

PERSONNEL COMMITTEE AGENDA

Monday, November 14, 2011 ~ 6:20 p.m.

[or immediately following the previously scheduled meeting]

Lincoln Center – 1519 Water Street

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

1. Request to fill vacancy ~ Bus Operator.
2. Request to fill vacancy ~ Assistant Stock Clerk.
3. Request to hire above the minimum ~ Assistant Fire Chief.
4. Discussion and possible action on authorizing the Community Development Director to also function as CDA Executive Director with salary and benefit split of 50/50 with CDA.
5. Discussion and possible action to authorize step increase for Community Development Director/CDA Executive Director to Grade L Step 9.
6. Discussion and possible action to authorize creation of Economic Development Specialist/Associate Planner position in Community Development Department in Grade G Step 1.
7. Discussion and possible action to authorize Retirement Agreement with Don Butkowski and the City of Stevens Point.
8. Discussion and possible action to authorize Step increase for Facilities Manager in the Parks Department to Grade G Step 10.
9. Enter closed session (approximately 6:35 p.m.) pursuant to Wisconsin State Statute 19.85(1) (e) [conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for an update on meetings with Police and Fire Union(s).
10. Return to open session (approximately 15 minutes after adjourning into closed session) for possible action.

11. 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, TDD# 346-1556, 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 4:30 p.m.

November 9, 2011

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: November 11, 2011 Personnel Committee Agenda

Documentation for the first three items and item seven on the agenda is included in your packet.

Other information for items 5 – 6 and item 8 will be provided at the meeting.

With regard to item 5, the 2011 salary at Grade L Step 9 is \$79,761. This is a two year step, meaning that an employee in that step would not be eligible for a step increase for two years; steps 10 and 11 are at 3 year intervals.

With regard to item 6, the 2011 salary at Grade G Step 1 is \$45,288.

With regard to item 8, the 2011 salary at Grade G Step 10 is \$56,934. This is a three year step, meaning that an employee in that step would not be eligible for a step increase for three years.

Please contact Mayor Halverson with any questions regarding the above-referenced agenda items.

Thank you!

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



Joel C. Lemke
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

November 9, 2011

TO: Mayor Halverson & Personnel Committee
FROM: Director of Public Works – Joel Lemke
RE: Request to fill vacancy – Bus Operator

I would like to request approval to fill a vacancy in the Transit department due to a retirement. The employee has informed the City that his last day of employment will be December 30, 2011.

Sincerely,

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

Joel Lemke
Director of Public Works

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



Joel C. Lemke
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

November 2, 2011

TO: Mayor Halverson & Personnel Committee
FROM: Joel Lemke, Director of Public Works
RE: Request to fill vacancy – Assistant Stock Clerk

I would like to request approval to fill a vacancy in the Streets division of Public Works due to a retirement. The employee has informed the City that her last day of employment will be October 13, 2011.

Sincerely,

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

Joel Lemke
Director of Public Works

Memorandum

To: Lisa Jakusz
From: Tracey R. Kujawa
Fire Chief
Date: October 31, 2011
RE: Entry Level Salary for Assistant Chief of EMS



I have completed an analysis related to the salary starting point for the next Assistant Chief of EMS.

The following is a synopsis of the current salaries specific to the two highest promoted positions at the Stevens Point Fire Department:

Captain's Salaries (entry level): \$60,084
Lieutenant's Salaries (entry level): \$59,209
Holidays Captains based on entry level salary, which can be converted to cash: \$4,950
Holidays Lieutenants based on entry level salary, which can be converted to cash: \$4,870
Average Overtime pay Captains (2010): \$13,892
Average Overtime pay Lieutenants (2010): \$11,019

Total – Captain's Pay: \$78,926
Total – Lieutenant's Pay: \$75,098

Recommendation:

Currently the suggested starting salary for the position of Assistant Chief of EMS is Grade K, Step 1 which equates to \$60,995. This is just slightly higher than the lowest pay grade annual salary of both the Lieutenant's and Captain's positions. As is noted the "total" pay for both the Captain's and Lieutenant's positions is considerably higher than this entry level salary. The individual who will be selected for this position will most likely come out of one of these two ranks. In an attempt to make this salaried position somewhat equitable and attractive to an individual within our Department my recommendation is that this position begins at Grade K, Step 6 of the salary schedule which is \$69,708. Thank you so much for your consideration in this matter.

RETIREMENT AGREEMENT

Whereas, the City of Stevens Point (“City”) currently employs and has for over a period of thirty (30) years, Donald Butkowski, in its City Parks Department currently in the position of facilities supervisor; and

Whereas, Donald Butkowski desires to retire however is concerned with the lack of health insurance availability upon his retirement.

Now therefore, in consideration of the mutual agreements being provided herein, the City and Employee agree as follows:

1. The Employee will resign his position as facilities supervisor with the City of Stevens Point effective on ____ day of _____, 2011.

2. The City will provide health insurance benefits under its health insurance plan for a period of two (2) years from date of Employee’s retirement.

3. In connection therewith, City reserves the right to amend or otherwise change such health insurance plan and the costs thereof to Employee, during the term of the insurance policy, shall coincide with any changes to the standard City plan.

4. Employee agrees to pay the Employee’s share of such health insurance including the co-pays and deductibles to the City on an as-needed basis.

5. For all purposes of this Agreement, this resignation is a voluntary retirement on the part of the Employee.

IN WITNESS WHEREOF, the parties have duly executed this Agreement, or caused it to be duly executed, as of the ____ day of _____, 20__.

By: _____
Donald Butkowski

Date: _____

CITY OF STEVENS POINT

By: _____
Andrew J. Halverson, Mayor

Date: _____

Attest: _____
John V. Moe, Clerk

Date: _____