MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY & ADMINISTRATION
August 18, 2014

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Monday, August 18, 2014 at 7:30 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Bill Hicks, George Adrian, Paul Olson, Amy Mason, Chuck Hull, Rob Keifer, Mayor Hoffman.

Others present: Finance Mgr/Treasurer Lynne Bauer, Parks & Recreation Director Dick Hebert, Fire Chief Mike Hepfler, Street & Utility Maintenance Manager Rick Ruf, Assistant City Engineer Matt Decur.

Call to Order: 7:30 PM

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.**
   The Committees discussed the possibility of issuing an incentive payment to encourage employees to notify the City more than two weeks in advance of their retirement. A longer notice would give the City a better opportunity to fill vacancies and allow for training before the retiring employee is done. Time periods and payment amounts were discussed. Discussions also included if the payment would be open to all City employees or just specific departments and how long you have to be employed with the City before you are eligible. Currently the Police Dept. has a $100 payment for a 60 or more day notice. It was noted in order to stay on the City's health insurance plan after retirement an employee has to be employed for 10 years with the City. In addition, an employee is considered vested after 5 years with the Wisconsin Retirement System. The incentive payment would be effective with Council approval and also incorporated into the employee handbook.

   Motion by Mason/Hicks to recommend the Council approve an incentive payment of $300 to employees who are vested in the Wisconsin Retirement System and provide the City with a minimum of a 90 day notice of their retirement; and a payment of $400.00 to a Department Head who is vested in the Wisconsin Retirement System and provides a minimum of a 120 day notice. **All present voted aye. Motion carried.**

3. **Summary of land sale revenues and expenses. Possible recommendations to the Council.**
Finance Manager Lynne Bauer presented a summary of land sale revenues and expenses from 2010-2014. Revenues taken in during that time were approximately $812,000. These funds have been used to replace boilers at City Hall and the Library; purchase Police Department equipment including mobile vision cameras; purchase Fire Department equipment including a new inspector vehicle; economic development including the City's comprehensive plan; and park improvements. Actual expense amounts will be compiled and a complete list of revenues and expenses will be distributed at the next meeting.

No action taken.

4. **Review cost estimates and discuss funding for improvements to Buchanan Park and/or other city parks. Possible recommendations to the Council.**
Parks & Recreation Director Dick Hebert summarized projected costs for improvements to Buchanan Park on Main Street. The Street Department should be able to remove the existing fence and asphalt saving approximately $7,359. Projected expenses for 2015 are $37,585 and include pickle ball and basketball courts. In addition, pickle ball enthusiasts will be responsible for contributing additional funds of $16,300. City funds for the project should be available from the TIF advance repayment to the General Fund.

Motion by Hull/Hicks to recommend the Council approve the improvements to Buchanan Park utilizing funding from the TIF advance repayments in an amount not to exceed $37,585. **All present voted aye. Motion carried.**

5. **Discuss Department Head Review process. Possible recommendations to the Council.**
The Committees discussed the current process for Department Head reviews which includes an annual review if the Department Head is due for a step increase. If not, an annual review is not conducted. Current ordinance and resolution language requires a Department Head to submit goals; have a mid-year review and also an annual review. The Committee feels if that process is not being followed that the language should be changed. Most felt that an annual review was appropriate and believed the Department Head Review Committee (established in 2006) should conduct it. The resolution language calls for a majority of the Council to participate in the review process but most felt that was unnecessary. The Department Head Review Committee consists of the Mayor, Council President and Committee #2 Chairperson. If the Council President and the Chairperson of Committee #2 are the same person than an alternate is picked. It was noted that the Mayor is considered the CEO of the City and therefore can handle employee issues as they arise. There were additional questions as to how the language would be changed in both the resolution and ordinance. The Committee will continue this discussion at the next meeting.

Motion by Mason/Olson to recommend the Council table this item for further review. **All present voted aye. Motion carried.**

6. **Motion by Hicks/Hull to go into 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" to A. Discuss offer to purchase from Mark Mueller for city lots located near Happy Tails Dog Park; and B. Discuss labor negotiation issues and strategies; and to include Council Members; Mayor; Finance Manager Bauer; Chief Hepfler; Asst. City Engineer Decur; may return to open session.**

Roll Call Vote: Aye - Hicks; Hull; Kiefer; Mason; Olson; Adrian. Motion carried.

The Committee discussed the offer from Mark Mueller to purchase city lots near Happy Tails Dog Park and labor negotiation issues and strategies.

Motion by Mason/Kiefer to return to open session. **All present voted aye. Motion carried.**

7. **Update on progress of Employee Handbook.**
   Finance Manager Bauer indicated a draft of the handbook has been received from the attorney and is currently being reviewed. There will be further review by all department heads, employees and the personnel committee in the near future. It is anticipated the final draft of the handbook should be ready for adoption by mid-to-late October.

   No action taken.

8. **Set future committee meeting dates.**
   Tentative meetings dates were set as follows:
   Joint Committee #1/Committee #2 Meeting - Tuesday, September 23 at 4:30 PM
   Committee #2 Meeting - Monday, September 29 at 4:30 PM
   Committee #1 Meetings - Tuesdays at 4:30 PM September 30-November 4.

9. **Adjournment**
   Motion by Mason/Kiefer to adjourn at 9:50 PM. **All present voted aye. Motion carried.**

Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer

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		
Description of Work	Contractor	Expense
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.