 years. We are requesting room tax monies to support the Pure Water Days Parade again in 2016 in the amount of \$6713.00. The Annual Pure Water Days Parade success would not have been possible without your assistance and continued financial support. Your continued support is confirmation that the City of Chippewa Falls believes in and is a champion of Main Streets Mission.

As of 2015 Chippewa Falls Main Street has also taken over additional duties in coordination of ALL Pure Water Days activities.

Thank you for your consideration.

Sincerely,

Teri Ouimette, Chippewa Falls Main Street Executive Director



ESTIMATED INCOME 2016 CHIPPEWA FALLS MAIN STREET

DIRECT PUBLIC SUPPORT	20,000
BID	85,000
City of CF	17,500
DESIGN	
Flower Beautification	4,320
ECONOMIC RESTRUCTURING	
Directory	540
RETAIL/ORGANIZATION	
Duck Splash	10,000
PWD Parade room tx	6000
BTW Parade	1,000
WAGON RIDES	5,600
	149,960

ESTIMATED EXPENSES 2016

ADMINISTRATIVE	
Conference/Meeting/Travel	1000
Equipment-computer	2000
Copier Lease	2800
Copier Printing	5600
General Misc Office Paper	3000
Insurance	4000
Member Dues	1500
Office Supplies	1000
Payroll	68000
Postage	1450
Professional Fees Accountant	1000
Professional Payroll	1400
Rent	8000
Internet/Phone	3490
Event Advertising	10000
Wagon Rides	4200
Annual Meeting	800
Unexpected Misc	4200
Porta Potty for events	1780
Event Expenses (All)	14000
Flower E/Banner	10340
New Business Welcome Flower	400
	149,960

2016 OMITTED BUDGET REQUESTS		
Committee #1 Discussion - October 14, 2015		
DEPARTMENT	ESTIMATED COST	OMITTED ITEM DESCRIPTION
City Clerk	\$175	Increase In Publication of Legal Notices
Police Department	\$11,000	10 Body Cameras
	\$18,000	Recording Equipment
	\$25,000	5 In-Car Camera Systems
	\$27,000	Storage/Software for Video Management
	\$5,000	Construct Range Building as Enclosed Structure
	\$8,000	Landscape Wall on East Side of Police Dept
	\$94,000	
Fire Department	\$3,100	ReaLiving Counseling Agency
Data Processing	\$1,000	Install Emergency Phones in Vaults
	\$1,400	3 New Mitel Headsets
	\$5,500	Mitel VOIP Phone Replacement (Done in Phases)
	\$7,900	
Outdoor Pool	\$10,000	Pool Lift/Handrail
Forestry	\$16,650	Tree Inventory and EAB Response Plan (DNR Grant Match)
<b>TOTAL OMITTED BUDGET REQUESTS</b>	<b>\$131,825</b>	

DEPARTMENT PERSONNEL	ESTIMATED COST	OMITTED ITEM DESCRIPTION
		School Resource Officer (Middle School) (Request withdrawn for 2016 Budget due to lack of funding from school)
Police Department	Full-time	Community Service Officer
	Part-time	
Parks & Recreation	Full-time	Park Maintenance/Zoo Assistant Starting September 1, 2016
Street Department	25% Part-time	Office Assistant

September 2, 2015

Date

## 2016 Omitted Budget Request

Prepared by: Bridget Givens  
Department: Clerk  
Account Number: 10.51410.5321  
Account Name: Publication of Legal Notices  
Dollar Amount Requested: \$175.00

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

2011 Actual \$7,091.29

2012 Actual \$6,823.15

2013 Actual \$7,008.76

2014 Actual \$7,647.43

2015 YTD \$5,163.74 (as of 7/31/15)

Four-Year Average \$7,142.66

Comments by Reviewer:

Date: September 21, 2015

**2016 Omitted Operating Budget Justification Sheet**

Prepared by: WENDY L. STELTER

Department: POLICE DEPARTMENT

Account Number:

Account Name:

Dollar Amount Requested: \$51,000-\$94,000

DETAILED description of each budget item except those related to wages, salaries and fringe benefits (these will be completed by Administration/Finance).

\*According to the current 2015 PD Budget Balance, the PD should have an overall budget balance (if carried over into 2016) that could satisfy some of these requests.

**1. Integrated Body Camera, In-Car Video, and Interview Rooms Video System - \$38,000.00 to \$81,000.00  
(To be presented to Committee Members in detail)**

- A. We recently completed significant research on a video recording system that connects body cameras, in-car video, and interview rooms to each other and to our records management system. CFPD currently has 5 body cameras that are 3 years old; however, only two are in working order. They have a poor charging port and the company is unable to fix the issue. This is a common complaint filed by other law enforcement agencies who also own this first generation camera. I suggest purchasing 10 body cameras, which will allow for 24/7 utilization for each patrol shift and investigation division, as part of an integrated system- Approximately \$11,000.00.
- B. We have three interview rooms and, by statute, we are required to record most interviews. The current system is over 25 years old and uses outdated technology. I suggest purchasing and installing new recording equipment that will download all interviews directly to our records management system. This system would integrate with all other PD video. The approximate cost for three interview rooms is \$18,000.00 (with install).
- C. The five police squad in-car video systems are nearing 4 years old. IT advises life expectancy on these units to be 5 years. I would recommend purchasing and installing an

Comments by Reviewer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

in-car system that integrates with the rest of the PD's video and could be linked to our current records management system. The quote for 5 in-car camera systems is \$25,000.00

- D. With all the video from multiple units and types of recording devices, we need a significant amount of storage and back up storage, as well as software for video management - Approximately \$27,000.00 (includes wireless access, training, and provides backup server).

\*Priority would be to purchase the 10 body cameras and purchase the server and software for the data storage and backup in 2016. (11,000 + 27,000 = \$38,000)

The in-car video and interview room video recording could be put off until 2017.

(18,000 + 25,000 = \$43,000)

## **2. Range Building - \$5,000.00**

- A. In the 2016 Budget, I budgeted (\$7,000 including labor) for a pavilion type range building with the plan of enclosing this building with 2017 budget funds. If funding allowed for the completion of enclosing this building in 2016, I would prefer to do that. To construct the range building as a fully enclosed structure, bids indicate approximately \$5,000 additional dollars are necessary, for a total cost of \$12,000.00 with labor included.

## **3. Landscape Wall on East Side of PD Building - Approximately \$8,000.00**

- A. The block wall between the sidewalk and the front/east side of the PD building is in need of significant repair. The limestone block is deteriorating/crumbling and has been for several years. Each year, maintenance has been applying a sealant to prevent further decay; however, this application is no longer having an impact. Additionally, due that the wall is solid and does extend to the line of sight at the intersection of Island and Central Street, we have had complaints of poor visibility by travelers on Island Street, looking to the west (Central Street). I would propose that the wall (or a portion of it) be removed and some type of "see through" railing be installed. The wall is elevated; therefore, there will be some elevation landscaping necessary. I have not pursued bids at this time; therefore, the above is an approximate that would include a new design based upon building and sidewalk elevations, removal and disposal of current wall, purchase and install of railing and landscape material.

Comments by Reviewer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

September 21, 2015

Date

## 2016 Omitted Budget Request

Prepared by: Mike Hepfler, Fire Chief

Department: Fire

Account Number: 10.52200.5900

Account Name: Employee Physical Exams

Dollar Amount Requested: \$3,100.00

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

The Chippewa Falls Fire & Emergency Services Department works very closely and interacts with the staff at both L.E. Phillips and St. Joseph's Hospital when handling calls on a daily basis. L.E. Phillips and St. Joseph's Hospital provides the EAP Services for the City of Chippewa Falls.

When an employee is seeking counseling from the provided EAP program some of the same personnel from either facility may be part of the counseling process which may prevent the employee from asking for counseling because of the close acquaintance.

An alternative program, RealLiving Counseling Agency provides an EAP program specific to the needs of protected services personnel. They also provide personal and professional coaching, management consultation, crisis support, legal consultation, wellness newsletter, etc.

Recently a retired firefighter committed suicide.

An EAP program such as this may have helped in his case.

Merging with the Chippewa Falls Police Department whom already have RealLiving services will bring a cost savings per employee for both departments.

Comments by Reviewer:

9/24/2015

Date

## 2016 Omitted Budget Request

Prepared by: Connie Freagon  
Department: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Dollar Amount Requested: \$1,000

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Estimated cost for Marco to install emergency phones in vaults. Wiring is completed.

Comments by Reviewer:

9/24/2015

Date

## 2016 Omitted Budget Request

Prepared by: Connie Freagon  
Department: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Dollar Amount Requested: \$1,400

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Replace older version of the Mitel headsets - 3 headset @ \$350 plus installation costs.

Comments by Reviewer:

9/24/2015

Date

## 2016 Omitted Budget Request

Prepared by: Connie Freagon  
Department: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Dollar Amount Requested: \$5,500

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Replace older version of the Mitel VOIP phones, model 5212, 5220 and 5224. 46 phones to replace at \$250 - \$300 each. Plus any potential installation costs.

Phase in approach - 16 in 2016, 16 in 2017, 14 in 2018.

Comments by Reviewer:

9/24/15

Date

## 2016 Omitted Budget Request

Prepared by: Tommy Eisenhauer  
Department: Parks, Recreation & Forestry Dept.  
Account Number: 10.55410.5299  
Account Name: Miscellaneous Contractual  
Dollar Amount Requested: \$10,000

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Carrico Aquatic Resources, Inc. was brought in to do an ADA Assessment for the Bernard F. Willi Pool to determine if we were compliant with the laws implemented in 2010. It was determined that in order for the pool to be compliant we must install a handrail on the stairs near the slide and a lift for patrons with disabilities and limited mobility. This request is based on the quote to become compliant with these recommendations.

Pool Lift "Pro Pool XR" - \$6500.00  
Concrete work and lift installation - \$3000.00  
Handrail - \$400.00  
Handrail Installation - \$100.00

Comments by Reviewer:

10/16/2015

Date

## 2016 Omitted Budget Request

Prepared by: Dick Hebert

Department: Parks, Recreation & Forestry Department

Account Number: 10.55610.5349

Account Name: Forestry - Operating Supplies

Dollar Amount Requested: \$16,650

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

The dollar amount requested will be needed if the City is awarded to 50% matching DNR Grant to complete a Tree Inventory and EAB Response Plan. There may be a revenue source from timber sales from thinning Park and Public Works Forests.

Comments by Reviewer:

The Mission of the

# Chippewa Falls Police Department



To Provide Quality Policing ~  
Through **C**ommunity Partnerships  
that **F**ocus on Problem Solving &  
Through Em**P**loyees who  
are **D**riven to Fight Crime.

**TO:** Finance Manager Lynne Bauer  
**FROM:** Chief Stelter *WLS*  
**DATE:** September 23, 2015  
**RE:** 2016 Police Department Budget

The 2016 Police Department Budget is presented with a zero percent increase; however, I want to bring your attention to Account 10.52100.5346 – Uniforms. The Police Department will receive federal grant funds for a specified amount as noted, once we purchase five ballistic vests. As a result, I reduced this account by the amount of the grant that we are already approved to receive.

Additionally, I would request an opportunity to discuss adding two police department positions.

1. School Resource Officer- this position would be a full-time sworn position and would (primarily) be responsible for the Middle School. The position would provide (as needed) back up to the HS SRO position. I have a meeting scheduled with the Superintendent in October.  
This added position would require an increase in two PD Budget Accounts- Initial Issue and Uniforms.
2. Community Service Officer- this position would be a half-time sworn position and would be responsible for such things as: investigating animal complaints, enforcing animal violations, initiating and investigating nuisance complaints while assisting the City Inspector, enforcing parking violations while assisting the part-time Parking Enforcement Officer, and other patrol activities as assigned, etc. This position would be trained as a sworn officer and would be encouraged to accept overtime patrol hours at their regular rate, until the total hours worked reached a required overtime rate. This position would likely require a vehicle that supports the primary responsibility of investigating animal complaints. Additionally, this added position would require an increase in two PD Budget Accounts-Initial Issue and Uniforms.

I am currently preparing position descriptions for each proposed position.

If you have any questions or concerns with the above proposal or the presented 2016 Budget, please let me know.

**NEW PERSONNEL REQUEST FORM**

Parks and Rec Dept  
Requesting Department

Park Maintenance/Zoo Assistant  
Job Title

100% FTE  
% of FTE (Note: if LTE  
or Seasonal)

September 1, 2016  
Date Position Begins

Union  
Union or Managerial

Class Two/Start  
Grade/Step

\$18.11/Hour  
Hourly Rate

**Justification for this request:**

*(Please give a 2-4 sentence narrative why this position is essential to departmental operations)*

The new Riverfront Park upkeep and maintenance will require the hiring of an additional Full-time maintenance employee. The start date will be dependent on the future construction schedule.

**How will the position be funded?**

*(Please indicate any resources beyond property taxes such as fees, grants, donations etc.)*

There may be future Park Rental Fees for Special Events.

**Additional information regarding this request:**

***Recommendation***

***(Administration/Mayor):*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW PERSONNEL REQUEST FORM**

<u>Street Dept.</u>	<u>Office Assistant</u>	<u>25%</u>	
Requesting Department	Job Title	% of FTE (Note: if LTE or Seasonal)	
<u>A.S.A.P.</u>	<u>Non-union</u>	<u>N/A</u>	<u>\$18.10</u>
Date Position Begins	Union or Managerial	Grade/Step	Hourly Rate

**Justification for this request:**

*(Please give a 2-4 sentence narrative why this position is essential to departmental operations)*

This position was funded for six months last year the monies carried over from previous years. It allowed a mechanic to spend more time in the shop fixing equipment. If this position is not funded the mechanic will resume the duties again at a much higher hourly rate.

**How will the position be funded?**

*(Please indicate any resources beyond property taxes such as fees, grants, donations etc.)*

Part of her time is spent of the gas system. That time could be split between all Dept. The Street Dept. has been paying the entire cost for a long time.

**Additional information regarding this request:**

The existing person is also working part-time for the Engineering Dept.

***Recommendation***

***(Administration/Mayor):*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2016 CAPITAL PROJECTS/EQUIPMENT REQUESTS

Committee #1 Discussion - October 14, 2015

DEPARTMENT	ESTIMATED COST	ITEM(S) REQUESTED	Included in Capital Items Discussion
Fire	\$185,000	Ambulance Replacement	Yes - 2016 Schedule
	\$52,000	Cardiac Monitor Replacement (2)	Yes - 2016 Schedule
	<b>\$237,000</b>		
Library	\$49,700	Air Conditioning Replacement	No - New Request
	\$50,000	Replace Hydraulic Cylinder on Elevator	No - New Request
	<b>\$99,700</b>		
Parks & Recreation (For Downtown Entrance Park)	\$83,000	Bobcat 5600	Yes - 2017 Schedule
	\$25,000	1/2 Ton Pick Up Truck	No - New Request
	\$14,000	72" Mower with Bagger	No - New Request
	\$4,000	42" Mower with Bagger	No - New Request
	\$4,500	16' Trailer	No - New Request
	\$350	Trimmer	No - New Request
	<b>\$130,850</b>		
Street	\$175,000	Plow/Dump Truck	Yes - 2016 Schedule
	\$56,000	T-2 Asphalt Recycler	No - New Request
	\$35,000	1-Ton Truck	Yes - 2016 Schedule
	\$35,000	4-Ton Asphalt Patch Trailer	Yes - 2016 Schedule
	\$16,000	1/2 Ton Manager's Patrol Truck	Yes - 2017 Schedule
	<b>\$317,000</b>		
<b>TOTAL REQUESTS</b>	<b>\$784,550</b>		

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: Ambulance replacement  
 Department Requesting Project: Fire

**Brief Project Description:**

Replace Medic #4 which is a 2003 Ford E-450/Road Rescue, 7.3 liter power stroke diesel engine.  
 Mileage: 117,372  
 Hours: 9,107

**Project Cost Breakdown:**

				<u>\$185,000</u>
	<u>Engineering</u>	<u>Construction</u>	<u>Other</u>	<u>% Contingency</u>
				<u>Total</u>
<b>Funding:</b>				
	<b>2015</b>		<b>2016</b>	
	<b>Year (s)</b>			
General Fund	<u>                    </u>	<u>      </u> %	<u>                    </u>	<u>      </u> %
Borrowing	<u>                    </u>	<u>      </u> %	<u>185,000</u>	<u>100</u> %
Assessable	<u>                    </u>	<u>      </u> %	<u>                    </u>	<u>      </u> %
Grants	<u>                    </u>	<u>      </u> %	<u>                    </u>	<u>      </u> %
Utility	<u>                    </u>	<u>      </u> %	<u>                    </u>	<u>      </u> %
Other	<u>                    </u>	<u>      </u> %	<u>                    </u>	<u>      </u> %
<b>Estimated Revs.</b>				
<b>All Sources</b>	<u>                    </u>	<u>100</u> %	<u>                    </u>	<u>100</u> %
<b>Life Span if Applicable:</b>	<u>10</u>		years	

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

**Cardiac Monitor replacement (2)**

Project Title: \_\_\_\_\_

Department Requesting Project: Fire

**Brief Project Description:**

Replace (2) two Phillips Cardiac Monitors which were purchased through a grant in 2008. Estimated cost for replacement is \$26,000.00 per unit with trade in.

**Project Cost Breakdown:**

				<u>\$52,000.00</u>
	<u>Engineering</u>	<u>Construction</u>	<u>Other</u>	<u>% Contingency</u>
				<u>Total</u>
<b>Funding:</b>				
	<b>2015</b>		<b>2016</b>	
Year (s)				
General Fund	_____	_____ %	<u>52,000</u>	<u>100</u> %
Borrowing	_____	_____ %	?	_____ %
Assessable	_____	_____ %	_____	_____ %
Grants	_____	_____ %	_____	_____ %
Utility	_____	_____ %	_____	_____ %
Other	_____	_____ %	_____	_____ %
<b>Estimated Revs.</b>				
<b>All Sources</b>	_____	<b>100 %</b>	_____	<b>100 %</b>
<b>Life Span if Applicable:</b>	<b>8</b>			<b>years</b>

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: Replacement of Air conditioning Unit

Department Requesting Project: Chippewa Falls Public Library

**Brief Project Description:**

Proposed is for replacement of the existing air conditioning unit. This unit is old and utilizes R22 refrigerant which is currently being phased out.

**Project Cost Breakdown:**

		<u>49,700.00</u>	
Engineering	Construction	Other	% Contingency
			<u>49,700.00</u>
			Total

Funding:	2016		2017	
Year (s)				
General Fund	_____	____%	_____	____%
Borrowing	<u>49,700.00</u>	<u>100</u> %	_____	____%
Assessable	_____	____%	_____	____%
Grants	_____	____%	_____	____%
Utility	_____	____%	_____	____%
Other	_____	____%	_____	____%
<b>Estimated Revs. All Sources</b>	<u>49,700.00</u>	<u>100</u> %	_____	<u>100</u> %

Life Span if Applicable: \_\_\_\_\_ years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: Refurnish Elevator

Department Requesting Project: Chippewa Falls Public Library

**Brief Project Description:**

Propose to furnish the necessary materials and labor to remove and replace the existing hydraulic cylinder on elevator number ACG394 based on the following: New Cylinder with Sealed PVC protection, a new plunger,

**Project Cost Breakdown:**

		<u>50,000</u>		<u>50,000</u>
Engineering	Construction	Other	% Contingency	Total

Funding:	2016		2017	
Year (s)				
General Fund	_____	_____%	_____	_____%
Borrowing	<u>50,000</u>	<u>100</u> %	_____	_____%
Assessable	_____	_____%	_____	_____%
Grants	_____	_____%	_____	_____%
Utility	_____	_____%	_____	_____%
Other	_____	_____%	_____	_____%
<b>Estimated Revs. All Sources</b>	<u>50,000</u>	<u>100</u> %	_____	<u>100</u> %

Life Span if Applicable: \_\_\_\_\_ years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: Riverfront Park Equipment Needs  
 Department Requesting Project: Parks, Recreation & Forestry Dept.

**Brief Project Description:**

Below is a list of equipment that should be purchased to maintain new Riverfront Park.  
 Bobcat 5600, \$83,000.00 (Replaces Dept. 1996 John Deere Compact Tractor); 1/2 Ton Pick Up  
 Truck, \$25,000.00; MOWER - 72", with Bagger \$14,000.00; MOWER - 42", with Bagger  
 \$4000.00, Trailer - 16' \$4,500.00; Trimmer, \$350.  
 Total Estimated Estimated Equipment Cost = \$130,850.

**Project Cost Breakdown:**

	Engineering	Construction	Other	% Contingency	Total
<b>Funding:</b>					
<b>Year (\$)</b>		2016			2017
General Fund		_____	_____ %		_____ %
Borrowing		_____	_____ %		_____ %
Assessable		_____	_____ %		_____ %
Grants		_____	_____ %		_____ %
Utility		_____	_____ %		_____ %
Other		_____	_____ %		_____ %
<b>Estimated Revs. All Sources</b>		_____	<b>100 %</b>		<b>100 %</b>

Life Span if Applicable: \_\_\_\_\_ years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: Plow/Dump Truck

Department Requesting Project: Street Dept.

**Brief Project Description:**

Our existing trucks are 20 plus years old. Parts are getting obsolete. This truck would be able to haul more allowing us to get more material to the work site with less trips.

**Project Cost Breakdown:**

				<u>\$175,000.00</u>
	<u>Engineering</u>	<u>Construction</u>	<u>Other</u>	<u>% Contingency</u>
				<u>Total</u>
<b>Funding:</b>				
	<b>2016</b>		<b>2017</b>	
Year (s)				
General Fund	_____	_____ %	_____	_____ %
Borrowing	_____	_____ %	_____	_____ %
Assessable	_____	_____ %	_____	_____ %
Grants	_____	_____ %	_____	_____ %
Utility	_____	_____ %	_____	_____ %
Other	_____	_____ %	_____	_____ %
<b>Estimated Revs.</b>				
<b>All Sources</b>	_____	<b>100 %</b>	_____	<b>100 %</b>

Life Span if Applicable: 10 - 15 years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: T-2 Asphalt Recycler  
 Department Requesting Project: Street Dept.

**Brief Project Description:**

The T-2 Asphalt Recycler is a mini asphalt plant. With it we can take old asphalt and recycle it into a like new hot mix. This would eliminate the use of expensive poor quality cold mix for winter patching. Recycling has the potential to save \$9, 000.00 per year. The quote we have is for a 2012 Demo. model with 30hrs on it.

**Project Cost Breakdown:**

				<u>\$56,000.00</u>
	<u>Engineering</u>	<u>Construction</u>	<u>Other</u>	<u>% Contingency</u>
				<u>Total</u>
<b>Funding:</b>				
	<b>2016</b>		<b>2017</b>	
<b>Year (\$)</b>				
General Fund	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
Borrowing	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
Assessable	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
Grants	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
Utility	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
Other	<u>                    </u>	<u>          </u> %	<u>                    </u>	<u>          </u> %
<b>Estimated Revs.</b>				
<b>All Sources</b>	<u>                    </u>	<u>100</u> %	<u>                    </u>	<u>100</u> %

Life Span if Applicable: 10 years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: One Ton Truck

Department Requesting Project: Street Dept.

**Brief Project Description:**

This would replace 1997 one ton truck. This would be for a chassis only. Existing dump body are in good shape and should make one more chassis change.

**Project Cost Breakdown:**

Engineering	Construction	Other	% Contingency	Total
				\$35,000.00

Funding: Year (\$)	2016		2017	
	General Fund	_____	_____%	_____
Borrowing	_____	_____%	_____	_____%
Assessable	_____	_____%	_____	_____%
Grants	_____	_____%	_____	_____%
Utility	_____	_____%	_____	_____%
Other	_____	_____%	_____	_____%
<b>Estimated Revs. All Sources</b>	_____	<b>100 %</b>	_____	<b>100 %</b>

Life Span if Applicable: 10 years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2015 CAPITAL IMPROVEMENT PLAN**

Project Title: 4-Ton Asphalt Patch Trailer

Department Requesting Project: Street Dept.

**Brief Project Description:**

Our existing 2-ton patch trailer was purchased in 1997. The normal life span is 10 years. When out patching we use approx 4-ton of hot mix per day. That is 2 - 45min. trips to Senn Black top per day. This trailer also has many added feature to make it safer and easier to operate. One feature is reclaiming old hot mix which would account for a savings of \$2,500.00 per year. The larger capacity would account for a savings of \$1500.00 per year.

**Project Cost Breakdown:**

Engineering	Construction	Other	% Contingency	<b>\$35,000.00</b>
				<b>Total</b>

Funding:	2015		2016	
Year (s)				
General Fund	_____	____%	_____	____%
Borrowing	_____	____%	_____	____%
Assessable	_____	____%	_____	____%
Grants	_____	____%	_____	____%
Utility	_____	____%	_____	____%
Other	_____	____%	_____	____%
<b>Estimated Revs.</b>				
<b>All Sources</b>	_____	<b>100 %</b>	_____	<b>100 %</b>

Life Span if Applicable: 10 years

**CAPITAL PROJECT OR EQUIPMENT REQUEST SHEET  
2016 CAPITAL IMPROVEMENT PLAN**

Project Title: 1/2 Ton Managers Patrol Truck  
 Department Requesting Project: Street Dept.

**Brief Project Description:**

This expense would be shared. Approx. 50% Street, 30% Water and 20% Storm water. This request would be for the Street Dept. portion.

**Project Cost Breakdown:**

				<u>\$16,000.00</u>
	<u>Engineering</u>	<u>Construction</u>	<u>Other</u>	<u>% Contingency</u>
				<u>Total</u>
<b>Funding:</b>				
	<b>2016</b>		<b>2017</b>	
<b>Year (s)</b>				
General Fund	_____	_____ %	_____	_____ %
Borrowing	_____	_____ %	_____	_____ %
Assessable	_____	_____ %	_____	_____ %
Grants	_____	_____ %	_____	_____ %
Utility	_____	_____ %	_____	_____ %
Other	_____	_____ %	_____	_____ %
<b>Estimated Revs.</b>				
<b>All Sources</b>	_____	<b>100 %</b>	_____	<b>100 %</b>
<b>Life Span if Applicable:</b>	<b>10</b>			years

**Department of Public Utilities**  
**2016 Budget Recap**  
10/22/16

### **Water Department**

**Revenues** – The Water Utility rates increased January 1, 2015. 2016 will be the first year the full increase will be recognized. Tower lease payments reflect a small increase, miscellaneous non-operating income varies with projects however figures are unavailable for this budget.

**Expenditures** – The Water Department overall operational 2016 budget reflects an increase of \$6,087 over 2015.

Increase in expense:

- Increase expected in maintenance of pumphouse structures, net \$434
- Increase in materials and supplies from replacing construction safety equipment, net \$2,500
- Increase in meter expense due to changes in accounting for ERT's, \$7,500

Decrease in expense:

- Decrease \$5,960 due to decrease in long term interest expense

### **Wastewater Department**

**Revenues** – The Utility is in the process of a rate study, user charges are left stagnant from 2015 budget as the result of the study are unknown. Income from liquid waste disposal recognizes a sizable increase due to the acceptance of leachate and increase in hauled waste.

**Expenditures** – The Wastewater Department overall operational 2016 budget reflects an increase of \$7,384 over 2015.

Increase in expense:

- Increase expected in energy expense. \$4,900
- Increase in outside lab expense both in cost and number of tests. \$1,700.
- Amortization of debt. \$5,000
- Increase in long term debt interest. \$9,989 New CWF interest expense data not available at this time.

Decrease in expense

- Decrease of chemical, Ferric Chloride. \$5,000
- Decrease depreciation of transportation. \$561

### **Storm Water Department**

**Revenues** – User charges are anticipated to remain steady through 2016.

**Expenditures** – The Storm Water Department overall 2016 budget reflects an increase of \$73,576 over 2015 budget.

Increase in Expense:

- Increase in postage to reflect actual. \$1,300
- Depreciation to reflect 2016 projects. \$65,231
- Record loss on removal of Vac Truck \$6,300

Decrease in Expense:

- Decrease \$221 in long term interest expense.

## **2016 Capital Expenditures**

Water and Wastewater utility capital expenditures are paid from a combination of resources. If it is a replacement expenditure, monies are available from depreciation or replacement accounts and operating cash. If it is a new project, it is paid from operating cash. All capital expenditures are depreciated for the life of the project.

Although projects for 2016 have not been determined, for budgetary purposes the 2016 tentative street improvement program was used.

### **Water**

**Meter Replacement –\$50,000** - replace residential and assorted large meters.

**Tapping Machine - \$6,000** – replace failing 1983 tapping machine.

**West Well 1 Roof Replacement - \$20,000** – replace leaking flat roof with pitch style roof.

**VFD – \$30,000** - replace Nitrate Plant Booster & Displacement pump VFD's -

**Valve Turner – \$9,500** - replace 1980's handheld valve turner -

**UPS – \$13,000** - Replace 1997 rack mounted Nitrate Plant UPS -

**Chlorine Pumps – \$15,000** - replace three 2007 West Wellfield chlorine pumps - \$15,000

### **Wastewater**

**Primary Clarifier – scum troughs - \$40,000** – replace steel scum troughs built in 1950 and 1960 with nonmetallic troughs.

**Primary Sludge Pumps - \$85,000** – replace 2 primary sludge pumps

**Roof Replacement - \$15,000** – Control Building

**Stormwater contributes to a replacement account for future purchases of equipment. There are ample resources for the 2016 requested expenditures.**

### **Stormwater**

**Vac Truck - \$300,000** – Replace 1967 Vac-all truck and leaf trailer

## **Projects in Process (depreciation and replacement not included in 2016 budget)**

### **Wastewater**

Biosolids Dewatering Improvement Project

User Charge System Update and Funding Application

Influent Screening and Hauled Waste Receiving Project

Codigestion and Cogeneration Upgrades

SCADA Upgrade