

**City of Portage**  
**Human Resources Committee Meeting**  
**(This meeting will constitute a meeting of the Finance/Administration**  
**Committee, the Community Development Block Grant Committee and the**  
**Municipal Services and Utilities Committee as a quorum of members will be**  
**present; but no business of those committees will be taken up.)**  
**Wednesday, May 30, 2012, 5:00 p.m.**  
**Municipal Building, Conference Room One**  
**Agenda**

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

1. Roll call
2. Approval of minutes from previous meeting
3. The Committee will go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for the Administrative Secretary/Deputy Clerk position
4. Adjournment

Kenneth H. Jahn, Chairperson

**City of Portage  
Human Resources Committee Meeting  
Monday, May 21, 2012, 5:00 p.m.  
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:00 p.m.

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

Also present: City Clerk Moe, City Administrator Plaster, Police Chief Manthey

**1. Approval of minutes from previous meetings**

Motion by Oszman, second by Klapper to approve the minutes from the March 22, 2012, May 7, 2012 and May 9, 2012 committee meetings. Motion carried unanimously on call of roll.

**2. Discussion and possible action on advertising for the second Community Service Officer**

Police Chief Manthey discussed the need for the second Community Service Officer, explain that one officer is needed for the inside work including computer checks and entering information on the computer; while the second officer is needed for ordinance enforcement issues.

Motion by Dodd, second by Oszman to authorize the advertising of the second Community Service Officer position. Motion carried unanimously on call of roll.

**3. Closed Session**

Motion by Oszman, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to consider candidates for the Administrative Secretary/Deputy Clerk position. Motion carried unanimously on call of roll at 5:10 p.m.

**4. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 5:20 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk