



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**December 2, 2014**

**Committee #2 met on Tuesday, December 2, 2014 at 4:45 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

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

Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Assistant City Engineer Matt Decur, Police Chief Wendy Stelter, City Planner Jayson Smith, City Inspector Paul Lasiewicz, Rick Flynn.

Call to Order: 4:45 PM

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

1. **Discuss requests to fill vacancies in various city departments including the water and maintenance departments. Possible recommendations to the Council.**

Finance Manager Bauer asked for permission to fill vacancies in the water and custodial/maintenance departments due to internal applicants obtaining two vacant street department positions. These positions will be filled as is with no changes to job duties or requirements.

**Motion by Hull/Mason** to recommend the Council approve filling vacancies in the water department and custodial/maintenance department. **All present voting aye. Motion carried.**

Finance Manager Bauer asked for permission to fill the Office Assistant Position in the Inspection/Zoning and Planning/Transit offices due to a resignation. City Inspector Paul Lasiewicz and City Planner/Transit Manager Jayson Smith have reviewed the position description and are not requesting any changes.

**Motion by Mason/Hull** to recommend the Council approve filling the Office Assistant vacancy in the Inspection/Zoning and Planning/Transit offices. **All present voting aye. Motion carried.**

2. **Discuss process to fill upcoming vacancies. Possible recommendations to the Council.**

Finance Manager Bauer reviewed the current hiring process that includes obtaining approval from the Mayor and Council before a position can be filled. This process has been in place

since 2001 and delays action on advertising and filling the vacancy. She asked for permission to fill 2015 budgeted positions if they become vacant. The process to fill a vacancy can take up to two months and this would speed up that process. She indicated each position would be reviewed upon an employee leaving or retiring, and if any revisions to the position or job description are needed, it would be brought back before the personnel committee for approval. Ms. Bauer would still be required to inform the Mayor and Council when a vacancy occurs and when it is filled. She will draft a new process and bring it back to the Committee for discussion.

**No action taken.**

3. **Adjournment**

**Motion by Mason/Hull to adjourn at 4:54 PM. All present voted aye. Motion carried.**

**Minutes submitted by,  
Amy Mason, Vice-Chair**