

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.

**CITY OF STEVENS POINT
PERSONNEL COMMITTEE**

October 14, 2024 - 6:15 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 842 8851 3265 | Passcode: 334022

By Computer: **

<https://us02web.zoom.us/j/84288513265?pwd=55q40VDtJ4acKwFanbwhbFkHjZhrIp.1> **

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 amend Administrative Policy 3.06 Holidays
3. Request for Merit Pay consistent with Administrative Policy 2.13 "Pay for Performance."
4. Elected Official Salary - City Attorney, City Clerk, City Comptroller-Treasurer for 2025 - 2029
5. Consideration of setting Alderperson salary terms beginning in 2025 and 2026.
6. Employee seeking Public Office per Policy 1.10 Employee Participation in Political Activity- (2) Non-Partisan Activity
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 14, 2024

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Request to amend Administrative Policy 3.06 Holidays

Department Heads request to amend Administrative Policy 3.06 Holidays to remove duplicate language, standardize city-wide holiday policy and observe additional four federal holidays. Department Heads would like to provide city staff four additional holidays: Martin Luther King Jr. Day, Juneteenth National Independence Day, Columbus Day and Veteran's Day to celebrate these important events.

Policy Title:	Holidays	Policy	No.
3.06			

Revision Date: 1-13, 2-15, 6-16, 12-16, **10-21-2024**

1. ~~Employees are entitled to take a holiday with pay on the following occasions:~~ **Full-time and part-time employees shall receive the following paid holiday:**

Temporary employees (i.e. Seasonal, Limited Term, Interns) are not eligible for paid holidays.

- 1

days off or excused absences.—For purposes of this section, absences due to vacation, sick leave or other authorized paid leave shall be counted as if the employee was present and working.

Part Time Employees

In order to administer holiday pay in a fair manner, ~~P~~part-time employees who have a regular assigned work schedule will receive holiday pay only when a holiday falls on a regularly scheduled work day. ~~for that employee.—~~ **and** The part-time employee will be paid for the number of hours that they are normally **regularly** assigned on that day of the week.

Part-time employees who do not have a regularly assigned schedule will receive holiday pay on a pro-rated basis, determined by the average number of hours worked per week as a percentage of a 40-hour work week. (Example: 20 hours average/40*8 hours = 4 hours of Holiday Pay).

~~Streets and Parks hourly:~~

~~Holidays:~~ All employees, including probationary employees, shall receive the following holidays with pay:

_____	_____
_____ New Year's Day	_____ Thanksgiving Day
_____ Good Friday	_____ Day after Thanksgiving
_____ Memorial Day	_____ Christmas Eve Day
_____ Fourth of July	_____ Christmas Day
_____ Labor Day	

~~Requirements:~~ The employee must be in attendance on the workday immediately preceding and immediately following the holiday to be eligible for the holiday pay, except when:

- ~~_____~~ 1. ~~_____~~ On scheduled vacation;
- ~~_____~~ 2. ~~_____~~ On sick leave;
- ~~_____~~ 3. ~~_____~~ On authorized leave approved by the superintendent;
- ~~_____~~ 4. ~~_____~~ On funeral leave.

~~Scheduling of Holidays:~~ If any of the above holidays falls on a Sunday, the following day will be considered a holiday. If any of the above holidays fall on a Saturday, the employees shall receive a compensatory day off in lieu of the holiday. This compensatory time shall be taken on a Monday or a Friday. The employee and the department head shall mutually agree on the day off so as not to interrupt the efficiency of the department, but all employees shall be granted their day off within sixty (60) days following the holiday.

~~_____~~ When a paid holiday falls on a Monday, the Drop-Off Attendant shall receive a floating holiday. This floating holiday shall be scheduled off on a work day in the same pay period

as the holiday, as determined by mutual agreement of the supervisor and the employee.

Work Performed On A Holiday: ~~For non-exempt~~ When any employees **who** works on one of the above holidays, the employee shall receive eight (8) hours straight time pay as holiday pay in addition to time and one-half (1-1/2) pay for the number of hours actually worked **or the employees shall receive a compensatory day off in lieu of the holiday. Choice of compensatory day must be approved by Department Head and be used within the calendar year they are received.**

When an employee is called to work on any of the above holidays, the employee shall receive two (2) hours straight time pay as call pay, in addition to the above provided compensation. In order to qualify for call pay, such employee must have actually reported for work and ~~must have been able and available for work when called. The City and the employees agree that all work on holidays shall be kept to a minimum.~~

Water/Wastewater hourly:

~~Holiday Schedule: All regular full-time employees except shift workers shall be granted the following holidays off with pay:~~

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24th
Independence Day	Christmas Day
Labor Day	

~~If a holiday falls on a Sunday, the following Monday shall be declared the holiday and if the holiday falls on a Saturday, the preceding Friday shall be declared the holiday. The employee must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences.~~

~~Holiday for Shift Workers: If a holiday falls on an "off" day of a shift worker (for the purposes of this Agreement shift workers shall include those regularly scheduled to work weekends) he/she will receive an additional day off as scheduled by mutual agreement between the employee and his/her department head.~~

~~Work on Holidays: Any shift employees within this work unit who is regularly scheduled and actually works on a holiday, will be paid time and one-half (1-1/2) for hours worked during their regularly scheduled shift plus one (1) holiday to be taken in time off. The holiday must be taken in time off on or before the employee's anniversary date or if not taken in time off, it will be paid out at the employee's regular rate of pay.~~

~~Shift employees hired after January 1, 2001, shall receive two and one-half (2-1/2) times their regular rate of pay for all regularly scheduled hours worked on a holiday. It is understood by the parties that non-shift employees receive double time pay for all hours worked on a holiday.~~

~~Shift employees who work on a holiday in excess of their regular shift on that holiday shall receive double time pay for each hour worked in excess of their regular shift on that holiday.~~

~~Holiday Pay Rate: Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.~~



October 4, 2024

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Merit Pay for Dave Everson

Administrative Policy 2.13 provides a means to reward employees that go “above and beyond” in the best interest of the City. The availability of rewards is at the discretion of the Common Council. Dave Everson came on board when we desperately needed an electrical inspector in Community Development. We had been contracting with a company that was costing our taxpayers a considerable sum.

Dave agreed to come back to the city on a limited term to conduct needed inspections until we were able to fill the position. He drove from his home in Minoqua to help the city stay on track with our electrical inspection needs. Our policy does not allow mileage.

Dave saved the city hundreds of dollars versus contracting for that service, likely more. To acknowledge the appreciation to Dave for the money he saved the City, I’m requesting \$500 of Merit Pay be afforded to Dave Everson.

Your approval is appreciated.

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

Mike Wiza
Mayor of the City of Stevens Point, WI

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

Policy Title: Pay for Performance Policy No. 2.13

Date of Issuance: January 21, 1991

Revision Date: March 18, 1996

Description: This policy addresses the circumstances under which an employee may receive additional "pay for performance" and the procedures to be followed.

1. Vacant Position

If a position is going to be left vacant for some time, the duties of the position may be temporarily assigned to another staff member. If additional pay is requested for the affected employee, the request must be approved in advance by the Mayor and Personnel Committee. The request should be given to the Personnel Manager, in writing, for inclusion on the next Personnel Committee Agenda. The request should include the following:

- A. The length of time the position is expected to be vacant;
- B. Tasks to be assigned;
- C. Who the tasks will be assigned to;
- D. Percentage of employee's time additional duties will take;
- E. Will employee complete his/her normal work, or will some duties be reassigned temporarily;
- F. Are these duties normally done by an employee in a higher job classification; and
- G. Will these additional tasks require the person to work more than their normal work week.

All of the above will be considered in determining whether additional pay or comp time is warranted and each request will be considered on its own merit.

2. Merit Pay

In any year the Common Council approves a budgetary line item for Merit Pay (Incentive Pay) it may be used to reward individual employees or departments for efforts above and beyond the norm. Recommendations will be made by the Mayor to the Personnel Committee. Rewards need not be monetary.

Additional pay granted under either of these conditions will be for the term specified and not added to the employee's base salary.



October 4, 2024

MEMORANDUM

TO: Common Council

FROM: Mayor Wiza

RE: Elected Officials Salary for the Upcoming Term

Salary for elected officials needs to be set for the upcoming term. The salary for Mayor was set by the City Council in October of 2022 for the 2023-2027 term and is currently frozen, with no annual increases, at \$77,057 annually. The position of City Clerk, City Attorney, and Comptroller/Treasurer are scheduled for an April 2025 election. All salaries for these positions must be set for the entire term (4 years).

To evaluate these positions, we used roughly the same format and comparable communities that were used for all of the non-represented employees in the current Pay Plan.

The compensation for each position was gathered and then an average was calculated.

The three positions have dropped to nearly the bottom of the list when compared to our peers. I believe this is a result of the economic changes in the last four years. As a result, I'm recommending increases that will bring us more in line with the compensation from similar communities. I've also added an annual increase of 3%. The annual increases will help keep us more in line over the next four years in hopes to avoid falling as far behind our comparable cities as we have.

Therefore, it is my recommendation that the salaries for these elected positions be set as follow for the upcoming term:

City Clerk: Current salary \$73,807.00

Starting on 5/1/2025 \$82,678.00

Starting on 5/1/2026 \$85,158.00

Starting on 5/1/2027 \$87,713.00

Starting on 5/1/2028 \$90,344.00

Comptroller/Treasurer: Current salary \$103,846

Starting on 5/1/2025 \$111,597.00

Starting on 5/1/2026 \$114,945.00

Starting on 5/1/2027 \$118,393.00

Starting on 5/1/2028 \$121,945.00

City Attorney: Current salary \$108,949.00

Starting on 5/1/2025 \$122,967.00

Starting on 5/1/2026 \$126,656.00

Starting on 5/1/2027 \$130,456.00

Starting on 5/1/2028 \$134,369.00

The total annual increase would be about \$31,731, not including benefits for the three positions, in 2025. I realize there are some significant increases, but I believe it is important to strive for competitiveness in our compensation as we have with all of our employees.

Attached are worksheets for each position, so the Council can see the comparable information used in creating this recommendation.

City Clerk

Community

	Elected	Hired or Appointed	Yrs in positon	Current Salary	Salary Range
Eau Claire		X	0.5	\$ 79,560.62	
Plover		X	1	\$ 86,402.00	
Appleton		X	9	\$ 98,045.00	
Oshkosh		X	1	\$ 78,877.00	
Fond Du Lac		X	10	\$ 116,833.60	
Marshfield		X	2	\$ 78,978.00	
Neenah			13	\$ 87,048.00	
Stevens Point	X		4	\$ 73,807.00	
Superior		X	1	\$ 84,282.00	
Wausau		X			
Manitowoc		X	2	\$ 85,301.00	
LaCrosse		X	3	\$ 101,940.80	
Watertown		X	2	\$ 74,194.00	
Wisconsin Rapids	X		N/A	\$ 77,233.52	
Racine		X	5	\$ 115,419.20	
Rice Lake		X	0	Retiring	\$88,700 - \$95,200
Sheboygan	X		9	\$ 96,817.00	
			Average	\$ 88,982.58	

Combined Clk / Treasurer

City Comptroller/Treasurer

Community		Elected	Hired or Appointed	Yrs in position	Current Salary	Salary Range
Eau Claire	Finance Director		X	2	\$ 138,925.07	
Plover			X	3	\$ 99,129.00	
Appleton	Finance Director		X	6	\$ 129,780.00	
Oshkosh	Finance Director/Treasurer		X	1	\$ 126,535.00	
Fond Du Lac	Finance Director		X	2	\$ 133,455.00	
Marshfield	Finance Director		X	2	\$ 109,824.00	
Neenah			X	1	\$ 114,504.00	
Stevens Point		X		11	\$ 102,178.00	
Superior			X	1	\$ 115,752.00	
Wausau			X			
Manitowoc	Finance Director/Treasurer		X	1	\$ 111,418.00	
LaCrosse	Finance Director		X	2	\$ 124,904.00	
Watertown	Finance Director		X	2	\$ 103,106.00	
Wisconsin Rapids	Finance Director		X	N/A	\$ 97,468.80	
Racine				5	\$ 99,985.60	
Rice Lake	<i>Combined Clk / Treasurer</i>		X	0	Retiring	\$88,700 - \$95,200
Sheboygan	Finance Director/Treasurer			3	\$ 134,700.00	
	Deputy Finance Director/Comptroller			1	\$ 87,859.00	
				Average	\$ 114,345.22	

City Attorney

Community

Eau Claire
Plover
Appleton
Oshkosh
Fond Du Lac
Marshfield
Neenah
Stevens Point
Superior
Wausau
Manitowoc
LaCrosse
Watertown
Wisconsin Rapids
Racine
Rice Lake
Sheboygan

Elected	Hired or Appointed	Yrs in position	Current Salary	
	X	24	\$ 157,899.66	
	Contracts for Services			
X		26	\$ 139,018.00	
	X	16	\$ 149,136.00	
	X	14	\$ 154,960.00	
	Contracts for Services			Current Rate \$200/hr
	X	2	\$ 114,504.00	
X		11	\$ 107,883.00	
	X	22	\$ 140,774.00	
	X			
	X	1	\$ 133,614.00	
	X	18	\$ 151,008.00	
	X	2	\$ 107,578.00	
X		N/A	\$ 123,336.30	
		9	\$ 157,164.80	
	Contracts for Services			
X		9	\$ 134,967.00	
			\$ 136,295.60	

	Fond Du Lac	Manitowoc	Marshfield	Neenah	Superior	Watertown	Wausau	Wisconsin Rapids	Average	Current
City Clerk	\$ 116,833.60	\$ 85,301.00	\$ 78,978.00	\$ 87,048.00	\$ 84,282.00	\$ 74,194.00	No Response	\$ 77,233.52	\$ 86,267.16	\$ 73,807.00
Comptroller/Treasurer	\$ 133,455.00	\$ 111,418.00	\$ 109,824.00	\$ 114,504.00	\$ 115,752.00	\$ 103,106.00	No Response	\$ 97,468.80	\$ 112,218.26	\$ 103,846.00
City Attorney	\$ 154,960.00	\$ 133,614.00	Contracted	\$ 114,504.00	\$ 140,774.00	\$ 107,578.00	No Response	\$ 123,336.30	\$ 129,127.72	\$ 108,949.00



October 4, 2024

TO: Personnel Committee Members

FROM: Mayor Mike Wiza

RE: Alderperson salaries for the 2025-2027 term of office

It's time to review compensation for positions to be elected in 2025 and 2026. Alderperson salaries are staggered based on the year elected. The salary for Alderpersons elected in April of 2025 and 2026. Current salary was set in October of 2022 and is \$5300 annually.

As you know, we have made a commitment to keeping up with COLA increases for all City employees which is anticipated to be 3.3% for 2024.

I am recommending an increase of about 3% to the Alderperson salary, beginning in the terms as follows:

Commencing April 22, 2025 - \$5460.00 for Alderpersons elected in 2025

Commencing April 20, 2026 - \$5620.00 for Alderpersons elected in 2026

As an alternative to individual compensation increases you may want to consider adding 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 salary increase.

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

Pam Filtz
1752 Evergreen Ct
Custer WI 54423

September 16, 2024

Joel Lemke
Director of Public Utilities and Transportation
City of Stevens Point

Re: Intent to Run for Elected Position

Joel:

Please note that once again, I intend to run for the position of Clerk/Treasurer for the Town of Sharon, Portage County in the April 2025 election. Per administrative policy, this letter serves as my notification that I will be on the ballot for this election.

Pam Filtz

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

Policy Title: Employee Participation in Political Activity Policy No.
1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a

campaign.

- B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:
 - (1) The responsibilities of the office as they relate to those of the employee.
 - (2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.
 - (3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.
- C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.