



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel Policy & Administration**  
**February 28, 2012**

**Committee #2 met on Tuesday, February 28, 2012 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Attendees: CW King, Brian Flynn, Chuck Hull, Bill Hicks, George Adrian, Jane Lardahl, Finance Manager/Treasurer Lynne Bauer, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Water Supervisor Rory Olson, Police Chief Wendy Stelter.

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 water utility service maintenance position and vacant water shop clerk/typist position. Possible recommendations to the Council.

Mr. Rubenzer requested that a full-time service maintenance position vacant due to a retirement at the Water Department be filled. He also requested that a former full-time water shop clerk typist position be reduced to less than 975 hours per year with no benefits. He requested that position be filled as well. Updated position descriptions (attached) were presented. Both positions are included in the 2012 Budget.

**Motion by Flynn/Hull** to recommend the City Council approve the request to fill the full-time water department service maintenance position and the part-time (less than 975 hours) clerk/typist position with no benefits. **All present voted aye, motion carried.**

2. Discuss the need for temporary clerical help in the City Clerk's office. Possible recommendation to the Council.

Finance Mgr/Treasurer Lynne Bauer informed the Committee that the Deputy Clerk has sustained an injury and is expected to be out for a period of time. Because there is a new clerk and elections are coming up, there is the need for temporary help to assist with general office duties and the election process. Ms. Bauer asked for flexibility in determining the need for a temporary person to assist City Clerk Bridget Givens during this time as well as flexibility in setting the hourly rate and schedule. An estimation of hours and cost was discussed and there will be budgeted monies to cover this expense.

**Motion by Flynn/Hull** to recommend that temporary clerical help be hired for the City Clerk's office with hours not to exceed 975 and with no benefits. **All present voted aye, motion carried.**

3. Review bartender license protocol. Possible recommendations to the Council.

Police Chief Wendy Stelter discussed proposed changes to the bartender license protocol. In her research, she found that the City is more restrictive than Eau Claire, Menomonie and Rice Lake in determining whether or not an applicant should be denied a bartender license. Her proposed

language (attached) for denial would change the look-back period to 24 months and include two offenses and that one of those offenses would have had to occur within the last 12 months. The Committee felt it was important to still have an appeal process to the Council for recommended denials. Chief Stelter will discuss these changes with Attorney Ferg and bring them back to the Committee for additional discussion.

No action taken.

4. **Motion by Flynn/Hull** to go into closed session under Sec. 19.85 (1) (c), Wis. Stats. for “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” to:

a. Consider vacation benefits for the following Department Heads:

1. Wendy Stelter, Police Chief
2. Bridget Givens, City Clerk

and to include Council members, Mayor, Police Chief, City Clerk, Finance Manager; and may return to open session for possible recommendations.

**Roll call vote: Aye – Flynn, Hull, King.**

The Committee held a discussion with Chief Stelter regarding vacation time. Ms. Bauer discussed vacation benefits for new clerk Bridget Givens.

*(Mayor Hoffman arrived at 9 AM)*

**Motion by Flynn/Hull to return to open session. All present voted aye, motion carried.**

Chair CW King reported the following recommendations to the Council were made in closed session regarding vacation time for Chief Stelter and Clerk Givens:

Chief Stelter: Ten (10) days on her hire date and then 15 days commencing on her anniversary date in April 2012 (Note: She received ten (10) days on her one year anniversary in 2011). She will be allowed until April 2014 to use this vacation time and carryover provisions will apply at that time;  
Clerk Givens: Five (5) days as of her hire date on January 3, 2012.

*(Committee Member Chuck Hull left at this time)*

5. **Motion by Flynn/King** to go into closed session under 19.85(1)(b) “considering dismissal...of any public employee...and the taking of formal action on such matter to:

a. Consider termination of Public Works Department Employee; and to include Council members, Mayor; Finance Manager; and may return to open session.

**Roll call vote: Aye – Flynn, King.**

The Committee discussed the circumstances regarding the Public Works employee.

**Motion by King/Flynn to return to open session. All present voted aye. Motion carried.**

6. Possible announcement of action taken in closed session under Item #5.

Chair CW King reported that based upon discussion held in closed session, a recommendation was made to terminate the Public Works Department employee at the expiration of his sick and vacation time which is estimated to be mid-March.

7. Adjournment

**Motion by Flynn/King to adjourn at 9:13 AM. All present voting aye, motion carried.**

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