

**City of Stevens Point  
SPECIAL COUNCIL MEETING**

Lincoln Center  
1519 Water Street

August 4, 2014  
7:00 P.M.

**Mayor Andrew J. Halverson, presiding**

**Roll Call:**

**Present:** Ald. , Suomi, O’Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, Phillips, Moore.

**Excused:** Ald. Doxtator, R. Stroik.

**Also Present:** Clerk John Moe, Corey Ladick, C/T; Dir. Michael Ostrowski, Community Development; Dir. Scott Schatschneider, Public Works; Dir. Joel Lemke, Water Department; Chief Bob Finn, SPFD; City Attorney Andrew Beveridge; Lisa Jakusz, HR; Scott Boyer, DPW; Lorna Whalen, SPFD; Susan Pagel, Treas. Office; Dawn Klish, Street Dept.; Rob Molski, Public Utilities; Jason Pliska, Public Utilities; Tom Carroll, Transit; James Wojcik, Street Dept.; David Worzalla, Street Dept.; Scott Halverson, Park Maint. Supv.; Roger Skrzeczkoski, Street Dept.; Larry Lee, WSAU; Brandi Makuski, SPCT; Nate Ewald, Portage County Gazette; Sari Lesk, Stevens Point Journal;

**2. Establishing salaries and/or step placement for employees whose pay plan grade appears have been, or will be granted.**

Mayor Halverson said this agenda item pertained to those individuals whose appeals were granted but the grade change caused their salary to be lowered. He presented three options to the council: 1) place the individual into the step that would increase their salary as of 12/31/13, 2) freeze their salary at their current rate of pay, 3) place the individual at the next step that would provide an increase. Mayor Halverson recommended option 2.

Ald. Slowinski asked depending on where they fall within the step, an employee may not necessarily see a decrease at the beginning of the year, if the Council would freeze their salary and not let them fall back.

Mayor Halverson replied there would be a small increase because they would progress from a place-holder step to the next step.

In the event that any appeals are granted and the grade that the individual progresses to actually causes a salary decrease, Mayor Halverson suggested red-lining the individual at their currently salary so there is no harm per se based on the current salary. The progression would commence 1-1-15.

Ald. Slowinski **moved**, Ald. O'Meara seconded, to red-line salaries to eliminate a decrease in salaries should a step increase cause this to occur.

Ald. O'Meara stated he wished to amend the motion to include moving a half of a step if the individual salary was frozen in order to avoid a decrease.

Mayor Halverson stated the amendment made by Ald. O'Meara would be out of order because it changes the entire intent of the motion.

Ald. O'Meara **withdrew** his second from Ald. Slowinski's motion.

Mayor Halverson stated not red-lining or freezing salaries would cause an additional \$10,000 or more in addition to the \$28,000 that was originally adjusted for salaries.

Ald. Slowinski stated that the intent of his motion was to insure that no one slid back, that they at least stay frozen at the current salary.

Ald. Patton seconded the motion by Ald. Slowinski.

Ald. Wiza stated he agreed with Ald. O'Meara in that those appeals that have already been approved should be advanced to the next step. He encouraged fellow Council members to vote against this motion. Ald. Wiza also stated that the Council did not have an option to vote on previous appeals.

Mayor Halverson stated that the executive action that occurred unilaterally without Council input had been discussed with the City Attorney to insure that individuals' salaries would stay the same.

Ald. Suomi added as part of the Personnel Committee, it was the intent to do what was in the best interest of the employees. She also questioned what the dollar impact would be of the red-line effect.

Mayor Halverson stated that there would be no dollar impact, as those employees would stay at the salary that they were placed in for this budget year. There would be no financial impact from those individuals red-lined.

Call for the vote:                      Aye: Patton, Phillips, Slowinski, M. Stroik.  
                                                    Nay: Suomi, O'Meara, Trzebiatowski, Moore, Wiza.  
                                                    Motion failed.

Ald. O'Meara **moved**, Ald. Wiza seconded to progress those employees who would have been affected by a decrease in salary to the next level effective August 16, 2014.

Ald. Moore asked what this would do to the budget.

C/T Corey Ladick stated the City levy portion was \$14,806 and the utility levy was \$19,962 for a total of \$34,000 for the original impact of the appeals. The City levy impact would be \$6,300.00 and the utility impact would be \$5,300.00 for a total of \$11,600 on the anticipated change.

Ald. Wiza asked if this was available in the current budget.

C/T Ladick said yes, it is in the budget. The 2014 budget does not present an issue. The 2015 budget is currently in development.

Ald. Wiza stated that while this is not perfect, it is one step closer to making this whole.

Call for the vote:     Aye: All.  
                              Nay: None. Motion carried.

### **3. Pay Plan Grade Placement Appear Hearings:**

Mayor Halverson stated that each person will have 5 minutes to address the Council as related to concerns about grade placement appeals and why they feel the denial was not correct.

Dawn Klish: Secretary II, Streets Department for the past 22 years. She is currently placed at a G2 position and seeks a progression to Grade H. Ms. Klish cited increased responsibilities with this position, specifically, supervision of 4 employees and completing the city portion of a DNR grant. She stated her position has changed into an office manager position and it warrants an upgrade.

Jason Pliska, Inspection Technician, Stevens Point Public Utilities is currently at H7 and would like reconsideration to I3. His responsibilities include budget and inspection of water, storm and sanitary utilities. He stated his position is comparable to other I3 positions, such as the Inspection Technicians in the Engineering Department and the GIS Technician.

Roger Skrzeczkoski, Welder-Fabricator/Mechanic distributed a handout to council members. He stated his mechanic work incorporates approximately 20% of his responsibilities, the remaining 80% spent as a welder/fabricator. Approximately 50% of his work as a welder-fabricator is for other departments (police, water, fire department, transit, etc.). Projects involve critical thinking and knowledge from conceptual design, design drafting, welding, assembly and follow-up. He said he is seeking progression from H6 to I3.

David Worzalla, DPW Level 2 (carpenter), seeks progression from G9 to H4. He said his position is comparable to Level 2 Parks Maintenance and Grounds. He stated he has done a variety of duties including deconstruction, construction, electrical, flooring, plumbing, etc.

Susan Pagel, Account Clerk II, Treasurer's Office. Ms. Pagel stated her job responsibilities have been misclassified as the duties have expanded. This position requires a high aptitude for numbers and above average problem solving ability including manual calculations with multiple interruptions as well as providing backup to a salaried supervisor. Specifically she cited tax bill creation duties, which had been previously handled by the Data Processing Manager, whose position was eliminated in 2009. She is asking for reconsideration on this misclassification.

Rob Molski, Conveyance Systems Manager, stated as of January 2013, he has taken on supervisory administrative responsibilities for the Storm Water Utility as well as continuing as a Conveyance System Manager. He stated these new responsibilities include supervision, billing, complaints, federal applications and permit requirements; schedule/order all equipment and maintenance on equipment. He stated he is currently at Level L and has not seen any reclassification since assuming the new duties.

Tom Carroll, Operations Supervisor was seeking progression from Grade Level K to Level M, which would be equivalent to the Parks Facilities Supervisor. Currently there are 4 supervisors, 2 during the day which include handling incoming calls. Duties include supervising 20 mechanics and 3 supervisors, payroll, acting manager when required, discipline of employees and maintaining state and federal guidelines.

James Wojcik, DPW Level 3 (Painter), stated he has been with the city for 26.5 years and this pay plan would make him ineligible for a pay increase for another 10 years. He asked if this was fair to the employees.

Lorna Whalen, Administrative Assistant Fire, provided handouts to Council members and asked for reconsideration of her pay grade. She cited two positions lost due to reorganization of the department and the addition of those responsibilities. She cited personnel and budget management as well as completion of federal and state reports. She said that in January she received a pay increase of 0.29% and with the new plan, she will not be scheduled for pay increase until 2016.

Scott Boyer, DPW Level 3 (Painter), has 28 years total with the City 25 of those years in his current department. He stated he will retire without a pay increase. He stated he was disappointed that he received no responses to the email that was sent to Council members in February.

Mayor Halverson stated the Council will go back to discussion and vote on the individual appeals.

Ald. Suomi asked if the City pays for employee training or certifications.

Mayor Halverson stated that if the training is required for the job, the City provides that training either internally or externally.

Ald. Suomi said it appeared that many of the positions have taken on new responsibilities and everyone is doing more.

Mayor Halverson stated the discussion is not whether it is felt employees work hard or find efficiencies. It is specifically about the job that they fulfill for the City. It is not about coming in early, staying later or longevity. Specifically, looking at the exact role, scope and the technical knowledge required for the position. Consideration is to be what specifically is in the grade above the current position that is requested for consideration.

Ald. Moore asked if the goal was to move these individuals into a correct grade, the first level of that grade or specific requests.

Mayor Halverson stated the task before the Council is to review the appeal, either grant or deny the appeal based on what was provided, and if granted, the employee would then automatically go into the step that provides an increase from the 12-31-13 salary.

Ald. Wiza stated that these decisions are based on amount and type of duties that are required of the position.

Ald. Moore stated that everyone currently on this matrix currently is able to receive a cost of living adjustment no matter what step or grade they are at, as long as it is within the purview of the council.

Mayor Halverson replied yes that is the case and must be prioritized early within the budget process.

Ald. Moore questioned again if all were eligible for the cost of living adjustment.

Mayor Halverson replied yes, that would be up to the Council.

Ald. Suomi acknowledged Joel Lemke and Scott Schatschneider for reaching out to the Council to assist with explanations.

Dawn Klish, Secretary II, Street Department.

Ald. Slowinski **moved**, Ald. Phillips seconded to deny the request.

Call for the vote: Aye: All.  
Nays: None. Motion carried.

Jason Pliska , Inspection Technician, Public Utilities/Transportation.

Ald. O'Meara stated that Mr. Pliska's work is underground and that means that the consequences are much higher if someone is doing GIS.

Ald. O'Meara **moved**, Ald. Trzebiatowski seconded, to grant this request.

Ald. Trzebiatowski asked if this was from Grade H to I.

Ald. Phillips requested input from the Director.

Director Lemke discussed the similarities and differences between the Inspection Technician position held by Mr. Pliska versus the inspection GIS position held by Mr. Southworth. He stated all of the buried utilities are inspected by this position. These are then subjected to record keeping/assessment management.

Mayor Halverson asked if the grade being the same for the Inspection GIS position and Mr. Pliska are appropriate based on job duties and responsibilities.

Director Lemke stated that yes it is accurately represented.

Call for the vote:       Aye: Majority  
                              Nays: None. Motion carried.

Roger Szkreczkoski, Welder-Fabricator/Mechanic.

Ald. Wiza said this position includes both engineering and design work.

Ald. Wiza **moved**, Ald. Moore seconded to approve the step increase from H to I.

Mayor Halverson stated if this move is made, there will be an extreme problem with the other positions. The scenario needs to be what is required of the position day to day and suggested to deny the grade appeal. The job that Mr. Szkreczkoski performs is similar to the other mechanic positions.

Director Schatschneider is unsure if the other mechanics weld or fabricate.

Ald. Wiza asked if Mr. Skrzeczkoski would know if the other mechanics can weld and fabricate.

Mr. Skrzeczkoski replied the other personnel may be able to weld. He restated that 20% of his time is spent as a mechanic.

Ald. Trzebiatowski asked if Mr. Skrzeczkoski is more of a trouble-shooter for the department.

Director Schatschneider said that if something breaks, they take it to Roger and ask him how to fix it.

Ald. Moore said that it takes a lot of talent to design and fabricate.

Mayor Halverson said that Mr. Skrzeczkoski has handled several unique repairs to various City projects/items. The question remains if Mr. Skrzeczkoski has the same skill sets that drive the position compared to the engineering techs.

Director Schatschneider stated that no power struggle exists between the mechanics and the welder/fabricator.

Call for the vote: Ayes: Majority.  
Nays: Minority. Motion carried.

David Worzalla, DPW Level 2 (Carpenter).

Ald. Slowinski **moved**, Ald. Suomi seconded, to approve the progression from Grade G to I.

Mayor Halverson stated that Mr. Worzalla's position requires him to integrate more with the Streets Department and up to 60% of his work would be in a laborer capacity.

Ald. Trzebiatowski asked if Mr. Worzalla's electrical experience was single or triple phase.

Dir. Schatschneider replied it was single phase.

Mayor Halverson stated that the motion before the Council was I.

Ald. Slowinski **withdrew** his original motion.

Ald. Slowinski **moved**, Ald. O'Meara seconded to approve the progression from Grade G to Grade H.

Ald. Slowinski stated that he does feel that the position warranted a grade increase as the position requires more than the general laborer position.

Call for the vote: Ayes: Majority.  
Nays: Minority. Motion carried.

Susan Pagel, Account Clerk II.

Ald. Moore **moved**, Ald. Wiza seconded to approve the progression from Grade G to Grade H.

Ald. Moore stated that this position has more responsibilities than a Secretary and requires a great deal of detail.

Call for the vote: Ayes: All.  
Nays: None. Motion carried.

Rob Molski, Conveyance Systems Manager.

Ald. O'Meara asked if there was a similar counterpart in the Water and Sewer Department.

Mayor Halverson stated that there was a big difference between the Water and Waste Water Superintendent related to technical knowledge as well as staff size.

Ald. O'Meara **moved**, Ald. Suomi seconded, to move from Grade L to M.

Mayor Halverson stated he felt this position was graded correctly.

Ald. Slowinski said the Transit Manager position is listed in Grade L and does not think that the position warrants the upgrade to M.

Call for the vote: Ayes: Minority.  
Nays: Majority. Motion failed.

Tom Carroll, Operations Supervisor.

Ald. Wiza **moved**, Ald. O'Meara seconded, to move the position from Grade K to Grade L.

Mayor Halverson stated he could not support this motion as there would be little difference between this position and the Assistant Streets Superintendent position, as well as other management personnel and the responsibilities associated with those positions.

Call for the vote: Ayes: Minority.  
Nays: Majority. Motion failed.

James Wojcik, DPW Level 3 (Painter).

Ald. Wiza stated first and foremost that the position is being evaluated, not the individual and feels the scope of the position is accurately reflected in the current grade.

Ald. Wiza **moved**, Ald. O'Meara seconded, to deny the requested grade increase.

Call for the vote: Ayes: All.  
Nays: None. Motion carried.

Lorna Whalen, Administrative Assistant Fire.

Ald. Wiza asked for clarification on the training aspect that Ms. Whalen provides.



Mayor Halverson asked for clarification on solely administering the departmental budget.

Chief Finn stated that the position does handle payroll and assists with the fire reports and training staff.

Mayor Halverson stated that this position is graded correctly with providing administrative support. There is a difference between a Secretary II and an Administrative Assistant position.

Ald. Suomi **moved**, Ald. M. Stroik seconded, to deny the grade appeal.

Call for the vote: Ayes: Majority.  
Nays: Minority. Motion carried.

Scott Boyer, DPW Level 3 (Painter).

Ald. Slowinski stated he struggled with the difference between Level 2 and 3 and the salary, as it would be difficult to attract new employees.

Director Schatschneider stated there are differences between DPW 2 and 3.

Lisa Jakusz stated that DPW 2 would include street sweepers and the DPW level 3 would include garbage collection. Mr. Wojcik's position is in Level 3 as well.

Ald. O'Meara **moved**, Ald. Slowinski seconded, to deny the appeal request.

Call for the vote: Ayes: Majority.  
Nays: Minority. Motion carried.

## **6. Adjournment.**

Meeting was adjourned at 8:10 p.m.