

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

July 10, 2023 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 872 6047 0779 | Passcode: 667466

By Computer: **

URL **<https://us02web.zoom.us/j/87260470779?pwd=M2dXQlZaV2ZRS3ZVT3psT2l3RWlHdz09>

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

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

AGENDA

I. Discussion and Possible Action on:

1. Roll Call.
2. Scott Beduhn, Director of Public Works, request to create an Engineering Tech position.
3. Joel Lemke, Director of Public Utilities, requests to hire an additional Inspection Technician position.
4. 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



July 10, 2023

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasc, HR Manager

RE: Personnel Committee Agenda

-
2. Director Beduhn requests to create an Engineering Tech position within the Department of Public Works – Engineering Division to support engineering staff with existing and new development projects. Supporting documentation is attached.
 3. Director Lemke requests to hire an additional Inspection Technician position within the Department of Public Utilities and Transportation to support department with increased inspections. Director Lemke will report on action taken by the Water and Sewerage Commission. Supporting documentation is attached.

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

July 3, 2023

To: Personnel Committee

From: Scott Beduhn, Director of Public Works

Re: Request to Create an Engineering Tech position
Department of Public Works – Engineering Division

As the city continues to increase its efforts to maintain and replace its aging infrastructure as well as modify and expand the infrastructure for new development it has also increased the burden upon the Public Works Department Engineering Division. The amount of effort needed to complete the engineering and designs for road reconstruction, resurfacing, sidewalk continuation, parking lot replacement, road extensions, utility replacements, utility extensions and site developments have increased significantly and the City is currently utilizing the assistance of three different engineering consultants in addition to city staff to complete the work.

In addition, after the projects are designed and bid, staff must oversee the construction to ensure compliance with the specifications, deal with citizen issues and complaints during construction, prepare construction progress letters, update the Road Construction web map, measure and track quantities, maintain daily field logs, prepare and review pay applications, process change orders, request reimbursements if there is outside funding, track costs and invoice other departments for work to be paid by others. All this work is currently completed by the Project Manager, one individual within the city with some minimum help from other staff (who are also plenty busy completing their own work). This places a considerable burden on a single individual and spreads that individual thin, increasing the likelihood that actions may be delayed or that something is missed. It is not uncommon that there may be three or more active projects. Currently the Project Manager is overseeing the completion of the 2022 Street Improvement Project, The Ridge Road Resurfacing Project, the 2023 Street Improvement Project, the 2023 Road Resurfacing Project and the Union Street Extension project all while at the same time trying to participate and assist in the development and design of all the 2024 projects. We have tried to utilize the GIS Tech position in the inspection role in the past, but this has proven to be a challenge and has actually been a contributing factor in why those individuals have resigned.

Given the number and size of public works projects and the past challenges of utilizing GIS staff in the inspection role, the Public Works Department is faced with two options; hire consultants to assist with construction inspection as we do for design, or hire additional staff (specifically an Engineering Tech) to assist with both inspection and design to reduce our dependency and expense for these services.

Financially, hiring consultants is the easier choice, the cost of which can be covered through the capital budget. However, a consultant can only provide a certain level of service to the city and the cost is generally considerably higher than in-house staff. Although the consultant represents the city, an inspector's role is typically to ensure that the contractor complies with the contract documents and will often not accept the same level of responsibility as staff will in that role and therefore does not eliminate all city staff involvement. As many of our consultants are not local, the city would either need to pay additional costs for travel and lodging or use a separate local consultant that would not have been involved in the design and therefore not familiar with the project. In addition, there would be no guarantee that the city would have the same inspector from year to year to ensure the same level of consistency that we currently have.

The cost of inspection services will vary by project size and complexity. When asked for estimates to provide these services on the upcoming 2024 Street Improvement projects the costs provided by our consultants were as follows:

2024 Street Imp Project (Maria/Walker): \$156,800 – \$196,000

2024 Street Imp Project (Bliss/Mason): \$112,000 – \$140,000

Hiring additional staff will require financial resources from an already tight operational budget, but the value of having staff is seen to outweigh that concern. As it is the department's goal to reduce our dependency on outside consultant services for general municipal engineering, (the very reason we created the GIS Tech and City Engineer positions in the past few years) hiring additional staff makes the most sense. Although the City Engineer position is currently vacant, additional staff will provide the necessary resources to improve not only our inspection capability but also increase our design capacity to allow us to complete more projects in-house. In meeting with Comptroller/Treasurer Ladick we believe we have identified the necessary funds from within the Public Works operational budget to cover the cost of the additional staff which is estimated to be about \$100,000 including wages and benefits. (This position has not yet been graded for placement within the pay plan.)

Ultimately, for less than the cost of inspection for one project for one summer, the city can hire a full time Engineering Tech that can provide needed support for both inspection and design for the entire year. The Engineering Tech position will provide support for not only the Project Manager, but also City Engineer, City Surveyor and other existing staff. A copy of the proposed position description is attached as a summary of the anticipated duties and responsibilities of the position.

Thank you for your consideration in this request.

P O S I T I O N D E S C R I P T I O N

CITY OF STEVENS POINT

TITLE OF POSITION: **Engineering Technician II**

DEPARTMENT: **Engineering**

SUPERVISOR: **Project Manager**

SECTION A.

DISTINGUISHING FEATURES OF THE CLASS

Job involves technical and para-professional work. Work involves computer drafting of engineering and land surveys and construction inspection work. Responsibilities include drafting and preparing engineering plans for bidding and construction as well as construction observation and inspection. Work shall include land and engineering surveys, field stake out and other associated survey work. An Engineering Technician II shall be expected to exercise independent judgment in solving office and field problems relative to his/her current job duties.

SECTION B.

ESSENTIAL KNOWLEDGE AND SKILLS

Working knowledge of the principles and practices of municipal civil engineering, particularly as they are applied to the design and construction of municipal infrastructure; including nomenclature, methodology, practices and techniques of surveying, civil engineering, civil engineering drafting, and construction materials (soils, concrete and asphalt) and construction specifications as they pertain to public work(s) construction projects.

Working knowledge of various surveying equipment (Trimble Model TSC7 data collector) and software (Trimble Access Software) and computer aided drafting

software (Autodesk Civil3D) along with software related word processing and creating spreadsheets.

Ability to perform mathematical computations for surveying and engineering projects involving arithmetical, geometric and trigonometric principles.

Ability to prepare bidding documents and prepare construction estimates for the City's public works contracts with little supervision.

Ability to develop ideas for future public works projects in the preparation of concept and preliminary design drawings under the supervision of the Project Manager.

Ability to interpret engineering plans and specifications.

Working knowledge of the design needs of people with disabilities (Americans with Disabilities Act).

Ability to prepare and translate survey notes into maps, plans, profiles and cross sections.

Working knowledge of the US public land survey system and statutory and administrative codes relevant to land survey.

Ability to relate well with co-workers, consultants, contractors and the general public.

A working knowledge of AutoCAD Civil3D as it relates to utility and street corridor design and an ability to prepare plan and profile construction drawing with little or no supervision.

Working knowledge of ESRI products including ArcMAP.

SECTION C.

SPECIAL QUALIFICATIONS REQUIRED

High school graduation or GED with five years experience in engineering and survey work or a technical school graduate with an Associate Degree in Civil Technology and two years experience in engineering and survey work.

Possession of a valid motor vehicle operator's license issued by the State of Wisconsin.

SECTION D.

TASKS ROUTINELY PERFORMED

Participate in the engineering of public works projects, including street construction, storm and sanitary sewers, water mains, and various other public improvements and maintenance projects including pavement maintenance and miscellaneous city projects.

Administers public works contracts under the supervision of the Project Manager.

Performs construction inspection activities on a variety of public works projects such as street construction, sidewalks and curb and gutter installations to maintain contractor compliance with engineering plans and specifications.

Examine workmanship of finished installations for conformity to standards for approval of installation.

Interpret plans and specifications for contractor and discuss deviations from specified construction procedures with management to ensure compliance with specifications and regulations.

Record quantities and locations of materials installed and verify proper elevation of installation.

Maintain daily log of construction and inspection activities.

Compute monthly construction pay estimates of work completed for approval by management.

Regularly prepares progress letters for mailing to impacted residents and businesses along project corridors.

Regularly updates the Road Construction GIS web map on the City's website

Participates in Public Informational Meetings and assists the Project Manager in the preparation of presentation materials.

Under the supervision of the Project Manager or City Engineer, prepares specifications and bid documents for public works projects.

Reviews construction plans and documents prepared by others.

Use survey equipment to inspect and verify locations of infrastructure. Spirit level, RTK GPS, and other instruments may be required.

Conducts topographical surveys, gathers information and data by field and office research and is responsible for keeping field notes and performs work as directed by the City Surveyor.

Perform data and geographical analyses and create custom maps using ESRI ArcMAP.

Performs other related work as required.

SECTION E.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The performance of tasks may involve exposure to machinery and its moving parts; to toxic gases, chemicals and other hazardous materials. Work is sometimes performed outdoors in cold or inclement weather. The ability to intermittently sit, stand, walk, bend and lift moderately heavy 40 to 50 pounds required. Also the ability to climb ladders, manhole structures, and sewer trenches.



July 5, 2023

MEMO

RE: Addition of a position to the Department – Inspection Technician

Water and Sewerage Commissioners:

Prior to 2008 our one full-time inspector was responsible for inspecting watermain that was constructed or reconstructed every year. These reconstructs were, by far, smaller in scope than the reconstruction projects we are doing today. In addition, we have taken over the responsibility of the sewer collection system, the stormwater collection system, and the community area network (fiber optic system) since that time. With the inspection responsibility of four sets of infrastructure rather than one combined with our reconstruction projects being two or three times larger, it is safe to say that there is between six and nine times the amount of inspection now versus then. In addition to the construction inspection listed above, the Department also completes more than 400 site inspections every year pertaining to private-site stormwater management compliance. We last added an Inspection Technician position in 2020.

With this in mind, we believe it is time to hire a third inspector to assist in this work. The City has adopted a reconstruction schedule that is far more aggressive than in past years, which indicates the need will continue for years to come. There are many more duties outside of construction inspection that are assigned to the position(s) of Inspection Technician that make us comfortable with keeping the staff that hold those positions productive during the winter months as well. I'd be happy to discuss more of those details with you, if desired.

The position in question will start at step 2 of grade L on the City pay plan. That amount in 2023 will be \$57,262 not including benefits. The wage of this position would be shared between the three utilities based on hours worked – just as our current Inspection Technicians' wages are.

We respectfully request permission to hire an additional Inspection Technician in grade L of the City pay plan.

Thank you for your consideration,

Joel Lemke
Director