



MINUTES
Committee of the Whole
March 15, 2010

Committee of the Whole met on Monday, March 15, 2010 at 6:04 PM at City Hall, Council Chambers, 30 West Central Street, Chippewa Falls, WI.

Council Members: Mike Dahlby, Brian Flynn, CW King, Jason Anderson, Jane Lardahl, Susan Zukowski

Attendees: Bill Forrest, Lynne Bauer, Rick Rubenzer, George Hobbs, Rory Olson, Paul Lasiewicz, Jayson Smith, Chuck Cyr, Bill Faherty, Dick Hebert, Julie Marshall, Lynn Kuechenmeister, Chuck Goettl, Tom Larson, John Liddell, Glen Zwiefelhofer

1. Discuss with Department Heads and City employees reorganization and restructuring options, including background information on this project and the reasoning and intent of motions from the March 1 Committee of the Whole meeting. Possible recommendations to the Council.

Staff was provided the list of April 2006 priorities at the department head meeting last week. They will focus on providing a status update to the council in April.

Intent of purchases of goods and services was to capture purchasing of supplies in an effort to understand the commonly purchased goods and services in order to identify what is being purchased in order to move to a centralized purchasing system and/or working with other group purchasing organizations in order to allow us to gain efficiencies in buying power. Looking at continuous purchase items, not necessarily one-time purchases. Included in this is identifying items that are being purchased with other groups (example: Chippewa County and the Street Department buy cleaning supplies). Further discussion questioned the amount of time that would be utilized in trying to gather this information. As discussions pursued, the direction was provided to the Department Heads that the Council would like to have the Department Heads make a priority of reducing spending through working on joint/consolidated purchasing.

Clerical support staff – be able to cross-train staff, utilize skill sets as best as possible and provide the right amount of support for all departments.

Asset list – intent is to be able to manage and share assets across departments and schedule the use of equipment across departments. Request the Department Heads develop a list within reason, don't need to account for every hammer. Lynne provided a list of assets maintained by the City based on insurance requirements. Department Heads are to focus on developing an asset management & replacement plan in conjunction with the budget process.

Street Manager and Park Director develop cross-function teams – intent is to try to build a cross-functioning team as resources in both areas are limited. Some discussion has begun at the Committee 2 level and there have been questions

that have arisen on the side of Unions, pay structures, hours of operation, etc. Discussions at the Committee level will focus on having all Street and Park workers report to a single manager and what our timeline for consolidation into a single department should be. Committee 2 will continue to discuss with the Street and Park department. Jason Anderson sees a position of a “planner/scheduler” who would coordinate the work tasks within both departments, assigning resources to jobs based on timelines and deadlines. Currently they are working together on snow plowing, roofing, and mowing grass. They are currently doing some of it and Glen and Bill are continuing to work on their communication and coordination. Issues they are facing today are wages and classification/skill levels. The City Attorney has previously advised Glen that they have to pay employees that are paid lower than street workers at the lowest street worker pay. Glen and Bill will continue to work on priorities within their departments. The Council and the Mayor will continue to explain to the community that services may not be able to be completed in a manner as timely as possible because of limited resources.

Software options for a workflow system

Modifying City Clerk/Finance Manager position into two separate positions. Intent is to be exploring options for structuring the city in a mechanism different than with a City Administrator leading. Committee 1 will review once Committee 2 has a full recommendation available for review.

2. Adjournment

Motion by Anderson/Dahlby to adjourn. All present, voting aye, motion carried.
Adjourned at 7:30 pm

Minutes Submitted by:
Susan Zukowski, Chairman