



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**and**  
**COMMITTEE #2**  
**LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION**  
**March 17, 2020**

**Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, March 17, 2020 at 11:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: CW King, Rob Kiefer, John Monarski, Chuck Hull, Paul Nadreau.  
Mayor/Other Council Members present: Mayor Hoffman, Jason Hiess  
Others present: Finance Manager/Treasurer Lynne Bauer, Fire Chief Lee Douglas, Police Chief Matt Kelm, Public Works Director/City Engineer/Utility Manager Rick Rubenzer, City Clerk Bridget Givens, Library Director Joe Niese, City Planner Brad Hentschel, Parks & Recreation Director Dick Hebert, Water Utility Manager Matt Boos, Utility Office Manager Connie Freagon. (Note Committee Member John Monarksi left the meeting at 11:32 am)

Call to Order: 11:00 am

**1. Discussion and planning for COVID-19 and any necessary emergency action. Possible recommendations to the Council.**

Staff presented information regarding efforts to address the COVID-19 virus. A draft resolution was discussed along with suggested changes to personnel policies. Due to the anticipated fluidity of the issues related to the virus the committees discussed a request by staff to implement a resolution granting authority to be flexible in the coming weeks including amending personnel policies and relaxing other polices as needed to ensure the necessary operations of the City continue while minimizing the impact to staff and citizens. All agreed the safety of our staff and citizens is the main goal. The committees made a recommendation to allow the Mayor, City Council President, Committee #1 Chair and the Finance Manager/Treasurer to make those policy decisions. Also discussed was the need to have the Mayor grant the execution of the City's Emergency Operations Center/Plan which will set in motion planning aspects to deal with the virus.

**Motion by Hull/King** to recommend the Council adopt Resolution 2020-05 with discussed amendments and authorize the Mayor to execute/enact the Emergency Operations Center/Plan of the City. **Roll call vote – Hull – aye; King – aye; Kiefer – aye; Nadreau – aye. Motion carried.**

**2. Adjournment**

**Motion by King/Nadreau** to adjourn at 12:06 pm. **All present voting aye, motion carried.**

**Minutes submitted by,  
Lynne Bauer, Finance Manager/Treasurer**

Resolution No. 2020 - 05 - DRAFT

**RESOLUTION TO PROVIDE EMERGENCY ADMINISTRATIVE FLEXIBILITY TO ADDRESS COVID-19**

**WHEREAS**, the United States is experiencing an expanding COVID-19 pandemic; and

**WHEREAS**, Wisconsin has had confirmed cases of COVID-19; and

**WHEREAS**, the City of Chippewa Falls desires to be as strategic and proactive as possible to ensure the health and safety of Chippewa County staff, County Board Supervisors and other County elected officials, residents and those traveling throughout Chippewa County; and

**WHEREAS**, the City of Chippewa Falls desires to maintain the highest level of services related to city operations and those departments directly related to the general welfare of all residents; and

**WHEREAS**, the City of Chippewa Falls desires flexibility to manage City operations throughout this pandemic; and

**WHEREAS**, providing administrative flexibility to allow the Finance Manager/Treasurer??, in consultation with the Mayor, Council President and Committee #1 Chair, the ability to, and not limited to: Close City Government operations as necessary; implement strategic staffing changes to ensure enough healthy staff are in place to carry out necessary and critical services; and waive, add or alter Human Resources policies as necessary to assist with personnel management and any other operational contingencies that may occur as a result of the COVID-19 pandemic is necessary at this time to address the rapidly changing issues related to the pandemic; and

**WHEREAS**, providing flexibility to allow the Finance Manager/Treasurer, Mayor, Council President and Committee #1 Chair to waive adherence to City of Chippewa Falls ordinances, policies and by-laws related to meetings of the City Council and other City governmental bodies, and on a temporary, case-by-case basis, to implement and utilize established alternate methods that comply with the Wisconsin Open Meetings Law for conducting meetings of the City Council and other City governmental bodies is also necessary at this time to address the rapidly changing issues related to the pandemic;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council does hereby acknowledge, accept, support, and authorize the Finance Manager/Treasurer, Mayor, Council President and Committee #1 Chair to implement necessary plans to ensure the safety and health of the City staff, Mayor, Council members, residents and those traveling throughout the City of Chippewa Falls; and

**BE IT FURTHER RESOLVED**, that the Finance Manager/Treasurer, Mayor, Council President and Committee #1 Chair are authorized to take all steps necessary to ensure the safety of City staff, Mayor, City Council, residents and those traveling throughout the City of Chippewa Falls and may implement procedures that violate City ordinances, policies, work rules, and any other administrative rules if they believe those violations are necessary to ensure the safety and wellbeing of City staff, Mayor, City Council, residents and those traveling throughout the City of Chippewa Falls.

**BE IT FURTHER RESOLVED**, that this emergency authority of the Finance Manager/Treasurer, Mayor, Council President and Committee #1 Chair shall remain in effect until rescinded by formal action of the City Council.

Presented to the City Council March 17, 2020.

**FINANCIAL IMPACT:**

Unknown at this time.

# City of Chippewa Falls

## DRAFT

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March 18, 2020

TO: All Employees

FR: Lynne Bauer

RE: Update on COVID-19

The the City Council met today about the COVID-19 pandemic. The the City Council approved a resolution allowing the the City Council President and me to make decisions that will ensure the safety and health of the City of Chippewa Falls staff, residents and those traveling throughout the community. Attached is the resolution they approved.

Anticipating the spread of COVID-19 to the City of Chippewa Falls, we may have staff that will be required to stay home either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school cancellations.

If you are experiencing flu-like symptoms, call your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for guidance.

**The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to the Coronavirus.** As we plan for ways to continue to provide necessary and, in some cases, life-saving services for our clients at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the public.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected.

As stated in the attached resolution, there are several questions frequently asked by Department Heads and employees. Below are the answers to several of these questions. I would like to remind you, however, that things change daily and sometimes hourly. So please communicate with your supervisor and/or Human Resources as you have questions and are attempting to navigate our current policies. As decisions are made, we will notify employees as soon as possible.

**1. If I work on COVID-19 response, how do I track my time?**

- First, confirm with your Department Head if you should be tracking your time.
- If so, a worksheet is being put together and will be emailed on how to enter payroll.

**2. In what circumstances, will the City pay employees for time off and not require the use of the employee's sick or vacation accrual banks?**

- If an employee has flu like symptoms (list symptom??) related to COVID-19 or confirmed COVID-19.
  - If a family member that lives in the house of the employee has flu like symptoms related to COVID-19 or confirmed COVID-19.
  - If an employee has been exposed to someone with confirmed COVID-19 or someone being quarantined due to suspicion of, or potential exposure to, COVID-19.
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**8. What if City Hall or other city buildings are forced to close?**

- We don't have an answer to this question at this time and we will address if required at a later time.

As you have questions, please contact your supervisor or Department Head first to assist us in efficiently addressing questions or concerns. We are asking that supervisors or Department Heads gather questions and contact Lynne in the Finance and Administration Department. Lynne will work with me and the City Council President ???to provide answers as needed. Your cooperation with this communication approach will assist us greatly!! If the issue is an emergency, please contact Lynne immediately.

We will continue to provide regular updates as we have news or more changes occur. I am very proud and thankful for all of our employees and specifically several of our Public Health employees. We know how stressful this time is for employees, your family and the City. We will get through this together through continued patience and communication.

Sincerely,

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