

PERSONNEL COMMITTEE MEETING
Monday, December 10, 2012 – 6:20 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Moore; Alderpersons Slowinski, O'Meara, Phillips

EXCUSED: Alderman Patton

OTHERS

PRESENT: Mayor Halverson; C/T Schlice; Clerk Moe; Attorney Molepske; Alderpersons M. Stroik, Trzebiatowski, R. Stroik, Suomi; Directors Schatschneider, Lemke, Ostrowski, Schrader, McGinty; Assistant Chief Skibba; Assessor Siebers; Sharon Patoka; Sandy Kratzke; Bob Woehr; Carrie Freeberg; Joe Senn; Chief Kujawa Corey Ladick; Steven Lindsley; Barb Jacob; Assistant to the Mayor Pazdernik; Brandi Makuski ~ SPT; Matthew Brown ~ PC Gazette; BC Kowalski ~ SPJ; Kevin Lin; Human Resource Manager Jakusz

Chairman Moore called the meeting to order.

1. Discussion and possible action on request to reorganize the City Assessor's Office

Mayor Halverson stated that he felt it was best to give a verbal presentation on the topic and that an actual determination on how to proceed will be made by the Committee and City Council in January, 2013.

The City Assessor will be elected at the December, 2012 City Council meeting and Jim Siebers is departing City employment on January 21, 2013. The nuances relating to the elected position and contract language will be reviewed and discussed at the January City Council meeting. Based on the timing of Mr. Siebers departure, Mayor Halverson indicated that he feels it best to contract with Mr. Siebers through June 2013 for the open book and Board of Review process for assessments. Beyond June 2013, the Mayor suggests the City consider releasing an RFP for outside assessor services and retaining the remaining two staff positions in the City Assessor's Office. Another component to his recommendation

is that the remaining employees, whose work is primarily related to residential assessment and personal property, fall under Community Development. The Mayor explained that there is a natural link between the two departments as it relates to permitting and related property assessments.

Alderman Slowinski noted public concern raised over the prior recommendation to contract out for assessment services and asked what has changed.

Mayor Halverson replied that under the prior proposal the department would have been eliminated in its entirety; under the current proposal, two employees would be retained in the current capacity and would continue to provide services to City residents. He noted that the two employees would interact with the contractor as well. The anticipated savings to the City under this proposal would be approximately forty-five to fifty thousand dollars.

Alderman Phillips questioned who would handle Board of Review. The Mayor replied that the City Attorney would continue to be involved in the process as would the contract Assessor, as this person would be responsible for signing off on the assessment roll.

Chairperson Moore voiced his concern over Director Ostrowski being overburdened. Mayor Halverson replied that during the discussion in January there will be a road map for the process which will better illustrate Director Ostrowski's ability to handle those items enumerated in the proposal.

Bob Woehr indicated that he has been a member of the Board of Review for fifteen years and Chair for approximately ten years. He agrees with the Mayor's proposal up to July 31, 2013; he feels it would be in the City's best interest to hire an Assessor rather than contract out. His concern is that a contracting may not assign the same person to the City and that as a result, continuity will be lost. He noted that commercial assessments are most likely to be litigated. He strongly recommended that the City Council moves forward with recruitment for a full time assessor early in 2013. He urged Committee members to speak with other members of the

Board of Review to get their input, and to speak with Assessor Siebers and the City Attorney as well. He added that this decision will impact our community for a long time.

Barb Jacobs stated that she agrees with Bob Woehr. She reminded the Committee residents were adamant that they wanted a City Assessor. She stated as a commercial property owner she wants to be able to contact the Assessor.

As this item was informational only, no action was taken.

2. Discussion and possible action on request to refill vacancies in the Streets and Engineering Divisions

Motion by O'Meara, second by Slowinski, to approve refilling the vacancies.

Discussion ensued relating the workload in the Engineering Division as well as residency requirements for non-department head City employees.

Action on the motion: ayes all; nays none. Motion carried.

3. Discussion and possible action on amendments to City Administrative Policies

Motion by Chairperson Moore to postpone action; second by Alderman Phillips. Action on the motion: ayes all; nays none. Motion carried.

4. Adjournment ~ 6:55 p.m.