NOTICE OF PUBLIC MEETING

CITY OF CHIPPEWA FALLS, WISCONSIN

IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

Board of Public Works: XXX

Reasonable accommodations for participation by individuals with disabilities will be made upon request. Please call 715-726-2736.

Will be held on **Monday, December 11, 2017 at 5:30 P.M.** in the City Hall Council Chambers, Chippewa Falls, Wisconsin. Items of business to be discussed or acted upon at this meeting are shown on the attached Agenda or listed below:

NOTE: If you are a board member and unable to attend this meeting, please contact the Engineering Dept at 726-2736.

1. Approve the minutes of the November 13, 2017 Board of Public Works meeting. *(Attachment)*
2. Consider Stormwater Utility fee and corresponding resolution. Make recommendation to the Common Council. *(Attachment)*
3. Consider revision of Chapter #32 to change Board of Public Works to Committee #1. Make recommendation to the Common Council. *(Attachment)*
4. Consider revision to City Municipal Code #13.20 Industrial Waste Analysis. Make recommendation to the Common Council. *(Attachment)*
5. Consider Tentative Five Year Street Improvement Program. Make recommendation to the Common Council. *(Handout)*
6. 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.

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

I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1st floor, City Hall and posted on the City Hall Bulletin Board on Wednesday, December 6, 2017 at 3:00 PM by Mary Bowe.

NOTICE OF PUBLIC MEETING

CITY OF CHIPPEWA FALLS, WISCONSIN

IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

Board of Public Works: XXX

Reasonable accommodations for participation by individuals with disabilities will be made upon request. Please call 715-726-2736.

Will be held on **Monday, November 27, 2017 at 5:30 P.M.** in the City Hall Council Chambers, Chippewa Falls, Wisconsin. Items of business to be discussed or acted upon at this meeting are shown on the attached Agenda or listed below:

NOTE: If you are a board member and unable to attend this meeting, please contact the Engineering Dept at 726-2736.

NOTE:

THE BOARD OF PUBLIC WORKS MEETING

FOR

MONDAY, NOVEMBER 27, 2017

IS

CANCELLED

DUE TO A LACK OF AGENDA ITEMS.

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.

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

I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1st floor, City Hall and posted on the City Hall Bulletin Board on Tuesday, November 21, 2017 at 11:00 AM by Mary Bowe.

CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, NOVEMBER 13, 2017 – 5:30 PM

The Board of Public Works met in City Hall on Monday, November 13, 2017 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent was Darrin Senn. Assistant City Engineer Bill McElroy was also present at the meeting.

1. **Motion** by Olson, seconded by Bauer to approve the minutes of the October 23, 2017 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board of Public Works considered the disposition of a small triangular vacant parcel #22808-0522-60430203, located in the Eastern Addition, Lot #3, lying North of Columbia Street, Block #2, City of Chippewa Falls. Chippewa County lists the parcel's appraised value as $100. Director of Public Works Rubenzer stated that the City shouldn't pay for the parcel. The disposition of the land surrounding the parcel was discussed. Director of Public Works Rubenzer will determine ownership. Finance Manager Bauer didn't see a reason to accept the parcel. After more discussion; **Motion** by Olson, seconded by Hoffman to recommend the Common Council accept Parcel #22808-0522-60430203, located in the Eastern Addition, Lot #3, lying North of Columbia Street, Block #2, City of Chippewa Falls if all transfer fees and any parcel payment fee are waived. **Voting aye were Olson, Hoffman and Rubenzer. Voting nay was Bauer. MOTION CARRIED on a 3-1 vote.**

3. Director of Public Works Rubenzer presented the attached City of Chippewa Falls Snow Removal Work Plan and Snow Removal Policy. He stated it was presented for information and consideration only. He stated the Herald had summarized the policy in a recent front page article. Alderperson Olson stated that he preferred snow to be removed at two inches so it didn't thaw, freeze and then result in season long ice buildup. **No action was taken.**

4. **Motion** by Hoffman, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:57 P.M.

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

Please note, these are draft minutes and may be amended until approved by the Common Council.

CITY OF CHIPPEWA FALLS, WISCONSIN

STORM WATER UTILITY RATE STUDY

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

City of Chippewa Falls
Chippewa Falls, Wisconsin

Per your request, we have recalculated service charge rates of the City of Chippewa Falls Storm Water Utility. Our recalculations are based on information provided by the City and estimates developed by us with Utility personnel assistance. Our recalculations have resulted in the following proposed changes to the Utility's current rates:

	Current Rates*	Proposed Rates*	Change $	Change %
Customer/Land Use Type:				
Residential	$ 3.00	$ 3.47	$ 0.47	15.5%
Commercial	39.00	45.05	6.04	15.5%
Industrial	30.36	35.07	4.71	15.5%
Multi-family	25.08	28.97	3.89	15.5%
Institutional	39.00	45.05	6.04	15.5%

* Charge per acre/per month; residential = per household/per month

Rate Adjustment Impact:		
Total Annual Revenue Generated by Rates	$ 596,360	$ 688,796
Additional Annual Revenue Generated		$ 92,436
Net Revenue Increase Percentage		15.5%

The current fees generate approximately $596,360 annually, while expenditures in 2017 are estimated to be $602,698 and expected to increase to $650,198 in 2018 and $688,688 in 2019. When determining the estimated 2017-2019 cash requirements, the following key factors were considered:

- Number of users will stay consistent with fiscal year 2016
- Inflationary factor of 3% was used for 2018 and 2019 O&M expenditures
- Dredging expenditures of $7,500 was added annually for the expected additional expense
- Expected projects to occur in 2018 and 2019 are anticipated to be financed through additional debt, structured similar to current outstanding debt
- Capital replacement fund goal of $10,000 monthly

The above rate adjustments represent results based on current and estimated activity within the Storm Water Utility fund. Additional modification to the rates may be necessary if actual results differ significantly than estimated in the rate adjustment calculations.

2019 CASH REQUIREMENT

	Estimated 2019	Cash Requirement Costs				
		Base Year 2017	2016	2015	2014	2013
OPERATIONS						
Street Cleaning and Flushing	$ 127,308	$ 120,000	$ 110,400	$ 123,358	$ 92,844	$ 109,219
Snow Removal	42,436	40,000	34,544	27,496	62,399	64,580
Storm Sewer Maintenance	74,263	70,000	72,089	50,639	37,623	15,742
Storm Pond Maintenance	1,591	1,500	2,474	671	2,474	264
Yard Waste	16,444	15,500	12,777	16,739	19,899	12,135
Dredging	7,957	7,500	-	-	-	-
Total Operation	269,999	254,500	232,284	218,903	215,239	201,940
CUSTOMER ACCOUNT EXPENSE						
Billing and Collection	37,132	35,000	32,216	29,819	23,025	22,728
Uncollectible Accounts	122	115	115	42	77	214
Total Customer Account Expense	37,254	35,115	32,331	29,861	23,102	22,942
ADMINISTRATIVE AND GENERAL						
Administrative and General Salaries	137,917	130,000	149,880	113,549	127,882	119,209
Outside Services Employed	9,548	9,000	9,786	8,980	9,369	7,436
Educational Expenses	13,792	13,000	12,065	9,037	8,052	10,501
Total Administrative and General	161,257	152,000	171,731	131,566	145,303	137,146
Total O&M Expenses	468,509	441,615	$ 436,346	$ 380,330	$ 383,644	$ 362,028
OTHER CASH REQUIREMENTS:						
Debt Service:						
Principal Retirement						
2016A Bonds	5,000	5,000				
2009A Bonds	20,000	20,000				
2017 Bonds	20,000	20,000				
Future Borrowing for projects - estimated	20,000	20,000				
Interest Expense						
2016A Bonds	2,244	2,244				
2009A Bonds	11,935	11,935				
2017 Bonds	10,500	10,500				
Future Borrowing for projects - estimated	10,500	10,500				
Capital Replacement	120,000	120,000				
Total Cash Requirement	688,688	$ 661,794				
Funding at Current Rates	(596,360)					
Rates (Over)/Under Funding Expenses	$ 92,328					
Estimated with Adjusted Rates						
Total Cash Requirement	688,688					
Funding at Adjusted Rates	(688,796)					
Rates (Over)/Under Funding Expenses	$ (108)					

2018 CASH REQUIREMENT

	Estimated 2018	Cash Requirement Costs				
		Base Year 2017	2016	2015	2014	2013
OPERATIONS						
Street Cleaning and Flushing	$ 123,600	$ 120,000	$ 110,400	$ 123,358	$ 92,844	$ 109,219
Snow Removal	41,200	40,000	34,544	27,496	62,399	64,580
Storm Sewer Maintenance	72,100	70,000	72,089	50,639	37,623	15,742
Storm Pond Maintenance	1,545	1,500	2,474	671	2,474	264
Yard Waste	15,965	15,500	12,777	16,739	19,899	12,135
Dredging	7,725	7,500	-	-	-	-
Total Operation	262,135	254,500	232,284	218,903	215,239	201,940
CUSTOMER ACCOUNT EXPENSE						
Billing and Collection	36,050	35,000	32,216	29,819	23,025	22,728
Uncollectible Accounts	118	115	115	42	77	214
Total Customer Account Expense	36,168	35,115	32,331	29,861	23,102	22,942
ADMINISTRATIVE AND GENERAL						
Administrative and General Salaries	133,900	130,000	149,880	113,549	127,882	119,209
Outside Services Employed	9,270	9,000	9,786	8,980	9,369	7,436
Educational Expenses	13,390	13,000	12,065	9,037	8,052	10,501
Total Administrative and General	156,560	152,000	171,731	131,566	145,303	137,146
Total O&M Expenses	454,863	441,615	$ 436,346	$ 380,330	$ 383,644	$ 362,028
OTHER CASH REQUIREMENTS:						
Debt Service:						
Principal Retirement						
2016A Bonds	5,000	5,000				
2009A Bonds	20,000	20,000				
2017 Bonds	20,000	20,000				
Interest Expense						
2016A Bonds	2,281	2,281				
2009A Bonds	12,575	12,575				
2017 Bonds	15,478	15,478				
Capital Replacement	120,000	120,000				
Total Cash Requirement	650,198	$ 636,949				
Funding at Rate	(596,360)					
Rates (Over)/Under Funding Expenses	$ 53,837					
Estimated with Adjusted Rates						
Total Cash Requirement	650,198					
Funding at Rate	(688,796)					
Rates (Over)/Under Funding Expenses	$ (38,598)					

63.1300.1845
MANHOLES, INLETS, CATCH BASINS

	ADDITIONS			RETIREMENTS			BALANCE	61.1300.1845	
Year		Amount	Funded	#	Amount		#	Amount	
2007		141,122.58						141122.58	
2007		69,228.55			4,580.16			205,770.97	
2007 contributed		6,321,749.32						6,527,520.29	
2008		152,901.31			12,012.34			6,668,409.26	
2009		738,699.34			13,751.55			7,393,357.05	
2010		439,663.47			23,248.87			7,809,771.65	
2011		353,007.73			11,611.01			8,151,168.37	
2012		190,693.75			19,945.26			8,321,916.86	
2013		498,335.56			19,338.20			8,800,914.22	
2014		250,670.53			45,334.52			9,006,250.23	
2015		164,682.25			7,345.34			9,163,587.14	
2016		276,720.89			13,712.29			9,426,595.74	
2017								9,426,595.74	2,899,075.45 since utility formed

Stormwater Assets

2012	Mower	$121,583.40
2012	Sweeper truck broom	$ 10,861.00
2014	Pelican NP Dual	$ 356,564.00
2017	Vacall Sweeper	$188,637.47
2012	2013 International Truck	$128,671.50
2016	Vac-all Chassis	$ 86,869.50
Total		$900,186.87

Resolution 2017-44

RESOLUTION ADOPTING RATES FOR STORMWATER UTILITY FEE

BE IT RESOLVED, that the Common Council of the City of Chippewa Falls, Wisconsin, hereby adopts the following stormwater utility fee as provided in Chapter 32 of the Municipal Code of the City of Chippewa Falls:

Residential stormwater utility fee of $3.47/parcel/month.

BE IT FURTHER RESOLVED, that when bills for stormwater fees are rendered, they become due and payable on the first of the month following the period for which service is rendered.

A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance. This late payment charge will be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers.

BE IT FURTHER RESOLVED, that the Department of Public Utilities shall notify stormwater customers of the Stormwater rate with the first bill issued at the new rate.

BE IT FURTHER RESOLVED, that this resolution replaces Resolution 2006-01, adopted January 17, 2006.

BE IT FURTHER RESOLVED that this resolution shall become effective on January 1, 2018.

Dated this 5th day of December, 2017.

_____
Council President

ADOPTED: _____

APPROVED: _____
Mayor

ATTEST: _____
City Clerk

Code of Ordinances

(2) STORMWATER UTILITY FEE. The "stormwater utility fee" is defined as the annual charge developed for each parcel of land. The Council may adopt policies by resolution, after recommendation by the Board of Public Works, for adjustment of the stormwater management fees.

(3) MONTHLY STORMWATER UTILITY REVENUE. The "monthly stormwater utility revenue" is the estimated monthly expenditures for planning and inventories, capital expenditures, personnel and equipment and operation of the stormwater utility, in accordance with established City policy.

32.06 - STORMWATER UTILITY FACTORS .

The stormwater management fee shall be determined by first determining the percentage of total runoff in the City which is attributed to residential property. The fee per acre for residential is computed by computing the product of the runoff percentage and the monthly stormwater utility revenue, divided by the estimated total acres of residential land use in the City. The per acre fee for all other individual parcels shall be defined as the product of the residential per acre fee, the appropriate utility factor and the total acreage of the parcel. Residential parcels shall be assessed on a per household basis.

The utility factors for various land uses are show in the following table:

Classification	Land Use	Utility
1	Residential (Single, Duplex, Twin)	
2	Commercial Multifamily (3+ Units)	
3	Commercial	
4	Industrial	
5	Institutional	
6	Parks/Open Space/Cemeteries	
7	Road Right-of-Way	

32.07 - CLASSIFICATIONS OF CUSTOMERS .

The Board of Public Works recommends and the Common Council may establish classifications other than the customer classifications under §32.06 as will be likely to provide a reasonable and fair distribution of the costs of the stormwater utility.

32.08 - CREDITS .

The Council may adopt policies by resolution, after recommendation by the Board of Public Works, for adjustment of the stormwater management fees. Information to justify a fee adjustment must be supplied by the property owner. Such adjustments of fees shall not be retroactive. Credits will be reviewed regularly by City stormwater utility staff under the direction of the Department of Public Works.

32.09 - EXEMPTIONS . (Am. #O-07-01)

The following land uses are exempt from the stormwater management fee:

Public Road Right-of-Way
Lakes
Wetlands
Parks/Open Space/Cemeteries
City-Owned Property

32.10 - PAYMENT OF FEE .

Stormwater utility fees shall be billed as an additional line item on the water bills. The fee shall be due and payable on the same terms as water and sanitary sewer utility bills. Any prepayment of overpayment of charges shall be retained by the City and applied against subsequent fees.

32.11 - APPEAL OF FEE .

If a property owner or person responsible for paying the stormwater management fee believes that a particular assigned fee is incorrect, such a person may request that the fee be recomputed.

13.20 - INDUSTRIAL WASTE ANALYSIS .

(1) The City shall collect samples and perform laboratory tests on industrial waste discharges as necessary to verify the quantity of flow and character and concentration of an industrial waste. When previously authorized by the City Council with written guidelines on potential procedural or equipment changes if warranted, samples may be analyzed by a DNR approved outside laboratory agreed upon by the City and the industry. The City Council may authorize that split samples be analyzed by the City's laboratory and 2 agreed upon private laboratories. One approved laboratory shall be selected and paid by the industry and one by the City. The results of such split samples will be averaged to determine compliance and for the calculation of the applicable surcharge for a period of no longer than 3 months. Thereafter, the City laboratory results will be used to determine user charges. (Am. #O-01-29)

(2) Waste or wastewater discharge may be sampled manually or by the use of mechanical equipment as necessary to obtain a representative 24 hour composite sample. Samples shall be taken in intervals to be established in the CFWD permit.

(3) The Superintendent may require the installation of permanent 24 hour composite sampling or monitoring equipment or the purchase of portable 24 hour composite sampling or monitoring equipment if the user discharges over 10,000 gals. on any day or discharges a waste containing incompatible pollutants as defined in Ch. NR 211, Wis. Adm. Code. The sampling device shall be owned and maintained by the person and may not be removed without the consent of the Superintendent.

(4) When Chs. NR 101 and NR 202, Wis. Adm. Code, require the submittal of the character and concentration of wastes, waste volume and production information to the City or Wisconsin Department of Natural Resources (DNR), the user shall have the waste character and concentration determined by an independent testing laboratory. A copy of the test results and DNR reports shall be submitted to the Superintendent.

(5) All measurements and test analysis of the characteristics of industrial wastes shall be determined in accordance with "Standard Methods." Alternate methods of analysis may be used, subject to prior written approval of the Superintendent.