



BARGAINING COMMITTEE

July 17, 2018
6:00 p.m.

Civic Center
East Committee Room

Roll Call:

Alderspersons Brickner, Drew, Wattawa

1. Call to Order
2. Minute Approval
 - June 5, 2018 - [Bargaining Minutes 06-05-2018](#)
3. Discussion and Action Items:
 - Filling of vacant Highway Superintendent position - [job description of highway superintendent 2018](#)
 - Memorandum of Understanding Between the City of St. Francis and the Fire Chief Nicholas Poplar - [Fire Chief MOU 2018](#)
4. Adjourn

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

NOTE: There is a potential that a quorum of the Common Council may be present.

Minutes of the Bargaining Committee Meeting Held June 5, 2018

Present: Alderperson Drew and Wattawa

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker, City Attorney Alexy, Alderwoman Schandel, Alderman Damon

Excused: Alderman Brickner

Alderman Wattawa called the meeting to order at 6:02 p.m.

Moved by Alderman Drew, seconded by Alderman Wattawa to place on file the minutes of the Bargaining Committee meeting held May 1, 2018. Motion carried.

Discontinuation of UNUM Policy #347960-001

City Administrator Johnsrud stated that this is a long term disability policy that was written in 1990. About a year ago, Employee Trust Fund through the State of Wisconsin offers Income Continuation Insurance. That insurance is better, and there is a premium holiday. The City did start that coverage in January, 2017. The recommendation is to cancel the UNUM policy, as it costs the City approximately \$1300 per month. Employees can also elect to purchase more coverage with the ICI through ETF.

Moved by Alderman Drew, seconded by Alderman Wattawa to not renew the UNUM Policy #347960-001. Motion carried.

Moved by Alderman Drew, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 6:07 p.m.

**City of St. Francis
Job Description**

Highway Superintendent

Department: Public Works—Highway Department

Classification: Non-exempt

Reports To: City Engineer/Director of Public Works

Salary: 65,784 (2018) DOQ

Council Approved:

GENERAL DESCRIPTION OF DUTIES:

The Highway Superintendent shall be responsible for the administration of and shall have general charge and supervision of all maintenance, repair, and construction of streets, alleys, curbs and gutters, sidewalks, street signs and house numbering, and traffic control devices, signs and marking and such other duties as assigned.

ESSENTIAL DUTIES:

1. Administration of and supervision of all maintenance, and repair of public work's activities
 - Streets
 - Alleys
 - Curbs and gutters
 - Sidewalks
 - Signs and markings
 - Snow and ice control
 - Drop off recycling – yard waste, oil, batteries, tires
 - Storm and sanitary sewers
 - Parks
 - City trees
 - Job safety
 - Highway Department equipment
2. Schedule, staff and assist as needed for all Highway Department projects.
3. Schedule and supervise all contractors performing work for the Highway Department.
4. Prepare daily/weekly work schedules to be reviewed by City Engineer/Director of Public Works and report daily to the City Engineer/Director of Public Works.

SUPERVISION RESPONSIBILITIES:

Directly oversees eight full-time employees, 4 part-time employees and 4-8 summer seasonal employees. Must be available for call-in responsibilities as needed. Carries out responsibilities in accordance with the organization's policies and applicable laws; responsibilities include but are not limited to: training employees; planning, assigning and directing daily work; addressing complaints and resolving problems with residents. Must be able to maintain a budget and work with the City's purchasing system. Position also requires acting as an equipment operator or laborer as needed.

EDUCATION, EXPERIENCE and QUALIFICATIONS:

1. High school degree or G.E.D. required.
2. A minimum of seven years of recent experience in a municipal setting three of which should be supervisory is required. An Associate's Degree in Public Works Management or related field will be considered in lieu of supervisory experience.
3. Possession of a valid Wisconsin Commercial Driver's License with Class B, C, D endorsements.
4. Ability to read and interpret documents such as construction plan, safety rules, operation and maintenance instructions and procedure manual
5. Ability to write routine reports and correspondence
6. Ability to speak effectively, professionally, politely and respectfully before employees of the organization or groups of residents even in response to vocal and hostile complaints
7. 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.
8. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
9. Ability to use a computer proficiently i.e. communicates via email, create and maintain computer records using Word, Excel, and Outlook, etc.
10. Familiar with methods, techniques, materials and equipment used in public works maintenance, repair, operations and construction practices.
11. Familiar with occupational hazards, safety equipment and safe working practices associated with public works activities.
12. Have knowledge of the operation of wastewater and surface water sewer systems.
13. Use 4 foot level and measuring tape.
14. Ability to instruct others in the proper use of equipment and to abide by departmental policies and procedures.
15. Log necessary records neatly.
16. Establish and maintain effective working relationship with those contacted in the course of work.
17. Responsibly ensure daily maintenance of equipment operated.
18. Ability to operate equipment, day or night, in poor conditions such as fog, rain, ice and snow as needed.
19. Ability to work under stressful conditions for long periods of time.
20. Assist in and work during parades, festivals, etc.
21. Responsible for cleanliness, security and maintenance of all equipment assigned to him/her.
22. Ability to work independently and to function with no supervision.

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.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or more up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

EQUIPMENT TYPICALLY USED:

SUPERVISION TYPICALLY PERFORMED

Dump Trucks	Street repairs performed by staff or others
Pickup Trucks	Snow removal/salt operations city-wide
Vans	Pump flooded areas
Vac-all Trucks	Tree maintenance, removal, planting
Loaders	Sign maintenance, installation, removal
Snow Plow	Snow fence installation and removal
Sewer-jet	Leaf collection
Grader	Catch basin cleaning
Backhoe	Sanitary sewer cleaning
Roller	Paint striping
Mower	Ditch maintenance
Brush Chipper	Shoulder maintenance
Paint Striper	Emergency response
Street Sweeper	Park maintenance
Auger	Garbage/recycle enforcement
Air Compressor	Yard waste recycle center
Pumps	Equipment repair
Skidster/ToolCat	Brush removal estimates
Chain Saws	Street sweeping
Tailgate Paver	General appearance of City (collection of loose garbage, dead animals, unkempt properties, etc.)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ST. FRANCIS
AND THE
FIRE CHIEF – NICHOLAS POPLAR**

Fire Chief shall be granted flexibility in work schedule to include possible 24 hour duty shifts within a standard forty (40) hour work week. Fire Chief may operate under the Fire Department work rotations to foster operational and budgetary efficiency. Fire Chief shall earn flexible time for all hours worked in excess of 40 hours in a work week to a maximum accumulation of sixty-four (64) hours in accordance with 5.7 of the Employee Policy Manual. Flexible time has no cash value and may only be used for additional time off.

Should the City of St. Francis decide to terminate its Fire Department and enter into an agreement with any third party to provide Fire Protection and/or EMS services, the City would guarantee the Fire Chief's employment within the new Fire/EMS service provider in an administrative firefighting operations position (i.e. battalion chief, deputy chief, or similar) with a flexible or rotating 24 hour shift schedule. The City would continue to honor the Fire Chief's wages, schedule, and benefits as outlined in this MOU and the City of St. Francis Employee Policy Manual until transfer of employment to the new Fire/EMS service provider.

Should the City of St. Francis decide to merge/consolidate its Fire Department, the City would guarantee the Fire Chief's employment within the new merged/consolidated department as an administrative firefighting operations position (i.e. battalion chief, deputy chief) with a flexible or rotating 24 hour shift schedule. The City would continue to honor the Fire Chief's wages, schedule, and benefits as outlined in this MOU and the City of St. Francis Employee Policy Manual until transfer of employment to the new merged/consolidated Fire/EMS service provider.

This MOU does not supersede any other term or condition of employment as determined and revised, from time to time, within the Employee Policy Manual and by resolution or ordinance of the St. Francis Common Council.

Made and entered into between the City of St. Francis, Wisconsin and Nicholas Poplar, Fire Chief this 17th day of July, 2018

Nicholas Poplar
St. Francis Fire Chief

Steve Wattawa
Alderman – Chairperson – Bargaining
Committee

Don Brickner
Alderman – Bargaining Committee

Brian Drew
Alderman – Bargaining Committee

Mark Johnsrud
City Administrator