



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
March 14, 2016

Committee #2 met on Monday, March 14, 2016 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski

Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Lt. (Police Chief Designee) Matt Kelm, City Clerk Bridget Givens.

Call to Order: 8:00 AM

1. Review updated job description for Police Department Records Clerk position entitled "Business Office Lead Clerk". Possible recommendations to the Council.

Chief Stelter presented a revised job description for the records clerk position. She detailed the increased responsibilities of this position and indicated this position would oversee the records clerk position which will be vacant in May due to a retirement. The person currently in this position would assume these responsibilities and the budget impact (if approved by Committee #1) would come from the difference in pay due to the upcoming retirement of the records clerk.

Motion by Monarski/Hull to recommend the Council approve the updated job description for the Business Office Lead Clerk. **All present voted aye. Motion carried.**

2. Discuss request to fill vacancy in Police Department records office due to a retirement and request title change from Police Department Records Clerk to Business Office Clerk. Possible recommendations to the Council.

Chief Stelter requested permission to fill the records clerk position and to change the title of that position to Business Office Clerk due to the retirement of Sue Luther in May. She would also like to have the new person start early so Sue can assist with the training of the new employee.

Motion by Monarski/Hull to recommend the Council approve filling the records clerk position due to a retirement and change the title to Business Office Clerk and allow a one week overlap between the incoming and outgoing employees. **All present voted aye. Motion carried.**

- 3. Discuss request to fill vacancies (Lieutenant, Sergeant, Police Officer) created by the promotion of Lt. Matt Kelm to Police Chief Designee. Possible recommendations to the Council.**

Chief Stelter asked to fill vacancies created by the promotion of Lieutenant Matt Kelm to Police Chief due to her retirement. The internal promotions would be for Lieutenant and Sergeant. That will create a vacancy for a new officer which will be filled following the normal recruitment process.

Motion by Hull/Monarski to recommend the Council approve filling the vacancies in the Police Department created by the promotion of Lieutenant Matt Kelm to Police Chief. **All present voted aye. Motion carried.**

- 4. Discuss draft Ordinance Entitled: An Ordinance Amending the Method of Selecting 2 Persons from Adjacent Municipalities to Serve on the Library Board, § 1.13 of the Chippewa Falls Municipal Code. Possible recommendations to Council.**

City Clerk Bridget Givens presented a draft Ordinance regarding appointment of Library Board Representatives by the County Board. Pursuant to County Resolution 06-14 the County Board will no longer appoint members to local library boards.

Motion by King/Monarski to recommend the Council approve the Ordinance to reflect changes from the County regarding library board appointments. **All present voted aye. Motion carried.**

- 5. Adjournment**

Motion by Hull/Monarski to adjourn at 8:35 AM. **All present voting aye, motion carried.**

Minutes submitted by,
CW King, Chair

**CITY OF CHIPPEWA FALLS POLICE DEPARTMENT
POSITION DESCRIPTION**

Position: Business Office Lead Clerk
Reports To: Lieutenant of Investigations
Union Representation: AFSCME
Written By: Police Chief Stelter
Revised Date: January 12, 2016

Position Summary: **DRAFT**

The purpose of this position is to work within and manage the police department's business office and to work within the Criminal Justice System, as identified.

The work requires the exercise of confidentiality, initiative, accountable record keeping, positive interactions with the public both on and off duty, independent judgment, and the ability to motivate and lead other business office staff. The work is performed under the direction of the Lieutenant of Investigations with moderate supervision and reviewed in a general manner on the basis of results obtained.

Essential Duties/Responsibilities: These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community, as stated in the Department's Mission Statement.
- Acts as the Police Department's Court Coordinator, appearing at initial court proceedings, representing and presenting information on behalf of the City.
- Liaison between the Police Department Business Office and the District Attorney's Office and City Attorney's Office.
- Reports directly to Lieutenant of Investigations on all aspects of the business office.
- Responsible for reviewing, approving/denying, and releasing open records requests.
- Prepares and provides business office financial reports based upon fines paid, licenses sold, parking citations issued, etc.
- Makes timely deposits.
- Prepares and maintains up to date work schedules for the business office.
- Reviews and coordinates with supervisor on all business staff time-off requests, overtime, payroll, etc.
- Reviews and processes all bartender and taxi cab license applications and completes application packets for final approval/denial.
- Responsible for providing periodic statistical reports and any other data research reports as Administration requests.
- Liaison between the Police Business Office and TAC 10 (RMS).

- Liaison between the Police Business Office and IT support.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities.
- Responsible for processing fingerprints from public applicants.

Supervisory Requirements:

- Minimum of two years experience in a lead work role preferred.

Education and/or Experience Requirements:

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as: Business Management, or Information Technology, or Office Assistant.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

Licenses, Certifications, Other Requirements, etc:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and ETIME.

Knowledge, Skills, & Abilities:

- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
- Ability to lead a structured business office operations system.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to provide descriptive data and reports; ability to create graphs, pie charts, etc., as requested.
- Ability to communicate effectively with all police department staff.

- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

Physical Demands:

- **Standing/Walking:**
Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Sit in an office and while attending meetings/training.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:**
Very little pushing/pulling, unless moving items around in office environment.
- **Bending:**
Move from the waist to pick up or lay down an object.
- **Reaching:**
Frequent reaching while sitting at desk.
- **Twisting:**
Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Occasional climbing stairs between building levels.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they

must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.

- **Vision:**

Must have vision sufficient (unaided or aided) to perform essential sight tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.

- **Voice:**

Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

Equipment/Tools:

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone, and small desk tools).
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

Products/Materials:

- Paper, fingerprint ink glue, copier toner, and other common office products.

Employee's Signature

Supervisor's Signature

Date

Date

AN ORDINANCE AMENDING THE METHOD OF
SELECTING 2 PERSONS FROM ADJACENT
MUNICIPALITIES TO SERVE ON THE
LIBRARY BOARD, § 1.13 OF THE CHIPPEWA
FALLS MUNICIPAL CODE

The Common Council of the City of Chippewa Falls, Wisconsin, do ordain as follows:

1. § 1.13 of the Chippewa Falls Municipal Code presently provides for 2 persons from adjacent municipalities to serve on the Library Board and for the County Board Chairman to nominate persons to fill those positions. This is an appointment process which “may” be exercised by the County under § 43.60(3)(a), Wis. Stats. Under Resolution No. 06-14 the Chippewa County Board will no longer appoint members to local library boards. This now requires a change in § 1.13 of the Chippewa Falls Municipal Code.
2. That § 1.13 of the Chippewa Falls Municipal Code which presently provides as follows:

1.13 LIBRARY BOARD.

(1) MEMBERSHIP.

- (a) The Library Board shall consist of 7 members appointed by the Mayor, subject to confirmation by the Council. These members shall be made up of the Superintendent of Schools or his representative; 2 persons from adjacent municipalities (as long as the City and County have an existing Funding Agreement regarding the Chippewa Falls Public Library); one member of the City Council; and 3 citizen members. Not more than one member of the Council shall, at any one time, be a member of the Library Board.
- (b) Regarding the 2 members from adjacent municipalities, the County Board Chairman shall nominate 2 persons for each of the 2 positions. The municipality shall appoint one of the 2 nominees to the Library Board for that position. The City shall have the right to reject the 2 names submitted for either or both of such positions and in such event, the County Board Chairman shall submit 2 alternate names for each position not filled. The City shall be required to appoint one of the 2 alternates so named. The initial appointment under this paragraph shall be as openings occur on the Library Board. The first appointee shall serve a 3-year term, the 2nd appointee shall serve a 2-year term. All remaining appointees shall serve for 3 years from the date of their appointment.

- (2) POWERS AND DUTIES. The Library Board shall have the powers and duties prescribed by §§43.58 to 43.60, Wis. Stats.

be amended to provide as follows:

1.13 LIBRARY BOARD.

- (1) MEMBERSHIP. The Library Board shall consist of 7 members appointed by the Mayor, subject to confirmation by the Council. These members shall be made up of the Superintendent of Schools or his representative; 2 persons from adjacent municipalities (as long as the City and County have an existing Funding Agreement regarding the Chippewa Falls Public Library); one member of the City Council; and 3 citizen members. Not more than one member of the Council shall, at any one time, be a member of the Library Board.
- (2) POWERS AND DUTIES. The Library Board shall have the powers and duties prescribed by §§43.58 to 43.60, Wis. Stats.

Dated this ____ day of _____, 2015.

ALDERPERSON:

Rob Kiefer, Council President

FIRST READING: _____

SECOND READING: _____

APPROVED: _____
Gregory S. Hoffman, Mayor

ATTESTED: _____
Bridget Givens, City Clerk



STATEMENT OF EXPLANATION

Resolution No. 06 - 14

RESOLUTION TO APPROVE THE CHIPPEWA COUNTY PLAN OF LIBRARY SERVICE (2014-2019)

1 This resolution is brought to formally approve the 2014-2019 Chippewa County Library
2 Plan of Service. As a member of the Indianhead Federated Library System (IFLS), Chippewa
3 County is required to have a County library plan. This plan has been previously adopted by the
4 Chippewa County Board and every five years the County Library Planning Committee
5 (Committee) may either prepare a new plan or revise the current plan. Wisconsin Statutes
6 require the Committee to hold a public hearing prior to approval of the plan and the public
7 hearing on the new plan will be held during the regular County Board meeting on March 11,
8 2014.

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10 A majority of the revisions to the proposed plan are descriptive in nature. Two
11 proposed changes within the plan are the amount of reimbursement the County reimburses to
12 the municipal libraries for rural resident usage and the County representation on library boards
13 of trustees.

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15 The County is required to reimburse the libraries for rural resident usage at a rate of at
16 least 70% based on a calculation dividing the operational costs by the total number of
17 circulations by rural residents, pursuant to Wis. Stats. §43.12. In this new plan, the Committee
18 is proposing an increase from the required 70% reimbursement to include an additional 2%
19 annual increase for the duration of the 2014-2019 Library Plan of Service, commencing with the
20 2015 County budget year.

21
22 Upon passage of this resolution and approval of the 2014-2019 Chippewa County Plan
23 of Library Service, the County will no longer be appointing members to the local library boards
24 of trustees. In addition, municipal library boards of trustees may choose to increase or
25 decrease their boards pursuant to Wis. Stats. §§43.54(1)(a) and §43.54(3).

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RESOLUTION TO APPROVE THE CHIPPEWA COUNTY PLAN OF LIBRARY SERVICE (2014-2019)

WHEREAS, each Wisconsin county was required to develop a county library plan before joining a library system; and

WHEREAS, Chippewa County has previously adopted such a county library plan as part of the Indianhead Federated Library System; and

WHEREAS, pursuant to 1997 Act 150 and 2005 Act 420, the State Division of Libraries and Community Learning has adopted requirements for what must be included in county plans for county library services; and

WHEREAS, the attached Chippewa County Plan of Library Service 2014-2019 was developed and approved by the Chippewa County Library Planning Committee and was presented by that Committee at a public hearing on March 11, 2014; and

WHEREAS, the required number of municipal library boards of trustees within Chippewa County have reviewed and approved the proposed Plan;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve and adopt the attached Chippewa County Plan of Library Service 2014-2019; and

BE IT FURTHER RESOLVED, that Chippewa County shall reimburse the County libraries at the current required rate of 70% in 2014, plus an additional 2% annual increase, commencing in 2015, for the duration of the 2014-2019 plan; and

BE IT FURTHER RESOLVED, effective upon passage of this resolution, the Chippewa County Board of Supervisors will no longer be appointing members to municipal library boards of trustees, pursuant to Wis. Stats. §43.60 (3)(a); and *Status "may appoint"*

BE IT FURTHER RESOLVED, that term of office of current members of municipal library boards of trustees appointed by the County Board pursuant to Wis. Stats. §43.60 (3)(a), shall cease effective May 1, 2014; and

BE IT FURTHER RESOLVED, that municipal library boards of trustees may increase or decrease their board size pursuant to Wis. Stats. §43.54(1)(a) and §43.54(3); and

BE IT FURTHER RESOLVED, that the County Clerk shall forward a copy of the plan and this resolution to the Division of Libraries, Technology and Community Learning in the Wisconsin Department of Public Instruction.

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Submitted for Approval by the Library Planning Committee

FINANCIAL IMPACT:

Library funding is calculated according to Wis. Stat. §43.12. The reimbursement is based on operational costs divided by total rural circulation and then multiplied by 70%. The 5-year average historical reimbursement is \$621,647. This contribution will be increased by 2% annually commencing in 2015 up to a total contribution of 80% in 2019.

RESULT:	ADOPTED [9 TO 4]
MOVER:	Anson Albarado, District 8
SECONDER:	Jared Zwiefelhofer, District 4
AYES:	Michels, Zwiefelhofer, McIlquham, Albarado, Willkom, Ellis, Leisz, Kressin, Darrow
NAYS:	Mary Ellen Brehm, Glen Sikorski, Henry Shakal, Michael A. Goettl
ABSENT:	Chuck Wachsmuth, Gary Misfeldt

Approved as to Form:

James B. Sherman
James B. Sherman, Corporation Counsel

3/5/2014

Dennis A. Hunt
Dennis A. Hunt, Finance Director

3/5/2014

Frank R. Pascarella
Frank R. Pascarella, County Administrator

3/5/2014

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