

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of the:

JOINT MEETING BETWEEN

Committee No. 1

Revenues, Disbursements, Water and Wastewater

and

Committee No. 2

Labor Negotiations, Personnel, Policy & Administration

Will be held on **Monday, August 18, 2014 at 7:30 PM, Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. Open Session
2. Discuss incentive payment to employees for notification of retirement. Possible recommendations to the Council.
3. Summary of land sale revenues and expenses. Possible recommendations to the Council.
4. Review cost estimates and discuss funding for improvements to Buchanan Park and/or other city parks. Possible recommendations to the Council.
5. Discuss Department Head Review process. Possible recommendations to the Council.
6. Contemplated Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications"
 - A. Discuss offer to purchase from Mark Mueller for city lots located near Happy Tails Dog Park;
 - B. Discuss labor negotiation issues and strategies;May return to open session
7. Update on progress of Employee Handbook.
8. Set future committee meeting dates.
9. 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.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

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 OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on August 15, 2014 at 2:30 PM by BNG.

Pickle Ball/Basketball Court Construction Costs

Buchanan Park - Main Street

Projected Expense - Fall 2014		Total	\$7,359.00
Pickle Ball Courts			
Description of Work	Contractor	Expense	
*Saw Cut existing asphalt approx. 3 inches from inside fence	Senn	\$1,017.00	
* Excavate asphalt and remove from site	Senn	\$1,320.00	
* Install 105 cubic yards base course to re-balance area	Senn	\$2,100.00	
		Total	\$4,437.00
Basketball Court			
Description of Work	Contractor	Expense	
*Saw Cut existing asphalt approx. 3 inches from inside fence	Senn	\$571.00	
*Excavate asphalt and remove from site	Senn	\$830.00	
*Install 105 cubic yards base course to re-balance area	Senn	\$1,321.00	
		Total	\$2,722.00
Description of Work	Contractor	Expense	
Remove portion of east side fence for access	American Fence	\$200.00	
		Total	\$200.00
Projected Expense - Late Spring/Early Summer 2015		Total	\$37,585.00
Pickle Ball Courts			
Description of Work	Contractor	Expense	
Fine Grade and compact Pave 2inch compacted asphalt	Senn	\$13,143.00	
Layout and Paint 4 Pickle Ball Courts	Fahrner	\$1,060.00	
		Total	\$14,203.00
Basketball Court			
Description of Work	Contractor	Expense	
Fine Grade and compact Pave 2inch compacted asphalt	Senn	\$8,332.00	
Asphalt apron from fence to sidewalk	Senn	\$1,720.00	
Layout and Paint Basketball Court	Fahrner	\$525.00	
Install Basketball Piping and Backboards	American Fence	\$4,550.00	
New Fence - Main St./Posts	American Fence	\$1,813.00	
		Total	\$16,940.00
Pickle Ball/Basketball Courts Shared Expenses			
Description of Work	Contractor	Expense	
Reinstallation of the Fence access point - Duncan Street	American Fence	\$396.00	
New Middle Fence/Posts separating Basketball & Pickle Ball	American Fence	\$1,994.00	
Fix and add new fence doors and handles as needed	American Fence	\$252.00	
		Total	\$2,642.00
Contingency/Change Orders		Total	\$3,800.00

Buchanan Court Improvement Total Costs	Expense
Pickle Ball Courts	\$21,961.00
Basketball Court	\$22,983.00
Total	\$44,944.00

Parks and Recreation Director Recommendations
1)*City Street Department saw cut, excavate and install base course on rainy days saving approximately \$7359 in project costs. City Parks Staff will remove the center & west side fence to save additional money.
2) The City contributes \$37,585 in 2015 to complete the project
3) Pickle Ball potential users find donations to pay for the equipment and court expenses below.

Projected Expense - Late Spring/Early Summer 2015		
Pickle Ball enthusiasts will be asked to raise the money to pay for the construction costs below for the Pickle Ball Courts		
Pickle Ball Courts		
<u>Description of Work</u>	<u>Contractor</u>	<u>Expense</u>
Purchase Nets and Standards	CV Sporting	\$1,200.00
Saw Cut Courts, Apply Color Coating	Fahrner	\$15,100.00
	Total	\$16,300.00

1.37 DEPARTMENT HEAD REVIEW COMMITTEE. (Cr. #2006-14)

(1)

APPLICABILITY. This section shall apply to all City of Chippewa Falls Department Heads.

(2)

MEMBERSHIP. (Am. #2012-13) A Department Head Review Committee is hereby established consisting of the Mayor, the Chippewa Falls Common Council President, and the Chairperson of Committee No. 2. In the event that the Chippewa Falls Common Council President and the Chairperson of Committee No. 2 are the same person, then in such event, the Mayor and the Common Council President will agree upon and select an additional Councilperson to serve as the third member.

(3)

POWERS AND DUTIES. The Department Head Review Committee shall have the following powers and duties:

(a)

Evaluate and review the job performance of each specified department head and communicate with the said personnel in regard thereto as may be deemed appropriate under the circumstances.

(b)

Advise and make recommendations to the Common Council concerning the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads, except those officials selected by boards and commissions defined in the Wisconsin State Statutes.

CITY OF CHIPPEWA FALLS
SALARY STRUCTURE, PERFORMANCE MANAGEMENT, SALARY REVIEW
ADMINISTRATION AND IMPLEMENTATION GUIDELINES FOR THE NONUNION
GROUP.

NON UNION SALARY STRUCTURE- Annually the nonunion salary cluster will be reviewed and the structure will be adjusted to maintain a competitive wage range for all positions within the salary cluster.

- A) The comptroller will be responsible for recommending the adjustment amount as a part of the budget process. The comptroller will use the selected source chosen for the 1998-99 Compensation study and the National ACA benchmark figure for Public Administration.
- B) New employees may be hired into steps " hire through step B" in the pay range. Steps C through the mid-point require Personnel Committee approval. Placement in steps above the mid-point require full council approval.
- C) Requests for changes and or additions to the structure may be made at anytime. These changes must be submitted to the Personnel Committee for their approval and then to the City Council before final implementation.

PERFORMANCE MANAGEMENT-The performance planning process will be conducted on an annual calendar year basis for all employees.

- A) Annually the department head will be responsible for submitting an annual performance plan for his/her department as a part of the annual budgeting process. Once this plan is adopted, the department head will be expected to provide a written mid-year update by no later than June 30th to the council. A final update would be completed by December 31st of that year. Between January 1st and March 1st of the following year, a committee consisting of the Mayor, Council President and chairman of Committees' # 1,2,3 and 4, with input from appropriate boards or commissions will complete a performance review of each department head.
- B) The department head will be responsible for completing performance plans on all his/her employees.
- C) Individual performance plans for all employees within the department will be completed by no later than January 31st of the current fiscal year.
- D) A mid-year progress check will be completed on each employee within the department by no later than July 31st of each fiscal year.
- E) A final performance review will be completed on each employee within the department by no later than December 15th of each year.

SALARY REVIEW ADMINISTRATION-Annual salary increases will occur in January of each year based on completing a successful overall performance review rating of achieves expectations or better for the previous year.

- A) Progression through the range to the next step (below the midpoint) may occur on an annual basis assuming the employee meets the minimum performance criteria of achieve expectations.

B) Progression through the range to the next step (above the midpoint) may occur every two years (step E or F) or three years (step G or maximum) based on the employee meeting the minimum performance requirements of "achieves expectations" for the previous years.

C) Employees who don't receive an increase at the time they are eligible will have to wait a full year to be eligible again.

D) New hires will normally have to wait until the first of the year following their anniversary date to receive an increase. The department head may recommend an increase sooner based on documented performance of the individual.

IMPLEMENTATION OF NEW PAY STRUCTURE-All employees will be slotted in the new pay range for their position based on current salary, longevity payments, and seniority in position. There will be a two-year implementation process for complete integration into the new structure. The two options available for implementation are:

A) Those below 100% of their new position in range will receive special adjustments over the next two years in order to achieve appropriate placement in the range.

B) Those above 100% of their new position in range will be "Red Circled" and will receive no increase other than the range adjustment increase until they are eligible for a merit increase based on their performance.