

Amended
PERSONNEL COMMITTEE AGENDA
Monday, May 8, 2017 – 6:20 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 possible action on:

1. Election of Vice Chair for the Personnel Committee.
2. Out of Country Travel – Director of Utilities and Transportation.
- **3. New Position Request – Utility.
3. 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) 346-1560, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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
Department of
Public Utilities**



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

May 2, 2017

MEMO

RE: 2017 travel request

Personnel Committee:

At the time of submitting a request for out of state travel in October of last year, I was unaware that I might be a part of the Sister City group traveling to Rostov Veliky, Russia. I'm grateful for the opportunity and would like to attend on behalf of the City of Stevens Point.

This is a formal request to allow this travel. Travel expenses will be accounted for within the existing travel/education budgets of the Utilities.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive style.

Joel Lemke
Director



May 4, 2017

Mayor Wiza,

Per the City Admin policy No. 2.04 (attached), and following our conversation, I am submitting a request for authorization to the Water and Sewerage Commission and the Personnel Committee for a new position. This position would be titled "Equipment Operator," and be employed in the storm water utility. I've attached the documentation called for in the policy along with this letter.

Thank you for your consideration.

Required Documentation from policy 2.04

- A. The required job description is attached.
- B. A chart showing the existing work area staffing (indicating the requested position) is attached.
- C. A written documentation of need (following paragraph)

The storm water utility was formed on January 1, 2013. The staff that was hired at the time to account for the operation, maintenance, and construction of stormwater facilities in the City amounted to two full-time employees, a foreman and an Operator. This crew has been taking care of the following tasks since the inception of the utility: construction/reinstatement of swales and/or ditches, cleaning/reconstruction of catch basins, cleaning/maintenance of storm mains, maintenance of stormwater facilities including ponds and waterways, clearing and grubbing of facilities used for the storage/treatment/conveyance of stormwater, removal of surface water from flooded areas (due to rainfall and snowmelt). In addition to these tasks, this crew routinely assists in construction/maintenance work for both the water and wastewater utilities.

The need for the additional position arises out of the fact that there is more need in the way of maintenance alone than we have bodies available to keep up with it. Additionally, the attached chart (requirement "B" above) shows the new structure I am proposing where the "Storm Foreman" has oversight over not only the storm crew portion of the Department, but also the collections crew. This makes two three-man crews, but will also allow the presence of three two-man crews when it is appropriate to split the workforce in that manner. This structure, with the additional person, will be more productive, more efficient, and more flexible. Additionally, it sets the utility crews up very logically in the way of structure and chain-of-

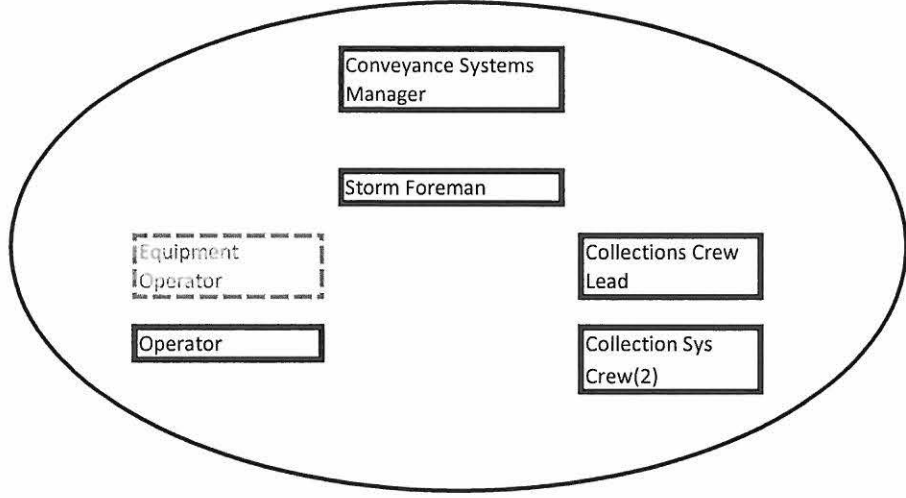
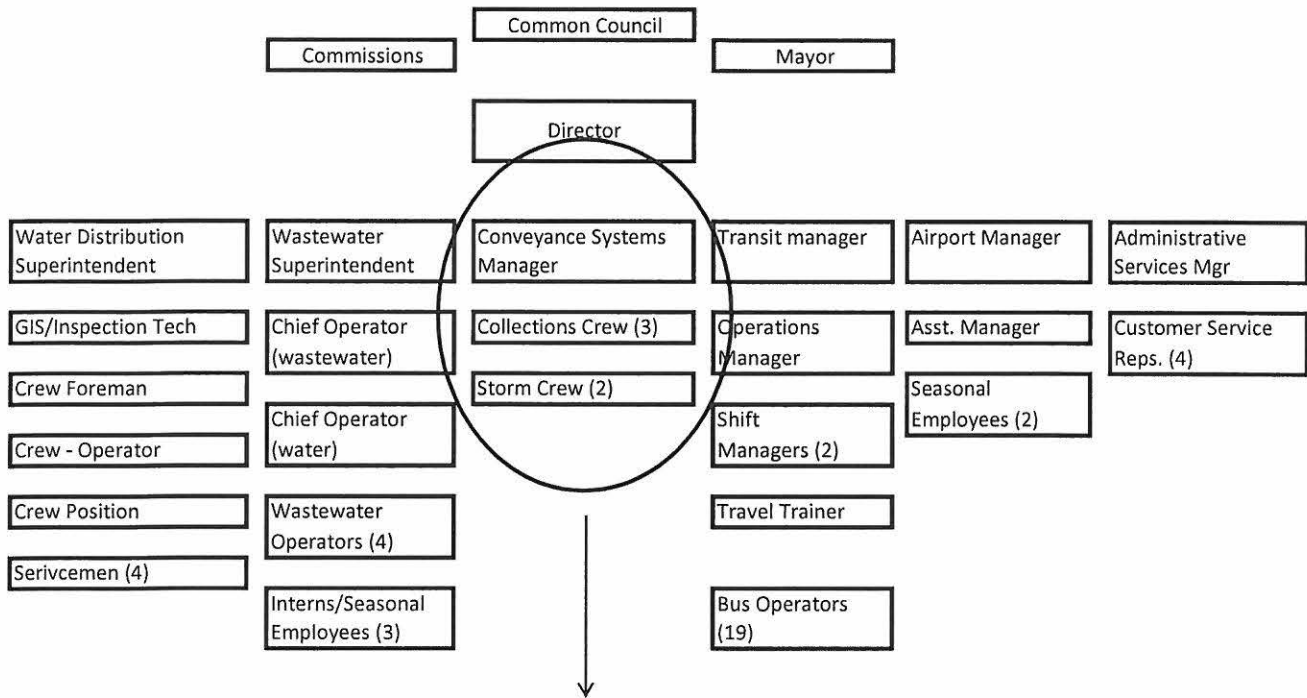
command as all of the employees in the previously mentioned crews report directly to one of our Department managers.

- A. Recommendation of salary and grade. This position already exists in the pay matrix as "Equipment Operator." It is placed in grade J. I imagine I will have internal interest in this position, so I would recommend the usual placement process according to Admin Policy No. 2.06.
- B. The expense for this position will amount to the wages and benefits of another employee in grade J of our pay matrix, which is where a large percentage of our utility employees are. I don't expect any additional equipment expenses due to this position alone. The salary range of grade J is currently \$43,139 - \$56,576. In review of the utility budget, I have no budgetary concerns related to the additional staff expense.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director of Utilities & Transportation



Proposed new position show in red with dashed boundary similar to this