

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, November 8, 1999 - 6:30 P.M.

Portage County Courthouse Annex - 1462 Strongs Avenue

Conference Rooms 1 & 2

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

Also

Present: Mayor Wescott, C/T Schlice, City Attorney Molepske, Clerk Zdroik,

Alderpersons Perlak, Barr, Aldinger, Nealis, Phillips, Niedbalski; Directors Gardner, Schrader, Van Alstine; Mayoral Assistant Bumgarner, Police Captain Dowling, Assessor Kuehn, Personnel Specialist Jakusz, Mike Kemmeter (WIZD), Gene Kemmeter (Portage County Gazette)

1. Request to refill vacancy - City Assessor's Office.

This item was referred back to the Personnel and Finance Committees at the October 18, 1999, council meeting. Modifications were made to the position description with approval from Mayor

Wescott, County Personnel Director Freiberg and Personnel Specialist Jakusz. The position description reflects additional duties and changes to the position due to computerization in the department. The Assessment Technician position in the Assessor's Office requires state certification. The state certification for this position must be attained within 18 months of employment.

Ald. Kedrowski moved, Ald. Walther seconded, to approve the request to refill the vacant position in the Assessor's Office.

Ayes, all; nays, none. Motion carried.

2. Request to refill vacancy - City Police Department.

Police Chief Carpenter, in a letter addressed to Mayor Wescott, is asking to refill the position being vacated by Sandy Kratzke, who accepted the Assessment Technician position in the Assessor's Office.

Ald. Pazdernik noted the position in the Assessor's Office did not get council approval last month. The alderperson feels the refilling of the position in the Police Department is out of order.

Personnel Specialist Jakusz explained that permission was obtained from the Mayor to post the position in the Assessor's Office contingent upon Personnel Committee/Council approval.

Chairman Rackow moved, Ald. Kedrowski seconded, to refill the vacancy in the Police Department.

Ayes, all; nays, none. Motion carried.

3. Request for out-of-state travel - Parks Department.

The City administrative policy requires that department head seeking out of state travel bring the request to the Personnel Committee. This request is from Parks Director Tom Schrader and is in the 2000 budget.

Chairman Rackow noted that a similar request is also received from the Assessor. Assessor Kuehn informed Specialist Jakusz there is a scheduling conflict on the out-of-state conference she generally attends so she is not requesting approval for out-of-state travel at this time.

Ald. Walther moved, Ald. Sevenich seconded, to approve the request for out-of-state travel to Phoenix, Arizona, on Wednesday, October 11 through Sunday, October 15, 2000, for the Parks Director.

Ayes, all; nays, none. Motion carried.

4. Request for limited term employee (LTE) - City Assessor's Office.

Assessor Kuehn made this request in her November 1999 report to the Finance Committee.

Because of the backlog of work in the Assessor's Office, she is requesting approval to hire a limited term employee for approximately 40 hours. The primary project for this employee is the mailing of 1200 statements of personal property to individual property owners.

Ald. Kedrowski moved, Ald. Sevenich seconded, to approve the request to hire a limited term employee for approximately 40 hours in the City Assessor's Office.

Ayes, all; nays, none. Motion carried.

5. Request to refill vacancy - Streets Department.

In April 1999, Parks Director Schrader requested and received permission to refill a vacancy in the Parks Department due to a retirement. The actual vacancy, after the union posting process, occurred in the Street Department. Director Van Alstine is requesting to refill this vacancy.

Chairman Rackow moved, Ald. Walther seconded, to approve the request to refill the vacancy in the Streets Department.

Ayes, all; nays, none. Motion carried.

6. Adjournment - 6:40 P.M.

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