

**City of Portage  
Human Resources Committee Meeting  
Monday, June 25, 2012, 5:30 p.m.  
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:30 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 Attorney Spankowski, Director of Public Workings/Utilities Manager Redelings

**1. Closed session**

Motion by Oszman, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) regarding discussion and possible action on a grievance from Teamsters Union Local No. 695 Department of Public Works. Motion carried unanimously on call of roll at 5:31 p.m.

**2. Reconvene to open session for the remainder of the meeting**

Motion by Oszman, second by Dodd to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll 5:45 p.m.

**3. Approval of minutes from previous meetings**

Motion by Oszman, second by Dodd to approve the minutes from the committee meeting of June 11, 2012. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation on authorizing promotion of Assistant Mechanic to Chief Mechanic**

Director/Utilities Manager Redelings explained that Assistant Mechanic Cory Miler was the only person to sign for the position. Mr. Miller is ASC certified. Motion by Garetson, second by Oszman to authorize the promotion of Cory Miller to the position of Chief Mechanic. Motion carried unanimously on call.

**5. Discussion and possible recommendation on authorizing posting of Assistant Mechanic position**

Motion by Oszman, second by Garetson to recommend the posting of the Assistant Mechanic position and to begin the process of hiring. Motion carried unanimously on call of roll.

**6. Discussion of retirement of Police Officer Gary Petersen and replacement**

Major Jahn explained that there was still an eligibility list from when the last police officer was hired. Police Chief Manthey has selected the person from the list and will be meeting with him and conducting the background checks.

**7. Discussion and possible recommendation on support staff – update on Administrative Secretary/Deputy Clerk position, relocation of Water Department Personnel, Municipal Court Clerk/Public Works Secretary/Deputy Treasurer**

Sherri (Haase) Kranz has accepted the position of Administrative Secretary/Deputy Clerk and will begin July 3, 2012.

There was discussion regarding relocating the Water Department Personnel back to Northridge Drive. Reasons for relocating them include not having to pull a field person in to open the facility when there are deliveries; room will be created at the Municipal Building to put another person for Public Works; an office would be created for the Water Superintendent who is the immediate supervisor of the office staff; and to provide them with autonomy as a utility. The ability to bring one of the support staff to the Municipal Building to help would remain. Motion by Garetson, second by Klapper to relocated the Water Department Personnel to the Northridge facility. Motion carried unanimously on call of roll. The committee requested that the move take place prior to the August election.

There was discussion regarding Municipal Court Clerk/Public Works Secretary/Deputy Treasurer. Discussed was where to locate the Municipal Court Clerk office, which could be in the conference room on the first floor, with a window being put in to be used for customer service. The Committee discussed the former position of public works secretary, which also had the title Deputy Treasurer and assisted the Treasurer at tax collection time. Ald. Dodd questioned whether a support person was needed or someone with technical expertise. A Civil Tech person was discussed that would be able to handle inspections during projects, which would cause the use of outside services to be less. That person would also update the GIS system and help with zoning administration. It was suggested that the Municipal Services Committee determine the duties of this position and forward it back to the Human Resources Committee and Finance Committee.

**8. Discussion on structure of Municipal Services including Water, Sewer, Park and Recreation**

The Committee discussed the retirement early next year of Street Superintendent Maass and perhaps changing the working structure of the departments. Discussed was to combine all members of the public works bargaining group under the Director of Public Works/Utilities Manager with perhaps a park foreman and street foreman as the park and street laborers

have similar duties. Recreation would be kept separate. The Committee will continue to pursue changes to the structure of the departments.

**9. Discussion and possible action on City Administrator position**

The Committee discussed whether to begin the search process now or wait to evaluate the position as to what the most important roles of an Administrator are. Currently, the expertise of the staff is being used to fill in for the vacancy. Committee discussed whether or not there should be an Administrator, but instead, a fulltime Mayor, which would require a change in the city charter. As the Mayor's term is up in April, if the Charter were to be changed, the change must take place this fall. Discussed were potential professional skills you may not get in a Mayor, how long current key management people would be still in place to provide knowledge and expertise. It was the Committee's opinion that this should be a discussion for a Committee of the Whole session. It was Ald. Oszman's opinion that the length of terms for alderpersons should also be considered at this time. Committee is looking to schedule the meeting the 3<sup>rd</sup> Tuesday of July.

**10. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 7:06 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk