



**MINUTES**  
**COMMITTEE #1**  
**REVENUES, DISBURSEMENTS, WATER AND WASTEWATER**  
**and**  
**COMMITTEE #2**  
**LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION**  
**February 21, 2023**

**Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Tuesday, February 21, 2023 at 9:00 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

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

Mayor/Other Council Members present: Mayor Hoffman

Others present: Finance Manager/Treasurer Lynne Bauer; City Engineer/Public Works Director/Utility Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Police Chief Matt Kelm; Fire Chief Jason Thom; Parks, Recreation, and Forestry Director John Jimenez; Street and Utilities Maintenance Manager Rick Ruf; Water Supervisor Matt Boos; Police Lt. Ryan Douglas; Police Lt. Korry Boos; MPO/Paramedic Greg Bowe; Utilities Office Manager Connie Freagon; Police Department Administrative Assistant Lesley Small; and City Clerk Bridget Givens.

**1. Discuss Employee Wellness Gratitude Plan proposed by the Wellness Committee. Possible recommendations to the Council.**

Members of the Wellness Committee presented a Gratitude Plan proposal which would reward employees every five years based upon their years of service. Employees would receive \$6 for each year they are employed with the City in the form of Chamber Bucks. This could be funded through the existing Wellness Budget. Discussion ensued relative to the possibility of increasing the amount to \$10 per year, but the difference would have to come from the General Fund.

**Motion by Nadreau/Kiefer** to recommend Council approve the Employee Wellness Gratitude Plan as presented at \$6 per year of service utilizing the Wellness Budget. **All present voting aye, motion carried.**

**2. Discuss placement of Police Sergeant on the Administrative Pay Grid. Possible recommendations to the Council.**

Chief Kelm requested that the recently promoted Police Sergeant be placed on the Administrative Pay Grid at the same step as the existing sergeants.

**Motion by Kiefer/Hull** to recommend Council approve placing the recently promoted Police Sergeant at Step 14F on the Administrative Pay Grid. **All present voting aye, motion carried.**

**3. Discuss funding for Police Department building repairs. Possible recommendations to the Council.**

Kelm advised the Committee of three maintenance issues at the Police Department that he considers critical in nature including the elevator, the roof, the sewer lift station.

Discussion was had relative to the possibility of using the Police Department's unforeseen building repair account to fund repairs to the elevator, but Kelm was concerned with depleting the account so early in the year.

**Motion by Kiefer/Nadreau** to recommend Council approve repairing the elevator at the Police Department in an amount not to exceed \$5,500 from Omitted Budget Funds. **All present voting aye, motion carried.**

Repairs were made to the lift station, but it is unknown if the pumps will remain in working condition. It was noted that this item, along with the roof, should be addressed as part of the bonding discussions.

**4. Discuss matching funds for DNR grant for Phase II of Flag Hill. Possible recommendations to the Council.**

Parks, Recreation, and Forestry Director Jimenez advised that the City received the DNR Matching Grant for the second phase of Flag Hill. Discussion ensued relative to ARPA funds, donations received to date, and anticipated future donations. It was noted that this item was included on the ARPA fund discussion spreadsheet, but there is a deadline of March 7<sup>th</sup> to accept the grant.

**Motion by Kiefer/Hull** to recommend Council approve \$151,369.63 in matching funds for the DNR Grant utilizing ARPA funds and/or future donations. **All present voting aye, motion carried.**

**5. Discuss seasonal wage rates. Possible recommendations to the Council.**

Jimenez stated that they have been working closely with the local high schools for recruitment of lifeguards for the upcoming season. Jimenez is proposing to add additional responsibilities for the Pool Manager, including being part of the hiring process for lifeguards. His suggested wage rates and responsibilities for pool staff were discussed.

**Motion by Kiefer/Nadreau** to recommend Council approve setting seasonal wage rates for the following positions: Lifeguards - \$13/hour; Assistant Pool Manager - \$14/hour; and Pool Manager - \$18/hour. **All present voting aye motion carried.**

Last year, the seasonal wages were temporarily set at \$15.00 in an effort to attract employees. Several Department Heads are requesting that this rate be formalized for this year, with additional consideration given to those who are returning from last year.

**Motion by Kiefer/Hull** to recommend Council set the seasonal wage rates (excluding pool staff) at \$15.00 per hour beginning in 2022. An additional \$0.50 per hour will be added for those returning from last year and each year forward up to a max of \$17.00 per hour. **All present voting aye, motion carried.**

Jimenez would like to see the same wage proposal offered to his permanent, part-time park maintenance employees.

**Motion by Kiefer/Hull** to recommend Council set the permanent, part-time park maintenance wage rate at \$15.00 per hour beginning in 2022. An additional \$0.50 per hour will be added for those returning from last year and each year forward up to a max of \$17.00 per hour. **All present voting aye, motion carried.**

**6. Discuss Parks & Recreation full-time employee wage steps. Possible recommendations to the Council.**

Jimenez presented a wage adjustment proposal to the Committee based on a tiered system as follows:

Tier 1	1 year	\$21.88/hour
Tier 2	2 years	\$22.91/hour
Tier 3	5 years	\$24.20/hour
Tier 4	8 years	\$24.72/hour (with certification/degree)
Tier 5	10 years	\$25.75/hour (with certification/degree)

Currently, there would be one employee who would qualify for Tier 5. This then led to discussion that the pay grids should be reviewed and addressed in their entirety. It was noted that the pay grid discussion could be had at the Committee of the Whole with possible referral back to Committee #1 and #2.

**No action taken.**

**7. Discuss seasonal Special Events Coordinator. Possible recommendations to the Council.**

This position was requested as part of the Parks, Recreation and Forestry Department's 2023 budget. Mayor Hoffman requested this item be added to the agenda as he feels it is important to keep consistent programming at Chippewa Riverfront. Discussion was had relative to upcoming events scheduled for the summer and the possibility of contracting with someone or hiring a part-time staff member to schedule programming.

**No action taken.**

**8. Discuss amended job description for Street and Utility Maintenance Manager and placement on the Administrative Pay Grid. Possible recommendations to the Council.**

An amended job description was presented for the Street and Utility Maintenance Manager. City Engineer/Public Works Director/Utility Manager Rubenzer provided an overview of the changes and the increased responsibilities, most significantly the addition of fleet management. Due to the additional duties, Rubenzer requested that the current Street and Utility Maintenance Manager be placed at Grade 16 Maximum. He felt that funding would be available from the Summer Help Account, along with the 20% of his wage paid by the water utility, and 20% through the stormwater utility.

**Motion by Hull/Kiefer** to recommend Council approve the amended job description as presented, with the job title amended to read Street, Fleet, and Utility Maintenance Manager. **All present voting aye, motion carried.**

**Motion by Monarski/Kiefer** to recommend Council approve placing the current Street, Fleet and Utility Maintenance Manager at Grade 16 Maximum on the Administrative Pay Grid effective with the next payroll with funding for the streets portion to come from the Summer Help Account. **All present voting aye, motion carried.**

**9. Motion by Kiefer/Monarski 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 Committee/Council Members, Mayor, Attorney Ferg, Attorney Weld, Bauer, Kelm, Douglas, and Givens; may return to Open Session.**

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

The Committee discussed item (a) above.

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

**10. Adjournment.**

**Motion by Kiefer/Nadreau to adjourn at 11:15 am. All present voting aye, motion carried.**

**Minutes submitted by,  
John Monarski, Chair**

Employee Wellness Gratitude Plan  
Effective February 22, 2023

The City Wellness Fund will award City Employees every five years based on years of service. Employees who have reached the five-year employment milestone will receive \$6 for each year employed with the City\*. Payment will be in the form of Chamber Bucks and is considered taxable (processed through the payroll system).

For calculation purposes, date of employment is based on hire date.

Employee eligibility – full time and permanent part time employees. Part time employee incentive will be ½ the benefit. Employees that were hired as part-time employees and are currently full time will receive the full-time benefit.

\*Employees terminating their employment with the City in good standing and have not received an Incentive, will receive the closest lower milestone.

This plan will remain in effect while Wellness Funds are available.

Years of Service	Incentive
5	\$ 30.00
10	\$ 60.00
15	\$ 90.00
20	\$ 120.00
25	\$ 150.00
30	\$ 180.00
35	\$ 210.00
40	\$ 240.00

Sergeant Promotion Discussion - February 21, 2023

Current Information										Referendum - Chief Kelm Proposal				
Name	Hire Date	Current Position	Year in Position	Step	Date of Step	2023 Annual Salary	Hourly Rate	Date of Next Step	Proposed Step Change	Proposed 2023 Annual	Proposed 2023 Hrly Rate	2023 Hourly Increase	Annual Increase	Incr %
Matt Kelm	11/28/1999	Chief	2016	18G	May-21	105,075	54.40	2024	no change					
Brian Micolichek	2/26/1998	Lieutenant	2013	15Max	Apr-22	92,935	47.66	2025	no change					
Ryan Douglas	5/21/2002	Lieutenant	2022	15G	Apr-22	89,063	45.67	2025	no change					
Korry Boos	6/24/2004	Sergeant	2013	14G	Jan-22	84,022	39.37	2025	15G	89,062.92	41.74	2.36	5,041.27	6.00%
Sheridan Pabst	7/1/2010	Sergeant	2019	14E	Oct-21	76,715	35.95	2024	14F	80,368.53	37.66	1.71	3,653.11	4.76%
Steve McMahon	5/18/2009	Sergeant	2021	14Mid	Oct-21	73,062	34.24	2024	14F	80,368.53	37.66	3.42	7,306.23	10.00%
Drew Zehm	2/25/2014	Sergeant	2022	14Mid	Jun-22	73,062	34.24	2025	14F	80,368.53	37.66	3.42	7,306.23	10.00%
Cody Monson	8/1/2013	MPO-Investigator	2021			71,490	34.37		14E	76,715	35.95	1.58	5,225.82	7.31%
						71,490	34.37		14F	80,369	37.66	3.29	8,878.93	12.42%

# CHIPPEWA FALLS POLICE

*Integrity • Compassion • Commitment*

TO: Finance Manager/Treasurer Lynne Bauer  
 FROM: Chief Kelm  
 DATE: Updated 2/16/2023  
 REF: PD items for consideration for 2023

PD Items for ARPA/Bonding/Borrowing	
Cost	Description
\$44,450 (Installation and 2-year contract)	Flock Safety ALPR cameras
\$18,000 - \$36,000	Rifle Shields
\$4,200	Medical Response Bags
\$5,040 - \$10,315	Leadership Training
\$4,417	Elevator Repair.*
\$125,000 est.	PD Roof.*
\$35,000 est	K9 Squad Replacement
\$30,200	Taser 7 Replacement
\$21,525 - \$55,125	Police Department Flooring
\$30,000 - \$50,000	Parking Enforcement Scooter
\$4,000	Police Department Desks

Note: All costs are estimates unless otherwise noted and may be subject to change

## FLOCK Camera system Flock Safety | Flock Cameras

Cost: \$44,450 (installation and 2-year contract)  
 \$3,000 per year per camera + one-time installation of \$350 per camera  
 Recommend 7 cameras be installed

Note: Due to the nature of this item, I would want to provide further explanation via a Zoom and/or a PowerPoint presentation

The Flock Safety camera system allows the use of Automatic License Plate Reader (ALPR) technology to be mounted on poles overseeing traffic in strategically located places in public locations to monitor various areas of the City and alert officers to wanted or stolen vehicles or vehicles of interest in crimes or in special cases such as Amber, Green or Silver Alerts. The public's knowledge of these cameras being used and the success of such cameras acts as a deterrent to criminal activity.

ALPRs have the ability, without human effort, to take multiple still photos of vehicles and quickly check wanted status, missing person status if a person is linked to a specific vehicle, or an Amber/Silver/Green Alerts. Suspect vehicles can be witnessed at a crime, such as a retail theft or assault, where the caller will provide dispatch with a color, make, model, plate number, etc. Often times, the callers are only able

to get minimal information which makes it difficult to identify the suspect(s). Normal cameras capture the side of a car which is of limited value, Flock Safety ALPR cameras capture the really useful data.

Flock Safety's ALPR cameras are somewhat unique in that they not only detect a license plate number, but the software can also detect type of vehicle, color, unique characteristics, etc. Vehicles entered into a wanted list, based upon their involvement in reported criminal acts, that are detected by the ALPRs will cause a real-time alert to be sent to officers that a vehicle for which law enforcement is looking for drove by one of the cameras within the City.

A very common concern everywhere with this kind of system is privacy. Flock Safety is very aware of this and they focus on protecting personal data/privacy. They have put in place robust privacy features which include the following:

- Data is automatically deleted every 30 days unless saved by the department as evidence in a case;
- Data is securely stored in an encrypted cloud-based system required of law enforcement sensitive data and Flock Safety does not share or sell data to third parties;
- Only individuals approved by the Department will be allowed to access data. Even then these individuals must note the reason why and typically a case number showing a legitimate law enforcement purpose. In addition to that, the system records all access to data which can be audited on a regular basis; and
- Data collected is for specific vehicles – not people. These ALPRs do not have facial recognition.

All communities are concerned about privacy so it is worth noting that 1,500 communities in 42 states have looked at it and are choosing to use Flock Safety cameras.

In 2022 the nearby City of Rice Lake conducted a trial of the Flock Safety camera. They saw immediate results. In fact, during their initial training on the system they were able to confirm a suspect vehicle plate number involved in a hit/run crash to an occupied vehicle based off a known vehicle description and possible partial plate number.

Within just the 3-month trial period (from March-May) they were able to use the system to solve a variety of crimes and community concerns:

- March 4th – Stolen vehicle recovered based on an alert from ALPR on Main Street.
- March 19th – Report of teens shooting people with water beads on Main St. Only a vehicle description was provided. Officers were able to use the ALPR data to discover who the vehicle owner was. Parents were contacted and handled.
- March 20th – Stolen property complaint. Owner reported a theft from his business and provided a vehicle description. Officers learned vehicle owner through use of the ALPR data and contacted the suspect in less than an hour. Property was returned to owner.
- March 22nd – Domestic incident at local hotel. Suspect vehicle description was provided and license plate was discovered through ALPR data. Officer located vehicle within minutes.
- March 22nd – Suspect was wanted for a domestic incident. ALPR alert on Main St allowed officers to locate unoccupied vehicle fairly quickly. Suspect was located in the area and arrested.



- April 6th – Intentional gas drive-off at local gas station. Officer used ALPR data to locate correct vehicle and license plate number.
- April 14th – Stolen license plate from Montana. Officer was able to locate vehicle after ALPR alert and recovered license plate.
- April 21st – Suspect vehicle from a drug transaction was entered into the system. Approximately three hours later, officers located the vehicle based upon an ALPR alert and the suspect was taken into custody.

The City of Barron recently implemented Flock Safety Cameras. In the first 3 days they had two apprehensions completely due to the cameras.

A telling fact about the success of these cameras is that the City of Rice Lake decided to fund 8 cameras after the trial period ended. The City of Hudson installed 16 Flock Safety Cameras. These are significant investments for communities of this size. In addition, these area cities, this year the City of Altoona is also investing in Flock Safety cameras.

As a result of the successes realized by the City of Rice Lake, other law enforcement agencies in the area are reported to have or be considering adding Flock Safety ALPRs in their communities. This will undoubtedly reduce crime and improve efficiencies in law enforcement in this area. Each community with Flock Safety cameras can, and typically does, choose to share their data with every other community. The outstanding thing about Flock Safety cameras is that the more communities that have them, the more crimes and criminal activity can be solved. This can make it an amazing force multiplier for police.

The cost to lease a Flock Safety ALPR is \$3,000 per year / per camera. There are also miscellaneous costs for set up or to move cameras. Instead of the added cost and difficulty of connecting these cameras to city electrical power, they have a solar power option similar to our speed boards. The City of Rice Lake has been using these cameras over the last several years and the solar panels have provided power in all weather conditions without maintenance.

Another interesting characteristic is that Flock Safety ALPR cameras can also be sold to private persons/groups/businesses to help keep local neighborhoods safe. This is an opportunity to further work with members of the community, specifically businesses, to expand the use of such cameras. In doing so, the Department could further support its' mission of community policing and well as potentially offset the cost of some of these cameras. Finally, we can reach out to area businesses to see if they would be willing to fund some of these cameras near their businesses.

Flock Safety does offer a 30 day no cost opt out trial. Additionally, the contract can be ended after the 2-year period without cost.

### Rifle Shield

**Cost \$9,000 per shield. (requesting 2-4 shields)**

Our current ballistic shields will not stop rifle rounds which are being seen more often in shootings, including the recent school shooting in TX. Advances in portable shields now allow for much lighter

armor that can be carried as a shield to help protect them from head to toe from rifle fire. As a result, it only weighs 17lbs meaning patrol officers can deploy it effectively, even in longer duration critical incidents.

This armor protects from some 5.56mm and 7.62 mm rifle ammunition and also provides additional protection from handgun rounds. This is exceptionally thin and lightweight compared to older shields that were so heavy they were virtually unusable as a portable solution.

Officers have tested this version of the shield and it will work for us.

If approved this amount would allow us to order and have in place several shields making it more likely a shield will be available on scene when it is needed.

### Medical Response Bags

**Cost: \$4,200**

**\$1,800 for 6 Go-bags at \$300 per bag**

**\$2,400 for 3 Mass Causality Response Medical Bags at \$800 per bag**

In many cases Patrol Officers will arrive on scene and provide medical aid either before EMS arrives or while the scene is not secure and EMS cannot come in to provide aid. Patrol Officers require these types of items to be readily accessible to them in the field as seconds and minutes matter greatly in preserving life.

### Go-bags

In 2015 The Chippewa Falls Police Department purchased several "go bags" for each patrol vehicle in the fleet. Go-bags are small bags of gear and resources meant to supply officers with a small amount of additional supplies in special situations. They contain medical supplies, additional ammunition and access cards.

Over the last 8 years they have seen their fair share of wear and tear. Given the status of the satchel style bags, they need replacement. After 8 years of use and research we have determined a backpack style bag is a better option. The cost of each Bag and Medical supplies is approximately \$300. To fully outfit 6 patrol vehicles (the K9 vehicle is already properly equipped), it will cost approximately \$1,800.

Some of the medical supplies in the bags will have an expiration date of 3-5 years depending on product. As with our current situation there will be a reoccurring cost associated with QuickClot and Bandages.

### Mass Causality Response Medical Bags

Given the current state of affairs nationally it is our desire to further prepare ahead of time and also purchase 3 Mass Causality Response Medical Bags to be carried in 3 of the 7 squads.

Chippewa Falls itself has experienced a mass casualty event in 2019 involving three victims stabbed on Bridgewater near Marshall Park. We saw during that incident that even with only three victims and EMS in town, we quickly exhausted the medical supplies we had at hand with only the go-bags. The current

medical supplies we have in each patrol vehicle are designed provide aide to one victim. With each kit officers on scene could provide aide to multiple individuals with one bag. By outfitting three patrol vehicles it will increase our odds of having access to medical supplies in the field when it is needed, without have to run back to the Police Department.

### Leadership Training

Cost: \$5,040 - \$10,315

With recent retirements of senior supervisors, the PD is faced with Sergeants and Lieutenants with very little experience in their current role. As you can see below, I am by far the most senior in my role with a little under 7 years as Chief. The drop off after that is steep.

#### Supervisors time in current role (as of the end of Feb 2023):

Ryan Douglas as Lieutenant	11 months
Korry Boos as Lieutenant	0 months
Sheridan Pabst as Sergeant	3 years 5 months
Stephen McMahon	1 year 4 months
Drew Zehm	8 months
Cody Monson	0 months

Also, all officers are sent to a first line supervisor course when they hit 5 years of experience as this is the minimum amount of experience to promoted to Sergeant. This year that will be James Harper and Nathan Bowe.

We cannot purchase experience, but we can do the next best thing by sending them to training. Succession planning is crucial for any organization and especially so for police departments.

These are the training sessions that are needed. This are all vetted, top level courses:

- Drew Zehm and Cody Monson
  - Leadership in Police Organizations - \$4115 (yet to be accepted)
- Ryan Douglas
  - Command College - \$2000 (yet to be accepted)
  - or
  - FBI-LEEDA Executive Leadership Institute – \$840
- James Harper and Nathan Bowe
  - FBI-LEEDA Supervisor Leadership Institute – \$1680
- Sheridan Pabst
  - FBI-LEEDA Command Leadership Institute – \$840
- Korry Boos
  - FBI-LEEDA Executive Leadership Institute – \$1680

Sending our supervisors to these trainings this year will help out significantly in addressing this concern. This is a one-time cost to get us to a good level. Future leadership training can be more incidental and able to be folded into our normal operational training budgets.

If all of the officers are accepted to these courses that would account for 46% of our total training budget. With the Lieutenant of Investigations and both general investigators all being new and requiring a large amount of specific training in addition to our normal annual training needs, we will almost certainly be over our operational training budgets without this being approved.

### Elevator Repair

**Cost: \$5,116.85**

The elevator at the PD is out of service due to the gaskets failing around the main shaft.

- \$4,416.95 repair
- \$700 for 880 gal of oil

### PD Roof

**Cost: Subject to Bidding Process (\$125,000 est.)**

As noted in my annual budget justification sheets for the Building Maintenance account, the PD roof is well over its intended lifespan. The PD roof is 10,171 Sq Ft.

To my knowledge the roof has never been replaced, which means it is likely the same roof that was installed in 1990 when the Police Department building was constructed. My understanding is that the type of roof installed was a 20-year roof. Therefore, we are in year 33 on a 20-year roof.

To their credit, our maintenance personnel along with outside roof vendors have been able to keep the roof functional well in excess of its intended lifespan. Regardless, we are now seeing repeated leak issues that we have not been able to fully resolve.

Historical PD Building roof repairs:

- In 2020 we spent \$329 on roof repairs
- In 2021 we spent \$825 on roof repairs
- In 2022 we spent \$2,300 on roof repairs

### K9 Squad Replacement

**Cost: \$35,000 estimate**

The K9 Squad is a 2019 Chev Tahoe with 46,000 miles. The vehicle was purchased at the state bid price of \$36,000. A 2023 Chev Tahoe would have cost \$24,567 with the trade in of our current squad. Current pricing is unknown, but estimated to be more than the 2023 price. I would project a changeover cost of \$5,000 to move the equipment into a new vehicle. Essentially replacing a four-year-old vehicle while it still has good value with a new vehicle at the municipal pricing.

### Taser 7 Replacement

**Cost: \$30,200 for 10 Taser 7 CEW**

The Conducted Energy Device (CED) in use by the CFPD is the Taser X26 and X26P. Both models are being phased out in favor of the Taser 7 by Axon. Although batteries and cartridges are still available, Axon has advised Taser instructors that end of life is on the horizon for the X26 models.

The Taser 7 has several advantages over the X26 models including a better sighting system, availability of a second shot without reloading and stronger darts able to connect through more clothing. It also has rechargeable batteries. The Taser 7 has a recommended service life of 5 years.

<https://www.axon.com/products/taser-7>

CED is an important less lethal use of force option for the police department that has been in continual use for well over a decade. Over the last 6 years the Taser has been used to de-escalate situations 49 times just by being pointed towards the suspect and 13 times by actually being deployed.

### Police Department Flooring

**Cost Option #1: \$21,525 to purchase materials for later installation. Flooring styles are commonly discontinued from year to year. (2021 price + 5%)**

**Cost Option #2: \$55,125 full project (2021 price + 5%)**

The carpet flooring in the police department is in poor condition and needs replacement due to 24/7 use of the floor by 29 employees and visitors over the last decade.

### Parking Enforcement Scooter

**Cost: \$30,000 - \$50,000 Estimated**

Our current parking scooter was purchased in 2020. After years of use it is just too underpowered to be a long-term solution in the winter. The number of options are extremely limited as the unit has to have center or right hand steering, especially with today's supply chain issues.

\$46,600. Right hand steer 2023 Jeep Wrangler 4dr Sport. This vehicle is expensive, but would serve our needs for many years to come. This is what ECPD uses for Parking Enforcement

Westward Industries Parking Enforcement Vehicle. These are vehicles specifically designed for parking enforcement. The closest dealer is out of Minneapolis.

- \$29,925 Go4 Parking Enforcement Vehicle – gasoline powered. Our previous parking scooter was a Go4 and it lasted a very long time. [GO4 Parking and Enforcement Vehicles | GO4 | Westward Industries](#)

- \$36,750 MaxEV 4-wheel Electric. 4 or Rear-wheel drive. Battery lasts 2000 recharges or (typically 5-8 years depending on use and environment) [MAX-EV 4 Wheel LSV | Electric Utility Vehicle \(westwardindustries.com\)](https://www.westwardindustries.com)

From what I was able to see on-line, our current Gem E2 may have a sale or trade in value of an estimated \$8,000.

### **Police Department Desks**

**Cost: \$4,000**

Two of the investigator offices need new desks. These desks are custom made to the office room dimensions and match the existing office that does have a new desk. See quote.

Currently there is no desk for our parking enforcement worker to use. She will need the ability to work at a desk on her computer to manage the parking enforcement program as well as to check her email and other office tasks. Finding a desk that will match the other furniture in the records area is estimated at \$1,000 or less.

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These items are just for the PD, as requested.

However, I feel the city should consider the long-term savings that taking advantage of the Focus on Energy program for lighting replacement city-wide. Also, I am still an advocate for an employee bonus of some type for our employees working through COVID without any disruption to the public for city services.

10/19/22

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \$ 151,369.63

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

The second phase of Flag Hill will include a new stairway connecting the lower part of Irvine Park to the upper park, Flag Hill. It will also allow for more trail connectivity. The second phase also includes a plaza and parking lot. In addition the construction of a FULLY accessible playground is included in this phase. We received a matching grant of \$327,850.00 to go towards the stairs, trails, parking lot and plaza.

Comments by Reviewer:

**2022 and 2023 PERSONNEL REQUESTS/ADJUSTMENTS - JANUARY 2023**

DEPARTMENT	2023 APPROVED FUNDING	AMOUNT RECOMMENDED	2023 ESTIMATED COST	2023 ESTIMATED COST	DESCRIPTION
EMPLOYEE RECRUITMENT/ RETENTION INCENTIVES					VARIOUS OPTIONS AVAILABLE
CITY CLERK/FINANCE/ADMIN OFFICES			\$ 70,000		FULL-TIME SHARED POSITION - ADMINISTRATIVE ASSISTANT
TOTAL CLERK/FINANCE DEPT			\$ 100,000		HUMAN RESOURCES POSITION
			\$ 170,000		
FIRE DEPARTMENT			\$8,500		ADDITIONAL 5 HOURS PER WEEK FOR OFFICE ASSISTANT
PARKS & RECREATION			\$ 14,500		PART-TIME PARK MAINTENANCE POSITION (LESS THAN 900 HOURS/YEAR)
			\$ 12,500		INCREASE PART-TIME EMPLOYEE WAGE FROM \$12.56/HR TO \$17.00/HR
			\$ 23,942		FULL-TIME PARK MAINTENANCE STAFF - IMPLEMENT TIER PAY SYSTEM (IMPACTS 5 EMPLOYEES)
			\$ 50,000		SEASONAL - PARK/ZOO MAINTENANCE WORKERS INCREASE FROM \$10/HR TO \$15/HR (IMPACTS 10-14 EMPLOYEES) (avg 800 hrs)
			\$ 4,400		SEASONAL - POOL MANAGER INCREASE FROM \$12/HR TO \$18/HR (IMPACTS 1 EMPLOYEE - ESTIMATED 700 HRS/SUMMER)
			\$ 3,000		SEASONAL - ASST POOL MANAGERS INCREASE FROM \$10/HR TO \$14/HR (IMPACTS 2 EMPLOYEES - 350 HRS EACH)
			\$ 1,900		SEASONAL - POOL CASHIER INCREASE FROM \$7.50/HR TO \$10/HR (IMPACTS 1-2 EMPLOYEES - 700 hrs)
			\$ 49,600		SEASONAL - LIFEGUARDS INCREASE FROM \$9/HR TO \$13/HR (IMPACTS 20-22 LIFEGUARDS - AVG 700 HRS EACH)
			\$ 80,000		SPECIAL EVENTS COORDINATOR
			\$ 170,000		(2) PARKS MAINTENANCE STAFF - FULL TIME
			\$ 409,842		
TOTAL PARKS & RECREATION			\$ 180,000		(2) FULL-TIME STREET DEPT EMPLOYEES
PUBLIC WORKS/STREET DEPT			\$ 6,400		STREET/UTILITY MAINTENANCE MANAGER - ADMIN. GRID GRADE CHANGE PROPOSAL (Grade 15Max to 16Max)
TOTAL PERSONNEL REQUESTS			\$ 768,342		



1/12/23

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Our Pool Manager has a current wage that starts at a rate of \$12.00 per hour. I am proposing that we increase their wages to a starting rate of \$18.00 per hour. In order to be competitive with other cities, organizations and companies, I believe that this increase is justified. This will impact 1 employee.

This past pool season our department struggled tremendously with hiring lifeguards. To the point that we were forced to open the pool at limited capacity, hours, and days. This impacted our ability to maximize revenue.

Comments by Reviewer:

1/12/23

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Our Seasonal Park and Zoo Maintenance has a current wage that starts at a rate of \$10.00 per hour. I am proposing that we increase their wages to a starting rate of \$15.00 per hour. In order to be competitive with other cities, organizations and companies, I believe that this increase is justified. This will impact approximately 10-14 employees.

Comments by Reviewer:

12/9/22

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Our Part Time Parks/Zoo Maintenance position has a current wage that starts at a rate of \$12.56 per hour. I am proposing that we increase their wages to a starting rate of \$17.00 per hour. In order to be competitive with other cities, organizations and companies, I believe that this increase is justified. This will impact approximately 2 employees.

Comments by Reviewer:

1/12/23

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

Our Lifeguards have a current wage that starts at a rate of \$9.00 per hour. I am proposing that we increase their wages to a starting rate of \$13.00 per hour. In order to be competitive with other cities, organizations and companies, I believe that this increase is justified. This increase will impact approximately 20 - 22 Lifeguards.

This past pool season our department struggled tremendously with hiring lifeguards. To the point that we were forced to open the pool at limited capacity, hours, and days. This impacted our ability to maximize revenue.

Comments by Reviewer:

11/15/22

Date

## 2023 Omitted Budget Request

Prepared by: John Jimenez

Department: Parks, Recreation & Forestry Department

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

USE this form to submit items you did not include in your line item budget requests due to the 0% increase directive.

We are proposing a 5 tier/step wage adjustment.

Tier 1: 1 year \$21.88

Tier 2: 2 years \$22.91

Tier 3: 5 years \$24.20

Tier 4: 8 years (with certification/degree) \$24.72

Tier 5: 10 years (with certification/degree) \$25.75

Comments by Reviewer:

**NEW PERSONNEL REQUEST FORM**

Parks & Recreation  
Requesting Department

Special Events Coordinator  
Job Title

\_\_\_\_\_  
% of FTE (Note: if LTE  
or Seasonal)

asap  
Date Position Begins

\_\_\_\_\_  
Union or Managerial

\_\_\_\_\_  
Grade/Step

\$20.00  
Hourly Rate

**Justification for this request:**

*(Please give a 2-4 sentence narrative why this position is essential to departmental operations)*

We are seeking to add one Special Events Coordinator our team. Our events have grown over the years and we would like to focus on provide high quality events such as, Music and Movies at the Riverfront, 4th of July Firework Celebration, Halloween event, Tree lighting event, Run for the lights, Christmas Village, Tournaments, Welcome Center and Zoo events. All of this takes a lot of effort and coordination to plan and organize.

**How will the position be funded?**  
*(Please indicate all sources of funding, grants, donations etc.)*

**Additional information:**

Note:  
Feb 21, 2023  
Agenda Item 7  
is related to  
Seasonal request -  
not full-time  
employee.

**Recommendation:**

*(Administration/Mayor):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Chippewa Falls  
Job Description**

**Job Title:** Street and Utility Maintenance Manager

**Department:** Public Works/Utilities

**Reports To:** Director of Public Works/Utility Manager

**FLSA Status:** Exempt

**Prepared Date:** 12/22/2022

**Salary Grade:** Presently at Grade 15 step maximum, recommend to go to Grade 16 step Maximum

**Duties & Responsibilities:**

Directs maintenance for City of Chippewa Falls streets, alleys, street lighting, traffic signals, and other related items including Dams, Bridges, Warning Sirens, Street Decorations, Landfill Site. Storm water: Pond, Outlets and Inlets, Drywells, Yard Waste Site and connecting Infrastructure.

Assists Director of Public Works/Utility Manager on the budget for day to day maintenance activities in the Street and Stormwater Utility Departments including necessary capital equipment.

Responsible for overall direction, coordination, and evaluation of street department and Stormwater Utility department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Night and weekend on-call responsibilities.

Assists in coordination of City functions with various civic events.

Responsible for maintenance activities for Street Department Buildings and grounds.

Directs and enforces the City's weed and mowing ordinances.

Directs maintenance of the City's sign inventory.

Establishes safety and training programs for Street Department and Stormwater Utility Employees.

Prepares annual operations report.

Plans, Directs and Supervises the City Street Winter Maintenance program.

Compiles data and prepares reports to various regulatory agencies.

Trains and evaluates employees in operation and maintenance duties.

Sets standards and conducts employee evaluations.

Assists in personnel matters such as grievances and discipline.

Investigates and addresses customer complaints.

Attends committee and other meetings as required.

Coordinates and assists scheduling and work responsibilities with other City Departments.

Plans, directs and supervises the purchase, maintenance, disposal and repair of the City Street Department, Utilities, Fire department, and Parks Vehicle Fleet.

Plans, directs and supervises the purchase, maintenance, disposal and repair of the City-wide Fueling System and Station.

Assists Main Street Organization and other Groups with traffic control for City Events.

Provides Police and EMT/Fire with emergency traffic control.

Provides Forestry with after hours removal of down trees and branches

### **Computer Skills**

Must be proficient in use of personal computers in an office environment. Knowledge of and ability to use word processing, spread sheets and database programs in a network environment. Basic knowledge of e-mail/Internet access and use. Knowledge and skills with use of SCADA equipment and CAD drawing applications.

### **Education and/or Experience**

Bachelor's degree (B.A.) or equivalent; and three to five years related experience and/or training or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



**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**

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 frequently required to stand and walk.

**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.

The noise level in the work environment is sometimes loud but usually moderate.

3.00% Increase

**SCHEDULE A2**  
2023 Non-Union Salary Structure Effective 1/1/2023

<u>Position</u>	<u>Grade</u>	
Executive Secretary	5	
Recreation Supervisor	10	
Parks & Rec Working Foreman	10	
Senior Engineering Technician	13	
Utility Office Supervisor	13	
City Clerk	14	
City Inspection & Zoning Administrator	14	
Library Director	14	
City Assessor	14	Contracted
Patrol Police Sergeant	14	
Patrol Police Lieutenant	15	
Battalion Chief	15	
Assistant City Engineer	15	
Water Supervisor	15	
Wastewater Supervisor	15	
Street & Water Maintenance Manager	15	
Director of Parks, Rec & Forestry	15	
City Planner	16	
Finance Mgr/Treasurer	18	
Fire Chief	18	
Police Chief	18	
Director of Public Works/Manager of Public Utiliti	18	

Salary Range

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	32,628.21	34,154.62	35,781.03	37,407.44	39,033.85	40,660.26	42,693.27	44,726.29	46,759.30	48,792.31
2	33,829.35	35,520.82	37,212.29	38,903.75	40,595.22	42,286.69	44,401.02	46,515.36	48,629.69	50,744.03
3	35,182.51	36,941.64	38,700.76	40,459.89	42,219.01	43,978.14	46,177.05	48,375.95	50,574.86	52,773.77
4	36,589.82	38,419.32	40,248.81	42,078.30	43,907.79	45,737.28	48,024.14	50,311.01	52,597.87	54,884.74
5	38,053.40	39,956.07	41,858.74	43,761.41	45,664.08	47,566.75	49,945.09	52,323.43	54,701.76	57,080.10
6	39,575.54	41,554.32	43,533.10	45,511.88	47,490.65	49,469.43	51,942.90	54,416.37	56,889.84	59,363.32
7	41,158.54	43,216.47	45,274.40	47,332.33	49,390.25	51,448.18	54,020.59	56,593.00	59,166.41	61,737.82
8	42,804.89	44,945.13	47,086.38	49,225.62	51,365.87	53,506.11	56,181.42	58,856.72	61,532.03	64,207.33
9	44,517.10	46,742.95	48,968.81	51,194.66	53,420.52	55,646.37	58,428.69	61,211.01	63,993.33	66,775.64
10	46,297.75	48,612.84	50,927.53	53,242.41	55,557.30	57,872.19	60,765.80	63,659.41	66,553.02	69,446.63
11	49,075.62	51,529.40	53,983.18	56,436.96	58,890.74	61,344.52	64,411.75	67,478.97	70,546.20	73,613.42
12	52,020.18	54,621.18	57,222.19	59,823.20	62,424.21	65,025.22	68,276.48	71,527.74	74,779.00	78,030.26
13	55,141.35	57,898.42	60,655.49	63,412.55	66,169.62	68,926.69	72,373.02	75,819.36	79,265.69	82,712.03
14	58,449.84	61,372.33	64,294.82	67,217.32	70,139.81	73,062.30	76,715.42	80,368.53	84,021.65	87,674.78
15	61,956.82	65,054.66	68,152.50	71,250.34	74,348.18	77,446.02	81,318.32	85,190.62	89,062.92	92,935.22
16	65,674.23	68,957.94	72,241.66	75,525.37	78,809.08	82,092.79	86,197.43	90,302.07	94,406.71	98,511.35
17	69,614.71	73,095.45	76,576.18	80,056.92	83,537.65	87,018.39	91,369.31	95,720.23	100,071.15	104,422.07
18	73,791.58	77,481.16	81,170.73	84,860.31	88,549.89	92,239.47	96,851.44	101,463.42	106,075.39	110,887.36