



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
November 6, 2017

Committee #2 met on Monday, November 6, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer, and Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer, City Planner/Transit Manager Jayson Smith, and City Clerk Bridget Givens.

Call to Order: 8:30 am

- 1. Open Session**
- 2. Discuss options for filling the City Planner/Transit Manager vacancy due to retirement. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer indicated that a meeting was held last week to discuss any potential changes to the job description, in addition to the possibility of having the West Central Wisconsin Regional Planning Commission (WCWRPC) administer the transit program. A proposal should be received within the next week or so for this service. Smith stated that someone at the City will still have to be a point person to take care of billing, fare cards, etc. as the City is the responsible party.

Discussion ensued relative to responsibilities of the City Planner. The Committee felt it would be beneficial to look at the organizational structure on a comprehensive basis to determine if potential shifts in responsibilities could be made. A meeting was scheduled for Friday, November 10th at 1:00 pm to discuss this item further.

No action taken.

- 3. Closed Session**
Motion by Monarski/Hull to go into Closed Session under Wis. Stats. Sec. 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 for Wastewater Operator candidate; and to include the Committee, Council Members, Mayor, Bauer, and Givens; may return to Open Session for possible action on Closed Session item.**

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

The Committee discussed item (a) above and a unanimous recommendation was made in Closed Session.

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

4. Adjournment

Motion by Monarski/Hull to adjourn at 9:02 am. All present voting aye, motion carried.

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

✂ 1.12 - CITY PLANNER . (Cr. #88-20)

The City Planner shall report directly to the Mayor. The duties of the City Planner shall include the customary functions of a City Planner, together with the operation of the transit office, which shall include the application for transit grants and the preparation of related reports.

1.18 - PLAN COMMISSION .

- (1) MEMBERSHIP. (Am. #81-23) The Plan Commission shall consist of the Mayor, who shall be the presiding officer; the City Engineer; president of the Parks, Recreation & Forestry Board; an alderman elected annually by a 2/3 vote of the members of the Council; and 7 citizens of recognized experience and qualifications who shall be appointed by the Mayor, subject to confirmation by the Council, for 3 year terms. One citizen member shall be either a member of the school district administration or school board. A citizen member shall not be an alderman. The members of the Plan Commission shall annually select a vice-chairman who shall be the presiding officer in the absence of the Mayor.
- (2) POWERS AND DUTIES. (Am. #91-18) The powers and duties of the Plan Commission shall be as prescribed by §62.23, Wis. Stats., except appeals shall be to the Board of Appeals under §17.45 of this Municipal Code.

 1.05 - APPOINTIVE OFFICERS .

- (1) ENUMERATED. (Am. #89-21; #97-16; #98-28; #2004-24; #05-27; #2012-18) The appointive officers of the City shall be, in addition to appointed members of boards and commissions and assistants to heads of departments, a City Engineer-Director of Public Works, City Clerk, Finance Manager/Treasurer, City Assessor, City Attorney, Chief of Police, Chief of the Fire Department, Utilities Manager, City Inspector, Health Officer, City Forester, Director of Parks, Forestry and Recreation and a City Planner.
- (2) METHOD OF SELECTION.
 - (a) The Chief of Police and the Chief of the Fire Department shall be appointed by the Board of Police and Fire Commissioners under §62.13(3), Wis. Stats.
 - (b) The City Attorney, Health Officer and City Planner and members of boards and commissions shall be appointed by the Mayor, subject to confirmation by the Council. (Am. #88-20)
 - (c) All other appointive officers shall be appointed by the Mayor, subject to confirmation by a 2/3 vote of the members elect of the Council.
- (3) TERM.
 - (a) The term of the City Attorney and Health Officer shall be for 2 years commencing May 1, 1979, and until their successors are selected.
 - (b) The terms of appointive members of Boards and Commissions shall be as set forth in the Municipal Code or, if none are stated, then as set forth in the Wis. Stats.
 - (c) As of June 8, 1978, all other appointive officers shall hold office for an indefinite term, subject to removal by a 2/3 vote of the Members-Elect of the Council.

City of Chippewa Falls Job Description

Job Title: City Planner
Department: Planning
Reports To: Mayor/City Council/Transit Board/IDC/BID
FLSA Status: Exempt
Prepared Date: 01-04-99
Salary Grade: 16

SUMMARY

Develops comprehensive plans and programs for utilization of land, transportation and public facilities of the City of Chippewa Falls and provides administrative and professional support to the Chippewa Falls Industrial Development Corporation by performing the following duties.

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

Coordinates and directs the development and implementation of all sections of the city comprehensive plan and cooperates with other affected departments or agencies in such development and implementation.

Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data.

Reviews and makes recommendations on zoning and subdivision matters heard by the City Plan Commission and City Council.

Confers with local authorities, civic leaders, social scientists, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Coordinates and develops effective work relations with other government agencies, civic groups, professional organizations, and the general public for implementation of city planning; and represents the city before civic and governmental agencies in explaining city planning policies and programs.

Serves as a technical advisor to the Mayor, City Council, Plan Commission, and department heads on planning, economic development, and transit related issues.

Researches necessary data and information and prepares grant applications for financial assistance from state and federal agencies.

Prepares and presents to the general public information and programs designed to further understanding of the planning process and the planning issues faced by the community.

Plans and develops the organization and methodology for planning projects.

Attends conferences and training sessions related to both planning, economic development, and transit to maintain awareness of the current state of the job.

Represents the City on the Metropolitan Planning Organizational Technical Advisory Committee, representing the city on both transportation and transit planning issues.

Provides technical advice to the Mayor, City Council, and department heads on the implementation of the City's Bicycle and Pedestrian Plan.

Administers the City's Industrial Land Sale Policy and maintains files and services each land sale transaction.

Acts as a liaison with the Chippewa Falls Main Street Program and assists in downtown redevelopment and revitalization initiatives.

Provides technical advice to the Mayor, City Council, and department heads on the implementation of the Tax Increment District #4 Plan and any subsequent TIF Districts (#4 #11)

Coordinates with the City Comptroller and City Attorney to provide administrative support for the Chippewa Falls Redevelopment Authority(RDA) including the administration of the Tax Increment Financing District Revolving Loan Fund(RLF).

Acts as the administrative staff for the Chippewa Falls Industrial Development Corporation and assists in community-wide economic development initiatives.

Directs and coordinates all the activities of the city transit network and serves as the technical advisor to the City Transit Board.

Does related work as required.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises a total of 12 employees in the Transit group. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining 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 below 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.

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network

environment. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in urban planning; and eight plus years related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

National development council certified economic development professional
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.

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 usually moderate.