



**MINUTES
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL POLICY & ADMINISTRATION
March 29, 2010
City Hall, Council Chambers**

Committee # 2 - Labor Negotiations, Personnel Policy & Administration - met on Monday, March 29, 2010 at 5:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Attendees: Brian Flynn, CW King, Jason Anderson, Greg Hoffman, Lynne Bauer, Nancy Flynn, Julie Marshall, Bill Faherty, Dick Hebert, Cynthia Schmidt, Ralph Couey, Rory Smuhl, Connie Freagon

Call to Order: 5:00PM

Items of business to be discussed or acted upon at this meeting are shown on the agenda below:

- 1. Discuss City of Chippewa Falls Class A liquor license quota with possible recommendations to the Council.**
No action taken.
- 2. Discuss timeframe for interim administrator services currently provided By Forrest & Associates with possible recommendations to the Council.**

Motion by King/Flynn to recommend to council to request services on an as needed basis, authorized by the mayor prior to contact, billed in 1/10 of an hour increments at the same rate as current contract states.

King – Aye
Flynn – Aye
Anderson – Aye
Motion passed.

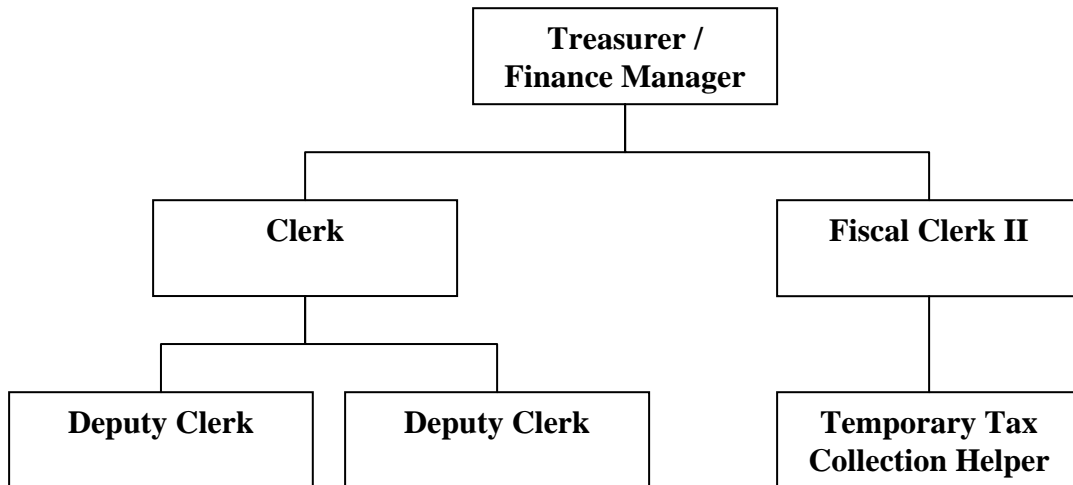
- 3. Discuss process of developing and implementing a clerical support pool with possible recommendations to the Council.**

Department heads are going to meet and review clerical needs for each department. Then they can start looking at plans for cross functioning. They will report back to Committee 2 on April 19th at 5:00 PM.
No action taken.

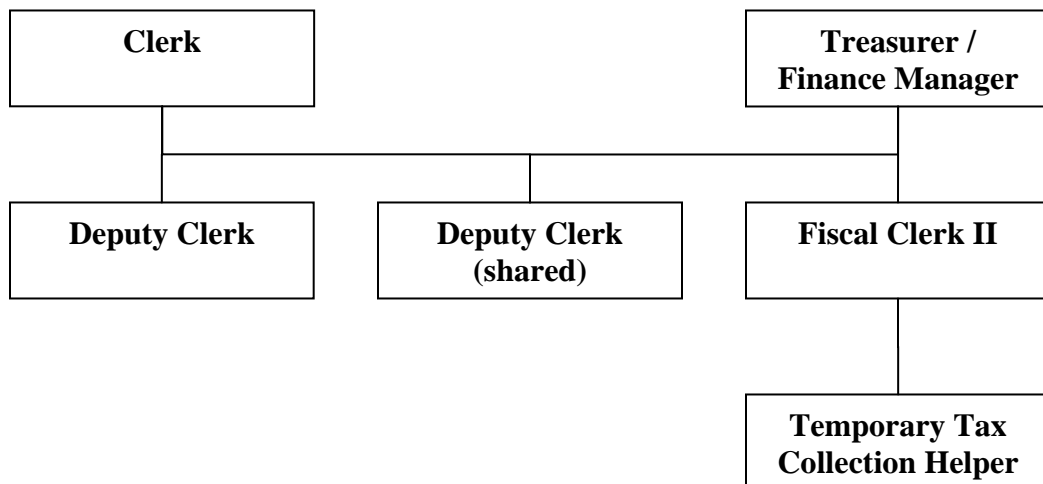
- 4. Discuss modifying City Clerk/Treasurer/Finance Manager position into two separate positions with possible recommendations to the Council.**

Positions will be separated into Clerk and Treasurer/Finance Manager. Bill Forrest and Lynne Bauer worked on this some and had two structure options that were presented.

Option 1:



Option 2:



After discussion the committee thought Option 1 fit more with the goals of restructuring and focus was on that structure. Lynne Bauer presented the old Comptroller job description to the committee and discussed details of the Treasurer/Finance Manager position. After reviewing the comptroller info, the Committee asked Lynne to combine that description into the current Finance Manager Description (what is left after removing the Clerk's functions from it). The committee asked Lynne to bring that new document to the next Committee 2 meeting which after some discussion the Committee hoped to make Thursday a joint meeting with Committee 1 so financials could be considered as discussion took place. Lynne will also bring the financial impacts of the changes being considered to that meeting.

No action taken.

5. Adjournment

Motion by Flynn/King to Adjourn. All voted aye. Adjourned at 5:55PM

Minutes submitted by Jason Anderson - Chair