# MINUTES
## COMMITTEE #1
## REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
## and
## COMMITTEE #2
## LABOR NEGOTIATIONS, PERSONNEL, POLICY & ADMINISTRATION
## January 28, 2015

**Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Wednesday, January 28, 2015 at 7:30 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, Mike Hanke, Edward Marten, Mayor Hoffman.

Others present: Finance Mgr/Treasurer Lynne Bauer, Parks & Recreation Director Dick Hebert, City Engineer/Public Works Director/Utilities Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Library Board Members Robert Hoekstra and Connie Russell, Main Street Director Teri Ouimette.

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. **Closed Session**
   **Motion by Mason/Hull 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; b) Discuss compensation and benefits for Assistant City Engineer applicants; and to include Council Members; Mayor; Finance Manager/Treasurer; Library Board Members; City Engineer/Public Works Director/Utilities Manager; may return to open session for possible action on closed session items.**

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

   The Committee discussed the above referenced items.

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

   **It is noted there was a unanimous motion in closed session regarding Item b.**

3. **Discuss Chippewa Falls Main Street Inc. request for room tax monies for Pure Water Day Parade and events and programs. Possible recommendation to the Council.**
Chippewa Falls Main Street Director Teri Ouimette requested room tax monies for funding the Pure Water Days Parade. Main Street began hosting the parade in 2014 with funding from City's room tax monies. The cost for the 2014 parade was $6,168. Teri is requesting the same amount for 2015's parade.

**Motion by Mason/Kiefer** to recommend the Council approve Main Street's request for room tax funds of $6,168 for the 2015 Pure Water Days Parade. **All present voted aye. Motion carried.**

Discussion continued for Teri's additional request of $3,000 for other events and programs. It was noted during the 2015 budget discussions, the Business Improvement District recommended a $3,000 increase however due to ramifications on the City's levy that recommendation was not approved by the Council. Teri explained they are hoping to use the monies to assist businesses with facade rehabilitation. The plan is not fully developed yet but they are looking at some type of expense match program for painting and other facade improvements.

**Motion by Kiefer/Hull** to recommend the Council approve funding of $3,000 from the room tax funds for use in the Business Improvement District.
**Roll Call Vote: Kiefer - Aye; Hull - Aye; Adrian - Aye; Mason - Nay; Olson - Nay. Motion carried.**

4. **Discuss request to fill Parks & Recreation Office Assistant Position and the need for temporary help until the position is filled. Possible recommendation to the Council.**

Finance Manager Bauer requested permission to fill the Parks & Recreation Office Assistant position due to that employee filling the vacant Fiscal Clerk I position. Mr. Hebert has reviewed the job description and believes the position is appropriate without any changes. In addition, Parks & Recreation Director Dick Hebert is requesting a temporary pay increase for his seasonal office person as she will be filling in until a new employee is hired. She has worked for the Parks & Recreation Department for three summers and will be able to work six to eight hours per week. He is requesting she be paid $10.25 per hour.

**Motion by Hull/Kiefer** to recommend the Council approve filling the vacant Parks & Recreation Office Assistant position and approve a temporary pay increase to $10.25 per hour for the seasonal office employee.
**Roll Call Vote: Hull - Aye; Kiefer - Aye; Adrian - Aye; Mason - Nay; Olson - Aye. Motion carried.**

5. **Discuss temporary compensation for Senior Engineering Technician during absence of Assistant City Engineer. Possible recommendation to the Council.**
City Engineer/Public Works Director/Utilities Manager Rick Rubenzer asked for a temporary pay increase for the Senior Engineering Technician due to the resignation of the Assistant City Engineer. He estimates it will take approximately six weeks to fill the vacancy. The temporary increase of $2.84 per hour reflects the pay difference between the two positions with the financial impact less than $1,500. Discussion included if temporary pay adjustments should be made, under what circumstances and if approval of these short-term situations set a bad

precedent. All agreed a policy should be developed and adjustments considered for long-term situations. Finance Manager/Treasurer Bauer will explore what other communities do in these situations and bring information back to the committee for discussion. This type of policy would be included in the employee handbook.

**Motion by Mason/Adrian** to recommend the Council approve temporary compensation of $2.84 per hour for the Senior Engineering Technician until the Assistant City Engineer is hired.
**Roll Call Vote: Mason- Aye; Adrian - Aye; Hull - Aye; Kiefer - Aye; Olson - Aye. Motion carried.**

6. **Discuss amending Utility Office Billing Clerk II job description. Possible recommendation to the Council.**

   City Engineer/Public Works Director/Utilities Manager Rick Rubenzer presented an amended job description for the Water Department Billing Clerk II. He indicated due to increases in duties and responsibilities he would like to amend the job description and place this position into the "Steno" category. Financial impact is $.68 per hour with an annual increase including benefits of less than $2,000. Funding for this increase would come from the water fund.

   **Motion by Mason/Kiefer** to recommend the Council approve the Billing Clerk II amended job description and the request to move this position to the "Steno" category.
   **Roll Call Vote: Mason- Aye; Kiefer - Aye; Adrian - Aye; Hull - Aye; Olson - Aye. Motion carried.**

7. **Adjournment**
   **Motion by Mason/Kiefer** to adjourn at 9:02 PM. **All present voted aye. Motion carried.**

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

# Chippewa Falls Main Street, Inc

*Downtown Revitalization . Historic Preservation . Business Assistance*

514 NORTH BRIDGE STREET . CHIPPEWA FALLS . WISCONSIN . 54729 . PHONE: 715-723-6661


January 26, 2015

Greg Hoffman, Mayor
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mayor Hoffman and Chippewa Falls City Council Members,

Main Street is proud to have taken over hosting the 38th Annual Pure Water Days Parade in 2014 with the City of Chippewa Falls financial assistance. This parade has been a tradition in Chippewa Falls for 38 years. We are requesting room tax monies to support the Pure Water Days Parade again in 2015. The Annual Pure Water Days Parade success would not have been possible without your assistance and continued financial support. Your continued support is confirmation that the City of Chippewa Falls believes in and is a champion of Main Streets Mission.

We are also requesting an additional $3000 of room tax monies to support Chippewa Falls Main Street's events and programs. One of which is Economic Restructuring Program in conjunction with Downtown Revitalization, for incentives for smaller façade rehabilitation for property owners. Chippewa Falls Main Street has not seen a raise in the Business Improvement District (BID) funding since 2007.

Thank you for your consideration.

Sincerely,

Teri Ouimette, Chippewa Falls Main Street Executive Director

| Pure Water Days Parade 2014 | Cost | | | |
|---|---|---|---|---|
| Task | Hours | Cost | Add'l costs | |
| Create and mail parade invites | 20 | $300 | | |
| Field telephone calls, emails and general inquiries | 25 | $375 | | |
| Arrange parade lineup, revise | 24 | $360 | | |
| Send unit letters and parade route to parade entries | 22 | $330 | $188.00 postage | |
| Website page setup, Face Book advertising se setup (Ongoing) | 8 | $120 | | |
| Send volunteer letter out and followup calls | 15 | $225 | | |
| Assign volunteers to specific tasks/train | 10 | $150 | | |
| Meet with float managers with current information and lineup | 3 | $45 | | |
| Recruit 3 judges/instruct | 1 | $15 | | |
| Permission to use porch for judging , Jim Docksey | | | | |
| Order trophies, follow up notification of winners | 4 | $60 | $250.00 cost of trophies | |
| Prepare categories for judging and judges sheets | 6 | $90 | | |
| Event insurance | | | $500.00 | |
| Advertise radio, Buck printed ad, Herald Telegram | | | $600 | |
| Advertise parade Set up graphics for posters, flyers, FB, Web | 27 | $405 | $1,900 | Printing flyers, posters, signage |
| Recurit Grand Marshal -secure vehicle | 1 | $15 | | |
| Secure vehicle for Mayor | | | | |
| Meet with Police and Street dept/barricade map and info | 2 | $30 | | |
| TV Interviews | 4 | $60 | | |
| Hang banners, no parking signage, signage | 3 | $45 | | |
| Barricade Streets | 2 | $30 | | |
| Start parade, monitor crowd control volunteers | 3 | $45 | | |
| remove barricades | 2 | $30 | | |
| | | $2,730 | $3,438 | |

Total $6168

**To: City of Chippewa Falls Com. #1 and Com. #2**
**From: Rick Rubenzer, Public Works Director, City Engineer, Utility Manager**
**Date: January 28, 2015**
**Subject: Billing Clerk II reclassification**

Due to increases in duties and responsibilities, I am requesting a change in classification for the Billing Clerk II position, currently held by Beth Martinek, from Account Clerk to Stenos.

The Billing Clerk II position has changed as detailed in the following paragraphs and the technical knowledge and abilities needed to perform the job have increased. The volume of accounts has grown from 4,500 meters set in 2001 to over 5,600 meters.

When the job description was last updated in 2001, the meter reading system was changed from manual to a computer oriented system (interrogator). Since that time the reading system has been upgraded twice and has become a much more technical system. Along with the reading system upgrade, the billing system and meter components have changed dramatically.

In 2002, the utility implemented an ERT meter reading system. This change meant additional record keeping with an in depth understanding of types of meters and truncation effects of each.

The position has also been added responsibility of data entry for payroll and accounts payable.

In 2014 the water utility stepped up cross connection inspections and with it came a new program for scheduling.

In 2014 and 2015 the water utility implemented the Iwater Inframap gps data collection of all utility infrastructure and with it another new program.

2015
Current Wage $18.59 (Account Clerk Classification – 48 month status)
Proposed $19.27 (Steno Classification – 48 month status)
Budget impact $0.68, $1,326/year

Wages are paid through the Water, Wastewater and Stormwater budgets.

**City of Chippewa Falls**
**Job Description**

**Job Title:** Billing Clerk II
**Department:** Public Utilities
**Reports To:** Office Supervisor
**FLSA Status:**
**Approved Date:**

**SUMMARY**
The essential functions of this position are listed below and are representative of the knowledge, skill and/or ability required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

- Process monthly utility bills
  - Transfer customer accounts to/from IBM AS 400 Computer system and **Itron MVRS system.**
  - Create reporting to process meter readings.
  - Calculate estimated customer consumption.
  - Check consumption for validity.
  - Direct any action taken for exception items.
  - Enter meter readings onto computer system.
  - Print utility bills / delinquency notices.
  - Sort printed utility bills / delinquency notices for exception items.
- **Cross Connection Inspections – schedule appointments, maintain accurate database of appointments, compliant and non-compliant properties.**
- **infraMap – maintain infraMap data**
- Process incoming and outgoing daily mail
- Process utility receipts including checks, **credit card, e payments and ACH payments**
- Maintain customer accounts including finals, change of address, ACH, meter, flat charges, etc.
- Calculation and preparation of any adjustments or refunds to customer accounts
- **Prepare Utility payrolls**
- Prepare delinquent account information to be placed on tax roll, including notice to property owners, collection of penalties and notice of transfer
- Handle customer complaints and inquiries regarding utility bills
- Maintaining and scheduling day book of necessary meter readings, meter exchanges or another appointments needed by our water department personnel
- Maintain accurate public and private fire protection, **storm water and recycling charges on accounts**
- Responsible for setting and maintaining customer sprinkling allowance
- Prepare a monthly trial balance for all customers

- Maintain meter inventory, including new installations and exchanges, **truncating coding** and preparing year end PSC reporting
- Perform office clerical duties
- Maintain an accurate filing system
- Maintain Utility procedure manual
- **Assist Data Processing Manager as directed**
- Performs all other duties as directed

**SUPERVISORY RESPONSIBILITIES**
None

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPUTER SKILLS**
Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should have a basic understanding of Internet/e-mail access and use. Knowledge of IBM AS400 computer system.

**EDUCATION and/or EXPERIENCE**
Completion of high school including or supplemented by courses in bookkeeping and Computer software training. Familiar with PSC 185 and Chippewa Falls Code Chapter 13.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, proportions and percent and to draw and interpret bar graphs.

**REASONING ABILITY**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENCES, REGISTRATIONS**
Valid Driver's License

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.