



Minutes
Committee #2
Labor Negotiations, Personnel Policy & Administration
August 20, 2012

Committee #2 met on Monday, August 20, 2012 at 9:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: CW King, Bill Hicks, Chuck Hull, George Adrian, Jane Lardahl
Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Public Works Director/City Engineer/Utility Manager Rick Rubenzer, Library Director Virginia Roberts

Call to Order: 9:30 AM

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

1. Discuss request of Police Chief Wendy Stelter to fill vacant part-time dispatcher position. Possible recommendations to the Council.

Chief Stelter requested authorization to fill a vacant part-time dispatcher position. Monies for this position are currently in the budget and Mayor Hoffman has reviewed and approved this request.

Motion by Hicks/Hull to recommend the Council approve Chief Stelter's request to fill the vacant part-time dispatcher position. **All present voting aye, motion carried.**

2. Discuss change to Chippewa Falls Code of Ordinance Section 1.05 "Appointive Officers" to remove the Street Manager as an appointive officer (Department Head). Possible recommendations to the Council.

Finance Mgr. Lynne Bauer stated that based on the elimination of the Street Manager Position and the creation of the Streets and Utility Maintenance Manager Position, the ordinance needs to be addressed as the new position is no longer appointed, nor a department head. The new position will report directly to Public Works Director/City Engineer/Utility Manager Rick Rubenzer as does the Water and Wastewater Supervisors.

Motion by Hicks/Hull to recommend the Council approve the change to Chippewa Falls Code of Ordinance Section 1.05 "Appointive Officers" to eliminate the Street Manager Position as an appointive officer. **All present voting aye, motion carried.**

3. Discuss Street and Utility Maintenance Manager Position and hiring process. Possible recommendations to the Council.

Public Works Director/City Engineer/Utility Manager Rick Rubenzer was previously before this Committee to get authorization to create and hire a Street and Utility Maintenance Manager. At that time, he asked for permission

to hire up to 15D on the Non-Union Pay Scale. After further analyzing this position and reviewing the applicants, he determined based on the job description and the added duties in the Water Department, he should have asked for authority to hire up to 15 Mid-Point. The difference between 15D to 15 Mid-Point is approximately \$2,600. He has also reviewed the percentages charged to the Water and Storm Water Departments and based on this new structure, he will be able to charge a greater percentage to those departments. There will not be an increase to the General Fund for this request.

Motion by Hicks/Hull to recommend the Council allow Utility Manager Rick Rubenzer to hire up to 15 Mid-Point for the Street and Utility Maintenance Manager position with no impact to the General Fund. **All present voting aye, motion carried.**

4. Motion by Hull/Hicks 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 Head: Virginia Roberts, Library Director; and to include Council members; Finance Mgr/Treasurer Lynne Bauer; Library Director Virginia Roberts; and may return to open session.**

Roll Call Vote: Aye – Hull, Hicks, King. Motion carried.

The Committee discussed vacation benefits for new Library Director Virginia Roberts.

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

Committee Chair CW King indicated the Committee voted in closed session to authorize five days of vacation for the first year for Library Director Virginia Roberts. (Clarification was made that she will start to accrue two weeks of vacation as of her hire date and that vacation will be available for her to use effective with her one year anniversary date in July 2013.)

5. Adjournment

Motion by Hicks/Hull to adjourn at 9:45 AM. **All present voting aye, motion carried.**

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