



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
March 30, 2015

Committee #2 met on Monday, March 30, 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, Mayor Hoffman.
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Police Chief Wendy Stelter, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Parks & Recreation Director Dick Hebert.

Call to Order: 4:45 PM

1. Open Session

2. Discuss request of Police Department to fill entry level police officer vacancy created by a promotion within the Department. Possible recommendation to the Council.

Police Chief Wendy Stelter requested permission to fill an entry level police officer vacancy within her department due to a promotion. She indicated it will take approximately six to eight months to complete this process.

Motion by Adrian/Hull to recommend the Council approve the request of the Police Chief to fill the entry level police officer position. **All present voted aye. Motion carried.**

3. Discuss request to fill part-time Utility Department position along with any amendments to the job description or possible consolidation with other part-time Utility Department position. Possible recommendation to the Council.

City Engineer/Public Works Director/Utility Manager Rick Rubenzer asked for more time to explore whether the part-time Water Shop office position should be combined with the part-time City Hall Water Department position. He is currently reviewing both job descriptions and would like to meet with Office Manager Connie Freagon.

Motion by Mason/Adrian to recommend the Council table this item until further notice. **All present voted aye. Motion carried.**

4. Review draft employee handbook. Possible recommendation to the Council.

Finance Manager/Treasurer Bauer presented an updated draft of the employee handbook. The Handbook Committee (Lynne Bauer, Rick Rubenzer, Dick Hebert and Bridget Givens) has incorporated the discussions regarding the compensatory time and temporary work policies from the last meeting. The compensatory time policy is currently under review by the City's labor attorney. The Committee preferred to wait and adopt the complete handbook at their next meeting. **No action taken.**

5. Closed Session

Motion by Adrian/Hull to go into closed session under § 19.85(1)(f), Wis. Stats., considering medical history of specific persons and preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or involved in such problems or investigations; and to include Committee Members; Mayor Hoffman; Finance Manager/Treasurer Lynne Bauer; Police Chief Wendy Stelter; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; and may reconvene in open session to take action, if any and if appropriate, regarding items discussed in closed session.

Roll call vote: Adrian - Aye; Hull - Aye; Mason - Aye. Motion carried.

The Committee discussed matters referenced above.

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

6. Discuss the upcoming vacancy in the custodial department and custodial needs of the City. Discussion will include but not be limited to whether or not to fill the vacancy or expand the current cleaning service contract. Possible recommendation to the Council.

The Lead Janitor position will be vacant on June 1st due to the expiration of a leave of absence. The Committee discussed whether or not to fill the vacancy or expand the responsibilities of the cleaning service firm currently being used at the Library. There are pros and cons to both options. K&B Industrial Cleaning Service seems to be working out very well. The issues of having one janitorial employee include no backup for emergency situations, no coverage during time off during vacations or no extra hand for lifting or special projects. City Engineer/Public Works Director/Utility Manager Rick Rubenzer indicated the former janitor who is now a Street Department employee might be willing to be the backup for emergency situations. Other Street Department workers might also be available to help with any special projects that would come up during the year. In addition, the Committee discussed the status of the current janitor who was hired on January 30 and if he should be moved into the Lead Janitor role. Reviews and comments have been positive and he seems to be working out well.

Motion by Mason/Adrian to recommend the Council not fill the janitor vacancy, to expand the current cleaning service to eight hours and to move the current janitor to the Lead Janitor position effective June 1st. **All present voted aye. Motion carried.**

7. Discuss Manpower request for City to refer applicants not hired for City positions to them. Possible recommendation to the Council.

Manpower requested a meeting with Finance Manager/Bauer to see if the City had any need for their services. At this time, all but one position with the City has been filled and that recruitment will begin once the position has been reviewed. Manpower asked if the City would be willing to refer any applicants not hired by the City to them. They would be willing to help those applicants with training or other issues that would make them a better candidate. Committee members were cautious about referring applicants to Manpower and felt if the applicants wanted to work with Manpower they should contact them on their own.

No action taken.

8. Adjournment

Motion by Adrian/Hull to adjourn at 6:01 PM. **All present voted aye. Motion carried.**

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