

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

June 14, 2021 - 6:00 PM

**Stevens Point Police Department - Community Room
933 Michigan Ave., Stevens Point, WI**

Zoom Teleconferencing

Meeting ID: 828 5613 5419| Passcode: 795065

By Computer: <http://us02web.zoom.us/j/82856135419?>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Request Employment Overlap - Streets Division.
3. Notice of Reclassification Request for Central Transportation Position (Operations Supervisor).
Informational only - no action required.
4. Reorganization at Central Transportation.
Informational only - no action required.
5. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:

Phone: 715-346-1561

Fax: 715-346-1650

Streets Department:

Phone: 715-346-1537

Fax: 715-346-1687

June 8, 2021

To: Personnel Committee

From: Scott Beduhn, Director of Public Works *SAB*

Re: Request to fill Welder/Fabricator position early

After many years of service, Roger Skrzeczkoski, the Streets Department welder/fabricator, has announced his intent to retire later this year. Roger's last day will be August 20, 2021.

Given the unique nature of Roger's position and the many things that he has fabricated, modified or repaired in that time, I am requesting to fill the position early to allow the new employee to train with Roger prior to his departure. This overlap will help maintain some continuity of operation to the Department. Roger will also be able to help orientate this person with staff. Management believes a two-week period should be sufficient to bring the new employee generally up to speed.

The Department should be able to absorb the cost of the overlap within its existing budget.

If there are any questions, please don't hesitate to contact me.

Thank you.



June 4, 2021

TO: Personnel Committee, Mayor Wiza

RE: Proposed changes – Central Transportation

Personnel Committee,

As you are all aware, Susan Lemke, our Transit Superintendent of 23 years, recently retired. Because of the vacancy, there are a few things that need to be addressed as outlined below. We recognize the timing isn't perfect due to the fact that we are in the middle of a market rate study, but I believe now is still the appropriate time to give consideration to these items.

The Personnel Committee could consider this a re-organization or a reclassification or both. We will submit the appropriate paperwork to account for it either way. The relevant points to the consideration are these:

- Significant changes are not proposed to the position of Transit Superintendent. The majority of the changes are being added to the current position of Operations Supervisor.
- In order to properly fill the Transit Superintendent position, we need to know if the overall structure is going to change as proposed.
- The proposed change is to create an "Operations Superintendent" position, which would make a two-superintendent structure at Transit.
- The current job descriptions for Transit Superintendent, Operations Supervisor, and both the current and proposed organizational charts for the Department will be submitted for review.

There has been an interim appointment to the position of Transit Superintendent while this matter is discussed and acted on.

I appreciate your consideration. More information should be before the Personnel Committee next month.

Best Regards,

Joel Lemke
Director