



Birthplace of the Harvester

# CITY OF PLANO

17 E. Main Street  
Plano, Illinois 60545

Mayor 630-552-3210



City Clerk (630) 552-8275  
City Treasurer (630) 552-8823

Fax 630-552-8292

Public Works (630) 552-7000  
Building & Zoning (630) 552-8425

## MEMORANDUM

TO: Personnel Committee, Mayor, & City Council

From: Nate Bullard, P.E. – Public Works Director/City Engineer

Date: August 7, 2019

RE: Nick Rossaert Promotion.

Plano Personnel Committee, Mayor, and City Council,

I am asking to promote Nick Rossaert (Water Department) from a Maintenance Level III – Water/Locator/Reader/Public Works to a Maintenance Level II – Water/Public Works effective August 12, 2019. I propose that we increase his current base pay from \$19.31 per hour (\$40,165.38 per year based on 2,080 hours per year worked) to \$21.91 per hour (\$45,570 per year based on 2,080 hours per year worked).

Nick has been with the City since May 21<sup>st</sup> 2018 and has demonstrated a strong work ethic and a strong ability to be trusted to complete complex work on his own. He has taken every opportunity that has been presented to him to better himself and expand his knowledge and abilities in the Water and even the Wastewater fields. Nick has worked many hours on Saturdays and after hours (on his own time) learning what goes on at the Waste Water Treatment Plant so he can get his Waste Water Licenses. Nick has received his Class D and C Water Licenses and is now mostly in charge of the IEPA required water sampling. He is currently studying and preparing to take the test for the Water Class B License within the next year.

Nick gets along with his co-workers and supervisors. When asked to do something he is quick to complete the task. If and when he is unsure of what to do in a situation, he is quick to ask questions and a fast learner. Nick has displayed the qualities that I and his direct supervisor Josh Beyer find extremely important in an employee.

It is extremely important to me that the City identifies employees that excel and acknowledge them. By acknowledging Nick for his hard work, dedication, and accomplishments by promoting him, I feel that we will continue to see him grow and excel.

Sincerely,

Nathan Bullard, P.E.

Public Works Director/City Engineer

City of Plano, IL