

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**

March 10, 2025 - 6:40 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 881 9250 7101 | Passcode: 686139

By

Computer: <https://us02web.zoom.us/j/88192507101?pwd=eQN3nbbRsEhTx3QvQqE4dBIh5DC7wk.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 from Alderperson Guthrie: Discussion and possible action on the creation of a City Administrator position.
3. 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.



Memo

To: Stevens Point City Council
From: Jacqui Guthrie, District 2 Alderperson
CC: Mayor Mike Wiza, City Clerk Kari Yenter, and all City Directors
Date: January 20, 2025
Subject: City Administrator

Fellow Alderpersons,

Since President Christianson encouraged the Personnel Committee to explore the topic of adding a City Administrator, we have diligently done so. This has included reflective conversation in committee, soliciting staff comment, hearing from experts, and looking at models of similarly sized cities around Wisconsin.

Based on these data and conversations, I am interested in pursuing the addition of a City Administrator position effective during the next mayoral election, in 2027. If Council is supportive, it gives city staff ample time to craft a position description, amend ordinance language, and budget for the additional cost. It also gives those who would wish to run for mayor ample notice of the change to the organizational structure and roles.

I believe that a city administrator will be key to streamlining facilities and operations as we move into a new city hall, will be well-positioned to lead the implementation of the strategic plan for the city, and will be critical in finding efficiencies and solving problems that bridge department silos. The mayor will have an ample portfolio of work advocating for and celebrating this great city in the public eye while the administrator can put their head down and maximize administrative effectiveness alongside our dedicated department directors.

I will be calling for a vote to move in this direction at Personnel. If it passes, you can anticipate the concept coming to your consideration in a follow-on full council meeting.

If the addition of this staff position is approved, I will ask that Directors investigate opportunities for additional revenues over the next year to incorporate updated fee schedules for the following year. From rental pavilions to training the staff of other municipalities' emergency response staff, nearby community residents' lifestyles are being subsidized by Stevens Point property owners. There is opportunity to charge a fair share for services. I believe that with critical analysis and ample lead time, we can add this position without eliminating other staff lines.

I look forward to hearing your perspective at future committee and full council meetings. Thank you for your engagement in this discussion about the city's organization chart and leadership.

Respectfully submitted,

Jacqui Guthrie

Alder, District 2
District2@stevenspoint.com
P: (608)444-5202

TO: Common Council

FROM: Andrew Beveridge – City Attorney

DATE: 3-5-25

RE: City Administrator Position

Alderspersons:

Aldersperson Guthrie asked me to put together some materials and thoughts regarding the creation of a city administrator position. Rather than create a full draft of ALL documents needed to implement a City Administrator (“CA”) – which would be a long list of materials, many of which are relatively obscure – I have compiled a subset of the most crucial documents. I am presenting these mainly as examples to illustrate the general type of language and materials we would be working with in this context. Don’t get too hung up on the exact wording at this stage. I am not intending for these to be viewed as my definitive suggestions on the exact language to be used. The goal is to provide a view into the documentation necessary to implement the change. We will need documents of this type, generally covering this subject matter. The exact wording of them can be dialed in and refined later on should the Council choose to move forward with creating a City Administrator position.

The documents included are as follows:

- An ordinance to create the position of CA
- A job description for the CA
- A employment contract for the CA (not strictly necessary, but typically they are hired on a contract basis)
- A few key excerpts from City Administrative Policies. Again, this is far from exhaustive and is intended only to illustrate the general type of changes we would need to consider. Minor changes within various chapters of the City Ordinances will likely be needed as well.

A key aspect of implementing a CA is a clear understanding about the authority of the CA relative to other positions within city government – most notably the Mayor, Comptroller, City Attorney, and Clerk. Wis. Stats. § 62.09(8)(a) lays out the powers and duties of the mayor. Absent a referendum, those powers and duties would remain unchanged with the implementation of a CA. The Mayor would remain the chief executive officer under section (a) of the statute, and continue to have the responsibility to “take care that city ordinances and state laws are observed and that all city officers and employees discharge their duties.” The CA would simply *be* one of those officers

and/or employees. Tension and disagreement between the CA and Mayor will inevitably arise from time to time, even in eras where staff, officers, and elected officials are generally on the same page.

Along similar lines, I have anecdotally heard that some current city administrators elsewhere in Wisconsin would not apply for the CA position in any municipality with an elected comptroller and/or attorney. The underlying thought is that to be effective, a CA needs to exercise supervision over those departments. I cannot speak to how widespread that view would be, but the existence of that sentiment among the pool of potential candidates merits consideration. We've discussed the elected vs. appointed comptroller/treasurer and city attorney plenty in the past so I won't rehash those talking points here other than to say that placing them under the supervision of the CA would require the change to appointed (which requires a referendum).

Lastly, you'll see a note in the draft ordinance in the section reserved for the recruitment & selection directing your attention to this memo. Obviously, that process needs to be thorough, professional, and bring in a broad range of participation among stakeholders. But I would caution about making it *too* elaborate and cumbersome. For example, one ordinance from elsewhere in Wisconsin includes the following:

“At any time there is a vacancy in the office of City Administrator, a nominee for the office shall be selected by a **selection committee** as determined by **Common Council**. The selection committee may delegate any duties of the selection process to **City staff** or **working groups** and may appoint **nominating committees** or **interview panels** as necessary. The selection committee shall negotiate the basic terms of the nominee's employment contract, and the final contract shall contain such additional provisions as are determined by the Common Council, City Attorney and Human Resources . . .”

Selection committee, Common Council, City staff, working groups, nominating committee, *and* interview panels! That is so many different groups of people that Microsoft Word ran out of useful highlighting colors. While the instinct to go full “kitchen sink” in this aspect of the process will inevitably arise, I would caution against having this level of moving parts. A thorough and collaborative process can be achieved without making it overly complicated.

Thank you,

Andrew Beveridge
City Attorney

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY
OF STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That Section 3.58 of the Revised Municipal Code, City Administrator, is hereby **created** to read as follows:

- (1) CREATION OF POSITION AND PURPOSE: The position of City Administrator is hereby created. The City Administrator shall be the chief operating officer of the city, shall administer City departments to implement the policies set by the Common Council, and be responsible for the efficient coordination of all City departments, boards, and commissions. The Common Council shall adopt a job description for the City Administrator and may amend it from time to time, and the City Administrator shall substantially comply with the requirements of the job description.
- (2) APPOINTMENT AND TERMINATION: (Insert reasonable, consensus-focused recruitment and selection process here – **see memo for comment**).
- (2) TERM: The City Administrator shall hold office for an indefinite term, subject to removal at any time by a 3/4 vote of the Council.
- (3) CONTRACT (optional): The City Administrator's employment shall be on a contract basis which shall be in writing and specify that employment is at will.
- (4) DUTIES AND RESPONSIBILITIES:
 - (a) The City Administrator shall be responsible to the Mayor and Common Council and shall be responsible for the efficient and effective administration of day-to-day operations and services provided by the City, including supervision of all departments and implementation of all City ordinances, resolutions, state statutes and council directives. The City Administrator shall keep the mayor and common council informed about city business on a timely basis.
 - (b) The City Administrator shall establish and maintain procedures to facilitate communication between citizens and City government to assure that complaints, grievances, recommendations and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.
 - (c) The City Administrator shall establish and maintain procedures to facilitate communication between citizens and City government to assure that complaints, grievances, recommendations and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.

- (d) The City Administrator shall have the responsibility to recommend all candidates for appointment to department head positions to the Personnel Committee and Mayor. The Common Council shall confirm all appointments by majority vote. The City Administrator has the responsibility to administer City Administrative Policy as relates to the supervision, discipline, and removal of department heads.
 - (e) The City Administrator shall promote the economic well-being and growth of the City through public and private sector cooperation. The City Administrator shall coordinate all negotiations with developers seeking to engage with City government on development projects.
 - (f) The City Administrator shall serve as the City's personnel officer which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations as approved by the Common Council. This includes recommending revisions to the personnel policy when necessary. In addition, the Administrator shall oversee administration of the City's pay plan, including the recommendation to the Common Council for revisions or comprehensive review as necessary. The City Administrator or their designee shall serve as a member of the City management negotiation team which is responsible for the negotiation of all collective bargaining agreements with the City's recognized bargaining units.
 - (g) The City Administrator shall represent the City in legislative and intergovernmental affairs as required
- (5) **ANNUAL REVIEW:** The City Administrator shall undergo an annual performance review consistent with the review cycle for all exempt employees. The review shall be conducted by the Common Council President and Finance and Personnel Chair; if they are one and the same, then another Council member, other than the Council President, shall be chosen by the Council President. The City Attorney and Human Resources Manager will serve as advisors during the review. The Council President shall request input from the remaining Council members and Mayor in the timeline established by the Council prior to the review being completed. The Council President and Finance and Personnel Chair shall prepare a report to the Council of the results of the review, identify specific goals to address performance deficiencies, and recommend other appropriate actions to be taken, including salary adjustments as per the City's annual performance review process.

SECTION II: This ordinance shall take effect upon passage and publication, as provided by law.

APPROVED: _____
Mike Wiza, Mayor Date: _____

ATTEST: _____
Kari Yenter, City Clerk Date:

Dated:
Approved:
Published:

ADMINISTRATIVE POLICY AMENDMENTS AFFECTED BY CREATION OF CITY ADMINISTRATOR POSITION – SAMPLES:

These are a few examples of language excerpts from City Administrative Policies where the creation of a City Administrator would potentially have an impact:

2.07 – Pay and Classification Plan: New employees will be placed in Step 1 of the grade to which their position is assigned. A salary above the minimum may be granted in situations where recruitment difficulties exist or if a potential employee possesses exceptional qualifications directly related to the requirements of the position. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the **City Administrator** ~~Mayor~~, Comptroller/Treasurer, affected Department Head, Personnel Committee Chair Person and Human Resource Manager. Requests for placement above Step 3 would require the approval of the Personnel Committee and City Council.

2.14(1.) – Hiring Procedures, Vacant Positions: Written requests to fill all vacant positions must be submitted to the **City Administrator** ~~Mayor~~. If funding for the position is included in the annual budget, the **City Administrator** ~~Mayor~~ along with the Human Resource Manager will review the request and make a determination whether it is appropriate to fill the position.

2.11 – Discipline Procedures: NOTE: For discipline actions against Department Heads as identified in Revised Municipal Code 3.08, the “supervisor”, “Division Head”, or “Department Head” as those terms are used in this Policy shall be the **City Administrator** ~~Mayor~~. **When credible allegations against the City Administrator are raised which, if confirmed, would constitute violations of City policy, the Mayor and City Attorney shall coordinate with the Personnel Committee to determine an appropriate course of action for investigation of such allegations. This investigation may be conducted by an external agency. Following the completion of the investigation, the Mayor and City Attorney shall provide the results of the investigation to the Common Council and consult with the Council on how to proceed. The Common Council shall determine what action, if any, to take in response. Such action shall be in compliance with all applicable City Administrative Policies, City Ordinances, applicable state and federal statutes, and employment contract for the City Administrator**

SAMPLE EMPLOYMENT CONTRACT

This agreement, made and entered into this __ day of _____, 202X, by and between the City of Stevens Point (“Employer” or “City”), a Wisconsin municipal corporation, and _____ (“Employee” or “Administrator”).

RECITALS

WHEREAS, Employer desires to retain the services of Employee as City Administrator of the City of Stevens Point in accordance with Chapter 3.58 of the Stevens Point Revised Municipal Code; and

WHEREAS, the City and the Administrator have negotiated these terms and conditions for the Administrator’s service to the City in the capacity of City Administrator, which terms and conditions are set forth in this Professional Services Contract.

NOW, THEREFORE, the parties agree as follows:

Section 1. Duties

- A. By execution of this contract the employer agrees to continue to employ Employee as City Administrator and Employee agrees to accept appointment as City Administrator for the City of Stevens Point, to perform the functions and duties specified in Section 3.58 of the Stevens Point Revised Municipal Code as amended from time to time, and to perform such other lawful functions and duties as the Council shall from time-to-time assign.
- B. As part of the duties as City Administrator, the Employee shall communicate matters of public importance, including confidential information, to the Council and adequately supervise subordinate employees. Employee shall use his discretion as to what constitutes a matter of public importance.
- C. The Employee agrees to perform faithfully the duties assigned to him to the best of his ability, and to devote his entire time, attention and energies to the transaction of the City’s business during the term of this agreement.

Section 2. Term

- A. Employee agrees to remain in the exclusive employ of Employer until _____, unless this agreement is terminated under any of the provisions in Section 3. The Employee agrees not to accept other employment nor become employed by any other employer until said termination date. The term “employed” shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employee’s time off.
- B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject to the provisions set forth in Section 3.
- C. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign from his position with Employer, subject to the provisions set forth in Section 3.

Section 3. Termination of Employment

The Common Council may terminate Employee's employment at any time pursuant to Wis. Stats. §§ 17.12(1)(c) and (d), which require an affirmative vote of three-fourths of all the members of the Council, subject to payment of the compensation and other benefits described below. Upon payment of all the amounts listed in this section, the employee will have no further recourse for further compensation by the City.

A. Termination due to Death or Disability.

Employee's employment shall terminate immediately upon Employee's death or Disability. In the event of termination due to death or Disability, Employer shall pay Employee, or the personal representative of Employee's estate, accrued salary and benefits according to Employer's policies and plans through the Termination Date and no further compensation or benefits shall be due except as provided by law.

The term "Disability" shall have the same definition contained in Employee's disability insurance plan if such plan is in effect as of the date of this Agreement or as of such time thereafter as Employer implements such plan, provided that such definition complies with the requirements of Internal Revenue Code § 409A. In the event there is no such disability insurance plan, "Disability" shall mean that Employee (i) is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or can be expected to last for a continuous period of not less than twelve (12) months, or (ii) is, by reason of any medically determinable physical or mental impairment which can be expected to result in death or can be expected to last for a continuous period of not less than twelve (12) months, receiving income replacement benefits for a period of not less than three (3) months under an accident and health plan covering employees of Employer.

B. Termination for Cause.

Employer may terminate Employee's employment under this Agreement for "Cause" at any time upon written notice. In the event of termination for Cause, Employer shall pay Employee accrued salary and benefits according to Employer's policies and plans through the Termination Date and no further compensation or benefits shall be due except as provided by law. "Cause" shall be determined by the Employer, in the exercise of good faith and reasonable judgment, and shall mean (i) the continued failure by Employee to substantially perform Employee's duties with Employer (other than a failure resulting from Employee's incapacity due to Disability or physical or mental illness) after a written demand for substantial performance is delivered to Employee by Employer, which demand specifically identifies the manner in which Employer believes that Employee has not substantially performed Employee's duties and provides a reasonable opportunity to cure; (ii) any act of negligence or misconduct by Employee which is materially injurious to Employer or any of its affiliates, monetarily or otherwise; (iii) any criminal, fraudulent or dishonest act with respect to Employer; (iv) any criminal conviction of Employee for the commission of any crime that substantially relates to Employee's job; or (v) any breach of any material term of this Agreement by Employee.

C. Termination by Employer Other Than Due to Death, Disability, or Cause.

Employer may terminate this Agreement and Employee's employment under this Agreement at any time without cause. In the event that Employer terminates Employee's employment for any reason other than Death, Disability, or Cause, Employer shall, conditioned on Employee's compliance with the terms of this Agreement, pay Employee Employee's Base Salary for 24

months, together with reimbursement of premiums paid by Employee to maintain family health and dental insurance under COBRA continuation for 24 months, and retirement benefits paid in to the plan described in Section 13 below for 24 months. Such severance pay will be paid out according to the Employer's normal payroll schedule and shall be reduced by the amount of any compensation that Employee is paid during the severance period from full-time employment that replaces his employment with Employer. Employee shall promptly inform Employer in writing of any such other employment and shall provide such verification of such other compensation as may be reasonably requested by Employer. These payments shall be allocated for the purposes of unemployment insurance eligibility to the fifty-two (52) week period that begins with the week in which the payment is made.

D. Employee's Resignation.

Employee may terminate this Agreement and his employment under this Agreement through voluntary resignation with a minimum of 120 days prior written notice to the Common Council, unless the parties agree otherwise. In the event Employee voluntarily resigns from employment with Employer, Employer shall pay Employee accrued salary and benefits according to Employer's policies and plans through the Termination Date and no further compensation or benefits shall be due except as provided by law.

Section 4. Salary

Effective _____, the City Administrator's compensation will be changed to reflect an annual base salary of \$XXX,XXX.XX. Employer agrees to pay Employee their annual salary in installments at the same time as other employees of the Employer are paid. The City Administrator's salary shall not be reduced during his service as City Administrator.

Employer agrees to provide a cost-of-living increase each year to the Employee's base salary equal to the cost-of-living increase applied to other managers and on the same effective date.

Section 5. Performance Evaluation; Goals and Objectives

The Mayor, Council President, and Personnel Chair shall review and evaluate the performance of Employee at least once annually. The parties shall develop criteria for this review and evaluation. The Employer shall provide Employee with a written summary of his evaluation and shall provide Employee with an adequate opportunity to discuss the same with the Mayor, Council President, and Personnel Chair. Increases will be awarded annually at the time of the City Administrator's evaluation if the score is 3.5 or greater out of a 5- point scale. If a performance increase is awarded, it shall not be less than the average percentage increase for the department heads employed by the City. The Employer and Employee shall meet annually to determine whether such increase is applied to the Employee's base pay or the ICMA-RC retirement contribution. Such increase shall be effective January 1 of the following year.

The parties shall annually determine such goals and performance objectives as deemed necessary for the City's operations. Such goals and objective shall generally be attainable within the time limits specified and the annual operating and capital budget appropriations provided.

Section 6. Hours of Work

Employee shall devote full time to the business of Employer; this includes attendance and participation in meetings after the close of normal business hours.

In recognition of extra effort and additional hours worked that are required of this position, periodically the employee is eligible for “Administrative time” as outlined in the City’s Personnel Policies.

Section 7. Car Allowance/Mileage Reimbursement

Throughout the term of this contract, the City Administrator will receive \$400 a month for a vehicle allowance if he maintains a valid Wisconsin motor vehicle operator’s license and has a personal automobile which he shall use for City business. The City Administrator shall receive mileage at the current IRS rate for all mileage traveled outside of Dane County on City business.

Reimbursable expenses include tolls, parking, and garage charges. All maintenance, operating, insurance and other expenses (including insurance deductibles in the event of an accident) are the responsibility of the employee. It is the employee’s responsibility to maintain his vehicle in such a manner as to ensure safe operation.

Section 8. Vacation, Sick Leave and Personal Holidays

- A. Vacation. Employee will receive six weeks of vacation at commencement of employment and each year thereafter on his anniversary date. Carryover and use of vacation time is subject to City policy in same manner as other nonunion management employees.
- B. Sick Leave. Employee will accrue and use sick leave in same manner as other nonunion management employees.
- C. Personal Days. Employee will accrue and use two personal days in same manner as other nonunion management employees.

Section 9. Health/Dental and Life Insurance

- A. Health/Dental Insurance. Employer agrees to pay 100% of the lowest family or single health and dental plans available to its other management employees. Employee may choose another plan and pay the difference through the pre-tax payroll deduction.
- B. Life Insurance. Employee shall be eligible for the life insurance program available to the management staff with the premium cost for the “basic” coverage to be paid by the Employer. Employee has the ability to purchase, at his own expense, supplemental, additional, spouse/dependent or whole life additional coverage.

Section 10. Retirement

Employer agrees to enroll Employee in the Wisconsin Retirement System (WRS). Employer shall fund Employer’s share as determined by WRS and pay when due.

Section 11. Professional Dues, Subscriptions and Development

It is recognized both parties benefit from the Employee’s involvement in various professional and volunteer activities, however said activities must not impair the Employee’s ability to perform the duties under this contract. It is therefore mutually agreed the Employee shall keep the Mayor and Council President informed of all volunteer activities and/or involvement in professional organizations requiring time away from the Employee’s duties. The Council reserves the right to determine whether any limitations shall be imposed upon the Employee in this regard.

Employer agrees to budget for and to pay the travel and subsistence expenses of Employee for approved professional and official travel, meetings, and occasions necessary to continue the professional development of Employee and to adequately pursue necessary, official and other functions of Employer.

Employer agrees to pay for the professional dues and subscriptions of Employee for his participation in the Wisconsin City/County Management Association (WCMA) and the International City/County Management Association (ICMA). The City agrees to budget for the Employee to attend the annual ICMA conference and the two annual WCMA conferences through the normal budget approval process.

Section 12. Indemnification

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Administrator. Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered in its sole discretion.

Section 13. Bonding

Employer shall bear the full cost of any fidelity or other bonds required of Employee by any law or ordinance.

Section 14. Other Terms and Conditions of Employment

- A. The Mayor and Council, in consultation with the Employee, shall fix such other terms and conditions of employment it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Stevens Point Municipal Code or any other law.
- B. All provisions of the Stevens Point Municipal Code, and regulations and rules of employer relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to any benefits provided under this contract.
- C. Employee shall be entitled to receive the same vacation and sick leave benefits as are accorded department heads, except as modified by this agreement, including provisions governing accrual and payment therefore on termination of employment.
- D. Employee shall receive all benefits and privileges that inure to other management employees of the City, unless specifically referenced in this agreement.

Section 15. Political Activity

To serve the best interests of the employer, employee and the taxpayers, the employer and employee agree that the employee shall serve without political bias and without regard to their political opinions or affiliations. This policy has been developed not to restrict one's constitutional rights but to protect the neutrality of public service personnel.

Employee shall not:

1. Use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend or contribute anything of value to a political party, committee, organization, agency, or person for political purposes.

Employees on their own time are allowed to be actively involved in political activities per the City's Conflict of Interest Policy and as long as such action does not interfere with the performance of their position with the City.

Section 16. Potential Conflict of Interest – Investment in Real Estate

The employee will not be permitted to invest in real estate and/or structures on an investment basis which are located within the corporate limits of the City of Stevens Point or within the three-mile extraterritorial are limit, unless, prior to the investment, the employee fully discloses the possible ownership and receives approval from the Committee of the Whole. For purposes of this Section, investments shall include personal financial investments made directly by the employee as well as on behalf of the employee. This Section shall not apply to the employee's investment in property located in the City of Stevens Point for the purpose of establishing and maintaining a permanent residence. This section does not apply to any retirement holdings of the employee, which may be invested in properties without his knowledge or direction.

Section 17. Notices

Notices required pursuant to this agreement may be personally served or mailed to the party's current address. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice to the United States Postal Service. Employee shall provide notice of any change of address within 10 days of the change.

(1) EMPLOYER: City of Stevens Point
1515 Strongs Ave.
Stevens Point, WI 54481

(2) EMPLOYEE:
Address on file in Human Resources

Section 18. General Provisions

- A. This contract shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the parties, and his respective heirs, successors, and assigns.
- C. The agreement shall become effective as of _____.
- D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Section 19. Renewal.

At least twelve (12) months prior to the expiration of this Agreement, the Council shall decide by majority vote whether to extend the Agreement, authorize the Committee of the Whole to renegotiate a contractual agreement with the Employee, or notify the Employee that the Agreement will be allowed to expire on its expiration date. If the Agreement is permitted to

expire, the Employee shall thereafter be considered an at- will employee subject to removal by the Council at its pleasure as provided in Section 17.12(1)(c) and (d), Wisconsin Statutes. If the Employee is removed by Council after the Agreement has been permitted to expire, no severance shall be due Employee under any provision of the expired Agreement.

Section 20. Governing Law

The validity, construction and effect of this Agreement shall be governed by the laws of the State of Wisconsin.

Section 21. Interpretation

No provision of this Agreement shall be interpreted for or against either party because that party or that party's legal representative drafted this Agreement.

IN WITNESS WHEREOF, employer has caused this Agreement to be signed by its duly authorized officers and its seal to be hereto affixed, and Employee has executed this Agreement on the day and year first written above.

(Insert Signature Block)

SAMPLE CITY ADMINISTRATOR JOB DESCRIPTION:

Department and Position Summary:

Working with the Common Council, the community and City staff, the Office of the City Administrator's responsibility is to professionally implement all Common Council policy decisions and efficiently direct the City's operations and activities in accordance with sound management principles. In addition, the City Administrator collaboratively prepares, reviews, and monitors the annual operating budget for the City. The City Administrator collaborates with the Mayor, City Attorney, Comptroller/Treasurer, City Clerk and all City departments.

The City Administrator is responsible for managing the operation of the City and reports directly to the Common Council. The City Administrator plans, directs, supervises and coordinates the services, activities and work among all city departments. The City Administrator leads strategic planning for the Common Council and city departments, goal setting and policy development consistent with the City of Stevens Point's Values with regards to the Strategic Plan as well as its Mission and Vision. The City Administrator ensures that city government is result oriented. The City Administrator demonstrates ability in managing complex organizational effectiveness, performance, measurement and accountability on all levels related to the City's Values. This position is highly visible in the community, representing the City's best interest in dealings with a variety of outside agencies, stakeholders and community partners. It is imperative job duties are performed with respect, integrity, objectivity and in the best interest of the City. This position requires a high level of confidentiality. All City employees are expected to be honest and truthful at all times.

Essential Responsibilities:

1. Embody all of the City's Values with regards to the Strategic Plan while executing duties of the position.
2. Direct and manage the development and implementation of City goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.
3. Collaboratively develop, implement and manage an annual budget process, including management in forecasting and allocating resources and staff, at the direction of the Common Council and with input from the Mayor and the City's Department Heads.
4. Lead, direct, supervise and evaluate all city Department Heads and any other direct reports with respect to each department's duties and strategic goals, including, but are not limited to, hiring of department heads; planning and directing department work in consultation with Department Heads; with input from the Mayor. Evaluates non-elected department heads (including fire and police); directs and supervises salary administration. [Non-elected department heads report to the City Administrator.]
5. Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.
6. Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; continually seek continuous improvement in all areas of City operations.
7. Provide highly responsible administrative staff assistance to the Common Council; confer with the Council regarding a wide variety of municipal government issues; recommend policies, procedures and action to

be taken by the Council; carry out Common Council decisions or directives. Implement actions of the Common Council and administrative matters under the direction of the Council with input from the Council Leadership Team.

8. Recommend to the Common Council measures that the City Administrator considers necessary for the improvement of City services and performance; conducts research, prepares reports and makes recommendations to the City Leadership Team and the Common Council.
9. Establish and maintain procedures to facilitate communications between residents and city government to ensure that complaints, grievances, and other matters receive prompt attention by the responsible department and ensure that all such matters are expeditiously resolved.
10. Represent the City to other public agencies, community-based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. Serve as an ex-officio nonvoting member of city standing committees, except as specified by the Common Council or state statute.
11. Attend meetings of the Common Council and assist the Mayor and Council as required in the performance of their duties. Provide information as requested by the Common Council or its committees, or other committees of the City.
12. Act as public information officer for the City. Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.
13. Collaborate with the Human Resources department to determine leadership development needs; design and sponsor leadership development programming for the City.
14. Performs the duties and has authority and powers prescribed by the Common Council and by state statute relative to the City's Comptroller functions.
15. Develop and lead the Common Council and City departments in a regularly scheduled strategic planning processes and implementation of changes, with input from the Mayor and City Leadership Team.
16. Consult with City Leadership Team, consisting of the Mayor, Council President, and Council Vice President, on a weekly basis or as needs arise.
17. Respond to and perform assigned duties in the event of a city-declared emergency and/or a variety of related duties and responsibilities as the need arises.

Education & Experience:

- Bachelor's degree in business or public administration required, Master's degree is preferred.
- A minimum of seven years of local government management experience and at least five years in a senior leadership position.

Qualifications & Skills:

- A team-oriented, strategic-thinking approach toward staff leadership.
- Supervisory experience.
- Exceptional interpersonal and communication skills.
- Strong financial, analytical, and budget management skills.
- Have a record of leadership, problem solving and collaboration.
- A passion for public service.
- A desire to work collaboratively with the elected officials, departmental leaders, and community stakeholders in the delivery of city services.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment background check.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Acknowledgement:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Stevens Point, and work to fulfill the six values of the City's Strategic Plan.

Employee

Date

Human Resources Director

Date



March 4, 2025

To: Personnel Committee, Common Council

Subject: Financial Impact of Creating City Administrator Position

The creation of new positions falls under Administrative Policy 2.04. One of the requirements of this policy is to "Identify the budgetary impact". Last year, I provided an estimate based on an estimated impact on the 2025 budget. Below is an updated estimate based on the 2027 budget. This is based on annual cost of living adjustments (COLA) to our pay plan in 2026 and 2027 of 2.75%, which is my best guess right now.

Last year, I worked with HR Manager Frasch to grade the position in our pay plan, which results in a 2025 starting salary of \$142,385. According to the information provided by the presenters from WCMA at the January Personnel Committee meeting, the average salary for municipalities of our size was \$149,888 in 2024. While this may make the starting salary seem low, keep in mind that we have a pay plan based on longevity, and the individual hired would progress through the pay plan over time to the market rate. Adding the annual 2.75% COLA for 2026 and 2027 gets us to a starting salary of \$150,324 in 2027.

Salary		\$150,324.00	2027
WRS	6.95%	\$10,447.52	2025
SS	7.65%	\$11,499.79	2025
WC	0.10%	\$150.32	2025
Health Ins		\$27,564.00	2025
Life		\$100.00	
HSA		\$1,200.00	
Office Supplies		\$600.00	
Mileage		\$2,500.00	
Educational		\$2,000.00	
		<u>\$206,385.63</u>	

I would also like to discuss next steps in the process from the financial perspective if this is approved by the Personnel Committee and full Council. Note that Administrative Policy 2.04 states that:

"Positions and additional hours approved by the Personnel Committee will be evaluated as part of the budget process."

This means that Personnel Committee approval is the first step in the process of creating a new position, not the last step. If approved, it would be added to the list of positions that have been approved by the Personnel Committee and Council, but are not currently funded. We would need to make a decision on where this falls within the current list of positions waiting for funding. Would it go to the front of the line, or the back of the line?

In the past, there have been concerns that staff has not been candid enough about the actual funding prospects regarding new positions, and this has resulted in surprise and frustration when money was not found to fund approved positions. With that in mind, I will try to be a little more direct regarding funding challenges. Due to fiscal restraints placed by the State, it has been extremely difficult to find funding for new positions. Department heads worked together in 2018 to create the current staffing plan. We made progress on it in the 2020 budget year due to a really strong year of net new construction, but since then net new construction has been lower, which sets our property tax levy limits and restricts our operating budget. We were able to add 1 police officer in 2025, but this was only due to the increase in shared revenue which allowed us to rollover our levy limit flexibility from 2024 to 2025 and basically take two years worth of adjustments in one year. Years like 2020 and 2025 are truly the exception, in most years we don't have the money to add new positions, which is why the staffing plan developed in 2018 still has not been fully implemented, although progress has been made.

I would like to note that we are not alone in these challenges. According to a recent analysis performed by Ehlers Public Finance Advisors, the Consumer Price Index (CPI) for the past 6 years has averaged 3.75%, while statewide net new construction, which levy limits are based on, averaged only 1.65%. Comparatively, we have done better than average, with an average net new construction for the City over the same period of 2.30%. While that is indeed above the state average, it is still well short of the average CPI of 3.75%. Also, if I remove 2020 (our highest year) from the data, our average net new construction is only 1.96%. If these trends continue, they make it difficult to add new positions.

I am not saying all this to single out this proposed position specifically. The financial constraints that we are under and the resulting difficulty in adding new positions have been a significant and continual source of frustration citywide. In the past, I have heard from Alderpersons that they feel the policymaking authority of the body is being interfered with by these financial constraints. I would agree wholeheartedly with that sentiment, but let's be clear. It is the

State of Wisconsin, through unrealistic levy limits, that is interfering with our ability to make decisions at the local level on the staffing levels and services that we want to have for our community.

In recent years, I have had conversations with frustrated department heads regarding the inability to complete the 2018 plan for increased staffing. My suggestion to them is that if they want guaranteed funding for creating new positions, then we should go to referendum. After all, the property tax levy limits that are placed on us are able to be adjusted if we can get voter approval for additional funding. I realize that is not always the easiest task as it requires a significant amount of effort and community engagement, and we need to be able to make a strong case to the public on the need. However, it is the most surefire way to fund this position, or others for that matter, and avoids the need to make painful budget cuts elsewhere to offset the expense. Otherwise, we can also take our chances with the 2027 budget. It is not currently looking very positive, but you never know, luck can always change. I just want to make sure that it is understood that it is not a certainty, and this position could easily sit on the list of approved but not funded positions for years, similar to what has happened to other approved positions.



March 5, 2025

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Requested possible cuts to fund City Administrator position

In Alderperson Guthrie's memo dated Jan. 20, 2024, asking for a vote on moving toward hiring a City Administrator, she addressed a possible funding source of that position by increasing fees. In discussions with staff, it was determined that, while adjustments happen regularly and there is some room for increases, even a 20% increase in fees wouldn't come close to funding the needed money for this position. There were also concerns brought up by staff that we could effectively be pricing out those people with lower incomes who would bear an additional burden to utilize city services and facilities.

Each department was asked to provide options for the Council to further reduce their operational expenses to help fund the City Administrator position being discussed. Even though we have not allowed any increase in those budgets for 5 straight years, and we have several approved positions going back as far as 2018 that we have been unable to fund, the results are attached.

We've attached most of the current fee schedules along with each department's options for additional reductions of staff and services to cover over \$200,000 in wages and benefits projected by Human Resources and the Treasurer's Office.

The Police Department, who provided a verbal response, would require eliminating the School Crossing Guard program.

In summary, eliminating funding to outside agencies, reductions in LTE hours for mowing, plantings and winter sports, reducing or eliminating community media options, eliminating one of the two airport positions, reductions in education, mileage and safety equipment allocations, cutting Downtown snow removal and Holiday decorations and training, public educations and fire equipment are the options presented to Council for consideration by our department leaders.

I've also asked each department head to attend and provide comments at the meeting.

**Future Budget Reduction Request
PRF Department – 2025 Analysis
PRELIMINARY DRAFT**

- Prioritized keeping all FT and permanent part-time employees who depend on their career to feed their families and pay their mortgages to be unaffected/safe.
- Because an exact number nor timeline has been identified thus far, below are the areas we would be forced to offer from the PRF Department if we are required to cut our budget for the creation of a City Administrator

Areas I would recommend, in order of recommended priority, to council for considered cuts – all of them are painful

1. Outside agency funding through PRF Budget
 - a. (CREATE, Humane Society, City Band, Portage Co Teen Program, Historical Society)
2. Seasonal/LTE employee hours
 - a. Reduced frequency in mowing of cemeteries, street right of ways, planter beds along the roadways
3. Reduction in services
 - a. Portable toilets throughout the park system (disc golf course, sculpture park, Morton Park, Goerke Park)
4. Reduction in hours for recreation and quality of life services
 - a. Toboggan/sledding hill staff hours reduction

I can provide a complete breakout for each area above once a dollar amount for cuts is known.

Parks, Rec & Forestry Fee and Charges Sched

PROGRAM	Approved 2024 Prices	APPROVED 2025 Prices	Year Last Changed	Notes
BASEBALL/SOFTBALL				
Bukolt	\$ 110.00	\$ 110.00	2020	
Iverson	\$ 80.00	\$ 80.00	2020	
Morton	\$ 80.00	\$ 80.00	2021	
Mead	\$ 80.00	\$ 80.00	2021	
Goerke North (infields, outfields, no o/f fence)	\$ 80.00	\$ 80.00	2021	
Goerke South (infields, outfields, no o/f fence)	\$ 80.00	\$ 80.00	2021	
Zenoff (Game Rate) per game per field	\$ 200.00	\$ 200.00	2020	
Zenoff (Tournament Rate) per day per field	\$ 500.00	\$ 500.00	2020	
Lights	\$ 80.00	\$ 80.00	2020	
Athletic Green Space Fee (no prep, use of outfield/field)	\$ 20.00	\$ 20.00	2021	
# SPSA,SPYBA,SPYGSA, Legion use the diamonds at no charge				
## Add staff costs to Sat. & Sun rental fees				
COPPS SWIMMING POOL				
Ages 0 - 3	free	free	2018	Age dropped from 0-5
Resident Lap Swim	\$ 3.00	\$ 3.00	2022	
Non-resident Lap Swim Admission	\$ 4.00	\$ 4.00	2022	
Resident Open Swim Admission	\$ 4.00	\$ 4.00	2022	
Non-resident Open Swim Admission	\$ 5.00	\$ 5.00	2022	Non-res vs res instituted 2023 at pool
Resident Individual Pass	\$ 75.00	\$ 75.00	2021	
Non-Resident Individual Pass	\$ 85.00	\$ 85.00	2022	Decreased from 2021 rate of \$100 to 2022 rate of \$85
Resident Family Pass	\$ 110.00	\$ 110.00	2021	
Non-resident Family Pass	\$ 120.00	\$ 120.00	2022	Decreased from 2021 rate of \$135 to 2022 rate \$120
Private Pary Rental per hour	\$ 150.00	\$ 150.00	2024	
TURF/TRACK RENTAL				
Turf Game - Varsity and College	\$ 1,015.00	\$ 1,037.00	2024	
Turf Game - JV and below	\$ 580.00	\$ 588.00	2024	
West Willett Field	\$ 20.00	\$ 20.00	2023	
Lighting	\$ 250.00	\$ 250.00	2020	
Track Practice Fee	\$ 120.00	\$ 120.00	2022	
Track Team Meet Fee ***	\$ 50.00	\$ 50.00	2018	
*** Track meet fee is per team plus staff costs				
Stadium rental (per hour)	\$ 120.00	\$ 120.00	2020	
K.B. WILLETT ARENA				
Public Skating Admission: Ages 0 - 3	free	free	2019	
Resident Public Skating Admission:	\$ 4.00	\$ 4.00	2021	
Non-Resident Public Skating Admission	\$ 5.00	\$ 5.00	2022	
Open/League Drop In	\$ 12.00	\$ 12.00	2023	
Resident Individual Season Pass	\$ 120.00	\$ 120.00	2020	
Non-Resident Individual Season Pass	\$ 130.00	\$ 130.00	2023	
Resident Family Season Pass	\$ 170.00	\$ 170.00	2020	
Non-Resident Family Season Pass	\$ 180.00	\$ 180.00	2023	NR rate added 2023
Resident Punch Card - 10 Use Fee	\$ 30.00	\$ 30.00	2019	
Non-Resident Punch Card - 10 Use Fee	\$ 40.00	\$ 40.00	2023	NR rate added 2023
Non-Resident Program Fee	\$ 10.00	\$ 10.00	2012	
Skate Rental	\$ 4.00	\$ 4.00	2016	
Ice Skate Sharpening	\$ 7.00	\$ 7.00	2023	
Ice Rental	\$ 160.00	\$ 160.00	2021	
Arena Exhibition Fee (per hour)	\$ 120.00	\$ 120.00	2023	
College Game Rate	\$ 1,170.00	\$ 1,173.00	2024	
High School Game Rate	\$ 830.00	\$ 841.00	2024	
JV High School Game Rate	\$ 505.00	\$ 513.00	2024	
Willett Large Meeting Room (per hour)	\$ 35.00	\$ 35.00	2024	
Willett Small Meeting Room (per hour)	\$ 30.00	\$ 30.00	2024	
Skyward Room (per hour)		\$ 75.00	New	
** Game rate includes ice rental fee and cleanup costs				

RECREATION MISC.				
Resident Boat Slip Rental	\$ 700.00	\$ 700.00	2023	
Non-Resident Boat Slip Rental	\$ 800.00	\$ 800.00	2023	
Covered Slip	\$ 160.00	\$ 160.00	2023	
Gym Rental (per hour)	\$ 25.00	\$ 25.00	2021	
Lodge Rental - Pfiffner Building	\$ 275.00	\$ 300.00	2024	
Lodge Rental-Bukolt Lodge	\$ 250.00	\$ 275.00	2024	
Lodge Rental-All-Purpose Lodge	\$ 250.00	\$ 275.00	2024	
Lodge Rental-Boy Scout	\$ 225.00	\$ 250.00	2024	
Lodge Rental-Girl Sct	\$ 100.00	\$ 125.00	2024	
Non-Resident Lodge Rental Fee	\$ 50.00	\$ 75.00	2024	from \$25
Parker Building Rental	\$ 175.00	\$ 175.00	2024	
REC Center Meeting Room (per hour)	\$ 20.00	\$ 20.00	2021	
Bandshell and Lawn Rental	\$ 250.00	\$ 250.00	2021	Added 2021
Pfiffner Lawn in front of Bandshell	\$ 100.00	\$ 100.00	2021	Prev. \$500 flat for university only
Electric Pedestals along Crosby and River	\$ 100.00	\$ 100.00	2021	Added 2021
Green Space Fee - Non-rentable park spaces	\$ 75.00	\$ 75.00	2024	Added 2024
*Picnic table rental (max 20 tables)	\$ 25.00	\$ 25.00	2015	
Mobile Concession per month	\$ 150.00	\$ 150.00	2007	
Mobile Concession per day	\$ 50.00	\$ 50.00	2023	
After Hours Call In Fee	\$ 95.00	\$ 95.00	2024	
WINTER RECREATION				
Weekend Party Room Rental 3 hrs	\$ 100.00	\$ 100.00	2023	
Winter Sports Private Party 2 hrs >50 people	\$ 160.00	\$ 160.00	2023	
Winter Sports Private Party 2 hrs 51-100 people	\$ 180.00	\$ 180.00	2023	
Winter Sports Private Party 2 hrs 101> people	\$ 200.00	\$ 200.00	2023	
Winter Sports Private Party 4 hrs >50 people	\$ 260.00	\$ 260.00	2023	
Winter Sports Private Party 4 hrs 51-100 people	\$ 280.00	\$ 280.00	2023	
Winter Sports Private Party 4 hrs 101> people	\$ 300.00	\$ 300.00	2023	
Toboggan Rental /hr	\$ 12.00	\$ 12.00	2023	

Mike Wiza

From: John Quirk
Sent: Monday, March 3, 2025 4:00 PM
To: Mike Wiza
Subject: Cutting Community Media's Budget to Fund an Administrator

This year, I already made \$24,000 in cuts, equating to 41% of all discretionary funds, 9% of the entire department budget.

The only things left on the chopping block are the City's mobile app (\$3,000 a year), Social Media Archiving service (\$6,000 a year), and Radio Station Streaming (\$1,700 a year).

I suppose we could cut our two part-time evening employees and try to find volunteers to operate the camera for meetings. That would save a whopping \$2,280 but would cost me at least that much in headaches finding and dealing with volunteers who don't show up or don't do a good job.

(Or – maybe the new City Administrator could run the camera and record the time codes for me as part of their regular duties. THAT would be an actual cost savings!)

86% of the department's budget is wages and fringes.

74% of the remaining costs are software as a service, licenses, and website hosting costs that we cannot cut.

As for services & contracts, we already ...

have no cable TV service so we can't even monitor our TV channel on Spectrum

have no memberships so I can't keep in touch with industry peers.

have no education so we have a harder time keeping up with technology/software/industry changes.
rely on free services like YouTube to host important government videos.

I suppose we could get rid of CivicRec and go back to taking reservations for facilities over the phone, and we could get rid of CivicClerk and go back to writing agendas in Word and saving them as PDFs. Then we could get rid of CivicPlus and have a free website hosted by GoDaddy. There would be no Notify Me services, thus no automated social media posts. Any and all of these cuts would just cause exponential increases in required staff time.

There is only \$10,000 left in the budget for equipment, supplies, music, advertising, etc.

As they say - that's all there is, there ain't no more.

John Quirk
Community Media Manager,
City of Stevens Point
ph (715) 346-1535
Web Site: StevensPoint.com/TV
Like the City of Stevens Point on [Facebook!](#)
Follow us on [Twitter!](#)
Sign up to [receive email and text notices from us!](#)

The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Stevens Point.

Mike Wiza

From: Joel Lemke
Sent: Monday, March 3, 2025 2:12 PM
To: Mike Wiza
Subject: cuts for transit/airport

Airport would end up being staff – go to half time for assistant manager probably 35,000 or so. Maybe more.
Transit would be making a route change or two – change in service (dollars depend on need)

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

Phone: (715) 345-5260
Direct: (715) 345-5266
Fax: (715) 345-5369
jlemke@stevenspoint.com
Web: Stevenspoint.com

Mike Wiza

From: Scott Beduhn
Sent: Tuesday, March 4, 2025 3:34 PM
To: Mike Wiza
Subject: PW funding towards City Administrator

Mayor,

Per your request, below are the budget cuts that could be done to help fund a City Administrator:

1. Downtown Snow Removal (Contracted Service) - \$32,000
2. Christmas Lights and Decorations - \$10,000

With the Downtown BID I would believe that we should be able to reduce or eliminate our downtown activities beyond snow removal. That could amount to as much as \$21,200 more. In addition, if we can get out of subsidizing the Lake District (Weed Harvestors) we could add an additional \$13,329.

Beyond that I believe there is potential to increase our revenue from Utilities. To what extent would have to be determined. This would require a discussion with Joel.

Ultimately if the Common Council decides that deeper cuts are necessary to fund an administrator we will do as directed.

Thank you,

Scott



Scott Beduhn

Scott Beduhn, P.E.
Director of Public Works
Engineering Department

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481

Phone: 715-346-1561
Direct: 715-346-1564
www.stevenspoint.com

Mike Wiza

From: Jb Moody
Sent: Tuesday, March 4, 2025 5:44 PM
To: Mike Wiza
Subject: City Administrator Position

Mayor-

Regarding the questions being asked of Department Heads and the assistance needed by all of us to help fund the new City Administrator position moving forward, I have many of my own questions. Not knowing if this position is an administrator or manager is just the start. How this individual will fit in with 62.13 Optional Powers is another... but more importantly, the true question is, where is the money going to come from within each department? When most of my department's budget is allocated to staff wages and benefits, I am certain I don't know where I will find it. I'm not looking to lose a position in the department to fund another position somewhere else in the City!! Let's look at my 2025 Operational Budget further, with yet another 0% increase (as was the case the last 5 years), I don't know how I'm going to make it work. With extensive review and careful consideration, I may have to look at cutting from the Fire Equipment, Health and Wellness, Public Education, and Education budgets. I'd love to have further conversations about this position and the cost, but for now this is where I'm at until more light can be shed on the situation. I feel it is unfair and difficult to make decisions that will affect the people of the Stevens Point Fire Department and the citizens of Stevens Point without having answers to the questions posed to aid in my decision!!

Thanks,

Jb Moody

Fire Chief - Stevens Point Fire Department
1701 Franklin Street
Stevens Point, WI 54481
Office: 715-346-1441
Station #1: 715-344-1833
moodyjb@stevenspoint.com

Mike Wiza

From: Jarod Kivela
Sent: Wednesday, March 5, 2025 7:56 AM
To: Mike Wiza
Subject: CDD Budget Items

Mayor,

As requested, here are some thoughts on how a new position could be funded from 'extras' in the Community Development Department budget:

Budget Reallocations (\$20,000-\$50,000):

- Department/City-issued cell phones
 - o \$2,200
- General office supplies
 - o \$7,500
- Membership dues
 - o \$2,000
- Education
 - o \$6,500
- Mileage expenses
 - o \$1,000
- Safety shoe reimbursements/safety equipment
 - o \$1,650

Total: \$20,850

Although these items could be cut/re-allocated from the department, there would be a negative impact by doing so (as I am sure this is the case with many other departments). If this pathway is chosen and money needs to be 'found', a wholistic evaluation of the City will need to be completed to look at not just budget cuts of 'extra' items but other organizational efficiencies.

Hope this helps. Let me know if you need anything else.

Thank you,



Jarod Kivela, MPS (He/him/his)
City of Stevens Point
Community Development Director
1515 Strongs Avenue, Stevens Point WI 54481
O: 715-346-1568 | C: 715-204-2030
jkivela@stevenspoint.com | www.stevenspoint.com

FEE SCHEDULE (EFFECTIVE JANUARY 1, 2021)

Plan Review	
Principal commercial buildings (state review required for all new buildings over 50,000 cu.ft. buildings or additions over 100,000 cu. ft.)	
New commercial buildings (building)	\$0.02/sq.ft., \$150.00 minimum, \$500.00 maximum
New commercial buildings per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$75.00 minimum, \$500.00 maximum
New commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Additions to commercial buildings (building)	\$0.02/sq.ft., \$150.00 minimum, \$500.00 maximum
Additions to commercial buildings per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$75.00 minimum, \$500.00 maximum
Additions to commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Alterations to commercial buildings (building)	\$1.00/\$1,000 valuation, \$100.00 minimum, \$500.00 maximum
Alterations to commercial buildings per trade (electrical, HVAC, plumbing)	\$0.50/\$1,000 valuation, \$50.00 minimum, \$250.00 maximum
Alterations to commercial buildings (zoning)	\$0.50/\$1,000 valuation, \$50.00 minimum, \$250.00 maximum
Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)	
New commercial accessory buildings or structures (building)	\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
New commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$25.00 minimum, \$150.00 maximum
New commercial accessory buildings or structures (zoning)	\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Additions to commercial accessory buildings or structures (building)	\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Additions to commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$25.00 minimum, \$150.00 maximum
Additions to commercial accessory buildings or structures (zoning)	\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Alterations to commercial buildings or structures (building)	\$1.00/\$1,000 valuation, \$25.00 minimum, \$250.00 maximum
Alterations to commercial buildings or structures per trade (electrical, HVAC, plumbing)	\$0.50/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum
Alterations to commercial buildings or structures (zoning)	\$0.50/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum
Inspections	
Principal commercial buildings (state review required for all new buildings over 50,000 cu.ft. buildings or additions up to 100,000 cu. ft.)	
New commercial buildings (building)	\$0.10/sq.ft. (< or = 10,000 sq.ft.) and \$0.05/sq.ft. (>10,000 sq.ft.), \$200.00 minimum
New commercial buildings per trade (electrical, HVAC, plumbing)	\$0.07/sq.ft. (< or = 10,000 sq.ft.) and \$0.03/sq.ft. (>10,000 sq.ft.), \$200.00 minimum
New commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Additions to commercial buildings (building)	\$0.10/sq.ft. (< or = 10,000 sq.ft.) and \$0.05/sq.ft. (>10,000 sq.ft.), \$100.00 minimum
Additions to commercial buildings per trade (electrical, HVAC, plumbing)	\$0.07/sq.ft. (< or = 10,000 sq.ft.) and \$0.03/sq.ft. (>10,000 sq.ft.), \$100.00 minimum
Additions to commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Alterations to commercial buildings (building)	\$10.00/\$1,000 valuation, \$60.00 minimum
Alterations to commercial buildings per trade (electrical, HVAC, plumbing)	\$5.00/\$1,000 valuation, \$60.00 minimum
Alterations to commercial buildings (zoning)	\$5.00/\$1,000 valuation, \$50.00 minimum, \$150.00 maximum
Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)	
New commercial accessory buildings or structures (building)	\$0.10/sq.ft., \$25.00 minimum
New commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)	\$0.10/sq.ft., \$25.00 minimum
New commercial accessory buildings or structures (zoning)	\$0.05/sq.ft., \$25.00 minimum, \$250.00 maximum
Additions to commercial accessory buildings or structures (building)	\$0.10/sq.ft., \$25.00 minimum
Additions to commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)	\$0.10/sq.ft., \$25.00 minimum
Additions to commercial accessory buildings or structures (zoning)	\$0.05/sq.ft., \$25.00 minimum, \$250.00 maximum
Alterations to commercial buildings or structures per trade (building, electrical, HVAC, plumbing)	\$10.00/\$1,000 valuation, \$25.00 minimum
Alterations to commercial buildings or structures (zoning)	\$5.00/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum
Other fees	
Plan review not identified	\$50.00 per hour (one hour minimum per review)
Inspections not identified	\$50.00 per hour (one hour minimum per visit)
Reinspection for a failed inspection	\$50.00
Early start (demolition)	\$50.00
Early start (footings and foundation)	\$300.00
Change of use	\$100.00
Temporary electrical service	\$50.00
Temporary occupancy	\$100.00
Moving of buildings over public ways	\$100.00
Wrecking or razing buildings	\$100.00
Principal buildings	\$200.00
Accessory buildings	\$50.00
Failure to obtain approved permit prior to commencement of work	
First violation	Double permit fees
Subsequent violation	Double permit fees, plus citation
Abnormalities	
Building, Electrical, HVAC, and Plumbing - plan review and inspections	As determined by the Building Inspection Superintendent, with approval from the Director of Community Development
Zoning - plan review and inspections	As determined by the Zoning Administrator, with approval from the Director of Community Development
Other	As determined by the Director of Community Development

* Please note that any project that requires the review of setback requirements or site plan will trigger zoning fees.

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FEE SCHEDULE (EFFECTIVE JANUARY 1, 2021)

* Please note that any project that requires the review of setback requirements or site plan will trigger zoning fees.

Plan Review	
One- and two-family dwellings	
New one- and two-family dwellings (building)	\$0.02/sq.ft., \$40.00 minimum
New one- and two-family dwellings per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$40.00 minimum
New one- and two-family dwellings (zoning)	\$0.02/sq.ft., \$40.00 minimum
Additions to one- and two-family dwellings (building)	\$0.02/sq.ft., \$20.00 minimum
Additions to one- and two-family dwellings per trade (electrical, HVAC, plumbing)	\$0.01/sq.ft., \$20.00 minimum
Additions to one- and two-family dwellings (zoning)	\$0.02/sq.ft., \$20.00 minimum
Alterations to one- and two-family dwellings per trade (building, electrical, HVAC, plumbing)	\$1.00/\$1,000 valuation, \$20.00 minimum
Alterations to one- and two-family dwellings (zoning)	\$1.00/\$1,000 valuation, \$20.00 minimum
Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)	
New accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$0.01/sq.ft., \$20.00 minimum
New accessory buildings or structures (zoning)	\$0.01/sq.ft., \$20.00 minimum
Additions to accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$0.01/sq.ft., \$20.00 minimum
Additions to accessory buildings or structures (zoning)	\$0.01/sq.ft., \$20.00 minimum
Alterations to accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$1.00/\$1,000 valuation, \$20.00 minimum
Alterations to accessory buildings or structures (zoning)	\$1.00/\$1,000 valuation, \$20.00 minimum
Inspections	
One- and two-family dwellings	
New one- and two-family dwellings per trade (building, electrical, HVAC, plumbing)	\$0.10/sq.ft., \$200.00 minimum
New one- and two-family dwellings (zoning)	\$0.06/sq.ft., \$120.00 minimum
Additions to one- and two-family dwellings per trade (building, electrical, HVAC, plumbing)	\$0.10/sq.ft., \$50.00 minimum
Additions to one- and two-family dwellings (zoning)	\$0.06/sq.ft., \$50.00 minimum
Alterations to one- and two-family dwellings per trade (building, electrical, HVAC, plumbing)	\$6.00/\$1,000 valuation, \$50.00 minimum
Alterations to one- and two-family dwellings (zoning)	\$6.00/\$1,000 valuation, \$50.00 minimum
Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)	
New accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$0.10/sq.ft., \$25.00 minimum
New accessory buildings or structures (zoning)	\$0.06/sq.ft., \$25.00 minimum
Additions to accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$0.10/sq.ft., \$25.00 minimum
Additions to accessory buildings or structures (zoning)	\$0.06/sq.ft., \$25.00 minimum
Alterations to accessory buildings or structures per trade (building, electrical, HVAC, plumbing)	\$6.00/\$1,000 valuation, \$25.00 minimum
Alterations to accessory buildings or structures (zoning)	\$6.00/\$1,000 valuation, \$25.00 minimum
Individual permits (includes inspection and zoning)	
Roofing only permit	\$50.00
Siding only permit	\$50.00
Windows/doors only permit	\$50.00
Water Heater replacement	\$50.00
Furnace and air conditioning replacement	\$50.00
Air conditioning only replacement	\$50.00
Boiler replacement/addition	\$50.00
Driveway or parking lot replacement/addition	\$50.00
Deck replacement/addition	\$75.00
Sign	\$50.00
Water and/or sewer lateral replacement	\$50.00
Water valve replacement/installation	\$50.00
Other fees	
Plan review not identified	\$50.00 per hour (one hour minimum per review)
Inspections not identified	\$50.00 per hour (one hour minimum per visit)
Reinspection for a failed inspection	\$50.00
Early start (demolition)	\$50.00
Early start (footings and foundation)	\$150.00
Temporary electrical service	\$50.00
Temporary occupancy	\$100.00
Moving of buildings over public ways	\$100.00
Wrecking or razing buildings	
Principal buildings	\$100.00
Accessory buildings	\$50.00
Wisconsin building permit seal	Cost, plus \$10.00
Failure to obtain approved permit prior to commencement of work	
First violation	Double permit fees
Subsequent violation	Double permit fees, plus citation

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