



## MINUTES

**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**JUNE 11, 2015**

**Committee #1 - Revenues, Disbursements, Water and Wastewater met on Thursday, June 11, 2015 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: Rob Kiefer, John Monarski, Brent Ford, CW King, Chuck Hull, Mayor Hoffman.

Others present: Finance Manager/Treasurer Lynne Bauer, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Street & Utility Maintenance Manager Rick Ruf.

Call to Order: 8:45 AM

*(Meeting called to order after conclusion of Committee #2 Meeting)*

**1. Discuss funding for administrative support in the Street Department. Possible recommendations to the Council.**

Committee #2 addressed a request from City Engineer/Public Works Director/Utility Manager Rick Rubenzer to utilize his part-time office assistant at the Street Department for 10 hours per week. The part-time assistant is budgeted and should be working 18.75 per week hours in his office but is only working 10 and is spending the other 8 at the Street Department. The work is not getting done and at times he and the Assistant City Engineer have had to complete tasks that she should be doing. They are asking for authorization to have her work 10 hours in the Street Department in addition to the 18.75 hours in the Engineering Department. Funding for the extra 10 hours in 2015 would come from the Temporary Summer Help wages account. Three possible options - 10 hours per week/7 hours per week/ 5 hours per week - were discussed. It is anticipated there would be monies to cover the 7 hours per week for the remainder of the year. A 2016 budget request would have to be made to continue this situation in 2016. There was discussion whether or not the hours could be filled by a temporary person at a lower cost. Options will be explored and the discussion will be continued at the next meeting. The current arrangement of 10 hours per week will continue for the next month.

**Motion by Ford/Monarski** to recommend the Council approve funding for the additional monies needed to have the current Engineering Department Office Assistant work at the Street Department 10 hours per week with funding from the Street Department Temporary Help Account. **All present voted aye. Motion carried.**

**2. Adjournment.**

**Motion by Monarski/Ford** to adjourn at 8:48 AM. **All present voted aye. Motion carried.**

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

Mary Bowe Proposal

Additional Monies Needed  
10 hours per week

|                |                   |
|----------------|-------------------|
| Hours:         | 300.00            |
| Pay Per Hour   | \$18.10           |
| Additional Pay | \$5,430.00        |
| FICA           | \$415.40          |
| WRS            | \$369.24          |
| Work Comp      | \$17.98           |
| Subtotal:      | <u>\$6,232.61</u> |

Additional Health Insurance: \$1,180.98

Total Pay & Benefits Increase: \$7,413.59

Additional Monies Needed  
7 hours per week

|                |                   |
|----------------|-------------------|
| Hours:         | 210.00            |
| Pay Per Hour   | \$18.10           |
| Additional Pay | \$3,801.00        |
| FICA           | \$290.78          |
| WRS            | \$258.47          |
| Work Comp      | \$12.58           |
| Subtotal:      | <u>\$4,362.83</u> |

\$627.48

\$4,990.31

Additional Monies Needed  
5 hours per week

|                |                   |
|----------------|-------------------|
| Hours:         | 150.00            |
| Pay Per Hour   | \$18.10           |
| Additional Pay | \$2,715.00        |
| FICA           | \$207.70          |
| WRS            | \$184.62          |
| Work Comp      | \$8.99            |
| Subtotal:      | <u>\$3,116.31</u> |

\$406.74

\$3,523.05