



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY & ADMINISTRATION
November 1, 2016

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Tuesday, November 1, 2016 at 4:30 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, Brent Ford, Paul Nadreau, CW King, Chuck Hull, John Monarski.
Other Council Members/Mayor present: None
Others present: Finance Manager/Treasurer Lynne Bauer, Public Utility Office Manager Connie Freagon, Fire Chief Mike Hepfler; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; Parks & Recreation Director Dick Hebert; Street and Utility Maintenance Manager Rick Ruf, Firefighters Greg Bowe and Nate Martell; Rick Flynn.

Call to Order: 4:30 PM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss personnel requests and adjustments related to the 2017 Budget. Possible recommendations to the Council.**

The Committee discussed the 2017 department personnel requests/adjustments (see attached).

No action taken.

- 2. Discuss 2017 budget including city personnel and benefit costs. Possible recommendations to the Council.**

Finance Manager/Treasurer Lynne Bauer gave a brief overview of the 2017 budget information to date. She also indicated there was no increase in the City's health insurance premiums for 2017 and asked the Committee to leave the current plans in place for 2017. In addition, the Committee discussed a 1% increase for city employees noting that police and fire are subject to negotiations.

Motion by Kiefer/Nadreau to recommend the Council approve leaving the health insurance plans in place for 2017 due to no increase in the premiums and include a 1% increase for city employees contingent on the outcome of the 2017 budget. All present voted aye except Ford who voted nay. Motion carried.

3. **Discuss job description for new Parks & Recreation employee (downtown park). Possible recommendations to the Council.**

Parks & Recreation Director Dick Hebert presented a job description for the new employee that will be hired to maintain the downtown Chippewa Riverfront. He revised the job description to include all aspects of park and zoo maintenance as all of his employees work in all aspects of the park system.

Motion by Ford/Hull to recommend the Council approve the Parks and Forestry Maintenance/Zoo Assistant job description. **All present voted aye. Motion carried.**

4. **Adjournment**

Motion by King/Ford to adjourn at 5:09 PM. **All present voted aye. Motion carried.**

Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer

2017 PERSONNEL REQUESTS/ADJUSTMENTS 11-1-2016

DEPARTMENT	ESTIMATED COST	DESCRIPTION
City Clerk	\$28	Move City Clerk from 11MID to 14A
	\$3,006	Move City Clerk from 11MID to 14B
Data Processing	\$5,828	Laserfiche Operator Position - Seasonal (600 hrs a year)
Finance Department	\$71,112	Fiscal Clerk II Position
Fire Department	\$1,296	Office Assistant Increase in Hours (Addtl 1.25 hrs per week)
	\$125,295	Battalion Chief, full-time
Parks, Recreation & Forestry Dept	\$1,951	Kriesel Step Increase to 4B (Hired at 4A on 3/9/16)
Police Department		Administrative Assistant Wage Increase
	\$4,222	Wahl Step Increase to 14E (Promoted to Position 7/2/15 at 14MID)
	\$110,296	Detective Sergeant, full-time
	\$86,546	Patrol Officer, full-time
	\$86,546	Patrol Officer, full-time
Street Department	\$12,196	Truck Driver - Seasonal (600 hrs a year)
	\$83,471	Permanent Position
Utilities Department	\$6,748	Increase Billing Clerk II hours (from 1,404 to 1,755 per year)
	\$87,407	Engineering Technician/GIS Specialist

City of Chippewa Falls

Job Description

Job Title: Parks and Forestry Maintenance/Zoo Assistant
Department: Parks, Recreation and Forestry
Reports To: Working Foreman
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 11-1-16
Job Grade: Class II

SUMMARY

A variety of jobs acquainted with all aspects of the Parks, Recreation & Forestry Department. Fill in as needed by performing the following duties to maintain and repair all buildings, equipment and grounds related to the department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Assists with the maintenance and repairs of all Department facilities' plumbing and electrical systems.
- Operates and repairs all grass cutting equipment
- Available to work weekends and night shifts
- Assist with removal and pruning of public trees.
- Assist with maintenance and upkeep of public plants and shrubs.
- Assist with the maintenance and preparation of Athletic Fields
- Assist with turf and landscaping maintenance. Jobs include irrigation repair and maintenance, seeding and fertilizing.
- Assist with the maintenance and preparation of the Department Aquatic Facilities.
- Assists with the assembly and installation of recreation equipment and its repair
- Assists in construction and maintaining new and existing structures or buildings
- Must have the ability to successfully handle hand tools, power equipment, pick up and dump trucks, trailers and towing
- Performs Animal Care as needed
- Responsible for opening and closing parks
- Assist with the setup and takedown of the Christmas Village
- Performs all duties as assigned

SUPERVISORY RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Training employees on equipment or repairs of facilities
- Addressing complaints and resolving problems

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed are representative of the knowledge, skill, and/or ability required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE

- High school diploma or general degree (GED)
- One to three years related experience and/or training
- Equivalent combination of education and experience

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid drivers license
- Should acquire pool operators certification
- Should acquire commercial drivers license

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- The employee is exposed to daily outside weather conditions
- The employee is exposed to daily wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; and vibration
- The noise level in the work environment is usually moderate

