

**NOTICE OF PUBLIC MEETING**

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**

**Will be held on Tuesday, December 29, 2015 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

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

1. **Open Session**
2. **Discuss NR114 Code Revisions, revised certification requirements and associated compensation for Wastewater Treatment Plant employees. Possible recommendation to the Council.**
3. **Review updated job description for the Civil Engineering Technician position and discuss request to fill the position. Possible recommendation to the Council.**
4. **Review updated Water Service Maintenance position job description and discuss adding an additional Water Service Maintenance position. Possible recommendation to the Council.**
5. **Discuss request to fill Street Department Heavy Equipment Operator position. Possible recommendation to the Council.**
6. **Discuss request to fill the Recreation Supervisor position. Possible recommendation to the Council.**
7. **Discuss compensation increase for non-represented City employees. Possible recommendation to the Council.**
8. **Contemplated 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" to:**
  - A) **Discuss labor negotiation issues and strategies; May return to open session.**
9. **Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on December 23, 2015 at 2:00 pm by BNG.



## NR114 Code Revision Operator Certification Conversions

All subclasses will be converted as follows on July 1, 2015.

| Current Subclass Name                   | Will be converted to: | New Subclass Name(s)  |
|---|-----------------------|---|
| * Primary Treatment                     | ➔                     | Solids Separation   |
| Trickling Filters and RBCs <sup>1</sup> | ➔                     | Biological Treatment - Attached Growth                        |
|   | ➔                     | Solids Separation   |
|   | ➔                     | Biological Solids/Sludge Handling, Processing and Reuse       |
|   | ➔                     | Biological Treatment - Suspended Growth                       |
| * Activated Sludge                      | ➔                     | Solids Separation   |
|   | ➔                     | Biological Solids/Sludge Handling, Processing and Reuse       |
| Stabilization Ponds and Aerated Lagoons | ➔                     | Ponds, Lagoons and Natural Systems                            |
| * Disinfection                          | ➔                     | Disinfection  |
| * Anaerobic Digestion                   | ➔                     | Biological Solids/Sludge Handling, Processing and Reuse       |
| * Mechanical Sludge Dewatering          | ➔                     | Biological Solids/Sludge Handling, Processing and Reuse       |
| Filtration                              | ➔                     | Solids Separation   |
| * Phosphorus Removal                    | ➔                     | Nutrient Removal – Total Phosphorus<br><i>Nitrogen Series</i> |
| Laboratory                              | ➔                     | Laboratory  |
| Special K <sup>2</sup>                  | ➔                     | Unique Treatment Process                                      |
| Electroplating/Metal Finishing          | ➔                     | Unique Treatment Process                                      |

1. Trickling Filters/RBCs and Activated Sludge will convert to three of the new subclasses.  
 2. Operators who took the Special K exam for a facility with recirculating media filters will receive the new Recirculating Media Filters subclass in place of the Unique Treatment Process subclass.

January 2015

\* Chippewa Falls WWTP Required

## **Grade levels will be converted as follows on July 1, 2015**

**Grade T subclasses** will convert to **Operator-in-Training (OIT)**. One year of subclass specific experience will still be required to move above Operator-in-Training.

**Grade 1 and Grade 2 subclasses** will convert to the **Basic Level**, except if one or more other subclasses are at Grade 3 or Grade 4.

**Grade 3 and Grade 4 subclasses:** If an operator has Grade 3 or Grade 4 in any subclass (except Special K and Electroplating/Metal Finishing), all subclasses Grade 1 and higher will convert to the **Advanced Level**. The operator will receive their "10 points" towards Advanced Certification.

### How to prepare for the changes:

All operator certifications will be converted into the new system based on the grade level and subclasses of the certification at the time the new code takes effect (July 1, 2015). If the operator has passed advanced level exams and has enough experience to be at Grade 3 or Grade 4 in at least one subclass, but has not submitted their experience form, they must submit that form before the code goes into effect to ensure transfer to the Advanced level.

If an operator's certification does not convert to the advanced level, they can apply for advanced certification at a later date by obtaining 10 points.

### Reminder of how to obtain Grade 3 or 4 with the current system:

- **Grade T** - Pass introductory or advanced general exam and introductory or advanced subclass exam(s).
- **Grade 1** - Pass introductory or advanced general exam and introductory or advanced subclass exam(s), plus have one year of satisfactory subclass specific experience.
- **Grade 2** - Have met the requirements of Grade 1, plus have 2 years of general experience in the operation of a wastewater treatment plant.
- **Grade 3** - Pass advanced general exam and advanced subclass exam(s), plus have one year of satisfactory subclass specific experience and 3 years of general experience in the operation of a wastewater treatment plant.
- **Grade 4** - Have met the requirements of Grade 3, plus have 4 years of general experience in the operation of a wastewater treatment plant.

For more information, visit the DNR website at <http://dnr.wi.gov> and search keywords "Operator Certification".

Wastewater Treatment Plant

Step Progression with DNR certifications.

| Historical Step Progression |       |  |
|-----------------------------|-------|--|
| Trainee                     | 23.30 | No certification                                     |
| Step 1                      | 23.65 | DNR Grade 1 or one year as trainee                   |
| Step 2                      | 23.96 | DNR Grade 2 or completion of five years with Grade 1 |
| Step 3                      | 24.33 | DNR Grade 3 or five years in Step 2 with Grade 2     |
| Step 4                      | 24.69 | DNR Grade 4  |

| Step Progression with DNR certification changes |                              |
|---|------------------------------|
| Operator  | No Certification             |
| Operator in Training (OIT)                      | One year of experience       |
| Operator (Basic)                                | Basic Level certification    |
| Operator (Advanced)                             | Advanced level certification |

Operators shall obtain, or show significant progress toward a Basic Operator Certification; A1, B, C, D, P within five years of hire.

Operator Adjustments due to DNR Certification revisions effective 7/1/15.

One operator advanced from Step 3 to Operator-advanced .  
Pay adjustment \$24.33 to \$24.69

One operator advanced from Step 2 to Operator-advanced.  
Pay adjustment \$23.96 to \$24.69

**CITY OF CHIPPEWA FALLS  
JOB DESCRIPTION  
CIVIL ENGINEERING TECHNICIAN  
JANUARY 2016**

**GENERAL STATEMENT OF DUTIES**

Under general supervision of the Director of Public Works/City Engineer or his/her designated representative, to perform office work, field work and inspection work related to Public Works construction and maintenance projects and to perform related or other functions as may be assigned.

**ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:**

Perform specific duties assigned by City Engineer.

Perform typical surveying functions such as operating a Carlson GPS unit, total station, automatic level and other survey equipment, taking topography, levels and construction staking, notes and grades.

Perform drafting of street plans and record draws, revisions and updates of maps, survey calculations, general office work and calculations and estimates pertaining to public works construction projects.

Locate existing City infrastructure as requested through Digger's Hot Line.

Perform inspection on street construction and maintenance projects and keep records of construction.

Provide information from records to the public, contractors, utility representatives and other City departments.

GIS, asset management for City of Chippewa Falls infrastructure.

Related work and other functions that may be assigned.

**ESSENTIAL KNOWLEDGE AND ABILITIES**

Ability to use surveying and drafting instruments.

Ability to use AUTOCAD/Civil 3D.

Ability to use GIS related software.

Ability to communicate effectively with the public and contractors.

Ability to take and reduce standard field notes.

Ability to perform surveying computations.

Knowledge of Public Works construction materials, methods and practices.

**DESIRABLE TRAINING AND EXPERIENCE**

Possession of a 2 year Associate Degree as a Civil Engineering Technician or a combination of civil engineering or related education and experience in surveying, construction inspection, civil engineering drafting and GIS software.

Must possess a valid driver's license.

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**City of Chippewa Falls  
Job Description**

**Job Title:** Water Service Maintenance  
**Department:** Public Utilities  
**Reports To:** Water Utility Supervisor or Designee  
**FLSA Status:**  
**Approved Date:** 1/5/2016

**SUMMARY**

Operates and maintains the well fields, distribution system, elevated tanks, etc. of the Water Utility in the City of Chippewa Falls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs service installations, hydrant installations, and water main installations.

Operates backhoe/loader, tractor, dump truck and other related construction equipment and vehicles.

Tests, repairs and services water meters and maintains records of same.

Turns water on and off, sets and removes meters, performs locates for Diggers Hotline, performs leak inspections, and investigates customer complaints.

Performs work with private contractors.

Performs skilled work and preventive maintenance in the operation of the nitrate removal facility, wellfields, iron and manganese removal facilities, elevated tanks, shop and distribution system, including chemical handling and storage, chemical feed equipment, chlorine pumps, and associated valves, cross connection surveys, and work with gps infrastructure software. In addition, will assist in the snow removal and street maintenance programs.

Reads and records registrations of customer's meters.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements 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 have some knowledge 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. Knowledge and skills with use of SCADA equipment. Should have a basic understanding of Internet/e-mail access and use.

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## **EDUCATION and/or EXPERIENCE**

Associate Degree from a two year water works course; and three to five years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **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, or schedule form.

## **CERTIFICATES, LICENCES, REGISTRATIONS**

Valid Commercial Driver's License (CDL) with endorsements and two (2) years experience to include: 1) Air brakes, and 2) Tanker and combination vehicle (desirable). DNR Grade I - Groundwater and Distribution certification\*. Confined entry space education and participation. Cross connection survey certification\*. \*Must be obtained within one year of employment.

## **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 sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision. Ability to climb water towers.

## **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 is occasionally exposed to wet or humid conditions, moving mechanical parts, toxic or caustic chemicals, high, precarious places, and outdoor weather conditions, and may work in conditions with very loud noise.

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Water Department Personnel Request

Service Maintenance

Wages and Benefits at 2015 wage rate assuming single high deductible insurance.

\$68,822.74

2015 wage rate \$21.99 / hour

CITY OF CHIPPEWA FALLS

STREET DEPARTMENT

JOB TITLE: HEAVY EQUIP. OPERATOR-CLASS 4  
DEPARTMENT: STREET  
SUPERVISOR'S TITLE: STREET MANAGER/STREET SUPERVISOR

GENERAL DESCRIPTION:

Under limited supervision to perform duties requiring the exercise of some independent judgment, and personal knowledge to complete work in a satisfactory manner.

TYPICAL JOB DUTIES:

Loading and driving trucks and heavy equipment.  
Build roads, compact sand and gravel, prepare road surfaces for blacktopping, apply oil seal to road surfaces.  
Dig, repair, and maintain open ditches.  
Clean up after construction work, clean streets, level alley ways, streets, and skating rinks.  
Salt/sand and plow snow.  
Maintenance on equipment.  
Grade roadways and plow snow.

EQUIPMENT AND TOOLS USED (according to qualifications):

End Loader  
Rubber tire and steel roller  
Street sweeper  
Grader  
Track Backhoe  
Paver  
Chip Spreader  
Steamer  
Fork Lift  
All other heavy equipment listed in Class 4

✱

QUALIFICATIONS:

1. Previous experience on heavy equipment related to street construction, snow removal and construction work.
2. Ability to perform daily maintenance on said equipment.
3. Knowledge of working hazards and safe operation of equipment.
4. Commercial Driver's License (CDL) with endorsements to include; air brakes, tanker and combination vehicle. Two years experience.
5. Must be familiar with safe operation and general daily maintenance of heavy trucks (over 26,000 G.W.)
6. Must have high school diploma or equivalent.
7. Must be 18 years of age or older.

CITY OF CHIPPEWA FALLS  
JOB DESCRIPTION

**Job Title:** Recreation Supervisor  
**Department:** Parks, Recreation & Forestry  
**Reports To:** Director of Parks, Recreation & Forestry  
**FLSA Status:** Exempt  
**Prepared Date:** 05-16-11  
**Salary Grade:** 10

**SUMMARY**

Under the general direction and supervision of the Director of the Department, is responsible for the planning, organization, and supervision of specific assigned recreation programs and facilities.

**ESSENTIAL DUTIES AND REPONSIBILITIES** include the following: Other Duties may be assigned.

Investigates recreational needs and interests of the total citizenry by specific age groups.

Administers programs within the adopted budget guidelines, following budget approval.

Conducts meetings and in-service training program.

Review staff performance through observation, as well as participant's comments on an on-going basis.

Prepared annual budget, making necessary revenue and expenditures adjustment and submits it to director for authorization.

Determines qualification and number of staff needed for each program, under supervisor's responsibilities.

Maintains current and accurate records pertaining to all recreational programs.

Evaluates program content through observation of program and post/current attendance records as well as participant's and instructor's comments.

Establishes communication within the community, verbal, in writing, and usually as often as necessary to be effective.

Determines specific goals and objectives relating to program content.

Establishes day and time of program based upon facility availability.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to 200 employees, who are seasonal, in the Recreation Department. 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 work 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<sup>4</sup>**

Bachelor's degree (B.A.) from four-year college or university in Park and Recreation Administration; and three to five years related experience and/or training; or an equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information 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.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Pool operator certification through NRPA  
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.

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

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

**RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT FOR 2016 FOR  
NON-REPRESENTED AND MANAGEMENT EMPLOYEES**

**WHEREAS**, Committees #1 and #2 have reviewed and approved an annual adjustment of all base wages for 2016 for all regular permanent full-time and regular permanent part-time employees except represented protective service employees as follows:

January 1, 2016            one percent (1.0 %);

**NOW BE IT RESOLVED**, that all employees in the above categories except for represented protective service employees shall be granted the annual adjustment as specified above, and

**NOW BE IT FURTHER RESOLVED** that all steps in the non-represented and managerial matrix as adopted in 1999 shall be amended to reflect this adjustment.

Dated this 5th day of January, 2016.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Council President

APPROVED: \_\_\_\_\_

Mayor

ATTEST: \_\_\_\_\_