



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**and**  
**COMMITTEE #2**  
**LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION**  
**July 15, 2022**

**Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Friday, July 15, 2022 at 9:40 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: John Monarski, Paul Nadreau, and Chuck Hull. Absent was Rob Kiefer. Mayor/Other Council Members present: Mayor Hoffman and Jason Hiess. Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Fire Chief Lee Douglas; Police Chief Matt Kelm; Parks, Recreation, and Forestry Director John Jimenez; Street and Utility Maintenance Manager Rick Ruf; Utility Office Manager Connie Freagon; Lead Janitor Scot Michels; Recreation Supervisor Jack Hays; Police Department Administrative Assistant Lesley Small; and City Clerk Bridget Givens.

Call to Order: 9:40 am

- 1. Discuss city logo to be used for employee apparel items purchased with Medica Wellness Benefit monies. Possible recommendation to the Council.**

At a meeting in April, a proposal was approved wherein a portion of the Medica Wellness Benefit monies could be used to offset the purchase of apparel for employees. Utility Office Manager Freagon indicated that the City's existing logo can be difficult to read once it is embroidered. An alternative design was presented. There was discussion about different logos being used in different departments. Councilor Hiess opined that the City should be using the same logo consistently throughout all the departments. Councilor Nadreau is not in favor of changing the City's logo, but is not opposed to the alternative design being placed on the apparel. Freagon indicated the intention of the alternative design was not to replace the City's existing logo.

**Motion by Nadreau/Hull to recommend Council approve the use of the alternative design as presented to be placed on employee apparel items to be purchased with the Medica Wellness Benefit monies. All present voting aye, motion carried.**

**2. Discuss placement of new sergeant on administrative pay scale. Possible recommendations to the Council.**

There has been a recent sergeant promotion and previously, the position has been set at 14 Mid-Point on the administrative pay scale. Chief Kelm advised that the top patrol officer wage is beginning to encroach on the starting wage for sergeants. As a sergeant the ability for over-time is reduced and they typically have to switch to night shift; his concern is there may not be enough incentive to promote. Bauer advised that the shift differential was previously approved to help incentivize the position.

**Motion by Monarski/Nadreau** to recommend Council approve placing the newly promoted sergeant at 14 Mid-Point on the administrative pay scale. **All present voting aye, motion carried.**

**3. Discuss Pool Front Desk Attendant position and pay rate. Possible recommendations to the Council.**

Parks, Recreation, and Forestry Director Jimenez advised that he implemented a front desk attendant position. In the past these responsibilities were performed by lifeguards; however, due to a lifeguard shortage, the position was implemented to keep from taking a lifeguard out of rotation. Jimenez is requesting approval of the position and pay rate of \$11.00/hour. Discussion ensued relative to the number of hours this individual works per week and pool attendance. It is hoped the funding could come from the existing budget; but a review of the impacts of seasonal wages on the budget will be necessary.

**Motion by Hull/Monarski** to recommend Council approve the Pool Front Desk Attendant position with a pay rate of \$11.00/hour. **All present voting aye, motion carried.**

**4. Discuss lifeguard certification reimbursements. Possible recommendations to the Council.**

Jimenez requested reimbursement for certification of lifeguards. The certification was done utilizing the City's facility and the instructor did not charge an instruction fee resulting in a reduced rate. The cost of the certification was \$43 per lifeguard. Those that are certified to offer swim lessons were certified at \$40 per lifeguard. The revenue from the sales of Custer Cones was discussed and suggested as a funding source for the expense.

**Motion by Hull/Nadreau** to recommend Council approve reimbursement of lifeguard certifications with funding to come from Custer Cone revenues. **All present voting aye, motion carried.**

**5. Discuss potential Forestry Department changes due to labor and financial limitations. Possible recommendations to the Council.**

Jimenez indicated the City currently has one arborist on staff. The Forestry Department works closely with the Street Department as they play a major role in dealing with emergency situations such as storms, and they are taking care of issues while out in the City. If the Forestry responsibilities were shifted to the Street Department, it would not be necessary for the City to contract out for such services. Currently, there are several outstanding requests with the current contractor utilized for tree work. It was discussed that the Street Department would be a more natural fit for forestry, and the current arborist would still play a vital role with trees within the parks. Discussion ensued relative to what is currently budgeted for forestry. If absorbed, it would

be necessary to add another position at the Street Department. It was also questioned if the City could contract with an additional tree trimmer to address the current backlog. The Committee discussed the possible use of ARPA funds as a short-term funding source with the hope that it could be included in the budget in the future. Uses of ARPA funds will have to be discussed at a future Committee of the Whole Meeting.

**No action taken.**

**6. Discuss city human resources position and potential funding sources. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer distributed an updated job description for the position. Possible funding sources for the position were discussed including the retirement payout fund, omitted budget funds, and revenue from the closure of TID No. 5. The Committee discussed the possibility of outsourcing human resources. Clerk Givens opined with over 100 employees, outsourcing human resources would be difficult. It was also noted that utilities would be willing to share in roughly 20% of the cost. The Committee discussed waiting until 2023 to fill the position due to funding concerns.

It was noted that this item should be referred to the Committee of the Whole for additional discussion.

**No action taken.**

**7. Motion by Hull/Nadreau 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 to include the Mayor, City Attorney, Committee/Council Members, Bauer, Givens, and Chief Kelm; may return to Open Session.**

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

The Committee discussed Item (a) above.

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

**8. Adjournment.**

**Motion by Monarski/Nadreau to adjourn at 11:45 am. All present voting aye, motion carried.**

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

Committee 1 Meeting

April 6, 2022

At the February 10, 2022, joint Committee 1 and 2 meeting, there was discussion regarding the \$15,000 wellness benefit received from Medica. The Committee recommended 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.

The Wellness Committee has met several times to discuss the Medica Wellness Benefit and propose the following possible scenarios.

The Wellness Committee would like to recommend the City create a Professional Development Day to be used when observing Martin Luther King Day. This would allow all or the majority of employees to attend. Many surrounding municipalities observe MLK Day. The Wellness Committee recommends the day be set up much like other municipality's, having group activities, team building, and speakers in the morning, lunch provided or giving each department a stipend, and then individual department activities in the afternoon.

Plan A - Multi-year (possible five-year) plan using the \$15,000.

- Morning - As outlined above, motivational speakers (every other year depending on cost), group and team building activities, training sessions, ergonomic workshops, etc.
- Lunch provided
- Afternoon – individual department activities, set by department heads. In other municipalities, this time is used for going through files, cleaning, more team building or training, or just catching up.

Plan A can be evaluated during the five-year period in hopes that this can be added to the annual budget when the initial \$15,000 is depleted.

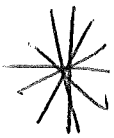
Plan B – Multi-year (possible three-year) plan with individual department stipends

- This plan follows the same agenda as Plan A, but only includes \$10,000
- Divide the remaining \$5,000 by department, based on number of employees. The Wellness Committee felt this money should be used for lunch and learns, fitness equipment, and/or wellness-based activities. Departments would request funding from the Wellness Committee, if the activity is not wellness based, permission from Committee 1 would be needed.

Plan C – Multi-year (possible three-year) plan with City employee apparel.

- This plan follows the same agenda as Plan A, but only includes \$10,000
- Divide the remaining \$5,000 number of employees, two or three City logo apparel items would be selected for employees to choose from. The Wellness Committee would work with vendors to get a quote for items such as fleece, long sleeved, polo, sweatshirts for employees to choose from. At today's employee count, the items would need to average roughly \$35 – 37.50 per item.

If the Professional Development Day is approved, the Wellness Committee requests ample time to organize and book speakers. Thank you in advance for your consideration.



CITY OF  
*Chippewa Falls*  
EST 1869



**DRAFT**  
**City of Chippewa Falls**  
**Job Description**

**Job Title:** Human Resource Generalist  
**Department:** Finance and Administration Department  
**Reports to:** Finance Manager/Treasurer  
**FLSA Status:** Hourly  
**Prepared Date:** May 2022  
**Salary Grade:**

**JOB SUMMARY**

The job duties of the HR Generalist include but are not limited to human resource activities including recruitment, benefit administration, on-boarding, training, policy research and management, managing employee leaves, filing worker's compensation claims, coordinating the city's wellness program, coordinating the safety program, and performing other human resources related services as designated by the Finance Manager/Treasurer. Duties could also include assisting the Finance and Administration Department during the year.

**DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Human Resources Generalist might be asked to perform. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

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

- Maintain confidential personnel files.
- Manage employment process including preparing job announcements, writing supplemental questions, recommending markets to advertise, screening applicants, administering skill tests to applicants as requested, assisting managers in determining top candidates to interview, participating in interviews, approving and/or assisting in the development of interview questions, assuring reference checks are completed prior to a job offer.
- Coordinate drug/alcohol testing for current and newly hired employees per job description requirements.
- Manage new employee orientation and all on-boarding procedures.
- Assist with wage and fringe benefit administration for new hires, current employees, and terminating employees, which includes benefit enrollments and changes.
- Submit timely new hire reporting information to the State of WI.
- Coordinate annual benefit open enrollment.
- Administer COBRA benefits in accordance with applicable law.
- Coordinate the exit interview process.

- Assist with labor contract administration for union employees.
- Responsible for ensuring employee handbook and policies are up to date.
- Responsible for updating job descriptions.
- Communicate and ensure department heads, managers, and employees comply with city policies.
- Assist with leave management including sick and vacation policies
- Assist in the development and maintenance of HR policies and procedures; research and recommend HR procedures, best practices, and internal training manual; conduct policy research and recommend new policies as necessitated by changes in law or rules and regulations.
- Assist employees and management with the interpretation and correct application of City policies, procedures, and programs while exercising the highest degree of confidentiality and professionalism.
- Assist with labor contract administration, negotiations and grievances, including correspondence with union representatives and City labor attorney. Assist with costing information relative to negotiating City and Union Proposals.
- Provide verifications of employment and reference checks for past and current employees.
- Perform clerical related duties including providing information, answering phones, scheduling, and scanning as needed.
- Provide back up for the payroll process as needed.
- Administer FMLA and other Leave of Absences (LOA) to eligible city employees.
- Submit worker's compensation injury claims. Maintain databased for all claims and submit annual report. Work with

#### **QUALIFICATION REQUIREMENTS**

- To perform this job successfully, an individual must be able to perform each duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

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

- Bachelor's degree in human resources, organizational management, business or closely related field.
- Two (2) years of recent human resources experience required;
- Experience with recruitment, onboarding/orientation, benefit administration, payroll, preferred.
- A valid driver's license required.

## **ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Human Resources techniques utilized in recruitment, onboarding, recording keeping, policy development and policy interpretation
- Knowledge of principles, practices, and techniques of public sector human resources administration and management, personnel files, and records management
- Knowledge of application and interpretation of Federal, state, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues
- Skill in managing multiple projects, and prioritizing multiple tasks and demands
- Skill in operating a personal computer, utilizing a variety of standard and specialized software
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations
- Ability to effectively conduct meetings, investigations, and interviews
- Ability to communicate detailed and often sensitive information effectively, both orally and in writing
- Ability to establish and maintain accurate records of assigned activities and operations
- Ability to establish and maintain effective relationships with employees, co-workers, vendors, and the general public
- Ability to handle sensitive interpersonal situations calmly and tactfully
- Ability to maintain confidential information
- Ability to work the allocated hours of the position

## **EQUIPMENT KNOWLEDGE REQUIRED**

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Ability to operate scanning equipment and software.
- Other equipment could be required.

## **LANGUAGE SKILLS**

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

## **MATHEMATICAL SKILLS**

- Ability to perform intermediate mathematical calculations.
- Ability to prepare, recommend and monitor operating budgets.

## **REASONING ABILITY**

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.



## **PHYSICAL AND WORK ENVIRONMENT**

### **Physical Environment:**

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/ listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment:**

- Works in an office setting.
- The noise level in the work environment is usually moderate.

## **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.