

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**

**November 10, 2025 - 6:05 PM**

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

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 881 2271 5617 | Passcode: 726489**

**By Computer: \*\***

**<https://us02web.zoom.us/j/88122715617?pwd=byJnlO2vgxJuSGLNyaoSN50CLMbBJD.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 Transition Electrical Inspector Position from 32 hours to 40 hours
3. Adjournment.

**Meeting Rider**

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

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



## MEMORANDUM

To: City of Stevens Point Personnel Committee and Common Council

From: Jarod Kivela, Director of Community Development

Date: November 3, 2025

**RE: Request to Transition Electrical Inspector Position from 32 hours to 40 hours**

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### Background

The City's Inspection Division continues to experience an increased workload due to both current and anticipated development projects. Several large commercial and residential projects are expected in the near future, each requiring significant inspection and permit coordination. The department is also facing challenges related to staffing shortages and the impending retirement of a long-serving employee (current and future issue), which will result in a loss of institutional knowledge and increased training and coverage needs.

Transitioning the Electrical Inspector to a full-time position will help assist in departmental stability, maintain service levels, and position the City to effectively manage the upcoming influx of building activity. As the City continues to expand (more buildings; more permits), additional staff will need to be considered. At this time, we believe this request is a small step in the right direction and positioning the department for future success.

### Justification for Change

- **Anticipated Projects:** Several large-scale developments are in the pipeline that will require additional inspection time. These projects not only bring in permit revenue but also contribute to the net new construction for the City.
- **Workload Management:** The department is currently operating behind schedule (again) due to vacancies and staffing transitions. While a brief full time opportunity was provided to this position during the hiring of another admin staff worker, the department is still behind and is trying to plan for the future to mitigate this issue from occurring every year. Additional efficiencies are being evaluated to assist in managing the workload and reducing the need for additional staffing requests (the hope) (ie. online permitting ONLY).

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- Succession Planning: An upcoming retirement will result in loss of institutional knowledge, making coverage and training support even more important. More time will be needed to review plans, inspect, and work through problems.
- Department Stability: A full-time position will improve longevity, customer service, and overall operational consistency. The inspectors are constantly juggling inspections to cover each other. This at times is difficult if the only electrical inspector is out one day a week routinely, conflicting inspection requests, etc. It is also not a guarantee that each inspector will have multiple credentials to ensure for consistent coverage.
- Ease of Recruitment: It is increasingly difficult to attract and retain qualified inspectors for part-time positions. Past postings have resulted in 1-3 qualified individuals applying for the positions. Part time vs full time impacts these efforts and the candidate pool.

### **Financial Impact**

The proposed change will result in an approximate \$24,000 annual increase to cover the additional 20% in salary and benefits. This increase was not included in the 2025 or 2026 budgets; however, staff anticipates offsetting the impact through a combination of:

- Increased Building Permit Revenues associated with upcoming development projects.
- Future Tax Base Growth resulting from these projects.
- Fee Restructuring: The department is currently reviewing permit and inspection fees to ensure appropriate cost recovery.

While it may take up to a year for these changes to fully offset the cost, minor adjustments in the 2026 budget can be made to accommodate this transition.

### **Recommendation**

Staff is requesting approval to transition the Electrical Inspector position from 32 hours to 40 hours (full time), effective upon the first day of the new employees hire.

Position posting is anticipated to be November 18<sup>th</sup> and conclude December 2<sup>nd</sup>. A new hire is not anticipated to start until late December at the earliest, also reducing the amount of overlap that was previously requested.