



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
December 5, 2017

Committee #2 met on Tuesday, December 5, 2017 at 9:00 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, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Labor Attorney Steve Weld, and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Open Session

Motion by King/Hull to move Item #4 before Item #2 on the agenda. All present voting aye, motion carried.

4. Closed Session

Motion by Monarski/Hull 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 that require a Closed Session" to:

- (a) Discuss labor negotiation issues and strategy; and to include the Committee/Council Members, Mayor, Bauer, Weld, 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.

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

2. Discuss City Planner/Transit Manager job description. Possible recommendations to the Council.

The previous job description for the City Planner/Transit Manager was distributed along with a listing of proposed changes and additions to be combined into the original description.

The Committee discussed making changes to the Education/Experience section to remove the preference of a Master's Degree. The discussed changes will be incorporated and a final job description will be generated. It was also thought that the City could work with the West Central Wisconsin Regional Planning Commission if a project came up in the interim before a new City Planner is hired.

Motion by Monarski/Hull to recommend Council approve the City Planner/Transit Manager job description as amended. **All present voting aye, motion carried.**

3. Discuss proposal from Clifton Larson Allen to provide payroll services for the City of Chippewa Falls. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer received a proposal for payroll services from Clifton Larson Allen, the City's audit firm, in the amount of \$55/hour with a max annual cost of \$22,880. It is anticipated that the final cost will be considerably less than the estimate once they are past the learning curve.

Bauer has had conversations with the firm over the last few years of how to improve efficiencies and adequately distribute the work load in the Finance Department, while still taking into consideration separation of duties. Based upon these discussions, outsourcing payroll was thought to have the most time impact and be the most logical choice. Bauer also advised the Committee that an additional staff member was requested and not approved in 2016.

It was thought that Clifton Larson Allen would be a reasonable choice to provide the services as they are familiar with City staff and know the City's system. Bauer stated that this could be done on a trial basis beginning in February. Funding is expected to come from utilities and Finance Department pay differences.

Motion by Monarski/Hull to recommend Council approve the proposal from Clifton Larson Allen to provide payroll services for the City of Chippewa Falls subject to approval of Committee #1. **All present voting aye, motion carried.**

5. Adjournment

Motion by Hull/Monarski to adjourn at 9:37 am. **All present voting aye, motion carried.**

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

OLD

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.

Proposed
Changes/
Additions

Job Title: City Planner/Economic Development Administrator/Transit Manager
Department: Planning/Economic Development/Transit
Reports To: Mayor/City Council/Transit Board/BID/RDA/IDC

Position Summary:

Initiates, develops, directs, and supervises the development and implementation of all matters related to planning, economic development, and transit. Develops comprehensive plans and programs for utilization of land, transportation, and public facilities. Represents the City's economic development efforts to the community and to commercial/industrial prospects, performing high level administrative and technical functions relating to the City's economic development plans and efforts. Provides administrative and professional support to the Business Improvement District, the Redevelopment Authority of the City of Chippewa Falls, the Transit Board, and the Chippewa Falls Industrial Development Corporation. Responsible for the progressive development of the commercial, industrial, and residential areas of the City ensuring the planned, orderly development of the City. Requires strong interpersonal and communication skills, customer service mentality, and problem solving ability utilized for both internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides technical advice to the Mayor, City Council, and department heads on the administration and implementation of all Tax Increment District Plans. (Replaces current language that just refers to TIF #4)

Coordinates with the City Finance Manager... (Current language has City Comptroller).

Coordinates and directs the development and implementation of other desired special plans and planning proposals to direct growth and redevelopment within the City. (new)

Manages and coordinates economic development activities between the City and the Chippewa Falls Main Street Program, Chippewa County, the Chippewa Falls Area Chamber of Commerce, and the Chippewa County economic Development Corporation. (new)

Acts as contact/referral point for existing and prospective businesses needing information and/or assistance from the City. (new)

Serves as Secretary to the Redevelopment Authority of Chippewa Falls and the Business Improvement District Board of Directors. (new)

Coordinates City Loan programs and other forms of financial assistance geared toward economic development. (new)

Represents the City in negotiations with prospective commercial or industrial businesses in all aspects of providing City financial incentives. (new)

SUPERVISORY RESPONSIBILITIES:

Directly supervises one non-supervisory employee. Carries out... (revised)

CERTIFICATIONS, LICENSES, REGISTRATIONS:

National Development Council Economic Development Finance Professional or equivalent desired.
Valid Driver's License.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from a four-year college or university in urban planning required. Master's Degree in urban planning and /or public administration desired. A minimum of eight plus years related experience and/or training of increasingly responsible experience in planning and economic development with a municipality. American Institute of Certified Planners desirable. In addition to an urban planning degree, the applicant must have a working knowledge of principles, practices, and administration of economic development. (revised)

Final

City of Chippewa Falls Job Description

Job Title: City Planner
Department: Planning
Reports To: Mayor/City Council
FLSA Status: Exempt
Prepared Date: December 5, 2017
Salary Grade: 16

POSITION SUMMARY

Initiates, develops, directs, and supervises the development and implementation of all matters related to planning, economic development, and transit. Develops comprehensive plans and programs for utilization of land, transportation, and public facilities. Represents the City's economic development efforts to the community and to commercial/industrial prospects, performing high level administrative and technical functions relating to the City's economic development plans and efforts. Provides administrative and professional support to the Business Improvement District, the Redevelopment Authority of the City of Chippewa Falls, the Transit Board, and the Chippewa Falls Industrial Development Corporation. Responsible for the progressive development of the commercial, industrial, and residential areas of the City ensuring the planned, orderly development of the City. Requires strong interpersonal and communication skills, customer service mentality, and problem solving ability utilized for both internal and external customers.

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 administration and implementation of all Tax Increment District Plans.

Coordinates with the City Finance Manager 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).

Coordinates and directs the development and implementation of other desired special plans and planning proposals to direct growth and redevelopment within the City.

Manages and coordinates economic development activities between the City and the Chippewa Falls Main Street Program, Chippewa County, the Chippewa Falls Area Chamber of Commerce, and the Chippewa County Economic Development Corporation.

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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/EXPERIENCE

Degree from a four-year college or university in urban planning or public administration preferred. A minimum of four years related experience, or equivalent combination of education and experience, in planning and economic development with a municipality is desired. American Institute of Certified Planners designation or equivalent desirable. In addition to preferred degree, the applicant must have a working knowledge of TIF administration and the principles, practices, and administration of economic development.

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.

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Lynne Bauer

From: Anderson, April L. <April.Anderson@claconnect.com>
Sent: Thursday, September 21, 2017 9:44 AM
To: Lynne Bauer
Subject: Payroll Services

Lynne,

Below I have outlined our discussions on the payroll processing services and provided an hourly rate quote. Please review and let me know if the information summarized is correct and if you have any questions.

- Approximately 115 employees bi-weekly (with a little bit of seasonal fluctuation, plus a couple of special payrolls for Fire and Police)
- Each payroll week, timesheets would be submitted by 10am on Tuesday, processing would take place the remainder of the day Tuesday (and Wednesday morning if needed), with everything finalized to be remitted to the bank (after your approval) by 11am on Wednesday
- We would also complete the filing of state and federal taxes, along with quarterly/annual reports and W-2 processing
- Initially, this will be done onsite at City Hall, but with the potential of being done remotely in the future (if it agreed to be a feasible option for both the City and CLA)
- Estimated maximum amount of time would be 16 hours bi-weekly (expected that it'll take much less for one person concentrated solely on this task)

Our quote for these services is \$55/hour. If you take this at the maximum amount of hours we are estimating, this equates to \$1,760/month with 2 payrolls and \$2,640/month with 3 payrolls or \$22,880 annually. Again, this is what we would consider the max cost and per discussion with the specific individuals at CLA who process payroll for other entities, they expect it would take considerably less time than this estimate.

Please let me know if you have any questions or want to discuss this further.

April



April L. Anderson, CPA, Principal

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