



**Minutes**  
**Committee No. 1**  
**Revenues, Disbursements, Water and Wastewater**

**Committee 1 met on Thursday, May 13, 2010 at 5:00 PM, Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

**Council Members:** Michael Dahlby, Jane Lardahl, Bill Hicks, Susan Zukowski

**Attendees:** Lynne Bauer, Tim Swoboda, Rick Rubenzer, Bob Gust, Nancy Flynn, Bill Faherty, David Carlson, Jayson Smith, Wendy Stelter, Chuck Goettl

1. Discuss/consider Proposal from SEH for administrative services for the Energy Efficient Community Block Grant. Make recommendation to the City Council.

Grant administration services with SEH, not to exceed \$8,000. Working with Focus on Energy, have already received funding to cover our local share of the local match. 3% of grant fees can be used to cover administrative fees. Stimulus dollars require acceptance of the lowest bid offer. Total grant award for the project is \$225,000 dollars.

Motion by Dahlby/Hicks to recommend the Common Council approve the proposal from SEH for the administrative services for the Energy Efficient community Block Grant. All present, voting aye, motion carried.

2. Consider Offer to Purchase received from Tim Swoboda to purchase Utility owned property close to his business at 1200 W. River Street with possible recommendations to the Council.

Because this land is owned by the Water Utility, the sale of the land comes before Committee 1. Mr. Swoboda, owner of the Lodge would like to purchase the land to expand his parking lot. This is zoned heavy industrial. Land at this time is assessed for approximately \$28,800 per acre; the proposal for \$7,500/acre for .4 acres of land the approximate acre price would be \$18,750, at \$7,500/acre for .75 acres would be \$10,000 per acre.

Follow up on this issue after further research is completed at the next Committee 1 meeting to be scheduled prior to the next council meeting.

3. Discuss/consider lease renegotiation for Southside Water Tower with possible recommendations to the Council.

Addition of new equipment and antennas, proposal is to increase the monthly rent by \$300/month. This would be added to the existing rent and the total rent will still increase annually by 4%. Once everything is approved from the Council for the lease

renegotiation, it will go before the Plan Commission for the Conditional Use Permit. This additional will not limit our ability to lease space to others.

**Motion** by Zukowski/Hicks to recommend the council approve the First Amendment to Option and Lease Agreement between the City of Chippewa Falls and New Cingular Wireless PCS. All present, voting aye, motion carried.

4. Discuss options for funding City Clerk and Finance Manager/Treasurer reorganization with possible recommendations to the Council.

Committee 2 recommended pay grade 11 for the City Clerk and pay grade 18 for the Finance Manager. Committee 2 placed the Finance Manager at the lowest they code on pay grade 18 without giving a pay cut to the current Finance Manager. The financial impact is an increase of \$3,000 for the Finance Manager. The Clerk Position on grade 11 has a hire amount starting at \$40,600 and a mid point of \$50,810. Lynne would like to advertise starting wages between \$40,000 and \$50,000. This would allow her to have some flexibility in the recruitment process and allow compensating the person based on the skill and background for them. Lynne has comparable for City Clerks, which range from \$45,000 to \$58,000.

**Motion** by Zukowski/Hicks to recommend the Common Council authorize the Finance Manager to recruit for the City Clerk position with a pay range of \$40,600 to \$50,800; the hire point to the mid-point on Grade 11. All present, voting aye, motion carried.

The financial impact on the budget for adding the City Clerk position is \$65,000 to \$75,000 annually, including benefits. For 2010, the estimated impact on the budget would be half of that amount, assuming that we would hire the person to start in July.

**Annual Impact (wages/benefits)**

<b>Current Structure</b>		<b>New Structure</b>	
City Administrator:	\$120,000	City Clerk:	\$75,000
Current Finance Manager:	\$93,000	Finance Manager:	\$100,000
<b>Total:</b>	<b>\$213,000</b>	<b>Total:</b>	<b>\$175,000</b>

Savings by moving to two separate positions is a savings of approximately \$38,000. Funding would need to come from the Administrator's budget, before we stop funding the Administrator position to fund the two separate positions, it is recommended by the Committee to schedule a joint meeting to discuss.

Next step, schedule a joint Committee 1 and committee 2 meeting to finalize the details, have one last look at the impact of this modification.

5. Discuss options for funding local match (approx. \$4,550) for the FEMA Assistance to Firefighters Grant with possible recommendations to the Council.

**Motion** by Dahlby/Hicks to recommend the Common Council approve a local match of \$4,550. All present, voting aye, motion carried.

6. Discuss Resolution for Outdoor Recreation Aids and possibility for matching funds with possible recommendations to the Council

Grant has been applied for to purchase two lots of land located next to Casper Park. Grant requires a local match of 50% to be paid through city funds or donations. City match would be \$24,050. Jane expressed her mixed feelings on City funds for this project. Committee 4 has requested the Park Board look at selling land, but the Park Board said no, not selling any land. Bill indicated that the Park Board has an issue with the selling of land and having the monies not funneling back into the Park. Recommendation would be to work with the Park Board to identify a property under the Park Board that could potentially be sold that could be used to offset the amount and allow a contribution.

**Motion** by Dahlby/Hicks to recommend the Council authorize the Resolution for the Outdoor Recreation Aids with matching funds to be obtained through donations; if donations are unable to be secured Committee One will review for funding options. All present, voting aye, motion carried.

7. Discuss regular meeting date with possible recommendations to the Council

Regular Committee 1 meeting will be scheduled for the Second Thursday of the Month at 5:00 PM.

We will target a Committee 1 meeting and a Joint Committee 1 and 2 meeting for Thursday March 20<sup>th</sup> at 7:00 PM.

8. Adjournment

**Motion** by Zukowski/Hicks to adjourn. All present, voting aye, motion carried. Adjourned at 6:28 PM.

Minutes Submitted by:  
Susan Zukowski, Chairperson