



Minutes  
Committee No. 1  
Revenues, Disbursements, Water and Wastewater  
July 8, 2013

**Committee #1 – Revenues, Disbursements, Water and Wastewater met on Monday, July 8, 2013 at 5:15 PM in the City Hall, Council Chambers, 30 W. Central Street, Chippewa Falls, WI.**

Committee/Council Members present: Jane Lardahl, George Adrian, Amy Mason, Bill Hicks, Mayor Hoffman.  
Others Present: Finance Manager/Treasurer Lynne Bauer, City Planner Jayson Smith, Fire Chief Tom Larson, Battalion Chief Mike Hepfler, Utility Office Manager Connie Freagon.

The meeting was called to order at: 5:15 PM.

**1. Discuss Main Street request for funding related to the banner street project. Possible recommendations to the Council.**

Chippewa Falls Main Street Director Teri Ouimette requested room tax funds to pay for removal of signs on poles that will be used for hanging banners. Due to their workload, the street department does not have time to assist. Finance Mgr. Lynne Bauer indicated there were room tax funds available to pay the estimated costs of \$1,144.85.

**Motion by Adrian/Mason** to recommend the Council approve funding of \$1,144.85 from room tax funds for the costs associated with the Main Street Banner project. **All present voted aye. Motion carried.**

**2. Discuss utilizing West Central Wisconsin Regional Planning Commission as RLF agent for the loan to Short Elliot Hendrickson, Inc. Possible recommendations to the Council.**

City Planner Jayson Smith requested authorization to use WCWRPC to monitor the loan between the City and Short Elliot Hendrickson, Inc. for 2013 and 2014 at a rate of \$65.00 per hour. Mr. Smith estimated about 5-10 hours annually would be necessary to provide services that include tracking payments, preparing annual audit documents, reviewing company information, etc.

**Motion by Mason/Adrian** to recommend the Council approve utilizing WCWRPC as the RLF agent for the loan between the City and Short Elliot Hendrickson, Inc. for 2013 and 2014 at the rate of \$65.00 per hour. **All present voted aye, motion carried.**

**3. Discuss funding for building repairs at Fire Station #2. Possible recommendations to the Council.**

Fire Chief Tom Larson and Battalion Chief Mike Hepfler discussed repairs needed to the roof at Station #2. In addition, there could be mold issues that will need to be taken care of. Estimates received were: \$2,350 from Petersons Affordable Construction and \$3,863 from Bauman Construction. Budgeted funds from the current fire department building maintenance account will be used for the initial roof repair to stop the roof leak. With that expense, the Fire Department will have used the \$9,000 budgeted in that account for 2013. Additional costs for tearing apart the walls and mold remediation could be as high as \$1,300. It was determined that monies from the 2013 Fire Department budget would also be used for these additional costs and that account transfer requests will be brought back to the Committee when the amounts are determined. There was additional discussion regarding appropriate expenditures for the building maintenance account and why most of the budgeted monies for 2013 have been spent by mid-year.

**Motion by Adrian/Mason** to recommend the Council approve funding for the roof repairs and mold remediation from the 2013 Fire Department Budget with any necessary account transfers to be brought back to Committee for approval. **All present voted aye. Motion carried.**

**4. Discuss funding for Fire Department protective clothing replacement. Possible recommendations to the Council. (Attachment)**

Finance Mgr Bauer stated this Committee on February 18, 2013 authorized \$5,000 from land sale monies to be used to start a replacement fund for fire department protective clothing. In addition, the fire department was given \$4,000 for protective clothing during the 2013 budget process. An order for over \$4,700 was placed for turnout gear for two new firefighters and one veteran firefighter in early January. In addition, two other purchases totaling over \$2,700 were made in February and March. The Committee discussed whether or not the additional \$5,000 was utilized for the intended purpose. Chief Larson indicated no additional expenses would be needed from this account in 2013. The Committee discussed authorizing the \$5,000 with the excess of \$1,278 to be placed in the replacement fund as discussed at the February meeting.

**Motion by Adrian/Mason** to recommend the Council approve the previous recommended allocation of \$5,000 from land sales for the protective clothing replacement fund and to place the balance of approximately \$1,278 after 2013 expenditures of \$7,721 in the replacement fund. **All present voted aye. Motion carried.**

**5. Discuss funding for Chippewa Valley Community Television and funding and agreement with CESA 10. Possible recommendations to the Council.**

Based upon a recommendation from Committee #4 to utilize CESA 10 for videotaping council meetings, the Committee discussed utilizing franchise fees for the purchase of the necessary equipment estimated to cost \$9,321. In addition, there is a one-time buy-in fee of \$5,000 and an annual fee of \$11,500 that includes services such as video conferencing, video recording, live streaming, archiving, tiered support and help desk staff and development. Utility Office Manager Connie Freagon indicated a start date of September 1 and asked for authorization to execute the contract with CESA 10. Finance Manager Bauer indicated the City averages \$60,000 per year from the 2% franchise fee and forwards those monies on to Community Television for the taping and broadcasting of council meetings. The Committee noted that a decision would need to be made by the Council regarding the collection of the 2% franchise fee and agreed this issue would be discussed at a future Committee of the Whole meeting.

**Motion by Mason/Adrian** to recommend the Council approve funding not to exceed \$30,000 from the 2% franchise fees for fees and purchase of equipment to video tape city meetings and to authorize the signing of a contract between the City and CESA 10 pending review by the City Attorney. **All present voted aye. Motion carried.**

**6. Update on city lot sales. Possible recommendations to the Council.**

Finance Manager Lynne Bauer gave an update on recent land sales. Two lots on Marilyn Street were sold through the recent bidding process. A discussion of how to proceed with the remaining three lots will be at the next committee meeting. In addition, three lots remain on Chippewa Crossing Blvd and they will also be discussed at the next meeting. Discussion will include whether to allow well/septic on the Chippewa Crossing lots.

**No action taken.**

**7. Discuss future meeting dates and identify agenda items.**

The Committee will meet again at 5:15 PM on Tuesday, July 23. Possible items to be addressed include Police Department budget; street/road repair funding; city lot sales; and a brief overview of past budget processes.

**No action taken.**

**8. Adjournment.**

**Motion by Mason/Lardahl** to adjourn at 6:43 PM. **All present voted aye, motion carried.**

Minutes submitted by,  
Lynne Bauer,  
Finance Manager/Treasurer

Premier Printing, Inc  
 2500 E. 5th Street  
 Marshfield, WI 54449  
 715/486-0603 fx 888/513-1430  
 www.premierprintinginc.com  
 www.facebook.com/premierprint

# Estimate

**E#8804**

No. reprint #1

6/28/2013

Date

Customer P.O. No.

Main Street Chippewa Falls  
 514 N. Bridge Street  
 Chippewa Falls WI 54729-2421  
 Teri Ouimette

QUANTITY	DESCRIPTION	AMOUNT
30	Removal of Sign Hanging Baskets <i>take down</i> Will remove 2 parking signs per pole and <del>metal</del> hardware for hanging baskets. - 16:00 Installation w/ Scissors Left (20ft Max) Based on estimated time required to remove brackets. If additional time is required due to unforeseen circumstances, a hourly rate of \$65 per hour will be charged. Customer will be notified prior to.	1,144.85
Taken by: Branden Account Type: Charge Account Please pay from this invoice. We do accept most credit cards. Make payments via phone at 715-486-0603. Please remit payment within 30 days to avoid finance charge of 1.5% per month. (18%Annual) All Sales are Final. Terms and Conditions see sales associate. Thank you for you business!		Ship Via: Deliver - via Premier Wanted: Thu 6/27 Removal of Sign Hanging Baskets SUBTOTAL 1,144.85 TAX SHIPPING TOTAL 1,144.85 AMOUNT DUE 1,144.85 DATE DUE



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June 13, 2013

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

Dear Mayor Hoffman:

This letter will serve as an agreement that West Central Wisconsin Regional Planning Commission (WCWRPC) will serve as the RLF Agent for the City of Chippewa Falls loan to Short Elliot Hendrickson, Inc. (SEH). Loan servicing will be provided at the maximum rate of \$65 per hour for the calendar years 2013 and 2014. The City of Chippewa Falls agrees to provide payment in response to annual invoices submitted by WCWRPC.

Please indicate your approval of the above terms by signing below and returning one copy of this letter for our files. You may keep the other copy for your files. If you have any questions, please give Beth Waldhart or me a call at the number below.

Sincerely,

Jay Tappen  
Executive Director

City of Chippewa Falls

\_\_\_\_\_  
Greg Hoffman, Mayor

\_\_\_\_\_  
Date

PETERSONS AFFORDABLE  
 CONSTRUCTION  
 1255 305TH STREET  
 CADOTT, WI 54727

# Estimate

Date	Estimate #
6/10/2013	5

Name / Address
Mike Hefler Chippewa Falls Fire And Rescue 211 Bay St Chippewa Falls WI 54729

			Project
Description	Qty	Rate	Total
Remove flat roof off of 8 foot by 18 foot addition and raise to meet existing 4-12 pitched roof. Price includes materials and labor to remove old steel and build up flat roof pitch and reinstall new steel to tie in to adjacent roof.		2,350.00	2,350.00
<b>Total</b>			\$2,350.00

PETERSONS AFFORDABLE  
 CONSTRUCTION  
 1255 305TH STREET  
 CADOTT, WI 54727

# Estimate

Date	Estimate #
6/25/2013	8

Name / Address
Mike Hepfler Chippewa Falls Fire And Rescue 211 Bay St Chippewa Falls WI 54729

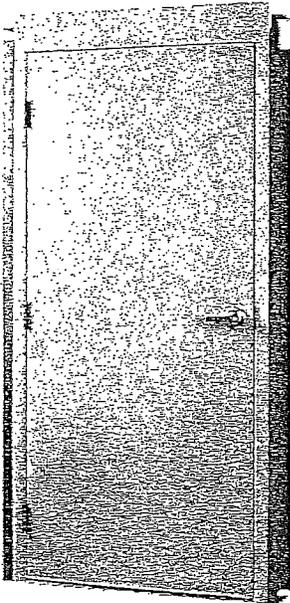
			Project
Description	Qty	Rate	Total
Replace rear door on station # 2 . Door is 36 inch and has closer and lock guard.		<del>989.00</del>	<del>989.00</del>
Labor door installation.		200.00	200.00
Replace sheetrock by door . Material and labor.		300.00	300.00
		<b>Total</b>	<del>\$1,489.00</del> 300-



987.00



Expi-Door® Fire Rated and Commercial doors  
distributed by A.J. Manufacturing, Inc.

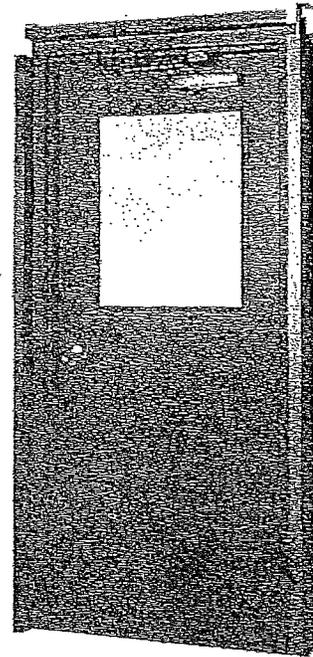


**Series 500® - Value Fire Rated Door**

- Pre-assembled
- 20 ga galvanized A40 smooth skin
- White or Bronze finish coat paint
- Polystyrene core
- Reinforcements: hinges, lock, closer & top/bottom channels
- Straight edge, reversible and laser welded
- Frame: 16 ga galvanized A-40; 5 3/4" with returns, butt corner connections
- Sub-Frame 16 ga galvanized (A40 min) flush mount. Jamb trim required.
- Grade 2 Lever lock installed
- Threshold 5 3/4" aluminum
- Self-adhesive weatherseal
- TPE "U" concealed sweep

**Series 700™ - High-End Architectural Fire Rated Door**

- Pre-assembled
- 18 ga galvanized A60 smooth skin
- Beige colored primer
- Polystyrene core
- Heavy-gauge reinforcements: hinges, lock, closer & top/bottom channels
- Beveled edge with interlocking seam
- Frame: 16 ga galvanized A-40; 5 3/4" with drywall returns; welded corner connections
- Sub-Frame 16 ga galvanized (A40 min). Offset design w/jamb anchors. Self-trimming
- Grade 1 or Grade 2 lever lock installed
- Threshold 5 3/4" aluminum
- Self-adhesive weatherseal
- TPE "U" concealed sweep
- Three-year warranty
- 45 min, 90 min, 3 hours fire-labels available



**A.J. Manufacturing, Inc.**

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**Item #2: Review department capital item requests and economic development projects. Discuss funding options for these items. Possible recommendations to the Council.**

The Committee reviewed a list of capital item requests including omitted budget requests from the 2013 budget process (see attached). On December 19, 2012 the Committee of the Whole recommended the following items be forwarded to Committee #1 for funding discussions: ambulance, fire truck, library carpeting, Irvine Park lower end bathrooms and Irvine Park roads.

**Motion by Adrian/Lardahl** to recommend the Council approve bonding to fund a new ambulance, new aerial ladder truck, Irvine Park lower-end bathrooms and Irvine Park roads for an estimated total of \$1,590,000 and in addition to authorize any associated costs of issuing debt for these purchases. **All present voted aye, motion carried.**

Additional items were discussed with funding to come from land sale monies. Police Chief Stelter reviewed various requests from her department. BC Mike Hepfler indicated the Fire Dept would like to start a fund for replacing protective clothing and the \$5000 would be used to begin this program. Future year requests will be considered during annual budget requests for operating funds. There was a brief discussion regarding the Library requests for carpeting and computers. Funding of \$15,000 would replace at least 8 computers at the Library. The Committee felt the Park Board should discuss neighborhood parks and playground equipment requests to determine what direction they would like to go with these parks before any funding would be approved. They did however agree that the Marshall Tennis Courts were used heavily and agreed to fund improvements with land sale monies. City Planner Jayson Smith summarized a previous committee meeting discussion regarding utilizing municipal flood control grant monies on Herbert Street.

**Motion by Adrian/Lardahl** to approve funding from land sale monies for items detailed on the attached spreadsheet for the following departments: Police \$37,752; Fire \$5,000; Library \$75,000; Parks & Rec. \$13,000; Economic Development/City Match for Municipal Flood Control Grant land purchase. **All present voting aye, motion carried.**

City Planner Jayson Smith presented information regarding downtown economic development projects (see attached).

No action taken.

**Item #3: Adjournment.**

**Motion by Adrian/Lardahl** to adjourn at 10:10 AM. **All present voted aye. Motion carried.**

**Minutes submitted by:**  
Lynne Bauer, Finance Mgr.



## CESA 10

## Distance Learning Services

### Recording Suite for K-12 School Districts and other Public Partners

#### Services Provided:

- Robust video-conferencing
- Video Recording for all of your employees
- Ability to publish and play recorded video anywhere and on any device
- Ability to live stream
- Video archives
- Multiple publishing points
- Mobile Polycom client
- Unlimited Storage & Backup @ a Tier 3 Regional Data Center
- Tiered Support
- Help Desk and staff development

#### Fee Structure

##### One time Buy-in fee

- \$5,000 one time buy-in fee (CESA 10 schools have each invested this amount into the system)

##### Yearly fee

- \$11,500 includes all of the services listed above

Abbotsford  
Altoona  
Augusta  
Bloomer  
Bruce

Cadott  
Chippewa Falls  
Colby  
Cornell  
Eau Claire

Eleva-Strum  
Fall Creek  
Flambeau  
Gilman  
Gilmanton

Granton  
Greenwood  
Ladysmith-Hawkins  
Lake Holcombe  
Loyal

Medford  
Mondovi  
Neillsville  
New Auburn  
Osseo-Fairchild

Owen-Withee  
Spencer  
Stanley-Boyd  
Thorp  
Weyerhaeuser

# Proposal



**Proposal Date:** 4/5/13  
**Proposal Valid for:** 30 Days  
**State Contract Number:** 11-84086-701

**Bill to:**

**Ship to:**

### Equipment List and Install

Line No.	Qty	Model Number	Manufacturer	Description	End User Unit Price	Ext. End User Price
1	1	7200-63430-001	Polycom	RealPresence Group 500-720p: Group 500 HD codec, EagleEye III camera, mic array, univ. remote, NTSC/PAL. Cables: 2 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI analog 3m, Power: AMER-Type B, NEMA 5-15. Maintenance Contract Required.	6,489.00	\$ 6,489.00
2	1	4870-63430-112	Polycom	Premier, One Year, RealPresence Group 500 - 720p: Group 500 HD codec, EagleEye III cam., univ. remote	1,108.00	\$ 1,108.00
3	1	LPASU	Chief	Height Adjustable Cart	882.00	\$ 882.00
4	1	PCA-720	Chief	Shelf with Handles	76.00	\$ 76.00
5	1	47LDVWXC	LGE	47" Commercial Display	732.00	\$ 732.00
6	1	52130	C2G	15' HD15 VGA W/Audio	28.00	\$ 28.00
7	1	26956	C2G	HD15 to DVI Adapter	6.00	\$ 6.00
9						\$ -
10						\$ -
11						\$ -
<b>TOTAL:</b>					<b>\$</b>	<b>9,321.00</b>

**Terms and Conditions:**

**Payment Terms:**

Net 30

*NOTE: Tax Exempt Status must be stated on the Purchase Order. Terms are based on approved credit.*

**Send Purchase Order to:**

Scott Schwartz  
 AT&T  
 316 W. Washington Ave.  
 Madison, WI 53703

Phone: 608 252-2074  
 Fax: 608 252-4630  
 Email: ss5386@att.com