

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

10/18/2023

Re: Water System agenda items for Finance committee meeting 10/23/2023

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and take action – hire Jake Nehls to fill the open vacancy with the wastewater team as the Collection System Specialist at Grade H Step 1 (\$23.47/hr.), and permission to offer to an alternative candidate if necessary.

This item was before the committee on September 25th however we were unable to hire the former candidate. The Wastewater Department re-posted the opening for the Collections System Specialist position which has been vacant due to the incumbent leaving to take the same job in Beaver Dam.

Jake interviewed well, and while this job is new for him, he did show traits we are looking for and has the skill set necessary to expand his knowledge and put that to use for the wastewater utility. Jakes' work history has primarily been spent working in farming and with that he has performed many difficult tasks with limited resources. We feel that Jake understands and recognizes, assesses, and demonstrates the ability to work with his coworkers based on his experience thus helping to maximize productivity and efficiency.

I recommend extending the job offer to Jake Nehls at pay Grade H Step 1 - \$23.47 – sufficient funds are included in the 2023 budget to support this hire.

2. Review and take action - approve two-step adjustment for wastewater employee.
 - Martin Larson of the wastewater team has met the requirements for two additional steps in the pay plan based on obtaining the certifications offered by the Wisconsin Department of Natural Resources. These steps would be retroactive to October 18, 2023.
 - Martin Larson – Grade I Step 5 (\$28.32/hr.) to a Grade I Step 7 (\$29.78/hr.)

If anyone has any questions, please feel free to contact me anytime.

Sincerely,

Peter Hartz
Watertown Water Systems