

City of Stevens Point Meeting Minutes

Personnel Committee

Monday, September 14, 2009, 6:00 p.m.

Lincoln Center, 1519 Water St.

Present: Chairperson Molski; Alderpersons Walther, Moore

Excused: Alderman Brooks

Also Present: Mayor Halverson, C/T Schlice; Clerk Moe; City Attorney Molepske; Alderpersons Trzebiatowski, O'Meara, Mallison, Stroik, Wiza, Slowinski; Assessor Siebers; Chief Ruder; Directors Halverson, Gardner, Morris; Airport Manager Wheeler; Interim DPW Saunders; Superintendent of Streets Laidlaw; Bob Woehr; Don Rahn; Cathy Dugan; Reid Rocheleau; Joe Fenke; Tawnya Shilt; Jeremy Moss; Michelle Zielinski; Tim McKeown; Susie Eberhard; Sue Hall, Richard Tolbert; Dan Witherow; Jay Johnson; Nichole Lynse; Jim Billings; Gene Kemmeter - Portage County Gazette; Human Resource Manager Jakusz

Chairperson Molski called the meeting to order.

Index of these minutes:

1. Request to fill vacancy - Water Department.
2. Request for out of state travel - Water Department.
3. Update on recruitment process for City Engineer/Director of Public Works.
4. Discussion and possible action on amendment to City Administrative Policy 3.02 - Family and Medical Leave Act.
5. Adjournment.

1. Request to fill vacancy - Water Department Memo 1| Memo 2

The position is vacant due to a prior retirement in the department. Alderman Moore moved to approve the filling of the vacancy; Alderman Walther seconded. Ayes all; nays none. Motion carried.

2. Request for out of state travel - Water Department

Human Resource Manager Jakusz stated that the destination for 2010 conferences have not been determined - that is why they are not included in Director Halverson's request.

Per the request memo(s), funds to cover the out of state travel would come out of the Water and Wastewater Department training budgets.

Chairperson Molski moved to approve the out of state travel; Alderman Walther seconded. Ayes all; nays none. Motion carried.

3. Update on recruitment process for City Engineer/Director of Public Works

Mayor Halverson stated September was the month in which he was to report back the Personnel Committee regarding on the progress of the recruitment for City Engineer/Director of Public Works. He added that a good number of applications were received for the vacancy. After a thorough review, some candidates were immediately dismissed and a number were given phone interviews. After completion of phone interviews, five finalists were identified and face to face interviews were held. After that point, thorough background checks were conducted, reference contacted and the field was narrowed to three. The position was offered to Karla Eggink who ultimately declined the position as she had been offered a position in a Waste Water District. The number 2 candidate, Mr. Hoppe was then offered the position and declined due to health concerns. The third finalist, Mr. Zahn opted to withdraw his candidacy.

At this point, the position is still open and applications continue to be accepted.

In reviewing the situation and looking toward the future and in consideration of potential upcoming retirements, I will be bringing forward a potential reorganization of the public works functions including [pay] grade changes. This potential reorganization will address some succession planning issues which may evolve with retirements.

Reid Rocheleau voiced his concern over the problem with Public Works Directors. He feels the last one left us in a pinch and added that it starts to concern him when applicants apply and then they bow out. What's happening - are we not paying enough, are there too many problems here don't they like what they are seeing here, are we expecting too much? He'd like to see more people on the Personnel Committee and have the committee more involved rather than leaving the process up to the Mayor.

Alderman Trzebiatowski questioned with the current stimulus programs how we fare in comparison to the private sector. Mayor Halverson replied that both offers of employment included salaries above the minimum that would have come back to the Personnel Committee for approval; in comparison we are low on salary, however, health and retirement benefits exceed those in the private sector.

4. Discussion and possible action on amendment to City Administrative Policy 3.02 - Family and Medical Leave Act

Human Resource Manager Jakusz indicated that the modifications were due to recent changes at the State and Federal level such as domestic partnership, military exigency. The modified policy has been reviewed and approved by the City Attorney. Alderman Walther moved to approve the amendment to Administrative Policy 3.02- Family and Medical Leave Act; Alderman Molski seconded. Ayes all; nays none. Motion carried.

5. Adjournment - 6:16 p.m.

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