

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

October 10, 2022 - 6:25 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 847 2769 6139 | Passcode: 411988

By Computer:

<https://us02web.zoom.us/j/84727696139?pwd=SWNBbIRmS1c0YzZmMEJyR3FnVEc1QT09>

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. Consideration of setting Alderperson salary terms beginning in 2023 and 2024.
3. Consideration of setting Mayoral salary for the 2023-2027 term.
4. Request amendment to Administrative Policy 3.02 Leaves Policies Annual Leave - Vacation Section B.
5. Consideration of making Vacation carryover policy change to Administrative Policy 3.02 Annual Leave section D retroactive to April 1, 2022.
6. Update on possible health care benefit changes.
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 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 54481-3594



October 06, 2022

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasc, HR Manager

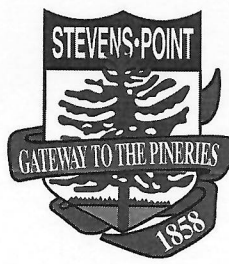
RE: Consideration of setting Alderperson salary terms beginning in 2023 and 2024
Consideration of setting Mayoral salary for the 2023-2027 term
Request Amendment to Administrative Policy 3.02 Leave Policies
Consideration of making Vacation carryover policy change retroactive 04.01.2022
Update on possible health care benefit changes

Mayor Wiza request consideration of setting Alderperson salary terms beginning 2023 and 2024 and setting Mayoral salary for the 2023-2027 term. Supporting documentation attached.

Request amendment to Administrative Policy 3.02 Leave Policies to include the exception that the Battalion Chiefs in the Fire Department as they follow Fire department Policy 1054.

Mayor Wiza request consideration of making Vacation carryover policy change to Administrative Policy 3.02 Annual Leave section D retroactive to April 1, 2022. Supporting documentation attached.

Update on possible health care benefits changes to include a change to third-party administrator (TPA) and restructuring premiums to add employee plus dependent(s) and employee plus one.



October 10, 2022

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Elected salaries for the 2023-2025 term of office

It's time to review compensation for positions to be elected in 2023 and 2024. Alderperson salaries are staggered based on the year elected. The salary for Alderpersons elected in April of 2023 is already currently set for \$5460 annually if we do not change it. This is right at the 2022 average of \$5464 for the same communities used for other comparable salaries.

As you know, we have made a commitment to keeping up with COLA increases for all City employees which is anticipated to be 2.5% for next year.

I am recommending an increase of about 2% per year to the Alderperson salary, beginning in the terms as follows:

Commencing April 18, 2023 - \$5570.00 for Alderpersons elected in 2023

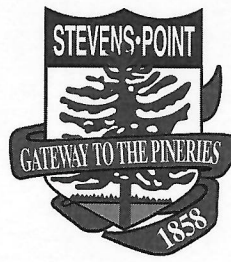
Commencing April 16, 2024 - \$5680.00 for Alderpersons elected in 2024

As an alternative to individual compensation increases you may want to consider adding the equivalent funds to the Alderperson operational budget line items which is currently at \$8200 for travel, education and miscellaneous expenses. This has been done in the past in lieu of a salary increase.

Also, I know most everyone has a device to use, but some cities purchase a tablet for the Alderperson's to use for work. We could likely shift finances to allow us to do that, too.
Regardless the route, the choice is yours to make.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza
Mayor of the City of Stevens Point, WI



October 10, 2022

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Elected salaries for the 2023-2027 term of office

Salary for the Mayor must be set for the entire term (4 years). Alderperson salaries are staggered based on the year elected. To evaluate the Mayor salary, we used comparably sized communities. Salary and population data came from the League of Wisconsin Municipalities. To calculate the average, we removed Marshfield as it is a part time position.

<u>City (population)</u>	<u>2022 Salary</u>
Manitowoc (33752)	\$76,752 plus \$300/month allowance
Wisconsin Rapids (18721)	\$78,775
Wausau (38884)	\$78,873.60 plus \$350/month auto allowance
Marshfield (part time)	\$22,500 plus \$150/month allowance
Neenah (26333)	\$81,627.50
Watertown (23800)	\$82,352
Superior (26986)	\$90,113.66
Stevens Point (26269)	\$77,057

We have made a commitment to keeping up with COLA increases for all City employees to remain competitive. Our current pay plan also has steps of about 2.5%. For 2021-2024 terms of office, the Council approved the Comptroller/Treasurer salary with 2.5% annual increases and the City Clerk and City Attorney at 1.5% annually to keep in line with comparables. With regard to Mayor salary, we're a little lower than 2022 average of \$79,498. Because of that, I've used a 2% annual increase which is similar to the approximately 2.5% increase that employees should see in 2023 and that will keep us in line with salaries of similar sized communities.

The following Mayor salary is submitted for your consideration:

Commencing April 18, 2023 - \$78,598.14
Commencing April 16, 2024 - \$80,170.10
Commencing April 22, 2025 - \$81,773.50
Commencing April 21, 2026 - \$83,408.97

Mike Wiza
Mayor of the City of Stevens Point, Wisconsin

* * 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, 11-15-21,
12-20-21, 09-19-2022,

.....

Annual Leave -Vacation

- A. Full-time employees will receive vacation according to the following schedule on their anniversary date:

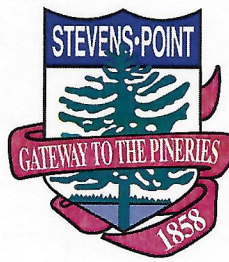
<u>Time in Service</u>	<u>Vacation</u>
Date of Hire	11 days
After 1 Year	12 days
After 3 Years	14 days
After 5 Years	17 days
After 8 Years	18 days
After 10 Years	21 days
After 13 Years	22 days
After 15 Years	23 days
After 20 Years	27 days
After 25 Years	29 days
After 30 Years	32 days

Part-time employees vacation leave is prorated on average of hours worked.

Employees hired before July 1,2016 will maintain the accrued vacation plan.

- B. Employees in Grade O and above of the pay plan, **with the exception of the Battalion Chiefs in the Fire Department as they follow Fire Department Policy 1054**, will receive fifteen (15) days of vacation at date of hire and after one (1) year of employment they will receive sixteen (16) days of vacation. and after five (5) years of employment they will receive twenty (20) days of vacation. After ten (10) years of service, follow the applicable schedule in Section A based on their date of hire.

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October 10, 2022

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Request to make Admin Policy 3.02 Annual Leave, sec. D retroactive to April 1, 2022

Last month we approved a policy change allowing employees to carry over up to 80 hours of vacation with supervisor approval. This policy recommendation stemmed from emergency policies put in place during COVID. Because of changes to work schedules, the need to backfill duties from those out sick, etc. We allowed employees to carry over up to 80 hours of vacation during the emergency COVID period, too. Those emergency COVID policies expired on 4/1/2022. This new policy change took effect 9/19/2022.

This left a few employees who had an anniversary date between April 1st and September 19th that were only allowed to carry over 40 hours of vacation. Anything over 40 was lost. We were made aware of this after the new policy took effect.

All we're asking for today is that we make the previously approved policy change retroactive to April 1st. The few employees who lost vacation will be able to have time reinstated, with supervisor approval. Initial numbers show only a handful of employees that lost vacation over the 40 hours they were able to roll over.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza
Mayor of the City of Stevens Point, WI