

To: Mayor McFarland & Members of the Finance Committee  
From: Peter Hartz – Water Systems Manager

12/18/2024

Re: Water System agenda items for Finance committee meeting 12/23/2024

Dear Mayor McFarland & Committee Members:

**Water Systems agenda item:**

1. Review and take possible action – Approve 2 step adjustment for water division employee

**Background:** Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Chad Kosmal of the water team has met the above requirement for two additional steps in the pay plan based on obtaining the municipal waterworks groundwater and distribution systems certifications offered by the Wisconsin Department of Natural Resources.

**Budget Goal:** Supports employee retention and growth and works to address critical staffing areas.

**Financial impact:** The 2024 budget accounted for these steps when approved in the budget cycle.

**Recommendation:** I recommend approval for Chad Kosmal to move from Grade K Step 1 (\$29.78/hr.) to a Grade K Step 3 (\$31.48/hr.). These steps would be retroactive to December 11, 2024, the pay period closest to the test date. Note: review period by DNR may take 4 – 8 weeks before results are shared from test date.

Sincerely,

*Peter Hartz*  
Watertown Water Systems