

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

October 15, 2025 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 885 3196 7761 | Passcode: 716657

By Computer: **

<https://us02web.zoom.us/j/88531967761?pwd=CigMIEImAyLhe3JZIQEUfBAnUoiw>

QE.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 approve the proposal with Colonial Life.
3. Director Kivela request certification pay for the Building Inspector position.
4. Director Beduhn request to reclassify the Department of Public Works (DPW) position of GIS / Engineering Technician to GIS Analyst.
5. Director Lemke request to reclassify a GIS / Inspection Technician position to GIS System Administrator.
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



October 7, 2025

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Request for Approval – Colonial Life Proposal

The City of Stevens Point currently partners with MetLife to provide voluntary accident, critical illness, and hospitalization insurance benefits to its part-time and full-time employees.

The City is requesting a partnership with Colonial Life, represented by Enrollment Guides team. The proposed benefits to be offered through this partnership include:

- Group Accident Insurance
- Group Critical Illness Insurance
- Group Hospital Confinement Insurance
- **Individual Term Life and Whole Life Insurance (*new benefit*)**

I would like to emphasize that these benefits are voluntary, and 100% employee paid through employee payroll deductions. M3 has identified cost savings with Colonial Life by evaluating premiums, customer service quality, and technological capabilities.

Enrollment Guides team is dedicated not only to support the City's employees, but they will become an extension to the City's Human Resources Department as well. The communication channel between employees, Human Resources Department, Enrollment Guides team, and M3 will be streamlined.

The Enrollment Guides team also manages their own technology platforms, including Employee Navigator. As long as the City maintains its partnership with Colonial Life, these services will remain available at no cost to the City. Implementation is expected to be completed by the end of October, in preparation for the 2026 open enrollment.

I respectfully request to approve the attached proposal with Colonial Life.



2026 Open Enrollment Resources

Now is the time for open enrollment!

The **City of Stevens Point** partners with Enrollment Guides to offer our employees benefits. Open enrollment allows you to make changes, enroll in or drop coverage for you and/or any dependents.

Scan QR code or see link below to view information on each of the benefits. There are also brief videos below that show you how the plans work.

Benefits Education and Enrollment:

Enrollment Scheduled 11/3/25 – 11/14/25

Virtual Meeting - **November 3rd**

Enrollments In Person by Department - **November 4th-7th**

Telephonic Enrollments- **November 8th-14th**

Effective Date: 1/1/2026

Tuesday 11/4/25

Fire Department: 8 - 9am @ Training Room

City Hall: 9:30 - 10:30am @ City Hall Conf Room

Wednesday 11/5/25

Streets: 7:30 - 8:30am @ City Garage Conf Room

Police Department: 9:00am - 10am @ Community Room

Parks Department: 11:00am - 12:00pm @ Rec Center Conf Room

Transit Department: 1:00pm - 2:00pm @ Training Room

Thursday 11/6/25

Police Department: 9 –10 am @ Community Room

Friday 11/7/25

Fire Department: 8- 9am @ Training Room

Colonial Life Benefits

Accident

Hospital Confinement

Critical Illness

Term Life / Whole life



<https://enrollmentguides.com/cityofstevenspoint>

Barb Kuhn

(715)598-2734

barbk@enrollmentguides.com



Now Hiring?...



We are pleased to have partnered with M3 Insurance to propose insurance protection for your team. You never know when an unexpected illness or injury could leave them or their family members with financial difficulties.

Medical insurance can help, but they can still have deductibles, co-payments, and other out-of-pocket expenses. That's where non-medical voluntary benefits come in. Sometimes called supplemental insurance, voluntary benefits are designed to complement your health insurance and help provide extra financial protection.

Financially Vulnerable Workforce According to the Colonial Group Survey, **46%** of US workers have **less than \$1,000** in their checking/savings account at any given time. Almost half (48%) would be able to maintain their finances for **only two months** if they had to miss work due to an injury, accident, or serious medical condition. This is **up 8% since 2020** and is most prominent for Millennials and Gen Z workers. In times of high inflation, this fragility means many employees are struggling to keep themselves and their families secure¹.

Attracting and Retaining Talent is a major concern for most employers. 66% of employees say it is the employer's responsibility to make sure they are financially secure and well². Non-medical benefits, offered with or without employer contribution, are a great way to attract and retain top talent.

We appreciate your consideration of our turn-key benefit, education, and enrollment solutions.

Corey, Wendy, Joe & Barb

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Wendy Rosenthal / M3 Insurance
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Barb Kuhn Colonial Life
Employee Benefit Development Manager
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Joe Quisler Colonial Life
Group Service Rep
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¹ UNUM, SURVEY OF 1,000 FULL-TIME US WORKERS, NOVEMBER 2022; ² EMPLOYEE BENEFIT RESEARCH INSTITUTE AND GREENWALD RESEARCH, 2022 WORKPLACE WELLNESS SURVEY, 2022.

THE INFORMATION CONTAINED IN THIS BOOKLET IS ONLY A SUMMARY OF COVERAGE AND IS NOT A BINDING CONTRACT. A CERTIFICATE OF COVERAGE WILL BE MADE AVAILABLE TO YOU THAT DESCRIBES THE BENEFITS IN GREATER DETAIL. IF THERE ARE DIFFERENCES BETWEEN THE INFORMATION IN THE BOOKLET AND THE CONTRACT, THE CONTRACT WILL GOVERN.



Group Accident Insurance

Group accident insurance provides budget-friendly protection.

Today's medical plans, with their rising deductibles and co-pays, can leave workers exposed to many of the costs of an accidental injury. Accident insurance helps a benefits package go the distance, by providing employees money they can use to help cover out-of-pocket costs resulting from a covered accident.

FEATURES

- **Multiple plan designs**
 - On/off-job or off-job-only plan
 - Four levels of base plan benefits: Economy, Basic, Preferred and Premier
 - Employer-optional base benefits available
- **Single situs state**
 - One plan design with common benefit options and rates for all employees across all locations
- **Composite rates**
 - All employees, regardless of job level or location, pay the same rates for the same plans.
- **Guaranteed issue** means no medical underwriting to qualify for coverage.
- **Two-year rate guarantee**
 - Available in most states
- **Family coverage available**
 - Benefit amounts are the same for employees, covered spouse or children (except accidental death benefits).
- **Portability**
 - Available in most states
- **Health Savings Account (HSA) compliant**

STANDARD BENEFITS

We cover more than 100 injuries and services to provide benefits for a wide range of accidents, from everyday mishaps to catastrophic events.

- **Common accidental injuries** such as fractures, dislocations, burns, lacerations and concussions
- **Treatment benefits** such as ambulance benefits, emergency department, medical imaging, treatment in a physician's office or urgent care facility and x-rays. We even include pet boarding and family care benefits.
- **Surgery benefits** such as anesthesia benefits, the surgical repair of fractures or dislocations, the outpatient surgical facility benefit, or the surgical repair of other common injuries involving connective tissue, hernia or ruptured or herniated discs
- **Recovery care benefits** such as physician follow-up visits, rehabilitation confinement or therapy services

Base benefits are available on all four plan levels. Actual benefit amounts vary based on the plan level selected.



Talk with your benefits representative about how you can help employees get the financial protection they need.

LEARN MORE

Scan the code to see how accident insurance can help employees and employers, or go to

coloniallife.com/eb-accident



Employer optional benefits

Accidental death and dismemberment benefits – Provides benefits for accidental death, dismemberment or paralysis

Recovery Plus benefits – Adds the following benefits due to a covered accident to the base plan: Behavioral Health Therapy, Injury due to Felony Assault or Sexual Assault, PTSD, Prescription Drug, and Chiropractic, Acupuncture and Alternative Therapy Services

Active lifestyles – Provides an extra 20% benefit for 18 common benefits due to a covered accident

Building benefit – This benefit increases the benefits over time based on the months of continuous coverage.

Wellbeing assistance – The standard option provides one benefit per covered person per calendar year for 25 different health screening tests; the max option additionally covers annual physicals and immunizations. Choose from a \$50, \$75 or \$100 benefit.

Accident hospital benefits – Provides benefits if you are admitted to the hospital or experience a short stay in a hospital due to a covered accident

Healthcare employee benefit – Provides an additional 50% benefit for Accident Hospital Benefits at the policyholder's facilities

Gunshot wound – Provides a benefit for the employee for a nonfatal gunshot wound. This benefit provides on/off-job coverage, regardless of coverage type of the rest of the plan.

Personal safety benefit – Provides a \$25 benefit for covered courses that encourage safe behavior and prevent accidents (for example, defensive driving courses)

Sickness hospital benefits – Provides benefits for hospitalization due to a covered sickness. Benefits may be subject to a pre-existing condition provision.

Calendar year maximum and lifetime maximums may apply. Waiting periods may apply.

HEALTH SAVINGS ACCOUNT (HSA) COMPATIBLE

This plan is compatible with HSA guidelines and any other HSA plan in which a covered family member may participate. It may also be offered to employees who do not have HSAs.

THIS INSURANCE PROVIDES LIMITED BENEFITS.

This coverage is a supplement to health insurance. It is not a substitute for essential health benefits or minimum essential coverage as defined in federal law. Insureds in some states must be covered by comprehensive health insurance before applying for this insurance.

EXCLUSIONS

We will not pay benefits for claims that are caused by, contributed to by, or resulting from elective procedures, felonies or illegal occupations, hazardous avocations, impaired driving, incarceration, racing, semiprofessional or professional sports, sickness, suicide or self-inflicted injuries, war, or armed conflict.

ID: "Semiprofessional sports or professional sports" exclusion is replaced by "professional sports" exclusion.

IL: We will not pay benefits for claims that are caused by or resulting from Exclusions.

MD: Includes an exclusion for "Prohibited referrals." The "felonies or illegal occupations" and "impaired driving" exclusions apply only to Accidental Death and Dismemberment benefits.

MI: "Impaired driving" and "suicide or self-inflicted injuries" exclusions do not apply.

MN: "Suicide or self-inflicted injuries" exclusion does not apply.

NH: "Incarceration" and "racing" exclusions do not apply.

UT: We will not pay benefits for claims that are caused by or resulting from Exclusions.

VT: "Impaired driving" exclusion does not apply.

This information is not intended to be a complete description of the insurance coverage available. The insurance or its provisions may vary or be unavailable in some states. The insurance has exclusions and limitations which may affect any benefits payable. Applicable to policy form GAC4100 and certificate form GAC4100 (including state abbreviations where used, for example, GAC4100-TX). For cost and complete details of coverage, call or write your Colonial Life benefits representative or the company. An insurance producer may contact you.

Underwritten by Colonial Life & Accident Insurance Company, Columbia, SC.

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Group Critical Illness Insurance*

Financial protection for unexpected out-of-pocket costs

When an employee or member of their family experiences a critical illness, they often have expenses that aren't covered by their health insurance. Group critical illness insurance, an employee-paid benefit, can help cover those unexpected costs, so they can focus on recovery – not finances.

Features

- Provides multiple plan designs and rider options to meet the needs of each account and their employees
- Option to combine cancer and critical illness coverage into a single policy
- Benefits are payable multiple times for the same or different covered conditions
- Issue age, attained age or composite rate structure available based on plan
- Rates are guaranteed for one year
- No medical underwriting to qualify for coverage for all employees and their families, if participation requirements are met. Benefits may be subject to a pre-existing condition provision.
- All plans are Health Savings Account (HSA)-compliant
- Coverage is portable in most states

Plan designs	Plan 1	Plan 2	Plan 3	Plan 4
Critical Illness Benefit with Benefit Payable Upon Subsequent Diagnosis of a Critical Illness Includes a lump-sum benefit for covered critical illnesses and subsequent diagnosis ¹ of the same or a different critical illness	X	X		
Cancer with Reoccurrence of Invasive Cancer (Including all breast cancer) Includes a lump-sum benefit for the diagnosis of invasive cancer (including breast cancer) – 100%; non-invasive cancer – 25%; skin cancer benefit – \$400 per lifetime; and reoccurrence of invasive cancer (including all breast cancer) ²		X	X	X
Cancer Benefits (Plan 4 only – always included) Provides a schedule of benefits for the treatment of cancer. There are three levels available and all levels provide the same benefits.				X
Wellbeing Assistance Benefit Option Provides a benefit for one test per covered person per calendar year, for 25 different health screening tests	X	X	X	X

Plan options to fit your needs

Employer choices	
Plan options	Choose up to two plan designs out of the four available.
Rate structure	Select issue or attained age rate structure for Plans 1, 2 and 3 (only one rate structure per account). Plan 4 always uses composite rates.
Wellbeing Assistance Benefit	Choose to include or not, and the benefit amount: \$50, \$75 or \$100. Not an employee-optional benefit.
Additional coverage options	Choose up to three of the optional riders to offer in the account.

Optional riders available for all plans	
First Diagnosis Building Benefit Rider Provides a lump-sum benefit upon diagnosis of a covered critical illness or Invasive Cancer (including all breast cancer), in addition to the covered person's face amount	Heart Benefits Rider Provides a benefit for a covered heart procedure resulting from: Acute Coronary Syndrome, Atherosclerosis, Coronary Artery Disease, Cardiomyopathy, or Valvular Heart Disease
Infectious Diseases Rider Payable at 25% of the face amount for COVID-19 and 50% of the face amount for all other covered infectious diseases with a seven or more consecutive day hospitalization	Progressive Diseases Rider Payable at 25% of the face amount for covered progressive diseases if the insured is unable to perform two or more activities of daily living and the elimination period is met

Employee choices	
Face amount	Sold in \$1,000, \$5,000 or \$10,000 increments <ul style="list-style-type: none"> • Plan 1: \$5,000-\$75,000 • Plan 2: \$5,000-\$50,000 • Plan 3: \$5,000-\$50,000 • Plan 4: \$1,000-\$10,000
Coverage type	Named insured (employee), named insured and spouse, one-parent family or two-parent family
Additional coverage options	<ul style="list-style-type: none"> • Choose whether to purchase riders selected by the employer • When Plan 4 is offered, employees choose from levels 1, 2 or 3 for Cancer Benefits



Scan the code to see how group critical illness insurance can help employees and employers, or go to ColonialLife.com/eb-ci

For more information, talk with your Colonial Life benefits representative.

1. Dates of diagnoses of a covered critical illness must be separated by at least 180 days. Refer to certificate language for complete details on coverage of subsequent diagnosis of the same or different critical illness.
2. Payable if treatment-free for at least 12 months and in complete remission prior to the date of recurrence; excludes non-invasive or skin cancer.

*The filed product name in IA is Group Critical Illness Specified Disease Insurance. In FL and VT, the filed product name is Group Critical Illness Limited Benefit Insurance.

THIS INSURANCE PROVIDES LIMITED BENEFITS.

This coverage is a supplement to health insurance. It is not a substitute for essential health benefits or minimum essential coverage as defined in federal law. Insureds in some states must be covered by comprehensive health insurance before applying for this insurance.

Please refer to the policy for complete definitions of covered conditions.

This information is not intended to be a complete description of the insurance coverage available. The insurance or its provisions may vary or be unavailable in some states. The insurance has exclusions and limitations which may affect any benefits payable. Applicable to policy form GC16000-P and certificate form GC16000-C. For cost and complete details of coverage, call or write your Colonial Life benefits counselor or the company.

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Group Medical BridgeSM helps cover out of pocket expenses.

Health plans are giving employers more options for customized coverage. With all of this complexity, employers need a simple way to ensure they're providing adequate coverage while controlling costs.

Group Medical Bridge can offer tailor-made plan designs to help employees with deductibles, co-pays and other costs not covered by their medical insurance.

This solution can help employers:

- Move to a more affordable health plan such as a high deductible health plan (HDHP) while still providing employees protection for larger out-of-pocket expenses
- Offer a health savings account (HSA) compliant solution for employees
- Provide guaranteed-issue coverage for their employees and waive pre-existing conditions if participation is met
- Offer voluntary or employer funded rates
- Easily customize their plan using à la carte style benefits
- Offer multiple plans for greater flexibility

It can also help employees:

- Cover out-of-pocket expenses not covered by health insurance, such as co-pays, deductibles and co-insurance
- Receive benefits regardless of any other insurance coverage
- Know exactly what benefit amount they will receive
- Use benefit payments however they see fit
- Receive additional coverage with no health questions asked¹
- Choose coverage for themselves, their spouse and their family

¹ Benefits may be subject to pre-existing conditions.

Plan designs and options

Included benefits	Plan 1 HSA compliant (where available)	Plan 2	
Hospital confinement	■	■	Offers eight lump-sum benefit levels, ranging from \$500 to \$5,000; employer selects amount
Waiver of premium	■	■	Waives premium after 30 continuous days of a named insured's covered confinement
Employer optional benefits	Plan 1 HSA compliant (where available)	Plan 2	Select as many of the employer optional benefits as needed
Daily hospital confinement	■	■	Provides an additional benefit for each day of a covered hospital confinement
Outpatient surgical procedure		■	Provides a lump-sum benefit per covered surgical procedure up to a calendar year maximum; employer selects one option
Diagnostic procedure		■	Provides a lump-sum benefit for a specified diagnostic procedure; employer selects one option
Medical treatment package (accident)	■		Benefits include air ambulance, ambulance, appliance, doctor's office visit/telemedicine, emergency room visit and X-ray benefits for covered accidents only
Medical treatment package (accident & sickness)		■	Benefits include air ambulance, ambulance, appliance, doctor's office visit/telemedicine, emergency room visit and X-ray benefits for covered sicknesses and covered accidents
Prescription drug		■	Provides up to five prescriptions per calendar year for named insured coverage or up to 10 prescriptions per calendar year for all covered persons combined
Specified Critical illness	■	■	Provides benefits for initial and subsequent diagnosis of end stage renal (kidney) failure, heart attack (myocardial infarction) or stroke; covered dependent children may receive benefits for initial diagnosis of cerebral palsy, cleft lip or cleft palate, cystic fibrosis, down syndrome or spina bifida; employer selects benefit amount
Observation room	■	■	Provides an additional benefit after receiving treatment in a hospital observation room for less than 20 hours
Rehabilitation unit confinement	■	■	Provides a benefit when confined to an inpatient rehabilitation facility (either as part of a hospital or standalone) immediately following a hospital confinement
Inpatient mental and nervous	■	■	Provides a benefit for hospital confinement for a mental and/or nervous disorder
Wellbeing assistance – standard	■	■	Provides one benefit per covered person per calendar year for 24 different health screening tests; employer selects either standard or basic and the benefit amount
Wellbeing assistance – basic	■	■	Provides one benefit per policy per calendar year for 24 different health screening tests, plus immunizations and physicals; employer selects either standard or basic and the benefit amount

If employer selects two plan designs, a maximum of two hospital confinement levels will be allowed per plan design, separated by no more than \$1,500. The separation of \$1,500 does apply across plans. Calendar year maximum and lifetime maximums may apply. Waiting periods may apply.

THIS POLICY PROVIDES LIMITED BENEFITS.

This information is not intended to be a complete description of the insurance coverage available. This coverage has exclusions and limitations that may affect benefits payable. For cost and complete details, see your Colonial Life benefits representative. Applicable to policy forms GMB7000-P and GMB7000-P-TX. Coverage may vary by state and may not be available in all states.

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Life Insurance

Protect the people who matter most

Throughout your life, there's one priority that stays the same – looking out for the people you love. Whether you're joining the workforce, supporting a growing family or preparing for retirement, you want what's best for your loved ones.

If you have a family who depends on you, life insurance is especially important. Without you, would they be able to pay for housing, utilities and other everyday expenses?

With life insurance from Colonial Life & Accident Insurance Company, you can tailor coverage for your family's specific needs. No matter where you are in life, we have coverage options that can help.



TOP REASONS FOR OWNING LIFE INSURANCE¹

- Cover burial and final expenses
- Replace lost income from a wage earner
- Transfer wealth/inheritance across generations
- Supplement retirement income
- Help pay off mortgage



44%

Almost half of those surveyed would feel a financial impact within six months if the primary wage earner were to pass away.¹

Coverage throughout life's journey

The best time to buy life insurance is at a young age when coverage is generally less expensive. However, life insurance can help at any stage of your life.



Term life

Term life insurance provides coverage for a select period of time. It's a great choice for the stages in your life when you have substantial financial obligations, such as student loans, mortgage payments and child care.



Whole life

Whole life insurance offers permanent coverage that stays the same throughout the life of the policy. It can help your loved ones pay for medical bills and funeral costs.



Term & whole life

The ideal scenario is to have both term life and whole life insurance. With this combination, you can help protect your family during the years they're depending on you the most and assist with final expenses.



7-in-10

Americans say they personally need life insurance coverage.¹



WITH LIFE INSURANCE:

- Coverage options are available for you, your spouse and eligible dependents.
- Benefits are typically tax-free to your beneficiary.
- If you change jobs or retire, you may be able to keep your coverage.
- There's an option to use a portion of the death benefit while living.

What type of life insurance is right for you?

Here's a quick overview of the major types of life insurance. While your age and health can affect your options, your benefits counselor can help you determine what coverage is right for you.

	TERM LIFE	WHOLE LIFE
Key features	Ideal coverage for high-demand years	Coverage that remains the same to age 100, as long as premiums are paid
Cost	\$	\$\$
Death benefit	Payable if you pass away within the term period you select	Stays the same as long as you make payments ²
Plan options	10-, 15-, 20- or 30-year option	Paid-up at Age 70 or Age 100
Premium payments	Stay the same during the selected term period	Remain the same and end at paid-up age
Cash value	Not a feature of term life	Values are set when you purchase the policy

Estimated **60 million** uninsured and underinsured American households, with an **average coverage gap of \$200,000.**³



To estimate your coverage needs visit [Life Happens' Life Insurance Needs Calculator](#).

Consider your coverage options

To determine the financial protection that would work best for you and your loved ones, ask yourself these questions:

- If something happened to me, would my family be financially protected?
- What type of life insurance is right for me?
- How much life insurance do I need?



Scan the code to see how life insurance can help you, or go to ColonialLife.com/ee-life.

For more information, talk with your Colonial Life benefits counselor.

1. LIMRA, 2022 Insurance Barometer Study
2. Any payout would reduce the death benefit.
3. LIMRA, Industry Associations Unite to Help Address the Life Insurance Coverage Gap in the United States, 2021.

This information is not intended to be a complete description of the insurance coverage available. The policy or its provisions may vary or be unavailable in some states. The policy has exclusions and limitations which may affect any benefits payable. Applicable to policy forms ICC19-IWL5000-70/IWL5000-70, ICC19-IWL5000-100/IWL5000-100, ICC19-IWL5000J/IWL5000J, ICC18-ITL5000/ITL5000, GTL1.0-P and certificate number GTL1.0-C. For cost and complete details of coverage, call or write your Colonial Life benefits counselor or the company.

Insurance products are underwritten by Colonial Life & Accident Insurance Company, Columbia, SC.

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How to File a claim for Colonial Life benefits

FOR FASTEST RESULTS, FILE ONLINE:

- 1 Go to **ColonialLife.com** and click Register or Login in the upper-right corner.
- 2 After selecting Policyholder, fill out the required information and click **Submit**.
- 3 Enjoy streamlined claims management and faster service online.

DIGITALLY FILE ALL TYPES OF CLAIMS



Disability Insurance



Leaves of absence
(disability, FMLA maternity, etc.)



Life Insurance



Accident, Critical Illness, Hospital Insurance, Cancer Insurance



Wellness benefits for screening tests

Not sure which type of claim to file? No problem.

Just answer a few questions on the website and we'll help you figure everything out.

BEFORE YOU FILE:

Review the appropriate claims checklist at **ColonialLife.com** and have this information handy to make the process go smoothly. Proper documentation must be submitted when filing your claim.

AFTER YOU FILE:

Check your claim status and manage your claim by logging into your account at ColonialLife.com. If you need to talk to someone, give us a call.

OTHER WAYS TO FILE A CLAIM:

Fax: 1.800.880.9325

Mail: P.O. Box 100195, Columbia, SC 29202

Colonial Life is committed to providing you, our valued customer, a market-leading claims experience. We look forward to serving you on ColonialLife.com.

On the policyholder site you can:

View benefit details

- Here you'll find a copy of your policy to see what's covered and benefit amounts

Track your claim

- Follow your claim from start to finish and receive alerts if we need additional information

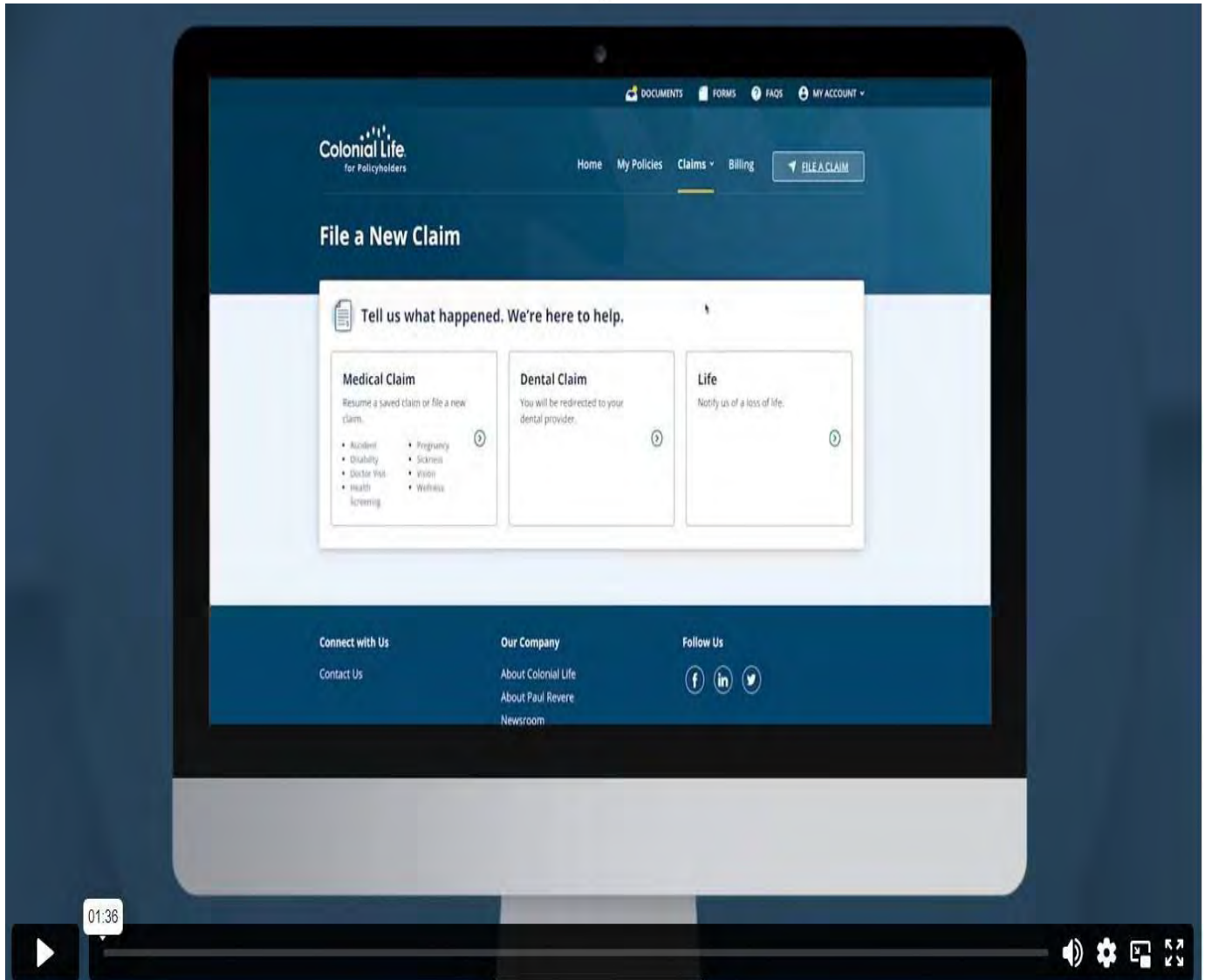


Sign up for direct deposit and receive payment faster

How to file an Online claim for Colonial Life benefits: Video and claims form link:

Please learn how to file a claim by clicking the link below to watch this video:

[**How-to Videos for Filing Claims**](#)



[**Please click here to download Claim Forms for Colonial Life Benefits.**](#)



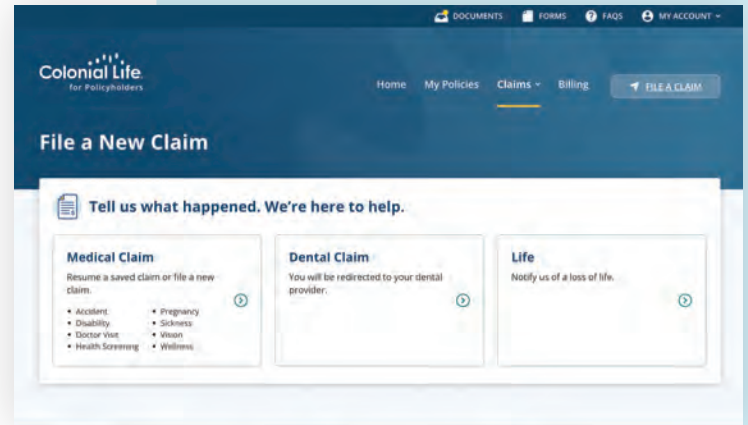
How to file a Wellness claim

1 Log in to file a new claim

Log onto the coloniallife.com portal

Click on the File a Claim button in the upper right-hand corner.

Choose Medical claim.



Direct Deposit

Our most convenient, hassle free payment method!

- Please allow up to three business days for the deposit to show in your account after a claim payment has been issued.
- If you do not wish to use direct deposit, we will mail a paper check to you. You can follow the status of your claim from your [Claims List](#).

Yes, I want direct deposit

ROUTING NUMBER ⓘ

RE-ENTER ROUTING NUMBER

ACCOUNT NUMBER ⓘ

RE-ENTER ACCOUNT NUMBER

ACCOUNT NICKNAME

ACCOUNT TYPE

Checking Savings

2 Verify your personal information

Choose who the claim is for and verify personal information. (For new profiles, you will need to provide name, birthdate, and contact information.)

If you haven't already, sign up for direct deposit. Once approved, payments post as soon as 48 hours

3 Submit wellness visit details

Select Wellness or Doctor's Office Visit.

Enter the date of your test/visit, the type of test, and the phone number of your provider.

Once completed, you will receive a confirmation screen validating your claim is complete.

Group Accident (GAC4100) for WI

Applicable to policy forms GAC4100-P,GAC4100-C

- **Additional Benefits:** Accident Hospital Benefits Preferred, Wellbeing Assistance Max - \$50

On/Off-Job Accident Coverage

BENEFIT LEVEL	AD&D BENEFIT LEVEL	ISSUE AGE	EMPLOYEE	EMPLOYEE AND SPOUSE	EMPLOYEE AND DEPENDENT CHILD(REN)	EMPLOYEE, SPOUSE AND DEPENDENT CHILD(REN)
Preferred	Preferred	17-99	\$6.62	\$10.47	\$13.62	\$17.58

Group Critical Illness (GCI6000) for WI

Applicable to policy forms GCI6000-P, GCI6000-C, R-GCI6000-CB, R-GCI6000-BB, R-GCI6000-HB, R-GCI6000-INF, R-GCI6000-PD

- Plan 2 - Critical Illness & Cancer, Wellbeing Assistance Benefit - \$75 Benefit

Uni-Tobacco Rates

	ATTAINED AGE	NAMED INSURED	NAMED INSURED AND SPOUSE	NAMED INSURED AND DEPENDENT CHILD(REN)	NAMED INSURED, SPOUSE AND DEPENDENT CHILD(REN)
\$10,000	17-24	\$2.86	\$4.40	\$2.86	\$4.40
	25-29	\$3.09	\$4.72	\$3.09	\$4.72
	30-34	\$3.41	\$5.23	\$3.41	\$5.23
	35-39	\$4.66	\$7.08	\$4.66	\$7.08
	40-44	\$6.09	\$9.25	\$6.09	\$9.25
	45-49	\$8.26	\$12.48	\$8.26	\$12.48
	50-54	\$10.79	\$16.31	\$10.79	\$16.31
	55-59	\$14.44	\$21.75	\$14.44	\$21.75
	60-64	\$19.06	\$28.72	\$19.06	\$28.72
	65-69	\$23.67	\$35.65	\$23.67	\$35.65
	70-74	\$29.90	\$44.97	\$29.90	\$44.97
\$20,000	17-24	\$3.50	\$5.37	\$3.50	\$5.37
	25-29	\$3.96	\$6.01	\$3.96	\$6.01
	30-34	\$4.61	\$7.03	\$4.61	\$7.03
	35-39	\$7.10	\$10.72	\$7.10	\$10.72
	40-44	\$9.96	\$15.06	\$9.96	\$15.06
	45-49	\$14.30	\$21.52	\$14.30	\$21.52
	50-54	\$19.38	\$29.18	\$19.38	\$29.18
	55-59	\$26.67	\$40.08	\$26.67	\$40.08
	60-64	\$35.90	\$54.01	\$35.90	\$54.01
	65-69	\$45.13	\$67.86	\$45.13	\$67.86
	70-74	\$57.59	\$86.51	\$57.59	\$86.51

(Continued...)

Applicable to policy forms GCI6000-P, GCI6000-C,
R-GCI6000-CB, R-GCI6000-BB, R-GCI6000-HB,
R-GCI6000-INF, R-GCI6000-PD

Group Critical Illness (GCI6000) for WI

- Plan 2 - Critical Illness & Cancer, Wellbeing Assistance Benefit - \$75 Benefit

Uni-Tobacco Rates

	ATTAINED AGE	NAMED INSURED	NAMED INSURED AND SPOUSE	NAMED INSURED AND DEPENDENT CHILD(REN)	NAMED INSURED, SPOUSE AND DEPENDENT CHILD(REN)
\$30,000	17-24	\$4.15	\$6.34	\$4.15	\$6.34
	25-29	\$4.84	\$7.31	\$4.84	\$7.31
	30-34	\$5.81	\$8.83	\$5.81	\$8.83
	35-39	\$9.55	\$14.37	\$9.55	\$14.37
	40-44	\$13.84	\$20.88	\$13.84	\$20.88
	45-49	\$20.35	\$30.57	\$20.35	\$30.57
	50-54	\$27.96	\$42.06	\$27.96	\$42.06
	55-59	\$38.90	\$58.40	\$38.90	\$58.40
	60-64	\$52.75	\$79.31	\$52.75	\$79.31
	65-69	\$66.59	\$100.08	\$66.59	\$100.08
	70-74	\$85.29	\$128.05	\$85.29	\$128.05

Group Medical Bridge (GMB7000) for WI Composite

Applicable to Policy Forms GMB7000-P & GMB7000-C

- Wellbeing Assistance: Basic - \$50, Daily Hospital Confinement, Inpatient Mental & Nervous

HOSPITAL CONFINEMENT LEVEL	ISSUE AGE	NAMED INSURED	EMPLOYEE & SPOUSE	ONE PARENT FAMILY	TWO PARENT FAMILY
Level 1: \$500	17-99	\$7.50	\$14.43	\$9.99	\$16.91

Term Life (ITL5000) for WI

Applicable to policy form ITL5000

- 30-Year Term Base Plan, Waiver of Premium Benefit, Accidental Death Benefit

Non-Tobacco Rates

ISSUE AGE	\$10,000	\$25,000	\$50,000	\$100,000	\$150,000
25	\$3.55	\$6.11	\$7.52	\$13.19	\$18.86
35	\$4.12	\$7.53	\$8.89	\$15.93	\$22.96
45	\$5.65	\$11.35	\$15.81	\$29.77	\$43.74

Tobacco Rates

ISSUE AGE	\$10,000	\$25,000	\$50,000	\$100,000	\$150,000
25	\$5.30	\$10.48	\$11.12	\$20.38	\$29.65
35	\$6.05	\$12.34	\$13.94	\$26.04	\$38.14
45	\$8.88	\$19.42	\$28.15	\$54.46	\$80.77

▶ 20-Year Spouse Term Life Benefit

ISSUE AGE	\$25,000	\$50,000
25	\$2.72	\$5.44
35	\$3.24	\$6.48
45	\$7.57	\$15.13

(Continued...)

Term Life (ITL5000) for WI

Applicable to policy form ITL5000

- 30-Year Term Base Plan, Waiver of Premium Benefit, Accidental Death Benefit

▶ Children's Term Life Benefit

ISSUE AGE	\$10,000	\$20,000
0-18	\$2.31	\$4.62

Whole Life Plus (IWL5000) for WI

Applicable to policy forms ICC19-IWL5000-70/IWL5000-70, ICC19-IWL5000-100/IWL5000-100, ICC19-IWL5000J/IWL5000J and rider forms ICC19-R-IWL5000-STR/R-IWL5000-STR, ICC19-R-IWL5000-CTR/R-IWL5000-CTR, ICC19-R-IWL5000-WP/R-IWL5000-WP, ICC19-R-IWL5000-ACCD/R-IWL5000-ACCD, ICC19-R-IWL5000-CI/R-IWL5000-CI, ICC19-R-IWL5000-CC/R-IWL5000-CC, ICC19-R-IWL5000-GPO/R-IWL5000-GPO, ICC23-IWL5000-LTC/IWL5000-LTC

- Adult Base Plan Paid-Up at Age 70, Accelerated Death Benefit for Long-Term Care Services, Accidental Death Benefit

Non-Tobacco Rates

ISSUE AGE	\$25,000	\$50,000	\$100,000	\$150,000
25	\$12.52	\$25.04	\$50.08	\$75.11
35	\$18.52	\$37.04	\$74.08	\$111.12
45	\$30.95	\$61.91	\$123.80	\$185.71

Tobacco Rates

ISSUE AGE	\$25,000	\$50,000	\$100,000	\$150,000
25	\$20.75	\$41.52	\$83.04	\$124.55
35	\$26.57	\$53.13	\$106.26	\$159.40
45	\$42.33	\$84.67	\$169.34	\$254.01

▶ 20-Year Spouse Term Life Benefit

ISSUE AGE	\$25,000	\$50,000
25	\$3.83	\$7.65
35	\$4.86	\$9.71
45	\$8.73	\$17.46

▶ Children's Term Life Benefit

ISSUE AGE	\$10,000	\$20,000
0-18	\$2.31	\$4.62

Important Notice

Insurance coverage has exclusions and limitations that may affect benefits payable. For a complete description of benefits, limitations and exclusions, please refer to an outline of coverage, sample policy/certificate, proposal description or see your Colonial Life benefits counselor. Coverage type, benefits and rates vary by state. Coverage may not be available in all states. Rates provided are illustrative and your actual premium may be different depending on your particular situation and plan choices.

Colonial Life products are underwritten by Colonial Life & Accident Insurance Company, for which Colonial Life is the marketing brand.

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MEMORANDUM

To: Personnel Committee and Council

From: Jarod Kivela, Director of Community Development

Date: February 3, 2025

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

Background

With the recent retirement notice from our Building Inspector, Community Development staff, in coordination with the Chief Building Official, have undertaken a review of the job descriptions for this position. During this process, we identified inconsistencies in how certification pay has historically been applied across building inspector roles.

In the past, certain inspector classifications were included in the certification pay structure while others were not, creating gaps in fairness and alignment. For example, credential pay was tied to the plumbing inspector position, but not consistently extended to electrical or building inspectors when those positions pursued additional credentials.

Staff have amended job descriptions to ensure consistency across all inspector classifications (excluding the Chief Building Official, who already serves in a separate leadership capacity). To complete this alignment, we are requesting a modification to Policy 3.01 (12) – Certification Pay, so that all inspector positions are eligible for certification pay when they obtain credentials beyond their minimum job requirements. Having inspectors with multiple credentials increases efficiency and improves customer service (quicker turnaround times, multiple inspections at once, etc.). "Commercial" language added to the credential pay is to clarify that this is not just for UDC credentials, as those with Commercial credentials are automatically credentialed for UDC. No extra pay would come from this change; it is just a language clarification.

Budget Impact

This change is anticipated to have minimal to no impact on the 2025 budget, as it primarily reflects alignment of policy with current practice and staffing levels. However, it may have a slight impact on the 2026 budget and future budgets, as eligible inspectors obtain additional credentials over time. Funds to accommodate this change will come from increased/balanced fee schedules relating to building permits and inspections (verified with Comptroller/Treasurer).

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

www.stevenspoint.com

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.

3.01 Standard Benefits:

12. Licenses and Certifications:

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

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

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

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

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

Certification Pay

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

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

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

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

Requests will include the following:

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

Approved Certification List:

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

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

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



Public Works
Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

September 3, 2025

To: Personnel Committee
From: Scott Beduhn, Director of Public Works
Re: Reclassification of GIS / Engineering Technician

Per Administrative Policy 2.05, please consider this memo and related attachments as a request to reclassify the Department of Public Works (DPW) position of GIS/ Engineering Technician to GIS Analyst. We are requesting this reclassification in coordination with a reclassification request in the Department of Public Utilities (DPU). The DPU request is to go from GIS / Inspection Technician to GIS System Administrator. Current and proposed DPW organizational charts are included for your reference.

Under the title and responsibilities of GIS Technician, both the Departments of Public Works and Utilities have experienced turnover of this position having gone through several GIS staff in the past few years. When considering the continual growth of our GIS tools, the complexity of data, and the ever-increasing use of GIS by both City staff and the public there is a greater need in the ability of the staff who develop and maintain our many GIS applications and environments. Simultaneously, the structure and data management needs have grown as our needs and uses grow. Due to this, our ability to hire and retain a qualified employee in both positions has become increasingly more challenging. Because of this past experience, we have identified what we believe is a better structure in which there is a known hierarchy in our GIS staff rather than them being peers. This structure will accommodate the fact that we have one large collective GIS, and not stand-alone separate systems across departments.

The documents attached reflect a restructuring and reclassification of our two current GIS positions as follows:

<u>Department</u>	<u>Current Title</u>	<u>Proposed Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
Public Works	GIS/ Eng Tech	GIS Analyst	G	H
Utilities	GIS Insp Tech	GIS Sys. Admin.	G	I

This request is coming forward together because the two positions have an obvious operational connection and there is some system administration and coordination that will occur between the two positions. The increased funds for the positions will be found within the budgets of the two Departments. The increase in wages for the GIS Analyst is approximately \$3,300 and will come from existing accounts in the 2026 DPW operational budget which may include General Seminar/ Education Expenses, General Office Supplies, and Contracted Vehicle Maintenance.

If there are any questions, please do not hesitate to contact me.

Thank you for your consideration.

Classification Review Request Form

Your Name: Vacant Position

Your Supervisor's Name: _____

Your Division: Public Works

Your Department: Public Works - Engineering

Your Current Classification: GIS Engineering Technician - Grade G

My job has changed since the Pay Plan Study

Requested Classification: GIS Analyst - Grade H

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

See attached write up for reclassification and retitle request for this position.

Use additional sheets if necessary

Employee Signature / Typed Name

Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

This request is being made by department head.

<u>Greg Schanen</u> Immediate Supervisor Signature / Typed Name	<u>8/14/2025</u> Date
--	--------------------------

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

I agree with the employee's review request.

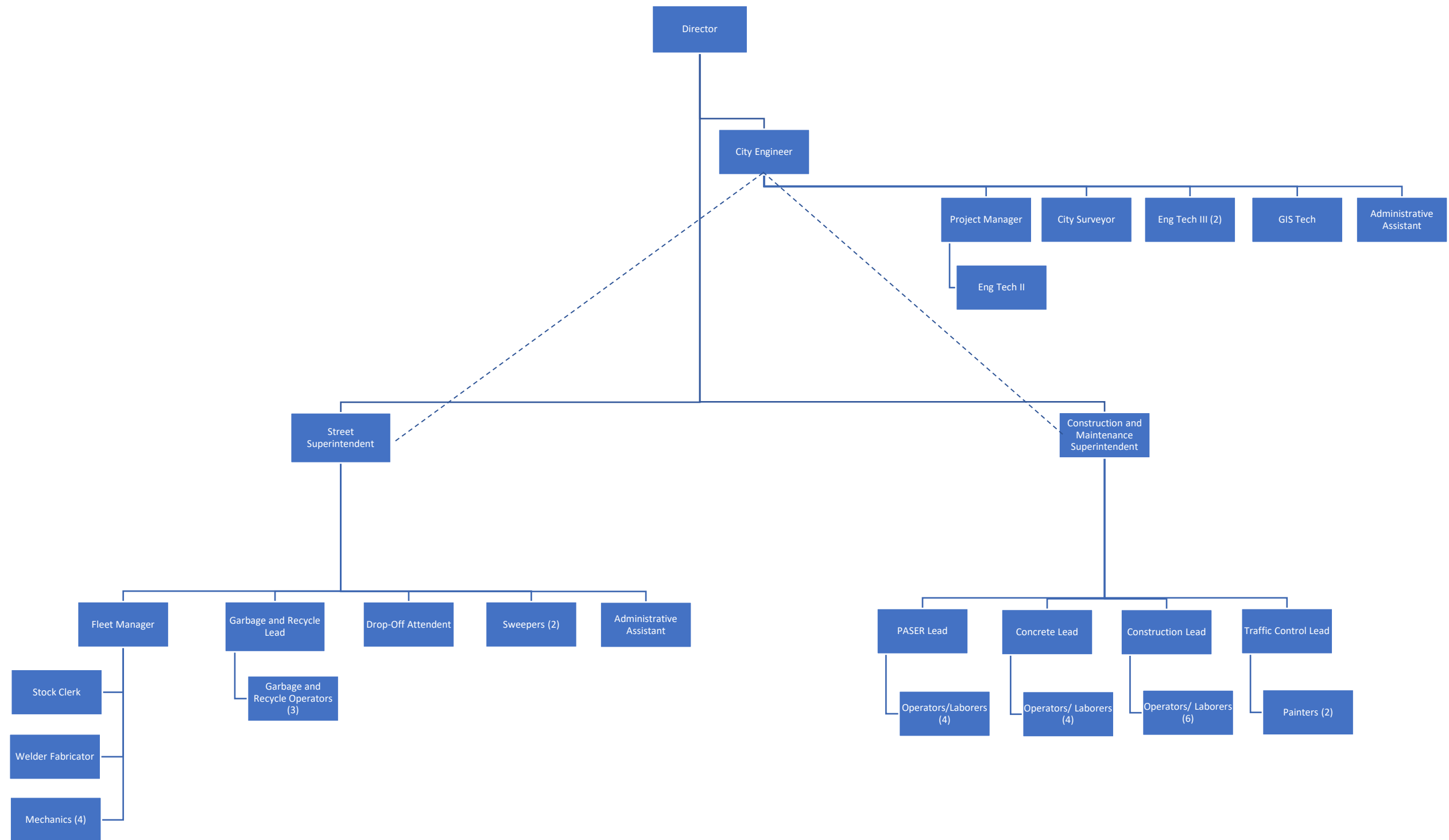
I disagree with the employee's review request.

Reason/comment:

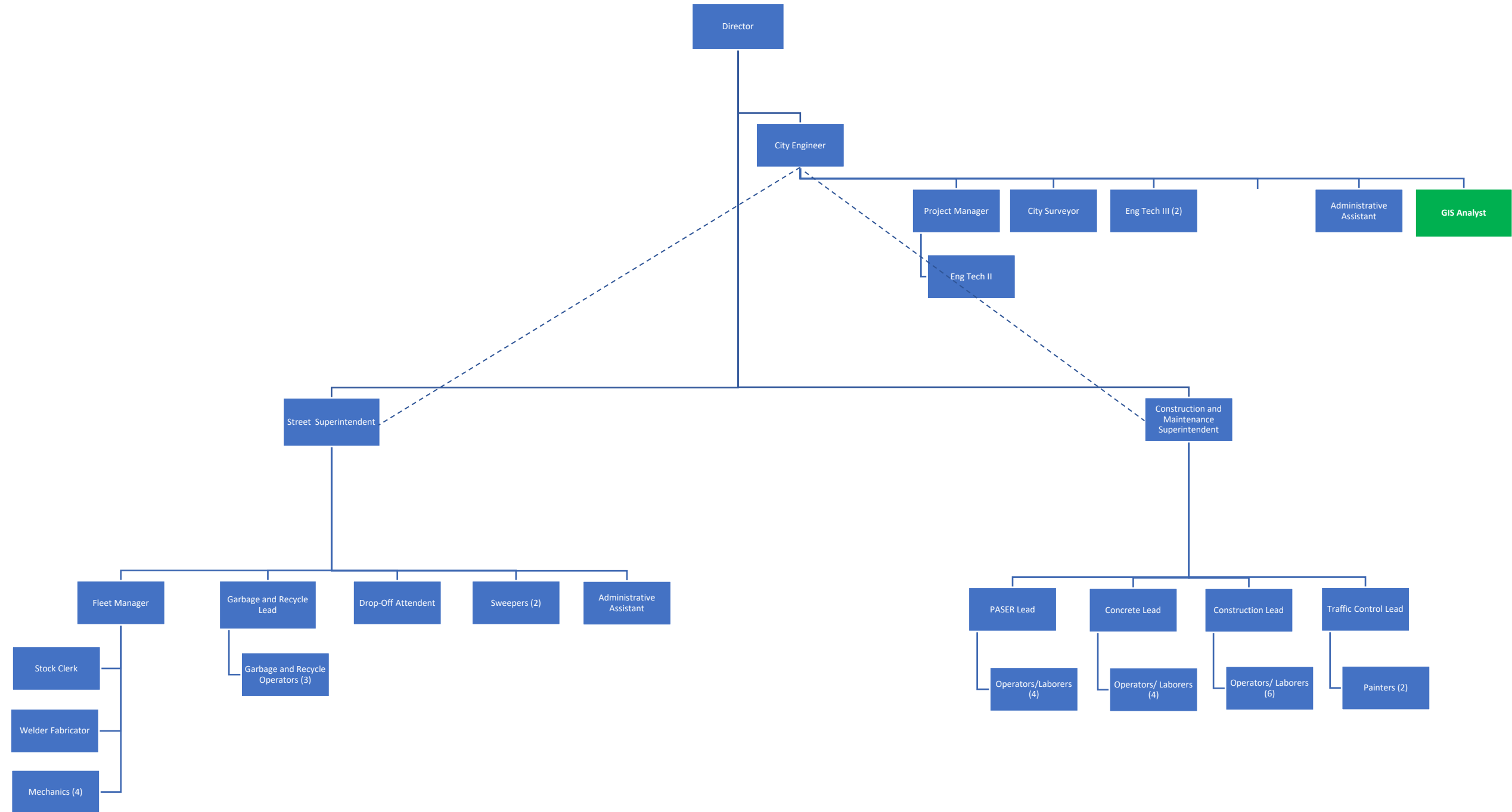
Request is being made by the Department Head

<u>Scott Beduhn</u> Department Head Signature / Typed Name	<u>8/14/2025</u> Date
---	--------------------------

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.



Proposed



POSITION DESCRIPTION

CITY OF STEVENS POINT

TITLE OF POSITION: GIS ~~Technician (Geographic Information Systems Technician)~~Analyst

DEPARTMENT: Engineering / Public Works

SUPERVISOR: City Engineer

Salary Grade:

SECTION A DISTINGUISHING FEATURES OF THE CLASS

Under the direct supervision of the City Engineer and working ~~closely~~collaboratively with the Utility Department GIS staff perform tasks including, but not limited to, the following.

- Maintain the daily GIS operations including ArcGIS Enterprise/Online ArcGIS Pro, as well as all desktop and mobile applications for various departments (e.g., ArcGIS Field Maps).
- Utilizing ArcGIS, apply asset management principles to both new and existing infrastructure.
- Provide GIS system maintenance, database editing, geocoding, geoprocessing, georeferencing, data conversion, workflow management, spatial analysis, and quality control processes in desktop and web-based environments.

This position may also assist staff in the inspection and observation of Public Works infrastructure construction.

SECTION B ESSENTIAL KNOWLEDGE AND SKILLS

~~Working knowledge of~~Proficient with ESRI's products including ArcGIS Enterprise/Online, ArcGIS Pro, and additional web-based and mobile applications including ArcGIS Field Maps and ArcGIS Survey 123.

~~Working knowledge of ArcGIS Field Maps, ArcGIS Survey123, and other Esri mobile applications.~~

Ability to perform data and geographical analyses.

Ability to communicate GIS-related technical issues and concepts to staff with varying levels of technical knowledge.

Understand emerging GIS technologies and their application to improve City services.

~~Familiar~~Fluent with one or more programming languages including Arcade, JavaScript, Python, and/or SQL.

Working knowledge of Microsoft Office Suite including Excel.

Familiarity with Microsoft Power Platform

Ability to relate well with co-workers and the general public.

Ability to communicate effectively, both orally and written.

Ability to maintain accurate and complete reports and prepare clear and detailed reports.

Basic knowledge of street construction, maintenance and repair practices including occupational hazards and safe work practices and the nomenclature, methodology and techniques of construction inspection.

Knowledge of survey methods used in mapping and ability to operate GPS and other equipment for data collection.

Basic knowledge of drafting methods and software including Autodesk.

Ability to operate equipment for locating buried utilities.

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or digital form.

Must be available for overtime work assignments.

SECTION C QUALIFICATIONS REQUIRED

~~Associate Bachelor's~~ degree in Geographic Information Systems, Geography, or related field from an accredited ~~two or four year~~ college or university plus three years of related experience; ~~or a high school graduation/GED and a minimum of five years related experience~~; or equivalent combination of education and experience.

Public works construction inspection experience including safe work practices and methods preferred but not required.

Possession of a valid motor vehicle operator's license issued by the State of Wisconsin with a clean driving record.

Must have regular, predictable attendance.

SECTION D TASKS ROUTINELY PERFORMED

Maintain a proactively developing GIS system that uses ESRI's Enterprise License Agreement for Small Governments which includes: ArcGIS Enterprise/Online, ArcGIS Pro, and extensions.

Create, maintain and analyze spatial data using mapping software.

Design, develop, implement, and maintain geospatial web applications and data collection workflows.

Conduct data and spatial analysis and create GIS data for custom mapping requests, quality control, presentations, and reports using GIS tools and methods.

Create, maintain, and update maps, drawings, spreadsheets, data files, and documentation for a

variety of uses both internally and externally.

Analyze various operations within City departments and adapt GIS applications to suit.

Maintain relevant GIS layers, associated databases, and applications while coordinating with staff to ensure data is accurate and up to date

Utilize aerial imagery to create new data and perform quality control on existing data.

Use GIS and other programs for asset management of infrastructure.

Build applications, visualize data, and automate workflows using Microsoft Power Platform or similar software.

Use survey equipment for data collection for use in GIS and to verify locations of infrastructure. Spirit level, RTK GPS, and other instruments may be required.

Assist staff in the observation of work in progress to ensure that construction conforms to plans, specifications and regulations. Work may also include recording quantities and locations of materials installed, maintaining log of construction and inspection activities and/or assistance in the preparation of monthly construction pay estimates of work completed.

Assist in the preparation of asbuilts of construction installation with the use of Autodesk and ArcGIS software products.

Locate and mark the City's underground electrical infrastructure in response to Digger's Hotline requests.

Assist other Engineering Division staff in daily activities. Also, assist other intergovernmental entities, as needed, with requests as they pertain to the engineering / public works department.

Must maintain proper relations with the public, coworkers, management and other City staff.

Shall be subject to recall any time before or after regularly scheduled shift.

Shall use GIS for locating infrastructure and ongoing maintenance functions.

Shall attend seminars or training to maintain required education.

Various other related duties, as assigned.

SECTION E WORKING CONDITIONS AND PHYSICAL DEMANDS

Must be able to ~~walk and/or stand~~sit, stand, and/or walk for at least 6 to 8 hours per day.

Must be able to lift moderately heavy items, 40 to 50 pounds required.

Must be able to climb ladders, enter and exit manhole structures and utility trenches.

Must have no impairments that limit work capabilities in year-round weather conditions.

The performance of tasks may involve exposure to machinery and its moving parts, exposure to fumes and airborne particles and the noise level in the work environment.

Must be free of limitations for seat belt use or restrictions that impair entering or existing vehicles or

equipment.

Must have no restrictions that impair starting and stopping procedures in vehicles.

Must have no climbing or height restrictions.

Must have no limitations for bending, crouching, stopping or kneeling.

Must have no restrictions to repetitive movement of arms and neck while speaking on the telephone, typing working on the computer keyboard or using other equipment and frequent sitting while using these devices.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Revised 10/2024

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

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date: April 18, 2016, July 17, 2017

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for positions covered under the City's pay plan, which depend upon new permanent assignment of work of a higher level of responsibility.

Department reorganizations are not a part of this process.

1. A request for reclassification may be initiated by (1) the employee, with department head concurrence; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

- A. Requests are to be submitted to the City Human Resource Manager. A list of positions seeking a reclassification will be provided to the Personnel Committee after a request is submitted to Personnel.
- B. All requests for reclassification must be supported with a substantial and permanent change in job duties and responsibility since the last review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

To ensure that any reclassifications are made on the basis of changes in job duties that are stable and long lasting, in some cases, they may be held under review for as long as six (6) months if there is uncertainty about the permanence of the change of duties.

- C. Following an internal review by the Human Resource Manager to ensure that all required documentation has been submitted, a job evaluation will be conducted by the salary plan consultant. If reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Manager and may suggest that other positions affected by the reclassification be reviewed as well. The consultant shall provide their recommendations no more than thirty (30) days after the submittal of materials for review.

- D. Reclassification requests and fiscal impact for those awarded by the salary plan consultant will be presented to the Personnel Committee for consideration.
- E. Approved reclassification will be effective the first pay period after council approval unless otherwise stipulated by the City Council.
- F. Employees may submit requests for reconsideration. Such requests will be handled by the consultant.

Classification Review Request Form

Your Name: _____

Your Supervisor's Name: _____

Your Division: _____

Your Department: _____

Your Current Classification: _____

My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Use additional sheets if necessary

Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.



August 6, 2025

TO: Personnel Committee and Water and Sewerage Commissioners:

RE: Reclassification of GIS/Inspection Technician

Committee Members and Commissioners:

Per Administrative Policy 2.05, please consider this memo and related attachments as a request to reclassify the position of GIS/Inspection Technician to GIS System Administrator. We are requesting this reclassification in coordination with a reclassification request in the Department of Public Works. The DPW request is to go from GIS/Engineering Technician to GIS Analyst.

The two Departments have gone through many GIS staff in the past several years with the title and responsibilities of GIS Technician. The continual growth of our GIS tools, complex data, and the use by City staff and the public have led to an increased need in the ability of the staff who develop and maintain our many GIS applications and environments. Simultaneously, the structure and data management needs have grown as our needs and uses grow. Due to this, our ability to hire and retain a qualified employee in both positions has become increasingly harder. Because of this experience, we have identified that a better structure is one where there is a known hierarchy in our GIS staff rather than them being peers. This structure will accommodate the fact that we have one large collective GIS, and not stand-alone separate systems across departments.

The documents attached reflect a restructuring and reclassification of our two current GIS positions as follows:

Department	Current Title	Proposed Title	Current Grade	Proposed Grade
Utilities	GIS Inspection Tech	GIS Sys. Admin.	G	I
Public Works	GIS Engineering Tech	GIS Analyst	G	H

This request is coming forward together because the two positions have an obvious operational connection and there is some system administration and coordination that will occur between the two positions. The increased funds for the positions will be found within the budgets of the two Departments.

Thanks for your consideration,

Joel Lemke
Director of Public Utilities

Classification Review Request Form

Your Name: Vacant Position

Your Supervisor's Name: _____

Your Division: Public Utilities

Your Department: Public Utilities

Your Current Classification: GIS Inspection Technician - Grade G

My job has changed since the Pay Plan Study

Requested Classification: GIS System Administrator - Grade I

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

See attached write up for reclassification and retitle request for this position.

Use additional sheets if necessary

Employee Signature / Typed Name

Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

This request is being made by department head.

Eric Southworth	8/14/2025
_____ Immediate Supervisor Signature / Typed Name	_____ Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

Request is being made by the Department Head

Joel Lemke	8/14/2025
_____ Department Head Signature / Typed Name	_____ Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.

Common Council

Utility Commission

Airport Commission

Transit Commission

Mayor

Director

Water Superintendent

Wastewater Superintendent

Const & Maintenance Superintendent

Administrative Services Mgr

Airport Manager

Transit Superintendents (2)

Chief Water (water)

Chief Operator (wastewater)

Construction Crew Foreman (1)
Utility Operators (2)

Customer Service Reps. (5)

Asst. Manager

Transit Supervisors AM, PM, Rural (3)

GIS System Administrator

Wastewater Operators (4)

Construction Crew Foreman (1)
Utility Operators (2)

Seasonal Employees (1-2)

Travel Trainer

Inspection Tech (3)

Interns/Seasonal Employees (3)

Collections Crew
Utility Operators (2)

Dispatch/Scheduler

GIS/Inspection Tech (4)

Serivcemen (4)

Bus Operators (19)

Changed Information

WATER AND SEWAGE TREATMENT DEPARTMENTS
OF THE POSITION DESCRIPTION
CITY OF STEVENS POINT, WISCONSIN

TITLE: ~~GIS / Inspection Technician~~ System Administrator

DEPARTMENT: Public Utilities

SUPERVISOR: Water Superintendent

RATE/SALARY GRADE: Grade L (- changed to G in 2023)

SECTION ANATURE OF WORK
DISTINGUISHING FEATURES OF THE CLASS:

Under direct supervision of the Water Distribution Superintendent, represent the department on tasks including but not limited to the following:

Oversee and maintain the daily GIS operations including the ESRI suite of applications (ArcGIS Enterprise, ArcGIS Portal, ArcGIS online, Survey 123, ArcGIS Field Maps, ArcGIS Pro, Experience Builder, and ArcGIS Dashboards)

Provide GIS system administration utilizing ESRI's Utility Network, database editing, geocoding, geoprocessing, georeferencing, data conversion, workflow management, spatial analysis, and quality control processes in desktop and web-based environments for the Public Utilities Department and other city departments.

Manage workflows, data management, and daily assignments with the Public Works GIS position. Under direct supervision, represent the Director, and assist the Water Distribution Superintendent and Conveyance Systems Manager on tasks including but not limited to the following. Maintain the daily GIS operations including ArcGIS for Server, ArcGIS Online, ArcGIS Desktop, as well as all desktop and mobile applications for the department. This is also to include the compilation of all daily construction info for monthly pay estimates as well as asset management of new and retired infrastructure for annual auditing. Inspect and oversee the construction of water, sanitary, and storm infrastructure to ensure that construction and materials comply with regulations, plans and specifications.

SECTION B
ESSENTIAL KNOWLEDGE AND SKILLSFUNCTIONS:

—Advanced proficiency with the ESRI suite of applications (ArcGIS Enterprise, ArcGIS online, Survey 123, ArcGIS Field Maps, ArcGIS Pro, Experience Builder, and ArcGIS Dashboards)

—Maintain a proactively developing GIS system that uses ESRI's Enterprise License Agreement for Small Governments which includes: ArcServer, ArcGIS Online, ArcDesktop, and extensions. Also to include the relationship between GIS and related utility records and tables.

1) —Maintain and edit the geometric utility network, related tables, and other data. Create and edit maps and apps used throughout different platforms in the department.

—Ability to communicate GIS-related technical issues and concepts to staff with varying levels of technical knowledge.

Understand emerging GIS technologies and their application to improve City services

Fluent with one or more programming languages including HTML, Python, Arcade, and/or SQL.

- ~~2) Use GIS and other programs for asset management of infrastructure.~~
- ~~3) — Compute monthly construction pay estimates of work completed for approval by management.~~
- ~~4) — Compile year-end construction spreadsheets and asset management tables to work with the Administrative Services Manager for the annual audit.~~
- ~~5) — Link bi weekly work orders to assets in GIS.~~
- ~~6) — When needed, examine workmanship of finished installations for conformity to standards for approval of installation.~~
- ~~7) — Interpret plans and specifications for contractor and discuss deviations from specified construction procedures with management to ensure compliance with specifications and regulations.~~
- ~~8) — Record quantities and locations of materials installed and verify proper elevation of installation. Observe work in progress to ensure that construction conforms to plans, specifications and regulations.~~
- ~~9) — Use survey equipment to inspect and verify locations of infrastructure. Spirit level, RTK GPS, and other instruments may be required.~~
- ~~10) — Maintain daily log of construction and inspection activities.~~
- ~~11) — Prepare asbuilts of construction installation with the use of Autodesk and ArcGIS software products.~~
- ~~12) — Use survey equipment to perform duties related to inspecting, GIS, and data collection as needed.~~
- ~~13) — Assist Water Superintendent and Conveyance Systems Manager in daily activities.~~
- 14) Must have regular, predictable attendance.
- 15) Must maintain proper relations with the public, coworkers, management and other City staff.
- 16) Shall be subject to recall any time before or after regularly scheduled shift.
- ~~17) — Shall perform general building and grounds maintenance.~~
- 18) Shall use GIS for locating infrastructure and ongoing maintenance functions.
- 19) Shall attend seminars or training to maintain maintain proficiency in software, technology, and the utility industry required education.
- 20) Various other related duties, as assigned.

QUALIFICATIONS:

Advanced proficiency with the ESRI suite of applications (ArcGIS Enterprise, ArcGIS online, Survey 123, ArcGIS Field Maps, ArcGIS Pro, Experience Builder, and ArcGIS Dashboards)

- ~~1) Working knowledge of ESRI's products including ArcGIS for Server, ArcGIS Desktop, and ArcGIS Online.~~
- ~~2) - Working Advanced knowledge of Microsoft Office Suite including Excel products including but not limited to; Excel, Word, Powerpoint, Power Automate, and Teams.~~
- ~~3) Knowledge of the nomenclature, methodology and techniques of construction inspection.~~
- ~~4) — Ability to relate well with co-workers and the general public.~~
- 1)
- 5) Ability to communicate effectively, both orally and written.
- 2)
- 6) Ability to maintain accurate and complete reports and prepare clear and detailed reports.
- ~~7) — Considerable knowledge of water and sewer construction, maintenance and repair practices.~~
- ~~8) - Working knowledge of occupational hazards and safe work practices.~~
- 9) Considerable knowledge of survey methods used in inspection, and utility mapping.
- 10) Knowledge of drafting methods and software including Autodesk.
- ~~11) — Ability to obtain Groundwater and Distribution certification within one year.~~

- ~~12)~~ ~~Ability to operate system valves and hydrants.~~
- ~~13)~~ ~~_____ Ability to operate equipment for locating buried utilities.~~
- ~~14)~~ ~~_____ Ability to operate GPS and other equipment for data collections and point staking.~~
- ~~15)~~ ~~_____ Considerable knowledge of tools, equipment, materials and practices of the plumbing trade.~~
- ~~16)~~ ~~_____ Ability to enforce contract requirements.~~
- ~~17)~~ _____ Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- ~~18)~~ _____ Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or digital form.
- ~~19)~~ _____ Possession of a valid motor vehicle operator's license issued by the State of Wisconsin with a clean driving record. ~~and the ability to acquire a Commercial Driver's License within six months of employment.~~
- ~~3)~~ _____
- ~~20)~~ _____ Ability to pass post-offer physical examination.
- ~~4)~~ _____
- ~~21)~~ _____ Must be available for overtime work assignments.

SECTION C

DESIRABLE TRAINING AND EXPERIENCE QUALIFICATIONS REQUIRED:

1. ~~Graduation from High School or equivalent and an associate's degree or equivalent from two year college or technical school or four year college degree; or 5 years related experience and/or training; or equivalent combination of education or experience. Bachelor's degree in Geographic Information Systems, Geography, or related field from and accredited college, plus five years of related experience; or a high school graduation/GED and a minimum of seven years of related experience; or equivalent combination of education and experience.~~

SECTION D

TASK ROUTINELY PERFORMED

Manage a proactively developing GIS system that uses ESRI's Enterprise Platform which includes:: ArcServer, ArcGIS Online, ArcPro, Field Maps, and extensions. Also to include the relationship between GIS and related records and tables.

Manage, maintain and edit layers, related tables, maps, surveys, and other data.

Design, develop, implement, and maintain geospatial web applications and data collection workflows. Manage and oversee data and the workflows including map making, web applications, processes, spreadsheets, data files, and documentation for a variety of uses both internally and externally.

Assist department staff and oversee the deployment and integration of various software (Cityworks, IT Pipes, Springbrook, MS applications, others) to support operations, work and inventory management, integrating with GIS as applicable.

Conduct data and spatial analysis and create GIS data for custom mapping requests, quality control, presentations, and reports using GIS tools and methods.

Create, maintain, and update maps, drawings, spreadsheets, data files, and documentation to use internally and externally.

Build applications, visualize data, and automate workflows using GIS and other platforms.

Utilize aerial imagery to create new data and perform quality control on existing data.

Oversee and maintain the Enterprise database through Amazon Web Services.

Maintain utility infrastructure using GIS and relational databases and platforms.

Prepare asbuilts of construction installation with the use of Autodesk and ArcGIS software products.

Use survey equipment to perform duties related to inspecting, GIS, and data collection as needed.

Assist the Department in daily activities.

Must have regular, predictable attendance.

Must maintain proper relations with the public, coworkers, management and other City staff.

Shall be subject to recall any time before or after regularly scheduled shift.

Shall perform general building and grounds maintenance.

Shall use GIS for locating infrastructure and ongoing maintenance functions

Shall attend seminars or training to maintain proficiency in software, technology, and the utility industry.

Various other related duties, as assigned.

SECTION E

WORKING CONDITIONS AND PHYSICAL DEMANDS:

1. _____ Must be able to ~~walk and/or standsit, stand, and/or walk~~ for at least 6 to 8 hours per day.
2. _____
_____ Must be able to lift moderately heavy items, 40 to 50 pounds required.
3. _____ ~~Must be able to climb ladders, enter and exit manhole structures and water main trenches.~~
4. _____
_____ Must have no impairments that limit work capabilities in year round weather conditions.
5. _____ ~~The performance of tasks may involve exposure to machinery and its moving parts, exposure to fumes and airborne particles and the noise level in the work environment.~~
6. _____
_____ Must be free of limitations for seat belt use or restrictions that impair entering or existing vehicles or equipment.
7. _____ ~~Must have no limitations that result from exposure to sanitary sewer odors.~~
8. _____
_____ Must have no restrictions that impair starting and stopping procedures in vehicles.
9. _____ Must have no climbing or height restrictions.
10. _____ Must have no limitations for bending, crouching, stopping or kneeling.
11. _____
_____ Must have no restrictions to repetitive movement of arms and neck while speaking on the telephone, typing working on the computer keyboard or using other equipment and frequent sitting while using these devices.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Revised:8/21/25

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

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date: April 18, 2016, July 17, 2017

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for positions covered under the City's pay plan, which depend upon new permanent assignment of work of a higher level of responsibility.

Department reorganizations are not a part of this process.

1. A request for reclassification may be initiated by (1) the employee, with department head concurrence; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

- A. Requests are to be submitted to the City Human Resource Manager. A list of positions seeking a reclassification will be provided to the Personnel Committee after a request is submitted to Personnel.
- B. All requests for reclassification must be supported with a substantial and permanent change in job duties and responsibility since the last review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

To ensure that any reclassifications are made on the basis of changes in job duties that are stable and long lasting, in some cases, they may be held under review for as long as six (6) months if there is uncertainty about the permanence of the change of duties.

- C. Following an internal review by the Human Resource Manager to ensure that all required documentation has been submitted, a job evaluation will be conducted by the salary plan consultant. If reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Manager and may suggest that other positions affected by the reclassification be reviewed as well. The consultant shall provide their recommendations no more than thirty (30) days after the submittal of materials for review.

- D. Reclassification requests and fiscal impact for those awarded by the salary plan consultant will be presented to the Personnel Committee for consideration.
- E. Approved reclassification will be effective the first pay period after council approval unless otherwise stipulated by the City Council.
- F. Employees may submit requests for reconsideration. Such requests will be handled by the consultant.

Classification Review Request Form

Your Name: _____

Your Supervisor's Name: _____

Your Division: _____

Your Department: _____

Your Current Classification: _____

My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Use additional sheets if necessary

_____	_____
Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.