



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
February 10, 2022

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Thursday, February 10, 2022 at 10:00 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: John Monarski, Rob Kiefer, Paul Nadreau, and Chuck Hull.

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, City Planner/Transit Manager Brad Hentschel, Police Chief Matt Kelm, Fire Chief Lee Douglas, Parks, Recreation and Forestry Director John Jimenez, Street and Utility Maintenance Manager Rick Ruf, Water Supervisor Matt Boos, Utility Office Manager Connie Freagon, and City Clerk Bridget Givens.

Call to Order: 10:00 am

1. Review various Parks & Recreation Department job descriptions. Possible recommendations to the Council.

Parks, Recreation and Forestry Director Jimenez presented a number of job descriptions to the Committee. Three new job descriptions were discussed which include the Summer Intern/Welcome Center Coordinator, Seasonal Welcome Center Attendee, and Seasonal Rec Leader. Jimenez is interested in pursuing an intern at the Welcome Center through the UWEC History Department. As this would be an internship, a portion of the time would be unpaid. Jimenez feels the proceeds from Olson's concession sales could fund the Welcome Center positions. It was noted that the City previously hired a Seasonal Rec Leader to assist during the peak season, but no job description existed.

Finance Manager/Treasurer Bauer and Jimenez will meet to ensure all positions are funded through the current budget.

Motion by Kiefer/Hull to recommend Council approve the presented Parks and Recreation job descriptions pending confirmation of available funding in the 2022 Budget. All present voting aye, motion carried.

2. Review the Storm Water Maintenance Foreman job description. Possible recommendations to the Council.

It was noted that this position was included in the 2022 Utility Budget. This individual will be a working foreman that oversees Storm Water work in the absence of the Street and Utility Maintenance Manager.

Motion by Monarski/Kiefer to recommend Council approve the Storm Water Maintenance Foreman job description. **All present voting aye, motion carried.**

3. Discuss IT security requirements and funding for VPN and multi-factor authentication licenses. Possible recommendations to the Council.

Utility Office Manager Freagon stated that to this point, the City has been utilizing a free VPN software which allows individuals to connect remotely to their workstation. There have been some issues with the software and the new product to be utilized is no longer free. Additionally, it has been recommended by our cybersecurity insurance that the City install multi-factor authentication for remote login.

Following a survey of departments, it was found that the City will need to purchase 19 VPN's and 48 multi-factor authentication licenses in the amount of roughly \$1,700. Funding is short roughly \$1,200 and this will be an ongoing cost. In order to continue to allow individuals to work from home when required, the licenses are needed. Discussion ensued relative to Franchise Fees and potential uses of ARPA funds.

Motion by Kiefer/Hull to recommend Council approve the use of Franchise Fees or omitted budget funds for the purchase of VPN and multi-factor authentication licenses. **All present voting aye, motion carried.**

4. Discuss omitted budget requests. Possible recommendations to the Council.

The Committee discussed and prioritized omitted budget requests as delineated on the attached handout.

An updated quote for the Council Chambers Polycom Unit was discussed. Two options were presented with one being replacement of the existing mobile cart and the other being a fixed solution in the Council Chambers and a mobile cart. Freagon discussed the versatility offered in the second option.

Motion by Kiefer/Hull to recommend Council approve Option B of the CESA 10 proposal with funding to come from Franchise Fees. It was questioned if this purchase would be a proper use of ARPA funds. **Motion by Kiefer/Hull** to amend the original motion to include, unless the purchase is determined to be an eligible use of ARPA funds. **All present voting aye, except Nadreau who voted no, motion carried.**

Data Processing

- Freagon stated there is currently nothing budgeted for PC and laptop replacement. Past amounts dedicated from the omitted budget were discussed. At a previous meeting, Mayor Hoffman indicated it is a priority to continue to maintain a replacement schedule.
- Outdated Mitel Phones will continue to be replaced as needed.

- Outdoor security cameras at City Hall did not appear to garner a lot of interest. Chief Kelm stated he would like to see a milestone camera installed in the Council Chambers which could be monitored remotely.

Fire Department

- Command vehicles were purchased through the DVA Grant and Sale of Scrap Account.
- Chip seal coating at Fire Station #1 should be done to address minor cracks in the parking lot. The Street Department would purchase the materials through their supplier and do the work.

Parks & Recreation

- A request has been made to replace the administrative vehicle in the Parks & Recreation Department with the intent it would become part of the fleet program.
- Large mammal exhibits at Irvine Park need repair. There was discussion about allocating some of the general park donations for this purpose. To this point, it has not been promoted as a fundraising opportunity.
- \$8,000 is being requested for architectural design of a new maintenance workshop/storage area at Irvine Park.
- Based upon the current condition of the pool, Jimenez indicated he would not pursue the robotic pool cleaner. Additional discussions will have to be held relative to the future of the pool.
- Tree planting ranging from \$1,500 - \$15,000.

Police

- The drones were purchased through donation funds.
- The department is continuing to evaluate Watchguard.
- A new investigator squad has been requested with the hopes it can become part of the fleet program. It was noted that vehicles could potentially be part of borrowing.
- It has been difficult to find anyone to bid on replacement/reinforcement of the front retaining wall. Maintenance will continue to patch as needed.
- Laminate flooring is being proposed for install so all rooms are matching at the department. The product is still available at Korgers. Kelm indicated there is a small amount remaining in building maintenance that could help offset some of the cost. It was suggested that additional quotes be obtained.
- Chief Kelm would like to purchase a new e-bike for patrol. Due to shorter stature, some officers are unable to ride the current bike.

Street Department

- Historically, we have been over budget on pea gravel and oil but have been able to offset the shortage with the fuel accounts. Due to the increase in fuel costs, those monies will not be available which will impact the ability to purchase these materials.
- The Street Department would like to add a janitorial service for roughly 8-10 hours/week. Staff has currently been cleaning floors, restrooms, etc. as time permits.

City Hall

- The Committee discussed installation of an air conditioning unit which will allow for equalizing temperatures and humidity in the hallways. During warmer months, the humidity causes doors to swell which impacts the ability to properly secure offices. This could potentially be an item for borrowing.

Motion by Kiefer/Nadreau to recommend Council approve utilizing omitted budget funds in the amount of \$16,000 for the purchase of new PC's. **All present voting aye, motion carried.**

Omitted personnel requests will continue to be addressed as the City discusses a possible referendum.

5. Discuss employee retention incentives and funding. Possible recommendations to the Council.

Discussion was had relative to potential retention and recruitment strategies. Community amenities, opportunity for growth, and work/life balance were identified as top priorities for employees and applicants. Discussion was had relative to step increases and maxing out in different categories. Concern was expressed with the low number of applicants received for the Police Department vacancy.

No action taken.

6. Discuss receipt of Medica wellness benefit and appropriate uses. Possible recommendations to the Council.

The City received \$15,000 as a wellness benefit from Medica. The proceeds could be used to offset premium costs or potentially be put into the Wellness Committee Budget. It was suggested the Wellness Committee prioritize possible uses and bring back ideas to the Committee.

No action taken.

7. Motion by Monarski/Kiefer 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" to:

- a. Discuss labor negotiation issues and strategies; and
- b. Discuss status of negotiations related to a new contract with the Chippewa Falls International Association of Firefighters, Local 1816; and to include Committee/Council Members, Mayor, City Attorney, Bauer, Douglas, and Givens; may return to Open Session for possible action on Closed Session item.

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

The Committee discussed items (a) and (b) above.

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

8. Adjournment

Motion by Monarski/Nadreau to adjourn at 11:58 am. All present voting aye, motion carried.

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

**JOB POSTING
CITY OF CHIPPEWA FALLS**

Job Description

Job Title: Summer Intern/Welcome Center Coordinator
Department: Parks, Recreation and Forestry
Reports To: Director and Recreation Supervisor
Job Location: Irvine Park Welcome Center
Prepared Date: 1-6-22
Pay Rate: \$11.00/hr. total of 110 - 117hrs.
(half the internship term is paid, 1 month)
Job Length: Term #1: May 2, 2022 – June 30, 2022
Term #2: July 1, 2022 – August 31, 2022

Submit Resume and Cover Letter to: John Jimenez, Dept. Director
jjimenez@chippewafalls-wi.gov

SUMMARY

Seeking two interns, one for each term or one to cover both terms. Under the general direction and supervision of the Director and Recreation Supervisor, this position is responsible for the coordination and operation of the Welcome Center in Irvine Park. Coordinates, schedules and oversees youth and adult programming, tours, and artifacts.

ESSENTIAL DUTIES AND REPONSIBILITIES include the following: Other Duties may be assigned.

- Coordinates youth and adult programs at the Welcome Center
- Schedules and facilitates Welcome Center and Zoo tours
- Maintains and rotates artifacts on display
- Cleans and disinfects all surfaces
- Collaborates with the Recreation Supervisor to create program descriptions and enrollment.
- Creates marketing for all programs and events at the Welcome Center.
- Provides superior customer service.
- Responsible for the upkeep and cleanliness of the Welcome Center.
- Works weekends

EDUCATION and/or EXPERIENCE

Applicant should be seeking or have obtained a degree in education, event planning, museum curator, hospitality; or any other degree that relates to the responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

City of Chippewa Falls

Job Description

Job Title: Seasonal Welcome Center Attendee
Department: Parks, Recreation and Forestry
Reports To: Director and/or Parks Working Foreman
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 01-4-2022
Job Grade: Seasonal \$10.00 per hour
Age Requirement: 16 years of Age (Work permit required if under the age of 18)

SUMMARY

The Welcome Center Coordinator will be responsible for the upkeep and overall facility cleanliness and organization. Must provide superior customer service and oversee the rotation and display of artifacts that are available to the Welcome Center. Supports in all Welcome Center Programming and events.

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

- Responsible for opening and closing the Welcome Center
- Works weekends and evening shift
- Clean restrooms, displays cases, windows, and floors.
- Prepares youth activity room for daily use
- Painting as needed
- Ability to work alone
- Provide superior customer support
- Assist with Animal Care as needed

SUPERVISORY RESPONSIBILITIES

- 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

- Actively in High school
- High School diploma or general degree (GED)

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a reliable means of transportation.

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 may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

City of Chippewa Falls
Job Description

Job Title: Seasonal REC Leader
Department: Parks, Recreation and Forestry
Reports To: Director and/or Parks Working Foreman
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 01-4-2022
Job Grade: Seasonal \$13.00 per hour
Age Requirement: 18 years of Age

SUMMARY

The REC Leader will support in overseeing and monitoring recreational activities with the guidance of the Recreation Supervisor. This position should encourage the community and program participants to work as a team, fostering good sportsmanship, and building morale amongst participants. Maintain all program inventory/equipment, help plan, organize and promote Recreation programs and activities. Cannot discriminate against any individual based on gender, race, ethnicity, religion, physical handicap, or any other disability

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned.

- Responsible for overseeing adult sports, youth sports, and a variety of activities
- Oversees volunteers and other recreational staff with collaborative with Recreation Supervisor
- Engages youth to operate programs effectively
- Ensures that the right equipment is available for each program

SUPERVISORY RESPONSIBILITIES

- Support the Recreation Supervisor in establishing a volunteer system.

QUALIFICATIONS

- Has knowledge on how to run a variety of sports and activities
- Enjoys working in multiple work settings daily
- Helps develop physical, mental and social well-being of participants
- Is able to foster a sense of pride and teamwork in others
- Able to establish teamwork and camaraderie amongst participants

EDUCATION AND/OR EXPERIENCE

- Must have high school diploma and have some type of advanced knowledge facilitating sports

LANAGUAGE SKILLS

- Ability to read, analyze, and interpret information given and lead others in a recreation setting
- Ability to effectively present information and respond to questions from groups of customers, and the general public

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to collect funds and information for day of attendees

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have 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
- 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 50-75 pounds

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Introduces participants to programs and answers questions that parents/guardians may have throughout their session
- The employee is occasionally exposed to outside weather conditions
- The noise level in the work environment is usually moderate
- Weekend and evening work will be required

City of Chippewa Falls

Job Description

Job Title: Seasonal Park Maintenance, Zoo Assistant
Department: Parks, Recreation and Forestry
Reports To: Parks Working Foreman & Head Zookeeper
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 12-29-2021
Job Grade: Seasonal \$10.00
Age Requirement: 16 years of Age (work permit required if under the age of 18)

SUMMARY

A variety of jobs acquainted with all aspects of the Parks and Recreation facilities and programs. Fill in as needed by performing the following duties.

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

- Supports the opening and closing of the park
- ~~Operates and repairs all grass cutting equipment~~
- Works weekends and night shift
- Clean restrooms, pavilions, shelters and picnic tables, throughout the park.
- ~~Prepares athletic fields for daily use.~~
- Mows parks and athletic fields.
- Painting as needed.
- Ability to work alone.
- Must have the ability to successfully handle hand tools, power equipment, pick up and dump trucks, trailers and towing.
- Assist with Animal Care as needed.
- Clean and upkeep Petting Zoo Barn.
- Feed animals at the Petting Zoo.
- Assist Zookeeper with small mammal building.
- Provide superior customer support.

SUPERVISORY RESPONSIBILITIES

- 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)
- Actively enrolled in High School

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have 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
- Must be comfortable working with and or around animals.

City of Chippewa Falls

Job Description

Job Title: Seasonal Park Maintenance Worker
Department: Parks, Recreation and Forestry
Reports To: Director and/or Parks Working Foreman
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 12-29-2021
Job Grade: Seasonal \$10.00
Age Requirement: 16 years of Age (work permit required for anyone under the age of 18)

SUMMARY

A variety of jobs acquainted with all aspects of the Parks and Recreation facilities and programs. Fill in as needed by performing the following duties.

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

- Responsible for opening and closing parks
- Operates and repairs all grass cutting equipment
- Works weekends and night shift
- Clean restrooms, pavilions, shelters and picnic tables, throughout the park.
- Prepares athletic fields for daily use.
- Mows parks and athletic fields.
- Painting as needed.
- Ability to work alone.
- Must have the ability to successfully handle hand tools, power equipment, pick up and dump trucks, trailers and towing.
- Assist with Animal Care as needed.

SUPERVISORY RESPONSIBILITIES

- 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)
- Actively enrolled in High School

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have 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

City of Chippewa Falls
Job Description

Job Title: Part-Time Park Maintenance Worker
Department: Parks, Recreation and Forestry
Reports To: Director and or Parks Working Foreman
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 01-6-22
Job Grade: Part-Time 12.56/hr.

SUMMARY

This position is responsible for the ongoing upkeep and maintenance of all Parks overseen by the Department. Supports in the preparation of ball fields and the soccer complex. Assists in a variety maintenance task, including but not limited to, cleaning restroom facilities, mowing, trimming, painting, and woodworking. A variety of jobs acquainted with all aspects of the Parks and Recreation program. Fill in as needed by performing the following duties.

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

- Responsible for opening and closing parks
- Operates and repairs all grass cutting equipment
- Works weekends and night shift
- Clean restrooms, pavilions, shelters and picnic tables
- Prepares athletic fields for daily use
- Mows parks and athletic fields
- Painting as needed
- Ability to work alone
- Playground inspections
- Must have the ability to successfully handle hand tools, power equipment, pick up and dump trucks, trailers and towing
- Provides superior customer service
- Performs Animal Care as needed.

SUPERVISORY RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Supports in the training of seasonal employees
- 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have 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.

CITY OF CHIPPEWA FALLS

STREET DEPARTMENT

JOB TITLE: STORM WATER MAINTENANCE FOREMAN
DEPARTMENT: STREETS
SUPERVISOR: STREET AND UTILITY MAINTENANCE MANAGER

STORM WATER MAINTENANCE FOREMAN:

This position will have the responsibility for the immediate supervision of a crew engaged mainly but not exclusively in the maintenance of a storm water system. Employee trains and directs subordinates as well as participates in storm water system maintenance as lead worker of the crew. During different periods of the work year this position may supervise other types of work and may be under the supervision of other working foreman on their jobs.

This position reports to the Street and Utility Maintenance manager.

DUTIES AND RESPONSIBILITIES:

1. Supervises work of others.
2. Coordinates daily tasks according to priorities and plans, making changes when necessary due to weather and available personnel.
3. Trains employees on storm water system maintenance procedures.
4. Works as lead worker of crew.
5. Emphasizes safe use of tools, equipment and machinery while providing training on use of safety policies and procedures.
6. Must be available for snow removal.
7. Makes sure job site is properly barricaded when necessary.
8. Coordinates with the proper personnel to ensure that materials and/or equipment is on the job site when needed.
9. Other duties as assigned by the Street and Utility Maintenance Manager.

QUALIFICATIONS

1. Considerable knowledge and experience of construction methods and materials commonly encountered in storm water system maintenance.
2. Considerable knowledge and ability to skillfully operate heavy equipment needed for storm water system maintenance.
3. Working knowledge of safety precautions necessary to avoid accidents and property damage.

4. Ability to understand and effectively carry out oral and written instructions; understand engineering techniques; and read and interpret construction plans related to storm water system maintenance.
5. Ability to supervise and direct the work of others and establish and maintain effective working relationships with city officials, staff members, fellow employees, contractors and the general public.
6. Must be dependable and able to do the job without direct supervision.
7. Must show initiative and personal pride in workmanship.
8. Commercial Driver's License (CDL) with endorsements to include air brake, tanker and combination vehicle is required.

TRAINING AND EXPERIENCE:

1. Five (5) years of experience in storm water system maintenance and related areas is preferred.
2. Previous experience supervising work crews desirable.
3. Must be 18 years of age or older.



City of Chippewa Falls

The current Polycom cart located in the City of Chippewa Falls Council Chambers is obsolete. We propose two options for updating the equipment.

Option A: Replacement of the Existing Mobile Cart in the City Hall Council Chambers.

Purchase a new mobile cart equipped with a soft client or encoding solution to allow for live streaming and recording from multiple rooms within City Hall. This would entail a new cart, desktop/laptop PC or encoder, camera, microphone and needed licensing. Cart would integrate the current audio system in council chambers. Budgetary cost of this proposed solution is expected to be in the range of \$4,000 - \$5,200. The addition of a large display for videoconferencing would increase the budget by approximately \$1,000.

Option B: Fixed Solution in the City Hall Council Chambers AND Mobile Cart

Purchase and installation of camera on wall near current cart location to allow for live streaming and recording. A laptop pc and/or encoder would be purchased and installed near the front of the room. A third party vendor would be contracted to install the needed cabling to integrate with the current audio system. The budgetary cost of the equipment portion of this solution is expected to be in the range of \$3,650 - \$4,350. An additional \$3,000 - \$5,000 should be budgeted for a third party integrator (ie AVI Systems, Audio Architects).

In addition, a mobile soft client cart would be installed to be utilized for recording, or video conferencing at other locations within City Hall. If a laptop pc is purchased for the fixed room, it would also be utilized in this solution; if an encoder is installed in the fixed room, a laptop would be needed for the cart. The budgetary cost of the equipped mobile cart would be \$1,750. The budgetary cost of the equipped mobile cart with a separate laptop would be \$3,250.

Total budgetary cost for Option B would be \$9,900 - \$12,600.

CESA 10 would work with the City and third party vendors to customize a solution to meet the city's needs.

Timeline for installation of any solution would be prior to July 1, 2022.

The annual management fee assessed by CESA 10 will increase by 3.6% for next year.

The July 2022 - June 2023 contract for management will be \$14,450.

2022 OMITTED BUDGET REQUESTS - OCTOBER 21, 2021

DEPARTMENT	OTHER FUNDING SOURCE	POTENTIAL BOND FUNDING	2022 APPROVED FUNDING	2022 Request/Estimated Cost	Ip.
CITY CLERK - ELECTIONS				\$ 33,500	16 BADGER BOOK STATIONS - ELECTRONIC POLL BOOK SOFTWARE
TOTAL				\$ 33,500	
DATA PROCESSING				\$ 16,000	REPLACEMENT OF PCS
				\$ 10,000	REPLACEMENT OF 29 NITEL PHONES
				\$ 8,000	CITY HALL SECURITY CAMERAS
	\$ 11,100			\$ 11,100	COUNCIL CHAMBERS POLYCOM REPLACEMENT (\$5,200-\$11,100)
TOTAL				\$ 45,100	
FIRE DEPARTMENT				\$ 5,500	CHIP SEAL COATING OF ASPHALT SURFACES AT STATION #1
	\$ 30,500			\$ 30,500	COMMAND VEHICLE - REPLACE 2011 FORD F-150
	\$ 15,000			\$ 15,000	FIRE INSPECTOR VEHICLE - REPLACE 2013 FORD EXPLORE (EST. COST REFLECTS TRADE-IN OF \$15,000)
TOTAL				\$ 51,000	
PARKS & RECREATION DEPT				\$ 31,000	DEPT ADMINISTRATIVE VEHICLE
				\$ 81,583	LARGE MAMMAL EXHIBIT IMPROVEMENTS
				\$ 8,000	NEW MAINTENANCE WORKSHOP
				\$ 9,300	ROBOTIC POOL CLEANER
				\$ 15,000	TREE PLANTING (REQUEST FOR \$15,000-\$15,000)
TOTAL				\$ 144,883	
PLANNING				\$ 32,000	COMPREHENSIVE PLAN UPDATE
TOTAL				\$ 32,000	
POLICE DEPARTMENT	\$ 9,000			\$ 9,000	DRONE - TO BE FUNDED THROUGH DONATIONS
				?	INSTALLATION/SET-UP OF NEW WATCHGUARD IN-CAR AND BODY CAMERA WEB-BASED SYSTEM
				\$ 38,000	INVESTIGATOR SQUAD REPLACEMENT
				?	FRONT WALL REPLACEMENT/REINFORCEMENT
				\$ 52,500	FLOORING (REQUEST FOR \$20,500-\$52,500)
TOTAL				\$ 99,500	
STREET DEPT				\$ 11,000	PEA GRAVEL (OVER BUDGET \$10,000 LAST 4 YRS BUT OFFSET BY GAS/DIESEL/OIL BUDGET TO DATE)
				\$ 10,400	JANITORIAL SERVICES (Recurring costs)
				\$ 25,000	OIL - (OVER BUDGET \$20,000 LAST 4 YRS BUT OFFSET BY GAS/DIESEL/OIL BUDGET TO DATE)
TOTAL				\$ 46,400	
CITY HALL				\$ 36,000	CITY HALL SPLIT SYSTEMS OUTDOOR/INDOOR UNITS
				\$ 36,000	
TOTALS	\$ - \$ 65,600	\$ -	\$ -	\$ 488,383	

