

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

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

Also present: City Clerk Moe, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson

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

1. **Roll call**
The meeting was called to order at 5:30.
2. **Approval of minutes from previous meetings**
Motion by Dodd, second by Klapper to approve the minutes of the August 13, 2012 and August 22, 2012 meetings. Motion carried unanimously on call of roll.
3. **Closed session**
Motion by Oszman, second by Dodd to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(c) for the evaluation of accounting and administrative support staff. Motion carried unanimously on call of roll.
4. **Reconvene to open session for remainder of the meeting**
Motion by Oszman, second by Garetson to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:05 p.m.
5. **Possible action or recommendation to council for union contract with firefighters (IAFF Local 2775)**
Nothing to report.
6. **Discussion and action to set up review panel to recruit/find permanent City Administrator from company proposals**
Mayor Jahn will contact the recruitment firms to schedule a meeting with each. Those members from the Human Resources who are available will meet with the firms, along with two staff members. The committee hopes to have a recruitment firm selected by the end of September.

7. Discussion, update and possible action on public works positions, pay grade and steps and Job Descriptions for Public Works Adm. Ass't./Deputy Treasurer, Water Superintendent, Sewer Superintendent

The job description for administrative assistant/deputy treasurer was reviewed. The position will do work for the public works department and administration department. Director of Public Works/Utilities Manager Redelings stated the position should be a pay grade 4, step C. Mayor Jahn and Manager Redelings have spoken with Becky Ness and she is interested in the position. Motion by Oszman, second by Klapper to have Becky Ness fill the position, and place the position as a grade 4, step c with the start date of 09/17/12; and to also recommend approval of the job description to the council. Ald. Dodd stated that the position should be posted internally so that anyone interested could apply. Oszman withdrew his motion and Klapper withdrew his second. Motion by Oszman, second by Klapper to recommend approval of the job description to the council, post the position for five (5) business days, place the position at a grade 4, and to have Manager Redelings recommend at the next Human Resources meeting a person to fill the position. Motion carried unanimously on call of roll.

Director of Public Works/Utilities Manager Redelings explained that with overtime, the field employees are making more than the Water and Sewer Superintendent and he is proposing to change their pay grade to 10, step D. There was discussion that there needs to be some criteria for pay increases and that it may not be uncommon for hourly employees to make more than a supervisor. Manager Redelings will do evaluations on the two Superintendents and return to the next committee meeting with his proposal.

8. Discussion, update and possible action on Fire Department support staff, pay grade and steps, and job description for Fire Department Secretary

Fire Chief Simonson proposed changing the pay from grade 4, step I to grade 5, step G. The secretary spends time serving as back up to Municipal Court and various other areas. Chief Simonson was instructed to update the job description and submit it to the committee for consideration.

9. Administrative staff and support staff, discussion and possible action on the job duties/job description, pay grade and step, job description, permission to recruitment or hire for Receptionist/Administrative support

There was nothing to discuss at this time.

- 10. Discussion and recommendation to council for official appointment of interim City Treasurer, pay grade and job description**
Jean Mohr has agreed to serve as Interim City Treasurer. There was discussion as to the search for a new Treasurer. Motion by Oszman, second by Garetson to recommend to council the appointment of Jean Mohr as Interim City Treasurer for a period not to exceed six (6) months at a rate of \$25.00 per hour. Motion carried unanimously on call of roll.
- 11. Discussion and possible action on vacation carry-over request for Carolyn Severson, Water Utility**
Carolyn Severson has requested to carry-over her vacation time, which will otherwise be lost as she has been unable to use it. Motion by Dodd, second by Oszman to allow Carolyn to carry over 5 days (which are in addition to the 3 days allowed by policy), due to extenuating circumstances, days to be used within the next 90 days. Motion carried unanimously on call of roll.
- 12. Next Meeting Date**
The next meeting will be scheduled for September 19th at 5:00 p.m.
- 13. Adjournment**
Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:13 p.m.

Marie A. Moe, WCPC, MMC
City Clerk