



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY & ADMINISTRATION
March 1, 2016

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 - Labor Negotiations, Personnel, Policy & Administration met on Tuesday, March 1, 2016 at 5:30 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, John Monarski, Brent Ford, CW King, Chuck Hull.
Other Council Members/Mayor present: Mayor Hoffman, Paul Olson, Paul Nadreau.

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter and Lt. (Police Chief Designee) Matt Kelm.

Call to Order: 5:30 PM

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

- 1. Open Session**
- 2. Discuss wage adjustment for the Wastewater Treatment Plant Lab Analyst position. Possible recommendations to the Council.**

Finance Manager Lynne Bauer explained the Lab Analyst job description was updated based upon the recertification of positions as directed by the DNR and approved at the January 5, 2016 Committee #2 Meeting. An overview of the compensation associated with the position was provided and the pay was set accordingly on January 5, 2016. That pay rate did not include a 1% wage adjustment approved by the Council on December 29, 2015 and effective on January 1, 2016. The request is to adjust the adopted pay rates by 1% to reflect the pay raise for non-represented employees that took effect on January 1, 2016.

Motion by Kiefer/Hull to recommend Council approve the revised pay rate for the Wastewater Treatment Plant Lab Analyst position to reflect a 1% increase effective on January 1, 2016. **All present voting aye, motion carried.**

- 3. Closed Session**
Motion by Monarski/Ford to go into closed session under Sec. 19.85(1)(c) Wis. Stats. for "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to: a) Discuss benefits/compensation for Police Chief Designee; and to

include Council Members; Mayor; Finance Manager/Treasurer; Police Chief Wendy Stelter; Lt. (Police Chief Designee) Matt Kelm; may return to open session for possible action on closed session item.

Roll Call Vote: Monarski - Aye; Ford – Aye; Kiefer - Aye; King - Aye; Hull - Aye. Motion carried.

The Committee discussed the above referenced item.

Motion by Monarski/King to return to open session. All present voted aye. Motion carried.

It was noted there was a unanimous roll call vote in closed session to place Police Chief Designee Matt Kelm at Grade 18, Step E with progression through the remaining steps with his May anniversary date.

4. Adjournment

Motion by Monarski/Ford to adjourn at 5:59 PM. All present voted aye. Motion carried.

**Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer**

Wastewater Treatment Plant
Laboratory Analyst

Due to the changes in the DNR certification, increase in responsibility outlined in the revised job description and the increased analysis with the numerous changes from the WI DNR, the following step progression and wages are recommended.

Step Progression with DNR certifications.

Historical Step Progression		
Step 1		No Certification
Step 2		DNR Grade 1 ACEFIJ
Step 3	23.79	DNR Grade 2 ACEFIJ 24.02

Step Progression with DNR certification changes		
Analyst in Training (AIT)	\$23.45 23.68	Operator-in-Training Certificate (or equivalent)
Analyst (Basic)	\$24.16 24.40	WI DNR Basic Level Certification; L+Operator-in-Training Certification
Analyst (Advanced)	\$24.88 25.12	WI DNR Advanced Level Certification; L + Basic Certification

Laboratory Analyst shall obtain, or show significant progress toward an Operator-in-Training Certification; A1, B, C, D, P within five years of hire.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Laboratory Analyst
DEPARTMENT: Wastewater Treatment
APPROVED DATE: 01/05/2016
REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

To supervise, operate, and regulate, the City Wastewater Laboratory and assist in the Industrial Monitoring Program in accordance with the Utility's mission and goals.

MAJOR FUNCTIONS

Performs difficult technical work conducting wastewater analysis in accordance with WI DNR regulations as required. (BOD, SS, pH, chlorine residual, coliform, phosphorus, total solids, volatile solids).

Performs process control tests as required (ammonia, COD, volatile acids, alkalinity, etc).

Implements quality control measures in both sampling and testing to evaluate analytical and reporting accuracies as required by WI DNR and EPA.

Completes all Reference Sample Program requirements and laboratory audits to maintain DNR Certified Laboratory accreditation.

Evaluates and interprets laboratory results.

Prepares and standardizes chemicals used for analytical testing.

Trains and directs Operation Staff in proper sampling and laboratory procedures, evaluates staff competency for unsupervised laboratory work.

Maintains laboratory documentation including; bench sheets, log sheets, analysis results, sample documentation, equipment calibration and repair, chain-of-custody forms and other pertinent information per DNR requirements.

Schedules and completes in accordance with WI DNR regulations; various sample collection, packaging and shipping for outside laboratory analysis.

Prepares laboratory supply and equipment order lists, orders supplies.

Performs maintenance and calibration of laboratory equipment.

Assists in administration of the Industrial Pretreatment Program and Mercury Pollution Minimization Program. May conduct program inspections.

SECONDARY/PERIODIC FUNCTIONS

Generates reports and/or charts of analysis results.

Submits to WI DNR required wastewater reports.

Maintains cleanliness of laboratory and equipment.

Prepares user charge billings for office personnel.

Makes recommendations on plant operations based on analytical results.

May be assigned to serve as DNR designated Operator-in-Charge in absence of Wastewater Supervisor.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of chemistry and microbiology as applied to wastewater treatment.
Knowledge of the processes used in municipal wastewater treatment.
Skill in the use of modern laboratory equipment.
Knowledge of WI and EPA regulations governing wastewater treatment.
Mathematics as used to analyze results and perform a variety of analyses.
Knowledge of occupational hazards and safe working practices.
Ability to establish and maintain effective working relationships with City Officials, staff members, Industrial Users, contractors, and the general public.
Ability to maintain accurate and complete records and prepare clear and detailed reports.
Ability to work independently and exercise sound judgment.
Ability to write and speak effectively.
Ability to use a computer and working knowledge of Microsoft software.

QUALIFICATIONS, TRAINING & EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities may be considered qualifying. Typically; equivalent to Associate Degree or course work in wastewater treatment, environmental science, chemistry, biology or a related field.
Experience in the fields of wastewater treatment and analysis.
Ability to acquire a WI Wastewater Operator Certificate Grade A subclass L (Laboratory).
Possession of a valid Wisconsin driver's license.