



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel Policy & Administration**  
**March 24, 2011**

**Committee #2 met on Thursday, March 24, 2011 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Attendees: CW King, Brian Flynn, Mayor Hoffman, George Adrian, Jane Lardahl, Bill Hicks, Treasurer/Finance Mgr. Lynne Bauer, Public Works Director Rick Rubenzer, City Inspector Paul Lasiewicz, City Clerk Rae Buckwheat, Police Captain John Liddell, Deputy Clerk Nancy Flynn.

Call to Order: 08:00 AM

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

1. **Discuss secretarial needs in the Engineering Department including the need for temporary help. Also discuss long-term solutions. Possible recommendations to the Council.**  
Finance Mgr./Treasurer Lynne Bauer provided a brief history for this item. The Council approved filling the vacant Engineering Secretary position approximately one month ago, just prior to the introduction of the Budget Repair Bill and State Budget Proposal. Due to uncertainty of the City's 2011 and 2012 budgets, the Council has now decided to wait to fill this position which creates an immediate need for office help in the Engineering Department.  
  
Public Works Director Rick Rubenzer proposed using the part-time assistant (Cynthia Schmidt) who currently works in the Inspection and Planning/Transit Offices. The proposal increases her hours from five hours per day to 7 ½ hours per day and puts her at full-time status for benefit purposes. This solution would be temporary and would give staff members time to analyze long-term solutions.  
  
**Motion by Flynn/King, all present voting aye, to increase the hours of the Inspection and Planning/Transit part-time assistant by 12.5 hours per week on a temporary basis through June 30, 2011 to assist the Engineering Department. Motion carried.**
2. **Consider parking passes for City Hall employees (attachment). Possible recommendations to City Council.**  
  
The Committee discussed a request to grant downtown parking passes to City Hall employees. The Committee identified parking lots close to City Hall and discussed options such as parking passes and time limit changes. More research will be done on the lots discussed and brought back to the Committee for review.  
  
**No action taken.**
3. **Adjournment**  
**Motion by Flynn/King, all present voting aye, to adjourn at 8:36 AM. Motion carried.**

Minutes submitted by,  
CW King, Chairman