Memo

Michael Ostrowski, Director
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567 • Fax: (715) 346-1498
mostrowski@stevenspoint.com

City of Stevens Point – Department of Community Development

To: Personnel Committee

From: Michael Ostrowski MO

CC: Human Resources Manager Jakusz and Mayor Halverson

Date: 10/1/2010

Re: Request to Fill Position

I have been informed that Barb Iris will be retiring December 2, 2010. Barb serves as a Secretary II position in the Department of Community Development. With her departure, it will leave a vacant position in the department, and I would ask that this position be refilled. This position is critical to the inner workings of the department, and serves as the first point of customer contact.

If approved, I would request the start date for the position to be on December 1, 2010, allowing for a two-day overlap. The additional expenses for the overlap will come from the Department's operating budget.

Thank you for your consideration of this request. If you should have any questions or concerns, please do not hesitate to contact me.

Approved:

X

Andrew Halverson
Mayor

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

FAX 715-346-1683

John J. Schlice
Comptroller/Treasurer
CMFA-CMTW

715-346-1573

e-mail: jschlice@stevenspoint.com

October 1, 2010

To: Mayor Andrew Halverson
From: C/T Schlice
Re: Request for Accounts Payable Clerk Position

Pursuant to Administrative Policy 2.04 I am submitting a request for a ½ time Accounts Payable Clerk position effective January 1, 2011.

Over the past 4-5 years the volume of data and paperwork that my office handles has increased around 30-40%. As a result it has been a struggle to keep items relatively current and has caused my staff to take work home at night and when they go on vacation in order try to keep current.

I have been evaluating the problem over the past several months and I feel that we can get back on track with the addition of a part time 20 hour per week Accounts Payable Clerk. I believe that this position will bring some advantages for the City by being able to take discounts for early payment (less than 30 days) and checking invoices against statements for inaccuracies.

As you heard during the audit report we have a low staffing level and this addition will add another level of internal control as evaluated by the auditors.

I request your approval of this request and that it be forwarded to the Personnel Committee for consideration.

Approved_____ October 4, 2010
Mayor Andrew Halverson

PERSONNEL COMMITTEE MINUTES
Monday, October 13, 2008 – 6:57 p.m.
Lincoln Center ~ 1519 Water Street

Present: Chairman Hanson; Alderpersons Molski, Moore, Wiza

Excused: Alderman Myers

Also Present: Mayor Halverson; C/T Schlice; Alderpersons Slowinski, Heart, Stroik, Brooks; Directors Euclide, Schrader; Chief Morris; Chief Zinda; Clerk Moe; Transit Manager Lemke; James Wendler; John Thompson; Jeremy Beaudry; Meredith Thorn ~ Stevens Point Journal; Scott Steuck ~ Portage County Gazette; Lisa Jakusz

Chairman Hanson called the meeting to order.

1. Discussion and possible action on Airport Manager position (new position).
   Mayor Halverson updated the Committee on the dual recruitment/RFP process for airport management. One RFP was received and approximately 19 applications were received for the Airport Manager position. The interview process has begun. The Mayor and Comptroller/Treasurer believe the best course of action is to approve the new position. The Airport Manager will report to the Director of Public Works.

   Alderman Wiza moved to approve the creation of the Airport Manager position with an entry level salary of $42,700; Alderman Moore seconded. Ayes all; nays none. Motion carried.

2. Discussion and possible action on Elected Officials salary for Alderperson for 2009.
   Mayor Halverson referred to his memo which was included in the packet. He indicated his belief that an increase is warranted as the salary for Alderperson was frozen in 2005 and 2007. Alderman Stroik stated that he has been opposed to increasing the pay for Aldermen in the past, however, the City has been more active requiring more evenings away from family and more "homework", and he would support the increase. Alderman Brooks voiced is support indicating the time is appropriate. Alderman Wiza stated that he too was formerly opposed to increases but referenced the increased cost of fuel and amount of time put in to do a good job and has had a change of heart. Alderman Wiza moved to approve increasing the annual salary of Alderman to $5,300 effective 5/1/2009; Alderman Molski seconded. Ayes all; nays none. Motion carried.

NOTE: Action was defeated at 10/20/08 Council Meeting.