

DPW – Street/Solid Waste Division

To: Mayor McFarland and Finance Committee Members
From: Stacy Winkelman
Date: March 5, 2025
Subject: Agenda Item – 1

Background

Inter-Departmental Promotion – an employee who was a light equipment operator retired at the beginning of the year.

Budget Goal

01-54-31-10 Street Maintenance Payroll Account

Financial Impact

An employee that was at Grade H Step 6 was in the 2025 budget and retired January 2, 2025. The current employee we would like to promote will be at the same rate as the outgoing retiree, thus not costing any more in salary money. There is technically a savings due to the position/grade being open from January 3, 2025 – March 18, 2025.

Recommendation

We had six street division team members apply for this position, which makes me excited for the future of our division. I would like to recommend promoting Vincent Riedl into the position of Light Equipment Operator. Vince is a 24-year employee with the city; nearly 20 of those years with the Street/Solid Waste Division. He is highly skilled in storm water repairs and concrete work and has long been a team member we have leaned on for figuring out those extra or odd projects that we get involved in. Vince is a strong leader to our many new employees, and I am confident he will do a great job in this position. Following our Employee Handbook, I am recommending Vince be placed at Grade H Step 6. (Currently a G7 \$25.96 – 5% increase for one grade movement in pay table = \$1.30 increase or \$27.26. The nearest step is H6 at \$27.63)

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Light Equipment Operator DEPARTMENT DPW - Street/Solid Waste Division # OF APPLICANTS: 6

FT ☒ PT ☐ SALARY ☐ HOURLY ☐

Days Posted: 16

Incumbent: Carl Schuett

☐ NEW POSITION ☒ REPLACEMENT OPENING

FINANCE COMMITTEE APPROVAL REQUIRED ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

Retirement

Justification for fill:

This Division handles many skilled tasks: catch basin repairs, curb and sidewalk forming and pouring, street sweeping, and sign work. This position falls into that line of work.

Top Candidate Name: Vince Riedl Recommended Grade/Step/\$ 27.63 H6 (per policy 5% increase)

Qualifications:

Vince is a very skilled laborer currently, often times on storm sewer repairs where he will take his own crew to split off from the main crew to tackle the work load. Vince has also assisted with sign work. He is a long time City employee with a great work record.

First Alternate Name: Kameron Jones Recommended Grade/Step/\$ 25.56 H3 (per policy 5% increase)

Qualifications:

Kam has been on the repair crew and has done concrete pours many times since he started working here. He is a very quick learner and hard worker. He has also assisted with sign work.

Second Alternate Name: Tommy Poff Recommended Grade/Step/\$ \$24.18 H1

Qualifications:

Tommy has worked on the repair crew and has done concrete pours many times since he started working here. He also has helped with sign work quite often. Tommy shows great leadership abilities and is a very quick learner.

Comments:

Stacy Winkelman 02/24/25

Andrew Bayer 2/25/25

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☒ References Completed
☒ Background Check Completed
☐ Permission for Screening Received
☒ Grade, Step, and Years of Service H6 +21vac
☒ Contingent Offer Drafted

Ron Schwarz 3/4/25
HR Signature Date

Mark Stuma 3/4/25
Finance Director Signature Date

Final Approval

Grade Step Vacation

Finance Committee(as required)

Effective Date:

Mayor Signature

Date

Dept Structure