

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**

**September 8, 2025 - 6:05 PM**

**(or immediately following previously scheduled meeting)**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID:899 6503 5909 | Passcode: 115257**

**By Computer:**

<https://us02web.zoom.us/j/89965035909?pwd=uz2bPob5OqtwBBZ5cNMGI3zbOM6pHB.>

**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 3.01 Standard Benefits
3. Request to amend Administrative Policy 2.06 Promotion and Transfers
4. Approval of new contract for the FICA alternative plan which applies to seasonal employees and crossing guards
5. Director Kivela request for overlap - Building Inspector
6. Adjournment.

**Meeting Rider**

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

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



August 29, 2025

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Request to amend Administrative Policy 3.01 Standard Benefits

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On June 16, 2025, Common Council approved to provide lifelong bus passes to employees retiring with a minimum of 20 years of service upon request. Therefore, I request to add the following language to Policy 3.01 Standard Benefits.

**Employees who retired with a minimum of 20 years of service will receive lifetime bus passes upon request.**



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



August 29, 2025

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Request to amend Administrative Policy 2.06 Promotion and Transfers

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In 2015, the city added the following language to Policy 2.06 Promotion and Transfers to address wage compression issues within the Police and Fire Departments:

**Assistant Chiefs in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.**

As part of the 2023 Pay Plan, the city addressed wage compression issues. It was recommended to consult with Baker Tilly, the City's salary plan consultant, to confirm that no additional wage compression issues exist before removing the above language. On August 15, 2025, Baker Tilly confirmed no further wage compression issues exist. Therefore, I request the removal of the referenced language from Policy 2.06 Promotions and Transfers.

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

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015, Feb.21,2022

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Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may seek employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

In situations where recruitment difficulties exist or in the instance an internal candidate is identified that possesses exceptional qualifications directly related to the requirements of the position the department head can request for review by the internal subcommittee. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chairperson and Human Resource Manager.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

~~Assistant Chiefs in the Police and Fire Departments shall start at a minimum of Step 3.  
The Police and Fire Commission may also request a higher starting step. Such request  
shall go to the Personnel Committee.~~

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until next step) shall also remain the same.

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



**Corey D. Ladick**  
**Comptroller-Treasurer**

Phone: 715-346-1574  
Fax: 715-346-1683

September 1, 2025

To: Personnel Committee, Common Council

Re: Proposed Change to FICA Alternative Plan

### **Background**

The City of Stevens Point currently utilizes a FICA Alternative Retirement Program for seasonal employees and crossing guards. This means that these employees do not participate in Social Security during their time with the City. Rather than reducing wages on an after-tax basis by the required 6.2% FICA tax on each paycheck, the City of Stevens Point instead deducts 7.5% of the employee's wages on a pre-tax basis and contributes the funds to a FICA Alternative investment account in the name of the employee. The logic behind the program is that Social Security retirement benefits are based on an individual's 35 highest years of earnings. Since the average person would be expected to have at least 35 years of full-time employment over the course of a career, it is likely that most seasonal employees and crossing guards would not benefit from contributing FICA tax during their time with us, but do benefit from the FICA alternative plan and having a retirement account with money in it.

### **The Proposed Change**

Currently, these retirement accounts are making 1% interest, which is not competitive in the current environment. The vendor for these accounts has offered to increase this to a current rate of 3.25%. This is a floating rate that could change, but it maintains a floor of 1%. The employees could still withdraw the funds after terminating employment with the City, which is what they are able to do now. However, the City would agree not to roll over the funds to a new vendor for a period of 7 years.

# PRECISION

RETIREMENT GROUP

## Disclosure Statement for New Annuity Investment Contributions:

CITY OF STEVENS POINT  
FICA ALTERNATIVE RETIREMENT PLAN  
Established 1/22/2016 (the plan)

Currently the Plan's investment vehicle is a fixed interest-bearing account with Life Insurance Company of the Southwest for the FICA Alternative Retirement Plan, with the following features:

- 1) Current interest rate 1%, Guaranteed Minimum Interest Rate 1%
- 2) This investment vehicle allows plan benefits to be paid to Plan participants with no upfront or deferred sales charge.

The Employer wishes to take advantage of the rise in interest rates which it deems to be in the best interest of the Plan and its participants by having new contributions directed to a new annuity contract with Life Insurance Company of the Southwest. The new contract features:

- 1) A Current Interest Rate of 3.25% and Guaranteed Minimum Interest Rate 1%.
- 2) The investment vehicle allows plan benefits to be paid to Plan participants with no upfront or deferred sales charge. The transfer of assets will not affect the participants in the plan.
- 3) The Life Insurance Company of the Southwest investment vehicle has a 7-year surrender charge should the Employer transfer these funds to another provider. The district has been provided the Sample Annuity Contract for the Plans explaining all features of the investment vehicle through Life Insurance Company of the Southwest, and had full opportunity to request and receive any additional information needed.

The purpose of the Disclosure Statement is to authorize Pelion Benefits, Inc. establish a new Life Insurance Company of the Southwest annuity contact for future contributions. The execution of this Disclosure Statement by the individual(s) whose signature is set forth below and the delivery of this Disclosure Statement by Employer has been duly authorized by all necessary action on the part of Employer.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

This document is a specimen and not an actual contract.  
The benefits and rates shown in this document may not be the same as in the issued policy, or available in all states.  
State variations may apply.

## Life Insurance Company of the Southwest®

LSW Home Office: 15455 Dallas Pkwy., Ste. 800, Addison, Texas 75001  
Centralized Mailing Address: One National Life Drive, Montpelier, Vermont 05604-5555  
www.Nationallife.com | Customer Relations: 800-732-8939

# Your Flexible Premium Group Deferred Annuity Policy

Policy Number: 1234567X

Issue Date: January 23, 2019

Policy Owner: John Doe Retirement Plan

**Flexible Premium Group Deferred Annuity.** This Policy provides an interest bearing Accumulation Value. This Policy is nonparticipating which means it is not entitled to share in the profits or surplus of the Company.

### Right to Examine this Policy

You may return this Policy within thirty-one days of the date You receive it. Return it to Us or to the agent through whom You purchased it. We will cancel the Policy and return any premium paid less any benefits We may have already paid.

This Policy is signed for Life Insurance Company of the Southwest, Addison, Texas, by



Chairman, CEO & President



Secretary

This Policy is a legal contract between You and the Company. **Please read it carefully.** We want You to understand the coverage it provides.

This document is a specimen and not an actual contract.  
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SPECIMEN

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## Data Page

**Policy Number:** [1234567X] **Issue Date:** [January 23, 2019]

**Owner:** [John Doe Retirement Plan]

**Initial Premium:**

[\$250,000]

**Premium Payment Period:**

[5 years]

**Maximum Cumulative Premium:**

[\$20,000,000]

**Maximum Cumulative Withdrawals**

In any 10-day period:

[\$5,000,000]

In any 30-day period:

[\$12,000,000]

**Guaranteed Minimum Annual Effective Interest Rate:**

[[3.00%] in the first [seven] Policy Years  
[1.00%] thereafter]]

**Withdrawal Charge Percentages**

Policy Year	1	2	3	4	5	6	7	8+
Percentage %	7	6	5	4	3	2	1	0

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In this Policy the words **We**, **Us**, **Our** and the **Company** mean Life Insurance Company of the Southwest. **You** and **Your** mean the Owner of the Policy.

## Part I: Ownership of the Policy

### Owner

The Owner of this Policy on the Issue Date is specified on the Data Page and in the application. The Owner or a designated representative of the Owner will separately account for the share of each Participant in the Policy.

If the Owner is the employer, We will require written approval from a designated representative of the employer prior to taking any action requested under the terms of this Policy. We will accept a written power of appointment from a designated representative of the employer for the plan administrator to act on behalf of the Owner.

If the Owner is a Retirement Plan or Retirement Plan trust, We will require written approval from a designated representative of the plan or the plan trustee(s) prior to taking any action requested under the terms of this Policy. We will accept a written power of appointment from a designated representative of the plan or the plan trustee(s) for the plan administrator to act on behalf of the Owner.

### Retirement Plan

In this Policy, the phrase Retirement Plan means the Retirement Plan established by the plan document.

### Participant

In this Policy, the word Participant means a participant in the Retirement Plan and such participant's beneficiaries as defined in the plan document. The Participant is the Annuitant with respect to his or her interest in the Policy.

## Part 2: Dates, Periods, and Values

### Issue Date

The Issue Date is shown on the Data Page. It is the date Your Policy takes effect.

### Policy Years

Policy Years are yearly periods which begin on the Issue Date and on the same month and day of each year thereafter.

### Premium Payments

This Policy is issued in consideration of the application and payment of the Initial Premium amount shown on the Data Page. We will incur no liability if the Initial Premium is not paid. You may pay a premium at any time during the Premium Payment Period shown on the Data Page while this Policy is in force. You may not pay a premium that would increase the cumulative amount of premiums paid to more than the Maximum Cumulative Premium shown on the Data Page.

### Net Premium

A Net Premium is any premium paid minus any applicable State Tax.

### Accumulation Value

The Accumulation Value at any time equals:

- the Net Premiums received plus
- interest earned less
- Withdrawals paid, including any Withdrawal Charges assessed.

### Interest

We will add interest to the Accumulation Value each day. The Guaranteed Minimum Annual Effective Interest Rate is shown on the Data Page. We may declare an excess interest rate in addition to the Guaranteed Minimum Annual Effective Interest Rate at any time. However, interest already added will not be affected by any such change.

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## Withdrawals

Subject to the Maximum Cumulative Withdrawals shown on the Data Page, You may make Withdrawals from the Accumulation Value by making a written request. We reserve the right to defer payment for Withdrawals for a period not to exceed six (6) months.

## Withdrawal Charges

If You make a Withdrawal, We may deduct a Withdrawal Charge from the amount withdrawn. The Withdrawal Charge is a percentage of the amount withdrawn. The Withdrawal Charge Percentages are shown on the Data Page.

# Part 3: Payment of Benefits

## Plan Benefits

You may make Withdrawals from the Accumulation Value in order to pay benefits to a Participant under the terms of the Retirement Plan.

Withdrawals to provide benefits to Participants, other than benefits payable as the result of a termination of the Retirement Plan, will not be subject to a Withdrawal Charge to the extent that the Withdrawal is less than or equal to the proportion that the Accumulation Value of the Policy bears to the total assets of the Retirement Plan multiplied by the vested benefit of the Participants.

You must provide sufficient information to Us in writing that demonstrates that a requested Withdrawal is not subject to the Withdrawal Charge. If You do not provide this information, this waiver of Withdrawal Charges shall not apply.

## Annuity Benefits

Withdrawals used to provide plan benefits to a Participant may be used to provide a periodic income for the Participant. Such a person will be the Annuitant under the Payment Option shown below. We will make the payments to the person or persons as instructed by You. We are entitled to satisfactory evidence of the age and gender of the Annuitant.

### *Payment Option*

We will make monthly payments for ten years and then for as long as the Annuitant is alive, unless a different payment structure is required under applicable Internal Revenue Code provisions and regulations thereunder. We may require periodic proof, in a form acceptable to Us, that the Annuitant is still living. We will determine the guaranteed minimum monthly payments using the following:

- the 2012 Individual Annuity Mortality Period Life (2012 IAM Period) Table, blended for unisex use at 50% male and 50% female, and
- an annual effective interest rate of 1%, and
- no charge for expenses or contingencies.

If monthly payments would be less than \$20, We may change the frequency of payments or pay the amount applied in a single sum.

# Part 4: Other Provisions

## This Agreement

This Policy, the application, and any attached riders, amendments, or endorsements constitute the complete agreement between You and Us. We have issued this Policy in exchange for the application and the Initial Premium.

Any change in this Policy must be in writing, signed by one of Our authorized officers, and in the form of an amendment or endorsement to this Policy. No agent has the power or authority to waive, change, or alter any of the terms or conditions of this Policy. Only one of Our authorized officers has the power or authority to waive, change, or alter any of the terms or conditions of this Policy. We may amend this Policy as necessary to comply with applicable Internal Revenue Code provisions and regulations thereunder. We will send You any such amendment. Otherwise, this Policy may not be amended unless You agree in writing.

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### Non-transferability of Benefits

No Participant may sell, assign, discount, or pledge as collateral for a loan or as security for the performance of any obligation or for any other purpose any of the benefits under this Policy.

### Incontestability

We cannot contest this Policy.

### State Taxes

Some states or jurisdictions impose a tax on annuities. If so, We must pay this tax.

- In the event that a State Tax is imposed on the premium or other amount We receive under this Policy, We will deduct an amount equal to such tax from the premium or other amount at the time of its receipt.
- In the event that a State Tax is imposed as a result of this Policy at any other time or for any other reason, We will deduct an amount equal to such tax, at the time the tax is assessed, from any value of the Policy prior to its use to provide a benefit. If We are unable to assess such a State Tax against a value of the Policy prior to its use to provide a benefit, We will deduct an amount equal to such tax from any benefit(s) payable as a result of the Policy.

### Reports

At least once each year, We will send the Owner a report showing the Accumulation Value. The report will also show all amounts added to and subtracted from the Accumulation Value during the period the report covers.

### Our Liability

We may fully rely on Your instructions as proper certification that benefits are payable in accordance with applicable governmental regulations and the terms of the Retirement Plan, as We are not a party to such plan. We reserve the right, but are under no obligation, to inquire into the accuracy and completeness of any information pertaining to the administration of the Retirement Plan and to inspect the applicable records of such plan at any time.

SPECIMEN

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**Flexible Premium Group Deferred Annuity.** State variations may apply.

SPECIMEN



## MEMORANDUM

To: Personnel Committee and Common Council  
From: Jarod Kivela, Director of Community Development  
Date: September 3, 2025  
RE: **Request for Overlap – Building Inspector**  
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### Background

As you know, Building Inspector Ximena has formally submitted her retirement notice, effective January 5, 2026. Ximena has been a dedicated and committed member of the Community Development team, serving the City with professionalism, integrity, and consistency. She has shown unwavering commitment to the enforcement of building codes, ensuring that our structures remain safe, durable, and in compliance with state and local standards.

Her efforts have directly contributed to maintaining the safety and quality of our built environment, protecting both property owners and the public. Beyond the technical aspects of the role, Ximena's approach has been one of fairness, thoroughness, and dedication to community service. She will leave behind a legacy of quality work and a department-wide commitment to ensuring that the code is followed uniformly and effectively.

Her retirement will be a significant loss to the City, but she has provided ample notice that gives us the opportunity to thoughtfully prepare for a transition.

### Overlap Need

Given the scope of projects currently underway and on the horizon, including a large office remodel, City Hall, and several multi-family housing developments, a period of overlap is essential. This will allow Ximena to pass on her institutional knowledge, ongoing project files, and best practices to her successor, as well as any additional hiring due to an internal hire, ensuring the department does not fall behind or diminish service levels during this busy period.

[www.stevenspoint.com](http://www.stevenspoint.com)

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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.*

## **Timeline**

Based on Ximena's last day of January 5th and depending on whether the successful candidate is internal or external, the hiring and overlap timeline would follow one of two paths (both requiring overlap):

### **Scenario A – Internal Candidate**

- Sept 16–30: Job Posting
- Oct 1–10: Interviews
- Oct 13–17: Interviews/Decision
- Oct 20–Nov 3: Job Posting (backfill)
- Nov 3–14: Interviews
- Nov 17–21: Interviews/Decision
- Nov 24–Dec 15: 2-3 week notice
- Dec 15–Jan 2: 3-week overlap
- Jan 5: Last Day

### **Scenario B – External Candidate**

- Sept 16–30: Job Posting
- Oct 1-13: Applicant Review
- Oct 13-31: Interviews
- Nov 3-14: Decision
- Nov 17–Dec 12: 4–6 week notice
- Dec 15 –Jan 2: 3-week overlap
- Jan 5: Last Day

This timeline also provides flexibility to repost if the first round of candidates is unsuccessful.

## **Budget Impact**

While overlap for this position was not budgeted in 2025, the savings from a vacant admin position (57 days total vacancy) in the department provides an offset to the cost of the overlap being requested.

## **Request**

Approval of a 3-week overlap period for the Community Development - Inspection Division as it relates to the hiring of the Building Inspector position.