



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**July 13, 2016**

**Committee #2 met on Wednesday, July 13, 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: Rob Kiefer, Paul Nadreau  
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Utility Office Manager Connie Freagon, Police Chief Matt Kelm, Rick Flynn.

Call to Order: 8:00 AM

1. **Open Session**
2. **Discuss request to fill Police Department vacancies due to resignations and retirements. Possible recommendations to the Council.**

Chief Kelm asked for permission to hire two new entry level police officers to fill the vacancies created by a resignation and an upcoming retirement.

**Motion by Hull/Monarski** to recommend the Council hire two new entry level officers to fill vacancies created by a resignation and a retirement. **All present voted aye. Motion carried.**

3. ***The Committee discussed whether or not to go into closed session to discuss Item #3 and decided although this item meets the closed session criteria under Wis. Stats. 19.85(1)(c) they chose to remain in open session to discuss.***

**Discuss benefits/compensation for Police Sergeant.**

Chief Kelm indicated they have selected an officer who is currently a Master Patrol Officer to fill the sergeant position and they need to place this person on the Administrative Pay Grid. This officer is currently a member of the Union and receives 3% longevity. When the sergeants were removed from the Union, they were placed at Grade 14 Midpoint. The Committee discussed implementing a policy that states that when an officer is promoted to a sergeant they will be placed a Grade 14 Midpoint to alleviate having to come back to the Committee for approval.

**Motion by Hull/Monarski** to recommend the Council approve placing the newly promoted Sergeant at Grade 14 Midpoint and to implement a policy that states that an officer who is

promoted to a sergeant position will be placed at Grade 14 Midpoint. **All present voted aye. Motion carried.**

**4. Discuss City of Chippewa Falls Council Member iPad policy. Possible recommendations to the Council.**

The Committee reviewed the proposed iPad policy. Discussion included usage of the iPads as it pertains to open records law and personal information and data usage.

**Motion by by Hull/Monarski** to recommend the Council approve the City of Chippewa Falls Council Member iPad Policy. **All present voted aye. Motion carried.**

**5. Adjournment**

**Motion by Monarski/Hull** to adjourn at 8:37 AM. **All present voted aye. Motion carried.**

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

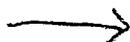
1.00% Increase

**SCHEDULE A2**  
2016 Non-Union Salary Structure Effective 1/1/16

<u>Position</u>	<u>Grade</u>	
Confidential Secretary	3	
Executive Secretary	4	
Recreation Supervisor	4	
Parks & Rec Working Foreman	10	
City Clerk	11	
Senior Engineering Technician	13	
Fire Battalion Chief	13*	
Utility Office Supervisor	13	
City Inspection & Zoning Administrator	14	
Library Director	14	
City Assessor	14	Contracted
Patrol Police Sergeant	14	
Patrol Police Lieutenant	15	
Battalion Chief	15	
Assistant City Engineer	15	
Water Supervisor	15	
Wastewater Supervisor	15	
Street & Water Maintenance Manager	15	
Director of Parks, Rec & Forestry	15	
City Planner	16	
Finance Mgr/Treasurer	18	
Fire Chief	18	
Police Chief	18	
Director of Public Works/Manager of Public Utilities	18	

**Salary Range**

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,800.89	30,030.93	31,460.97	32,891.02	34,321.06	35,751.11	37,538.66	39,326.22	41,113.77	42,901.33
2	29,744.93	31,232.18	32,719.43	34,206.67	35,693.92	37,181.17	39,040.23	40,899.28	42,758.34	44,617.40
3	30,934.72	32,481.46	34,028.20	35,574.93	37,121.67	38,668.41	40,601.83	42,535.25	44,468.67	46,402.09
4	32,172.12	33,780.73	35,389.33	36,997.94	38,606.55	40,215.15	42,225.91	44,236.67	46,247.42	48,258.18
5	33,458.98	35,131.93	36,804.88	38,477.83	40,150.78	41,823.73	43,914.92	46,006.10	48,097.29	50,188.48
6	34,797.35	36,537.22	38,277.08	40,016.95	41,758.82	43,496.69	45,871.52	47,846.35	50,021.19	52,196.02
7	36,189.23	37,998.69	39,808.15	41,817.62	43,427.08	45,236.54	47,498.37	49,760.19	52,022.02	54,283.85
8	37,636.80	39,518.64	41,400.48	43,282.32	45,164.16	47,046.00	49,398.30	51,750.60	54,102.90	56,455.20
9	39,142.28	41,099.40	43,056.51	45,013.62	46,970.74	48,927.85	51,374.24	53,820.64	56,267.03	58,713.42
10	40,707.95	42,743.34	44,778.74	46,814.14	48,849.54	50,884.93	53,429.18	55,973.43	58,517.67	61,081.92
11	43,150.43	45,307.95	47,465.47	49,622.99	51,780.51	53,938.04	56,634.94	59,331.84	62,028.74	64,725.64
12	45,739.47	48,026.44	50,313.41	52,600.39	54,887.36	57,174.33	60,033.05	62,891.77	65,750.48	68,609.20
13	48,483.81	50,908.01	53,332.20	55,756.39	58,180.58	60,604.77	63,635.01	66,665.24	69,695.48	72,725.72
14	51,392.84	53,962.48	56,532.12	59,101.78	61,671.41	64,241.05	67,453.10	70,665.15	73,877.21	77,089.28
15	54,476.40	57,200.22	59,924.04	62,647.86	65,371.68	68,095.50	71,500.28	74,905.05	78,309.83	81,714.80
16	57,744.99	60,632.24	63,519.49	66,406.74	69,293.99	72,181.24	75,790.30	79,399.38	83,008.42	86,617.48
17	61,209.71	64,270.19	67,330.68	70,391.18	73,451.65	76,512.14	80,337.74	84,163.35	87,988.96	91,814.56
18	64,882.28	68,126.39	71,370.51	74,614.62	77,858.74	81,102.85	85,157.99	89,213.14	93,268.28	97,323.42



**APPENDIX A**

Salary Schedule 12-Hour Shift

(Employees annual work hours of 2134 are reflected in adjusted rates below)

EFFECTIVE	ANNUAL RATE	MONTHLY RATE	BI-WEEKLY RATE	HOURLY RATE	HOURLY RATE AFTER .30 DEDUCTION
1/1/2015					
Patrol Officer, 1st year	47,825.17	3,985.43	1,771.30	22.41	22.11
Patrol Officer, 2nd year	49,260.46	4,105.04	1,824.46	23.08	22.78
Patrol Officer, 3rd year	52,109.05	4,342.42	1,929.96	24.42	24.12
Master Police Officer	54,854.43	4,571.20	2,031.65	25.70	25.40
EFFECTIVE					
1/1/2016					
Patrol Officer, 1 <sup>st</sup> year	48,303.42	4,025.29	1,857.82	22.64	22.34
Patrol Officer, 2 <sup>nd</sup> year	49,753.06	4,146.09	1,913.58	23.31	23.01
Patrol Officer, 3 <sup>rd</sup> year	52,630.14	4,385.85	2,024.24	24.66	24.36
Master Police Officer	55,402.97	4,616.91	2,130.88	25.96	25.66

Salary Schedule for 2080 Hours

(Employees working the 2080 hour schedule, SRO and Investigators, will be paid the below rate depending upon which pay classification they are at.)

EFFECTIVE	ANNUAL RATE	MONTHLY RATE	BI-WEEKLY RATE	HOURLY RATE	HOURLY RATE AFTER .30 DEDUCTION
1/1/2015					
Patrol Officer, 1st year	47,819.20	3,984.93	1,771.08	22.99	22.69
Patrol Officer, 2nd year	49,254.40	4,104.53	1,824.24	23.68	23.38
Patrol Officer, 3rd year	52,104.00	4,342.00	1,929.78	25.05	24.75
Master Police Officer	54,849.60	4,570.80	2,031.47	26.37	26.07
EFFECTIVE					
1/1/2016					
Patrol Officer, 1 <sup>st</sup> year	48,297.60	4,024.80	1,857.60	23.22	22.92
Patrol Officer, 2 <sup>nd</sup> year	49,753.60	4,146.13	1,913.60	23.92	23.62
Patrol Officer, 3 <sup>rd</sup> year	52,624.00	4,385.33	2,024.00	25.30	25.00
→ Master Police Officer	55,390.40	4,615.87	2,130.40	26.63	26.33

---

# CITY OF CHIPPEWA FALLS COUNCIL MEMBER iPad POLICY

## Purpose

To provide mobility for Council Members and to enhance access to information necessary to make informed decisions and to achieve operational efficiencies. iPads may be provided by the City of Chippewa Falls and are intended for City business.

For the purpose of this policy, reference to Council Members shall include the Mayor and City Attorney.

## Definitions

**iPad** – The iPad is a line of tablet computers designed and marketed by Apple, Inc.

**Icon** – A small picture or symbol on the iPad that serves as a hyperlink or file.

**App** – A software application used to perform a certain task from a mobile device.

**Wifi** – A wireless network that allows computers to communicate over a wireless signal to access the internet.

**WiMax** – A telecommunications protocol that provides fixed and fully mobile internet connection.

**Broadband Access** – Technology that provides a higher rate access to the internet.

**4G** – Is the 4<sup>th</sup> generation of cell phone mobile communications standards that provides mobile ultra-broadband Internet access, for example to laptops with USB wireless modems, to smartphones, and to other mobile devices.

**iTunes** – A media player computer program, used for playing, downloading, saving, and organizing digital music and video files on desktop or laptop personal computers. It can also manage contents on iPod, iPhone, iPod Touch and iPad devices.

## Guidelines

The IT Department procures the iPads and accessories.

The iPads provided for Council Members shall include monthly broadband access at no cost to the Council Members and shall be included in the City budget.

The iPads are the property of the City of Chippewa Falls. At the end of a City Council Member's tenure, the device shall be returned to the City within 10 days.

The cosmetic care of the iPad is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual City Council Member.

---

The City of Chippewa Falls reserves the right to clear data and/or personal apps on any iPad that is lost or not functioning properly.

In the event the device is lost, stolen or broken, the City Council Member shall notify the City Clerk immediately at 715-726-2719 and leave a message. The IT Department shall take appropriate measures to protect sensitive and confidential information for security purposes.

The iPads shall come preloaded with core applications which will be centrally managed by the IT Department and owned by the City of Chippewa Falls.

Personal iTunes accounts are allowed; however, all costs incurred and downloading of additional apps are the responsibility of the individual City Council Member.

Personal information is allowed; however, backup of the information is the responsibility of the individual City Council Member. Any personal information that is stored on the iPad is subject to open records requests and as a result may be made available to the public.

In providing maintenance and upgrades to the iPad operating system and core applications, the City of Chippewa Falls is not responsible for any effect it may have on personal information that is stored on the iPad.

Training shall be provided to Council Members initially and as needed or requested.

---

## CITY OF CHIPPEWA FALLS iPad ACKNOWLEDGEMENT OF RECEIPT

As a condition of having access to information technology resources provided by the City of Chippewa Falls, I acknowledge that I have read and understand the *City of Chippewa Falls Council Member iPad Policy* and agree to follow the guidelines contained therein.

In addition to the provisions outlined in the *City of Chippewa Falls Council Member iPad Policy*, the following provisions apply to Council Members using iPads provided by the City.

- iPads are provided by the City of Chippewa Falls and are intended for City business.
- iPads remain the property of the City of Chippewa Falls and will be returned at the end of the each member's tenure with the City .
- Core applications will be centrally managed and owned by the City of Chippewa Falls.
- Upgrades to the iPad operating system and core applications may affect any personal information that is stored on the iPad.
- The City of Chippewa Falls reserves the right to clear any iPad that is lost or not functioning properly.
- Personal applications are allowed but must be properly licensed and managed by the individual user.
- Personal information is allowed but backup is the responsibility of the individual user.
- Any personal information that is stored on the iPad is subject to open records requests and as a result may be made available to the public.
- iPad usage is subject to all open meeting statutes.
- Acknowledge receipt of *Common Practices for Security, Privacy, Open Records and Data Usage Form*.

Council Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# iPad Information

---

iPads will be a very useful device for Council Members in accessing information necessary to make sound decisions. For this purpose of this document, Council Members will include the Mayor and City Attorney.

All Council Members will receive the following items:

- iPad
- Screen protector
- iPad case with built in keyboard
- Stylus
- Necessary power cables for this equipment
- Reference documentations and a cheat sheet

There are apps that will be beneficial to you, already loaded onto the iPads. These apps will allow you to access agendas/minutes, city specific websites, project maps and other city related information to stay informed.

**The City of Chippewa Falls Council Member iPad policy will need to be signed by each of you upon receiving the iPad bundle.** This policy may be revised as needed going forward. It is imperative that all Council Members are aware of open meetings laws and regulations and use the iPad appropriately. No email communications or chat sessions should be used between council members during any meeting attended.

As part of our iPad project plan, this free training will be provided to all of you by Andy Bauer, Network Engineer, Chippewa County Information Systems and accompanied by Connie Freagon. Andy will be joining us via our Intergovernmental Agreement with Chippewa County.

The iPad training will consist of the following items along with open lab time so you can use the iPad and try out the apps.

- iPad Policy
- Basic functions of the iPad
- Keyboard/cover usage
- Apps and city-specific use
- Backup procedures
- iTunes accounts
- Management software
- Individual Skills assessment list
- Ongoing support

# iPad Information

---

## CITY PRACTICES FOR SECURITY, PRIVACY, OPEN RECORDS AND DATA USAGE

- E-Mail is subject to applicable privacy, security, open records and records retention laws and guidelines, as are appropriate, for the information that a particular message contains. It is important to remember that you are creating a government document simply by creating and sending an E-Mail.
- Council members shall not use email to discuss among themselves City business. In addition, Council members shall not use the iPads to communicate with other Council members or others during a committee/Council meeting.
- Electronic transmissions or communication via the Internet shall not be considered either private or secure.
- Users of City-provided services are required to honor and observe the rules of confidentiality and protection of privacy when accessing and using any information that resides on City systems. Personnel agree to apply safeguards to protect City information assets from unauthorized access, viewing, disclosure, alteration, loss, damage or destruction. Appropriate safeguards include use of discretion in choosing when and where to use remote access service, prevention of inadvertent or intentional viewing of displayed or printed information by unauthorized individuals, and the use of antivirus software with current virus definitions loaded on remote computers.
- The Internet offers numerous discussion groups or forums and exchange ideas for the purpose of research and information sharing. As with any form of communication, the City shall not be intentionally misrepresented in any material posted to the Internet.
- Personnel are responsible for the appropriateness and content of material they transmit or publish in messages via City-provided equipment.
- City data usage may occasionally be monitored by the IT Department and/or other designated staff, as appropriate and may monitor and/or log network use, capacity and space utilization.
- Certain email or online services available via the Internet or from other providers may result in user fees, usage charges or membership fees. The City of Chippewa Falls is not liable for any individual charges or misuse.
- The assignment of user accounts and passwords to personnel will be made by the IT Department for the appropriate computer system(s) being accessed. All systems containing confidential or sensitive information will be protected through user account and password security.
- All Internet and email transmissions sent from or received by City of Chippewa Falls equipment and/or addresses are City property.

# iPad Information

---

- The City may archive or delete files or any other materials on its equipment or networks, as deemed necessary.
- At any time and without prior notice, the City may remove any user account.

21