



Minutes
Committee #2
Labor Negotiations, Personnel Policy & Administration
September 29, 2011

Committee #2 met on Thursday, September 29, 2011 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Attendees: Brian Flynn, Chuck Hull, George Adrian, Mayor Hoffman, Finance Mgr./Treasurer Lynne Bauer, Deputy Clerk Julie Marshall

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 request to fill vacant City Clerk position. Possible recommendations to the Council.

Due to the recent resignation of newly appointed Clerk Mel McCabe, Finance Manager Lynne Bauer asked the Committee for permission to re-advertise and proceed with filling the City Clerk position. Current Clerk Rae Buckwheat's last day is today and Deputy Clerk Julie Marshall will be handling the duties in her absence. In addition, workload shifts are being made between the Clerk and Finance Departments to allow Julie more time to handle the office duties. Committee #2 can discuss at their next meeting if contracting with Rae for training or election help is necessary or what other options there might be to cover the absence in the Clerk's office. There would no recommendations to make amendments to the job description or the starting wage rate.

The Committee discussed where the job ad should be placed. Ms. Bauer indicated the job ad was placed in the Chippewa Herald, Leader Telegram, Wisconsin Municipal Clerks Association website, League of Wisconsin Municipalities website and the City's website. A suggestion was made to check out Chippewa Valley Help Wanted.com.

Motion by Hull/Flynn to recommend the Council approve advertising and filling the City Clerk position. **All present voted aye, motion carried.**

2. Adjournment

Motion by Hull/Flynn to adjourn at 8:12 AM. **All present voting aye; option carried.**

Minutes submitted by,
Brian Flynn, Vice Chairman