

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, October 12, 2015 –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. Aldermanic Salary Increase.
2. Salary for Municipal Court Judge for 2016 – 2020 term of office.
3. Implementation of a voluntary Dental/Vision Plan for City of Stevens Point employees who do not bargain over health related benefits.
4. Amendment to Administrative Policy 3.01 - add Inspectors to those receiving a stipend for safety toed shoes.
5. Request to move Utility Management Employees to the Central States Health Plan effective 1/1/2016.
6. Adjustment to pay grade for Drop off Attendant Position.
7. 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.

October 7, 2015

MEMORANDUM

TO: Personnel Committee

FROM: Lisa Jakusz, City Personnel

RE: October 12, 2015 Personnel Committee Meeting Agenda

1. Included in the packet is a memo from Mayor Wiza outlining his recommendation.
2. Included in the packet are the minutes of the Joint Municipal Court Oversight Committee that includes their recommendation for the salary for the Judge for the upcoming term of office.
3. Included in the packet is a joint memo from the Comptroller Treasurer and me along with plan details for the voluntary dental/vision plan.
4. The Community Development Director has expressed that he would like to extend the stipend for safety toed shoes to his inspectors. The policy would amendment adds this employee group to those eligible for the stipend.
5. Included in the packet is a memo from Director Lemke outlining his request.
6. Included in the packet is a memo from Director Schatschneider outlining his request.

Please feel free to contact me with any questions you may have regarding the agenda or associated materials.

Thank you!

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1530



Mike Wiza
Mayor
mwiza@stevenspoint .com
715-346-1570

TO: Alderpersons
FROM: Mayor Wiza 11{/
DATE: October 2, 2015
RE: Setting Salary for Alderperson 3.39 of RMC

Alderperson salary has been frozen since 2005 at \$4800 per year. The Council President receives an extra \$100 per year. I understand that the Alders have a lot personally invested in their jobs and are not really doing it for the salary. It has been 10 years since the last increase.

That being said, I am recommending a modest increase of \$500 per year to the Alderperson salary, beginning in the terms that commence in April of 2016.

Council President has additional responsibilities and I would recommend that we set the Council President to an additional \$200 per year, raising the current amount by \$100 per year, beginning with the 2016 term.

JOINT MUNICIPAL COURT OVERSIGHT COMMITTEE MEETING

September 15, 2015 - 6:00 P.M.

PRESENT: Mayor Mike Wiza, Alderperson Bryan Van Stippen, Alderperson Shaun Morrow, Plover Village President Tom Davies, Plover Village Trustee Andrew Timm

ALSO PRESENT: Kari Jozwiak, Corey Ladick, Dan Mahoney, Andrew Beveridge, Kelley Pazdernik

1. Roll Call

Quorum present.

2. Discussion and possible action on the 2015/2016 budgets.

C/T Ladick distributed a budget sheet stating the current Municipal Court numbers through 7/31/15 and the proposed budget estimates for 2016. He stated finishing the year we are hoping to make a small profit so we can start to repay each municipality the initial capital investments.

For 2016 one of the biggest changes with the budget, is with the contracted software maintenance, basically we had an initial set up fee that we spread over 2 years so there will be a savings of about \$8000.00 there which will free up some money for the 2016 budget.

Mayor Wiza did a brief overview of the process of creating the Municipal Court for the new people on the committee. Discussion followed with questions and explanations of the numbers on the budget sheet. They also discussed the percentage of fines that were being collected so far. Municipal Court Clerk Jozwiak stated approximately 73% of Stevens Points and 60% of Plovers were. Plover does not use Tax Intercept.

Plover Administrator Mahoney stated their Police Chief who is from Oconto said one of the things they did to collect fines was to suspend hunting/fishing licenses. They are finding out that a significant amount of people were then paying off their fines. Plover Administrator Mahoney feels we should look at doing this in the future. The way the Village of Plover is looking at this is revenues versus the cost of the system and clearly it is covering the cost of the system and they are comfortable with it.

Mayor Wiza suggested this item be placed after 3 and 4 since those agenda items could impact the budget.

3. Discussion and possible action on Municipal Court Judge salary May 1, 2016 to April 30, 2020.

Mayor Wiza stated the salary has to be set before the four year term and election in April, 2016.

Mayor Wiza distributed a sheet with Municipal Court Judge Salaries around Wisconsin. He felt we should look at a salary of \$16,000.00 comparable to Wisconsin Rapids and Merrill cities of like size.

C/T Ladick stated there should be about a \$9,000.00 net gain anticipated from paid fines and forfeitures in 2016 to utilize for the salary of the Elected Municipal Court Judge's term starting May 1, 2016.

Alderperson Van Stippen wanted to know if the beginning start up costs would be recouped. Mayor Wiza stated there is no specific purpose for any positive revenue. Eventually if we some profit, we will make the start up costs back. Any loss would come out of the reserve account.

Motion made by Alderperson Van Stippen seconded by Alderperson Morrow to increase the salary for Elected Municipal Court Judge for the term May 1, 2016 through April 30, 2020 to \$16,000.00 per year.

Ayes all, nays none. Motion carried.

4. Discussion and possible action on request for a backup municipal court clerk.

When the Municipal Court Clerk is not at work, currently the court is closed. The proposal is to have a very limited, on call person available to fill in.

It would require some training to start. It would be very limited, no more than a few weeks a year.

Discussion followed going over the difficulties of finding someone willing to do this and how the budget could be impacted. C/T Ladick did not feel it would cause a problem due to the small amount of time they would be working.

Motion made by Mayor Wiza seconded by Plover Village President Davies to authorize posting of the backup/on call position for the Municipal Court Clerk with any candidates being interviewed by the Municipal Court Judge and if hired, not to exceed \$2000.00 in 2016.

Ayes all, nays none. Motion carried.

2. Discussion and possible action on the 2015/2016 budgets as amended.

Motion made by Plover Village President Davies seconded by Plover Village Trustee Timm to amend the budget to include increasing the Municipal Court Judge salary to \$16,000.00 beginning May 1, 2016 and up to \$2,000.00 for costs associated with a backup/on call position for Municipal Court Clerk.

Ayes all, nays none. Motion carried.

5. Adjournment

The meeting adjourned at 6:50p.m.

October 5, 2015

MEMORANDUM

TO: Personnel Committee Members

FROM: C/T Ladick, Human Resource Manager Jakusz

RE: Request to Implement Voluntary Dental/Vision Benefit

In the past, the City hasn't offered a Dental Insurance benefit for employees. City of Stevens Point employees have been able to "piggy back" on a voluntary dental plan offered through AFSCME – Portage County, with employees paying the full cost.

In reviewing the available plan options and premiums, we were able to get a quote from a local vendor that has a very competitive premium for dental and vision insurance. The dental premium is lower than what our employees are currently paying. Copies of the quotation are attached for your review.

Premiums for these benefits would be paid 100% by the employees. However, because the City is sponsoring the plans, premiums would be deducted on a pre-tax basis.

We request your support of this budget neutral benefit addition for employees who do not have bargaining rights over medical benefits.

City of Stevens Point

Voluntary Dental and Vision Effective Date: 1/1/2016



		Delta Dental Plan				Delta Vision Plan	
General Plan Information				General Plan Information			
		In-Network	Out-of-Network			In-Network	Out-of-Network
Annual Deductible - <i>applies to basic and major services</i>		\$50 Individual \$150 Family		Vision Exam		\$20 Copay	Up to \$35
Plan Annual Maximum - <i>per person</i>		\$1,000 plus Rollover		Frequency		Once every 12 months	
Dental Coverage Levels							
Preventive		100%		Frames		\$150 allowance, then 20% off balance	Up to \$75
Basic		80%		Frequency		Once every 12 months	
Major		50%					
Orthodontia		50%		Single Lens		\$20 Copay	Up to \$25
Lifetime Maximum		\$1,000		Bifocal Lens		\$20 Copay	Up to \$40
Age Limitation		To age 19		Trifocal Lens		\$20 Copay	Up to \$55
Dental Services				Frequency		Once every 24 months	
Oral Exams		100%	100%	Conventional Contact Lenses		\$150 allowance, then 15% off balance	Up to \$120
Cleanings		100%	100%	Disposable Contact Lenses		\$150 allowance	Up to \$120
Fluoride Treatment		100%	100%	Medically Necessary Contact Lenses		Paid in Full	Up to \$200
Bitewing X-rays		100%	100%	Frequency		Once every 12 months	
Full Mouth/Panoramic X-rays		100%	100%	Provider Website		http://www.deltadentalwi.com/provider-search/vision/	
Space Maintainers		100%	100%	Monthly Premium Information			
Sealants		100%	100%	Single		\$5.03	
Extractions (simple and complex)		50%	50%	Employee & Spouse		\$10.08	
Fillings		80%	80%	Employee & Child(ren)		\$10.29	
Endodontics (surgical and nonsurgical)		50%	50%	Family		\$15.33	
Periodontics (surgical and nonsurgical)		50%	50%				
Bridges and Dentures		50%	50%				
Repair and adjustments to bridges and dentures		80%	80%				
Crowns, Inlays, and Onlays		50%	50%				
Implants		0%	0%				
Provider Website		https://www.deltadental.com/DentistSearch/DentistSearchController.cc					

3.01 Standard Benefits

11. Uniform/Clothing Allowance

If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will provide uniforms at the discretion of the Chief(s).

Clerical and Related hourly employees:

The City shall continue to provide the Community Service Officers with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

Department of Public Works, ~~and~~ Parks employees **and Inspectors** ~~Employees~~:

Safety-toed Shoe/Clothing Allowance: Department of Public Works, and Parks employees who are required to wear safety-toed shoes will receive an annual safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00) total, payable on the second payday of January of each year. Employees will only receive one (1) allowance of two-hundred dollars (\$200.00) for all three purposes (safety-toed-shoes, work related clothing, and prescription safety eyewear). Employees are required to wear safety-toed shoes, unless they submit certification from a physician indicating a medically related reason why they cannot wear them.

City Inspectors will be eligible for the annual \$200 safety toed shoe allowance as well.

The City will provide a new employee with a safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00), payable upon satisfactory completion of the probationary period. If the probationary period begins in one (1) calendar year and ends the following calendar year, the employee shall be eligible for an allowance of two-hundred dollars (\$200.00) for each year upon satisfactory completion of probation.

City of Stevens Point
Department of
Public Utilities



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

October 6, 2015

MEMO

RE: Health Insurance Change

Personnel Committee:

Several years back the members of the General Teamsters Union, Local 662 (utility department employees) changed health insurance providers to move away from the City self-funded plan and move toward a plan offered and administered by "Central States Team Care." The plan has provided good benefits and been easy to administer for the Department in the almost 5 years' worth of enrollment.

The Department is requesting that the members of management in the Department be allowed to move, as a whole group, over to the same plan. This will allow the administration of one plan for the group and make movement within the Department easier. Currently, when an employee moves from hourly to management, there is an insurance change that is required, which can result in an employee needing to meet two health plan deductibles in one year. Allowing this change would eliminate that change and potential for meeting two deductibles in one year.

The total number of employees that would enroll in the Team Care plan is 10 or 11. This number is very small as a percentage of the whole and does not bring about any concerns from City Administration.

I look forward to any discussion or questions you may have. If there is any specific information you would like compiled prior to the meeting, please let me know and I'll be happy to prepare it for the Committee.

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 54481-3594



Scott Schatschneider, P.E.
Director of **Public** Works
Phone: 715-346-1561
Fax: 715-346-1650

October 6, 2015

TO: Mayor Wiza and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to adjust Street's Department - Dropoff Attendant Grade Assignment

Dear Mayor and Personnel Committee:

Background:

In 2014 the City of Stevens Point completed a pay plan study in which every job received a classification grade. As part of the pay plan study, each employee was required to fill out a Job Description Questionnaire (JDQ) where each employee listed duties and responsibilities, etc. When the Dropoff Attendant position was originally described in the JDQ, a number of key elements pertaining to the position were not thoroughly explained. As a result, the position was graded slightly lower than the majority of the positions in the Street's Department. The employee did not appeal the grade assignment.

Currently:

The Street's Department has the following grade classifications; E, F, G, H and I. The majority of the street's employees land between F and H. However, the Dropoff Attendant, is currently graded at E. However, this position is responsible for attending and managing the City's dropoff site and is responsible for coordinating the removal of the materials dropped off at the site. Additionally, the position is the front line backup for all other garbage/recycling positions. This position requires the same Commercial Driver's License as the other truck drivers, the position also requires the ability to operate other miscellaneous equipment as needed. Lastly, the position has probably the most direct contact with citizens than any other position in the City.

Therefore, I am recommending the Dropoff Attendant position be regraded from E to F in the City's pay plan. This particular employee is currently redlined within Grade E and would also be redline within Grade F as well. As a result of the employee being redlined in either grade, the grade change would be a zero cost to the City.

Sincerely,

A handwritten signature in black ink that reads "Scott Schatschneider". The signature is written in a cursive style with a large initial "S".

Scott Schatschneider, P.E.

Director of Public Works

Cc: Lisa Jakusz-City Personnel Manager