

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**

**January 10, 2022 - 6:00 PM**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 822 9854 4775 | Passcode: 650929**

**By Computer:**

**<https://us02web.zoom.us/j/82298544775?pwd=S0hKRG1DeDFZWCs0N21WdU5pMGozZz09>**

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

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

## **AGENDA**

### **Discussion and Possible Action on:**

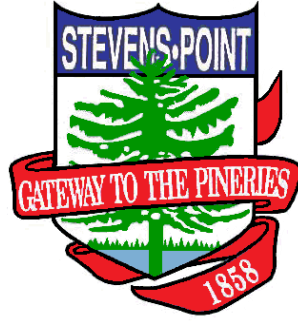
1. Roll Call.
2. Request to promote employee at the Streets Division, per Administrative Policy 2.06.
3. Adjournment.

### **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 Strong's Avenue  
Stevens Point, WI 54481-3594



**Department of Public Works**

Engineering

Phone: 715-346-1561

Fax: 715-346-1650

Streets/Fleet

Phone: 715-346-1537

Fax: 715-346-1687

Director Beduhn-

January 3, 2022

After reviewing the candidate's applications for the Fleet Manager position, and interviewing the two with CFA experience, we would like to recommend that the City hire Ernie Quesada. He has demonstrated the most thorough understanding of the CFA fleet management software, our fuel system, and many of the soft skills requisite in this position. Additionally, he has demonstrated the initiative to request and complete training in many of the tasks that are involved in the new position. Based on those factors and his positive, team based attitude, we are confident that he will excel in this function and continue to contribute to an evolving culture of positive change.

Sincerely,

Superintendents Dennis Laidlaw and Luke Kronstedt

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**\* \* CITY OF STEVENS POINT \* \***  
**ADMINISTRATIVE POLICY**

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015

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Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may see employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

Assistant Chief's in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until

next step) shall also remain the same.