

Board of Municipal Utilities
Work Session Minutes
December 20, 2016
201 Miller Road
Avon Lake, Ohio

The work session was called to order at 6:00 PM.

Present: Mr. Dzwonczyk, Mr. Rickey, Mr. Rush, and Mrs. Schnabel.

Also present: Mayor Zilka, Councilmember Fenderbosch, Morning Journal Reporter Martin, Chief Utilities Executive Danielson, and WPCC Manager Baytos.

Future Organization

The CUE presented both the current organization chart and a draft of a future organization chart. He indicated that Avon Lake Regional Water currently employs 40 fulltime personnel (which is one extra at each the water and wastewater plants) and four part-time personnel, including the inspectors. To best respond to changing demands, the CUE envisions the staff growing to 41 to 42 fulltime positions and 6 to 7 part-time positions. There would be shifts in job titles, descriptions, and responsibilities. The extra staff members at both the water and wastewater plants will go in 2017, as retirements occur. Those would be replaced by an additional administrative staff member, along with one more in each the Wastewater, Engineering, and Distribution and Collection Departments. The Engineering Department would also temporarily expand with two additional part-time inspectors to assist with lateral separation inspections.

Board members indicated each would like to review the draft structure in more detail and discuss it more at a later time. Members indicated that they would like to assure part-time positions would stay below 30 hours per week on average; that there continues to be a chief of operations type of position; that they had concerns about the liability of maintaining a large group of inspectors and that, once the organization chart is approved, it goes through the proper channels so that it is supported universally.

The work session adjourned at 6:29 PM.

Approved January 17, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk