

PERSONNEL COMMITTEE AGENDA
Monday, December 9, 2013 –6:00 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. Request to fill vacancies in the Police Department.
2. Request to fill vacancy in the Water Department.
3. Request to fill vacancy in the Parks Department.
4. 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 4:00 p.m.



Emergency Management

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management
(715) 346-1517

November 26, 2013

Mayor Andrew Halverson
City Hall
1515 Strongs Avenue
Stevens Point WI 54481

Dear Mayor Halverson,

The department received formal written notification of retirement from Parking Enforcement Officer Carol Grubba effective January 3, 2014. With Carol's resignation a vacancy occurs within the Police Department.

I respectfully request permission to fill the vacant parking enforcement position.

Thank you.

Sincerely,

Kevin K. Ruder
Chief of Police

Cc: Lisa Jakusz, Human Resource Manager

Approved: Mayor Andrew Halverson



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(715) 346-1517

November 26, 2013

Mayor Andrew Halverson
City Hall
1515 Strongs Avenue
Stevens Point WI 54481

Dear Mayor Halverson,

The department received formal written notification of retirement from Records Bureau Secretary Linda Sprecher effective February 14, 2014. With Linda's resignation a vacancy occurs within the Police Department.

I respectfully request permission to fill the vacant position.

Thank you.

Sincerely,

Kevin K. Ruder
Chief of Police

Cc: Lisa Jakusz, Human Resource Manager

Approved: Mayor Andrew Halverson



November 27, 2013

MEMORANDUM

TO: Personnel Committee

FROM: Joel Lemke, Director of Public Utilities and Transportation

RE: Request to refill position – Administrative Services Manager

Personnel Committee:

I have recently received a written notice of resignation from the Utility Administrative Services Manager, Brenda Thomas. Her last day with the Department will be December 3, 2013.

The role of this position is critical to the operation of the five divisions in the Department as it deals with all aspects of the accounting, payroll, insurance, and many other administrative tasks in all five Divisions.

I respectfully request to fill this vacancy. Furthermore, if the most qualified applicant to fill this position should come from within the Department, I would like permission to fill the vacancy created by the internal movement of staff.

I appreciate your consideration, please let me know if I can provide you with any supporting information regarding this matter.

Respectfully,

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

Joel Lemke
Director of Public Utilities and Transportation

December 2, 2013

Mayor Andrew Halverson
Personnel Committee
City of Stevens Point
Stevens Point, WI

Re; Filling vacancy

The Parks, Recreation & Forestry Department beginning December 6, 2013, will have a vacancy in our full time staff, due to an employee leaving our department. An employee in this position performs an important role as it relates to the day-to-day housekeeping duties and maintenance at indoor and outdoor recreational facilities and parks, located throughout our parks system. This position left open, will make it difficult to provide the services our residents and guest to our community have been accustom to. Therefore, I would like your permission to fill this vacant position.

Sincerely,

Tom Schrader
Dir. of Parks & Recreational Services

Request approved _____ Date _____
Mayor Andrew Halverson

cc: Lisa Jakusz