

**City of Portage  
Human Resources Committee Meeting  
Tuesday, September 3, 2013, 6:30 p.m.  
Municipal Building, Conference Room Two  
Minutes**

Members present: Bill Tierney, Chairperson, Rick Dodd, Rita Maass, Frank Miller, and Michael G. Oszman

Excused: Jeff Garetson

Also present: City Administrator Shawn Murphy; Bill Welsh, Cable TV; Jennifer Loveland, Administrative Assistant; Craig Sauer, PDR

1. Roll call

The meeting was called to order at 6:36pm by Mayor Tierney.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Miller to approve the minutes from the July 17, 2013 meeting. Dodd requested that the meeting minutes be amended to show his excused absence. Motion carried unanimously on call of the roll with the aforementioned change.

3. Discussion and possible recommendation on Compensation Ordinance.

The committee requested alterations be made to the language in certain areas of the ordinance.

- (d)(4)(a): change "will" to "may"
- Add "or designee" to areas where ordinance refers to initiation of review process by the mayor
- Strike (d)(3)(b) entirely.
- (d)(5)(a): Add "or sooner at mayor's discretion" to the end of the last sentence

The committee would also like to see the pay scale revised so that all the pay grades match the format of Grades 8-15, with a Min, Mid, and Max range rather than the incremental steps, to allow for more flexibility. This would mean fewer pay grades with broader pay ranges. The transition should be translated to show where current pay grades and steps are within the new proposed ranges.

The revisions to this ordinance will be presented at the next meeting. They would also like to see a color-coded presentation to show the number and type of current employees in each pay range on the current scale.

4. Discussion and possible recommendation on Parks & Recreation Foreman position.

Motion by Oszman, second by Miller to recommend Phil Koch for the Park & Recreation Foreman position. Motion carried unanimously on call of the roll.

Mayor Tierney requested an evaluation after a certain time period to evaluate the effectiveness of the newly created positions.

5. Discussion and possible recommendation on Selection Process for Manager of Parks & Recreation and Director of Business Development/Planning Positions.

City Administrator Murphy presented a memo outlining a possible process for selecting the Manager of Parks & Recreation and Director of Business Development/Planning Positions, asking for direction and feedback from the committee.

It was recommended that if an individual that currently holds an Economic Development position could not be found for the interview panel, one could be chosen from the Community Development Authority or possibly a former candidate for the City Administrator position. Also, the member of the business community on the panel should represent all businesses in Portage, not just the downtown area.

Dodd will be the Human Resources Committee representative on the selection panel for the Manager of Parks & Recreation; Miller will represent the committee on the selection panel for the Director of Business Development/Planning Position.

6. Convene to Closed Session per Wis. Chap 19.85(1)(c) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements.

Motion by Oszman, second by Dodd to go into closed session per Wis. Chap 19.85(1)(e) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements. Motion carried unanimously on call of roll at 7:29 p.m.

Loveland and Sauer exited the meeting at 7:30 pm.

7. Adjournment. Motion by Oszman, second by Dodd to Adjourn. Motion carried, meeting adjourned at 8:16pm.

Minutes prepared by Jennifer Loveland, Administrative Assistant