

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, May 10, 1999 - 6:00 P.M.

Portage County Courthouse Annex - 1462 Strongs Avenue

Conference Rooms 1 & 2

Present: Chairman Rackow, Alderpersons Sevenich, Walther, Pazdernik, Kedrowski,

Also

Present: Directors Gardner, Schrader, Van Alstine; Mayor Wescott, C/T Schlice, Clerk Zdroik, Alderpersons Perlak, Kedrowski, Barr, Aldinger, Nealis, Niedbalski,

Water/Sewage Administrator Disher, Police Chief Carpenter, Police Captain Daubert, Personnel Specialist Jakusz, County Personnel Director Freiberg,

Susan Kampmeier (Journal), Scott Krueger (WIZD)

1. Request to fill vacancy - Transit Department.

In a letter addressed to Mayor Wescott, Transit Manager Lemke is requesting permission to fill a vacant position in the Transit Department due to a resignation by an employee effective May 21, 1999.

Ald. Pazdernik moved, Ald. Walther seconded, to fill the vacant position in the Transit Department.

Ayes, all, nays, none. Motion carried.

2. Discussion and possible action on a new Administrative Policy - Special Parking Permits for City Personnel

Chairman Rackow said this is already being done but the Chairman feels it is a good idea to put it in an administrative policy so it is officially covered. If this is approved, a new permit will be issued showing an expiration date. The permit would be issued for a period not to exceed two years with an expiration date of June 30.

Captain Daubert stated that there are about 25 permits. By putting a policy in place, it will bring into place some guidelines as well as better accountability.

Reid Rocheleau, a Village of Whiting resident, voiced his concerns on city-owned and city employee-owned vehicles parked around the courthouse.

Chairman Rackow said the primary purpose of the policy is not to deal with parking right around the courthouse.

Captain Daubert stated that from the Police Department's perspective, the permit does not restrict where the unmarked police vehicles are parked. **These vehicles are parked in an area that is marked police vehicles only. This permit is to be used in other areas while conducting city business.**

Chairman Rackow stated employees should be informed of the implications of the misuse and abuse of the permit. Ald. Sevenich asked if there will be a follow-through with the misuse and abuse of the permit? The chairman said Item #4 of the administrative policy will cover the action on the misuse and abuse.

For information purpose only, Ald. Kedrowski would like to know if the alderpersons can have a list of the names of the employees that will be issued this permit.

Ald. Walther moved, Ald. Pazdernik seconded, for approval of the Administrative Policy dealing with Special Parking Permits for City Personnel.

Ald. Walther said he is in favor of seeing this policy in writing. This will give the City something to go by.

Ayes, all, nays, none. Motion carried.

2. Discussion and possible action on changes to the City's Employee Assistance Program.

The City's current Employee Assistance Program has been in existence for about ten years. This program allows City employees to seek guidance from a Resource Coordinator, who is a fellow employee which makes some people resist seeking assistance.

The City could piggy-back with the County in contracting with ERC, Inc., out of Green

Bay. The cost is \$2.10 per employee per month. The employee can use this program instead of using the City's health plan which could mean a lot of savings for the City.

Ald. Kedrowski asked if the city could put this out for bid after December 2000? Personnel Specialist Jakusz said it is a possibility if we are not satisfied with the service.

Ald. Kedrowski moved, Ald. Pazdernik seconded, to approve the proposed changes to the City's Employee Assistance Program.

Ald. Barr would like to know if there are other places besides Portage County that deal with this company? Specialist Jakusz said yes and that this **information will be included in the alderpersons packet for the Monday's common council meeting.**

Ayes, all, nays, none. Motion carried.

4. Adjournment - 6:20 P.M.

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