



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
May 15, 2017

Committee #2 met on Monday, May 15, 2017 at 10:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

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

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Attorney Steve Weld, Attorney Jeryl Vonderheid and Police Department Union Members Joe Nelson, Brian Flug, Brian Zwiefelhofer and Sheridan Pabst; Public Works Director/City Engineer/Public Utility Manager Rick Rubenzer, Utility Office Manager Connie Freagon.

Call to Order: 10:00 AM

1. **Open Session**

2. **Closed Session**

Motion by Monarski/Hull to go into closed session under WI Statutes 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other public business whenever competitive or bargaining implications require a closed session" to: **a) Discuss labor negotiation issues and strategy; and b) conduct negotiations between the City of Chippewa Falls and Chippewa Falls Professional Police Association;** and to include Committee and Council Members, Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Attorney Steve Weld, Attorney Jeryl Vonderheid, Police Department Union Members; and may return to open session.

Roll call vote: Monarski – Aye; Hull – Aye; King - Aye. Motion carried.

The Committee discussed labor negotiation issues and strategies and conducted negotiations with the Chippewa Falls Professional Police Association.

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

3. **Review job description, discuss request to fill the Assistant City Engineer position and determine the hiring pay range. Possible recommendations to the Council.**

Assistant City Engineer, Rob Krejci, has submitted his resignation and his last day with the City is May 19th. City Engineer Rubenzer is requesting authorization to hire a replacement at a rate of up to Grade 15 Max. He also discussed changes to the job description.

Motion by Monarski/Hull to recommend the Council approve the updated Assistant City Engineer Job Description, approve filling the position and confirm Committee #1's recommendation to hire up to Grade 15 Max if necessary. **All present voted aye. Motion carried.**

4. **Review job description, discuss request to fill the Water Supervisor position and determine the hiring pay range. Possible recommendations to the Council.**

Water Supervisor, Rory Olson, has submitted his retirement notice effective June 8th. Public Utility Manager Rick Rubenzer discussed changes to the job description. He also noted the DNR is requiring a certified Operator in Charge which will now be a requirement for this position, in addition to managing snow and ice removal operations as part of the winter maintenance team. Rubenzer is requesting to fill the position at a rate of pay up to Grade 15 Max which Committee #1 has recommended for approval.

Motion by Monarski/Hull to recommend the Council approve the updated Water Supervisor Job Description, approve filling the position and confirm Committee #1's recommendation to hire up to Grade 15 Max if necessary. **All present voted aye. Motion carried.**

5. **Discuss updated Water Service Maintenance job description and new DNR Certification subclasses. Possible recommendations to the Council.**

Rubenzer discussed changes to the job description and updates to the Water Service Maintenance Step 2 and Step 3 positions based upon completion of additional DNR Certification subclasses.

Motion by Monarski/Hull to recommend the Council approve updated Water Service Maintenance Job Description and the new DNR certification subclasses. **All present voting aye, motion carried.**

6. **Adjournment**

Motion by Monarski/Hull to adjourn at 12:38 PM. **All present voted aye. Motion carried.**

Minutes submitted by,
CW King, Chair

1.00% Increase

SCHEDULE A2
2017 Non-Union Salary Structure Effective 1/1/17

<u>Position</u>	<u>Grade</u>
Confidential Secretary	3
Recreation Supervisor	4
Executive Secretary	5
Parks & Rec Working Foreman	10
Senior Engineering Technician	13
Fire Battalion Chief	13
Utility Office Supervisor	13
City Clerk	14
City Inspection & Zoning Administrator	14
Library Director	14
City Assessor	14 Contracted
Patrol Police Sergeant	14
Patrol Police Lieutenant	15
Battalion Chief	15
* Assistant City Engineer	15
* Water Supervisor	15
Wastewater Supervisor	15
Street & Water Maintenance Manager	15
Director of Parks, Rec & Forestry	15
City Planner	16
Finance Mgr/Treasurer	18
Fire Chief	18
Police Chief	18
Director of Public Works/Manager of Public Utilities	18

Salary Range

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,886.89	30,331.24	31,775.68	33,219.93	34,664.27	36,108.62	37,914.05	39,719.48	41,524.91	43,330.34
2	30,042.38	31,544.50	33,046.62	34,548.74	36,050.86	37,552.98	39,430.63	41,308.28	43,185.93	45,063.58
3	31,244.07	32,806.27	34,368.48	35,930.68	37,492.89	39,055.09	41,007.84	42,960.60	44,913.35	46,866.11
4	32,493.84	34,118.53	35,743.23	37,367.92	38,992.61	40,617.30	42,648.17	44,679.03	46,709.90	48,740.76
5	33,793.57	35,483.25	37,172.93	38,862.61	40,552.29	42,241.97	44,354.07	46,466.17	48,578.26	50,690.36
6	35,145.32	36,902.59	38,659.85	40,417.12	42,174.39	43,931.65	46,128.24	48,324.82	50,521.40	52,717.98
7	36,551.12	38,378.68	40,206.24	42,033.79	43,861.35	45,688.91	47,973.35	50,257.80	52,542.24	54,826.69
8	38,013.17	39,913.83	41,814.49	43,715.15	45,615.80	47,516.46	49,892.29	52,268.11	54,643.93	57,019.76
9	39,533.70	41,510.39	43,487.07	45,463.76	47,440.45	49,417.13	51,887.99	54,358.84	56,829.70	59,300.56
10	41,115.03	43,170.78	45,226.53	47,282.28	49,338.03	51,393.78	53,963.47	56,533.16	59,102.85	61,672.54
11	43,581.93	45,761.03	47,940.13	50,119.22	52,298.32	54,477.42	57,201.29	59,925.16	62,649.03	65,372.90
12	46,196.86	48,506.70	50,818.55	53,128.39	55,438.23	57,746.08	60,633.38	63,520.68	66,407.99	69,295.29
13	48,968.65	51,417.09	53,865.52	56,313.95	58,762.38	61,210.82	64,271.36	67,331.90	70,392.44	73,452.98
14	51,906.77	54,502.11	57,097.44	59,692.78	62,288.12	64,883.46	68,127.63	71,371.80	74,615.98	77,860.15
15	55,021.17	57,772.22	60,523.28	63,274.34	66,025.40	68,776.46	72,215.28	75,654.10	79,092.93	82,531.75
16	58,322.44	61,238.56	64,154.68	67,070.81	69,986.93	72,903.05	76,548.20	80,193.35	83,838.51	87,483.68
17	61,821.81	64,912.90	68,003.99	71,095.08	74,186.17	77,277.26	81,141.12	85,004.98	88,868.85	92,732.71
18	65,531.10	68,807.66	72,084.21	75,360.77	78,637.32	81,913.88	86,009.57	90,105.27	94,200.96	98,296.65

**City of Chippewa Falls
Job Description**

Job Title: Assistant City Engineer
Department: Public Works/Engineering
Reports To: Director of Public Works
FLSA Status: Exempt
Prepared Date: May 16, 2017
Salary Grade: 15

SUMMARY

Responsible for performing professional engineering work in the field and office for the City of Chippewa Falls Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following however, other duties may be assigned:

Prepares detail municipal street and utility designs and specifications, such as storm and sanitary sewers, concrete and bituminous paving, sidewalks, water main, etc.

Meets with property owners, utility companies, State and local agencies, and other interested parties in regards to City construction projects and other City related projects.

Inspects and coordinates work of contractors on various City Projects.

Ability to prepare and present presentations in public and private forums.

Checks maps for completeness and accuracy.

Project Management, inspecting construction, maintaining a log of contract compliance and reviewing contract schedules for City construction projects and public improvements.

Prepares plans, specifications and cost estimates of public works projects, and assists Director of Public Works in long-range transportation improvement plan development.

Prepares special assessments for annual City construction projects and public improvements.

Prepares applications and reports & submits plans and specifications to regulatory agencies for approval.

Operates personal computer using Auto CAD and other engineering software. Experience with GIS and in AutoCAD Civil 3D preferred.

Administers the City's Storm Water Management Program including related consultant contracts and obtaining & compliance with a Wisconsin Discharge Permit.

Acquires right of way for local projects.

Serves as project design team leader for WISDOT projects.

Implements storm water management plan and administers local regulations as they apply to public and private development.

Reviews storm water management plans for compliance with City ordinances and State of Wisconsin requirements.

Supervises City Street Department personnel on an "as-needed" basis, assists in management of snow and ice removal team and assigns duties and performs daily tasks.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises 1 to 4 employees in the Engineering Department. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs on-call duties for the Street Department managing the snow removal team. Assists Street and Utility Maintenance Manager (SUMM) as needed and directs Street staff when SUMM is out of the office. Assists Director of Public Works in interviewing and selection of employees.

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, and storm water management software. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree (B.S.) or equivalent in Civil Engineering; and six to eight 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 citizens, 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

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

Professional Engineering License
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 sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

City of Chippewa Falls
Job Description

Job Title: Water Supervisor
Department: Public Utilities
Reports To: Manager of Public Utilities
FLSA Status: Exempt
Prepared Date: 5/16/2017
Salary Grade: 15

SUMMARY

Supervises and participates in the operation and maintenance of the Water Utility in the City of Chippewa Falls.

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

Participates in operating and maintaining the city water supply and distribution equipment including, but limited to City water treatment facilities.

Makes recommendations on improvements and additions needed to physical facilities and equipment.

Prepare Water Utility budget.

Keep abreast of regulations affecting the water utility operation.

Compile data and prepares reports to various regulatory agencies (DNR, EPA, PSC, etc.)
Prepares and submits annual Wisconsin Emergency Management Tier II report.
Maintain required certifications for Operator in Charge.

Direct city-wide cross connection program as required by WIDNR.

Working knowledge of Public Service Commission, Chapter 185, Standards for Water Public Utility Service.

Working knowledge of City of Chippewa Falls sanitary and water infrastructure construction.

Assists the Utility Manager in administrative and supervisory duties. Trains and evaluates employees in operation and maintenance duties.

Sets standards and conducts employee evaluations.

Assists in personnel matters such as grievances and discipline.

Investigates customer complaints.

Does related work as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises 8-9 employees in the Water 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. Manage snow and ice removal operations as part of the City of Chippewa Falls Winter Maintenance Team.

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. Knowledge and skills with use of SCADA equipment and CAD drawing applications. Should also have a basic understanding of Internet/e-mail access and use. GIS and iWater knowledge preferred.

EDUCATION and/or EXPERIENCE

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

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

WIDNR Municipal Waterworks Operator Certifications Required:

Grade 1 in subclass Distribution (D), Groundwater (G), Iron Removal (I), Zeolite Softening (Z) and any future required certifications or ability to obtain certifications within one year.

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 frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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 toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

**City of Chippewa Falls
Job Description**

Job Title: Water Service Maintenance
Department: Public Utilities
Reports To: Water Utility Supervisor or Designee
FLSA Status:
Prepared Date: 6/6/2017

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).

WIDNR Municipal Waterworks Operator Certifications Required:

Grade 1 in subclass Distribution (D), Groundwater (G), Iron Removal (I), Zeolite Softening (Z) and any future required certifications*.

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.

Waste Treatment and Water Departments

Employees receiving certifications which will entitle them to a step advancement or additional hourly compensation shall be advanced or compensated as of the date proof of certification is submitted to Department Head or designee.

Those employees receiving increased compensation because of a certification shall maintain the certification to remain eligible for increased pay. If an employee fails to maintain a certification, the employee will lose the extra compensation until the certification is renewed.

For employees maintaining a certification, the city shall reimburse the employees for tuition, mileage (at city rate) and shall give the employees time off for regularly scheduled hours which fall during class time.

On-call employees will be paid hourly based on wage set by Council.

Employee must acquire/maintain a valid State of Wisconsin CDL in accordance with City Employee Handbook policy.

Step Progression Qualification for Waste Treatment and Water Departments

Waste Treatment Department

Operator	No Certification
Operator in Training (OIT)	One year of experience, Operator-in-training Certification
Operator (Basic)	WDNR Basic Certification with subclasses
Operator (Advanced)	WDNR Advanced Certification with subclasses
Analyst in Training (AIT)	Operator in Training Certificate (or equivalent)
Analyst (Basic)	WDNR Basic Certification, Laboratory, OIT Training Certification
Analyst (Advanced)	WDNR Advanced Certification, Laboratory, Basic Certification

Operator required WDNR subclasses

- **Solids Separation (B)**
- **Biological Treatment Suspended Growth (A1)**
- **Biological Solids Sludge Handling, Processing and Reuse (C)**
- **Disinfection (D)**
- **Nutrient Removal – Total Phosphorus (P)**

Analyst required WDNR Subclasses

- **Laboratory**
- **WDNR Basic Certification**

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

Water Department

- **Service Maintenance Trainee** Up to one year of service
- **Service Maintenance Step 1** Completion of one year as Trainee with WDNR certified waterworks operator with subclasses – T certificate
- **Service Maintenance Step 2** WDNR certified waterworks operator with subclasses - Grade 1 certification and completion of three years as a service maintenance Step 1 or equivalent experience.
- **Service Maintenance Step 3** Completion of five years as a service maintenance Step 2 with (G) (D) (I) (Z) certifications and equivalent experience.

Service Maintenance require WDNR subclasses

- **Groundwater (G)**
- **Distribution (D)**

- Iron removal (I)
- Zeolite Softening (Z)

Those employees receiving increased compensation because of a certification shall maintain the certification to remain eligible for increased pay. If an employee fails to maintain a certification, the employee will lose the extra compensation until the certification is renewed.

Any employee hired by the water department after January 1, 2017 and possessing the State of Wisconsin Grade 1-GD Certificate, shall be designated as Service Maintenance Step 2 and shall be credited with three years of service as Service Maintenance Step 1.

Water Department		Current	Proposed
Service Maintenance	Step 3	23.53	24.03
Service Maintenance	Step 2	23.20	23.70
Service Maintenance	Step 1	22.85	22.85
Service Maintenance	Trainee	22.44	22.44

Employees currently in position will maintain current rate until DNR certification A & I are obtained.