

**City of Portage  
Human Resources Committee Meeting  
Thursday, January 24, 2013, 5:45 p.m.  
Municipal Building, Conference Room One**

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

Excused: Kenneth Ebnetter

Also present: City Clerk Moe, Interim City Administrator Murphy

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

**1. Roll call**

The meeting was called to order at 5:45 p.m. by Mayor Jahn.

**2. Approval of minutes from previous meeting**

Motion by Oszman, second by Klapper to approve the minutes of the January 15, 2013 meeting. Motion carried unanimously on call of roll.

**3. Discussion and possible action on descriptions for Municipal Services Crewperson and Public Works Foreman**

Interim City Administrator Murphy explained that the position description for crewperson is being updated to reflect the actual duties and to include park maintenance. Discussion included adding the following: air brake and tanker endorsements for the CDL license requirement; including training as necessary; any other certifications or endorsements as required; position requires a diploma or equivalent; in the purpose of the position the wording "municipal buildings and grounds" will replace "park maintenance"; under the section addressing the ability to operate a variety of vehicles, equipment and tools, the wording "such as, but not limited to" replaces "including but not limited to"; a commercial driver's license is required within six months of hire. Motion by Oszman, second by Klapper to recommend approval of the position description for Municipal Services Crewperson with the changes recommended by the committee. Motion carried unanimously on call of roll.

The committee reviewed the position description for Public Works Foreman, which is a new position. Motion by Oszman, second by Klapper to recommend approval of the position description for Public Works Foreman. Motion carried unanimously on call of roll.

**4. Discussion and possible action on recommendation for Administrative Assistant/Receptionist and Administrative Secretary/Deputy Treasurer.**

The committee reviewed the memo from Interim City Administrator Murphy regarding the condition offer of employment for Jennifer Gibeaut, dated January 24, 2013. Motion by Dodd, second by Oszman to recommend approval of the terms of employment for Jennifer Gibeaut as outlined in the memo. Motion carried unanimously on call of roll.

The Secretary/Deputy Treasurer recommendation was not ready for this meeting.

**5. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:20 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk