

**City of Portage
Human Resources Committee Meeting
Monday, May 21, 2012, 5:00 p.m.
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:00 p.m.

Members Present: Kenneth H. Jahn, Mayor, Rick Dodd, Kenneth A. Ebnetter, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, City Administrator Plaster, Police Chief Manthey

1. Approval of minutes from previous meetings

Motion by Oszman, second by Klapper to approve the minutes from the March 22, 2012, May 7, 2012 and May 9, 2012 committee meetings. Motion carried unanimously on call of roll.

2. Discussion and possible action on advertising for the second Community Service Officer

Police Chief Manthey discussed the need for the second Community Service Officer, explain that one officer is needed for the inside work including computer checks and entering information on the computer; while the second officer is needed for ordinance enforcement issues.

Motion by Dodd, second by Oszman to authorize the advertising of the second Community Service Officer position. Motion carried unanimously on call of roll.

3. Closed Session

Motion by Oszman, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to consider candidates for the Administrative Secretary/Deputy Clerk position. Motion carried unanimously on call of roll at 5:10 p.m.

4. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 5:20 p.m.

Marie A. Moe, WCPC, MMC
City Clerk