



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**January 14, 2013**

**Committee #2 met on Monday, January 14, 2013 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: CW King, Bill Hicks, Chuck Hull, Jane Lardahl, George Adrian.  
Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Police Lt. Matt Kelm, Parks & Recreation Director Dick Hebert, City Clerk Bridget Givens, Park Board Member Carmen Muenich.

Call to Order: 8:00 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 request to fill Parks & Recreation Secretary position permanently. Possible recommendation to the Council.**

Finance Manager/Treasurer Bauer explained the Parks & Rec. Secretary position (job description attached) was to be filled temporarily through January 31 allowing time to restructure the position. At this time, those talks are continuing and will be implemented once the job description is amended and approved by Committee #2. The intent is to move this position to the Finance and Administration Department to provide better access for the citizens. In addition, this will allow the Director and Recreation Supervisor to be in located in the same office. Because the temporary time frame is expiring, Bauer is requesting the position be filled permanently at \$14.00 per hour.

**Motion by Hicks/Hull** to fill the Parks & Recreation Secretary Position permanently at \$14.00 per hour. **All present voting aye. Motion carried.**

3. **Discuss request to fill supervisor position in Parks & Recreation Department due to the retirement of the Working Foreman. Possible recommendation to the Council.**

Director Hebert is requesting a supervisor position in his department be filled. He and the Park Board are recommending the position include supervisory and disciplinary duties (see attached job description). His recommendation is to place this person on the management grid at Grade 10 Step D. The former Park & Forestry Supervisor position (vacant since 2005) was at this same grade level. The current position was budgeted at \$45,968 and the current position will cost \$46,943. The extra funding for this position for 2013 will be taken from the overtime budget. The overtime budget will be adjusted in 2014 to accommodate the recurring cost of this position.

**Motion by Hicks/Hull** to fill the Park Maintenance Working Foreman position at Grade 10, Step D. **All present voting aye. Motion carried.**

**4. Review request of Police Chief to restructure dispatcher schedules. Possible recommendation to the Council.**

Chief Stelter informed the Committee she will be restructuring the dispatcher schedules. As the City is transitioning to joint dispatch services with the County in 2013, it is unlikely the process to fill a current vacancy would be successful. Therefore, in order to give the remaining dispatchers consistency and necessary time off, she is revising their schedule. The additional cost, if any, will be reimbursed by the County to the City due to the County receiving the tax levy for the dispatchers for 2013.

**The Committee determined Chief Stelter can adjust hours and that no action from them was necessary.**

**5. Motion by Hull/Hicks to go into closed session under WI Statutes 19.85(1)(e) "conducting public business with competitive or bargaining implications" to discuss labor negotiation issues and strategy; may return to open session; and to include Finance Manager Bauer, council members and Mayor Hoffman.**

**Roll Call Vote: Hull – Aye; Hicks – Aye; King - Aye. Motion carried.**

The Committee discussed labor negotiation issues. No action taken.

**Motion by Hull/Hicks to return to open session. All present voted aye. Motion carried.**

**6. Adjournment.**

**Motion by Hull/Hicks to adjourn at 8:48 AM. All present voted aye. Motion carried.**

Minutes submitted by,  
CW King, Chair

# City of Chippewa Falls

## Job Description

**Job Title:** Secretary/Receptionist  
**Department:** Parks, Recreation and Forestry  
**Reports To:** Director  
**FLSA Status:** Labor Standards Act (FLSA)  
**Prepared Date:** 01-20-06  
**Job Grade:** Clerical

### SUMMARY

Serves as secretary and receptionist for the Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs routine duties including: typing, filing, answering phone, responding to citizen's requests, receive and distribute mail, responding to routine correspondence, distributing news releases
- Prepare time cards for personnel each pay period.
- Prepare payroll each pay period.
- Receipt daily revenue from ActiveNet & receipt book turning in to City Treasurer on a daily basis
- Handle monthly claims and prepare vouchers for payment
- Assist in compiling information and typing annual activity report; seasonal brochures; and monthly reports for the Department
- Handle scheduling and related items of public facilities in regard to established policy
- Keep complete accounting records in designated categories as they relate to funds expended within the budget
- Type and distribute the following: softball, volleyball, basketball and soccer schedules
- Serves as billing clerk for department
- Handle seasonal program registrations.
- Input Registrations & Park Facility Reservations in the ActiveNet on-line program, with daily close out reports the following day and turned into the City Treasurer.
- Input monetary donations in the computer and mail appropriate acknowledgement
- Distribute monthly Park Board Agendas & Minutes.
- Keep inventory and order office supplies as needed.
- Prepare weekly reservation reports for Park Shelters.
- Compile standings for Volleyball/Basketball & Softball leagues.
- Issue Dog Park permits.
- Input activity grades in ActiveNet for Swimming Lessons.
- Prepare tree stump lists as needed for removal.
- Type up the swim lesson skills sheets in excel for spring, summer, fall & winter sessions. Run class lists for instructors for these classes also.
- Assist Director and Recreation Supervisor with Marketing, Fundraising and Social Media.

### SUPERVISORY RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Addressing complaints and resolving problems

### **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed are representative of the knowledge, skill, and/or ability required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **EDUCATION AND/OR EXPERIENCE**

- Degree in Secretarial Science or equivalent from two-year college or technical school
- Two to four years related experience and/or training
- Equivalent combination of education or experience
- Must be proficient in the use of personal computers
- Knowledge of and ability to use word processing, spread sheets and database programs
- Ability to work in network environment:

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

### **MATHEMATICAL SKILLS**

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of technical instructions

### **CERTIFICATES, LICENSES, RECISTRATIONS**

- None required

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

# **City of Chippewa Falls**

## **Job Description**

**Job Title:** Park Maintenance Working Foreman  
**Department:** Parks, Recreation and Forestry  
**Reports To:** Director Parks, Recreation & Forestry  
**FLSA Status:** Exempt  
**Prepared Date:** 1/9/13  
**Salary Grade:** 10

### **SUMMARY**

Under general direction of the director of the department is responsible for the maintenance, construction, and the landscaping of Parks and Recreation areas and facilities, and in the maintenance and repair of equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses
- Operates and repairs all grass cutting equipment
- Responsible for all construction projects and maintaining new and existing structures or buildings
- Performs all duties in Class I thru Class IV as needed
- Enforces rules and regulations governing the use of recreational grounds and park facilities
- Coordinates maintenance functions with the recreation unit of the department
- Makes inspections, tours of areas, facilities and equipment to determine safety, adequacy and need of maintenance
- Plans and lays out work schedules and daily job assignment of laborers and maintenance workers
- Directs and assists with the assembly and installation of recreation equipment and its repair
- Instructs in the use and care of power-driven and hand tools used in the work
- Works in cooperation and coordination with other City Departments in use of machinery, personnel, and equipment
- Prepares lists of supplies and materials to be purchased
- Maintains records and inventories
- Assists in budget preparation
- Inspects parks and sees that work is performed in accordance with plans and instructions
- Assists with the management of the city-wide Forestry Program

## **SUPERVISORY RESPONSIBILITIES**

- Directly supervises employees in the Park & Recreation Department
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Assisting with interviewing and hiring employees
- Training employees, appraising performance, rewarding and disciplining employees
- Planning, assigning, and directing the flow of work which the employees perform, including the work flow of equipment and materials
- Has the responsibility to notify the Director if they believe City work rules are violated
- Addressing complaints and resolving problems

## **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed are representative of the knowledge, skill, and/or ability required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or general degree (GED)
- One to three years related experience and/or training
- Equivalent combination of education and experience

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

## **MATHEMATICAL SKILLS**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must hold a valid drivers license

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- The employee is occasionally exposed to outside weather conditions
- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; and vibration
- The noise level in the work environment is usually moderate

0.50% Increase

**SCHEDULE A2**  
2012 Non-Union Salary Structure Effective 7/1/12

<u>Position</u>	<u>Grade</u>
Confidential Secretary	3
Executive Secretary	4
Library Business Manager	10
Park & Forestry Supervisor	10
Recreation Supervisor	10
Assistant City Inspection & Zoning Administrator	11
Street Supervisor	11
City Clerk	11
Senior Engineering Technician	12
Fire Battalion Chief	13
Civil Engineer	13
Utility Office Supervisor	13
City Inspection & Zoning Administrator	14
Library Director	14
City Assessor	14
Patrol Police Lieutenant	14
Assistant City Engineer	14
Water Supervisor	15
Wastewater Supervisor	15
Street Manager	15
Director of Parks, Rec & Forestry	15
Police Captain	16
City Planner	16
Fire Chief	17
Finance Mgr/Treasurer	18
Police Chief	18
Director of Public Works/Manager of Public Util	18

Salary Range

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	27,484.89	28,859.13	30,233.38	31,607.62	32,981.87	34,356.11	36,073.92	37,791.72	39,509.53	41,227.33
2	28,584.30	30,013.51	31,442.73	32,871.94	34,301.16	35,730.37	37,516.89	39,303.41	41,089.93	42,876.45
3	29,727.66	31,214.04	32,700.43	34,186.81	35,673.19	37,159.58	39,017.66	40,875.53	42,733.51	44,591.49
4	30,916.78	32,462.62	34,008.45	35,554.29	37,100.13	38,645.97	40,578.27	42,510.57	44,442.87	46,375.16
5	32,153.43	33,761.10	35,368.77	36,976.44	38,584.11	40,191.78	42,201.37	44,210.96	46,220.55	48,230.14
6	33,439.57	35,111.55	36,783.53	38,456.50	40,127.48	41,799.46	43,889.43	45,979.41	48,069.38	50,159.35
7	34,777.14	36,516.00	38,254.85	39,993.71	41,732.57	43,471.43	45,645.00	47,818.57	49,992.14	52,165.71
8	36,168.23	37,976.64	39,785.05	41,593.46	43,401.87	45,210.28	47,470.80	49,731.31	51,991.83	54,252.34
9	37,614.86	39,495.71	41,376.46	43,267.21	45,137.96	47,018.70	49,369.64	51,720.57	54,071.51	56,422.44
10	39,119.54	41,075.51	43,031.49	44,987.47	46,943.44	48,899.42	51,344.39	53,789.36	56,234.33	58,679.31
11	41,466.71	43,540.05	45,613.39	47,686.72	49,760.06	51,833.39	54,425.06	57,016.73	59,608.40	62,200.07
12	43,954.73	46,152.46	48,350.20	50,547.94	52,745.67	54,943.41	57,690.68	60,437.75	63,184.92	65,932.09
13	46,591.99	48,921.59	51,251.19	53,580.79	55,910.39	58,239.99	61,151.99	64,063.99	66,975.99	69,887.99
14	49,387.51	51,856.88	54,326.26	56,795.63	59,265.01	61,734.38	64,821.10	67,907.82	70,994.54	74,081.26
15	52,350.75	54,968.29	57,585.83	60,203.36	62,820.90	65,438.44	68,710.36	71,982.28	75,254.20	78,526.13
16	55,491.80	58,266.39	61,040.98	63,815.57	66,590.16	69,364.75	72,832.99	76,301.22	79,769.46	83,237.70
17	58,821.33	61,762.39	64,703.46	67,644.53	70,585.59	73,526.66	77,202.99	80,879.32	84,555.86	88,231.99
18	62,350.60	65,468.13	68,585.66	71,703.19	74,820.72	77,938.25	81,835.16	85,732.07	89,628.98	93,525.89