



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.

## Members

- Alderperson Kneebone
- Alderperson Olson
- Alderperson Lang
- Alderperson Birr
- Alderperson Donahue

## AGENDA

### PERSONNEL COMMITTEE

|                       |                                                                                          |                  |                                                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date and Time:</b> | August 10, 2026<br>6:10 PM<br>(or immediately following<br>previously scheduled meeting) | <b>Location:</b> | Community Room<br>933 Michigan Avenue, Stevens Point, WI<br><br><u>OR</u><br><br><u>Zoom Teleconferencing</u><br><br><b>Meeting ID: 848 2231 6903  </b><br><b>Passcode: 108238</b><br><b>By Computer: <a href="#">Zoom Link</a></b><br><b>By Phone: +1-312-626-6799 (US Chicago)</b> |
|-----------------------|------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Discussion and Possible Action on:

1. Roll Call.
2. Requesting to approve the proposed Associated Bank EDI Service Agreement — FSA, HSA, and COBRA.
3. Request for known 2027 out-of-state travel per Administrative Policy 3.05.
4. Request to move the Production Assistant position from Seasonal to Permanent Part-Time on Pay Plan.
5. Request for Merit Pay per policy 2.13(2).
6. Police Department request for additional part-time Community Service Officer.
7. Adjournment.

**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, 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.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.



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



July 31, 2026

## MEMORANDUM

TO: Personnel Committee Members  
FROM: Sandy Frasc, HR Manager  
RE: Requesting to approve the proposed Associated Bank EDI Service Agreement - FSA, HSA, and COBRA

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On June 9, 2025, the Personnel Committee approved the transition to Associated Bank as the single administrator for the City's Flexible Spending Account (FSA), Health Savings Account (HSA), and Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits. Implementation was completed in August 2025 for HSA and COBRA administration and in January 2026 for FSA administration.

Associated Bank provides comprehensive support services to both employers and employees regarding benefit programs and products. Employees have access to investment tools that allow them to invest and grow their HSA funds, as well as complimentary onsite and virtual educational resources.

At the June 9, 2025 meeting, I also informed the Committee that Associated Bank's Employee Navigator self-service platform was expected to become available to employees. The implementation of the platform was completed in May 2026. This enhancement is expected to improve employee satisfaction, streamline administrative processes, and reduce overall administrative costs.

As the next step in enhancing benefits administration, I recommend implementing Electronic Data Integration (EDI) between Associated Bank and Employee Navigator for FSA, HSA, and COBRA benefits. EDI will automate the exchange of enrollment and eligibility data between the two systems, improving efficiency, reducing manual data entry, and minimizing the potential for errors.

I am requesting approval of the attached Electronic Data Integration (EDI) Service Agreement with Associated Bank. The estimated annual cost for the EDI service is \$680.

# Electronic Data Integration Service Agreement

THIS AGREEMENT is made this 15th day of June, 2026, by and among City of Stevens Point, ("Employer," "You" and "Yours"), Associated ("Associated"), and Associated Bank, National Association ("Associated Bank"). Unless otherwise indicated, Associated, Associated Bank and Associated Bank together are referred to herein as "Associated," "We," "Us," "Our" and "Ours."

## INTRODUCTION

WHEREAS, Employer has entered into an agreement for Associated to provide administration services for Employer's Health Savings Accounts ("HSA"), Health Reimbursement Arrangements ("HRA"), Flexible Spending Accounts ("FSA"), Commuter Benefit Plans ("CBP"), Lifestyle Spending Accounts ("LSA"), other reimbursement plans, COBRA / Continuation Administration and/or Direct Billing;

WHEREAS, Employer has either executed an Administrative Services Agreement with Associated or is subject to the Health Savings Account Employer Terms and Conditions ("Terms and Conditions"), available on the Employer Portal;

WHEREAS, Associated utilizes a third-party technology partner ("WEX") to provide some of the services under that Administrative Services Agreement or Terms and Conditions;

WHEREAS, WEX offers an electronic data integration service, which accepts and processes electronic data files containing participant demographic, enrollment, termination, dependent, contribution and/or claims data;

WHEREAS, Employer utilizes or partners with one or more vendors to provide a technology platform, such as a HRIS or payroll system, that collects participant information; and

WHEREAS, Employer seeks to utilize the electronic Data Integration service to automate data exchange from its technology platform partner with Associated.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

## AGREEMENT

### 1. SERVICES REQUESTED

Employer requests the following data types of data transfer:

HSA and Reimbursement Account Data:

- ☐ **Demographic/Participants:** Communicates demographic information that identifies the participant.
- ☐ **Enrollment/Plan Elections:** Adds new enrollments, and updates existing enrollments, mid-year election changes and enrollment terminations.
- ☐ **Contributions/Funding:** Communicates contributions made by either the participant or the employer that need to be posted to a specific benefit plan account.

COBRA and Direct Billing Data:

- ☐ **New Plan Members (NPMs):** Creates participant record to allow COBRA Initial Notice/COBRA General Rights Notice to be sent to participant.
- ☐ **Qualified Beneficiaries (QBs):** Creates Qualified Beneficiary (QB) record to allow COBRA Election Notice/COBRA Specific Rights Notice to be sent to QB.
- ☐ **Special Plan Members (SPMs):** Creates Special Plan Member (SPM) record to allow Direct Billing Election Notice to be sent to SPM.

Employee Navigator:

- ☒ **Demographic/Participants:** Communicates demographic information that identifies the participant enrolled in HSA and Reimbursement Accounts.
- ☒ **Enrollment/Plan Elections:** Adds new enrollments, and updates existing enrollments, mid-year election changes and enrollment terminations for HSA and Reimbursement Accounts.
- ☒ **New Plan Members (NPMs):** Creates participant record to allow COBRA Initial Notice/COBRA General Rights Notice to be sent to participant.



- ☒ **Qualified Beneficiaries (QBs):** Creates Qualified Beneficiary (QB) record to allow COBRA Election Notice/COBRA Specific Rights Notice to be sent to QB.

Claims Data:

- ☐ **Insurance company processed claims file:** Creates claims on behalf of participants for patient responsibility amounts after insurance has been processed.
- ☐ **Insurance company substantiation file:** Provides substantiation data for participant claims with information from insurance company records.

Employer's technology platform for each file and/or feed transfer, including contact information where applicable, is as follows:

| File/Feed Transfer Type   | Data Source Contact(s): |  |  |
|---------------------------|-------------------------|--|--|
| Demographic/Participants  | Employee Navigator      |  |  |
| Enrollment/Plan Elections | Employee Navigator      |  |  |
| Contributions/Funding     |                         |  |  |
| New Plan Members          | Employee Navigator      |  |  |
| Qualified Beneficiaries   | Employee Navigator      |  |  |
| Special Plan Members      |                         |  |  |
| Processed Claims File 1   |                         |  |  |
| Substantiation File 1     |                         |  |  |

## 2. ASSOCIATED RESPONSIBILITY

- Associated will provide information to Employer or Employer's data source contact(s) regarding the format needed for data files.
- Associated will provide a Secured File Transmission Protocol (SFTP) drop location for Employer or Employer's data source contact(s) to send electronic data import files.
- Associated will provide necessary assistance to answer questions and address issues during testing of the electronic data file setup.
- After the setup is completed, then Associated will provide ongoing customer support to assist with questions raised by Employer regarding the electronic Data files.

## 3. EMPLOYER RESPONSIBILITY

- Employer will provide or cause its data source contact(s) to provide information in a format set forth in the provided integration guide(s).
- Employer will provide or cause its data source contact(s) to provide notice when a non-Production file (i.e., a test file) will be sent. Confirmation that Associated has completed preparations to receive a test file must be received from a member of the Associated team prior to sending such files. Associated is not responsible for non-Production data that may be introduced into Production when files are sent before appropriate preparations have been completed.
- Until Associated informs Employer that the electronic data import file(s) has been tested and is ready for production, then Employer remains responsible for all additions, changes, and terminations to Participant, Enrollment, and Contribution records during the implementation project. Participants will remain responsible for additions and changes of claims records during the implementation project. Associated is not responsible for data entry of the records.
- Each time an electronic data import file is processed, information is available in an import queue in the Employer Portal. Employer is responsible for monitoring that queue to ensure the electronic data files were processed. Employer shall also monitor the queue to ensure the quality of the data and correct or work with their data source contact(s) to correct any defects identified. Employer agrees to hold harmless and indemnify Associated for any losses, damages, claims, demands, actions, causes of action and related costs to expenses as a result of Employer's failure to monitor the queue and ensure the quality of the data. Employer may receive electronic notices via email, such as when a data file has been processed. Employer, therefore, must notify Associated immediately if there are changes to personnel at Employer that would require changes to electronic notices.

## 4. IMPORTANT INFORMATION FOR EMPLOYEE NAVIGATOR INTEGRATIONS

Employee Navigator's COBRA data feeds use logic that assumes only federal COBRA applies. If using Employee Navigator's



data feed to send data related to qualifying events of covered member(s), Associated will be responsible for administering federal COBRA only and not state continuation, even where state continuation applies to Employer's plan(s). This Electronic Data Integration Service Agreement is intended to modify the COBRA and Direct Bill Administrative Service Agreement to reflect this change to our administration services. Employer understands this risk and will hold Associated harmless for any causes brought related to failure to comply with state continuation requirements.

#### 5. IMPORTANT INFORMATION FOR CLAIMS DATA INTEGRATIONS

It is Associated Bank's preference to receive claims data only for participants enrolled in plan(s) with Associated Bank, however, if/when its insurance companies and other benefits providers are unable to accommodate this request, the employer directs Associated Bank to accept claims for all enrolled members, including those not enrolled in any plans with Associated Bank. The employer agrees to assume liability for this request and will indemnify, defend, and forever hold harmless Associated Bank from and against any and all causes of action, suits, proceedings, investigations, audits, damages, and costs (including without limitation reasonable attorney's fees and tax liabilities and/or penalties), whether now known or otherwise, (collectively "claims") that may arise directly or indirectly out of or in connection with the employer's instructions.

#### 6. FEES

Employer agrees to pay Associated \$0.25 per benefit enrollee per product per month for both HSA and Flex, and then \$0.10 for COBRA enrollee. Employer authorizes the fee to be paid via ACH from the bank account presently on file or agrees to provide bank account information and authorize Associated to ACH the fee from the account. When significant changes, such as a change in Employer's data source contact(s), require a new electronic data import file to be set up, then Employer acknowledges the parties will enter into a new agreement. Associated shall not be the sole decision maker about when significant changes have occurred.

#### 7. TERM AND TERMINATION

This Agreement is expected to be open-ended and ongoing. However, either party may terminate this Agreement by providing the party with at least 30 days written notice of intent to terminate.

If Employer and/or Employer's data source contact(s) discontinue sending electronic data files, Employer agrees to provide notice to Associated to allow appropriate steps to be completed including removal of access to the SFTP site created for the data exchange.

If Employer terminates its relationship with its vendor partner; or when the relationship between Employer and Associated terminates under the Administrative Services Agreement or Terms and Conditions, then this Agreement will automatically terminate.

#### 8. MISCELLANEOUS

Any modifications of this Agreement shall be effective only if it is in writing, signed and dated by all parties hereto. For any terms not explicitly agreed to within this Agreement, the Administrative Services Agreement controls when it has been signed by Employer; otherwise the Terms and Conditions control.

This Agreement shall be construed pursuant to the Laws of the State of Wisconsin. Jurisdiction and venue for any claim arising out of this Agreement shall be made in Wisconsin Circuit Court for Brown County or the United States District Court for the Eastern District of Wisconsin.

By signing this Agreement, the parties agree to the terms as set forth above. Moreover, the individual executing this Agreement on behalf of Employer hereby represents and warrants that, as of the date of signature of this Agreement, he or she is duly authorized to execute this Agreement on behalf of Employer.

City of Stevens Point

Associated Bank, N.A.

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

By: Melissa Hukriede

Print  
Name: \_\_\_\_\_

Print  
Name: Melissa Hukriede

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

Title: SVP, Director of Client Services

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

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



Please return the completed agreement to [EDICoordinator@AssociatedBank.com](mailto:EDICoordinator@AssociatedBank.com). All EDI related questions can also be emailed to [EDICoordinator@AssociatedBank.com](mailto:EDICoordinator@AssociatedBank.com).

|                   |                                               |                 |
|-------------------|-----------------------------------------------|-----------------|
| Policy Title:     | Out of State Travel for Work Related Training | Policy No. 3.05 |
| Date of Issuance: | December 18, 1989                             |                 |
| Revision Date:    | October 15, 1990                              |                 |

1. Out-of-State

- A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).
- B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

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## MEMORANDUM

To: City of Stevens Point Personnel Committee and Common Council

From: Jarod Kivela, Director of Community Development

Date: July 6, 2026

**RE: 2027 Out of State Travel Request**

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Please consider the following request for out of state travel in 2027 for the Department of Community Development.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. Wisconsin and Midwest conferences occur yearly, and most staff chooses to attend those, however, there may be educational courses or conferences out of state that provide opportunities not available at the State or Regional level. These opportunities include the American Planning Association's annual conference, International Economic Development Council's annual conference, International Association of Assessing Officers annual conference, Environmental Protection Agency Brownfield Annual Conference, among others. Conferences like these are important to the continuing education of your dedicated Community Development Staff.

Out of state travel will be reviewed by the Department Director on a case-by-case basis, ensuring that there is adequate staff coverage and budgeting to allow the employee to attend.

Thank you for your consideration.

[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.*

**City of Stevens Point  
Department of  
Public Utilities and  
Transportation**



**Joel C Lemke**  
**Director**  
**Phone: 715-345-5266**  
**jlemke@stevenspoint.com**

July 31, 2026

MEMO

RE: 2027 out of state travel

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Personnel Committee:

Please consider the following request for out-of-state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke  
Director

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

July 1, 2026

To: Personnel Committee

From: Scott Beduhn, Director of Public Works *SAB*

Re: 2027 Out of State Travel Request

Please consider the following request for out-of-state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australasia (IPWEA)/NAMS Canada, Institute of Transportation Engineers (ITE), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out-of-state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

If there are any questions, please don't hesitate to contact me.

Thank you.



# Memo

**TO:** Personnel Committee

**FROM:** Dan Kremer, Director of Parks, Recreation and Forestry

**DATE:** July 1, 2026

**RE:** Out of State Travel - 2027

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Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2027.

Each year during the budget process, the Parks, Recreation and Forestry Department (PRF) includes budget dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety related courses, professional organization and association conferences and other professional development trainings. The Wisconsin Parks and Recreation Association, Wisconsin Arborists Association, Wisconsin Turf Managers Association and National Park and Recreation Association conferences are examples of those attended by staff.

Many dates and locations for various conferences and training have not been announced yet but could potentially require out of state travel when details are announced at a later date. I respectfully request permission to allow out of state travel for purposes related to education, safety and professional development which can be accomplished within the PRF operational budget as approved by the Director.

**STEVENS POINT**  
1701 FRANKLIN STREET  
715-344-1833



**FIRE DEPARTMENT**  
STEVENS POINT, WI 54481  
FAX: 715-346-1599

**Jb D. Moody**  
FIRE CHIEF

July 1, 2026

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

From: Jb D. Moody  
Fire Chief  
Stevens Point Fire Department

Subject: Out-of-State Travel

Please consider the following request for out-of-state travel for the Fire Department for 2027.

Each year during the budget process the Fire Department includes dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety-related courses, professional organization and association conferences and other professional development training courses. The Wisconsin State Fire Chiefs Association, Wisconsin Society of Emergency Services Instructors, and Wisconsin Fire Inspectors Association are just some examples of those attended by staff.

Many dates and locations for various conferences and training courses have not been announced yet but could potentially require out-of-state travel when details are announced at later dates. I respectfully request permission to allow out-of-state travel for purposes related to education, safety and professional development which can be accomplished within the operational budget as approved by the Director.

Professionally,

A handwritten signature in black ink, appearing to read "Jb D. Moody".

Jb D. Moody  
Fire Chief  
Stevens Point Fire Department



## ***Stevens Point Police Department***

933 Michigan Avenue  
Stevens Point, WI 54481  
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through  
Partnerships with the Community"*



*Edward A. Orgon, Jr., Chief of Police*  
*Dana R. Williams, Assistant Chief      Jeremy D. Mueller, Assistant Chief*

TO: Personnel Committee

FROM: Edward A. Orgon, Jr., Chief of Police

DATE: July 6, 2026

RE:2027 Out of State Travel Request

Please consider the following request for out-of-state travel in 2027 for the Stevens Point Police Department.

Annually we budget for training and travel related to continuing education, professional annual conferences, and mandated certifications. Most educational opportunities occur in Wisconsin but there may be training opportunities or conferences out of state that provide opportunities not available in Wisconsin for 2027.

Many dates and locations for these training opportunities have not been announced but they may potentially require out-of-state travel when details are announced. I respectfully request permission to allow out of state travel for purposes related to education, professional development and certifications.

Out of state travel will be reviewed by the departments Administration on a case-by-case basis, ensuring there is adequate manpower and budgeting to allow an employee to attend.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Edward A. Orgon, Jr.", written over the printed name.

Edward A. Orgon, Jr.  
Chief of Police



July 27, 2026

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Production Assistant compensation

We have 2 Production Assistant positions in the Community Media Department. These positions are very part time and primarily only record our meetings.

Because of the unique nature of the position, they had been placed on the pay plan as a “seasonal” position.

This is not accurate. They are “part-time” but permanent employees (approximately 2.5 hours per week). There is currently one open position and, as we do with all vacancies, we’re evaluation the duties, descriptions and accuracy of the position.

We feel the Production Assistant should be placed on the pay plan as a permanent, part-time job. The duties were evaluated by Baker-Tilly and the recommended GRADE A.

This situation is unique and the most applicable Administrative Policy is 2.04 *Authorization for New Positions/ Additional Hours for Existing Positions*. Much of the documentation under 2.04 is not relevant, since this is not requesting additional hours or a new position, however, included will be the job description, which has not changed and the recommendation from Baker-Tilly for placement in Grade A. The budgetary impact will be nominal (\$20.53/hr to \$21.90/hr), approx. \$500 annually and will be absorbed into the existing Community Media budget.

We are seeking authorization to place the Production Assistant position on GRADE A of our pay plan, as recommended by the Baker-Tilly evaluation.

Mike Wiza  
Mayor of the City of Stevens Point, WI

## POSITION DESCRIPTION

City of Stevens Point

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|                       |                                         |
|-----------------------|-----------------------------------------|
| Title of Position:    | Production Assistant                    |
| Work Unit:            | Community Media/Administrative Services |
| Immediate Supervisor: | Production Specialist<br>TV Coordinator |

Revised 5/19

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### Section A Distinguishing Features of the Class

Employee takes part in all aspects of the production of Government Access Television programs including, but not limited to, live and/or videotaped coverage of government meetings; performs various television, video, and audio production duties in the TV Department's studio, editing facility, office, meeting rooms, and other locations. Employee performs photography and videography at public events, community activities, and official functions.

### Section B Essential Knowledge and Skills

Experience, familiarity, and comfort with video cameras, video recording, and editing. Familiarity and comfort with audio and video equipment of all kinds.

Skill in event photography and videography, including capturing candid and posed shots in a variety of settings.

Trustworthiness and ability to work well with little or no supervision.

Ability to communicate effectively with co-workers, elected officials, and members of the general public.

Ability to work various shifts with minimal notice.

Strong attention to detail and a strong desire to do the best job possible.

Proficiency with Adobe Premiere or Final Cut Pro editing software is preferred.

Basic proficiency with Google Sheets or similar software for entering and tracking work hours on time sheets is preferred.

### Section C Special Qualifications Required

Any combination of training and experience that provides the required knowledge, skills, and abilities.

#### Section D **Tasks Routinely Performed**

Takes part in the production of City of Stevens Point Government Access TV programs including, but not limited to, live and videotaped coverage of government meetings. Transports, sets up, and operates the necessary equipment, performing the duties of **Technical Director**, Graphics Engineer, Audio Engineer, VTR Operator, Camera Operator, etc.

Maintains the TV Department's studio, editing facility, and office.

Operates all equipment in the TV Department's studio, editing facility, and office.

**Provides hands-on training and assistance to Public Access users.**

Performs clerical duties in the office.

Performs other duties as assigned.

#### Section E **Physical Demands**

Ability to work in outdoor and indoor environmental conditions.

Ability to occasionally lift 50 - 100 lbs.

Ability to use both the left and right hand to operate controls on equipment

Ability to bend, twist, kneel, and squat

Ability to intermittently sit, stand, walk, bend, and lift.

Ability to use seat belts without limitations.

Ability to hear instructions from director over headset intercom, as well as audio being recorded and transmitted.

Ability to clearly see pictures in camera viewfinders and on video monitors.

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

## MEMORANDUM

TO: Sandy Frasch, Human Resources Manager

FROM: Baker Tilly Advisory Group, LP

DATE: June 19, 2026

SUBJECT: Request for Position Review and Classification of Production Assistant

Baker Tilly Advisory Group, LP ("Baker Tilly") has completed the request for review of a Production Assistant - a position for the organization in the Community Media/Administrative Services Department. We gained input from the organization utilizing a provided job description. The position was evaluated using Baker Tilly's SAFE System to ensure the position is assigned to the appropriate salary grade and to ensure that internal equity exists among positions within the department, as well as those currently classified by the organization.

The Systematic Analysis and Factor Evaluation (SAFE) is a point factor evaluation process developed specifically for the comparison of local government positions. SAFE is comprised of nine compensable factors:

|               |                    |                            |
|---------------|--------------------|----------------------------|
| Education     | Human interaction  | Independence of actions    |
| Experience    | Working conditions | Impact on the organization |
| Level of work | Physical demands   | Supervision exercised      |

Our review of your position using SAFE has resulted in the following recommendation:

### **Production Assistant**

This is a position in the Community Media/Administrative Services Department under supervision of the Community Media Manager that performs work assisting with all aspects of the production of Government Access Television programs including, but not limited to, live and/or videotaped coverage of government meetings; performs various television, video, and audio production duties in the TV Department's studio, editing facility, office, meeting rooms, and other locations; performs photography and videography at public events, community activities, and official functions, and related work as apparent or assigned.

This position is evaluated at a Grade A of the organization's current pay scale based on information supplied in the job description and data currently on file with Baker Tilly. This placement on the pay scale maintains internal equity within the Department and positions classified across the organization.

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

Policy Title:                      Authorization for New Positions/  
                                                 Additional Hours for Existing Positions                      Policy No. 2.04

Date of Issuance:              December 18, 1989

Revision Date:                  November 15, 1993, May 21, 2018

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Description:    The purpose of this policy is to establish a uniform time and procedure for requesting new positions and adding additional hours to existing part-time positions.

1.     Timing

All requests for new positions, as well as increasing hours for existing part-time positions, should be submitted to the Mayor by department heads by August 1 of each year, whenever possible. The Mayor will review the request(s) and present the request(s) and his recommendation to the Personnel Committee at their next regularly scheduled meeting. Positions and additional hours approved by the Personnel Committee will be evaluated as part of the budget process.

Requests for current year new positions and additional hours may be approved subject to available and continued funding.

2.     Documentation

Each request should contain the following information.

- A.     A job description for the new position or additional hours if duties are expanded, which includes a position summary, sample duties/responsibilities, and minimum qualifications.
- B.     A written documentation of need that incorporates the following bullets:
  - \*What is your department's mission and how does the addition of this position, or additional hours support this mission and/or strategic plan?
  - \*Identify the need for the additional hours or position, e.g. applicable workload data and trends, etc. Attach relevant supporting data.
  - \*What benefit will the addition provide the City? In what manner will this improve or enhance customer service and/or address community

needs?

\*Identify any alternatives to this addition that have been considered or attempted.

\*Identify the impact if the new position or additional hours aren't created.

\*Identify criteria to monitor the effectiveness and impact of the addition. (e.g. increased revenues, improved customer services, decreasing costs, etc.)

\*Is the work currently being accomplished in another fashion (contract basis, temporary employee, current employee)? If so, why is this arrangement no longer acceptable?

\*Identify the budgetary impact (wages, fringes, furniture/equipment, travel, etc.)

\*Identify all funding mechanisms. If grant funds are available, what is the likelihood of renewal?

\*Will the proposed additional hours or new position provide a preventive service that will result in a cost avoidance or improved service in the future? Can the position or addition of hours to an existing position be justified as providing greater benefit than cost to the City in the future? If yes, how?

- C. For positions which do not currently exist in the City, the Human Resource Manager will forward the materials for evaluation to the salary plan consultant and report the recommended salary and grade.
- D. An expense and equipment budget for the new position which segregates one-time expenses from ongoing expenses.

The City Personnel Office will assist departments with preparation of the information upon request.



July 25, 2026

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Merit Pay for Ken Rozek

Several years ago, we created City Administrative Policy 2.13(2) which affords us a way to recognize employees who go "above and beyond" normal duties. It reads as follows:

***Merit Pay***

*In any year the Common Council approves a budgetary line item for Merit Pay (Incentive Pay) it may be used to reward individual employees or departments for efforts above and beyond the norm.*

*Recommendations will be made by the Mayor to the Personnel Committee. Rewards need not be monetary. Additional pay granted under either of these conditions will be for the term specified and not added to the employee's base salary.*

This recommendation comes from the 4<sup>th</sup> of July parade. There was a miscommunication and no barricades or orange barrels got placed to close streets. I received a call early that morning from the volunteer organizer informing me of this. I called both Streets Superintendents and left messages; it was very early, so I was not surprised to have to leave messages. I then called Director Beduhn, and by that time, things got moving. Someone was scheduled to be on-call, as always, from the streets department, but for whatever reason we didn't make contact.

The person who stepped up, got out of bed and drove in to get those barrels out, was Ken Rozek. Ken has proven his dedication to the citizens of Stevens Point over and over again. We were able to get the barrels out and in place before the parade started lining up and Ken's commitment was a huge part of that, even though he was not the designated on-call person.

We have really good people working for the city, and most of them are willing to fill in whenever called upon, but this situation warrants something extra, and therefore I'm recommending Ken Rozek be granted \$500 for his commitment to exceeding expectations in this instance, but also recognizing his recurring effort to ensure his community is taken care of.

Director Beduhn is supportive of this request.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza  
Mayor of the City of Stevens Point, WI

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

Policy Title:                      Pay for Performance                      Policy No. 2.13

Date of Issuance:      January 21, 1991

Revision Date:              March 18, 1996

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Description: This policy addresses the circumstances under which an employee may receive additional "pay for performance" and the procedures to be followed.

1.      Vacant Position

If a position is going to be left vacant for some time, the duties of the position may be temporarily assigned to another staff member. If additional pay is requested for the affected employee, the request must be approved in advance by the Mayor and Personnel Committee. The request should be given to the Personnel Manager, in writing, for inclusion on the next Personnel Committee Agenda. The request should include the following:

- A.      The length of time the position is expected to be vacant;
- B.      Tasks to be assigned;
- C.      Who the tasks will be assigned to;
- D.      Percentage of employee's time additional duties will take;
- E.      Will employee complete his/her normal work, or will some duties be reassigned temporarily;
- F.      Are these duties normally done by an employee in a higher job classification; and
- G.      Will these additional tasks require the person to work more than their normal work week.

All of the above will be considered in determining whether additional pay or comp time is warranted and each request will be considered on its own merit.

2. Merit Pay

In any year the Common Council approves a budgetary line item for Merit Pay (Incentive Pay) it may be used to reward individual employees or departments for efforts above and beyond the norm. Recommendations will be made by the Mayor to the Personnel Committee. Rewards need not be monetary.

Additional pay granted under either of these conditions will be for the term specified and not added to the employee's base salary.



August 3, 2026

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Request for additional Part-Time CSO for Police Department

City Administrative Policy 2.04 requires new position requests to be submitted to the Mayor's office by August 1<sup>st</sup> of each year. The Mayor reviews the request and submits their recommendation to the Personnel Committee for a review and recommendation to the Common Council.

Community Service Officers (CSO) provide valuable support to the mission of the Police Department and the City by ensuring parking-related ordinances are enforced, abandoned rubbish is collected and removed, lost or stolen bicycles and similar property are retrieved and processed as well as providing services to our citizens like fingerprinting.

We currently have one full-time and one part-time CSO position. This creates gaps in hours worked, so the ability to provide services during those times is not available.

The Police Chief's request and position description are included in your packet.

Filling more of the open hours will result in better service to the citizens of Stevens Point, and because the equipment and funding already exist or will be absorbed into the parking budget line, approving this position has my full recommendation.

I respectfully ask that the Personnel Committee forward a recommendation for approval to the Common Council, asking that the position be filled as soon as practicable.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza  
Mayor of the City of Stevens Point, WI



## **Stevens Point Police Department**

933 Michigan Avenue  
Stevens Point, WI 54481  
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through  
Partnerships with the Community"*



*Edward A. Orgon, Jr., Chief of Police*

*Dana R. Williams, Assistant Chief*

*Jeremy D. Mueller, Assistant Chief*

July 29, 2026

Dear Mayor Wiza,

The Stevens Point Police Department is requesting a second Part-time Civilian Community Services Officer (CSO) position, which patrols parking in designated areas for purposes of enforcing meter and other parking violations. This position also requires civil applicant fingerprinting, picking up and processing of found and abandoned bicycles.

This position would be an additional hire for an already established position. This new addition would ensure seven days a week overnight parking coverage. This additional coverage would ensure the Police Department would be able to cover more of the city and enforce the laws in areas that normally the CSO would not get to. The Police Department can do this by adding one additional person for 16-20 hours per week. Our current night CSO works 20 hours a week (five 4-hour shifts). The additional CSO would be able to cover days off and have 2-3 days of two CSOs working, allowing them to cover more of the city.

This additional CSO position would be self-funded by the revenue created through the Enterprise parking account with no additional cost from the city budget. More parking enforcement coverage in the city would help to assist in having parking complaints and abandoned vehicle complaints be reduced.

The Stevens Point Police Department already has the equipment for two CSOs to be working at the same time, and the Police Department would be able to have the second CSO use an unmarked Police vehicle to perform their duties. So, there would be no additional cost in adding this position for new equipment. The only additional cost would be a uniform shirt and hat, which would be paid for by the parking fund.

I respectfully request the Personnel Committee and Common Council approve this new position to ensure the Stevens Point Police Department has the necessary coverage throughout the weeknights to handle the parking complaints within the City of Stevens Point.

Respectfully,

A handwritten signature in blue ink, appearing to read "Edward A. Orgon, Jr.", written over the typed name.

Edward A. Orgon, Jr.  
Chief of Police

## STEVENS POINT POLICE DEPARTMENT

### POSITION DESCRIPTION

CLASSIFICATION: **COMMUNITY SERVICE OFFICER**

RANK: Non-Sworn Civilian Position

SUPERVISOR: Administrative Lieutenant

#### Position Summary

Part-time Civilian position, which patrols parking in designated areas for purposes of enforcing meter and other parking violations. This position also requires the servicing of parking kiosks, civil applicant fingerprinting and picking up and processing of found and abandoned bicycles.

#### Description of Duties

1. Patrol city streets and parking lots on foot or by designated conveyance, for the purpose of observing vehicles parked in violation of parking ordinances.
2. Issue tickets for vehicles that are in violation.
3. Public contact in resolving complaints answering questions from the public regarding violations.
4. Testify in court on contested tickets.
5. Perform fingerprinting for civilian applicants and backgrounds.
6. Picking up and processing found and abandoned bicycles.
7. Assist school zone crossings as needed.
8. Perform other duties as assigned.

#### Skills, Knowledge and Abilities

1. Know the geography and demographics of the City of Stevens Point.
2. Develop and maintain an acceptable level of basic computer skills.
3. Knowledge and Ability to apply Department Rules, Regulations, City Ordinances and State laws.
4. Ability to resolve public complaints tactfully and courteously.
5. Communicate effectively, both orally and in writing.
6. Stand for prolonged periods of time and walk outdoors under adverse weather conditions.

### Other Requirements

1. Possess a valid Wisconsin driver's license without restrictions, or with correctable restrictions.
2. Able to work cooperatively with others.
3. Be able to present credible testimony in court.
4. No criminal history which would call into question an ability to handle uncounted funds with trust and confidence.
5. Ability to perform physical demands of job.
6. Free from physical, emotional, or mental conditions which might adversely affect performance of his/her duties as a Community Service Officer. Physical demands may include (but are not limited to) standing and/or walking for long periods of time, driving a vehicle, chalking tires, lifting/storing and repairing parking meters, working in an outdoor environment.

Community Service Officer  
March 3, 2025

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

Policy Title:                      Authorization for New Positions/  
                                         Additional Hours for Existing Positions                      Policy No. 2.04

Date of Issuance:              December 18, 1989

Revision Date:                November 15, 1993, May 21, 2018

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Description:    The purpose of this policy is to establish a uniform time and procedure for requesting new positions and adding additional hours to existing part-time positions.

1.     Timing

All requests for new positions, as well as increasing hours for existing part-time positions, should be submitted to the Mayor by department heads by August 1 of each year, whenever possible. The Mayor will review the request(s) and present the request(s) and his recommendation to the Personnel Committee at their next regularly scheduled meeting. Positions and additional hours approved by the Personnel Committee will be evaluated as part of the budget process.

Requests for current year new positions and additional hours may be approved subject to available and continued funding.

2.     Documentation

Each request should contain the following information.

- A.     A job description for the new position or additional hours if duties are expanded, which includes a position summary, sample duties/responsibilities, and minimum qualifications.
- B.     A written documentation of need that incorporates the following bullets:
  - \*What is your department's mission and how does the addition of this position, or additional hours support this mission and/or strategic plan?
  - \*Identify the need for the additional hours or position, e.g. applicable workload data and trends, etc. Attach relevant supporting data.
  - \*What benefit will the addition provide the City? In what manner will this improve or enhance customer service and/or address community

needs?

\*Identify any alternatives to this addition that have been considered or attempted.

\*Identify the impact if the new position or additional hours aren't created.

\*Identify criteria to monitor the effectiveness and impact of the addition. (e.g. increased revenues, improved customer services, decreasing costs, etc.)

\*Is the work currently being accomplished in another fashion (contract basis, temporary employee, current employee)? If so, why is this arrangement no longer acceptable?

\*Identify the budgetary impact (wages, fringes, furniture/equipment, travel, etc.)

\*Identify all funding mechanisms. If grant funds are available, what is the likelihood of renewal?

\*Will the proposed additional hours or new position provide a preventive service that will result in a cost avoidance or improved service in the future? Can the position or addition of hours to an existing position be justified as providing greater benefit than cost to the City in the future? If yes, how?

- C. For positions which do not currently exist in the City, the Human Resource Manager will forward the materials for evaluation to the salary plan consultant and report the recommended salary and grade.
- D. An expense and equipment budget for the new position which segregates one-time expenses from ongoing expenses.

The City Personnel Office will assist departments with preparation of the information upon request.