



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel Policy & Administration**  
**May 30, 2012**

**Committee #2 met on Wednesday, May 30, 2012 at 7:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Attendees: CW King, Brian Flynn, Chuck Hull, Jane Lardahl, George Adrian, Bill Hicks, Mike Hanke (arrived at 8:07 AM), Mayor Greg Hoffman, Finance Manager/Treasurer Lynne Bauer, Parks & Recreation Director Dick Hebert, Public Works Director/City Engineer/Utility Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Recreation Supervisor Megan Robarge, Police Chief Wendy Stelter, Police Captain John Liddell.

Call to Order: 7:30 AM

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

**1. Open Session**

**2. Discuss Parks & Recreation office needs including a request to fill a vacancy due to an upcoming retirement and the potential need for seasonal office help. Possible recommendations to the Council.**

Parks & Recreation Director Dick Hebert informed the Committee that the Park Board met and made a recommendation to fill the upcoming office vacancy with a part-time seasonal person at the rate of \$13.00 per hour. Due to the need to have the office position get more involved with marketing, social media and fundraising, the current position will be evaluated to determine if any efficiencies can be gained to allow more time to accomplish those duties. Director Dick Hebert indicated the current position spends a lot of time on payroll and payables so the Finance Department will assist in evaluating those areas.

**Motion by Flynn/Hull** to recommend the Council approve filling the upcoming Parks & Recreation Office vacancy with a part-time temporary seasonal employee at the rate of \$13.00 per hour not to exceed 6 months and during that time evaluate the office secretary job description to determine the needs of the department.

**All present voting aye, motion carried.**

**3. Discuss combination of Utility Billing Clerk 1 and Engineering Receptionist positions. Possible recommendations to the Council.**

Public Works Director/City Engineer/Utility Manager Rick Rubenzer asked the Committee to consider combining the Utility Billing Clerk 1 and the Engineering Receptionist positions. He indicated the vacancy in the billing clerk position occurred when the employee posted into another position. Last year he reduced his receptionist to half-time. He mentioned the new position will be 90% with 50% being spent in the Engineering Department and the other 40% being spent in the Utility Office. Mr. Rubenzer indicated the

Engineering Department could use more hours and he will bring a request forward during the 2013 Budget process. The recommended pay for this position was arrived at by adding the hourly rate of the two positions and dividing by two. Mr. Rubenzer also stated the hours between the two positions would be flexible and based on the needs of each department.

**Motion by Flynn/King** to recommend the Council approve combining the Utility Billing Clerk 1 and the Engineering Receptionist positions to create a Receptionist/Clerk position at approximately 1755 hours at a pay rate of \$15.45 per hour.

**All present voting aye, motion carried.**

**4. Motion by Flynn/Hull** to go into closed session under WI Statutes 19.85(1)(e) “conducting public business with competitive or bargaining implications” to: A) Discuss labor negotiation issues and strategies; and to include the Mayor, Council Members, Finance Manager, Police Chief and Captain; and may return to open session.

**Roll Call Vote: Aye – Flynn, Hull, King.**

The Committee discussed labor negotiation issues and strategies.

**No action taken.**

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

#### **5. Adjournment**

**Motion by Hull/Flynn** to adjourn at 8:14 AM. **All present voting aye, motion carried.**

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