



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
February 5, 2013

Committee #2 met on Tuesday, February 5, 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, Mayor Hoffman.

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Public Works Director/City Engineer/Utilities Manager Rick Rubenzer, City Clerk Bridget Givens.

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 from Public Works Director/City Engineer/Utilities Manager to fill the Assistant City Engineer position. Possible recommendations to the Council.

City Engineer Rubenzer presented the Assistant City Engineer job description and requested authorization to fill this position which will become vacant on February 15. He will attempt to fill at Grade 15 Step Hire, A or B but also asked for permission to use pay rates up to Grade 15 Step G if necessary.

Motion by Hicks/Hull to authorize City Engineer Rick Rubenzer to fill the Assistant City Engineer position at Grade 15 with authorization to pay up to Step G if necessary. **All present voted aye, motion carried.**

3. Update from Police Chief Stelter regarding Police Department front office hours.

Chief Stelter informed the Committee she is adjusting the hours the Department is open to the public. Currently they are open from 6:00 AM to 6:00 PM but the hours are changing to 7:30 AM to 4:30 PM. This change is due to staffing issues and is an effort to reduce overtime costs while still remaining accessible to the public.

(No action was necessary by the Committee and they thanked Chief Stelter for keeping them apprised of the situation.)

4. Closed Session

Motion by Hicks/Hull 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, Chief Stelter, council members and Mayor Hoffman.

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

The Committee discussed labor negotiation issues. No action taken.

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

5. Adjournment.

Motion by Hull/Hicks to adjourn at 8:40 AM. All present voted aye. Motion carried.

Minutes submitted by,
CW King, Chair

January 22, 2013

Mayor Greg Hoffman
City of Chippewa Falls
30 West Central Street
Chippewa Falls, WI 54729

Dear Mayor Hoffman:

Due to the Assistant City Engineer Rob Krejci accepting a job offer with Chippewa County, a vacancy exists here in the CF engineering department. Could you please grant permission to recruit applicants, and hire for this position?

Since this position administers the cities stormwater management program and is the main project manager for the City of Chippewa Falls Street reconstruction program, the Assistant City Engineer is an essential member of our Chippewa Falls Engineering team. I believe it is necessary to get a successful candidate in place and managing projects as soon as possible. In order to attract highly qualified applicants and ensure a seamless transition into the position, I am requesting permission to hire a candidate from the hire rate of Grade 15(\$52,350.75) up to Grade 15 step G (\$75,254.20 which is the amount budgeted for 2013 for this position). Attached is a Assistant City Engineer job description. Thank you for your attention and consideration for this position.

Thank you!

Sincerely,

Richard J. Rubenzer, PE
Director of Public Works
City Engineer
Utilities Manager

cc: Finance Manager Lynne Bauer

RJR/mb

**City of Chippewa Falls
Job Description**

Job Title: Assistant City Engineer
Department: Public Works/Engineering
Reports To: Director of Public Works
FLSA Status: Exempt
Prepared Date: January 22, 2013
Salary Grade: 15

SUMMARY

Responsible for performing professional engineering work in the field and office for the City of Chippewa Falls Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following however, other duties may be assigned:

Prepares detail municipal street and utility designs and specifications, such as storm and sanitary sewers, concrete and bituminous paving, sidewalks, water main, etc.

Meets with property owners, utility companies, State and local agencies, and other interested parties in regards to City construction projects and other City related projects.

Inspects and coordinates work of contractors on various City Projects.

Ability to prepare and present presentations in public and private forums.

Checks maps for completeness and accuracy.

Project Management, inspecting construction, maintaining a log of contract compliance and reviewing contract schedules for City construction projects and public improvements.

Prepares plans, specifications and cost estimates of public works projects, and assists Director of Public Works in long-range transportation improvement plan development.

Prepares special assessments for annual City construction projects and public improvements.

Prepares applications and reports & submits plans and specifications to regulatory agencies for approval.

Operates personal computer using Auto CAD and other engineering software. Experience in AutoCAD Civil 3D preferred.

Administers the City's Storm Water Management Program including related consultant contracts and obtaining & compliance with a Wisconsin Discharge Permit.

Implements storm water management plan and administers local regulations as they apply to public and private development.

Reviews storm water management plans for compliance with City ordinances and State of Wisconsin requirements.

Supervises City Street Department personnel on an "as-needed" basis, assigns duties and performs daily tasks.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises 1 to 4 employees in the Engineering Department. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs on-call duties for the Street Department managing the snow removal team. Assists Street and Utility Maintenance Manager (SUMM) as needed and directs Street staff when SUMM is out of the office. Assists Director of Public Works in interviewing and selection of employees.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs, and storm water management software. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree (B.S.) or equivalent in Civil Engineering; and six to eight years related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

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

Professional Engineering License

Valid Driver's 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently 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; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.