



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Wastewater Staffing Plan

Date: 8/8/2022

The City had a methodically prepared plan in place to prepare for the retirement of their grade IV operators and it was going great until an employee took an out of state job. This plan has had to change several times, and now the City Administrator is presenting Council with a new plan going forward that requires approval. The City Administrator presents the following:

- Hire back a retired grade IV operator part time
- Continue to look for a wastewater employee
- Continue working with remaining employee on grade IV certification
 - Currently grade II testing for III

The city needs to have a grade IV operator at all times to meet DNR requirements for the plant. Requirement and retention of grade IV operators is difficult and is a problem across the state. City Administration is aware of this problem and has worked continually throughout the past four years planning for this and changing plans as needed.

The goal moving forward is to work toward two employees at the waste treatment plant that have their DNR grade IV wastewater certification. The goal is to always be working toward grade IV certifications. The DNR has recommended three employees at the plant. Until that is mandated, the city will continue to make the plant work with two. The department had three before the new plant was built. One employee was taken away to help pay down the plant loan. The operations at the time of the opening of the new plant was estimated to require two employees.

The city continues to budget for three positions at the wastewater plant in anticipation of the DNR mandate. Leftover money from not using it these positions the last few years has gone to capital improvement projects. This budgeting practice will allow for the part-time employee as we work toward a grade IV.

The part time position will adhere to the following terms:

- Will be a city employee, not a contractor
- \$30.00 an hour
- No benefits
- 24 hours per week
- IPERS (required after two consecutive quarters of work)
- The city will pay for certification



- The city will supply uniforms and boots
 - Reimbursement required if the employee leaves before one year of employment
- No on call rotation
- On call for city-wide emergencies
- All CEUs and continuing education cost will be covered by the city for grade IV certification
- Will not be operator in charge until retirement of grade IV Public Works Director
- Will move to \$40.00 per hour when becomes an operator in charge
- Initial term is two years with evaluation at two-year mark
 - The City has the right to terminate the employment should funding, employment status, or performance change