

City of Portage
Common Council Committee of the Whole
Council Chambers
July 17, 2012, 7:00 p.m.

1. **Call to Order**

Mayor Jahn **Council President Dodd** called the meeting to order at 7:00 p.m.

2. **Roll Call**

Present: Ald. Dodd, Garetson, Hamre, Havlovic, Klapper, Maass, Miller, Oszman

Excused: Ald. Ebnetter

Also Present: Mayor Jahn, City Clerk Moe, City Attorney Spankowski, City Treasurer Lohr

Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from Cable TV

Others Present: Richard Lynn

3. **Discussion and possible recommendation on City Administrator position and full time Mayor**

There was discussion on changing the Mayor's position from part-time to full-time. The consensus of the council was there would most likely not be enough qualified candidates and it would limit who would run for the position if the Mayor's position was full-time. Miller was the only person in favor of a full-time position, but had reservations as well.

There was discussion as to what should be included in the Administrator's job description. Economic development should not be part of the Administrator's job. Duties that the council felt should be included were knowledge of grants, finance, budget, staying abreast of state and federal law changes, human resources, and good communication skills. The Human Resources Committee will look at including these duties in a job description.

4. **Discussion regarding changing the length of alderperson terms**

There was discussion regarding the advantages and disadvantages of a two year versus a three year term for alderpersons. If the term of office was changed, it would require a charter ordinance. All members would be

up for election and the terms staggered as follows: three members would have a one year term; three members a two year term; and three members a three year term. Another suggestion was to change the make-up of aldermanic districts with five of the seats elected by district and four at large.

There was discussion that a two year term does not allow enough time to learn what is going on before having to decide to run for office again; and that would be even less interest in running for office if the term of office was three years instead of two.

Discussion of the advantages of a three year term included continuity on the council and knowledge of experienced members.

A charter ordinance will be drawn up for the first council meeting in August, and the issue will be placed on the ballot for referendum, if approved.

Those in favor of changing the term to three years were Havlovic, Oszman, Miller, Garetson and Dodd; while Maass, Hamre and Klapper were opposed.

5. **Adjournment**

Motion by Oszman, second by Hamre to adjourn. The meeting adjourned at 8:45 p.m.

Marie A. Moe, WCPC, MMC
City Clerk