

PERSONNEL COMMITTEE MEETING  
February 11, 2013 – 6:07 p.m.  
Lincoln Center ~ 1519 Water Street

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

EXCUSED: Alderman Phillips

ALSO

PRESENT: Mayor Halverson; C/T Schlice; Clerk Moe; City Attorney Molepske; Alderpersons R. Stroik, Suomi, M. Stroik, Beveridge; Directors Ostrowski, Lemke, Schrader, Schatschneider; Assistant Assessor Patoka; Assistant Chief Zenner; Chief Kujawa; Deputy Comptroller/Treasurer Freeberg; Assistant to the Mayor Pazdernik; Barb Jacob; Sandy Kratzke; Corey Ladick; Bob Woehr; Steve Lindsley; Brandi Makuski; Matthew Brown ~ Portage County Gazette; Human Resource Manager Jakusz

Chairperson Moore called the meeting to order.

1. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.

Chairperson Moore stated that the recruitment process that occurred when Jim Siebers was hired ended up to be a drawn out process as the first two candidates who were offered the position ended up declining the position. He feels it important that if the City is going to move forward with a hired position versus contracting out, enough time is allotted for this process to occur.

Alderman Slowinski stated that he is in favor of saving money, but the input he has received has indicates a desire to keep it a full time position.

Alderman O'Meara feels there is an advantage to having a full time staff person. He added that if this person is underutilized, perhaps we could broaden their duties.

He added his opinion that contact companies perform better in the first year of the contact period than in subsequent years. He feels that it

would be wiser to contract out a position of this nature at the start of economic downturn; he is now tending toward a full time Assessor.

Council President R. Stroik stated that the Assessor officially left the City about 5 weeks or so ago; how are the lack of office hours going? He feels it would be important to get input from remaining staff.

Bob Woehr stated that he has been on the Board of Revue for 15 years. He suggests that any input from staff not be obtained in a public setting; he asks that Council Members keep in mind that they are employees of the City.

He also voiced his concern that the position the County created to fill the gap when Pam Kruzicki's position in the Assessor's Office remains vacant since her return to employment with the City late last year. He stated that when this position was transferred over to the County along with it went approximately \$40,000 in levy capacity.

Mr. Woehr addressed the relocation of the remaining Assessor's Office staff in closer proximity to Community Development with their oversight by Director Ostrowski and having Director Ostrowski develop a software package for use by both the Assessor's Office as well as his own and the relocation of the City's paralegal in closer proximity to the City Attorney.

He stated that the contract with Jim Siebers provides 3 telephonic contacts with City and 2 physical presence visits at a minimum with office hours as may be required.

He opined that the Community Development Director is overloaded and that last week's Plan Commission Meeting pointed in that direction. If we move employees and convert existing office space for the paralegal and conference room, where would we put an Assessor in the future?

He feels that the Assessor's software should be what works best for that function and should not be selected by someone who works with inspection and development.

There are currently 3 claims of excessive tax assessments; one will likely be addressed in June, the other 2 are tied to a case awaiting a decision in Oshkosh. It is likely that Jim Siebers will have to testify on these claims.

The rebound in construction the Assessor will have to track assessments that are less than 90% of fair market value and determine when a revaluation of properties will need to take place. Also on the table is the east-side development, TID 6; assessment will have to be done.

He suggests that the City either extend the contract if we do not opt to hire a full-time Assessor.

He does not recommend an RFP for Assessor.

Motion by Alderman Slowinski to move forward with the hiring process; second by Alderman O'Meara. Discussion ensued.

Alderman O'Meara moved to amend the motion to ask City staff to investigate what the market is; additional duties that could be added to the position and a proposal for the hiring process; second by Alderman Slowinski. Discussion ensued.

Mayor Halverson clarified Alderman O'Meara's amendment to include the following from City staff:

- Provide a framework for moving forward with the hiring process;
- Identify any additional duties for the Assessor position;
- Visit with remaining staff of the Assessor's Office to get a feel of how things are going without a full-time Assessor.

Alderman O'Meara replied that the items listed by the Mayor fit the intent of his amendment.

Action on amendment: 3 ayes; 1 nay (Patton dissenting). Motion carried.  
Action on motion: 3 ayes; 1 nay (Patton dissenting). Motion carried.

2. Adjournment – 6:43 p.m.