

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**

February 10, 2025 - 6:10 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 881 5145 0381 | Passcode: 175015

By

Computer: <https://us02web.zoom.us/j/88151450381?pwd=8SfE8ta1teAqFaYSkZj8Vfq0ykZCum.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. Director Kivela request certification pay for the Electrical Inspector position.
3. Director Kivela request for overlap - Assistant Assessor Position, Community Development Technician Position and Permit 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.



MEMORANDUM

To: Personnel Committee and Council

From: Jarod Kivela, Director of Community Development

Date: February 3, 2025

RE: **Policy 3.01 (12) - Certification Pay Change Request**

In working with our Chief Building Official and Human Resources Team, there are a few cleanup items in the current Credential Pay Policy that need to be addressed to ensure both conformity and fairness, as well as to ensure we are properly incentivizing internal improvement and departmental efficiencies. The most urgent issue pertains to one of our current inspectors who, upon receiving his credentials, will not be properly compensated under the existing policy. This inspector does plan to begin testing for these credentials in February, March and April of 2025

When this specific policy was reviewed by the department in the past, not all building inspector positions were included in the policy, and it was only written for that current organizational structure. Thus, only a "plumbing inspector" will receive the credential pay. Fast forward to today, our plumbing inspector is now the Chief Building Official, and we have a separate "electrical inspector" who would look to get their additional UDC credentials so that they could be more effective and efficient in what they can inspect.

This is a budgeted change and can be accommodated immediately following the policy's approval. I'd appreciate your prompt attention to this matter so we can ensure fair and accurate pay alignment. 2025 Anticipated Budget Impact: \$1,664.

Request: Approve amendment to Policy 3.01 (12) relating to credential pay and redlined below.

As a note, Community Development staff does intend to further evaluate the Credential Pay Policy and internal department organizational plan to ensure that there are proper advancement opportunities and benefits to those advancements. It should be the goal of every organization to do all that they can to retain employees and encourage them to be the best they can be and provide the most benefit to the community as possible. These changes will be discussed during the 2025 and 2026 budget discussions and presented at a future date.

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3.01 Standard Benefits:

12. Licenses and Certifications:

Commercial Driver's License (CDL): An employee who is required to maintain a Commercial Driver's License (CDL) as a condition of employment but does not upon hire have a CDL will have 6 months to obtain a valid CDL. Failure of the employee to obtain a CDL within 6 months of employment may result in termination.

Such employee shall be provided training and testing (including labor time and travel expenses as may be reasonable and with approval by the Department Head) as required by the Federal Motor Carrier Safety Administration (FMCSA) to obtain a CDL. This training and testing will be paid one time at the expense of the city. If the employee fails to complete the training or fails the CDL testing the employee must pay for his/her own subsequent training and testing.

- If after receiving such training and testing, the employee leaves employment with the City less than 1 year from the date of hire, the employee shall reimburse the City for all training and testing expenses related to that employee.
- If after receiving such training and testing the employee leaves employment with the City more than 1 year, but less than 2 years from the date of hire, the employee shall reimburse the City 50 percent of the City's training and testing expenses related to that employee.
- If the employee leaves employment with the City after 2 years from the date of hire the entire cost of all training and testing for that employee will be paid by the City.

To obtain CDL training and testing an employee shall submit a written request to the Department Head. Upon approval, the Department Head shall forward the approved request to the Treasurer for payment. After completion of the training and testing the employee shall submit documentation regarding completion of the training and testing and a copy of the CDL to the Department Head who will notify the HR Manager to add the CDL to the employee file.

Employees who are required to maintain a Commercial Driver's License (CDL) shall be reimbursed for the actual cost of renewal once every eight (8) years. Employees shall renew their CDL through the Department of Motor Vehicles (DMV) and submit receipt from the State of Wisconsin DMV with their reimbursement request.

Certification Pay

Certification pay is offered for those certifications not required by the job description but still has a tangible benefit to the City.

All requests for certification pay shall be submitted to the Mayor by department head(s) no later than April 1 of each year, whenever possible. The Mayor will review the request(s) and present the request(s) and provide recommendation(s) to Personnel Committee at the next regularly scheduled meeting.

Certification pay request after April 1 of each year would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chairperson and Human Resource Manager.

Certification pay approved by Personnel Committee will be evaluated as part of the budgeting process and are subject to available and continued funding.

Requests will include the following:

- Department
- Type of certification
- Certification pay
- Eligible position(s)
- Describe how the certification will have a positive impact on the operation.
- Identify the budgetary impact (wages, fringes, etc.)

Approved Certification List:

Department	Certification	Pay		Eligible Position(s)
		Basic	Advanced	
City Clerk Office	WisVote-Entry	0.20	N/A	Administrative Assistant - Clerk
City Clerk Office	Certified Chief Inspector	0.20	N/A	Administrative Assistant - Clerk Election & Licensing Specialist
City Treasury	Certified Public Accountant (CPA)	2.00	N/A	Senior Accountant
Inspection/Dev	UDC Electrical Inspector	0.50	N/A	Plumbing Inspector
Inspection/Dev	UDC Construction Building Inspector	0.50	N/A	Plumbing Inspector Electrical Inspector
Inspection/Dev	UDC Plumbing Inspector	0.50	N/A	Electrical Inspector
Inspection/Dev	UDC HVAC Inspector	0.50	N/A	Electrical Inspector Plumbing Inspector
Park & Rec	Certified Pesticide Applicator License	0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Park & Rec	Certified Playground Safety Inspector	0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Public Utilities	General Certification:	0.20	N/A	Chief Operator - Wastewater Utility Operator
Public Utilities	Solids Separation	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Biological Treatment	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Solids Treatment	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Nutrient Removal	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Laboratory	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Disinfection	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Collection Systems	N/A	0.40	Chief Operator - Wastewater Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman

Public Utilities	Distribution	0.20	0.40	Chief Operator - Water Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman
Public Utilities	Groundwater	0.20	0.40	Chief Operator - Water Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman
Public Utilities	Iron Removal	0.20	0.40	Chief Operator – Water Utility Operator
Public Utilities	Cross Connection Control		0.40	Inspection Technician
Public Utilities	Certified Pump Installer		0.40	Inspection Technician



MEMORANDUM

To: Personnel Committee and Common Council

From: Jarod Kivela, Director of Community Development

Date: February 5, 2025

RE: **Request for Overlap – Assistant Assessor Position, Community Development Technician Position, and Permit Technician Position**

After 33 years of dedicated service to the City of Stevens Point, Assistant Assessor, Sandy Kratzke, has announced that she is anticipating retiring on May 2nd, 2025. Sandy has been with the Community Development Department for 26 years; 3 years as Assistant Assessor and 26 years as Assessment Technician (back when the Assessor's Department had 3 employees). Before working in the Community Development Department, Sandy worked at the Stevens Point Police Department in the Records Bureau from 1995-1999 and in the Transit office from 1992-1995. Sandy holds a significant amount of institutional knowledge throughout various departments and her retirement will be a great loss for the city and the department. We are, of course, grateful for Sandy's dedicated service and wish her the very best in her well-earned retirement.

Given the significant notice being provided, the department is hoping to utilize this time to post, fill the position, and provide overlap for training purposes. Having a smooth transition is critical for the proper functioning of the department as well as for maintaining quality customer service to our customers. This overlap would also allow for critical institutional knowledge to be passed on before it leaves the organization. The need for overlap becomes even more important as an Maria Mohr was offered/has accepted the Assistant Assessor Position and now the Community Development Technician position needs to be filled, requiring overlap for both positions. The Community Development Technician position has been posted, and internal candidates have already expressed interest in this position. Although it is great to hear that current employees are seeking advancement and want to stay within the organization (something I strongly encourage), this does add another level of complexity to the process as there may be another posting/interview/overlap process that needs to occur.

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Open Records Information: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

While not knowing the exact outcome for each position, a request for overlap still needs to be made so we do not run out of time. To aid in the discussion I have included a potential timeline for the process below. Please note, this process shows the most conservative estimate for overlap (i.e. the least impact on the budget). A variety of factors can impact this conservative estimate and allow for additional overlap time (i.e. quicker interview periods, not hiring internally for the Community Development Technician, elimination of a 2 weeks' notice for whoever is hired, etc.) While this would have a bigger impact on the budget, this would significantly benefit the department and aid us in not falling behind (especially as we start to enter the building season). In checking with the Treasurer, this request is within budget. The max budgetary impact would be approximately \$14,500 (7 weeks of overlap). As mentioned, although 7 weeks would be ideal, 5-7 weeks would seem to be more of an accurate range.

- With internal hire for Com Dev Tech... 3 Weeks Overlap (conservative) or 5 Weeks (rushed)
- Without internal hire for Com Dev Tech....6 Weeks Overlap (conservative) or 7 Weeks (rushed)

Request: Community Development is requesting an approximate 3 to 7 week overlap period for the Assessor's Office and Front Office.