

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 pm
December 27, 2012
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Committee Reports
 - A. Human Resources
 1. Consideration of Recommendation for Appointment of Finance Director
 2. Consideration of Recommendation for Appointment of Public Works Superintendent
 3. Consideration of Recommendation for Revisions to Police Secretary-Confidential Position Description.
7. New Business
 - A. Consideration of Recommendation to Encumber Specified 2012 General Funds.
8. Adjournment

12/20/12

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

December 13, 2012
7:00 p.m.

1. **Call to Order**
Mayor Jahn called the meeting to order at 7:10 p.m.

2. **Roll Call**
Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Havlovic, Klapper, Miller, Oszman

Excused: Ald. Maass

Also Present: Mayor Jahn, City Clerk Moe, Interim City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, Assistant Police Chief O'Neill, Police Chief Manthey

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

3. **Pledge of Allegiance**
The Pledge of Allegiance was said.

4. **Approval of Agenda**
Deletion: Under Municipal Services and Utilities Committee, consideration of recommendation to amend in-kind services agreement with Surgeons Quarters to include mowing.

5. **Letter of Commendation and Lifesaving Award for Police Officer Charlebois**
Police Chief Manthey presented Officer Bill Charlebois a letter of commendation and lifesaving award for his actions at the recent fire.

6. **Minutes of Previous Meeting**
Motion by Klapper, second by Oszman to approve the minutes of the November 29, 2012 Common Council meeting. Motion carried unanimously on call of roll.

7. **Consent Agenda**
Reports of Sub-Committees, Boards, and Commissions
Historic Preservation Commission meeting of November 20, 2012
Council Committee of the Whole meeting of November 29, 2012

Tourism Promotion meeting of December 6, 2012

License Applications

Operator License applications for period ending June 30, 2013 for Devin E Beeman, Shawn A Jensen, Kimberly A Joyce, Angela J Loeffelholz, Tammy J Shepard, Shauna M. Vick and Steven J Waldo.

Taxi Operator application for period ending June 30, 2013 for William A. Guthrie.

Motion by Dodd, second by Oszman to approve the consent agenda.
Motion carried unanimously on call of roll.

8. Committee Reports

Finance/Administration Committee meetings of November 26, 2012, November 29, 2012 and December 10, 2012 and December 13, 2012

Motion by Dodd, second by Garetson to approve the Amendment to the General Engineering Contract for 2013 Water and Sewer design in the amount of \$2000.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the reallocation of \$90,000.00 for Splash Pad. Motion carried unanimously on call of roll.

Motion by Dodd, second by Hamre to approve the purchase of narrow band radios in an amount not to exceed \$13,921.13 with funding coming from the vehicle replacement fund. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the renewal of the Agreement with Portage Community Schools for pool administration.
Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve claims in the amount of \$770,677.25. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to pre-approve payment of year-end claims. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to declare the following items as surplus property: refrigerator, asset #100-15-00849; and two (2) Drager PAC3500 meters, asset #100-15-02439 and 100-15-02440. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the Memorandum of Understanding with Columbia County Health and Human Services

Commission on Aging for the nutrition site for 2013. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the Employee Assistance Program Agreement with Aspen Family Counseling. Motion carried unanimously on call of roll.

Motion by Dodd, second by Miller to approve a Lease Agreement with Schaper Excavating & Petroleum LLC. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve a Lease Agreement with Ship-Rec Logistics, Inc. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve to encumber \$5000 from account 100-20-53640-340 (nuisance control operating supplies). Motion carried unanimously on call of roll.

Plan Commission meeting of December 3, 2012

Municipal Services and Utilities Committee meeting of December 6, 2012

Human Resources Committee meeting of December 10, 2012

Director of Public Works/Utilities Manager Redelings joined the meeting at 8:08 p.m.

Motion by Oszman, second by Garetson to approve the 2013 wage schedule for non-represented employees. Ald. Dodd stated that he was not in support of the Water Superintendent and Wastewater Superintendent receiving the 2.4% adjustment in the wage schedule as they have received performance raises this year, amounting to approximately an 8% increase. Motion by Dodd, second by Miller to amend the motion to exclude the Water Superintendent and Wastewater Superintendent from the receiving the 2.4% adjustment in the wage schedule. Motion carried 5 to 3 with Ebnetter, Garetson and Oszman voting no. The original motion as amended passed unanimously on call of roll.

Motion by Oszman, second by Klapper to approve the non-represented employee grade/step schedule. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the vacation carry-over request for the City Clerk of 88.75 hours, 64 to be used in the first quarter of 2013 and the remaining 24.75 hours to be used by the end of the second quarter of 2013. Motion carried unanimously on call of roll.

Motion by Oszman, second by Garetson to approve the extension to the Teamsters Local No. 695 labor agreement. Motion carried unanimously on call of roll.

9. New Business

Resolutions

Resolution No. 12-059 relative to Declaring the Project “City of Portage, East Haertel Street, New Pinery Road to East Albert Street, Local Street, Columbia County” Meets the Conditions for an “Absence of Need” Exception Under Wisconsin Administrative Code Trans. 75 was read and adopted unanimously on motion by Oszman, second by Garetson and call of roll.

Motion by Oszman, second by Klapper to approve the Report Regarding the Care and Maintenance of Soldiers’ Graves for St. Mary’s Cemetery. Motion carried unanimously on call of roll.

If necessary, there will be a council meeting December 27, 2012.

10. Adjournment

Motion by Oszman, second by Garetson to adjourn. Motion carried on call of roll at 8:28 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage Position Description

Name:		Department:	Finance
Position Title:	Finance Director/Treasurer	Pay Grade:	10 FLSA: Exempt
Date:	October, 2012	Reports To:	City Administrator

Purpose of Position

This position exists to direct and coordinate the City Financial Department and discharge the duties and responsibilities of the City Treasurer as provided in Wisconsin Statutes.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs statutory duties of City Treasurer per Wisconsin State Statutes: collects, receipts and deposits all monies paid to the city in accordance with city policy; maintains a proper record of all monies received by the city; disburses funds from the treasury upon proper authorization; prepares a monthly treasurer's report for submittal to the Common Council.
- Performs financial duties: manages and supervises public funds; administers, recommends, and implements central accounting systems and procedures for the City and its entities pursuant to GASB and GAAP; maintains accounts payable and receivables for the City, supervises community development block grant program; attends Economic Development Loan Committee meetings; administers various fees and credits; coordinates and reviews audits; solves accounting and fiscal problems; performs risk management duties related to cash control; completes various financial reports;; provides assistance to the public.
- Performs administrative duties: prepares various records, reports, and documents; researches, compiles and provides information for debt management and collective bargaining; advises department heads, Mayor, City Council and City Administrator in all matters of City finances; assists in preparation, presentation and administration of all departmental budgets; prepares debt service, Finance Department, TIF, transit, and revenue budgets; plans and attends meetings, conferences, and seminars; acts as purchasing agent for the City, and administers purchase order system.
- Performs supervisory functions: plans, instructs, assigns, and reviews work of Finance Department employees; participates in and makes recommendations for discipline, discharge, hiring, promotion, position descriptions and transfer decisions; performs employee evaluations.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting, Finance or a related field, and three to five years financial experience, Certified Municipal Treasurer or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License. Must be eligible to be bonded and/or a notary public.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, calculator, and telephone.
- Walking, standing and sitting for periods of up to 4 hours. Occasional lifting of objects up to 40 pounds or less. Ability to travel offsite for meetings, conferences, etc.

Supervisory Skills

- Ability to plan, assign, instruct and review the work of others and supervise those assigned to assist with Treasurer Responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and utilize principles of algebra and descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of legal and financial documents such as balance sheets, general ledgers, income statements, as well as tax statements, billing invoices, , insurance forms, public notices, , and statements of operation.
- Ability to prepare a variety of documents such as billing invoices, grant and loan documents, statements of operations, balance sheets, payroll reports, audit and financial reports, correspondence using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, learn, interpret and explain procedures, and follow instructions.
- Ability to communicate effectively with accountants, bankers, auditors, department heads, elected officials, State officials, assessors, fellow employees, and general public.

Environmental Adaptability

- Work is performed in an office environment.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Common Council Approval: _____

**City of Portage
Position Description**

Name: _____ **Department:** Public Works
Position Title: Public Works Superintendent **Pay Grade:** 10 **FLSA:** Exempt
Date: September 2012 **Reports To:** Director of Public Works

Purpose of Position

The purpose of this position is to coordinate, supervise, and direct daily public works and parks department maintenance personnel, oversee the fleet, and coordinate labor scheduling for construction/maintenance projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the following public works activities: maintenance and snow/ice control of streets, sidewalks, alleys and municipal parking lots; buildings and grounds maintenance of municipal buildings and park, beach and trail facilities. Oversees fleet maintenance, sanitation program, airport maintenance, recreation fields, and municipal sties including the fairgrounds, levee, canal, former landfill and Industrial Park. In coordination with the Manager of Parks, Recreation and Forestry maintain recreational facilities and equipment, tree maintenance, removal and planting and street/alley closures, Coordinate with Community Services Officer to address property maintenance complaints.
- Performs supervisory duties: instructs, reviews, schedules and supervises public works crewpersons; supervises parks maintenance personnel as directed by Manager of Parks; delegates authority and responsibility to subordinates; handles work assignments; conducts performance evaluations; ensures training requirements are met; handles disciplinary actions and employee problems; makes recommendations regarding interviewing, selection, promotion, discipline and discharge of employees; assists with implementation of City Safety and Health Program.
- Coordinates public works activities: plans, implements, coordinates and supervises labor and fleet for public works construction and maintenance projects and activities; coordinates and directs street and fleet operations; schedules duties and assigns employees to tasks and projects; coordinates scheduling of Public Works with Utility Manager, Manager of Parks and Recreation, Fire Chief and Police Chief. Duties also include periodic stand-by duty to respond to emergencies outside of normal shift hours.
- Performs administrative duties: coordinates determination and prioritizing of projects and tasks; reviews and approves payroll reports, job reports, purchase orders, invoices, and a variety of other reports, forms, correspondence, etc. Receives and resolves complaints/concerns from the public and City officials, or refers complaints/concerns to appropriate person or agency; engages in public and media relations.
- Performs other duties as required including performing locates for digger's hotline.

Education and Experience

Associates Degree from an accredited technical school; five years related experience including management/supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Driver's license and CDL license with air brake and tank vehicle endorsements.

Knowledge, Skills, Abilities and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of vehicles, equipment and tools such as a computer, fax machine, a telephone, and camera.
- Ability to operate a surveyor's level and linear measurement equipment.
- Ability to perform on-site inspections of public works sites.
- Ability to lift up to 50 pounds.

Supervisory Skills

- Ability to efficiently work in Microsoft Office programs and research information via the Internet.
- Ability to instruct, assign, and review the work of others.

Mathematical Ability

- Ability to add subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as construction drawings, bills, invoices, and payroll forms.
- Ability to use and interpret city maps; city codes and ordinances; and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, City Council, elected public officials, organizations, media, contractors, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions and at construction sites with corresponding hazards.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

Employee's Signature

Date

Supervisor's Signature

Date

Administrative Services Coordinator

Date

Outline for Public Works Superintendent Goals & Objectives

12/10/12

This Outline of goals and objectives is intended to serve as a guide for the incoming Public Works Superintendent (“Superintendent”) in terms of expectations and desired outcomes the City of Portage (“City”) seeks to achieve with respect to the Department of Public Works, Parks & Recreation employees in coordination with the water and sewer utility employees. This is a working document intended to serve as a starting point from which modifications are expected with input and guidance from the Superintendent in conjunction with the Public Works Director. While this document will be used as a component of the Performance Review of the Superintendent, the level of success in attaining the goals and objective stated herein will not be the sole criteria by which the Superintendent will be evaluated. These expectations and goals will be used in evaluating performance during the Probationary Period. Failure to demonstrate sufficient progress in attaining/achieving the goals and objectives stated below will constitute cause for modification of probationary status including demotion or removal from position.

The City is seeking changes and improvements in the relational environment between employees in the various Departments. The Superintendent and Streets Foremen will be instrumental in implementing these changes and improvements.

- I. Cross-Training: In order to insure safety and efficiency steps will be taken to cross-train appropriate personnel in the operation of vehicles, equipment, programs, processes, policies and regulations related to their respective areas of responsibilities.
- II. Compliance with Training & Safety Requirements: Working in conjunction with the Public Works Director, the Superintendent will seek to schedule, implement and enforce required training and safety measures in the field.
- III. Improve Resident Communication/Interaction: Working in conjunction with the Public Work Director, the Superintendent shall be responsible for taking measures to insure adequate communication with residents directly affected by field operations (street closures, sewer cleaning, etc). This shall include, but is not limited to door-to-door notifications, development and delivery of printed materials, postings on City website, etc. Complaints/requests for service shall be logged and tracked.
- IV. Recommendations on Employee Assignments/Duties: Recognizing specific employee strengths and/or weaknesses shall be a primary responsibility of the Superintendent. The Superintendent shall seek to match employees with strengths with specific operations in which their strengths can be of benefit. Recommendations for additional training to offset unfamiliarity’s and lack of skills will be sought as well.
- V. Planning & Record Keeping Expectations: The City seeks feedback on how routine field operations are managed with expectations of improvement in productivity and cost-effectiveness. The Superintendent will be relied upon to provide

recommendations for equipment purchases, maintenance practices and deployment based on observation, service level expectations and cost efficiencies. Keeping records for time, materials and equipment utilization will be important in making improvements.

- VI. Communication Between Agencies: Coordination between City Departments is critical when performing routine operations or responding to emergency situations. The Superintendent will be responsible for insuring notice and status reports to various affected City Departments and City Hall Administration.
- VII. Recommendations On Fleet Equipment: As purchase and operation costs for various pieces of City equipment continues to increase. The Superintendent, working with the Public Work Director and Chief Mechanic shall provide annual reports on equipment status with recommendations for replacement or discontinuance. Input is expected on lease vs. purchase and consideration of maintenance practices and costs. Opportunities for joint purchase/use with other government agencies (i.e., school district, county, towns, etc) shall be explored as much as possible.
- VIII. Recommendations on Best Practices: The Superintendent shall be relied upon to utilize the most cost-effective methods of providing the highest level of service in all operations. This shall include evaluations of routine operations and suggesting changes in methods, equipment and materials.
- IX. Additional Expectations:
 - Professional Appearance; uniform, vehicles, buildings & grounds (facility maintenance)
 - Analysis of construction and maintenance activities
 - Revisit pre-wetting program for major streets
 - Be more pro-active & less reactive to evident problems & issues
 - Ensure vehicles are properly equipped with tools and safety equipment
 - Employ construction techniques for long-lasting results – fewer band aids
 - Assist P.W. Director with developing and implementing programs for sign replacement & facility maintenance
 - Demonstrate responsiveness to Park & Rec Director's needs and solicit input on park needs relative to recreational programs
 - Make recommendations on efficient use of time for breaks, such as locations where taken
 - Empower employees by instilling a team environment. Perform employee interviews and install a suggestion box
 - Incorporate Wastewater Treatment Plant Operator into Sewer Cleaning Operations

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Police Secretary - Confidential	Pay Grade: 4
	FLSA: Non-Exempt
Date: December 2012	Reports to: Chief

Purpose of Position

- This position exists to perform secretarial and receptionist duties.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs secretarial and receptionist duties: transcribes ~~types~~ police reports; enter information into records program; route reports to proper outside agencies; handle any walk-in or phone inquiries; assist with open records requests; prepare court and trial paperwork; prepares, sorts, files, copies and maintains reports and case materials such as citations, incident reports, Uniform Crime Reports, and accident reports; takes complainant statements; handles incoming and outgoing mail.
- Must be able to deal with all personality types in a professional matter.
- Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma and one to two years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be proficient with computer knowledge and be fluent in Microsoft Office programs.

Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment such as, but not limited to: computer, typewriter, photocopying machine, ~~Dictaphone, tape recorder,~~ transcription equipment, and telephone.
- Must be able to carry up to 25 pounds up and down stairs.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret, and/or prepare a variety of documents such as journals of forfeitures, reports such as traffic, incident, and Uniform Crime reports, arrest books, court calendars, and letters using prescribed format and conforming to all rules of punctuation.
- Ability to use and interpret legal/ police terminology, reports, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, court personnel, violators, other agencies and the general public to convey or exchange information including receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment. ~~Work is also performed away from the department when appearing in court, or taking on-site statements.~~

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Proposed Encumbrances - 2012 General Fund

<u>Account #</u>	<u>Description</u>	<u>Amount</u>	<u>Purpose</u>	<u>Approved</u>
53640-340	Mun Srvcs-Nuisance Control-Op. Supplies	\$ 5,000	Animal Control-Airport	12/13/2012
59700-760	Contingency	\$ 2,000	Purchase Laptop - PW Sup	
59700-760	Contingency	\$ 12,000	Install PAPI Lights	

Requested - Not Recommended

53450-340	Mun Srvcs-Prk Facilities-Op Suppls	\$ 1,800	Purchase Parking Lot Signs	
56910-294	Mun Srvcs-Plan & Zone-Othr Prof Srvcs	\$ 3,000	Complete Zoning Ord Mod	