

PERSONNEL COMMITTEE

July 13, 2020 - 6:55 PM

(or immediately following previously scheduled meeting)

Zoom Conference Call Meeting

Click to Connect: [Zoom Meeting](#) | Dial in Number +1 312 626 6799 | Meeting ID 859 9458 4142

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

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Elected Versus Appointed Clerk, Comptroller/Treasurer and Attorney
3. Request to hire Interim Assistant Chief up to Step 5 in Grade S.
4. Request to re-distribute hours for Administrative Assistant in Community Development.
5. Update on Reclassification request of Utility position (information only - non-action item)
6. Reclassification of Utility position.
7. Request from the Director of Utility and Transportation to promote from within.
8. Request to create a Training Officer position in the Stevens Point Fire Department.
9. Adjourn into closed session (approximately 7:10 p.m.) pursuant to Wisconsin State Statute 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to hear the Central Transportation Grievance dated May 15, 2020.

10. Reconvene into open session (approximately 20 minutes after adjourning into closed session) for action on the Central Transportation Grievance dated 5/14/2020 and the request for a leave of absence without pay.
11. 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.



To: Personnel Committee / Common Council

From: Ald. David Shorr, Personnel Committee Chair

Re: Arguments and Options for Switching Citywide Elected Offices to Be Appointed

Date: June 30, 2020

Over the last several months a renewed debate has arisen over whether the citywide elected positions of comptroller-treasurer, city clerk, and/or city attorney should become appointed positions instead. This issue was last considered by the Common Council in 2012, when alders decided to leave all three as elective offices. After this year's discussion of the issue, the Personnel Committee chair was tasked with outlining the main arguments, scenarios, and options to help frame the decision for the Committee and Council.

The discussion was sparked by an interest in making sure our community has individuals with the requisite technical skills and knowledge serving in these important positions. Rather than being a critique of the City's current citywide electeds, the present debate asks if Stevens Point can (or should) rely on suitable candidates getting onto the election ballot in the years ahead. This forward-looking aspect of the debate—not connected with any individuals—is a good thing. It keeps the discussion from being polarized by personalities or relationships.

TWO ARGUMENTS / CONCERNS

There are two distinct concerns or lines of argument that are worth distinguishing. Some advocates of this change see a clear trend in the complexity of municipal management that increasingly demands technical skills. According to this view, the responsibilities of the comptroller-treasurer, clerk, and city attorney are becoming so technocratic that it makes more sense to recruit and appoint professional specialists than to decide at the ballot box.

The other argument looks at the issue as a matter of risk exposure and the supply of talent in the local labor market. In other words, can we count on having suitable candidates come forward and run for these offices? Under the current system, the only hurdle to winning these offices is to collect enough signatures to qualify for the ballot. It is thus easy to imagine an election with a single candidate who lacks the proper skills to handle the duties of the office. Under this scenario it is not a question of distrusting voters to make the choice—as it has been argued—but instead an issue of not really having a choice to make.

In the end, alders will make our own judgments on the core question of having these three offices filled via election versus appointment. That will come down to an either/or choice that, in itself, is clear enough for everyone to understand. The purpose of this memo—drafted in consultation with the city attorney—is to take stock of what other mechanisms or options the Common Council has (or doesn't have) to deal with any future comptroller-treasurer, clerk, or city attorney whose skills are starkly mismatched to their official duties:

1. Specifying qualifications for office is not a workable solution. While it is tempting to imagine enacting professional qualifications or certifications to keep unqualified candidates off the ballot, this is more problematic than it might seem. Requiring comptroller-treasurer candidates to be CPAs, for instance, would disqualify the incumbent currently in that office. For that matter, there are skilled lawyers whose career paths have given them no exposure to the field of local government law. Note also that the requirement for the city attorney to have a law license stems not from a qualification for office, but the broader illegality of practicing without a license.
2. Elections as self-contained processes. For very good reasons, there are simply no ways to add any checks or balances to the election process itself. The nature of the democratic process is to have minimal requirements to get on the ballot (citizenship, age, residence, petition signatures). The essence of self-government is the ability of any citizen to seek office. Likewise, the outcome of winning office is determined by state laws that make a glide path for the top vote-winner to be installed. In this same vein, the mechanism for removing someone from office is a recall election.
3. Removal for cause is a different category. State law does empower the Council to remove an elected official "for cause." Yet this is a higher standard than the one currently under debate. It's reserved for actions in more scandalous categories such as felony, embezzlement, or abuse of public trust—not merely being in over one's head.
4. Soft power as opposed to black-letter law. These questions of governance involve a mixture of spelled-out legal rules and political dynamics—the tug-and-pull of political actors in full public view. The key point in this context: even if the Common Council doesn't have a legal recourse to remove an ill-equipped elected official from office, it can use non-binding soft power to try inducing the official to step down. A unanimous or near-unanimous resolution of 'no confidence' is the most obvious mechanism.
5. Specified duties rather than qualifications. In the same spirit of building a case—and pressure—for an official to resign, the Council can adopt specified duties for what it considers a competent officeholder. Instead of limiting who can qualify for the ballot, such provisions put the key technical skills into the equivalent of the job description for the citywide office. If the individual who is elected falls far short of those duties, that could serve as the basis for a vote of no confidence.



Stevens Point Police Department

933 Michigan Avenue
Stevens Point, WI 54481
Phone 715-346-1500
Fax 715-346-1684

*"Innovative Policing
through Partnerships
with the Community"*



DATE: June 23, 2020

TO: Lisa Jakusz

FROM: Interim Chief Thomas Zenner

REF: Pay Grade and Step for Interim Assistant Chief

Due to my appointment as Interim Chief of Police, the Department currently has a temporary vacancy for the Operations Assistant Chief position. Due to the extended time needed for a Chief of Police hiring process, the Police and Fire Commission has authorized the Department to fill the position with an Interim Assistant Chief from our Lieutenant ranks.

The current grade for Assistant Chief is Grade "S". Although the policy indicates Step 3 as a starting point, the last three Assistant Chief hires within Public Safety received a starting point of Grade "S" at Step 5.

Based on the previous three hires, I am requesting the Interim Assistant Chief position receive a wage indicated on Grade "S", Step 5 of the Stevens Point salary chart matrix.

Respectfully submitted,

Thomas Zenner
Interim Chief of Police



MEMORANDUM

To: Personnel Committee

From: Ryan Kernosky, Director of Community Development

Date: July 13, 2020

RE: Increase in Hours for Part-Time Secretary II Position and Subsequent Elimination of the Neighborhood Improvement Monitor Position in Community Development

Per City Administrative Policy 2.04, I am requesting to increase the hours of the part-time Secretary II position from 22 hours to 32 hours per week. The proposed modification can be handled through the existing budget of the department by shifting the .7 Neighborhood Improvement Monitor allocation of \$14,924 to the Secretary II's position. This shift is requested to be permanent and would mean the elimination of the Neighborhood Improvement Monitor position for the foreseeable future.

There are several reasons for the shift in staffing and staffing levels as it relates to both the part-time Secretary II and the Neighborhood Improvement Monitor (NIM). As you may recall, the NIM position was created in 2019 to assist with night-time and weekend enforcement of code violations for the purposes of consistent enforcement during non-regular hours. While the intentions of the position were well, there were several issues with this position. I've described a few below:

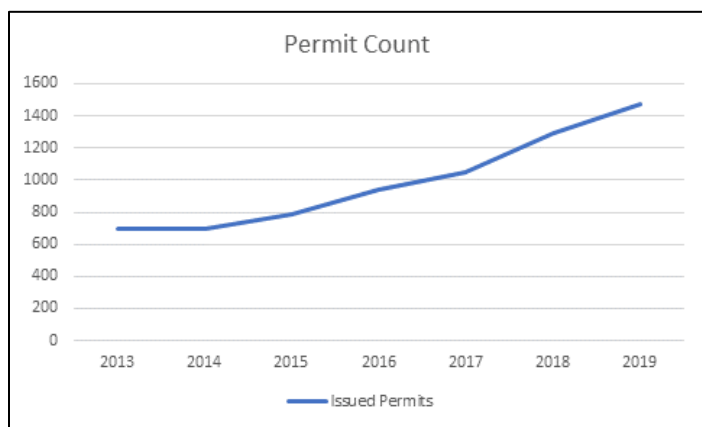
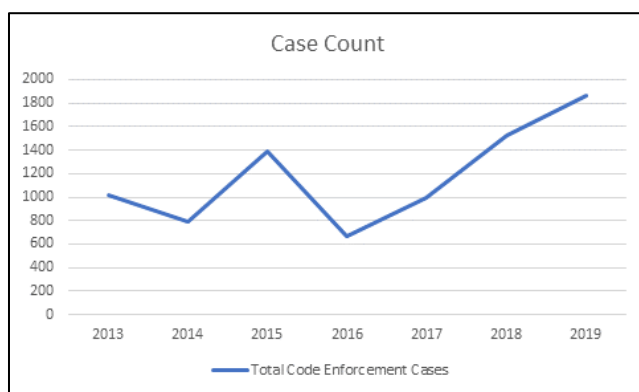
- Inconsistent enforcement: Interpretation of the code and subsequent enforcement can vary by individual. This led to inconsistent enforcement, interpretation of the code, and subsequent frustration by the public. Many of the cases filed had to be 'double checked' again to verify if actual violations had occurred, resulting in full-time staff doing the work of the part-time staff.
- Repeat Cases & Issues of Communication: Due to some issues within the CityView permit and property violation program, often times violations issued on Saturday by the NIM would again be issued on Monday by the Neighborhood Improvement Coordinator. This resulted in duplicate cases and duplicate notifications being provided to the same property owner, which subsequently lead to additional frustration by the public.
- Quantity & Quality Applicants: Given the part-time, seasonality, nights and weekends, and the intense customer service nature of the position, the City had very few applicants to interview for the position last summer. With few applicants, we were unable to find individuals who we felt were a good fit for the position, but rather find someone to fill the role.

Community Development Staff has been working with the Police Department to consider shifting some of the night and weekend enforcement of code violations to the Community Service Officers (CSO). Before that would occur, an updated permit and violation software program will have to be implemented that is easier to learn and utilize than the current CityView software program. This would likely be implemented in 2021 and the Neighborhood Improvement Coordinator would work with the Police Department's CSO to train for consistent enforcement.

As Alders may recall, the NIM position originally was planned for two individuals at approximately 24 hours a week each (48 hours total). In August 2019, citing an increase in demand for plumbing inspections and the hiring of one NIM, the City shifted the hours of one NIM to the part-time Plumbing Inspector from 24 to 32 hours per week. As discussed earlier, last summer we hired one NIM to work nights and weekends. Even as the Neighborhood Improvement Division of the Department increased by a .7 of an employee, the number of cases did not substantially increase (the NIM entered 376 cases, mainly focused on parking and trash issues, both of which can be easily enforced by CSO).

Community Development's administrative staff includes a full-time Secretary (40 hours per week) and a part-time Secretary II (22 hours per week). Both positions perform a wide-range of responsibilities such as scheduling inspections, entering permits into the CityView program, answering basic zoning and building permit questions, sending notices and mailers, and coordinating schedules, among other non-permit or code enforcement related responsibilities for the department (recall that there are six Divisions of the Department).

In conversation with both employees, it's become abundantly clear that the current workload and the current hours allocated for the workload are insufficient. This is causing a backlog of permits and inspections, pushes special projects further off, and reduces our ability to be an exceptional customer-service focused department. As outlined in the graph, committee members are able to see in substantial increase in permits coming through the department.



By reallocating the resources from the NIM to increase the hours of the Secretary II position, we are addressing the concerns outlined above. Additionally, the Secretary II would provide some administrative assistance to the Neighborhood Improvement Coordinator to allow the Neighborhood Improvement Coordinator more time in the field as opposed to more time in the office sending notice of violations. This will allow us to maintain the quality of

enforcement that the Council is seeking as we work with the Police Department to coordinate a program for the CSO's to assist in night and weekend code enforcement.

Thank you for your consideration, please reach out to me with any additional questions.



July 6, 2020

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: Reclassification Requests – Utility

On June 24, 2020, I received a request from Director Lemke for reclassification of the Storm Water & Collection Superintendent position. This position has been vacant since January when the former incumbent retired. During that time, Director Lemke evaluated the job description for this position as well as efficiencies within the department.

The former and new job description was forward to Springsted for review and grade placement.

Per City Administrative Policy 2.05, I am to bring a list of positions requesting reclassifications to the Personnel Committee as an informational item. This memo will fulfill that requirement. No action is required of the Committee.

Further in the agenda is an action item requesting approval of the reclassification.



June 29, 2020

MEMO

TO: Personnel Committee and Water and Sewerage Commissioners:

RE: Reclassification of position

Committee Members and Commissioners:

Per Administrative Policy 2.05, please consider this memo a request to reclassify the position of Collection Systems Superintendent to the modified position of Construction and Maintenance Superintendent. The items outlined in the policy are covered below:

The new position description and org chart was provided to the Human Resource Manager for submittal to the salary plan consultant. The consultant determined the appropriate rating of the newly described position to be grade S. The previous position was grade O. The difference between these positions at step 1 on the pay plan is \$16,266. At step 6 it is \$18,616. This represents the budgetary impact, not including benefits.

The policy requests that I provide positions that perform similar work. The other two Superintendent position in the Utility portion of the Department are the Water Superintendent and the Wastewater Superintendent. I feel that the determination of our pay plan consultant is an accurate one, as those two positions are also graded "S."

I look forward to discussing this opportunity. Please feel free to reach out to me ahead of the meeting if there are any questions or concerns you would like to discuss prior to the meeting.

Thanks for your consideration,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director



June 29, 2020

MEMO

TO: Personnel Committee and Water and Sewerage Commissioners:

RE: Promotion – Management Level Position

Committee Members and Commissioners:

Following the retirement of our Stormwater and Collection Systems Superintendent earlier this year, the Department has taken some time to re-evaluate the structure and responsibilities of managers. This consideration led to a reclassification request. The reclassification of this position is also before you tonight, which would retile the position: Construction and Maintenance Superintendent. Should that reclassification be approved, this memo is a follow-up request for promotion.

Our Administrative Policies state that we should “promote from within, when possible.” I am happy to say we have qualified personnel on staff, and I would like to make the selection for this position from our pool of current employees.

We respectfully request permission to hire, from our staff, the position of Construction and Maintenance Superintendent. We will request to fill subsequent vacancies through the process established that involves corresponding with the Mayor and Personnel Manager.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director

Memorandum

Date: July 2, 2020
To: Personnel Committee
From: Robert J. Finn, Fire Chief
RE: Training Officer Position



Since an additional position was added to the Stevens Point Fire Department on January 1, 2020, we have been notified that the City's plans to hire an additional two (2) FF/PM positions has been delayed. The Stevens Point Fire Department has taken the time to review and evaluate the one (1) position to fit the needs of the department. After further review we have decided the Training Officer would be the best use of that position.

Having the Training Officer position would further meet the needs of the SPFD and the 2020-2024 Strategic Plan. We would be starting the new Training Officer position on the Stevens Point Salary Chart at Grade P, Step 2. The additional funding for the position is already budgeted under our current operational budget.

Attached is a short summary of our needs in regards to Admin Policy 2.04 "Request for New Position"

Respectfully Submitted,

A handwritten signature in black ink that reads "Robert J. Finn".

Robert J. Finn
Fire Chief
Stevens Point Fire Department

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

STEVENS POINT, WI 54481
FAX: 715-346-1599

ROBERT J. FINN

FIRE CHIEF

The Stevens Point Fire Department is in need of a Training Officer. This position will support the fire department obligations related to personnel skills, response tactics, and various other disciplines that will allow the department to keep providing top notch services to the citizens of Stevens Point.

The Stevens Point Fire Department previously utilized a training officer from 1980 until 2008. Unfortunately during the restructure of 2010 the position was reclassified. While this reclassification allowed the department to grow and was the best decision at the time, we have found over the years that the elimination of one member who is focused on training has resulted in "watered down" training opportunities and programs that are no longer effectively serving our members. As the Fire Department's abilities grow from year to year including EMS, Fire and Tech Rescue it is important that our trainings are fully crafted and delivered in a way that will maintain our skills.

Our vision for the training officer's responsibilities and services will be both directed towards department members and those outside the department. Internally the Training Officer will work with the Fire and EMS Assistant Chiefs to develop training curriculum as well as lead training within the department. The departments designated instructors will also work directly with the training officer and help to deliver this curriculum in a consistent manner. The Training Officers role will also expand into the digital side of our department with the development of the new Target Solutions Training Portal. This portal will allow the Training Officer to develop instruction with video, audio, and other modern features that will be easily disseminated to Fire Department members. The Training Officer's duties outside of the department's daily operations will include managing our training certification requirements through the state with organizations such as Mid-State Technical College, The Wisconsin State Technical College System, and the Wisconsin State Office of Emergency Medical Services. Finally the Training Officer will supply training to the department Explorer Post, Citizen's Academy, and outside agencies that Stevens Point Fire Department responds with such as our First Responder and Metro District partners.

The anticipated salary of the Training Officer position will fall in Grade P (Step 2). This position will not require any additional levy dollars and will be funded out of the existing Fire Department operational budget.

With the creation of the Training Officer, the Stevens Point Fire Department will be successful in keeping up with a constantly changing response environment. The average member of the Stevens Point Fire Department has hundreds of hours of certifications, most of which require training to maintain current certification status. Lacking a dedicated manager of the training required for these skills and certifications hinders our ability to provide further levels of service or pursue even more advanced skillsets related to Fire, EMS, and Tech Rescue. Overall, this position supports both the strategic plan of the department and stays true to our mission statement; The Stevens Point Fire Department exists to improve the fire and life safety of the community through training, education, and risk reduction.