

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Airport Commission
May 8, 2023 - 12:30 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303)-715-8592

(or immediately following previously scheduled meeting)

AGENDA

- I. Discussion and Possible Action on:
 1. Roll Call.
 2. Approval of Minutes
 3. Approval of Department Claims
 4. Position Evaluations - *Joel Lemke*
 5. Written/Verbal Report - *Jason Draheim*
 6. Adjournment.

The next Airport Commission meeting will be Monday, July 10, 2023 immediately following the Board of Water & Sewerage Commission Meeting. There will be no meeting held in June.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
April 10, 2023 - 12:33 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 2688575:

By Computer: <https://us02web.zomm.us/j/82026885705>

By Phone: (303) 715-8592

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jason Draheim, Mary Klesmith, Chris Lefebvre, Eric Southworth, Craig Czaikowski and Jaime Zdroik

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the March 13, 2023 meeting minutes of the Airport Commission as audited and read.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the claims for the month of March as audited and read.

Ayes all. Nays none. Motion carried.

4. Report on market rate study effort - Joel Lemke

Joel stated when we get data back from the study it will be brought back to the Commission.

5. Written/Verbal Report - Jason Draheim

The Commission questioned whether fuel prices have increased. Jason stated he has not had to order fuel lately because we still have half loads on both products. We are still comparable to other airports in regards to fuel prices.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:36PM

REPORT TO THE MAY 8, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2023

\$ 191,976.58

Bank deposits recorded in April 2023

\$ 12,714.39

\$ 204,690.97

CHECKS ISSUED IN APRIL 2023

2688	AT&T	Phone Charges	2.90		
2689	Baker Tilly Virchow Krause LLP	Audit Charges	1,547.24		
2690	City of Stevens Point	Insurance, retirement & fuel	8,592.34		
2691	Mastercard	Hose & fittings	67.16		
2692	Stevens Point Public Utilities	Snow removal by Utility Dept	1,107.92		
2693	Donna's Cleaning Service	Monthly Cleaning Service	175.00		
2694	Stevens Point Public Utilities	Snow removal & Ipad Charges	438.40		
2695	Mastercard	Cable & rug service, office supplies & conference room equipment	5,566.79		
2696	Titan Aviation Fuels	Fuel purchase	17,858.11		
2697	City of Stevens Point	Workers Comp Insurance Premium	299.89		
2698	Heartland Business Systems, LLC	Monthly Managed Services	84.60		
EFT	Payroll	4/14/2023	4,084.82		
EFT	Payroll	4/28/2023	3,933.78		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	3,853.92		
	WI Dept of Revenue	Fuel Tax	149.10		
	IRS	Payroll Taxes	2,610.08		
	WI Dept of Revenue	Payroll Taxes	439.52		
TOTAL EXPENSES LISTED			\$ 50,882.95	\$	50,882.95
BALANCE ON HAND APRIL 30, 2023				\$	153,808.02

Balance on Hand	\$ 153,808.02
Plus checks written after end of month	
Plus uncleared checks	\$ 23,809.39
Less checks previously written clearing this month	\$ (1,110.34)
Ending Cash Balance matching Bank Statements	\$ 176,507.07

**City of Stevens Point
Department of
Public Utilities**



Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

May 3, 2023

TO: Water and Sewerage Commission
RE: Utility Wage Study

Commissioners,

Recent hiring difficulties along with several jobs being proposed for review/reclassification led to the Utilities doing a market rate study for several positions in the Department. We worked directly with Baker Tilly, our wage and compensation consultant, to provide the information they needed to complete an analysis of the pay plan as it relates to the Department.

Attached is a memo outlining the results of Baker Tilly's efforts.

Among the proposed changes to grades on the pay plan for certain positions, new titles have been proposed, where appropriate, to better match the titles associated with positions in the utility industry. Titles were changed based on categorization of duties put together in a large data set put together by the American Water Works Association. The wage data from that publication along with our established comparable communities was used to benchmark wages.

Since our scope was limited to a certain number of positions, it is important to note that the Water Superintendent position and Director of Water position are comparable positions to the peer positions in wastewater. Additionally, in future months, I will be requesting some positions that represent a move from entry level to senior level grades for several positions to recognize several benchmarks in the development of an employee. This would be a process whereby accomplishing 5-7 required steps, certifications, certificates, etc. that employee moves from entry-level grade to a senior grade.

For those positions that are suggested to move, it is important to recognize that we do not move vertically on the pay plan. Our administrative policy dictates that we move a reclassified position to the first step in the new grade that provides at least a 5% increase in wage. The suggested changes are highlighted in similar colors on the attached sheet to show current and proposed grades and related pay based on the current midpoint to the proposed grade. This is not specific to an employee, just specific to the mechanics of the plan. The changes in specific positions (specific to employees) are also attached.

We are looking forward to conversation and request action on the adoption of the findings. I've included other information to help inform and guide decisions.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

MEMORANDUM

TO: Joel Lemke, Director of Public Utilities and Transportation
City of Stevens Point, WI

FROM: Baker Tilly, Public Sector Advisory

DATE: May 5, 2023

SUBJECT: Market Analysis – Department of Public Utilities and Transportation

Baker Tilly US, LLP completed a market analysis review for the City of Stevens Point, WI – Department of Public Utilities and Transportation.

Recommendations based on Market Results

Utilizing **only** the analyzed market midpoint and existing 2023 pay structure provided by the City of Stevens Point, WI – Baker Tilly recommends the following positions be placed in the grades as outlined below:

Current Title	Proposed Position Title - <i>recommended by Dept. of Utilities and Transportation</i> <i>(in Market Survey)</i>	Current Grade	Proposed Grade Assignment based on Market Midpoint to Control Point (Step 6) Comparison
Administrative Services Specialist	Customer Care Rep – Sr.	H	H
Utility Operator	Water Utility Operator	J	J
GIS Tech	GIS Technician	L	L
Chief Operator - Water	Water Superintendent	N	P
Water Superintendent	Director of Water	S	T
Airport Manager	Airport Director	O	S
Engineer	Engineer	R	S
Administrative Services Manager	Director of Accounting / Human Resources	O	U

These position recommendations were made solely on market midpoint data, and the existing 2023 City of Stevens Point, WI pay scale. Recommendations are **exclusive** of job evaluation, internal equity, or recommendations to existing approved pay plan structures. Recommendations are additionally based on position, not person. Individual implementation within the proposed grade may differ.

Please note, Baker Tilly cannot make a recommendation for the General Manager position as the City's current pay plan does not accommodate the new market data. Baker Tilly would recommend the City of Stevens Point adjust the pay structure to accommodate all positions in the organizations, and we'd be happy to assist with this process pending approval from the City.

CITY OF STEVENS POINT
SALARY CHART

2023 MATRIX W/COLA

GRADE	STEPS					CONTROL PT					
	1	2	3	4	5	6	7	8	9	10	11
A	29,370	30,181	31,013	31,866	32,739	33,634	34,570	35,506	36,483	37,482	38,522
B	31,117	31,970	32,843	33,758	34,674	35,630	36,608	37,627	38,667	39,728	40,810
C	32,968	33,883	34,798	35,755	36,754	37,752	38,792	39,853	40,955	42,078	43,243
D	34,923	35,880	36,878	37,877	38,917	39,998	41,101	42,224	43,389	44,574	45,802
E	37,045	38,064	39,104	40,186	41,288	42,432	43,597	44,782	46,030	47,299	48,589
F	39,250	40,331	41,434	42,578	43,742	44,949	46,197	47,466	48,755	50,107	51,480
G	42,682	43,846	45,053	46,301	47,570	48,880	50,232	51,605	53,019	54,475	55,994
H	45,011	46,259	47,528	48,818	50,170	51,542	52,978	54,434	55,931	57,450	59,030
I	47,507	48,818	50,149	51,542	52,957	54,413	55,910	57,450	59,030	60,653	62,317
J	50,107	51,480	52,894	54,350	55,848	57,387	58,968	60,590	62,254	63,960	65,728
K	52,832	54,288	55,786	57,304	58,885	60,507	62,171	63,877	65,645	67,434	69,306
L	55,723	57,262	58,822	60,445	62,109	63,814	65,582	67,371	69,222	71,136	73,091
M	59,030	60,653	62,317	64,043	65,790	67,600	69,472	71,386	73,341	75,358	77,418
N	62,587	64,314	66,082	67,891	69,763	71,677	73,653	75,670	77,750	79,893	82,098
O	66,310	68,141	70,013	71,926	73,902	75,941	78,042	80,184	82,389	84,656	86,986
P	70,283	72,218	74,194	76,253	78,333	80,496	82,701	84,989	87,318	89,710	92,186
Q	74,485	76,523	78,645	80,808	83,013	85,301	87,651	90,064	92,539	95,077	97,698
R	78,978	81,141	83,387	85,675	88,026	90,459	92,934	95,493	98,114	100,818	103,584
S	83,720	86,029	88,379	90,813	93,309	95,888	98,509	101,234	104,021	106,870	109,803
T	88,733	91,166	93,683	96,262	98,904	101,629	104,416	107,286	110,240	113,277	116,397
U	94,078	96,658	99,320	102,066	104,853	107,744	110,718	113,755	116,875	120,099	123,406
V	99,736	102,482	105,290	108,202	111,176	114,234	117,374	120,598	123,906	127,317	130,811
W	105,728	108,636	111,623	114,693	117,847	121,088	124,418	127,839	131,355	134,967	138,678
X	112,072	115,154	118,321	121,574	124,918	128,353	131,883	135,509	139,236	143,065	146,999
Y	118,796	122,063	125,420	128,869	132,413	136,054	139,796	143,640	147,590	151,649	155,819
Z	125,924	129,387	132,945	136,601	140,357	144,217	148,183	152,258	156,445	160,748	165,168

Shaded grades are not on current adopted plan

* The Consultant did not recommend placement outside of the current pay plan, but if current structure is used, the movements would occur as stated above based on current vs. proposed midpoint data

Water/Wastewater Dir	Water Supt	Airport Dir	Engineer	Director of Accounting/HR	GM
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CURRENT					PROPOSED					
Employee Name	Title	Grade	Step	2023 Wage	Grade	Step	Wage in Step	Diff	% Diff	Notes
Joel Lemke	Dir of Utility & Transportation	V	9	\$123,906	X	7	\$131,883	\$7,977	6.44%	
Chris Lefebvre	Waste Water Supt'd	S	9	\$104,021	T	9	\$110,240	\$6,219	5.98%	
Eric Southworth	Water Distribution Supt'd	S	6	\$95,888	T	6	\$101,629	\$5,741	5.99%	
Mary Klesmith	Admin Services Manager	O	9	\$82,389	U	2	\$96,658	\$14,269	17.32%	
Vacant	Const & Maint Supt'd	S	5	\$93,309	S	2	\$86,029	-\$7,280	-7.80%	
Jason Draheim	Airport Manager	O	6	\$75,941	S	3	\$88,379	\$12,438	16.38%	
Adam Clark	Chief Op-Wastewater	N	6	\$71,677	P	4	\$76,253	\$4,576	6.38%	
Vacant	Engineer	R			S					
Michael Vassar	Chief Op-Water	N	6	\$71,677	P	4	\$76,253	\$4,576	6.38%	

Current Wages		Prop Wages	Diff	%Diff	Ave Change
718,808		767,324	48,516	6.75%	7.13%

***The data above is only representative of the changed positions in the department, it does not include all of the positions that had not change**

Commission,
Our specific request as it relates to this data is the following:

We request approval to implement the changes above and to pursue the "senior" positions for future months approval that would move employees from the entry-level grade to a higher grade upon the completion of several measurable position benchmarks.

Additionally we request permission to engage with the City (if they approve it through personnel) on the development of a new matrix that would be developed by the wage consultant to better represent the department and the City

*The Engineer position still needs further review. The City has had no applicants for this position which may indicate that some steps need to be taken with local decision making to fill this position. Grade S may not be sufficient to fill. Due to this, we are requesting that we gain permission to hire this shared position at step 5, Grade S.

The Airport Manager position is requested to start at step 3 pending the approval of the internal committee pursuant to Admin Policy or Commission/Personnel action.

April 2023

Airport Activity

- Rwy 03/21 rehabilitation progress report: Lighting system project complete. Remaining work is landscape/restoration related in progress.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	218	218	January	224	224
February	205	423	February	272	496
March	224	647	March	255	751
April	282	929	April	271	1022
May	344	1273	May		
June	402	1675	June		
July	518	2193	July		
August	128	2321	August		
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	1022	
Average	262		Average	256	
High Mo.	518		High Mo.	272	
Low Mo.	128		Low Mo.	224	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>
January	917.54	1723.3	January	464.59	614.5
February	414.07	3559.4	February	610.02	1549.7
March	1094.71	2252.6	March	1106.42	1378.7
April	1403.82	3626.1	April	1109.07	1175
May	2263.28	2234.5	May		
June	2492.9	4084	June		
July	4629.64	960.7	July		
August	820.91	427.2	August		
September	1183.19	110	September		
October	2044.24	435.3	October		
November	1049.95	0	November		
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	3290.1	4717.9
Average	1559.74	1622.8	Average	822.525	1179.48
High Mo.	4629.64	4084	High Mo.	1109.07	1549.7
Low Mo.	402.68	0	Low Mo.	464.59	614.5

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 20 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter(VTM) licenses current..*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: April **Year:** 2023

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	2454	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5823	4407	12684	
<u>Purchases</u> (+)	0	5476		
<u>Sold</u> (-)	1109.07	1175	2284.07	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	4708.93	11157	10389.93	
<u>Month End Jet-A Truck Quantity</u>	N/A	2129	N/A	
<u>Month End Qty</u> (-) (veeder-root)	4751	9040	15920	
<u>Difference</u> (=)	-42.07	-12	-54.07	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0		0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	56.8	99.83
This month end temp:	39.1	40.4
This month end meter:	4751	9040 (tanks only)
Prev month end inches:	66.83	53.59
Prev month end temp:	33.1	32.8
Prev month end meter:	5823	4407 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	4751	9040
Inventory Value:	<u>\$ 26,035.48</u>	<u>\$ 52,432.00</u>
Total Inventory Value:	<u>\$ 78,467.48</u>	