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

August 14, 2023 - 6:15 PM

(or immediately following previously scheduled meeting)

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 891 6610 4665 | Passcode: 858097
By
Computer: https://us02web.zoom.us/j/89166104665?pwd=RVdWcFM3YlorT1B6T0dMYUFxaDAzUT09
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. Requests for known 2024 out of state travel.
3. Joel Lemke, Director of Public Utilities, requests to promote interim Construction and Maintenance Superintendent.
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

August 09, 2023

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Personnel Committee Agenda

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2. Administrative Policy 03.05 requires that the Personnel Committee review all known out of state travel for the upcoming year. Attached are the requests.

3. Director Lemke requests to promote interim Constructions and Maintenance Superintendent to Grade S, Step 2 per Administrative Policy 2.06. Supporting documentation is attached.

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

Policy Title: Out of State Travel for Work Related Training Policy No. 3.05

Date of Issuance: December l8, l989

Revision Date: October 15, l990

Description: The purpose of this policy is to explain the City's policy regarding employee travel for out of state work related training.

1. Out-of-State

   A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).

   B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

   Section Policy No. 3.01 “Standard Benefits” for policy information relating to Continuing Education.

City of Stevens Point
Parks, Recreation and Forestry
2442 Sims Avenue
Stevens Point, WI 54481-3594

Dan Kremer
Director
715-346-1536

Memo

TO: Personnel Committee

FROM: Dan Kremer, Director of Parks, Recreation and Forestry

DATE: August 2, 2023

RE: Out of State Travel - 2024

Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2024.

Each year during the budget process the Parks, Recreation and Forestry Department (PRF) includes budget dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety related courses, professional organization and association conferences and other professional development trainings. The Wisconsin Parks and Recreation Association, Wisconsin Arborists Association, Wisconsin Turf Managers Association and National Park and Recreation Association conferences are examples of those attended by staff.

Many dates and locations for various conferences and training have not been announced yet but could potentially require out of state travel when details are announced at a later date. I respectfully request permission to allow out of state travel for purposes related to education, safety and professional development which can be accomplished within the PRF operational budget as approved by the Director.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Director Ryan J. Kernosky, MPA
Ph: (715) 346-1567
Fax: (715) 346-1498

TO: Personnel Committee

FROM: Ryan Kernosky, Director of Community Development

DATE: August 14, 2023

RE: 2024 Out of State Travel Request

Please consider the following request for out of state travel in 2024 for the Department of Community Development.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. Wisconsin and Midwest conferences occur yearly, and most staff chooses to attend those, however, there may be educational courses or conferences out of state that provide opportunities not available at the State or Regional level. These opportunities include the American Planning Association's annual conference, International Economic Development Council's annual conference, International Association of Assessing Officers annual conference, among others. Conferences like these are important to the continuing education of your dedicated Community Development Staff.

Out of state travel will be reviewed by the Department Director on a case-by-case basis, ensuring that there is adequate staff coverage and budgeting to allow the employee to attend.

Thank you for your consideration.

City of Stevens Point
Department of
Public Utilities and
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

August 7, 2023

MEMO

RE: 2024 out of state travel

Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

Joel Lemke
Director

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

August 3, 2023

To: Personnel Committee

From: Scott Beduhn, Director of Public Works

Re: 2024 Out of State Travel Request

Please consider the following request for out of state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australia (IPWEA), Institute of Transportation Engineers (ITE), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out of state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

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

Thank you.

City of Stevens Point
Department of
Public Utilities

Chris Lefebvre
Wastewater Superintendent
Phone: 715-342-4787
clefebvre@stevenspoint.com

August 7, 2023

TO: Personnel Committee, Mayor Wiza

RE: Proposed Internal Promotion – Construction and Maintenance Superintendent

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Personnel Committee,

Our Construction and Maintenance Superintendent position has been open since the position was vacated earlier this year. The Department advertised for the position for external candidates and considered qualified candidates both internal and external.

During the interim period, Shane Kohnen was appointed to fill the position and was also a candidate for the job. Shane has been employed with the Department since June of 2014 and has shown great job knowledge, leadership ability, and value to the Department in all the roles he has filled, including his role as Interim Construction and Maintenance Superintendent.

Shane has met the requirements set forth in administrative policy 2.06 related to promotions. It is the Departments request to promote Shane Kohnen into the role of Construction and Maintenance Superintendent.

Shane's rate of pay, upon approval will be Grade S, Step 2 on the City's pay matrix. This amounts to an annual pay of $86,029.

We appreciate your consideration. Please feel free to reach out to me prior to the meeting if any questions or concerns need discussion.

Best Regards,

Joel Lemke
Director