Organizational Meeting of the Common Council
Tuesday, April 19, 2016, at 5 p.m.
Council Chambers, City Hall

1. Call Meeting to Order at 5:00 p.m. by Mayor
2. Pledge of Allegiance
3. Roll Call
4. Oaths of Office (Mayor to note Oaths have been taken for):
    - Alderperson – At Large
    - Alderperson – At Large
    - Alderperson – District 2
    - Alderperson – District 4
5. Election of Common Council Officers:
    a. President
    b. Comptroller
6. Appointment of Deputy Comptroller by Comptroller
7. Appointment by Mayor of Parliamentarian
8. Election of Council Member to:
    a. Plan Commission (Note: Mayor is Chairperson)
9. Appointment by Mayor (Confirmed by Council) of Council Members to:
    a. Ambulance Commission
    b. Historic Preservation Commission
    c. Library Board
    d. Parks and Recreation Board
    e. Design Review Committee
    f. Utility Advisory Board
    g. Housing Authority
10. Appointments of Other City Officials (Mayor w/Council Confirmation)
    a. City Health Officer
    b. City Forester
11. Resolution Designating Public Depositories for Public Monies Held by the City of River Falls
12. Resolution Approving Updates to City Administrator Job Description
13. Discussion of Conduct of Meetings – City Administrator
14. Review of Open Meetings Laws/Ethics – City Attorney
15. Report on Organizational Updates
16. Report on Boards, Commissions, and Committees
17. Set Date for Board of Review – May 19, 2016, 9-11 a.m.

ADJOURNMENT

Post: City Hall, Library, PSB 4-8-16; Publish: River Falls Journal 4-14-16

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Lu Ann Hecht, City Clerk

DATE: April 19, 2016

TITLE: **Public Depositories**

RECOMMENDED ACTION
Approval of the resolution will establish public depositories for the City of River Falls, per state statutes.

BACKGROUND
Approval of the public depositories is done annually at the organizational meeting. Included in the list are the local banks that may be used for investments, checking or savings accounts. The Hometown Bank in Fond du Lac is used by the ambulance and fire billing service as a clearing account for deposits and monthly payments. The BMO Harris Trust account is used for managed long term investments, and the Wells Fargo account is used for purchasing card transactions.

The City's operating and payroll accounts are at Security Financial Bank.

FINANCIAL AND OTHER CONSIDERATIONS
None

CONCLUSION
Staff recommends approving the resolution for the City's depositories.

RESOLUTION NO.

**DESIGNATING PUBLIC DEPOSITORIES
FOR PUBLIC MONIES HELD BY
THE CITY OF RIVER FALLS, WISCONSIN**

WHEREAS, the City Treasurer, as custodian of public monies of the City of River Falls, regularly deposits said monies in the following depositories; and

WHEREAS, Section 34.05, Wisconsin Statutes, provides that the governing body shall, by resolution, designate public depositories, organized and doing business under Wisconsin or United States laws and located in Wisconsin, in which the Treasurer shall deposit said monies; and

WHEREAS, the Municipal Code of the City of River Falls provides that the City Treasurer shall also invest funds not immediately needed pursuant to Wisconsin Statutes; and

WHEREAS, it is the express intention of the City to maximize its investments and interest obtained therefrom by allowing each eligible local financial institution to compete for such investments.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of River Falls that the following financial institutions be and the same are hereby designated as public depositories for the City:

First National Bank of River Falls
Hometown Bank-Fond du Lac
BMO Harris Bank-River Falls
BMO Harris Trust Company-Milwaukee
River Falls State Bank
Security Financial Bank-River Falls
State of Wisconsin Pooled Investment Fund
Wells Fargo Bank

Dated this 19th day of April, 2016.

_____
Dan Toland, Mayor

ATTEST:

_____
Lu Ann Hecht, City Clerk

MEMORANDUM

TO: Mayor Toland and City Council

FROM: Scot Simpson, City Administrator

DATE: April 19, 2016

TITLE: **City Administrator Job Description Updates**

BACKGROUND

As part of each employee's annual review process, supervisors are directed to review the job description for their employees. The City Administrator's job description should also be reviewed annually to ensure consistency of expectations by the Mayor, Council, and City Administrator. Additionally, as part of the review of Administration Department position descriptions and the modified Communications Manager currently under recruitment, a few opportunities for update were also discovered.

DISCUSSION

The functions and duties of the City Administrator are codified in Section 2.10.040 of the City Code. To better align the duties outlined there and those reflected in current practice, the following amendments were made to the attached City Administrator Job Description:

- Establish the City Administrator as the Chief Public Information Office for the City – aligned with Section 2.10.040(A)(9) responsibilities.
- Change the City Administrator from Human Resources Director to the Chief Personnel Office for the City – aligned with Section 2.10.040(C), current practice, and consistent with the hire of Human Resources Director in 2012.
    - "Essential Functions" were also updated to reflect the shift in responsibilities.
- Requires the City Administrator to attend meetings of the Plan Commission and Utility Advisory Board as necessary, as opposed to quarterly – this better reflects the current expectations for priorities of the City Administrator.

Other minor revisions were made to update references within the document.

CONCLUSION

I ask that the Mayor and Council consider the attached amendments to the City Administrator Job Description.

CITY OF RIVER FALLS, WI
JOB DESCRIPTION

JOB TITLE: CITY ADMINISTRATOR

DIVISION: General Government **DEPARTMENT: Administration**

REPORTS TO: Mayor

APPROVED: 11-17-08 **AMENDED:**

POSITION SUMMARY:

This is a senior management position in which a person: (1) represents the Mayor in coordinating and monitoring the administration of municipal policies, programs, and services; (2) serves as an agent of the Common Council in coordinating and monitoring the administration of municipal policies, programs, and services; (3) functions as Chief Administrative Officer and performs all lawful duties assigned by City ordinance, Common Council resolution or executive order; (4) serve as the Chief Public Information Officer for the City; (5) supervises the City department heads in accordance with the law and (~~5~~6) serves as ~~Human Resources Director~~Chief Personnel Officer in accordance with state statutes, municipal ordinances, and Federal Labor Standards Act guidelines.

The City Administrator serves under the direction of the Mayor; as statutory Chief Executive Officer, the Mayor directs the activities of the City Administrator in carrying out the duties and responsibilities assigned to the position.

The City Administrator must be able to work with minimal supervision and exercise independent judgment in most procedural matters but seek direction from the Mayor and Common Council on substantive matters related to administration of municipal policies, programs, and services.

ESSENTIAL SKILLS AND JOB-RELATED EXPERIENCE NEEDED:

Comprehensive knowledge of the organization, purpose, and functions of cities under the provisions of Chs. 62 and 66, Wis. Stats., and related State laws.

Comprehensive knowledge of the duties and functions of a Common Council and other boards, commissions, and committees created to advise the Common Council, to set policy, or regulate City activities.

Comprehensive knowledge of City offices required or made optional under state law and the authority and responsibilities vested in each.

Advanced knowledge of financial management in municipalities, including fund accounting consistent with policies and rules set by state agencies, and generally accepted accounting principles.

Advanced knowledge of tax increment financing and other programs to promote economic development; ability to cooperate with local economic development agencies on potential clients; and experience with community development activities.

Advanced knowledge of planning, budgeting, and financial management for capital improvement projects.

Advanced knowledge of purchasing principles and practices, including statutory and municipal requirements governing competitive bidding for public works projects.

Comprehensive knowledge of principles and accepted practices associated with the investment of fund balances; basic knowledge of investment practices permitted under state law.

Advanced knowledge of personnel management principles and practices, including employee selection, training, evaluation, discipline, wage, and salary administration.

Comprehensive knowledge of state and federal laws governing fair employment practices and non-discrimination.

Comprehensive knowledge of state laws governing public official misconduct, ethics, liability, the conduct of meetings by governmental bodies, and access to public records.

Ability to read and correctly interpret instructions issued by federal and state agencies for meeting requirements governing municipal operations.

Ability to write clear, concise reports and correspondence needed in the day-to-day administration of City affairs.

Ability to communicate in an effective and diplomatic manner with City officials, representatives of other governmental units, media representatives, residents, other individuals, and groups seeking information or assistance.

Ability to develop administrative policies and procedures.

Ability to plan, organize, coordinate and, as authorized to do so, direct the activities of subordinates.

Ability to work with and follow instructions and perform tasks assigned by the Common Council and Mayor.

SPECIAL QUALIFICATIONS REQUIRED OR DESIRED:

Graduation from an accredited four-year college or university with an academic major in accounting or finance, business administration, public administration, or a closely allied discipline is required, with a Master's Degree preferred.

Five or more years of satisfactory performance in an administrative and/or financial management position in business, industry, or government is required, with preference given to those who served in a similar sized community. In addition, an understanding of Wisconsin municipal law and operations is deemed to be beneficial.

Competence in the use of microcomputers and software used in word processing, database management, financial management, and accounting is required.

A valid Wisconsin motor vehicle operator license is required.

ESSENTIAL FUNCTIONS TASKS ROUTINELY PERFORMED:

Unless excused, attend all Common Council meetings and report on matters of concern requested by the Council; provide advice and recommendations to the Council as requested; carry out lawful policies and decisions adopted by the Council that do not conflict with responsibilities or authority of other City officers; provide administrative support needed by the Common Council.

Attend, ~~on at least a quarterly basis~~as necessary, meetings of the Plan Commission and Utility ~~Commission~~Advisory Board; attend such other committee, commission, and board meetings, as well as meetings of the state, Pierce and St. Croix Counties, and other municipalities as are required of him or her by the Common Council or which will assist the Administrator in the performance of his or her job duties and functions.

Coordinate, as directed by the Mayor and Common Council, City policies, plans, and programs with the heads of City departments and, as necessary, with representatives of other units of government; represent, as directed or authorized, the interests of the City at public hearings or the meetings of other governmental bodies.

Serve as the fixed point of referral in answering inquiries or requests for assistance from City officials, employees, City residents, business firms, representatives of other governmental units, the media and others seeking information or help on matters related to City affairs.

Assist and provide direction to the Finance Officer in monitoring the receipt and disbursement of funds; inspection of financial records and preparation of reports; monitoring cash flow and investments; monthly and periodic financial reporting; budget to actual reports for expenditures and revenue and debt management. In order to provide checks and balances, the Administrator shall perform auditing of all investments made by the Finance Officer.

Function as Chief Personnel Office; supervise the Human Resources Director; ~~coordinate changes in position descriptions; serve as department head contact regarding all personnel matters;~~ serve on City's negotiating team, providing information and advice on personnel-related matters, represent City in responding to grievances or other matters related to the Collective Bargaining Agreements; ~~be responsible for the recruitment, screening, testing, selection, hiring, post-entry training, promotion, discipline, and separation of all City employees to ensure compliance with applicable laws and City policies; oversee all state and federal payroll reporting requirements for all payrolls, including federal and state withholding, quarterly and annual withholding reporting; retirement, deferred compensation, and unemployment; maintain or direct

~~the maintenance of all confidential and non-confidential personnel documentation, including necessary updates in the automated payroll system; submit or assure submission of all forms related to workers' compensation claims and serve as liaison with the City's designated workers' compensation insurance carrier to monitor outstanding claims; submit health insurance documentation and serve as liaison with providers to resolve issues related to enrollment and/or claims;~~ monitor the compensation and employee benefits program, make periodic reports and recommendations to the Common Council; serve as City Affirmative Action and Equal Opportunities Officer to ensure compliance with federal and state laws, as well as City ordinances and policies, governing employment and compensation.

Under the direction of the Mayor, assist in the development and monitor the administration of the City's long-range Comprehensive Plan; advise and recommend courses of action to the Common Council as well as to other City boards and committees affected by policies and programs reflected in the plan; obtain and coordinate outside assistance on financial or technical aspects of the plan as required or directed by the Council.

Review, determine the likely effects of, and advise the Mayor and Common Council of new laws and administrative rules affecting City programs and services; changes in aids, shared taxes or other intergovernmental transfers; financial accounting and reporting requirements; levying and collection of taxes; licensing requirements and related matters; bring changes to the attention of the Common Council and other officials affected.

Develop, with directives from the Mayor and Common Council, the City's annual operating budget; work with Finance Officer to distribute budget prep documentation; direct staff in inputting of budget request into financial accounting system; prepare all salary and benefit documentation for inclusion in the budget; recommend fiscal policies and procedures for proposed City operations and capital improvements based on projected revenues from federal, state, county, and local sources; prepare budget public hearing notice, budget ordinance and documentation related to the presentation of the budget at the annual budget hearing; assist Finance Officer in preparation of tax roll; administer operating budget and capital improvement program adopted by the Council, reporting periodically or as needed on matters related to revenues and expenditures.

Undertake special projects as directed by the Mayor and/or Common Council.

Perform such other and further tasks and functions beyond those set forth herein as may be required by the Common Council whether on a permanent or temporary basis.

Subject to the directives of the Mayor and in coordination with the Chief of Police, Fire Chief and Utility ~~Manager~~Director, act as the Chief Administrative Officer of the City in the event of a civil emergency or natural disaster.

Perform such other and further tasks and functions as are set forth at Ch. ~~10.04~~2.10 of the City Code.

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED:

Tasks are usually performed while seated at a desk or table and require a capacity to intermittently sit, stand, walk, and bend and the capacity to lift objects weighing up to 50 pounds is also required; equipment requiring a moderate to high level of manual dexterity is routinely used.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:
Work is usually performed in an office or meeting room that may be moderately noisy.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED:
Microcomputer and printer, calculator, copier, and FAX machine.

CITY RESIDENCY REQUIRED:
The City Administrator shall establish residency within the corporate limits of the City of River Falls within one (1) year of the date of his or her appointment to said position.

The Common Council reserves the right to modify this job description from time to time by adding or subtracting job functions or duties in the best interests of the City.

City of River Falls Organizational Chart – Staffing April 12, 2016

Legend
TP: Temporary
PT: Part Time
FT: Full Time
VT: Volunteer

Voters of the City of River Falls

Mayor and Common Council

City Administrator
Scot Simpson

Planning Commission | Park & Recreation Advisory Board | Board of Appeals | Extraterritorial Board of Appeals | Extraterritorial Zoning Committee | Historic Preservation Commission | Utility Advisory Board

City Attorney (contract)

Communications Manager
Mary Zimmerman

Executive Assistant
Kristi McKahan

Management Analyst
Ray French

TP Management Analyst Fellows (2)
Keri Schreiner
Brent Buesking

Police and Fire Commission

Ambulance Commission

Library Board

Judge

Executive Team

Fire Chief
Scott Nelson

Chief of Police
Gordon Young

Finance Director/ Assistant City Administrator
Julie Bergstrom

Human Resources Director
Karen Bergstrom

Community Development Director
Buddy Lucero

Operations Superintendent
Terry Kusilek

Director of Operations

Library Director
Nancy Miller

Management Team

Deputy Police Chief
Jon Aubart

EMS Director
Jeff Rixmann

City Clerk
Lu Ann Hecht

Accounting Manager/Customer Service Supervisor
Jody Nichols

IT Coordinator
Mike Reardon

Public Works Supervisor
Tom Schwalen

Assistant Com. Dev. Director
Amy Peterson

Recreation Manager
Cindi Danke

Lead Water Works Operator
Greg Koehler

City Engineer
Reid Wronski

Electric Superintendent
Wayne Siverling

Wastewater/Water Superintendent
Ron Groth

Conservation and Efficiency Coordinator
Mike Noreen

Utilities Director
Kevin Westhuis

PT Utility Program Coordinator
Rhonda Davison

Administrative Assistant
Kristi Hampton

Supervisors/Leads

Police Services Supervisor

Police Sergeant (4)
Scott Bangert
Denton Anderson
Matthew Kennett
Jeff Sather

Critical Care Paramedic/Training Officer

Lead Journeyman Lineperson

WWTF Lead Operator
Bill Swensen

Youth Services Librarian
Monica LaVold

Adult Services & Circulation Librarian
Heather Johnson

Reference/ Technology Librarian
Kim Kiiskinen

Technical Services Librarian
Jon George

Volunteers/ Contracts

Volunteer Fire Fighters

Casual Police Reserves

Volunteer Paramedics/EMTs (40)

Casual Election Inspectors

City Assessor (Contract)

RFC-TV Volunteers

Janitorial (Contract)

Casual Production Assistant

Recreation Seasonal

PT Seasonal Staff

GIS Technician (Contract)

Energy Services Representative (WPPI Contract)

Library Volunteers

Fire

Police

Investigation, Youth, Support Services

Police Officer/ Investigator (3)
Chuck Golden
Jennifer Knutson
Ryan Miller

Police Officer/ School Liaison Officer
Chris Gotthedsen

Police Services Specialist
Ailene Splittgerber
Kim Fischer

PT Police Services Specialist
Wanita Caskey

PT Community Service Officer
Bill Rasmussen

Patrol

Police Officer (13)
Travis Rudesill
Bryant Ekstrom
Logan Dohmeier
Bryan Jensen
Paul Jensen
Chris Kober
Greg Lotze
Kevin Moore
Thomas Overland
Beth Posel
Steve Thomas
James Walker
Kyle Youker

Administration/Finance

Ambulance

Paramedic (8)
Garrett Gill
Katy Frey
Derek Merriam
Andrew Turner
Tobias Oehler
Benjamin Duval

PT Paramedic (6)
Natalie Kranig
Rodney Hillskotter
Holly Mitchell
Steven Boos
Debra Scheunemann
Dmitriy Yablochkin

Casual Paramedic (2)
Amanda Brown
Crystal Thome

Casual Paramedic (1)

PT Administrative Assistant
Pamela Hill

Clerk

Deputy/Account Clerk
Bridget Hieb

Customer Service Representative (3)
Melinda Johnson
Debbie Moody
Cindy Campbell

Accounting

Accountant
Tracy Biederman

Account Clerk (2)
Kelly Parmeter
Russ Swanson

IT

PT Production Assistant
Dennis Hildreth

Human Resources

Human Resources Coordinator
Michelle Heinze

PT HR Assistant
Rhonda Davison

Buildings

Public Works Maintenance Lead
Ken Thill

Community & Economic Development

Planning & Neighborhood Services

City Planner
Tony Steiner

Building Inspector/ Code Enforcement Officer
Dave Hovel

Development Assistant
Angie Bond

TP Planning Intern
Jason Blatz

Recreation

PT Recreation Assistant
Brenda Rundle

Public Services

Operations (Streets, Parks, Water, Fleet)

Public Works Maintenance Lead
Pat Yunker

Public Works Maintenance Lead
Irv Peskar

Mechanic Lead
Ray Curtis

Public Works Maintenance (5)
Jon Killian
Joe Killian
Scott Jensen
John Kusilek
Nate Croes

Water Meter Technician
Don Hill

Water Works Operator Certified
Jeff Crook

Mechanic
Bob Schwalen

Water Works Operator
Jacob McNabb
Luke Harris

Engineering & Project Management

Senior Civil Engineer
Crystal Raleigh

Civil Engineer

Engineering Technician
Tamarra Jaworski

TP Engineering Intern
Jacob O'Brien

Utilities

Electric

Journeyman Lineperson (4)
Jeff Ploeger
Dan Treichel
Tim Wiste
Randy Nyhagen

Lineperson Apprentice
Logan Snyder

Journeyman Electric Meter Technician (2)
Brian Hatch
Virgil Johnson

WWTF

WWTF Lab Technician
Paul Ahlborn

WWTF Operator Certified

Library

Event Coordinator Library
Katie Chaffee

Lead Library Aide
Cilo McLagan

PT Library Aide (9)
Ellen Fredrich
Jennifer Keene
Alice Olson
Lori Gonzalez
Colleen Schreiber
Terry Swineburne
Kenneth Thatcher
Wendy Tokheim
Rebecca Prendergast

PT Library Pages (4)
Brianna Bechel
Joe Gehler
Dustin Koski
Maya Peterson

Municipal Court

PT Municipal Court Clerk
Lori Gutting

PT Deputy Municipal Court Clerk
Cindi McKahan

Revised
04-12-16

Projected New Positions/Recruitments
Spring 2016-Summer 2016

Critical Care Paramedic/Training Officer | Police Services Supervisor | Lead Journeyman Lineperson | Civil Engineer | Casual Paramedic (1) | WWTF Operator Certified