



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel Policy & Administration**  
**June 9, 2011**

**Committee #2 met on Thursday, June 9, 2011 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Attendees: CW King, Brian Flynn, Chuck Hull, Jane Lardahl, Mayor Hoffman, Finance Mgr./Treasurer Lynne Bauer, Police Chief Wendy Stelter, Public Works Director/Utilities Manager Rick Rubenzer, Utility Office Manager Connie Freagon.

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:

**There was a motion and a second (King/Flynn) to move up Item #3. All present voted aye; Motion carried.**

3. Discuss request to fill part-time dispatcher position. Possible recommendations to the Council.

Police Chief Wendy Stelter asked for permission to fill the part-time dispatcher vacancy due to a resignation. She indicated that Mayor Hoffman has approved this request.

**Motion by Flynn/Hull to approve the request to fill the part-time dispatcher position. All present voted aye; motion carried.**

1. Discuss city residency policy and possible amendments to accommodate promotions from within. Possible recommendations to the Council.

The Council discussed the recommendation of the Committee of the Whole to amend the current residency policy for current employees who are promoted to a department head position. The Committee discussed whether to leave the policy as is and use the waiver procedure for these situations or amend it.

**Motion by Flynn/King to amend the current residency policy to add a provision that if an employee was employed by the City at the time the current policy was adopted (February 11, 2007) and if they have continually lived outside the City since that time and are promoted to a department head position that they be exempt from the requirement that department heads live within in the city limits. Flynn, King voted aye; Hull vote nay; Motion carried.**

2. Discuss temporary clerical situation in the Engineering Department and request for extension. Possible recommendations to the Council.

Public Works Director/Utility Manager Rick Rubenzer updated the Committee on the current secretarial situation previously approved by this Committee. This situation allows the part-time Inspection/Zoning and Planning/Transit secretary to increase her hours to assist the Engineer's office. He indicated it is working most of the time and asked for an extension for three months to further analyze a long-term solution.

**Motion by Flynn/Hull to extend the temporary clerical situation in the Engineering Department from June 30, 2011 to September 30, 2011. All present voted aye; Motion carried.**

4. Discuss restructuring in the City Clerk and Finance/Administration Departments due to retirements in the City Clerk's office. Included in this discussion will be a request to fill the vacant City Clerk position. Possible recommendations to the Council.

Finance Manager/Treasurer Lynne Bauer discussed the vacancies in the Clerk's office due to the retirement of the City Clerk on September 29<sup>th</sup> and the Deputy City Clerk on June 3. She presented a proposal to eliminate the vacant Deputy Clerk position and create a Fiscal Clerk I position in the Finance Department. This proposal moves all the payroll, finance and administration related duties such as payables, benefits and payroll out of the Clerk's office and into the Finance and Administration Office. In addition to asking for permission to fill this newly created position, she asked for permission to fill the Clerk's position that will become vacant in September. A new job description for the Fiscal Clerk I as well as an updated job description for the City Clerk were presented to the Committee. (See attached) After these positions are filled, there will be updates made to the job descriptions of the remaining Deputy Clerk position as well as the Fiscal Clerk II position.

**Motion by Flynn/Hull to approve the updated job description of the City Clerk position (attached) and give Finance Manager/Treasurer Lynne Bauer the authority to advertise and proceed to hire a new City Clerk. All present voted aye; motion carried.**

**Motion by Flynn/Hull to eliminate one of the current Deputy Clerk positions and create a Fiscal Clerk I position (attached) in the Finance and Administration office. All present voted aye; motion carried.**

5. **Adjournment**

**Motion by Flynn/Hull to adjourn at 8:31 AM. All present voted aye; motion carried.**

**Minutes submitted by,  
CW King, Chairman**