

**PERSONNEL COMMITTEE AGENDA**  
**Monday, August 13, 2012 – 6:45 p.m.**  
**(or immediately following previously scheduled meeting)**  
**Lincoln Center – 1519 Water Street**

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

1. Request to fill vacancy ~ Streets Division.
2. Request to fill vacancies ~ Transit Division.
3. Discussion and possible action on elected versus appointed for the Offices of City Attorney and City Comptroller/Treasurer.
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 4:30 p.m.

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



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

August 8, 2012

TO: Mayor Halverson and Personnel Committee  
FROM: Scott Schatschneider, Director of Public Works  
RE: Request to fill vacancy – Assistant Street Superintendent Position

Dear Mayor and Personnel Committee;

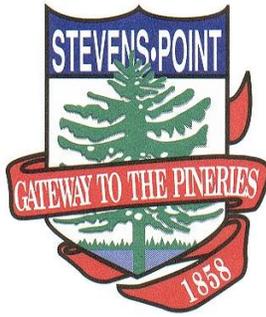
As the result of a resignation, I would like to request approval to fill the Assistant Street Superintendent Vacancy in the Streets Division of Public Works. The position is currently budgeted.

Sincerely,

A handwritten signature in black ink that reads "Scott Schatschneider".

Scott Schatschneider  
Director of Public Works

**City of Stevens Point**  
**Departments of Public**  
**Utilities and Transportation**  
300 Bliss Avenue  
Stevens Point, WI 54481-0243



**Joel C. Lemke**  
**Director**  
Phone: 715-345-5260  
Fax: 715-345-5369

August 7, 2012

TO: Mayor Halverson & Personnel Committee  
FROM: Director of Public Utilities and Transportation . Joel Lemke  
RE: Request to fill vacancies . Bus Operator Position, LNT Supervisor Position

I would like to request approval to fill a Bus Operator position within the City of Stevens Point Transit Division. The position is vacant due to a termination of employment.

I would also like to request approval to fill the position of LNT Supervisor. The position is vacant due to a resent resigning of an employee.

Sincerely,

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

Joel Lemke  
Director of Public Works

August 9, 2012

MEMORANDUM

TO: City Council Members  
Department Heads

FROM: Lisa Jakusz, City Personnel

RE: Information Compiled for the Special Committee

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Attached you will find information received from Dan Olson, Assistant Legal Counsel for the League of Wisconsin Municipalities in response to questions from the Special Committee and an outline prepared by Alderman O'Meara identifying selection processes for a City Comptroller/Treasurer or Attorney.

This information may aid you during discussion at Monday's Personnel Committee meeting.

Dan ~ I have been tasked with compiling information for a Special Committee here in Stevens Point that is being tasked with determining whether or not to recommend a referendum modifying our current elected Comptroller/Treasurer and City Attorney positions from elected to appointed.

The information the Committee is requesting specifically is:

Can a municipality impose job-related requirements (e.g. education, experience) for elected positions? **We have opined in the past that a municipality may impose additional qualifications for holding elected office in a city/village such as term limits. The same analysis would probably allow job-related qualifications as well.**

Is there training mandated by the State for those who hold elected Comptroller/Treasurer and City Attorney positions? I am aware that the League OFFERS training, the inquiry is focused on MANDATED training. **No. There is no mandatory training specific to these public offices under state law.**

Can an elected official be removed from office before they are eligible for recall? **Yes.** If yes, under what circumstances can they be removed? **An elected official may be removed by a city council for cause pursuant to Wis. Stat. sec. 17.12(1)(a). "Cause" is defined by Wis. Stat. sec. 17.001 as "inefficiency, neglect of duty, official misconduct, or malfeasance."**

In municipalities of similar size (population of 18,000 to 30,000) which elect these two positions and which appoint these two positions? **The League does not have complete information to respond to this question because we do not compile such information for our records. However, based on my own informal review, it appears that the only Wisconsin city/village of comparable size that still elects their city attorney appears to be Wisconsin Rapids. I do not have any specific information on comptroller/treasurer but believe the results would be similar (i.e., very few are elected).**

Dan ~ The committee was very appreciative of the time and effort put in to the responses to their initial inquiry. They do have a few follow up questions:

Are there other communities that place additional requirements for elected City Attorney or Comptroller/Treasurer? **The League does not track this data so it does not have any information to share in response to this question. Also, I am not personally aware of any communities that impose special qualifications for elected attorneys or comptrollers/treasurers. If so, do you know what these qualifications are?**

Can we require that an elected official be bondable? **Yes. See Wis. Stat. sec. 62.09(4)(b).**

Can we require continuing education/training or that a specific certification be maintained by an elected official? **There is no clear Wisconsin law establishing any general authority of local governments to add qualifications for elective offices. However, the League has opined in the past that a municipality may impose term limits on elective or appointed offices, which is a qualification for office. The same analysis may apply to continuing education or certification**

qualifications but that will depend on the specifics of the qualification. Thus, Wisconsin law does not provide a clear yes or no answer to this question and any answer will be influenced by the details of the specific non-statutory qualification that is imposed and whether there is any legal authority from other jurisdictions that should affect the analysis.

From: Alderperson O'Meara

As I see it there are 3 major ways we can select a city attorney or a comptroller treasurer.

- 1) We can continue electing them.
  - a. No change in present process
  - b. Require additional qualifications by charter ordinance.
- 2) The mayor can appoint them.
  - a. Staff does first scan of applications, mayor conducts final interviews, mayor appoints.
  - b. Staff does first scan of applications, council conducts final interviews, recommends 3 finalists to mayor for appointment.
- 3) The council can appoint them.
  - a. Staff does first scan of applications, council conducts final interviews, council appoints.
  - b. Staff does first scan of applications, mayor conducts final interviews, recommends 3 finalists to council for appointment.

In order for the staff to do the initial scan of the applications, they will have to be given an agreed set of review parameters prior to starting the review. The review parameters should be based on duties found in the position description.

Who will check references will have to be decided ahead of time. One scheme that I like is the mayor checks references from other mayors. Council members check references from other council members and the outgoing attorney or comptrollers check references from their counterparts.