

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, June 14, 1999 - 7:00 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, Van Alstine; Mayor Wescott, C/T Schlice, Clerk Zdroik, Alderpersons Perlak, Kedrowski, Barr, Aldinger, Nealis, Niedbalski,

Water/Sewage Administrator Disher, Assessor Kuehn, Mayoral Assistant Bumgarner, Police Captain Dowling, Personnel Specialist Jakusz, County Personnel Director Freiberg, Susan Kampmeier (Journal), Mike Kemmeter (WIZD)

1. Request(s) to fill a vacancy.

Transit Department - part-time Bus Driver.

Transit Manager Lemke, in a letter addressed to Mayor Wescott, is asking that a part-time bus driver position in the Transit Department be filled. The department is currently short staffed due to time spent training a new employee, an employee is out on Worker's Comp who is able to work only four hours a day, and with several people off due to scheduled vacation. This is a budgeted position.

Assessor's Office - full-time Administrative Assistant.

The full-time Administrative Assistant position in the City Assessor's office became vacant when the person holding that position left City service to become the assessor for a neighboring municipality. City Assessor Kuehn is requesting action to refill this vacant budgeted position.

Alderson Phillips suggested trying to find a qualified person to do the assessing job to eliminate the hiring of seasonal help for the Assessor's office.

Assessor Kuehn said this position is strictly an office position. There are more than enough projects and work for this person to be a full-time office position. The Assessor said she cannot afford to have the person in this position be out in the field for two to three months doing the seasonal employee's job because this person gets the seasonal employee's materials ready for the field work. This person also starts establishing preliminary assessed values.

In 1999, the City of Stevens Point added more real estate value than the City of Wausau. The Wausau Assessor's office has twice as much staff compared to the Stevens Point Assessor's office. To say that this person can do the job of both people is not just feasible, Assessor Kuehn said.

Alderson Nealis asked Assessor Kuehn how far the Assessor's office is with regard to establishing a computer database, where the public can access information from a terminal? He said when he comes to the Assessor's office he usually uses five to ten minutes of staff's time to get the information that he needs.

Assessor Kuehn said she anticipates having a terminal on the counter in her office after the office remodeling which would be some time in the fall. The terminal in the Assessor's office will not satisfy requests made via telephone, mail, or fax. The Assessor said ten years ago, a survey was done on requests made to her office. There were about 6,000 requests made in one year and about half of the requests made were by telephone.

Alderson Sevenich moved, Alderson Walther seconded, to refill the part-time bus driver position in the Transit Department and the full-time Administrative Assistant position in the Assessor's office.

Ayes, all, nays, none. Motion carried.

2. Adjourn into closed session at approximately 7:25 P.M., pursuant to Wisconsin Statutes 19.85(1)(e) for an update on union negotiations.

Roll Call: Ayes: Chairman Rackow, Alderpersons Sevenich, Walther, Pazdernik, Kedrowski

Nays: None. Motion carried.

3. Adjournment - 7:50 P.M.

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