



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
September 6, 2022

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, September 6, 2022 at 5:15 pm in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, John Monarski, and Chuck Hull. Absent was Paul Nadreau.
Mayor/Other Council Members present: Mayor Hoffman and Jason Hiess
Others present: Finance Manager/Treasurer Lynne Bauer; City Planner/Transit Manager Brad Hentschel; Police Chief Matt Kelm; Parks, Recreation, and Forestry Director John Jimenez; and City Clerk Bridget Givens.

Call to Order: 5:15 pm

- 1. Discuss funding for roof replacement on sand/salt shed. Possible recommendations to the Council.**

This item will be addressed at a future meeting.

No action taken

- 2. Discuss funding for Parks & Recreation Department time clocks. Possible recommendations to the Council.**

This item will be addressed at a future meeting following additional research on available options.

No action taken.

- 3. Discuss contracted soccer official rates and funding. Possible recommendations to the Council.**

Parks, Recreation and Forestry Director Jimenez requested an increase in soccer official rates from \$15 to \$20 and \$20 to \$25 (based on age level officiating). This is commensurate with what is being paid in the Town of Lafayette, and there is funding available in the current budget to cover the increase.

Motion by Kiefer/Hull to recommend Council approve setting the rates for soccer officials at \$20 and \$25. All present voting aye, motion carried.

4. Discuss Finance & Administration Office Fiscal Clerk I position vacancy. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer indicated there will be a vacancy in her office due to a retirement. The position was posted on August 26th and there have only been two applicants. She is requesting to repost the position with a wage range of \$18.05/hr - \$21.49/hr. Comparable wage rates were discussed. It was noted that the position is already budgeted at the higher wage of \$21.49/hr.

Motion by Hull/Monarski to recommend Council approve posting the Fiscal Clerk I position with a wage range of \$18.05/hr - \$21.49/hr. **All present voting aye, motion carried.**

5. Discuss the need for temporary help in the Clerk and Finance and Administration Offices. Possible recommendations to the Council.

Clerk Givens requested the ability to hire temporary help during in-person absentee voting for the November Election.

Motion by Kiefer/Monarski to recommend Council approve temporary help in the Clerk's Office in an amount not to exceed \$1,500 with funding to come from omitted budget funds. **All present voting aye, motion carried.**

Bauer requested funding to add a second temporary person to assist with tax collection and to compensate both of the temporary tax collection positions at \$16.00/hr.

Motion by Kiefer/Hull to recommend Council approve funding from omitted budget funds in an amount not to exceed \$3,000 for an increase in compensation for the temporary tax collection positions and the addition of a second temporary tax collection position. **All present voting aye, motion carried.**

Bauer requested the ability to hire a temporary person until such time as the Fiscal Clerk I position is filled. Funds already budgeted for the position could be used to offset the cost.

Motion by Kiefer/Hull to recommend Council approve hiring a temporary person until such time as the Fiscal Clerk I position is filled with funding to come from the existing budget. **All present voting aye, motion carried.**

6. Adjournment.

Motion by Hull/Monarski to adjourn at 5:39 pm. **All present voting aye, motion carried.**

Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer

Youth Soccer

Fall & Spring U-8 & U-10 - 14 teams * 12 games
 Fall & Spring U 12 & U-14 - 6 teams * 12 games

\$4,388.00
 \$1,600.00
 \$2,200.00

With the change in wage

18 games x \$20 per game = \$360.00
 13 games x \$25 per game, 2 refs per game = \$650.00

\$1,010.00

SPRING SOCCER CONTRACTED OFFICIALS				
VENDOR NUMBER	VENDOR NAME	U8 GAMES	U10/14 GAMES	TOTAL PAYMENT
10954		2	3	\$90.00
10896		2	3	\$90.00
10609		4	0	\$60.00
10607		0	4	\$80.00
10956		4	8	\$220.00
10608		0	0	\$0.00
			TOTAL PAYMENT	\$540.00

Week 1 - Apr 30		Week 2 - May 7		Week 3 - May 14		Week 4 - May 21		Week 5 - Jun 4		Week 6 - Jun 18	
U8	U10/14	U8	U10/14	U8	U10/14	U8	U10/14	U8	U10/14	U8	U10/14
0	0	0	0	0	0	2	3	0	0	0	0
0	0	0	0	0	0	2	3	0	0	0	0
0	0	0	5	0	4	0	0	4	0	0	0
0	0	0	0	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	4	0	4	4	0
0	0	0	0	0	4	0	0	0	0	0	0
TG:	0	TG:	5	TG:	12	TG:	14	TG:	12	TG:	4

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk I
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: August 2017
Wage Rate: \$18.05/hour

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Process cash receipts
- Ensures receipts are deposited to appropriate accounts
- Process city payrolls
- Assists new employees with benefit paperwork
- Completes State retirement reporting requirements
- Completes State new hire reporting requirements
- Process employee life and health insurance forms
- Process retiree health insurance forms/payments
- Process payroll quarterly reports
- Process annual payroll reports
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist other offices as time permits
- Performs all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Knowledge and use of Microsoft office programs is required

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to calculate figures and amounts

Ability to solve problems where limited standardization exists

Ability to interpret a variety of instructions

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position or equivalent combination of education and experience.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 75 pounds.

Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.