

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

November 8, 2021 - 6:20 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 851 7966 1617 | Passcode: 884577

By Computer:

**[https://us02web.zoom.us/j/85179661617?pwd=NXBZQnRjK2hMc1lkZWwhUVNWWH
Fydz09](https://us02web.zoom.us/j/85179661617?pwd=NXBZQnRjK2hMc1lkZWwhUVNWWH
Fydz09)**

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. Amendment to Administrative Policy 3.02 Leave Policies (Funeral Leave).
3. Opportunities to Ease Workload Burdens (This is a discussion item only; no action will be taken).
4. Request for Reorganization of Streets Division.
5. Adjourn into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider a request for leave of absence without pay.
6. Reconvene into open session (approximately 5 minutes after adjourning into closed session) for action on the request for a leave of absence without pay.
7. 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 Strong's 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 * ***
ADMINISTRATIVE POLICY

Policy Title: Leave Policies

Policy No. 3.02

Date of Issuance: December 18, 1989

Revision Date: 7-90, 5-91, 9-91, 8-93, 2-98, 4-99, 7-02, 12-02, 8-04, 9-05, 5-06, 3-07, 7-09,
 9-09, 9-11, 1-13, 8-13, 1-14, 2-15, 6-16, 5-19, 3-20, 11-20

Description: This policy explains the different types of leaves available to full-time employees.

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Funeral Leave

Funeral leave is approved by the appropriate division or department head. The following benefits apply.

- A. Upon request an employee shall be granted up to, but not to exceed, three (3) ~~consecutive~~ workdays with pay for the purpose of arranging for and attending the funeral of an immediate family member. This shall include spouse, child, parent, sibling, stepparents and stepchildren, parents of spouse and children's spouses.
- B. One day with pay will be granted to attend the funeral of extended family. This shall include grandparents, a brother- in-law, sister-in-law, uncle, aunt, niece, nephew, and grandchildren.
- C. One-half day with pay will be granted to attend the funeral of a fellow employee provided scheduling can be arranged by the supervisor.

The City recognizes that “immediate family” and “extended family” may not recognize people within a family who are cared about deeply. In these instances, employees should contact their supervisor to discuss the use of other accrued benefits, e.g. vacation.

Lisa Jakusz

From: David Shorr <alddavidshorr@gmail.com>
Sent: Wednesday, October 27, 2021 4:15 PM
To: Lisa Jakusz
Cc: Kari Yenter; Mike Wiza
Subject: [External] Personnel Committee item on workload / prioritization

Hello Manager Jakusz,

As we discussed a few weeks ago, I'd like to have the Personnel Committee discuss staff workload as a discussion-only non-action item on our November agenda. Rather than drafting a note as a separate document, please use this message as background material for the topic.

First I'll explain where this idea came from. In our recent discussion of shifting sidewalk repair and sidewalk continuation to taxpayers as a whole, workload was the deciding factor for my vote. When we focused on the administrative burden linked with contacting all the property owners with broken sidewalks, I recognized this wasn't the best use of City employees' time.

Second is the background / context of the budget. I often say that one of the starkest realities that comes through to a councilmember is what a tight budget we work with -- a point I usually follow with a note of thanks for the management teamwork that goes into preparing the budget. One consequence of our fiscal squeeze is the minimal growth in our staff who work hard year after year to handle their department's work without new colleagues.

Third, the Council occasionally (though rarely) has opportunities to help the situation by taking things like special tax assessments for sidewalks off of City employees' 'plates.' Enforcement of overnight parking and possession of small amounts of marijuana are two other recent examples associated with the Police Department.

Fourth is the key point that a lot of this workload management is appropriately handled below the Council's 'paygrade.' For the most part, these issues are operational matters that employees and supervisors take care of in the course of their work.

So with all that said, the Committee discussion serves two simple purposes. One is broadly to declare the floor open for any de-prioritization where Council action is needed (perhaps more likely in PD than elsewhere). The other is to express the Committee's appreciation for managers' and employees' efforts to accomplish a great deal of work with modest-sized staffing.

If you see anything above needing to be revised, just let me know.

Thanks, David

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David Shorr
2nd District Alderperson

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Please note that in accordance with state open records laws, any communications with this email account are considered matters of public record.

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

November 1, 2021

To: Personnel Committee

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

Re: Streets Reorganization Request

As you may already be aware, Superintendent Dennis Laidlaw will be retiring in early 2022. Dennis's last day with the City will be January 3, 2022. As Superintendent of Streets – Fixed Operations, Dennis's role involves overseeing traditional streets operations and managing the City's fleet. For those that know Dennis, they know that he came to us with a strong Fleet background and has actively managed the City's fleet for the last 20 years. As a streets superintendent, Dennis has certainly saved the City a lot of money managing the fleet, but it has also created a unique situation within the City. While Dennis has served very well in his "dual" role, it does beg the question if Dennis's replacement will be as well balanced across such a broad spectrum. It is because of this question that I am bringing this request forward.

In a more traditional role, a streets superintendent may be very well versed in asphalt and concrete maintenance and repair, construction site safety, snow and ice control and garbage and recycling collection. Fleet is unique and is often handled by an individual specialized in fleet operations who understands vehicle and equipment maintenance and repair, asset management, and fleet acquisition and disposal. Because of this, it is uncertain if the City will be able to advertise and find a direct replacement for Dennis. It is my opinion that while there are certainly individuals that can fill that role, the pool of such qualified individuals is small and refilling the role as currently defined will be challenging. In addition, the challenge may be exacerbated by the current labor market.

My request is therefore to reorganize the Streets Department to separate the responsibility of Fleet Management from the Superintendent position by creating a new Fleet Manager position. This change should open the pool of qualified candidates for a new Superintendent of Streets.

I have attached a proposed organizational chart for the Streets Department which illustrates my request. This reorganization will build off the reorganization from 2018 when the Assistant Superintendent of Streets was reclassified to Superintendent of Streets – Construction and Maintenance. Dennis's current role, Superintendent of

Streets – Fixed Operations will simply become Superintendent of Streets. The former Superintendent of Street – Construction and Maintenance will retain is current responsibilities, but I am proposing to retitle the position Construction and Maintenance Superintendent to be more consistent with other departments. Lastly, I am proposing to create a separate Fleet Manager position to oversee the daily fleet operations.

In addition to opening up the pool of qualified candidates for the Superintendent position, I believe this revised organizational structure will assist with better overall structure within the department. While the Construction and Maintenance Superintendent will continue to report directly to the Director of Public Works, the new Superintendent of Streets position will have general overall responsibility of the Streets Department. By removing the daily fleet operations, this new Superintendent of Streets position should have more time to devote to coaching and mentoring of both new existing employees, addressing cultural issues and ensure that department morale is positively fueled and that employees feel both empowered and appreciated.

I have presented the updated Superintendent job descriptions and the new Fleet Manager position job description to HR as required for Grade placement by Baker Tilly. The Superintendent positions remain in Grade S and the new Fleet Manager position was placed in Grade N.

As it is not my intent to expand the Streets Department with this reorganization, I will be looking to fill the new Fleet Manager position from within the department. I believe there are qualified candidates in our Stock Clerk and Assistant Stock Clerk to take over this new role. I would then not refill the vacated position.

As there is a pay plan grade change between the existing Stock Clerk/Assistant Stock Clerk and the new Fleet Manager position it will be necessary to find the additional funds from within the Public Works budget. Comptroller/Treasurer Ladick has calculated the maximum total change in wages and benefits of an internal promotion to be \$20,335, which exists within the Public Works budget.

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

Thank you.

Streets Department

