



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**MARCH 14, 2016**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Monday, March 14, 2016 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

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

Mayor/Other Council Members present: Mayor Hoffman, Paul Nadreau.

Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Public Works Director/City Engineer/Public Utilities Manager Rick Rubenzer, Street & Utility Maintenance Manager Rick Ruf, Assistant City Engineer Rob Krejci, Utility Office Manager Connie Freagon, Parks & Recreation Director Dick Hebert, Police Chief Wendy Stelter, Lt. Matt Kelm, Fire Chief Mike Hepfler, City Planner Jayson Smith, Mike Jordan, Tim Fries, Jackie Boos and Rusty Volk.

Call to Order: 9:00 AM

- 1. Continued discussions regarding 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 Chamber Director Mike Jordan provided an update regarding recent room tax legislative changes and discussions the Chamber Board has had. At this time, there is pending legislation to define the Chamber as a tourism entity which could alleviate the immediate need for changes to current room tax practices. An updated will be provided at a future meeting.

Mr. Jordan also introduced Jackie Boos who is the name Chamber Tourism Director. She will be presenting an update of tourism activities at the May Council meeting.

**No action taken.**

- 2. Discuss funding for Police Department Business Office Lead Position. Possible recommendations to the Council.**

Chief Wendy Stelter asked for funding for the Business Office Lead Position (formerly Records Clerk) due to increased responsibilities. The updated job description was approved during the Committee #2 meeting held earlier and she is asking for a \$1.00 per hour increase for the lead worker responsibilities. Funding will come from the difference in pay between the retiring records clerk and the new Business Office Clerk. Finance Manager/Treasurer Bauer indicated the wages/benefit impact would be approximately \$2,200.

**Motion by Kiefer/Ford to recommend the Council approve the funding for the Business Office Lead Clerk position. All present voted aye. Motion carried.**

**3. Discuss funding for gas and electric utilities for new fire station. Possible recommendations to the Council.**

Assistant City Engineer Rob Krejci, City Planner Jayson Smith and Fire Chief Mike Hepfler presented information regarding utility costs for the new fire station. Three-phase power from Park Avenue is estimated to cost \$140,000 and gas is estimated at \$96,000 for a total of \$236,000. Although discussions are ongoing with the developer, they are optimistic the developer will agree to contribute approximately 50% of the cost but only after additional development happens in that area. Mr. Krejci indicated there was \$140,000 in the fire department budget for those costs and they would need an additional \$96,000. After further discussions, it was determined the original budget for utilities was \$25,000 and therefore they are asking the City to fund \$211,000 for utilities. Options for funding include adding this amount to a future bond issue; reimbursement from the developer; and the general fund reserves.

**Motion by Monarski/Kiefer** to recommend the Council approve funding for electric and gas utilities for the new fire station with the amount not to exceed \$211,000. **All present voted aye. Motion carried.**

**4. Discuss department equipment requests and omitted budget requests. Possible recommendations to the Council.**

The Committee discussed equipment/capital item requests and omitted budget requests from the Library, Fire Department, Parks & Recreation Department and Public Works/Street Department. Requests totaled \$1M and departments were asked to prioritize their equipment items. In 2015, the Council committed to funding approximately \$300,000 to \$350,000 per year to replace aging equipment. The Committee will meet on March 22<sup>nd</sup> to recommend which items will be funded in 2016.

**No action taken.**

**5. Discuss department 2015 carryover requests and 2016 omitted budget requests. Possible recommendations to the Council.**

The Committee reviewed department carryover requests and omitted budget requests from the Parks & Recreation Department, Police Department, Public Works/Streets Department, Data Processing Department, Finance Department and Police Department. Items were also prioritized and will be discussed on March 22.

**No action taken.**

**6. Adjournment.**

**Motion by Ford/Monarski** to adjourn at 11:35 AM. **All present voted aye. Motion carried.**

Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer

## 2016 EQUIPMENT REQUESTS

Committee #1 Discussion - February 29, 2016

DEPARTMENT	ESTIMATED COST	ITEM(S) REQUESTED	APPROVED	BOND	OTHER FUNDING
Fire	\$ 189,000	Ambulance Replacement			
	\$ 26,000	Cardiac Monitor Replacement			
	\$ 215,000				
Library	\$ 49,700	Air Conditioning Replacement			
	\$ 50,000	Replace Hydraulic Cylinder on Elevator			
	\$ 99,700				
Parks & Recreation	\$ 61,000	Bobcat 5600			PARTIAL - TIF?
(For Downtown Entrance Park)	\$ 26,000	1/2 Ton Pick Up Truck			PARTIAL - TIF?
	\$ 15,000	72" Mower with Bagger			PARTIAL - TIF?
	\$ 4,500	42" Mower with Bagger			PARTIAL - TIF?
	\$ 5,000	16' Trailer			PARTIAL - TIF?
	\$ 350	Trimmer			PARTIAL - TIF?
	\$ 111,850				
(General - Parks)	\$ 57,800	Two Ton Truck-Ford 650 cab/chassis			
	\$ 2,000	Increase axle weight rating to front end - Ford 650			
	\$ 33,100	9 ft. Dump Box, 11 ft. plow, safety lighting package			
	\$ 92,900				
TOTAL Parks	\$ 204,750				
Street	\$ 320,000	Plow/Dump Truck (2)			
	\$ 56,000	T-2 Asphalt Recycler			
	\$ 35,000	1-Ton Truck			
	\$ 35,000	4-Ton Asphalt Patch Trailer			
	\$ 30,000	Parts Truck			
	\$ 476,000				
TOTAL REQUESTS	\$ 995,450				

## 2016 OMITTED BUDGET REQUESTS

Committee #1 Discussion - March 14, 2016

DEPARTMENT	ESTIMATED COST	OMITTED ITEM DESCRIPTION	APPROVED	FUNDING SOURCE	BOND OR NOTE
Police Department	\$11,000	10 Body Cameras		VETERANS AFFAIRS GRANT	
	\$18,000	Recording Equipment			
	\$25,000	5 In-Car Camera Systems			
	\$27,000	Storage/Software for Video Management		VETERANS AFFAIRS GRANT/CARRYOVERS	
	\$5,000	Construct Range Building as Enclosed Structure			
	\$8,000	Landscape Wall on East Side of Police Dept			
	<b>\$94,000</b>				
Data Processing	\$1,000	Install Emergency Phones in Vaults			
	\$1,400	3 New Mitel Headsets			
	\$5,500	Mitel VOIP Phone Replacement (Done in Phases)			
	\$6,319	Ipads for Council/Mayor			
	\$7,800	New projector, air media, 10 button control, small pc with cart.			
	<b>\$22,019</b>				
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>\$145,944</b>				



2/16/16

To: Lynne Bauer; Finance Manager/City Treasurer  
From: Dick Hebert; Director Parks and Recreation Dept  
Re: 2015 Budget Carryover Requests

Below are the 2015 Budget Carryover Requests from the Parks and Recreation Department.

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<u>Carryover Amount</u>	<u>To: Account (2016)</u>	<u>From: Account (2015)</u>
\$16,921	Outdoor Pool (55410-5299)	Outdoor Pool (Revenue Accounts) - <del>\$7,917.18</del> Outdoor Pool (Expenditure Accts.) - <del>\$10,635.31</del>

Comments – The request for the carryover will pay for the three maintenance projects below at the Outdoor Pool. The projects are listed by priority. 1) Remove and reseal the construction joints inside the pool. We have recently noticed water loss/leakage. The joints must be resealed before we fill the pool this summer. Estimated cost, plus 15% contingency is ~~\$5,784~~. 2) The Outdoor Pool Filter Building needs to be re-shingled. Estimated cost, plus 15% contingency is ~~\$4,400~~. 3) Remove and reseal construction joints on pool deck. Estimated cost, plus 15% contingency is ~~\$6,737~~.

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<u>Carryover Amount</u>	<u>To: Admin Accounts- 55210 (2016)</u>	<u>From: Admin Accounts (2015)</u>
\$1,228	Reg. Fees & Tuition (5325 - <del>\$450</del> ) Travel & Per Diem (5338 - <del>\$778</del> )	Membership Dues (5324 - <del>\$60</del> ) Reg. Fees and Tuition (5325 - <del>\$295</del> ) Employee Auto Allow. (5332 - <del>\$200</del> ) Travel & Per Diem (5338 - <del>\$673</del> )

Comments – Tommy Eisenhauer, Recreation Supervisor, resigned from the City in January. Tommy was the employee in our Dept. who possessed the required certifications for AFO (Aquatic Facility Operator) for the Outdoor Pool and Certified Professional Safe Food Handlers Certification for the operation of Concession Stands. The course fees are approximately \$300 for AFO and \$150 for Food Handlers License. The AFO Course is two days, so there will be additional fees for lodging and meals. Also there was money in the 2015 budget to send our Zookeeper, Jennifer London, to a conference, which she did not attend due to a timing and location conflict. I would like to carryover the training money so the next Recreation Supervisor acquires the before mentioned certifications and send Jennifer London to the Zookeeper Conference Fall of 2016.

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**Parks, Recreation & Forestry Department  
2015 Outdoor Pool Budget Carryovers**

<b>Revenue Breakdown</b>				
	<b>Account #</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Balance</b>
Swimming Pool Revenue	10.45000.4581	\$ 32,000.00	\$35,600.42	\$3,600.42
Outdoor Pool Lessons	10.45000.4583	\$ 14,500.00	\$15,041.37	\$541.37
Swimming Pool Passes	10.45000.4589	\$ 16,000.00	\$16,454.79	\$454.79
Pool Concessions	10.45000.4590	\$ 9,000.00	\$12,320.60	\$3,320.60
	<b>TOTAL</b>	<b>\$ 71,500.00</b>	<b>\$79,417.18</b>	<b>\$ 7,917.18</b>

<b>Expenses Breakdown</b>				
	<b>Account #</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Balance</b>
Wages - Regular	10.55410.5121	\$ 57,000.00	\$48,843.81	\$ 8,156.19
Wages - Overtime	10.55410.5122	\$0.00	\$0.00	\$ -
Social Security	10.55410.5151	\$ 4,361.00	\$3,736.62	\$ 624.38
Workers Compensation	10.55410.5156	\$ 2,833.00	\$2,427.52	\$ 405.48
Water & Sewer	10.55410.5221	\$ 10,000.00	\$9,744.47	\$ 255.53
Unemployment Comp	10.55410.5158	\$0.00	\$0.00	\$ -
Electric & Gas	10.55410.5222	\$ 12,000.00	\$13,161.37	\$ (1,161.37)
Miscellaneous Contractual	10.55410-5299	\$ 9,000.00	\$7,402.85	\$ 1,597.15
Chemicals	10.55410.5342	\$ 12,300.00	\$11,369.33	\$ 930.67
Uniforms	10.55410.5346	\$ 1,000.00	\$972.15	\$ 27.85
Other Supplies	10.55410.5349	\$ 2,150.00	\$2,040.57	\$ 109.43
Concession Supplies	10.55410.5350	\$ 6,000.00	\$8,249.55	\$ (2,249.55)
Building Maintenance Supply	10.55410-5365	\$ 2,200.00	\$280.45	\$ 1,919.55
Licenses	10.55410.5397	\$ 500.00	\$480.00	\$ 20.00
	<b>Total</b>	<b>\$ 119,344.00</b>	<b>\$108,708.69</b>	<b>\$ 10,635.31</b>

**CHIPPEWA FALLS POLICE DEPARTMENT  
MEMORANDUM**

**TO:** Finance Manager Lynne Bauer  
**FROM:** Chief Stelter  
**DATE:** February 19, 2016  
**RE:** Carry Over Requests from 2015

The purpose of this memorandum is to request funds from the Police Department's 2015 Overall Operational Budget be carried over into 2016. I have listed, in order of priority, projects to complete. My records indicate that the PD accounts and balances can fund the priorities listed. Thank you for consideration in these requests.

Options for carry over funding:

- ✓ PD 2015 overall budget balance = \$35,434 (all needed)
- ✓ Training & Standards Reimbursement = \$3,680 (all needed)
- ✓ PD Misc. funds from Evidence Room = \$2,221 (all needed)
- ✓ PD Auction Sales = \$7,706 (\$3,600 needed)
- ✓ PD reimbursed overtime for special events, parades, etc. = \$11,967.39 (Not Needed)
- ✓ PD Grant Funding from DOT for overtime = \$10,546.32 (Not Needed)

I respectfully submit the following:

**1. Account #10.52100.5325 -\$3,680**

This is reimbursement from Training & Standards for police officer annual in-service hours. Historically, the amount of the grant has been carried over to assist with funding in this account.  $3,680-3,680= \$0$  New Balance of T & S Reimbursement.

**2. Account # 10.52100.5391- \$1,353.00**

There were two purchases made from this account in December 2015; however, the one purchase on Dec. 31, 2015 was invoiced on January 4, 2016 and the other one was ordered and invoiced on December 31, 2015 but the CC transaction date is Jan 7, 2016. Both 2015 purchases will negatively affect this account this year; therefore, I am requesting carry over funding from the 2015 overall budget (\$35,434) to reestablish this account.  $35,434-1,353= \$34,081$  New Overall Balance.

**3. 2016 Omitted Budget Request-Total \$43,000. (Of this amount \$20,000 + provided by VA Grant for the Body Camera Project).**

Of the total amount listed, \$38,000 is requested for the body camera project. The VA Grant is anticipated to provide \$20,000 plus toward the Body Camera purchase, leaving a need for approx. \$18,000.  $34,081-18,000= \$16,081.00$  New Overall Balance.

\$5,000 is the omitted amount requested for the range building. The 2016 PD Budget has funding for a partial completed building (pavilion type). This omitted request would allow us to complete the building and enclose it.  $16,081-5,000= \$11,081$  New Overall Balance.

**4. Account# 10.52100.5365-\$2,800.00**

For the 2016 Budget, I received an initial project cost of installing a full ballistic lobby window with the ability to speak and be heard from either side, as well as the ability to exchange cash, statements, etc. through an electronic controlled drawer (identical to Lake Hallie PD Lobby). The estimate was 2,800 short.  $11,081 - 2,800 = \$8,281.00$  New Overall Balance.

**5. Account# 10.52100.5850- \$2,500.00**

I am requesting to add back in \$2,500 for Office Furniture Upgrades. The original request of \$2,500 was removed at Budget Approval by Committee 1. This would assist me in completing my goal to complete the furniture upgrades with the 2016 and 2017 Budget.  $8,281 - 2,500 = \$5,781.00$  New Overall Balance.

**6. Account# 10.52100.5365- \$3,600.00**

I am requesting to add in \$3,600 for electrical lighting upgrade. This will upgrade all exterior lighting, providing better security lighting, and also reduce wattage use significantly. At time of budget preparation in 2015, I estimated \$2,500 for this project; however, the quote came in after that time at \$3,600.  $5,781 - 3,600 = \$2,181.00$  New Overall Balance.

**7. 2016 Omitted Budget Request-Est. Total \$8,000.00**

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.

If the Committee would like to see this project completed, we could take the balance of \$2,181.00 from above Overall Budget, plus the Evidence Room Balance of \$2,221.00 for a total of \$4,402.00. Also, the PD Auction Sales has a balance of \$7,700. To complete the estimate of \$8,000, we could deduct \$3,600 from the PD Auction Sales Account.  $4,402 + 3,600 = \$8,000.00$

**Chippewa Falls Fire Emergency Services  
Carry Over Requests - 2016  
10.522200.**

**2015 Budget Surplus**

5218	Laundry	\$1,589.08
5221	Water & Sewer	\$31.51
5222	Elec. & Gas	\$1,003.52
5225	Telephone	\$1,865.87
5292	Radio	\$356.00
5319	Off. Supp.	\$645.55
5322	Subscript.	\$110.05
5324	Mem. Dues	\$391.00
5325*	Reg. & Tuition	\$3,675.02
5338*	Travel & per dium	\$1,943.84
5343	Prot. Cloth.	\$2,389.63
5346	Uniforms	\$32.96
5351	Gas, Diesel, Oil	\$3,325.00
5365	Build. Main.	\$1,580.88
5393	Recruit.	\$719.48
5364	Fire Prot.	\$244.65
5397	Lic. & Certs.	\$1,650.00
5852*	FAP EMS fund	\$294.39
5900	Emp Physicals	\$3,000.00
	<b>TOTAL:</b>	<b>\$24,848.43</b>

**2015 Budget Overages**

5297	Refuse	\$178.31
5311	Postage	\$49.62
5349	Oper. Supp.	\$231.20
5352	App. Main.	\$1,321.83
5353	Mach. & Equip.	\$507.16
5354*	Amb. Supp.	\$1,265.28
	<b>TOTAL:</b>	<b>\$3,553.40</b>

\* supplies are reimbursed: billing

**DIFFERENCE:**

**\$21,295.03**



Account #	Description	Balance	Carry-over Amount
10.52430.	Tornado Warning System	\$3,709.05	
5369	Supplies	\$1,000.00	\$1,000.00
5229	Contractual Services	\$2,685.00	\$2,685.00
10.52440.	Dam Maintenance	\$5,869.87	
5229	Contractual Services	\$1,919.00	\$1,919.00
5366	Inspection Fees	\$3,000.00	\$3,000.00
5369	Supplies	\$930.00	\$930.00
10.53110.	Street Dept. Buildings	-\$5,501.92	
5247	Repair and Maintenance of Buildings	-\$5,501.92	-\$5,501.92
10.53120.	City Shop	\$4,526.18	
5351	Gas, Diesel, Motor Oil & Grease	\$66,560.93	\$45,000.00
5352	Motor Vehicle Parts	\$8,997.67	\$8,997.67
5350	Purchase From Sale of Scrap	-\$69,005.00	
10.53210.	Superintendent of Streets	\$33,133.41	
5122	Overtime	\$17,027.59	\$17,027.59
5125	Temp Help	\$4,352.36	\$4,352.36
1053310	S.D. Paid/Laevae Empl. Testing	\$653.40	
5180	Physicals	\$321.40	\$321.40
10.53330.	Maintenance of Street	\$1,298.55	
5451	Recycled Gravel	\$1,298.55	\$1,298.55
10.53340.	Surface Sealing	-\$402.82	-\$402.82

1053350	Street Cleaning & Flushing	-\$417.48	-\$417.48
10.53360.	Snow & Ice Removal	\$33,573.03	\$21,832.90
5454	Salt	\$21,832.90	\$13,003.56
5353	Machinery and Equipment Parts	\$13,003.56	
5353			
10.53370.	Tree & Brush Control	\$900.00	
10.55380.	Street Signs & Marking	\$6,824.14	\$6,824.14
5363	Sign Post and Supplies	\$6,824.14	\$6,824.14
10.53420.	Street Lighting	-\$11,847.76	-\$11,847.76
10.53450.	Traffic Controls	\$7,982.10	
6354	Traffic Signal Supplies	\$2,901.78	\$2,901.78
10.5346	Bridges	\$2,236.58	\$2,236.58
10.53490.	Drinking Fountain	\$9.54	\$9.54
10.55630.	Weed Control	-\$911.50	-\$911.50
10.57220.	Land Fill Site Maintenance	-\$1,062.11	-\$1,062.11
10.5723	Yard Waste Disposal	-\$7,219.00	-\$7,219.00
10.51810.5858	City Hall Roof	\$3,000.00	\$3,000.00
10.53290.5349	Eng. Office Operating Supplies	\$1,136.89	\$1,136.89
10.53290.5325	Eng. Registration Fees and Tuition	\$1,475.00	\$1,475.00
10.53290.5338	Eng. Travel and per Diem	\$600.00	\$600.00

10.53390.5299	Curb and Gutter Contractual Services	\$5,160.68	\$5,160.68
10.53430.5299	Sidewalk and Crosswalk Maint. Contr.	\$4,478.10	\$4,478.10
10.64010.6000	Sidewalk Constr. Contract Payments	-\$3,829.98	-\$3,829.98
	Total carry over		\$124,822.31

**FINANCE DEPARTMENT 2015 CARRYOVER REQUESTS**

ACCOUNT NUMBER	ACCOUNT NAME	2015 BUDGETED	2015 EXPENSES	AVAILABLE TO CARRYOVER	TO ACCT #	REASON
10.51560.5325	Registration Fees/Tuition	1,200.00	70.00	1,130.00	10.51560.5325; 5850	Additional Training Opportunities
10.51580.5216	OPEB Audit	7,500.00	2,500.00	5,000.00	10.51560.5850	Money Counter for Treasurer's Office
10.51450.5319	Central Duplicating/ Office Supplies	3,200.00	1,897.00	1,303.00	10.51450.5319	Additional Paper/Supplies
10.51620.5212	Special Legal Counsel	18,000.00	14,302.00	3,698.00	10.51620.5212	Negotiation/Personnel Expenses

**City Clerk  
Carry Over Requests  
2015 to 2016**

ACCOUNT NO.	ORIGINAL AMOUNT BUDGETED	AMOUNT EXPENDED-2015	CARRY OVER AMOUNT REQUEST	CARRY OVER ACCOUNT NO.	JUSTIFICATION
10.51420.5311	\$700.00	\$386.97	\$313.03	10.51420.5311	Increased costs of absentee ballot mailings with four elections
10.51420.5143	\$19,817.00	\$4,035.67	\$8,000.00	10.51420.5143	Allow additional election inspectors for Presidential Election, temporary help in the Clerk's office and potential wage increase for election inspectors
10.51420.5143			\$6,000.00	10.51420.5319	Additional election materials and replacement of broken voting booths