



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**February 5, 2024**

**Committee #2 met on Monday, February 5, 2024 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: John Monarski, CW King, Chuck Hull

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer; Director of Public Works/Utility Manager Brandon Cesafsky; Police Chief Matt Kelm; Fire Chief Jason Thom; Parks, Recreation, and Forestry Director John Jimenez; Library Director Joe Niese; Street, Fleet, and Utility Maintenance Manager Rick Ruf; Battalion Chief Justus Busse; Police Lt. Ryan Douglas; Police Lt. Korry Boos; Fire Lt. Greg Bowe; and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. **Open Session.**
2. **Discuss placement of newly selected Fire Battalion Chief on the Administrative Pay Grid. Possible recommendation to the Council.**

Due to a new hire, Fire Chief Thom provided a Battalion Chief Wage Proposal and discussed the details thereon. It was noted that the two existing Battalion Chiefs were placed at Step 15 E on the Administrative Pay Grid when hired in 2023. Discussion ensued relative to the City's Wage Survey, Garcia Pay, and compression factors following negotiations.

**Motion by Monarski/Hull** to recommend Council place the newly hired Battalion Chief at Step 15 E on the Administrative Pay Grid. **All present voting aye, except King who voted no, motion carried.**

3. **Discuss temporary addition of personal days in 2024 for non-union personnel. Possible recommendation to the Council.**

This option was offered in 2023 and was well received. As PTO determinations have not yet been made, it was recommended that the additional personal days be implemented again for 2024.

**Motion by Hull/King** to recommend Council approve the addition of five personal days in 2024 for non-union personnel working a 37.5 or 40-hour workweek, Fire non-union staff receiving 48 hours based upon their 24-hour shifts, and Police non-union staff receiving 40 hours, with the personal days being ineligible for carry over.

**All present voting aye, motion carried.**

**4. Discuss revisions to the Parks and Forestry Maintenance/Zoo Assistant Job Description. Possible recommendation to the Council.**

The City's current Arborist has left the Parks, Recreation, and Forestry Department for another department in the City. Director Jimenez is requesting an update to the current Parks and Forestry Maintenance/Zoo Assistant Job Description to include an Arborist designation and credentials. Discussion ensued relative to the pay range for the position.

**Motion by Monarski/King** to recommend Council approve the revised Park Maintenance – Arborist Job Description at an hourly pay range of \$22.08 - \$24.20. **All present voting aye, motion carried.**

**5. Discuss omitted budget personnel requests and changes from various departments for 2024. Possible recommendations to the Council.**

The Committee was provided with a spreadsheet entitled Personnel Requests/Adjustments. It was noted that the Human Resources/Finance Assistant position was approved with the budget, and the request to make the Office Assistant position in the Public Works/Street Department to full-time could be removed. Finance Manager/Treasurer Bauer indicated she thought the City had the ability to add one position at this time as we are unaware of what the results of the Wage Study will be.

The Committee discussed the need for personnel in both the Street and Parks, Recreation, and Forestry Departments. The impact of moving Forestry to the Street Department was reviewed. Councilor King was not in favor of adding a position until the forestry details are determined and the City has the results of the Wage Study. It was thought the study would not be complete until June.

**Motion by Monarski/Hull** to recommend Council approve hiring a full-time, Street Department employee. **All present voting aye, except King who voted no, motion carried.**

The Committee directed the appropriate parties to continue discussions as to the future of forestry and bring a proposal back to the Committee.

**6. Motion by Hull/Monarski to go into Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to:**

- a. **Discuss benefits/compensation for Police Chief candidate; and to include the Committee/Council Members, Mayor, Bauer, Douglas, and Givens; may return to Open Session for possible action on Closed Session item.**

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

The Committee discussed item (a) above.

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

**7. Adjournment**

**Motion by Monarski/King to adjourn at 10:17 am. All present voting aye, motion carried.**

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

# Chippewa Falls Fire & Emergency Services

## Battalion Chief wages

### Proposal

BC Busse 01/07/2023	15E (\$81,318.32) + Garcia (+/- \$6900)	\$88,218.32
Next step (2025)	15F (\$87,746.34) + Garcia (+/- \$6900)	\$94,646.34
2024	15E (\$83,757.87) + Garcia (+/- \$6900)	\$90,657.87

\*Eligible for Premium pay?

BC Martell 04/11/2023	15E (\$81,318.32) + Garcia (+/- \$6900)	\$88,218.32
Next step (2025)	15F (\$87,746.34) + Garcia (+/- \$6900)	\$94,646.34
2024	15E (\$83,757.87) + Garcia (+/- \$6900)	\$90,657.87

\*Eligible for Premium pay?

New BC 02/06/2024	15Mid (\$79,769.40) + Garcia (+/- \$6900)	\$86,669.40
Next step (2026)	15E (\$83,757.87) + Garcia (+/- \$6900)	\$90,657.87

\*Eligible for Premium pay?

Lieutenant 2024	\$74,430.80 + premium pay (+/- \$1000)	\$75,430.80
	\$75,430.80 + 4% longevity	\$78,407.80

2024 Battalion Chief 15Mid \$86,669.40

2024 Lieutenant \$78,407.80

\$8,261.60 Difference

# City of Chippewa Falls

## Job Description

**Job Title:** Park Forestry Maintenance ~~Worker~~-Arborist  
**Department:** Parks, Recreation and Forestry  
**Reports To:** Park Maintenance Working Foreman  
**FLSA Status:** Labor Standards Act (FLSA)  
**Prepared Date:** ~~01-20-06~~ 1/18/2024  
**Job Grade:** ~~Class II~~

### SUMMARY

~~Maintains the areas and facilities of the grounds of the City parks and the boulevard trees and shrubs of the City by performing the following duties~~

This position is responsible for the ongoing upkeep and maintenance of all facilities and Parks overseen by the Department. This includes and is not limited to, athletic field maintenance. This position has an emphasis on all aspects of forestry, which include, pruning, planting, removing diagnosing, stump removal, treating and protecting the urban forest within City limits. This position requires knowledge of tree species, care and maintenance of trees and shrubs, operation of bucket trucks, and other mechanical and safety equipment.

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

- Plant, transplant, prune, spray, cultivate, water and care for trees and shrubs under the authority of the City Forester.
- Cut down and remove, dead, hazardous, diseased, and infected trees.
- Inspect trees and shrubs for insects and disease pests. Ability to treat these problems with the appropriate care.
- Knowledge of division equipment, such as chain saws, edge tools, power tools, boom truck, brush chippers, tractor/loader, dump trucks, trailers, and stump router.
- Record work related information as required.
- ~~Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.~~
- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Responsible for opening and closing parks
- Operates and repairs all grass cutting equipment
- Maintains ski-trails
- Works weekends and night shift
- Clean restrooms, pavilions, shelters and picnic tables
- Recommend and coordinate planting of grass, flowers, trees and shrubs
- Advises homeowners of tree problems
- 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~~

- ~~Performs all duties in Class I as needed~~

### **SUPERVISORY RESPONSIBILITIES**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Training seasonal employees on equipment or repairs of facilities
- 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**

- Associate's degree or equivalent from two-year college or technical school
- ~~Six months to one year~~ 3 years of arboricultural experience that includes pruning, planting, pest control, removals and propagation. ~~and/or training in~~
- Equivalent combination of education and experience
- ~~Bachelor's degree (B.A.) from four-year college or university~~

### **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
- Obtain ISA Certified Arborist credential within 1 year of hire date, and maintain the certification.
- A valid CDL or ability to obtain a CDL within 1 year of hire date.

### **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

**PERSONNEL REQUESTS/ADJUSTMENTS - FEBRUARY 2, 2024 (PREPARED FOR 2024 BUDGET NOVEMBER 2023)**

DEPARTMENT	2024 APPROVED FUNDING	AMOUNT RECOMMENDED	2024 REQUEST	ESTIMATED COST	DESCRIPTION
EMPLOYEE RECRUITMENT/ RETENTION INCENTIVES CITY EMPLOYEES	TO BE DETERMINED				VARIOUS OPTIONS AVAILABLE - ARPA? PAY STUDY IMPLEMENTATION
CITY CLERK/FINANCE/ADMIN OFFICES			2024	\$ 70,000	FULL-TIME SHARED POSITION - ADMINISTRATIVE ASSISTANT
TOTAL CLERK/FINANCE DEPT	YES		2024	\$ 100,000	HUMAN RESOURCES OR HUMAN RESOURCES/FINANCE ASST POSITION
				\$ 170,000	
FIRE DEPARTMENT	Temporary for 2024		2024	\$8,500	ADDITIONAL 5 HRS/WEEK FOR OFFICE ASST (TEMP APPROVED FOR 2024) (Additional benefit costs not included)
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 - LIFE GUARDS INCREASE FROM \$9/HR TO \$13/HR (IMPACTS 20-22 LIFE GUARDS - AVG 700 HRS EACH)
				\$ 80,000	SPECIAL EVENTS COORDINATOR
TOTAL PARKS & RECREATION			2024	\$ 170,000	(2) PARKS MAINTENANCE STAFF - FULL TIME
				\$ 409,842	
POLICE DEPARTMENT	YES		2024	\$ 5,500	STEP ADVANCEMENT FOR SERGEANT DUE TO YEARS OF SERVICE (Completed 2024)
PUBLIC WORKS/STREET DEPT			2024	\$ 188,000	(2) FULL-TIME STREET DEPT EMPLOYEES
			2024	\$ 8,500	Additional 8.75 hours per week to make position full-time (additional benefits not included)
TOTAL PERSONNEL REQUESTS				\$ 781,842	



## Street Department – Extra Personnel – Forestry Department Merger (City Tree Maintenance)

Current Forestry Services – John can provide more background on what the current operation looks like.

- Planting
- Tree Removal/Trimming
- Stump Removal
- Parks and Recreation maintains a spreadsheet of all the City trees within the Right-of way. This includes administration time to process Forestry Request Forms.
- Parks and Recreation has approximately \$17,000 for contracted tree services
- Parks and Recreation has approximately \$1600 for tree planting operations.
- To request services, please complete and submit a [Forestry Request Form](#) to [parkforest@chippewafalls-wi.gov](mailto:parkforest@chippewafalls-wi.gov)

### Street Department Forestry Operations

Street Department does approximately 1000 hours of maintenance toward trees and forestry items. This includes the following:

- Brush cutting out to right-of-way
- Emergency clean-up after storms.
- Removal of trees when time is available.
- With the good weather, the Street Department is currently working on the Parks and Recreation's ash tree removal program.

### Moving Forestry to Street Department

Questions?

- Who will be the forester? Is a City forester required?
- Does the City need a tree planting program or can engineering take that over and plant approved trees as part of the paving project? Current budget does not allow for many trees to be planted.

### The Proposal

If Forestry Department would be moved to the Streets department. We think it would better fit if it were not called Forestry and just be considered maintenance. The Street Department would not have a forester on staff to inspect trees but would have a staff member in charge of keeping track of the tree maintenance operations in the City. The Parks and Recreation Department would still likely need a contract for trees within City parks (unless they hire an arborist) The street department would be responsible for the following tree maintenance items as schedules allow during the year.

- Storm clean-up within right-of-way
- Tree removal within right-of-way as maintenance schedule allows.
- Chipping of tree debris at yard waste.
- Forestry requests would be treated as information only to help us plan work when the schedule allows.
- The street department has a stump grinder, chain saws, chippers, loaders, trucks, and many other pieces of machinery to perform this work.

## Street Department - New Employee Request

If the forestry Department stays as it is currently, the street department would still be interested in the extra personnel that Lynne has stated the City has a budget for. Each year, with the array of task's that the Street Department takes on there is always a need to add a person to the operation. For the past few years Rick has requested extra personnel to help with Street Department work. Although all items below are important for the public, the highlighted items are especially important. If a little is done on the front end, it saves the city a lot down the road.

In 2023 the following hours report shows the amount of work that was not able to get completed with current staff.

Catch Basin Repairs	520 Hrs.
Repair Man holes	360 Hrs.
Clean Dry Well on Woodward Ave.	1000 Hrs.
Install drain tile on Park Ave.	180 Hrs.
Storm outfall clearing	240 Hrs.
Spray Patching	960 Hrs.
Rubberize Crack Filling	2560 Hrs.
Line Painting	520 Hrs.
Bridge Repairs	360 Hrs.
Screen sweepings	160 Hrs.
Boom Mowing	400 Hrs.
Yard Waste	160 Hrs.
Sign work	680 Hrs.
Street Light repairs	240 Hrs.
Haul Wood Chips to Park Trails	960 Hrs.
Gravel Shoulders	1440 Hrs.