

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, August 11, 2014 – 6:35 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and action on:

1. Resolution to add the State of Wisconsin Deferred Compensation Program.
2. Placement of Plumbing Inspector and Electrical Inspector in grade/step of the Pay Plan.
3. Out of state travel requests for 2015 per Administrative Policy 3.05.
4. Adjourn into closed session (approximately 6:40 p.m.) pursuant to Wisconsin State Statue 19.85(1)(f)[considering medical histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories] to consider a request for leave of absence without pay.
5. Reconvene into open session (approximately 10 minutes after adjourning into closed session) for action on the request for leave of absence without pay.
6. Adjournment.

Any person who has special needs while attending this meeting or needs 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, 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 4:00 p.m.

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



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

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

August 4, 2014

To: Personnel Committee, Stevens Point Common Council

Re: Adding an Additional 457 (Deferred Comp) Plan Option

### Background

A 457 retirement plan, also known as a deferred compensation plan, is similar to a 401K plan, except that it is for public sector employees. The City currently offers only one plan lineup, through Nationwide. There is no cost to the City associated with offering the plan (other than small amounts of staff time), because there are no employer matching contributions coming from the City, and the plan participants (employees) pay any administrative fees.

### Proposal

We do have the ability to add an additional plan through the State of Wisconsin Deferred Compensation Program, administered by Great West Financial. This is the retirement savings plan that State employees have, and it is also open to local units of government. The State of Wisconsin has negotiated very competitive fees, which means that our employees would pay between 65%-75% less than they are currently paying in administrative fees and fund expenses.

### Impacts

There is no cost to the City, and the Nationwide plan will remain available, so no one will be forced to make a change. This is simply adding an additional option for employees who would like to take advantage of it.

**RESOLUTION FOR INCLUSION UNDER  
THE STATE OF WISCONSIN DEFERRED COMPENSATION PROGRAM**

**BE IT RESOLVED** by the City Council of the City of Stevens Point that pursuant to the provisions of Section 40.81(1), Subchapter VII of Chapter 40 of the Wisconsin Statutes which provides in part as follows:

“An employer other than the State may provide for its employees the Deferred Compensation Plan established by the Board under Section 40.80. Any employer, including this state, who makes the Plan under Section 40.80 available to any of its employees, shall make it available to all its employees under procedures established by the department under this chapter.”

Such City Council hereby determines to be included under the State of Wisconsin Deferred Compensation Program (“the Plan”) provided by Section 40.80 Subchapter VII of Chapter 40 of the Wisconsin Statutes and regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

**BE IT FURTHER RESOLVED**, the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Department of Employee Trust Funds of the State of Wisconsin pursuant to Subchapter VII of Chapter 40 of the Wisconsin Statutes, and

**BE IT FURTHER RESOLVED**, that the City of Stevens Point agrees to be bound by the Terms and conditions of the contracts between the State, its investment providers, and its Plan Administrator, and the “Plan and Trust Document” and the “Employer Guide” as amended from time to time. The employer certifies it has received a copy of the Plan and Trust document.

**BE IT FURTHER RESOLVED**, that the City of Stevens Point representative submit a certified copy of this Resolution and “Designation of Agent” to the State of Wisconsin, Department of Employee Trust Funds and the Plan Administrator.

**BE IT FURTHER RESOLVED**, that the City Council recognizing the Deferred Compensation Board’s responsibility for maintaining the integrity of the Plan, the City Council hereby resolved that the proper officers of City of Stevens Point are hereby authorized and directed to cooperate fully with the Plan Administrator in accordance with procedures established by the Department of Employee Trust Funds in processing requests for withdrawal in case of an unforeseeable emergency as defined in the Internal Revenue Section 457(d)(1)(A)(iii) and Treas. Regulation 1.457-6(c)(1) of the Regulations. The designated agent is directed to acknowledge on a form authorized by the Department of Employee Trust Funds, that relevant unforeseeable emergency information has been given and received.

APPROVED: \_\_\_\_\_  
Andrew J. Halverson, Mayor

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

Dated: August 18, 2014  
Adopted: August 18, 2014

DESIGNATION OF AGENT

The person in the following position is hereby designated as the agent in matter pertaining to the State of Wisconsin Deferred Compensation Program.

**Title of Position of Designated Agent:** Comptroller-Treasurer

**DESIGNATED AGENT NAME AND MAILING ADDRESS:**

Agent: Corey Ladick, Comptroller-Treasurer

Alternate: Sara Osegard, Senior Accountant

Address: 1515 Strongs Ave., Stevens Point, WI 54481

Phone Number: 715-346-1574

Email Address: [cladick@stevenspoint.com](mailto:cladick@stevenspoint.com)

Office Hours: 7:30-4:00 Monday-Friday

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true, correct and complete copy of the Resolution duly and regularly passed by the \_\_\_\_\_ of \_\_\_\_\_ (Governing Body) of \_\_\_\_\_ (Employer Name) of \_\_\_\_\_ (City) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that this Resolution has not been repealed or amended, and is now in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employer Representative Title

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address

Number of eligible employees: \_\_\_\_\_

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
FAX 715-346-1530



**Andrew J. Halverson**  
**Mayor**  
715-346-1570

July 30, 2014

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Halverson 

RE: Grade/Step for Plumbing Inspector and Building Inspector

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The request before you this evening is to establish a grade and step for these two positions.

The current pay rate for the Plumbing Inspector is \$25.02; the current pay rate for the electrical inspector is \$24.77. These positions are budgeted at 520 hours per calendar year.

The recommendation is to place these two positions in Grade K, (which is the same grade the Building Inspector was placed) step 1 which has an hourly rate of \$26.10.

If necessary, Director Ostrowski can speak to the importance of these positions in our community. Your support of this recommendation is appreciated.





STEVENS POINT  
WATER  
AND  
SEWAGE TREATMENT  
DEPARTMENTS

August 5, 2014

MEMORANDUM

TO: Personnel Committee

FROM: Joel Lemke, Director

RE: Out of State Travel - 2015

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Personnel Committee:

The two likely out of state travel locations for the 2015 calendar year in the Department of Public Utilities and Transportation are related to annual training for our Springbrook software program (Portland) and the American Water Works Association (Anaheim). Both opportunities are out far enough that we do not have exact knowledge of the content or our staff schedules/availability, but no more than two members of staff would attend either conference.

Thank you for your consideration.

Respectfully,

Joel Lemke  
Director of Public Utilities and Transportation