

**CITY OF STEVENS POINT
SPECIAL COUNCIL MEETING**

Zoom Conference Call Meeting

URL: <https://us02web.zoom.us/j/82619260709>

Password: 694544

Dial in Number: +1 312 626 6799

Meeting ID: 826 1926 0709

September 14, 2020

6:00 PM

Agenda

1. Roll Call

Consideration and Possible Action on the Following:

2. Approval of the Appointment of the City Clerk - Kari Yenter - to the unexpired term ending 04-30-2021.
3. Benefit conversion for Kari Yenter.
4. Adjournment

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, "Persons who wish to address the mayor and council on non-agenda items." Individuals should not expect to engage in discussion with members of the City Council and City staff.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1530



Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

September 9, 2020

MEMORANDUM

TO: City Council Members

FROM: Mayor Wiza

RE: City Clerk appointment to fill the unex. term of Krautkramer (exp. 4/30/2021)

Upon receipt of Clerk Krautkramer's resignation, we moved forward with posting the City Clerk position with a deadline of August 28, 2020. We received 10 interested individuals.

The interview team consisting of myself, HR Manager Jakusz, Comptroller/Treasurer Ladick and Personnel Committee Chair Shorr have completed the interview process and unanimously selected a candidate for your consideration. The candidate has 30 years of experience with the City, most of those in the City Clerk's Office. She is our current Licensing and Elections Specialist and will meet all requirements of the elected position at the time of assuming those duties.

I would ask the City Council's approval in appointing Kari Yenter as City Clerk, to fill the unexpired term of Karlyn Krautkramer which expires April 30th, 2021 with the appointment taking effect immediately.

Kari A. Yenter
9041 County Road OO
Rosholt, WI 54473


nyenter@wi-net.com

SUMMARY

Highly motivated multi-skilled Town Clerk/Election and Licensing Specialist with excellent history of delivering a wide variety of high-quality clerical services and applying administrative and departmental policies and procedures to local municipal government. Possess strong expertise on agenda preparation, minutes, record management, website administration, elections, licensing, Board of Review, and preparation of annual budgets. Highly capable of managing phone calls, preparing letters and emails, organizing meetings, maintaining financial recording keeping and corresponding with Board and Council members. Possess in-depth working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) along with the urge to learn new software applications. Able to offer exceptional communication, planning, organizational, time management and critical thinking skills.

WORK EXPERIENCE

Town Clerk
Town of New Hope

04/2015 - Present

- Prepare agendas, minutes, resolutions, ordinances, notices and reports.
- Attend Board meetings, take and transcribe meeting minutes.
- Chief Administrator of entire election and voting process.
- Prepare annual financial report and budget.
- Administer retaining, organizing, managing and preserving all Town records.
- Manage the Town's website.
- Respond and research to inquiries for information and open record requests.
- Clerk for the Board of Review.
- Prepare quarterly federal tax forms, W-2s and W-3.
- Prepare and bill for special charges.
- Prepare special assessment letters for real estate transactions.
- Participate in annual town audit.
- Professionally respond to citizens and board members.
- Prepare and collect tax exempt property reports from local property owners and compile report to the State.
- Maintain consistency and adhere to local, state and federal laws.

Election and Licensing Specialist
City of Stevens Point

05/2011 - Present

- Administration of elections, including all aspects of voter registration, absentee ballot processing, preparation and operation of elections.
- Administering and processing of all city licenses and permits issued by the Clerk's office.
- Prepare reports and notices.
- Recruit, train and supervise City Clerk's office personnel.
- Assist with preparation of the Clerk's office budget.
- Retain, organize and manage election and licensing records.
- Professionally respond to inquiries from the public and answer telephone calls from citizens, city departments and other municipalities.
- Provide notary services.
- Open office and secure it at the end of the day.
- Issue, review and accept objection forms for real estate and personal property for the Board of Review.

Administrative Assistant/Parking Enforcement
City of Stevens Point

08/1989 – 05/2011

- Attended Council meetings, transcribed meeting minutes.
- Prepared schedule of meetings, agendas, minutes and reports.
- Prepared notices of public hearings for publication and notified affected property owners.
- Prepared ordinances and resolutions for publication.
- Maintained record of committee appointments and terms.
- Prepared annexation ordinances including legal descriptions and related paperwork.
- Prepared, entered and processed billing of special charges and assessments and explained payment options.
- Prepared special assessment letters for real estate transactions.
- Assisted in elections by registering voters, prepared data for distribution to election officials, issued absentee ballots and ordered election supplies.
- Issued bartender/operator and taxicab drivers license applications.
- Collected tax exempt property reports from local property owners and compiled report for the State.
- Prepared purchase orders.
- Processed incoming and outgoing mail.
- Professionally answered phone calls.
- Assisted members of the public.
- Ordered supplies.
- Ensured drivers complied with local parking laws and ordinances and issued citations for violations.

EDUCATION

Graduate of Wisconsin Municipal Clerk's Institute

University of Wisconsin Green Bay
2017-2019

WisVote Certification

Wisconsin Elections Commission
2016

Municipal Clerk Certification

Wisconsin Elections Commission
2015

High School Graduate with honors

Stevens Point Area Senior High School

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Department of
Administrative Services
715-346-1594

September 9, 2020

MEMORANDUM

TO: City Council Members
FROM: Lisa Jakusz, City Personnel
RE: Benefit Alignment Clerk Yenter

Due to Kari Yenter's current status as an employee of the City of Stevens Point who is transitioning from an hourly position to an elected position, I would propose the following be extended to her:

- Pay out any compensatory time as well as vacation accruals as of her last day as an hourly employee.
- "Freeze" her accrued sick leave benefit as of her last day as an hourly employee at her current rate of pay. Extend the Post Employment Health Plan benefit for conversion of her accrued sick leave if she retires from employment with the City of Stevens Point and meets the PEHP eligibility at the time of her retirement.

Current eligibility requires:

1. Employees who retire from City service at the retirement age based on their Wisconsin Retirement Fund category (55 for general employees and 50 for protective services), or retire due to disability and apply for a retirement annuity from the Wisconsin Retirement Fund, may have up to a maximum of 130 days (1040 hours) of unused sick leave converted to a monetary value. The value will be the number of days of accumulated sick leave multiplied by the normal daily rate of pay received immediately prior to retirement. This amount shall be available to the employee to pay the medical insurance premiums. Should an employee die while still employed by the City, the above benefit would apply to the employee's spouse. If the employee does not have a spouse, the above benefit will apply to the employee's qualified dependent(s), as defined in the IRS code.

2. The City agrees to establish a Post-Employment Health Plan (PEHP) in accordance with applicable sections of the Internal Revenue Service Code. Retiring employees who meet the requirements under Section D (1) will be required to "convert" accrued sick leave of 130 days (1040 hours) plus one (1) hour for each eight (8) hours over 130 days (1040 hours) and unused vacation into their individual "PEHP" account.

3. The employee and/or surviving spouse may remain on the group health plan as long as the premium is paid in full by the employee or surviving spouse through deductions from their PEHP account or cash payment.

This type of benefit transition had been extended to a former employee who transitioned from an hourly employee to an elected employee.