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

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Tuesday, November 18, 2014 at 4:30 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

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

Others present: Finance Mgr/Treasurer Lynne Bauer, Parks & Recreation Director Dick Hebert, City Engineer/Public Works Director/Utilities Manager Rick Rubenzer, Street & Utility Maintenance Manager Rick Ruf, Assistant Police Chief Wendy Stelter, City Clerk Bridget Givens, Utility Office Manager Connie Freagon, Rick Flynn (5:35 PM).

Call to Order: 4:30 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 work load issues in maintenance department related to custodian's temporary leave. Possible recommendation to the Council.**
   Due to a temporary vacancy in the maintenance department, Rick Rubenzer asked for a temporary raise for Janitor Joe Small of $2.07 per hour; authority to hire temporary cleaning services for the Library; and authority to hire temporary services for clearing sidewalks for City owned buildings on Bridge and Spring Streets. Rick is unsure when the lead custodian will return and the workload to clean and maintain city buildings is too much for one person.

   Motion by Adrian/Olson to recommend the Council authorize a temporary pay increase of $2.07 per hour retroactive to October 6, 2014 for Joe Small until the Lead Custodian returns. **All present voted aye. Motion carried.**

   Motion by Kiefer/Mason to recommend the Council authorize hiring a temporary agency or cleaning service to assist cleaning city buildings as needed. **All present voted aye. Motion carried.**

3. **Closed Session**
   Motion by Mason/Kiefer 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 labor negotiation issues and strategies; and to include Council Members; Mayor; Finance Manager; Department Heads as needed; may return to open session.

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

   The Committee discussed labor negotiation issues and strategies.

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

4. **Discuss Street Department task list and personnel needs. Possible recommendation to the Council.**
   Street & Utility Maintenance Manager Rick Ruf discussed the task list and the need for additional personnel. He noted there is equipment that could be purchased to make the workers more efficient. There was a brief discussion whether or not any of the duties listed could be contracted out. There is a vacancy that has not been filled. A list of needed capital items will be addressed in the future.

   Motion by Adrian/Hull to recommend the Council fill the street department position that has been vacant for approximately one year. **All present voted aye. Motion carried.**

5. **Discuss 2015 Budget. Possible recommendation to the Council.**
   Finance Manager Bauer summarized the 2015 Budget to date and indicated her recommendation to capture the net 1.88% growth allowable per levy limits. In doing so, it appears the mill rate will remain constant however the mill rate cannot be calculated until school tax credits, lottery credits and first dollar credit amounts are known. The public hearing is set for December 2 at 5:15 PM.

   Motion by Mason/Kiefer to recommend the Council authorize the Finance Manager to compile the 2015 Budget utilizing the net new construction growth of 1.88%. **Roll call vote: Aye - Mason; Kiefer; Hull; Olson; Adrian. Motion carried.**

6. **Adjournment**
   Motion by Mason/Olson to adjourn at 5:54 PM. **All present voted aye. Motion carried.**

Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer

Work to do From Oct 27th thru Nov 28th

Water Ditches	240 Hrs.
Pot Hole Filling	240 Hrs.
Mechanic Work	400 Hrs.
Storm Catch Basin Repair	80 Hrs.
Street Sweeping	600 Hrs.
Leaf Truck	160 Hrs.
Boom mow	120 Hrs.
Elections	16 Hrs.
Street Light Repair	16 Hrs.
Street Christmas Décor.	160 Hrs.
Yard Waste	80 Hrs.
Stump Grinding/Clean-up	480 Hrs.
Dam Maintenance (Glen Loch)	80 Hrs.
Storm Outfalls	160 Hrs.
Signs	400 Hrs.
Brush Alleys	1000 Hrs.
Balance Streets	720 Hrs.
Crack Fill	560 Hrs.

Rubberize Crack Fill	1120 Hrs.
Painting	80 Hrs.
Street Light Inventory	160 Hrs.
Christmas Village	360 Hrs.
TOTAL HRS.	8672 Hrs.

Labor Hrs. Available 1412 Hrs.

8 Men 40 hrs. per week for 5 weeks 1600 Hrs.

8 Men 8 hrs. per Holiday for 2 Holidays 128 Hrs.

Vacation Time Approx. 56 Hrs.

Sick Time Approx. 8 Hrs.

Work Hrs. Not Completed 7260 Hrs.

3.5 more men need to complete work.