



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
December 29, 2015

Committee #2 met on Tuesday, December 29, 2015 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Assistant City Engineer Rob Krejci, Utilities Office Manager Connie Freagon, Parks and Recreation Director Dick Hebert, Fire Chief Mike Hepfler, and City Clerk Bridget Givens.

Call to Order: 8:20 AM

1. **Open Session**
2. **Discuss NR114 Code Revisions, revised certification requirements and associated compensation for Wastewater Treatment Plant employees. Possible recommendation to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised that effective July 1, 2015, the DNR mandated three new levels of certification to replace the previous subclasses; Operator-in-Training, Basic Level, and Advanced Level. With this change, it was required that two operators at the Wastewater Treatment Plant be reclassified. Rubenzer reviewed the required compensation for the reclassifications.

Motion by Monarski/Hull to recommend Council approve the revised certification requirements and associated compensation for Wastewater Treatment Plant employees based upon the NR114 Code Revisions. **All present voting aye, motion carried.**

3. **Review updated job description for the Civil Engineering Technician position and discuss request to fill the position. Possible recommendation to the Council.**

Rubenzer presented the updated job description for the Civil Engineering Technician position and requested permission to fill the existing position due to a retirement.

Motion by Hull/Monarski to recommend Council approve the updated job description for the Civil Engineering Technician position and proceed to fill the position. **All present voting aye, motion carried.**

4. **Review updated Water Service Maintenance position job description and discuss adding an additional Water Service Maintenance position. Possible recommendation to the Council.**

This new position is predicated upon the need to complete roughly 820 residential cross-connection inspections annually. Rubenzer advised that the City currently contracts for commercial and industrial inspections, and that City staff have been completing the residential. This position would be completely cross-trained throughout the Water Department. Funding for the position will come from the Utility Budget which does not affect the General Fund.

Motion by Monarski/Hull to recommend Council approve the updated Water Service Maintenance job description and proceed to fill the position. **All present voting aye, motion carried.**

5. **Discuss request to fill Street Department Heavy Equipment Operator position. Possible recommendation to the Council.**

Rubenzer advised this existing position will be vacant due to a retirement.

Motion by Monarski/Hull to recommend Council approve the request to fill the Street Department Heavy Equipment Operator position. **All present voting aye, motion carried.**

6. **Discuss request to fill the Recreation Supervisor position. Possible recommendation to the Council.**

Parks and Recreation Director Hebert received a notice of resignation from the current Recreation Supervisor. Finance Manager Bauer advised the wage range for this position is \$32,172.12 - \$35,389.33, which could offer some flexibility during the hiring process.

Motion by Hull/Monarski to recommend Council approve filling the Recreation Supervisor position with an advertised wage range of \$32,100 - \$35,300. **All present voting aye, motion carried.**

7. **Discuss compensation increase for non-represented City employees. Possible recommendation to the Council.**

Bauer reviewed draft Resolution No. 2016-02 and requested the Committee approve a 1% raise for all non-represented full-time and permanent part-time employees. The financial impact is approximately \$35,000 which was included in the 2016 Budget.

Motion by Monarski/Hull to recommend Council approve the 1% compensation increase for non-represented City employees. **All present voting aye, motion carried.**

8. **Motion by Hull/Monarski** to go in to 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 and to include the Committee Members, Finance Manager/Treasurer Lynne Bauer, Fire Chief Mike Hepfler, and City Clerk Bridget Givens; may return to open session. Clerk Givens left at this time.

The Committee discussed issues related to labor negotiations.

Motion by Hull/Monarski to return to Open Session. **All present voting aye, motion carried.**

9. Adjournment

Motion by Monarski/Hull to adjourn at 9:37 am. **All present voting aye, motion carried.**

Minutes submitted by,
CW King, Chair



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 ¹	➔	Biological Treatment - Attached Growth
	➔	Solids Separation
	➔	Biological Solids/Sludge Handling, Processing and Reuse
	➔	Biological Treatment - Suspended Growth ²
* 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 <i>Nitrogen Series</i>
Laboratory	➔	Laboratory
Special K ²	➔	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 WWT² 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".

January 2015

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.

**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.

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.

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

8

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 word 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 EXPERIENCE⁴

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: _____