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**VILLAGE BOARD MEETING**

**From:** Chad Pelishek, Village Manager

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**VILLAGE OF HARRISON**

**Meeting Date:** 12/16/2025

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**Title:** Open discussion and consideration to discuss reclassifying Utilities Office Manager position to a Utility Superintendent position at Harrison Utilities prior to going into closed session to discuss employment, promotion, compensation, or performance evaluation data over which the governmental body has jurisdiction or exercises responsibility.

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**Recommended Action:** Motion to either go into Closed Session or approve the job description to create Utility Superintendent position in Harrison Utilities.

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**Background and Additional Information:**

The Harrison Utility Office Manager position is now vacant. The Village Manger is requesting a re-organization of Harrison Utilities to manage staff more effectively and allow for long range planning of the Utility.

The Village Manager is requesting the Office Manager position be re-classified to the Utility Superintendent that would oversee both the front office and field operations positions. The new Utility Superintendent will report to the Village Manager and handle the day- to-day operations of the Utility. The Utility Billing Clerk and the Lead System Operator would report to the new position. The other two operators would continue to report to the Lead System Operator.

Under the current plan, there is in effect two department heads for two divisions, but no overall supervision other than the Village Manager. With the current workload of the Village Manager, putting the long-range planning into the hands of the qualified superintendent would provide more effective and efficient operations. There is also a future retirement planned and would allow this new position to understand operations before retirement occurs.

Based on the research completed by the Village Manager, the pay range for said position would result in about \$21,000 increase in salaries. The utilities financial standpoint would be able to handle this increase.

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**Budget Impacts:** Approximately \$21,000 increase in salaries from the current pay rate of the Utilities Office Manager position- Water/Sewer Utility

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**Attachments:** Job Description