



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
June 5, 2018

Committee #2 met on Tuesday, June 5, 2018 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski.

Mayor/Other Council Members present: Rob Kiefer and Paul Nadreau.

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Parks and Recreation Director Dick Hebert, Recreation Supervisor Josh Kriesel, and City Clerk Bridget Givens.

Call to Order: 8:30 am

- 1. Open Session**
- 2. Discuss wage rates for seasonal Parks & Recreation staff. Possible recommendations to the Council.**

Parks & Recreation Director Hebert and Recreation Supervisor Kriesel informed the Committee of the difficulties they are having with finding employees to fill the seasonal positions; particularly, Lifeguards and Parks Maintenance employees. Details on wages for like positions in other communities were shared with the Committee.

Kriesel advised that the Lifeguards are required to complete a Lifeguard Certification Class that ranges in cost from \$200 - \$385, which the City does not reimburse for. Hebert stated that the seasonal employees at the Street Department were adjusted up to \$9.00/hour, and he would like to see an increase for the Parks Maintenance staff. It was proposed to increase the Lifeguard pay by \$1.00/hour and the Parks Maintenance pay by \$.50/hour. Hebert advised there is money available in the budget this year to cover the increase, but it would have to part of the budget discussion for 2019 going forward.

Councilor Monarski questioned if any work could be done by volunteers or inmates from the Chippewa County Jail or Chippewa Valley Correctional Treatment Facility. Hebert expressed that volunteers are used whenever possible, but there are liability limitations that require certain responsibilities to be done by employees. There was also discussion about raising program fees to help compensate for the wage adjustments. Hebert indicated this could be counterproductive as we could price people out of signing up for the programs. The question was also raised if the City should contract out for mowing services. Hebert stated that there has been a significant investment in equipment in addition to the fact that the Parks Maintenance staff performs other duties than just mowing.

Motion by Hull/King to recommend Council approve a pay increase of \$1.00/hour for Lifeguards and \$.50/hour for Parks Maintenance effective June 12, 2018 pending Committee #1 funding approval. All present voting aye, motion carried.

3. Discuss wage rate/classification for Parks & Recreation Office position and part-time temporary office assistance. Possible recommendations to the Council.

In 2012, the long-time Office Assistant in the Parks and Recreation Office retired. At that time, in order to continue funding the position, the pay rate was decreased by roughly \$2.00/hour. Since then, there has been significant turnover in that position. The current hire rate is \$14.86/hour with most of the other clerical staff in the City starting at roughly \$16.00/hour. Based on this disparity, a number of people who start in the Parks and Recreation Office apply for other open positions within the City. Following additional discussion, it was recommended the Parks and Recreation Clerical Secretary-Receptionist be placed at #10, Receptionist/Clerk, on the Clerical Grid with a starting wage of \$16.40/hour.

Motion by Monarski/Hull to recommend Council approve placing the Parks and Recreation Clerical Secretary-Receptionist under #10, Receptionist/Clerk, on the Clerical Grid pending Committee #1 funding approval. **All present voting aye, motion carried.**

Finance Manager/Treasurer Bauer requested authorization to pursue part-time, temporary office assistance in the Parks and Recreation Office during the transition to a new hire.

Motion by Monarski/King to recommend Council approve part-time, temporary office assistance in the Parks and Recreation Office pending Committee #1 funding approval. **All present voting aye, motion carried.**

4. Closed Session

Motion by Monarski/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. **Discuss pay and benefits for Fiscal Clerk II; and to include the Committee/Council Members, Bauer, and Givens; and return to Open Session with possible action on Closed Session item.**

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

The Committee discussed Item (a) above.

Motion by Monarski/Hull to return to Open Session. **All present voting aye, motion carried.**

It was reported that in Closed Session, it was recommended that Council approve awarding the Fiscal Clerk II with seven vacation days upon hire, and ten days on her one-year anniversary after which she will be placed on the grid. Additionally, the hourly rate of pay approved for the position was increased from \$20.14 to \$20.22.

5. Closed Session

Motion by Monarski/Hull to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a closed session" to:

- a. **Discuss labor negotiation issues and strategy; and to include Committee/Council Members, Bauer, Givens, and Kelm; and may return to Open Session for possible action on Closed Session Item.**

Roll Call Vote: Aye – Monarski, Hull, King.

The Committee discussed Item (a) above.

Motion by Monarski/Hull to return to Open Session. All present voting aye, motion carried.

6. Adjournment

Motion by Monarski/Hull to adjourn at 9:59 am. All present voting aye, motion carried.

**Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer**

**Parks, Recreation Forestry Department
Seasonal Employee Pay Increase Request**

<u>Level I</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Scorekeepers	5	145	\$36.25	\$72.50	\$108.75	\$145.00	\$181.25
Recreation Assistants	4	60	\$15.00	\$30.00	\$45.00	\$60.00	\$75.00
Concessions	8	426	\$106.50	\$213.00	\$319.50	\$426.00	\$532.50
<u>Level II</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Youth Program Instructors	4	140	\$35.00	\$70.00	\$105.00	\$140.00	\$175.00
Gym Supervisors/Site Managers	4	162	\$40.50	\$81.00	\$121.50	\$162.00	\$202.50
Log Cabin/School House	6	68	\$17.00	\$34.00	\$51.00	\$68.00	\$85.00
<u>Level III</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Outdoor Pool Lifeguards	25	4550	\$1,137.50	\$2,275.00	\$3,412.50	\$4,550.00	\$5,687.50
Youth Program Instructors (cert.)	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Level IV</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Indoor Swim Instructor	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outdoor WSI	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer Program Assistant	2	200	\$50.00	\$100.00	\$150.00	\$200.00	\$250.00
<u>Level V</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Assistant Pool Manager	4	990	\$247.50	\$495.00	\$742.50	\$990.00	\$1,237.50
Indoor WSI	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Level VI</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Head Pool Manager	1	375	\$93.75	\$187.50	\$281.25	\$375.00	\$468.75
<u>Park Maintenance</u>	<u># Of Employees</u>	<u>Staff Hours</u>	<u>\$.25/hour increase</u>	<u>\$.50/hour increase</u>	<u>\$.75/hour increase</u>	<u>\$1/hour increase</u>	<u>\$1.25/hour increase</u>
Irvine Park	8	2090	\$522.50	\$1,045.00	\$1,567.50	\$2,090.00	\$2,612.50
Casper Park	3	1579	\$394.75	\$789.50	\$1,184.25	\$1,579.00	\$1,973.75
Totals	64	10785	\$2,696.25	\$5,392.50	\$8,088.75	\$10,785.00	\$13,481.25

Chippewa Falls Parks and Recreation Seasonal Employee Pay Rates

	1 st Year	2 nd Year	3 rd Year
Level I	\$7.25	\$7.50	
Level II	\$7.50	\$7.75	\$8.00
Level III	\$7.75	\$8.00	\$8.25
Level IV	\$8.00	\$8.25	\$8.50
Level V	\$8.75	\$9.00	\$9.25
Level VI	\$10.00	\$10.25	
Park Maintenance	\$7.50	\$7.75	\$8.00

Level I

- Scorekeepers
- Recreation Assistants
- Concessions

Level II

- Youth Program Instructors
- Gym Supervisors/Site Managers
- Log Cabin/School House

Level III

- Outdoor Pool Lifeguards
- Youth Program Instructors (certified)

Level IV

- Indoor Swim Instructor
- Outdoor WSI
- Summer Program Assistant

Level V

- Assistant Pool Manager
- Indoor WSI

Level VI

- Head Pool Manager

Park Maintenance

- Irvine Park
- Casper Park

PAY RATES FOR CONTRACTED OFFICIALS

	1 st Year/No Cert	2 nd Year/Cert
Basketball	\$17.00	\$20.00
Volleyball: Adult	\$15.00	\$17.00
Volleyball: HS	\$12.00	\$15.00
Softball: MMF	\$20.00	\$25.00
Softball: MSP/COED	\$15.00	\$17.00
Soccer: U8/U10	\$10.00	\$15.00
Soccer: U12/U14	\$15.00	\$20.00

Approved 5/20/15

APPENDIX "A" - 1% PARKS & REC

<u>Class I</u>		Start
Zookeeper/Floating Helper	1/1/2015	18.22
	1/1/2016	18.40
	1/1/2017	18.58
	1/1/2018	18.77

<u>Class II</u>		Start
Grounds Maintenance, Forestry/Bldg. Maintenance, Zoo Assistant, Zookeeper	1/1/2015	18.66
	1/1/2016	18.85
	1/1/2017	19.03
	1/1/2018	19.22

<u>Class III</u>		Start
Equipment Maintenance	1/1/2015	18.97
	1/1/2016	19.16
	1/1/2017	19.35
	1/1/2018	19.54

<u>Class IV</u>		Start
Building Maintenance	1/1/2013	19.46
	1/1/2014	19.66
	1/1/2015	19.85
	1/1/2016	20.05
	1/1/2017	20.25
	1/1/2018	20.46

<u>Class V</u>		Start
Working Foreperson	1/1/2015	20.75
	1/1/2016	20.96
	1/1/2017	21.17
	1/1/2018	21.38

<u>Clerical</u>		Start
Secretary-Receptionist	1/1/2015	14.42
	1/1/2016	14.57
	1/1/2017	14.71
	1/1/2018	14.86

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<u>Part-time</u>		Start
	1/1/2015	12.94
	1/1/2016	13.07
	1/1/2017	13.20
	1/1/2018	13.33

APPENDIX "A" 1% **CLERICAL**

1. Stenos (City Clerk Engineer

	Start
1/12016	16.35
1/12017	16.51
1/12018	16.68



1a. Business Office Lead Posi

5/1/2017
1/1/2017
1/1/2018

2. Accounts Clerks (Billing

	Start
1/12016	15.94
1/12017	16.10
1/12018	16.26



3. Clerk-Typists (Billing Clerk

	Start
1/12016	15.73
1/12017	15.89
1/12018	16.05



4. Janitor

	Start
1/12016	17.77
1/12017	17.95
1/12018	18.13

5. Lead Janitor

	Start
1/12016	
1/12017	
1/12018	

6. Others (Parking Enforcement Officer, Police File Clerk)

	Start
1/12016	17.34
1/12017	17.51
1/12018	17.68

6. Survey Aid

	Start
1/12016	15.18
1/12017	15.33
1/1/2018	15.49

7. Civil Engineering Technnician, Fiscal Clerk II, GIS (Utility)

	Start
1/1/2016	19.74
1/1/2017	19.94
1/1/2018	20.14

10. Receptionist/Clerk

	Start
1/12016	16.08
1/12017	16.24
1/1/2018	16.40

