



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
June 11, 2015

Committee #2 met on Thursday, June 11, 2015 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: CW King, Chuck Hull, John Monarski, Brent Ford, Rob Kiefer, 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: 8:00 AM

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

City Engineer/Public Works Director/Utility Manager Rick Rubenzer discussed his request 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. Committee #1 will address funding at their meeting scheduled for 8:30 AM this morning.

Motion by Hull/Monarski to recommend the Council approve the current situation of 10 hours per week at the Street Department for administrative support. **All present voted aye. Motion carried.**

2. **Discuss options for reviewing compensation requests. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer stated she has two requests regarding employee pay concerns. Discussion included how or when to bring such requests to the Committee or Council. Also discussed was the potential of a compensation study. Issues associated with

the pay study include the cost of the study as well as the cost of implementation. The Council/Committee recognizes the issues created for remaining staff due to losing positions however the challenge continues to be how to pay for increased compensation with State levy limits in place. The Committee agreed that individual or group compensation issues should be brought before the Committee by a Department Head. The compensation study/issue will be discussed at a future Committee of the Whole meeting.

Motion by Hull/Monarski to recommend the Council approve that department or individual compensation issues be brought before the Committee by the Department Head and that a Strategic Planning Session regarding compensation concerns be held by the Committee of the Whole. **All present voted aye. Motion carried.**

3. **Adjournment.**

Motion by Monarski/Hull to adjourn at 8:44 AM. **All present voted aye. Motion carried.**

**Minutes submitted by,
CW King, Chair**