

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
Board of Water and Sewerage Commissioners
May 8, 2023 - 12:00 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

AGENDA

- I. Discussion and Possible Action on:
 1. Roll Call.
 2. Approval of Minutes
 3. Approval of Department Claims
 4. Bill credit for Four Seasons, 1430 Torun Road - *Joel Lemke*
 5. Utility Position Evaluations - *Joel Lemke*
 6. Vehicle use policy - *Joel Lemke*
 7. Water Supply and Distribution Reports - *Eric Southworth*
 8. Sewage Treatment Operations Report - *Chris Lefebvre*
 9. Construction and Maintenance Report - *Joel Lemke*
 10. Purchase of push camera for storm and sewer infrastructure - *Eric Southworth*
 11. An estimate for ditching work by Kyle Kluck Excavating - *Joel Lemke*
 12. Directors Report - *Joel Lemke*
 13. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, July 10, 2023 at noon. 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 Board of Water & Sewerage Commission Meetings are on file at the Admin Office of the Water & Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Board of Water and Sewerage Commissioners
April 10, 2023 - 12:00 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

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

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

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

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the March 13, 2023 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Design contracts for 2024 Street Improvement Projects & 2024 Reconstruction Project- Joel Lemke

It was approved last year to have the design contracts for the projects that are undertaken by the Utilities and Department of Public Works to be administered through the Public Utilities Department. The reason for making this change is to complete the design for upcoming projects on a timeline that allows for the distribution of the designs to other parties involved, WPS, Charter etc that need to coordinate their own work involvement concurrent with ours. We will bill the City for their portion of the invoices.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the Clark Dietz - 2024 Street Improvement Project in the amount of \$143,000.00 and the Strand & Associates - 2024 Street Reconstruction Project in the amount of \$324,500.00.

Ayes all. Nays none. Motion carried.

5. Utility bill comparison report - Joel Lemke

Rate comparisons between Sevens Point and some neighboring communities were included in the packet as requested by the Commissioners so they can have a better perspective on where we stand. The comparison did not include storm rates because not all communities include them in their rates.

The comparisons were reviewed and the Commission requested to be provided comparisons whenever we are requesting a rate increase in the future.

6. Report on market rate study effort - Joel Lemke

Joel explained that the Personnel Committee will be acting on a new position that will include Emergency Manager duties and will be under the Fire Chief. Jason Draheim is currently the City's Emergency Manager and gets paid a stipend for those duties. Joel explained we received industry data on several positions within the department and rather than doing individual reclassifications/position evaluations, we engaged our pay plan consultant to evaluate the wages of the utility staff in addition to the Airport Manager and City Engineer (whom we share expenses with DPW). The study is underway and results will be delivered at the meetings in May.

7. Water Supply and Distribution Reports - Eric Southworth

Eric stated pumpage is down this month. The mill was down in March for two weeks to clean their machines which affected our total pumpage. Well 11 tank cleaning and inspection was completed and everything went well and we are waiting on the DNR report. The Water Street tower will be inspected later this spring. Annual hydrant flushing will be done May 8-11th.

8. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated that the WWTP met all permit requirements for the month of March. A bearing went out on the biosolids dryer so that is not in operation and they are currently hauling biosolids to the landfill. We are lining up fields for land application this spring to limit expenses incurred while we wait for a bearing to be replaced.

9. Construction and Maintenance Report - Craig Czaikowski

Craig stated one crew will be installing a service tomorrow. Another crew is currently finishing up a swale project that was started last year. We will be starting our last season of our lead service replacement.

10. MS4 Annual Report - Joel Lemke

Joel stated this item is just informational. The MS4 Permit has to be submitted every March.

11. Directors Report - Joel Lemke

Joel stated that this was Craig's last Commission meeting, he has worked here 13 years. Joel and the Commission wished him well.

12. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:33PM

REPORT TO THE MAY 8, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of April 1, 2023
Bank deposits recorded in April 2023

\$	6,742,448.75
\$	860,271.96
\$	7,602,720.71

CHECKS ISSUED APRIL 2023:

57717 AnSer	After hours answering service	130.00
57718 Aspirus Medical Group, Inc.	Pre-employment testing	183.50
57719 Baker Tilly Virchow Krause LLP	Audit Charges	4,231.61
57720 CDW Government	Troubleshoot issue with alarm panels	235.00
57721 City Of Stevens Point	Retirement, fuel, employee benefits, workers comp premium	30,429.94
57723 Dakota Electric Services Inc	Troubleshoot compressor & heat tape	152.50
57724 Franks Hardware Co Inc	Supplies	672.78
57725 Hawkins Inc	Chemicals	2,656.77
57728 Kamstrup Water Metering LLC	Meter Reading Software	3,364.45
57729 Roger Kieliszewski	Uniform Reimbursement	158.22
57731 Metron-Farnier LLC	Meters	48,127.00
57734 Mastercard	Supplies	566.94
57735 Ruekert Mielke Inc	Water model	3,120.00
57736 Teamsters Union Local 662	Union dues	1,576.00
57738 Wi State Laboratory of Hygiene	Fluoride testing	28.00
57739 Mae Nachman	Salary	57.37
57740 Community Foundation of Central WI	Employee Contribution	10.00
57741 United Way Of Portage County	United Way	36.00
57742 Aramark	Rug service	40.83
57744 Donna's Cleaning Service	Monthly Office & Utility Garage Cleaning	300.00
57745 Ferguson Waterworks #1476	Inventory	3,015.00
57746 INFOSEND INC	Printing, postage & mailing of billing statements, & notices	1,558.98
57747 Reinders Inc	Lawn seed	309.00
57750 Springbrook Holding Company LLC	Civic Pay Transaction Fee	503.67
57751 Strand Associates Inc	Professional Services Well 12	426.11
57752 USA Blue Book	Supplies	255.13
57754 Clark Dietz	Professional Services - 2024 Street Improvements	1,048.67
57755 Ferguson Waterworks #1476	Inventory	1,229.02
57759 Spectrum Insurance Group LLC	Business Liability & Vehicle Insurance	11,997.33
57760 Strand Associates Inc	Professional Services - 2023 Street Improvements	10,636.66
57761 Danise Weed	Refund Check 024974-000, 917 Washington Ave.	216.59
57764 Dolce Digital Imaging	Meter test card printing	146.00
57765 Fastenal Company	Locate paint	169.75
57766 Ferguson Waterworks #1476	Water Fittings, Inventory	8,128.70
57767 John Fabick Tractor Co	Hydraulic hose repair, back hoe maintenance	1,613.86
57770 Petty Cash	Mileage, postage & conference per diem	65.32
57771 SJE	Troubleshoot pressure spikes	1,700.68
57772 Mastercard	Webinar lunch, conference expenses, IT pipes webservice	957.11
57773 USA Blue Book	Colorimeter	641.03
57774 Dan Woitczak	Uniform reimbursement	59.06
57775 Aramark	Rug Service	40.83
57776 Ferguson Waterworks #1476	Restocking & freight charges	68.36
57777 NAPA	Replacement wipers	83.50
57778 US Postmaster	20 Rolls of Forever Stamps	1,260.00
57779 Community Foundation of Central WI	Green Circle - Joel Lemke	10.00
57780 United Way Of Portage County	United Way	36.00
57782 Mary Catura	Refund Check 029302-000, 5649 Jefferson St.	147.06
57785 Heartland Business Systems, LLC	Monthly Managed Services	216.20
57786 Lincoln Contractors Supply Inc	Supplies	117.68
57787 Ruekert Mielke Inc	EPCC Water System Study	8,320.00
57791 Julie Berger	Reimburse costs incurred due to main break	151.00

57792 Central States H & W Fund	Health Insurance Premium	41,330.05		
57793 City Of Stevens Point	Workers Comp Insurance Premium	1,369.08		
57794 CORE & MAIN LP	Test & recalibrate meter tester	460.96		
57795 County Materials Corp	Inventory	3,320.00		
57797 First Supply LLC -Plover	Inventory	7,739.12		
57799 Martelle Water Treatment	Chemical - aquadene	5,451.82		
57800 Northern Properties JCJ LLC	Refund Check 039103-000, 3710 Doolittle Dr.	42.89		
57801 Seitz Investment Properties LLC	Refund Check 009987-001, 741 Second St. No.	36.75		
57804 Wisconsin Division of Energy EAP-UN	Refund Check 018611-000, 401 Michigan Ave #103A I	315.82		
Deluxe Check Printing	Check Printing	183.89		
WPS	Utility Charges	22,058.03		
Payroll	Payroll	36,883.20		
IRS PR Tax	Payroll Taxes - Federal	35,253.22		
DOR PR Tax	Payroll Taxes - State	7,157.00		
Verizon Cell & iPad Charges	Phone & iPad Charges	539.47		
DOR Garnishment	Garnishment	9.32		
HRA Admin Fees	Renewal & Admin Fees	30.00		
TOTAL EXPENSES LISTED			\$ 313,385.83	\$ 313,385.83
BALANCE ON HAND APRIL 30, 2023				
	Balance on Hand		\$ 7,289,334.88	
	Plus uncleared checks		\$ 72,725.33	
	Less checks previously written clearing this month		\$ (62,109.66)	
	Ending Cash Balance matching Bank Statements		\$ 7,299,950.55	
	Less Restricted Funds		\$ (1,124,572.23)	
	Cash on Hand		\$ 6,175,378.32	

REPORT TO THE MAY 8, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of April 1, 2023
Bank Deposits recorded in April 2023

\$	8,070,437.54
\$	615,980.13
\$	8,686,417.67

CHECKS ISSUED IN APRIL 2023:

57716 Airgas USA, LLC	Nitrogen	2,425.84
57719 Baker Tilly Virchow Krause LLP	Audit Charges	3,611.87
57720 CDW Government	Troubleshoot issue with alarm panels	235.00
57721 City Of Stevens Point	Retirement, fuel, employee benefits, workers comp premiums	5,739.55
57722 Cummins Sales & Service	Generator Maintenance	4,168.30
57723 Dakota Electric Services Inc	Wiring for BFP feed grinder, troubleshoot compressor & heat tape	3,696.00
57724 Franks Hardware Co Inc	Supplies	99.38
57726 J & W Instruments Inc	Display board for RAS pump flow meter	900.00
57727 Johnson Controls Fire Protection	Biosolids Bldg Annual Alarm Monitoring	749.32
57730 MC Tools and Repair LLC	Jetter Head Repair	1,035.50
57732 NCL of Wisconsin Inc	Lab Supplies	703.69
57733 Pace Analytical Services Inc	Sample/Testing	379.00
57737 UW Stevens Point	Intern Wages	2,832.03
57742 Aramark	Rug service	177.53
57743 Brenntag Great Lakes LLC	Chemical-Ferric Chloride	16,417.96
57744 Donna's Cleaning Service	Monthly Utility Garage Cleaning	25.00
57750 Springbrook Holding Company	Civic Pay Transaction Fee	503.67
57753 WI State Laboratory of Hygiene	Solids certification	59.00
57754 Clark Dietz	Professional Services - 2024 Street Improvements	262.16
57756 Harter's Fox Valley Disposal	Dumpster Service	561.76
57757 Hawkins Inc	Chemicals - Azone	682.92
57758 JWR INC	Camera Repair	2,825.20
57759 Spectrum Insurance Group LLC	Business Liability & Vehicle Insurance	11,997.34
57760 Strand Associates Inc	Professional Services - 2023 Street Improvements	2,659.17
57761 Danise Weed	Refund Check 024974-000, 917 Washington Ave.	390.54
57762 A Plus Doors LLC	Garage door replacement	22,014.00
57763 Batteries Plus	Batteries	199.00
57765 Fastenal Company	Locate paint	800.62
57768 Northern Lake Services Inc	Sample testing	1,185.43
57769 Olsen Safety Equipment Corp	Repair part for gas monitor	245.29
57770 Petty Cash	Mileage, postage & conference per diem	298.03
57772 Mastercard	Cleaning supplies, Conference expenses, Tool Cabinet, Temperature Recertification	2,054.04
57775 Aramark	Rug Service	177.53
57781 Boerger LLC	Stainless pump housing, sealing compound	6,839.90
57782 Mary Catura	Refund Check 029302-000, 5649 Jefferson St.	225.55
57783 Dakota Electric Services Inc	Replacement contactors - Feltz Ave Lift Station	1,508.28
57785 Heartland Business Systems, LLC	Monthly Managed Services	216.20
57788 Transmotion LLC	Transporter	3,230.00
57789 Waste Mangmt of WI-MN	Sludge hauling	8,041.85
57790 Weimer Bearing and Transmission	Wear showses -primary clarifier	3,325.51
57792 Central States H & W Fund	Health Insurance Premium	16,598.51
57793 City Of Stevens Point	Workers Comp Insurance Premium	786.10
57795 County Materials Corp	Inventory	4,133.00
57796 Evoqua Water Technologies LLC	DAFT Controller Parts	1,144.80
57798 Hach Company	Lab supplies	1,087.41
57800 Northern Properties JCJ LLC	Refund Check 039103-000, 3710 Doolittle Dr.	41.67
57801 Seitz Investment Properties LLC	Refund Check 009987-001, 741 Second St. No.	41.83
57802 The Sherwin-Williams Co	Paint & Painting Supplies	139.98
57803 Water Environment Federation	Membership Renewal - Chris	175.00

REPORT TO THE MAY 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of April 1, 2023

\$ 4,210,237.08

Bank deposits recorded in April 2023

\$ 221,468.69

\$ 4,431,705.77

CHECKS ISSUED APRIL 2023:

57719 Baker Tilly Virchow Krause LLP	Audit Charges	\$	3,606.75		
57720 CDW Government	Troubleshoot issue with alarm panels	\$	235.00		
57721 City Of Stevens Point	Retirement, fuel, employee benefits, workers comp premiums	\$	4,543.88		
57724 Franks Hardware Co Inc	Supplies	\$	40.72		
57744 Donna's Cleaning Service	Monthly Utility Garage Cleaning	\$	25.00		
57747 Reinders Inc	Lawn seed	\$	277.98		
57748 Rogan's Shoes	Boot allowance - Jason Pliska	\$	181.90		
57749 Ruder Ware LLSC	Professional Services-General Employment	\$	422.50		
57750 Springbrook Holding Company LLC	Civic Pay Transaction Fee	\$	503.66		
57754 Clark Dietz	Professional Services - 2024 Street Improvements	\$	262.17		
57758 JWR INC	Camera Repair	\$	2,825.19		
57759 Spectrum Insurance Group LLC	Business Liability & Vehicle Insurance	\$	11,997.33		
57760 Strand Associates Inc	Professional Services - 2023 Street Improvements	\$	2,659.17		
57767 John Fabick Tractor Co	Back hoe maintenance	\$	3,744.04		
57770 Petty Cash	Mileage, postage & conference per diem	\$	25.00		
57782 Mary Catura	Refund Check 029302-000, 5649 Jefferson St.	\$	35.39		
57785 Heartland Business Systems, LLC	Monthly Managed Services	\$	216.20		
57792 Central States H & W Fund	Health Insurance Premium	\$	9,827.44		
57793 City Of Stevens Point	Workers Comp Insurance Premium	\$	699.55		
57795 County Materials Corp	Inventory	\$	1,464.75		
57801 Seitz Investment Properties LLC	Refund Check 009987-001, 741 Second St.	\$	7.67		
Deluxe	Check Printing		183.88		
Verizon	Ipad & cell phone charges		376.53		
Payroll	Payroll		27,284.46		
IRS	Payroll Taxes		2,750.76		
WPS	Monthly Utility Charges		22.02		
TOTAL OF EXPENSES LISTED		\$	74,218.94	\$	74,218.94
BALANCE ON HAND APRIL 30, 2023				\$	4,357,486.83
	Balance on Hand			\$	4,357,486.83
	Plus checks written after the end of this month				
	Plus uncleared checks			\$	12,251.00
	Less checks previously written clearing this month			\$	(15,413.54)
Ending Cash Balance matching Bank Statements				\$	4,354,324.29

REPORT TO THE MAY 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of April 1, 2023

\$	402,676.76
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Bank deposits recorded in April 2023

\$	-
\$	402,676.76

CHECKS ISSUED APRIL 2023:

57784 Dolce Digital Imaging
Payroll
Payroll

Postcards for CAN project
4/14/2023
4/28/2023

48.12
667.22
125.12

TOTAL OF EXPENSES LISTED

\$	840.46	\$	840.46
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BALANCE ON HAND APRIL 30, 2023

\$	401,836.30
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Balance on Hand

\$	401,836.30
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Plus checks written after the end of this month

Plus uncleared checks

\$	48.12
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Less checks previously written clearing this month

Ending Cash Balance matching Bank Statements

\$	401,884.42
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May 3, 2023

TO: Water and Sewerage Commission
RE: Sewer Credit – 1430 Torun Road

Commissioners,

The Four Seasons Community property located at 1430 Torun Road is under new ownership and management. The property is metered and has had many issues with leaks in recent years. The current owners have been working hard on improving the leak situation and as they do we have data that we can analyze to show how much of the leaked water was wasted into the ground rather than put through the sewer system.

It has been our policy to only consider sewer credits after repairs have been made and only with proof that water was wasted in a way that did not involve the water going down the sanitary sewer.

All water consumption through the meter has been paid, and we have calculated the amount of water that should not have been billed to the customer as wastewater, because it did not go to the sanitary sewer.

With the current data in hand, we know that there is a sewer credit due for the period of March 2022 to December 2022 in the amount of \$20,813.73. This amount has been credited to the account because it was a staff calculation leading to the corrected billing.

Because of the size of this credit, we wanted to bring this to the attention of the commission for review and approval.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

**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	<i>Proposed</i> 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.



May 3, 2023

TO: Water and Sewerage Commission
RE: Vehicle Use Policy

Commissioners,

We have inquired inside the city and with some of our utility peers about vehicle use policies. Other City Departments do have such policies, and most of our peer utilities do as well.

We have a couple of areas where a vehicle use policy would be useful and beneficial. On-call personnel as well as some of the Department management who are either routinely accountable to after-hours duties or who collect mileage reimbursement for use of their private vehicle would benefit from having a policy that outlines appropriate use of Department vehicles. The policy below mirrors similar operations and is what is being proposed:

Vehicle Use Policy

Utility vehicles are allowed to be taken home in those instances when the Department Head has determined that such action is justified by on-call, emergency, safety, and economic considerations. These vehicles are normally not intended to be used for personal use.

The Utility is making this vehicle available for commuting to allow the employee to remain available for business duties at night and on weekends.

Commuting is a personal use that must be valued and treated as a taxable fringe benefit for federal income and employment tax purposes. The Utility has elected to value any commuting use (this does not include on-call personnel) of vehicles using the vehicle commuting valuation method. For withholding and reporting purposes, \$3 (current amount subject to change) will be charged to you as personal use income for each day you use the vehicle for commuting to and from work for the period January 1 to December 31. This will be recorded and tracked through payroll.

Additionally, employees who reside outside of the Utility service area and further than 5 miles from the city limits would be charged mileage at the standard mileage rate for any commute miles beyond these limits. Any mileage charges to an employee would be charged through payroll deduction. The expectation for commutes is that the most direct route will be used.

**STEVENS POINT, WISCONSIN
WATERWORKS REPORT**

FOR APRIL 2023

CURRENT YEAR VS. PREVIOUS YEAR

	2022	2023	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	171,871,000	167,050,000		4,821,000	225,874,000	Apr-02	
Daily pumping average, in gallons	5,729,030	5,568,330		160,700			
Peak pumpage, gallons, (date)	6,597,000 (14TH)	6,894,000 (14TH)	297,000		9,434,000	4/24/2002	
Low pumpage, gallons, (date)	2,830,000 (25TH)	3,075,000 (30TH)	245,000		1,980,000	04/16/90	
					2,830,000	4/25/2022	◀Record low since 1995 when the utility started providing water to Stora Enso.
Power bill	\$22,850.93	\$19,154.13		\$3,696.80			
K.W.H's used	193,030	202,655	9,625				
Gallons pumped per K.W.H.	865	824		41			

STEVENS POINT WATER DEPARTMENT CONSUMPTION HISTORY

(Pumpage x 1,000)

MONTH	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
JANUARY	178,957	188,381	138,644	150,622	142,263	147,206	140,438	131,056	135,295	140,095
FEBRUARY	173,997	173,503	135,391	131,127	135,573	132,869	123,311	124,330	132,142	134,021
MARCH	169,879	195,466	150,690	138,327	154,358	148,770	139,881	131,189	146,717	147,561
APRIL	167,050	171,871	146,563	127,470	135,713	133,238	142,367	135,484	145,731	154,752
MAY		211,721	174,529	149,292	154,346	168,410	141,687	175,174	173,606	151,986
JUNE		238,070	225,268	181,763	181,220	187,095	175,722	187,693	167,417	182,687
JULY		261,545	214,800	199,876	199,645	240,487	202,817	185,672	187,544	215,463
AUGUST		251,597	206,429	231,447	210,777	225,280	179,208	167,623	208,123	188,933
SEPTEMBER		227,586	181,626	174,925	169,779	181,556	157,626	151,238	175,833	160,492
OCTOBER		206,986	188,859	170,759	143,805	148,186	151,878	143,498	165,156	145,722
NOVEMBER		191,454	169,636	151,193	135,482	133,317	137,452	126,023	119,924	135,922
DECEMBER		194,570	186,582	139,795	146,329	143,324	133,796	141,554	126,294	138,224
Grand Total/Yr	689,883	2,512,750	2,119,017	1,946,596	1,909,290	1,989,738	1,826,183	1,800,534	1,883,782	1,895,858

**STEVENS POINT WATER DEPARTMENT
WELL 11 PUMPAGE HISTORY**

(Pumpage x 1,000)

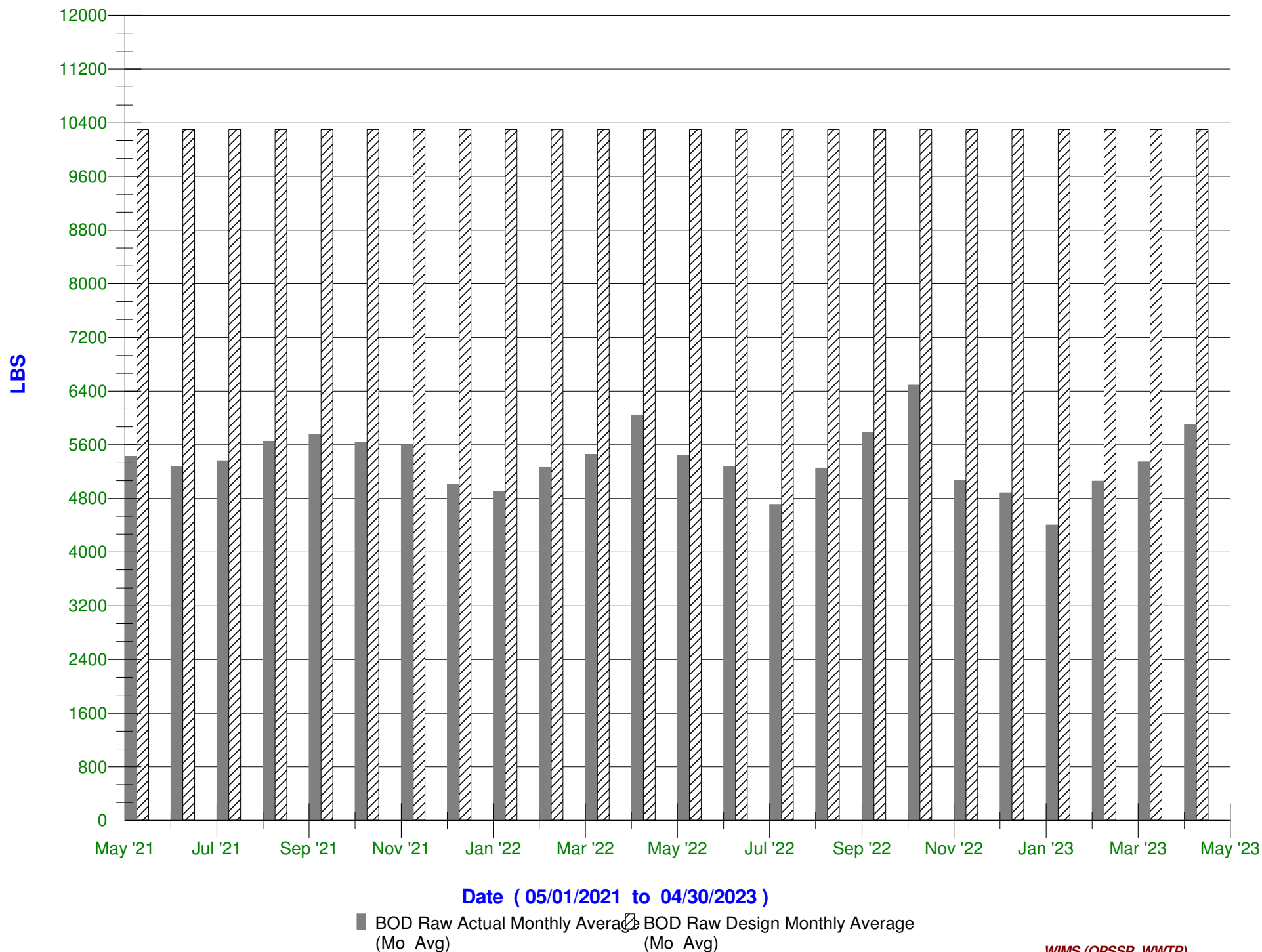
MONTH	2023	2022	2021	2020	2019	2018	2017
JANUARY	88,937	88,942	83,106	82,287	82,112	88,989	89,079
FEBRUARY	79,725	80,355	80,293	83,129	80,253	80,441	80,474
MARCH	81,120	88,834	88,768	88,771	88,609	76,469	88,652
APRIL	84,933	84,742	86,110	86,022	84,640	86,223	76,187
MAY		88,861	88,978	88,891	88,880	88,968	66,836
JUNE		85,473	86,219	86,029	85,990	86,098	74,224
JULY		89,341	89,195	86,944	88,225	88,869	88,996
AUGUST		89,417	88,490	88,902	88,811	88,978	88,973
SEPTEMBER		86,525	86,109	86,044	85,974	86,010	86,157
OCTOBER		89,828	86,373	88,916	88,841	87,366	89,120
NOVEMBER		86,211	86,217	82,881	85,244	85,751	86,441
DECEMBER		89,035	89,444	88,909	88,890	87,468	72,909
Grand Total/Yr	334,715	1,047,564.00	1,039,302	1,037,725	1,036,469	1,031,630	988,048

Final Effluent Discharge Data

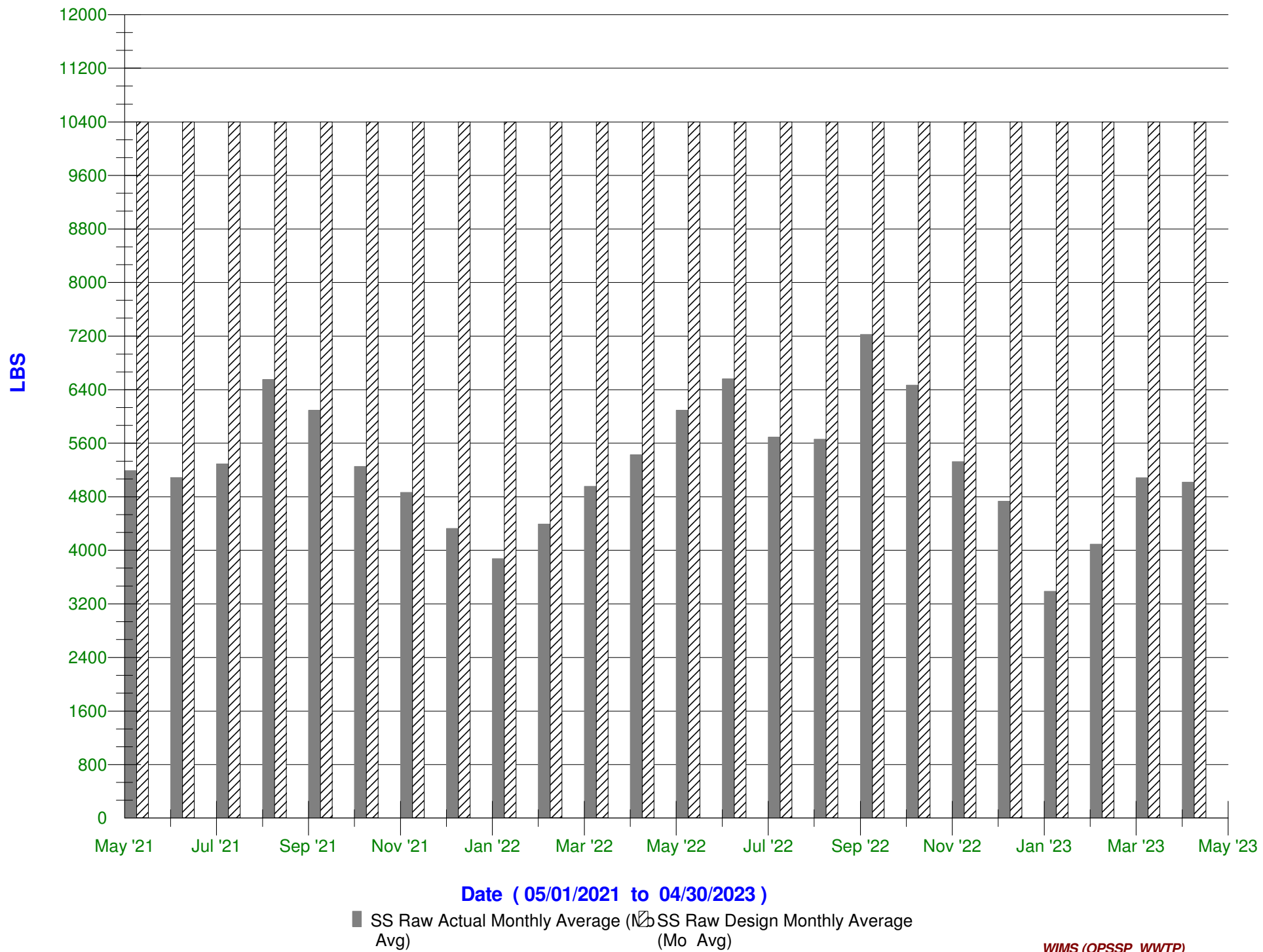
April 2023

		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
Date	Precip INCHES	Raw	Final	Raw	Final	% Reduct.	Raw	Final	Raw	Final	% Reduct.	Raw	Final	Raw	Final	Raw	Final	Final #/100 ml	Ammonia mg/L
		MGD	MGD	MG/L	CBOD MG/L		Pounds BOD/Day	Pounds CBOD/Day	(ppm)	(ppm)		Pounds SS/Day	Pounds SS/Day	(ppm)	(ppm)	P/Day	P/Day		
04/01/2023	1.58	3.473	3.674	176	4.50	97	5,098	138	144	5.74	96	4,170.93	176	3.660	0.390	106	12		18
04/02/2023	0.02	3.193	3.399	168	3.16	98	4,474	90	176	4.74	97	4,686.81	134	3.530	0.290	94	8		17
04/03/2023	0.00	3.185	3.383	206	3.40	98	5,472	96	172	4.60	97	4,568.82	130	4.100	0.300	109	8		19
04/04/2023	0.00	3.200	3.434	278	4.73	98	7,419	135	236	7.84	97	6,298.37	225						
04/05/2023	0.79	3.617	3.863	195	5.73	97	5,882	185	168	6.78	96	5,067.85	218						
04/06/2023	0.00	3.181	3.360	279	4.58	98	7,402	128	176	6.10	97	4,669.20	171						
04/07/2023	0.00	2.946	3.105	240	4.51	98	5,897	117	172	8.65	95	4,225.98	224						
04/08/2023	0.00	2.748	2.897	199	3.23	98	4,561	78	176	4.34	98	4,033.62	105	3.590	0.330	82	8		21
04/09/2023	0.00	2.655	2.777	310	3.27	99	6,864	76	180	3.96	98	3,985.69	92	3.490	0.290	77	7		21
04/10/2023	0.00	2.911	3.075	201	4.84	98	4,880	124	196	4.04	98	4,758.44	104	3.940	0.330	96	8		26
04/11/2023	0.00	3.081	3.265	245	13.69	94	6,295	373	200	10.80	95	5,139.11	294						
04/12/2023	0.00	3.150	3.364	247	15.17	94	6,489	426	164	12.55	92	4,308.44	352						
04/13/2023	0.00	3.131	3.320	209	12.62	94	5,458	349	232	13.90	94	6,058.11	385						
04/14/2023	0.00	3.089	3.272	272	10.51	96	7,007	287	256	12.80	95	6,595.14	349						
04/15/2023	0.00	2.982	3.168	156	5.95	96	3,880	157	88	8.70	90	2,188.55	230	2.910	0.440	72	12		22
04/16/2023	0.85	3.226	3.465	161	4.13	97	4,332	119	140	6.14	96	3,766.68	177	3.040	0.400	82	12		22
04/17/2023	0.36	3.231	3.454	226	4.08	98	6,090	118	180	4.88	97	4,850.38	141	3.260	0.420	88	12		24
04/18/2023	0.02	3.187	3.419	216	4.30	98	5,741	123	164	13.54	92	4,359.05	386						
04/19/2023	0.00	3.245	3.537	277	4.33	98	7,497	128	220	5.98	97	5,953.93	176						
04/20/2023	0.70	3.410	3.721	251	4.04	98	7,138	125	216	5.55	97	6,142.91	172						
04/21/2023	0.15	3.247	3.513	241	4.12	98	6,526	121	180	4.48	98	4,874.40	131						
04/22/2023	0.00	2.994	3.230	213	3.50	98	5,319	94	220	4.63	98	5,493.39	125	3.530	0.340	88	9		24
04/23/2023	0.02	2.829	3.087	245	2.69	99	5,780	69	256	4.80	98	6,040.03	124	3.430	0.320	81	8		29
04/24/2023	0.00	2.845	3.034	266	2.31	99	6,311	58	344	4.51	99	8,162.19	114	3.870	0.330	92	8		29
04/25/2023	0.00	2.827	2.870								100								
04/26/2023	0.00	2.758	2.817								100								
04/27/2023	0.00	2.735	2.803								100								
04/28/2023	0.00	2.639	2.715								100								
04/29/2023	0.23	2.511	2.576								100								
04/30/2023	0.18	2.663	2.758								100								
											100								
Total	4.90	90.889	96.355	5,477	133	2,340	141,812	3,714	4,656	170.05	3,006	120,398.01	4,735	42.350	4.180	1,067.034	112.819		272.000
Average	0.16	3.030	3.212	228	6	97	5,909	155	194	7.09	97	5,016.58	197	3.529	0.348	88.917	9.333		22.667
Maximum	1.58	3.62	3.86	310.00	15.17	99.13	7,496.53	425.61	344.00	13.90	100.00	8,162.19	386.09	4.10	0.44	108.91	12.10		28.80
Minimum	0.00	2.51	2.58	156.00	2.31	93.86	3,879.70	58.45	88.00	3.96	90.11	2,188.55	91.71	2.91	0.29	72.37	6.72		16.50

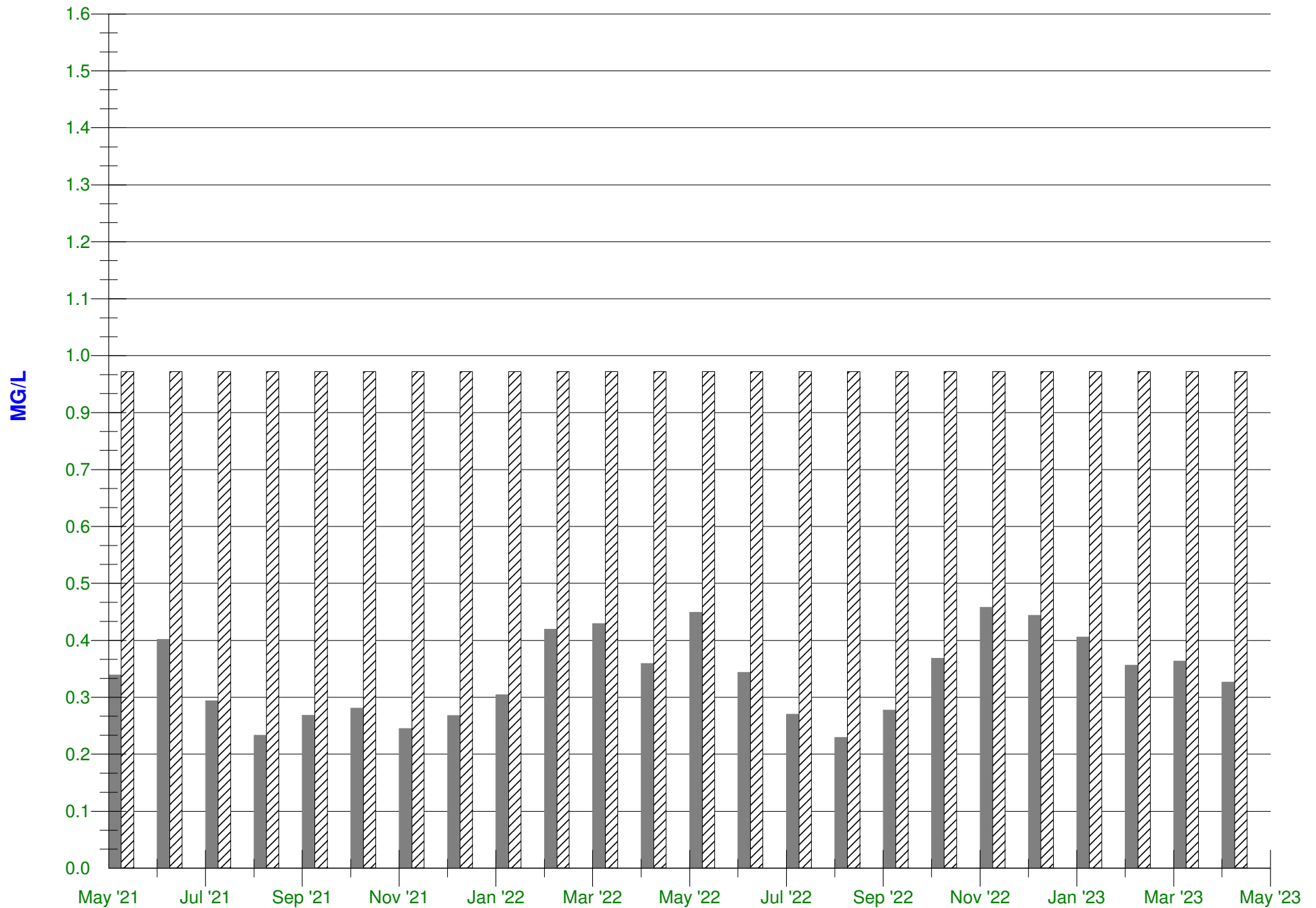
BOD Raw 2 Year History



SS Raw 2 Year History



Phosphorus mg/l 2 Year History



Date (05/01/2021 to 04/30/2023)

■ Effluent Phosphorous Total (Mo Avg) ■ Phosphorus Final Limit (Mo Avg)

Sewage Plant Monthly Average

	Temperature		Precip.	Sewage Flow		Phosphorus				BOD					Suspended Solids						Per Day	Gas
Month	Max	Min	INCHES	Influent	Effluent	Raw Influent		Final Effluent		Raw Influent		Final CBOD Eff.		Reduction	Raw Influent		Final Effluent		Reduction	Power kW	LBS BOD Removed	Production Per Day CUFT
	°F	°F		MGD	MGD	MG/L	LBS	MG/L	LBS	MG/L	LBS	MG/L	LBS	%	MG/L	LBS	MG/L	LBS	%			
May 2022	68	47	2.97	2.293	2.647	6.378	123	0.479	11	283	5,417	6.32	139.49	98	318	6,086	5.68	125.45	98	4,935	5,278	
Jun 2022	77	54	3.25	2.101	2.459	5.276	92	0.367	8	301	5,270	3.78	77.40	99	374	6,559	3.03	62.15	99	4,880	5,193	
Jul 2022	81	59	3.63	2.089	2.460	4.991	85	0.288	6	268	4,670	4.36	89.40	98	324	5,645	4.57	93.85	99	4,955	4,580	
Aug 2022	78	59	6.51	2.168	2.476	5.495	98	0.245	5	291	5,258	5.49	113.45	98	312	5,648	4.37	90.20	99	4,335	5,145	
Sep 2022	71	50	3.58	2.262	2.606	5.951	110	0.296	6	306	5,764	4.08	88.74	99	382	7,203	3.66	79.49	99	4,707	5,676	
Oct 2022	59	36	1.38	2.098	2.356	6.594	113	0.393	8	368	6,439	3.76	73.89	99	368	6,433	3.56	69.97	99	3,987	6,365	
Nov 2022	46	21	2.92	2.129	2.428	5.290	93	0.488	10	284	5,041	3.54	71.60	99	297	5,264	3.99	80.89	99	4,433	4,969	
Dec 2022	25	13	1.85	2.027	2.248	5.591	96	0.473	9	287	4,852	3.56	66.72	99	278	4,703	3.83	71.75	99	4,667	4,785	
Jan 2023	28	19	1.35	2.045	2.440	5.414	93	0.433	9	257	4,389	3.45	70.30	99	198	3,385	4.61	93.78	98		4,319	
Feb 2023	31	11	1.95	2.130	2.164	5.077	89	0.380	7	284	5,048	4.71	85.01	98	230	4,092	5.19	93.59	98	6,236	4,963	
Mar 2023	38	20	2.54	2.312	2.583	4.831	90	0.388	8	278	5,355	4.41	94.98	98	262	5,045	5.12	110.21	98	7,161	5,260	
Apr 2023	54	34	4.90	3.030	3.212	3.529	89	0.348	9	228	5,766	5.56	148.88	98	194	4,902	7.09	189.79	96	5,800	5,617	
Minimum	25	11	1.35	2.027	2.164	3.529	85	0.245	5	228	4,389	3.45	66.72	98	194	3,385	3.03	62.15	96	3,987	4,319	
Maximum	81	59	6.51	3.030	3.212	6.594	123	0.488	11	368	6,439	6.32	148.88	99	382	7,203	7.09	189.79	99	7,161	6,365	
Total	655	423	36.83	26.684	30.079	64.416	1,171	4.578	94	3,435	63,269	53.01	1,119.86	1,180	3,538	64,965	54.69	1,161.13	1,178	56,097	62,149	
Average	55	35	3.07	2.224	2.507	5.368	98	0.382	8	286	5,272	4.42	93.32	99	295	5,414	4.56	96.76	98	5,100	5,179	



CITY OF STEVENS POINT PUBLIC UTILITIES

May 4, 2023

Commissioners,

Towards the end of 2022 and in the first quarter of 2023 we did research and looked at “push style” cameras to use for videoing and investigating hard to access sewer and storm infrastructure. After seeing demonstrations on three different units, we are asking for your approval to purchase a camera for the cost of \$14,792.00 from Macqueen Equipment, which was the lowest of the three demonstrated.

Thank you,

Eric Southworth
Water Superintendent



May 3, 2023

TO: Water and Sewerage Commission
RE: Maintenance of ditch

Commissioners,

On the east side of the city there is a large ditch that conveys water from further north and east of the city limits to a point where it first enters a storm pipe and eventually discharges to the plover river near the northeast quadrant of the intersection of Hwy 10 and Interstate 39. This ditch has needed more and more frequent maintenance as development and other influences bring nutrients to the ditch that promote vegetative growth that restricts the flow of water. Three to four years ago the Department went through a large project to clear the vegetation from the ditch. That effort was very effective, but the effects were very brief.

As we seek out funding to put that ditch into buried infrastructure (probably twin storm pipes), we are seeking approval to engage with a contractor to do some maintenance to reopen the flow of the ditch.

This work has been quoted to us by Kyle Kluck Excavating and is under our bid threshold, so we can award it based on a quoted number.

The quote we have received for the work that was scoped is \$13,000. We believe this work will provide at least a couple of years of functional performance while we seek out a more permanence solution. This expense will be covered by the stormwater utility funds.

We respectfully request permission to engage with Kyle Kluck Excavating in an amount not to exceed \$13,000 for maintenance to Utility-owned infrastructure, specifically the removal of material and vegetation from ditches and other vegetated areas.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

Kyle Kluck Trucking & Excavating

5628 State Highway 66

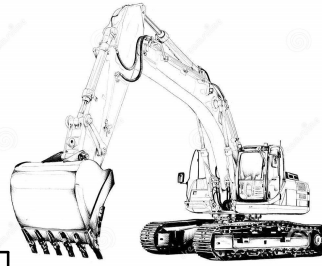
Stevens Point, WI 54482

Phone: 715-340-0763

kylekluckexcavating@gmail.com

Estimate

Date	Estimate #
3/17/2023	1079



Name / Address
CITY OF STEVENS POINT WATER DEPT PO BOX 243 STEVENS POINT, WI 54481

Terms	Project

Description	Qty	Rate	Total
DITCH CLEANING ON WEST SIDE OF HOLIDAY INN EXTENDING EAST TO BADGER AVE			
ALLOWANCE TO CLEAN DITCH ON WEST SIDE OF HOLIDAY INN & TRUCK MATERIAL FROM DITCH TO CITY DUMP SITE BY COLD STORAGE BUILDING		9,000.00	9,000.00
ALLOWANCE TO CLEAN SEDIMENT FROM DITCH BETWEEN AMBER AVE & BADGER AVE WITH LONG REACH EXCAVATOR PILE SPOILS ALONG DITCH TO BE CLEANED UP BY CITY OR SPREAD IT POSSIBLE		4,000.00	4,000.00
PLEASE RETURN ONE COPY, SIGNED AND DATED IF ACCEPTED		Total	\$13,000.00

Signature & Date _____