

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

11/05/2025

Re: Water System agenda items for Finance committee meeting 11/10/2025

Dear Mayor Stocks & Committee Members:

Water Systems agenda items:

Review and take possible action – Approve step adjustments for water systems employees

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.

- **Jake Nehls** of the wastewater team has met the above requirement for one additional step in the pay plan based on obtaining the wastewater disinfection certification offered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Jake Nehls to move from Grade H Step 9 (\$29.70/hr.) to a Grade H Step 10 (\$30.39/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

- **Jay Pirkel** of the wastewater team has met the above requirement for one additional step in the pay plan based on obtaining the wastewater biological solids / sludge certification offered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Jay Pirkel to move from Grade F Step 8 (\$24.17/hr.) to a Grade F Step 9 (\$24.74/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

- **Peter Brunner** of the water team has met the above requirement for two additional steps in the pay plan based on obtaining the general wastewater test (the first test needed to get all the others) and sanitary sewer collection system certifications offered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Peter Brunner to move from Grade J Step 4 (\$30.61/hr.) to a Grade J Step 6 (\$32.23/hr.). These steps would be retroactive to October 29, 2025, the current pay period beginning date.

- **Ryan Miller** of the water team has met the above requirement for one additional step in the pay plan based on obtaining the Wisconsin Department of Safety and Professional Services cross connection control tester / surveyor certification, which is needed to satisfy our cross-connection program administered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Ryan Miller to move from Grade J Step 3 (\$29.81/hr.) to a Grade J Step 4 (\$30.61/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

- **Edward Groves** of the water team has met the above requirement for 3 additional steps in the pay plan based on obtaining the Wisconsin Department of Safety and Professional Services cross connection control tester / surveyor certification, which is needed to satisfy our cross-connection program administered by the Wisconsin Department of Natural Resources. Edward also has met the above requirement for two additional steps in the pay plan based on obtaining the water groundwater and distribution certifications offered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Ed Groves to move from Grade J Step 1 (\$28.20/hr.) to a Grade F Step 4 (\$30.61/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

- **Nathan Pate** of the water team has met the above requirement for one additional step in the pay plan based on obtaining the Wisconsin Department of Safety and Professional Services cross connection control tester / surveyor certification, which is needed to satisfy our cross-connection program administered by the Wisconsin Department of Natural Resources. Nathan also has met the above requirement for one additional step in the pay plan based on obtaining the groundwater certification offered by the Wisconsin Department of Natural Resources.

Recommendation: I recommend approving Nathan Pate to move from Grade G Step 1 (\$22.16/hr.) to a Grade G Step 3 (\$23.42/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

- **Allyssa Klink** of the wastewater team has met the above requirement for one additional step in the pay plan based on obtaining the general wastewater test (the first test needed to get all the other wastewater certifications).

Recommendation: I recommend approving Allyssa Klink to move from Grade K Step 1 (\$30.23/hr.) to Grade K Step 2 (\$31.09/hr.). This step would be retroactive to October 29, 2025, the current pay period beginning date.

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

Financial impact: The 2025 budget accounted for these steps when approved in the budget cycle.

Recommendation: I recommend approving the step increases for the above-mentioned employees as described, with these being retroactive to October 29, 2025, the current pay period beginning date.

Sincerely,

Peter Hartz

Watertown Water Systems