

Committee No. 1
Revenues, Disbursements, Water and Wastewater

Meeting was held Wednesday, September 12, 2007 at 6:00 PM, Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee members present: Dennis Doughty, Jack Covill and Greg Dachel

Council members present: Robert Hoekstra.

Other City Staff Present: Interim City Administrator Bill Forrest, Clerk/Treasurer-Finance Manager Lynne Bauer, Police Chief Wayne Nehring, City Planner Jayson Smith

Also Attending: DanThole, LarsonAllen LLP

AGENDA

1. Discuss/recommend renewal of contract for assessor services.

Lynne Bauer reviewed the new contract and indicated that there will be \$400 increase from 2007 to 2008 for the same services. The company would also be available for "ReVal" in future years with costs to be determined at that time.

Motion by Dachel/Doughty to recommend the City Council renew the contract for assessor services with Bowmar Appraisal, Inc. for the period 2008 to 2010. (See attached.)

All voting aye, motion passed.

2. Discuss/recommend police department request for transfer of training scholarship funds of \$2000 to registration expense account.

Chief Nehring indicated the Officer Dan Marcell attended a 10 management course at Northwestern University. Chief Nehring requested a transfer of funds to cover part of the cost of the course.

Motion by Dachel/Covill to transfer \$2000 from account #42000-4247 to account #52100-5325.

All voting aye, motion passed.

3. Discuss special assessment deferral policy located in Chapter 3 of the Chippewa Falls Municipal Code with possible recommendations to the Council.

Lynne indicated that a Special Assessment Deferral Policy which was begun about a year ago, was never completed. On advice of City Attorney Ferg, Lynne recommends rescinding or modifying the policy at the next Committee meeting. It was discussed that changing paragraph 3.081 (3) to include a sentence "Any deferral approved by Committee No. 1 shall not exceed 5 years." following the first sentence. Alderman Dachel also noted a discrepancy in the interest charged and suggested additional review of the document by Attorney Ferg.

No action taken.

4. Discuss/recommend amending Section 3.10 of the Chippewa Falls Municipal Code entitled “Facsimile Signatures”.

Lynne outlined current procedures for having two signatures on all City checks. It was discussed to amend section 3.10 to permit flexibility during changes in personnel.

Motion by Doughty/Dachel to recommend the City Council amend (Section 3.10 Facsimile Signatures) replacing the title “Comptroller” with the title “City Administrator”. And to add a line permitting the Mayor to act as a single signature authority in the case of a vacancy of the City Clerk/Treasurer or City Administrator positions.

All voting aye, motion passed.

5. Discuss/recommend accepting credit card payments and/or bank payments for real estate taxes.

Lynne outlined a program allowing property tax payers to pay taxes on line via a third party collection company. The City would not be involved in taking payments by credit card. The third party service would be available on-line and would charge the card holder a convenience fee. This program would provide an alternative to citizens visiting a government office, to pay property taxes. There was also a discussion of negotiating with local banks, to make the banks a point of payment

Motion by Doughty/Dachel to recommend the City Council authorize Lynne Bauer to proceed with establishing a credit card program, pending review of the contract by City Attorney Ferg.

All voting aye, motion passed.

Motion by Covill/Dachel to recommend the City Council authorize Lynne Bauer to develop a policy for local banks to act as points of payment, with the participating banks accepting the costs of operating the program.

All voting aye, motion passed.

Motion by Doughty/Dachel to move item 10 ahead in the Agenda sequence.

All voting aye, motion passed.

(10) Discuss/consider request of Chippewa Falls Main Street for room tax funds.

Lynne Bauer prefaced the discussion by indicating the previous actions had process was to ensure the account was not overspent. Mr. Jim Schuh, Executive Director, spoke on behalf of the Main Street organization. Mr. Schuh requested the disbursement of \$1923.50 from the 2007 City Room Tax funds to cover two tourism related activities. The two activities are the Flower Beautification

Program (\$1500) and Visitor Guide Tourism Advertising. Jim indicated that in some past years the City Street Department watered the flowers. The Program also attempted to use volunteers. The Program can no longer rely on volunteers for watering and has hired Former Mayor Doug Sandvick to ensure the proper care of the baskets. Currently, collections have not covered this years costs, and it is time to order materials for next years baskets according to Schuh. The second item (\$423.50) was for the placement of an ad in a local visitor guide promoting Downtown Chippewa Falls in the Chippewa County Visitor Guide.

The current account balance is \$4193.48 according to Bauer.

Motion by Dachel/Doughty to recommend the City Council authorize the transfer of \$1923.50 to Main Street from the City Room Tax account.

All voting aye, motion passed.

6. Discuss/recommend WOW Logistics Tax Increment Financing request.

Jayson Smith indicated that WOW is requesting the City pick up the cost of sewer and water laterals for the expansion (126,000 sq. ft.) of the Warehouse facilities. And that WOW is asking for a deferment extension from three years to five years. Bohl and Proulx Plumbing submitted a proposal for \$8395 for sewer improvements and \$27715 for water improvements.

Motion by Doughty/Dachel to recommend the City Council approve costs (\$36,110 see attached) for laterals, allocating the costs to the Tax Increment Financing District #5 and extending the deferment to 5 years.

All voting aye, motion passed.

7. Discuss/recommend authorizing the City Planner to solicit proposals for appraisals for the properties located at 12 S. Bridge Street and 12 N. Bridge Street.

Jayson Smith outlined the necessity of appraisals of properties in order to submit applications for grants to purchase properties.

Motion by Doughty/Dachel to recommend the City Council authorize the expenditure of up to \$5000 for appraisals of 12 N. and 12 S. Bridge Street. Cost to be allocated to Tax Increment District #4.

8. Discuss/recommend authorizing the City Planner to solicit proposals for a Phase I and Phase II Environmental Impact Study for the property located at 12 S. Bridge Street.

Motion by Dachel/Doughty to recommend the City Council authorize City Planner Jayson Smith to solicit proposals for Phase I and Phase II Environmental Impact Studies for the property at 12 S. Bridge Street. Also recommend Mr. Smith be authorized to accept the lowest proposal not exceeding \$5000.

All voting aye, motion passed.

9. Discuss/recommend approval and adoption of the 2006 Audit Report conducted by Larson Allen LLP.

Dan Thole made a presentation of the 2006 Audit Report. According to Mr. Thole (see attached Summary, the full document may be viewed at the City Clerks office), the City of Chippewa Falls has moved in a very positive financial direction in the past several years.

The Auditors Opinion (#1) granted an "Unqualified Opinion", highest possible General Accounting Principal rating for documentation.

Reviewing statistical data Items 2-9, Mr. Thole indicated that the City has consistently moved in a positive direction in improving revenue positions, growing the cash reserves and controlling expenditures through years 2004, 2005, and 2006.

Motion by Doughty/Dachel to recommend the City Council accept and approve the 2006 Audit Report.

All voting aye, motion passed.

10. (See Above)

11. Adjournment

Motion to adjourn at 8:20 PM.

All voting aye, motion passed.

Submitted, Dennis Doughty, Chair