



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
July 9, 2015

Committee #2 met on Thursday, July 9, 2015 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, John Monarski.
Mayor/Other Council Members present: Brent Ford, Rob Kiefer.
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Fire Chief Mike Hepfler, Street & Utility Maintenance Manager Rick Ruf, Fire Department Members Greg Bowe, Chuck Goettl, Kyle Schimmel, Dan Loschko, John Goodman, Ron Gloe - FTJones Representative, Police Department Members Matt Kelm, Brian Micolicheck, Julie Johnholtz.

Call to Order: 8:00 AM

1. Open Session

2. Motion by Monarski/Hull to go into Closed Session under WI Statutes 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining implications require a closed session" to: **a) meet with Chippewa Falls International Association of Firefighters Local 1816; and b) discuss labor negotiation issues and strategy;** and to include council members, Fire Chief, Finance Manager/Treasurer and Fire Department Union Representatives; and may return to open session.

Roll Call Vote: Monarski - Aye; Hull - Aye; King - Aye. Motion carried.

The Committee discussed the above referenced items.

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

(The parties will meet again on Tuesday, September 15, 2015 at 8 AM)

3. Discuss Security Benefit account for Police Department management employees. Possible recommendations to the Council.

Police Department personnel asked if the City would be willing to set up a VEBA (Voluntary Employee Beneficiary Association - 501(c)(9)) account similar to the Union VEBA account. Ron Gloe explained the account can be used for reimbursement of health insurance premiums and medical expenses. Group make-up was discussed and the group needs to be "like" members with mandatory participation for everyone in that group. It was discussed whether the office staff at the Police Department could be included in the police officer's management group. Union members of the Police Department currently have a VEBA account and participation is mandatory for all members of the bargaining unit. Other

discussion included what dollars would be contributed by the members, the fees associated with the account, and beneficiary designations. The Committee will meet again after the Police Management employees meet and discuss the details of this account.

No action taken.

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

Finance Manager/Treasurer Bauer continued discussions from the previous meeting regarding office support for the Street Department. There appears to be three options: 1) continue with the current situation of utilizing the Engineering Secretary for 10 hours per week; 2) hire a temporary worker, or 3) create a new position for 10 hours per week. She presented information from Manpower regarding temporary employees and indicated that a \$10 or \$12 per hour employee would cost the City \$15 or \$18 per hour due to the overhead charges. Although that is less than the \$23 per hour we are paying the Engineering Secretary for wages/benefits, Rick Ruf added there are other benefits to having a trained and stable employee. His concern would be the potential of having turnover with a temporary employee and having to train each new individual. Also discussed was advertising for a 10 hour per week position to see what the interest might be and also checking with other temporary agencies. It was decided to continue the current situation with the Engineering Secretary working 10 hours per week at the Street Dept. with funding to come from the Street Department Temporary Wages Account. When those monies are depleted for 2015 the assistance would cease. A request for administrative support will be submitted and reviewed as part of the 2016 Budget.

No action taken.

5. Discuss Chippewa Falls Code of Ordinances Section 2.22 - Agenda and Notice Proceedings for Governmental Bodies of the City. Possible recommendations to the Council.

There was a lengthy discussion on the order of the council agenda items as stated in Section 2.22 of the Chippewa Falls Municipal Code. This discussion was prompted because "Applications" are Item #7 and "Council Committee Reports..." are Item #11. At times there are application recommendations by a committee with the applications being voted upon before the committee recommendation. If Item #11 was moved up in the agenda sequence the recommendation would be voted upon before the application. The Committee discussed why an application would have to appear under both areas. According to Attorney Ferg, the application still needs to be listed under the "Application" section even if a recommendation is included with committee minutes. City Clerk Bridget Givens will check with Attorney Ferg for a clarification.

Motion by Monarski/Hull to recommend the Council move Item #11 "Council Committee Reports..." before Item #7 "Applications" and renumber the remaining items. All present voted aye. Motion carried.

6. Adjournment

Motion by Monarski/Hull to adjourn at 9:15 AM. All present voted aye. Motion carried.

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

2.22 - AGENDA AND NOTICE PROCEEDINGS FOR GOVERNMENTAL BODIES OF THE CITY. (Rep. & recr. #77-48)

- (1) **COMPLIANCE WITH STATE OPEN MEETING LAW.** The Council and all boards, commissions, standing and special committees of the City, referred to herein as "Governmental Bodies" or "Bodies", shall comply with the requirements of Subch. IV of Ch. 19, Wis. Stats., and particularly the requirements of §19.84, Wis. Stats., relating to public notices of meetings.
- (2) **UNIFORM NOTICE GUIDELINES.** All Governmental Bodies shall prepare, mail and post notices of their meetings as follows:
 - (a) **Notice to Members.** Except where notice of the meeting has been given at a previous meeting or in case of extreme emergency, each member of the Body shall be given notice of the proposed time, date, place and agenda of the meeting 24 hours beforehand by the presiding officer or his designee, who may be the Clerk.
 - (b) **Additions to Agenda.** (Am. #80-27) Any member who desires to place an item on the agenda shall submit it in writing to the presiding officer not less than 24 hours prior to the scheduled meeting. In addition, in the case of the Council, all ordinances and resolutions heard at the regular Council meeting shall be on file with the Clerk by 12:00 noon of the preceding Friday and shall be signed by an Alderman. The Clerk shall distribute agendas by 5:00 p.m. on the preceding Friday. When action is to be taken at a special Council meeting, the ordinances and resolutions shall be signed by an Alderman and on file with the Clerk at least 28 hours prior to the meeting.
 - (c) **Notice to the Public.** The presiding officer or his designee shall prepare the final agenda and give notice to the public and the media of the time, place and subject matter of the meeting, as follows:
 1. To the official newspaper by delivering a copy of the agenda showing the time, date and place of the meeting not less than 24 hours prior thereto.
 2. To any news medium which has filed a written request therefore, by telephone or by mailing a copy of the agenda showing the time, date and place of the meeting not less than 24 hours prior thereto.
 3. To the public by posting in City Hall a copy of the agenda, showing the time, date and place of the meeting not less than 24 hours prior thereto.
 4. A copy of the agenda and meeting notice shall be filed with the Clerk at the same time the notice is posted. In addition, the Clerk, if requested by the presiding officers, shall act as his designee for all notice requirements.
 - (d) **Other Requirements.** Compliance with the provisions of this section does not relieve any Body of compliance with other provisions of State law or City ordinances relating to notice to individuals or publication of notice of public hearings.
- (3) **FORM OF AGENDAS.** Advance agendas prepared by the Body shall list the items of business to be discussed. The Clerk shall have agenda forms available to be used by all bodies.
 - (a)

Form of Agenda for Council. (Am. #91-20) The following list is exemplary only and intended to serve as a guideline. Specific items of business should be inserted under the appropriate headings. The following shall also constitute the order of business to be followed at regular meetings of the Council:

AGENDA FOR MEETING OF _____

TO BE HELD AT _____ (A.M., P.M.) ON _____ / _____ / _____, 19____ AT _____

1. Clerk calls the roll.
2. Approval of minutes of previous meeting.
3. Personal appearances by citizens. No matter presented by a citizen shall be acted on at the meeting, except in emergencies affecting the public health, safety or welfare.
4. Public hearings.
5. Communications.
6. Reports. Unless requested by a Council member, only recommendations of committees and boards will be read in full. Copies of full reports will be filed in the Clerk's office and open to public inspection during regular business hours commencing on the day following the day of the Council meeting.
7. Applications.
8. Petitions.
9. Mayor announces appointments.
10. Mayor's report.
11. Council committee reports in the order in which they are named in §2.21 of this chapter.
12. Reports of officers.
13. Ordinances.
14. Resolutions.
15. Other new or unfinished business as authorized by law.
16. Claims.
17. Contemplated closed session under §19.85, Wis. Stats.
18. Adjournment.

- (b) Business Out of Order. No business may be taken out of prescheduled order, except by unanimous consent and without debate.
- (c) Form of Agenda for All Governmental Bodies Other than the Council. The following list is exemplary only and intended to serve as a guideline. Specific items of business should be inserted under the appropriate headings. The following shall also constitute the order of business to be followed at regular meetings of all bodies other than the Council:

AGENDA FOR MEETING OF _____

TO BE HELD AT _____ (A.M., P.M.) ON _____ / _____ / _____, 19____ AT _____

1. Roll call.
2. Approval of minutes of previous meeting.

2.21 - STANDING COMMITTEES. (Rep. & recr. #80-12)

The President of the Council, together with 2 other members of the Council, who shall be nominated and elected by a majority vote of the Council, shall constitute a Committee on Committees. The standing committees of the Council shall consist of 3 aldermen. The Committee on Committees shall recommend to the Council the appointment of 3 aldermen on each of the following standing committees:

- (1) COMMITTEE NO. 1. (Am. #90-12) Committee on Revenues, Disbursements, Water and Wastewater. This Committee shall be responsible for the establishment of budgets, maintaining of the same, assessment of properties, collection of taxes and securing proper insurance and shall be responsible for the development of budgets for water and wastewater, the maintaining of budgets and recommending the proper rates and the efficient operation and equipping of both utilities. Committee No. 1 shall also act as a Special Assessment Deferment Committee under §3.081(3) of this Municipal Code.
- (2) COMMITTEE NO. 2. (Am. #90-13) Committee on Labor Negotiations, Personnel, Policy and Administration. This Committee shall do the negotiating of all labor contracts, for organized and unorganized, including department heads. It shall have all grievances referred to them for disposition. It shall recommend all tables of organization which may be requested for change by all departments and shall review and approve hiring procedures for all personnel and establish hiring procedures when and where deemed necessary. It shall be responsible that City policies shall be uniform in all departments and boards under City control and jurisdiction. It shall be responsible for all areas of City government not specifically designated by the 2 other standing committees and shall assist all other committees when directed or requested to do so. Committee No. 2 shall also act as the Housing Advisory Board under §21.901 of this Municipal Code. Committee No. 2 shall also act as the Health Advisory Board under §1.14(3) of this Municipal Code.
- (3) COMMITTEE NO. 3. (Am. #81-24; #98-27) Committee on Transportation, Construction, Public Safety and Traffic. This Committee shall be responsible for the construction and maintenance of all streets and sewers in the City to assure proper repair and maintenance of all bridges, for all street lights, for the maintenance and replacement of all street and construction machinery and equipment used by the Street Department and landfill operation. It shall be responsible for a proper and efficient operation of both the Police Department and Fire Department and shall be responsible for all traffic control and parking matters brought to their attention.
- (4) COMMITTEE NO. 4. (Cr. #92-31; Am. #98-27; #99-23; #2003-20) Committee on recycling, computerization of the City, maintenance of City Hall and other unassigned buildings and intergovernmental cooperation of municipal services. This Committee shall consist of 3 aldermen, and one member to attend the Chippewa County Solid Waste Committee meetings on an informative basis. This Committee will address all types of recycling including, but not limited to, newspapers, aluminum, cardboard, plastics, metals and magazines. The Committee shall negotiate recycling contracts with vendors and recommend to the Council concerning the same. It will become familiar with marketing trends and programs and submit a recycling budget each year to Committee No. 1. It will address State mandates on recycling and address yard waste, household hazardous waste, incineration, citizens' complaints and concerns, illegal dumping, composting and other related matters. It will address issues of State and Federal grants.

It will address all computerization of the City and assure standardization and coordination of City Departments. The Administrative Technology Committee will report their findings to Committee No. 4. Committee No. 4 will forward their recommendations to the Council.

The Committee will address maintenance of the City Hall building and any other unassigned City buildings. It will conduct annual, or as needed, on-site inspections of these buildings and report their findings to the Council. The Administrative Assistant in conjunction with the Janitor will report to the Committee as necessary.

The Committee will address all shared, leveraged or outsourced services initiatives with other municipalities (counties, cities, villages, townships, etc.) and ensure the possible benefits of these initiatives (including state or federal incentives, etc.) are identified, evaluated and where appropriate obtained for the City where possible.