



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**January 13, 2015**

**Committee #2 met on Tuesday, January 13, 2015 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 (7:50 PM).  
Others present: Finance Manager/Treasurer Lynne Bauer, Attorney Steve Weld, Police Chief Wendy Stelter, Police Lieutenants Matt Kelm and Brian Micolichuk, WPPA Representatives Jerry Tomczak and Jeryl Vonderheid, Police Officers and Union Representatives Tom Wahl, Deb Brettingen, Joe Nelson, Rob Teuteberg.

Call to Order: 4:45 PM

1. **Open Session**

2. **Closed Session**

**Motion by Adrian/Hull to go into closed session under WI Statutes 19.85(1)(e) "conducting public business with competitive or bargaining implications" to:**

**a) Discuss labor negotiation issues and strategy; and b) Negotiations between the City of Chippewa Falls and the Chippewa Falls Professional Police Association; and to include Council Members; Finance Manager; Police Chief; Lieutenants; Attorney Weld; WPPA and Police Union Representatives; and may return to open session for possible action on the above items.**

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

The Committee continued negotiations with the Chippewa Falls Professional Police Association.

**Motion by Adrian/Hull to return to open session. All present voted aye. Motion carried.**

**It is noted that a tentative agreement was reached in closed session. Attorney Weld will draft the agreement and forward to the Council for ratification on January 20.**

3. **Discuss request to fill Assistant City Engineer position in the Public Works Department. Possible recommendations to the Council.**

City Engineer/Public Works Director/Utility Manager Rick Rubenzer asked for permission to fill the Assistant City Engineer position due to a resignation. He asked for permission to hire up to the maximum pay in Grade 15 if needed.

**Motion by Hull/Adrian** to recommend the Council fill the Assistant City Engineer position in the Public Works Department and be allowed to go to the maximum salary range in Grade 15 if needed. **All present voted aye. Motion carried.**

4. **Closed Session**

**Motion by Hull/Adrian** to go into closed session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to: a) Discuss compensation for Library Director as recommended by Library Board; and b) Discuss compensation for custodian applicant; to include Council Members and Finance Manager; and may return to open session for possible action on closed session items.

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

The Committee discussed Items a) and b).

**Motion by Adrian/Hull** to return to open session. **All present voted aye. Motion carried.**

It is noted that Item a) was discussed in closed session and there was a unanimous vote pursuant to Resolution 99-28 to compensate the Library for the Library Director pay up to Grade 14 B as defined in the 2015 Non-Union Salary Structure Pay Grid.

It is noted that Item b) was discussed and there was no action taken.

5. **Closed Session**

**Motion by Hull/Adrian** to go into closed session under 19.85(1)(f) "considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except here par. (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations" to: a) discuss leave of absence for city employee; and to include Council Members and Finance Manager; and may return to open session for possible action on closed session item.

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

The Committee discussed the above item.

**Motion by Adrian/Hull** to return to open session. **All present voted aye. Motion carried.**

**Motion by Mason/Adrian** to recommend the Council authorize an unpaid leave of absence for the employee discussed in closed session until June 1, 2015. **All present voted aye. Motion carried.**

6. **Adjournment**

**Motion by Adrian/Hull** to adjourn at 8:53 PM. **All present voted aye. Motion carried.**

Minutes submitted by,  
Amy Mason, Chair

**RESOLUTION ADOPTING ADMINISTRATIVE COMPENSATION  
STRUCTURE AND PERFORMANCE MANAGEMENT PROCESS**

WHEREFORE, the City of Chippewa Falls has undergone an evaluation of non union corporation structure, and management procedure, and

WHEREFORE, attached hereto and incorporated by this reference are written structures, planning guidelines, and schedules which detail these matters,

THEREFORE, IT IS RESOLVED:

1. That the City of Chippewa Falls hereby approves and adopts the following attached components of the salary structure and performance management.

- A. Two Year Implementation Plan
- B. Guidelines for Administration of the Plan
- C. Salary and Fringe Benefits of Administrative Employees

2. That the above documents replace any current documents and procedures, including R-98-70, and eliminates longevity. However, R-98-59 shall continue as currently adopted (Data Processing Management).

3. That this Resolution be retroactive to January 1, 1999.

That this Resolution was passed and adopted by the City Council of the City of Chippewa Falls this 6th day of April, 1999.

Weston C. Lussler  
Alderman

ADOPTED: April 6, 1999

APPROVED: Virginia D. Smith  
Mayor

ATTEST: Frank D. Braswell  
City Clerk

**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 30<sup>th</sup> to the council. A final update would be completed by December 31<sup>st</sup> of that year. Between January 1<sup>st</sup> and March 1<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> of each fiscal year.
- E) A final performance review will be completed on each employee within the department by no later than December 15<sup>th</sup> 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.