

City of Portage
Human Resources Committee Meeting
Tuesday, July 7, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Mary E. Hamburg, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from the May 5, 2015 meeting.
3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments for specified employees and 19.85(1)(e) to discuss proposed parameters for successor IAAF and WPPA labor agreements.
4. Return to open Session
5. Discussion and possible recommendation on proposed wage adjustment for Engineering Technician.
6. Discussion and possible recommendation on proposed merit adjustments for Public Works Superintendent.
7. Discussion and possible recommendation on proposed merit adjustments for Water Superintendent.
8. Discussion and possible recommendation on proposed merit adjustments for Waste Water Superintendent.
9. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, May 5, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Rick Dodd, Mary E. Hamburg, Doug Klapper, Rita Maass

Absent: Martin Havlovic

Also Present: Shawn Murphy, Ken Manthey and Jennifer Loveland

1. Roll call

Mayor Tierney called the meeting to order at 6:30 pm

2. Approval of minutes from the April 7, 2015 meeting.

Motion by Klapper, second by Dodd to approve the minutes from April 7, 2015.
Motion carried unanimously on call of roll.

3. Discussion and possible action on appointment of Vice Chairperson.

Maass nominated Dodd as Vice Chairperson. No further nominations were offered.
Tierney called for a vote to confirm nomination, all members voted aye with exception of Dodd voting no, motion carried.

4. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed compensation for Detective Lieutenant and proposed wage adjustments for specified employees.

Motion by Dodd, second by Maass to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed compensation for Detective Lieutenant and proposed wage adjustments for specified employees.
Motion carried unanimously on a roll call vote. Committee convened into closed session at 6:34 pm.

5. Return to open Session

The Committee re-convened in open session at 7:35 pm. Loveland arrived at 7:35pm.

6. Discussion and possible recommendation on compensation for Detective Lieutenant.

Motion by Dodd, second by Hamburg to recommend compensation package for Det. Sgt. Garrigan hired as Detective Lieutenant as presented in the 5/4/2015 memo from Murphy, with the condition that if Garrigan resigns before five years of service, he shall reimburse the City the difference between the credited sick leave (30 days) and vacation hours (4 weeks) versus the amount of leave hours that

would have been normally accrued per the personnel manual for that same time period. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on proposed wage adjustment for Administrative Lieutenant.

Motion by Dodd, second by Maass to recommend a wage adjustment of an additional \$0.50/hr for Administrative Lieutenant Klafke, effective June 22, 2015. Motion carried unanimously on call of roll.

8. Discussion and possible recommendation on proposed merit adjustments for Police Secretaries.

Motion by Dodd, second by Maass to recommend a merit adjustment for Police Secretary Jen Mecum of an additional \$0.42/hour, effective May 18, 2015. Motion carried unanimously on call of roll.

Motion by Dodd, second by Hamburg to recommend a merit adjustment for Police Secretary Denise Vater of an additional \$0.40/hour, effective May 18, 2015. Motion carried unanimously on call of roll.

Manthey left the meeting at 7:40pm.

9. Discussion and possible recommendation on Municipal Services Crewperson appointment.

Murphy presented a memo recommending appointment of Ryan Armson to the Municipal Services Crewperson position, a position open due to the resignation of Lucas Kulibert. After a large field of applicants was narrowed down to a pool of 8 for interviews, Armson was selected as the most qualified candidate. His proposed start date is May 26, 2015, pending approval from Council and his ability to give notice at his current position.

Motion by Maass, second by Dodd to recommend appointment of Ryan Armson to the Municipal Services Crewperson position at a pay rate of \$21.15/hour. Motion carried unanimously on call of roll.

10. Discussion and possible recommendation on Appointment Process for Lead Operator Positions.

Murphy stated that there is new urgency for appointing the Lead Operator positions in the Water and Wastewater Treatment Plant departments, approved at a previous meeting, due to an upcoming absence required by the Wastewater Treatment Plant Superintendent. The committee expressed concerns about appointing employees to these positions before seeing the results of the staffing evaluation currently being conducted, which may recommend a different course of action.

Motion by Klapper, second by Dodd to allow City staff to appoint an interim Lead Operator at the Wastewater Treatment Plant with the additional \$0.75/hour only during the time of the Superintendent's absence and while on light-duty.

Mayor Tierney proposed an amendment to Klapper's motion, second by Dodd to extend the duration of the interim appointment of the lead operators to such time as the results of the staffing evaluation is available. The committee also questioned whether this would make it difficult to appoint a lead in time to cover for the Wastewater Treatment Plant Superintendent's absence. Murphy explained that appointing an employee to this lead position would not preclude posting the position internally or conducting interviews.

Murphy expressed concern that limiting the appointment to this timeframe may deter interest in applying for the position.

Mayor Tierney called the roll for his proposed amendment to the original motion by Klapper, to extend the timeframe of the appointment of lead operators to the end of the staffing analysis. Motion carried on call of roll, 3-2, with Dodd and Maass voting no.

Mayor Tierney called the roll on the amended motion, made by Klapper and seconded by Dodd, to appoint interim Lead Operators with the additional \$0.75/hour, with the amendment extending the timeframe of this appointment until such time as the report from the staffing analysis is completed. Motion carried unanimously on call of roll.

11. Discussion and possible recommendation on Proposed Reallocation for Revision to City Personnel Manual.

Murphy proposed hiring an outside firm to assist in revising the City Personnel Manual, one of the 2015 goals set for him by the Committee. Funds budgeted for revisions to the city sign ordinance, totaling \$2,000, could be reallocated, as the revisions to this ordinance were completed internally.

The committee determined that this need only go to Council for approval, as the amount requesting to be reallocated matched the original amount budgeted, so long as the proposed account numbers were included in the Council recommendation.

Motion by Dodd, second by Maass to recommend reallocating funds budgeted for sign ordinance revisions to personnel manual revisions, not to exceed \$2,000. Motion carried unanimously on call of roll.

12. Discussion and review of 2015 City Administrator Goals

Murphy provided an update on his progress with the goals for 2015:

- Meeting with leaders from townships of Fort Winnebago and Lewiston to discuss possible boundary agreements
- Staffing analysis is in progress, with results pending for July 2015, to aid in succession planning for department heads
- Continued efforts to train elected officials, including an Open Meetings Law video training
- Improving communication through increased number of memos to elected officials, second printing and mailing of hard copy newsletter to residents, budgeting \$2,000 for webpage upgrades, revising forms and applications, and utilizing other tools, such as Facebook, for communicating with residents

13. Adjournment

Motion by Maass, second by Dodd to adjourn the meeting at 8:22 pm. Motion carried unanimously on call of roll.

Respectfully Submitted,

Jennifer Loveland