

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

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Anna Haines

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim, Jaime Zdroik, Pam Filtz, Jenny Schmeiser, Anne Rink, Michael Federwitz and Ald. Lange

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the April 10, 2023 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Bill credit for Four Seasons, 1430 Torun Road - Joel Lemke

Joel explained the new owners have been working hard on fixing leaks. According to policy and department practice, a sewer credit can be considered if the leak has been repaired and there is proof the water did not go into the sanitary sewer. In this case, the water did not go down the sanitary sewer.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the bill credit for 1430 Torun Road in the amount of \$20,813.73.

Ayes all. Nays none. Motion carried.

5. Utility Position Evaluations - Joel Lemke

Joel stated his original intent in going forward with the market rate study was to evaluate three positions; the Administrative Services Manager, Administrative Services Specialist and Airport Manager. The Administrative Services Manager and the Administrative Services Specialist positions have been misrepresented on the pay plan for a long time and we've been continually working on trying to rectify this. There have also been difficulties in hiring for other positions as well. Therefore, a broader spectrum of department positions were evaluated during the market rate study.

The wage consultant came back with data for some of the positions but there is still more to do. Joel explained that he is in no hurry to change titles for the individuals listed on the results of the market rate study. The titles they have listed are what our titles are compared to our industry. Our titles didn't mesh with what other titles are within our industry. Joel explained he felt based on the AWWA data that the Administrative Services Specialist position should be placed in J but when we received the results from Baker Tilly that position remained at H. Stevens Point calculates at 92% of the national average. So, if you have jobs that represent the whole United States, they will take 92% of that and see where you belong. Using that data, and applying the 92%, that position came within .1%. Joel explained to Baker Tilly there are internal equity issues and they explained they were using the scoring system grade for that position and that grade will need to be re-evaluated. So, for this position, Joel will be doing the PAQ process in order to get the original scoring system grade re-evaluated.

Additionally, there are some positions that in the future Joel would like to create a senior step to. The Administrative Services Specialists and the Utility Operators are important roles within the utility and they are the bulk of our employees. Joel explained the industry data has entry level wages representing 0-5 years of employment and wages that represent 5 years of employment and beyond. In order to recognize this, Joel would like to implement benchmarks that wouldn't require committee action to get to it, it would take benchmarks accomplished. The benchmarks would consist of years of employment, certifications required for the position etc. So this is the next step.

This Commission hasn't acted on this in recent years but has in the past. Recently these matters have been acted on at the Personnel Committee but it makes sense for this Commission to act on these issues. So this will be acted on here and at the Personnel Committee.

Joel explained how the pay schedule works and the proposed changes from Baker Tilly. There were eight positions with proposed changes.

Joel is requesting approval to implement the proposed changes, pursue the "senior" positions for future months approval, and development of a new pay plan matrix that would better represent the department and the City. The engineering position also needs review. There have been no applicants for this position, which may indicate that steps need to be taken to fill the position. We are requesting permission to hire at step 5, Grade S.

Paul stated he feels it is hard for commissioners to question professionals that have worked on this study and have the benefit of seeing all of the comparisons.

Ray questioned if it was important to get these new salaries in place prior to doing our rate study. Joel explained we have never tried to tie the two together before. Our rates will cover this. We need to fill a few positions and possibly create a new position.

Mae stated that essentially, we are playing catch-up with some of the positions, because to see a 17% increase for the Administrative Services Manager position, that's substantial and we need to recognize their work. She appreciates this recognition. Joel explained that the position handles the duties of several at City Hall. HR, accounting, and finance manager duties for several entities; Water/Sewer/Storm/Airport/Transit/Fiber.

Carl stated comparing within the industry is crucial because that is where we would recruit employees from.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the wage increases for the following positions; Director, Waste Water Superintendent, Water Distribution Superintendent, Administrative Services Manager, Construction & Maintenance Superintendent, Chief Operator of Wastewater and Chief Operator of Water.

Ayes all. Nays none. Motion carried.

6. Vehicle use policy - Joel Lemke

The Commission was surprised we didn't have a vehicle use policy already in place.

Utility vehicles would be allowed to be taken home in those instances when the Department Head has determined such action is justified by on-call, emergency, safety and economic considerations. These vehicles are normally not intended to be used for personal use. This would allow for a quicker response for the employee on-call. The taxable fringe benefit for federal income and employment tax purposes would be recorded and tracked through payroll. Mileage would be charged to those that live further than 5 miles from the city limits. Any mileage charges to an employee would be charged through payroll deduction.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Vehicle Use Policy.

Ayes all. Nays none. Motion carried.

7. Water Supply and Distribution Reports - Eric Southworth

Eric stated hydrant flushing started this week and will go through Thursday night. A1 construction has started again in Portage, Third, Meadow, Franklin. Hopefully, this will be done by Memorial Weekend. We are wrapping up last years construction projects.

8. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated we met all permit requirements for the month of April. The dryer is still down. We are hoping 12 weeks after ordering the parts it should be operational again.

We did receive an award for Best of State for our dryer project from the American Council of Engineering last week.

9. Construction and Maintenance Report - Joel Lemke

Joel stated the crews are busy preparing for construction projects. They are also working with the contractor preparing to install a 2 inch main up Spruce Street.

10. Purchase of push camera for storm and sewer infrastructure - Eric Southworth

Joel explained the push camera would alleviate them having to dig in order to see hard to access sewer and storm infrastructure. This is a capital amendment request, adding to the televising equipment previously approved. It will save its value by not having to dig.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the purchase of a push camera for storm and sewer infrastructure in the amount of \$14,792.00 from Macqueen Equipment.

Ayes all. Nays none. Motion carried.

11. An estimate for ditching work by Kyle Kluck Excavating - Joel Lemke

Joel showed the Commission the map of the area that needs ditching work to reopen the flow of the ditch. This was done a few years ago and needs to be done again. In the future, we might be able to find funding to install additional storm pipe.

Joel is requesting permission to engage with Kyle Kluck Excavating in an amount not to exceed \$13,000.00 for maintenance to Utility-owned infrastructure, specifically the removal of material and vegetation from ditches and other vegetated areas.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve ditching work by Kyle Kluck Excavating in an amount not to exceed \$13,000.00.

Ayes all. Nays none. Motion carried.

12. Directors Report - Joel Lemke

Joel explained we didn't qualify for a simplified rate increase for Water Utility by the Public Service Commission because we came just over the 6.5 benchmark, we came in at 6.5. We will have to do a full rate case. Sewer and Storm rate increases that were previously approved can be implemented but we will have to hold on increasing rates for the Water Utility until a full rate case has been completed.

13. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:57PM