

**City of Portage  
Human Resources Committee Meeting  
Wednesday, May 9, 2012, 5:30 p.m.  
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:30 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

**1. Closed Session**

Motion by Dodd, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for the Administrative Secretary/Deputy Clerk position. Motion carried unanimously on call of roll at 5:31 p.m.

**2. Reconvene to open session**

Motion by Dodd, second by Oszman to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:46 p.m.

**3. Discussion and possible action on recommendation for Administrative Secretary/Deputy Clerk**

The candidates have been narrowed down and background checks will be conducted.

**4. Discussion and possible action on approval of part-time non-union police officer job description and compensation**

The current job description for police officer will also apply for the part-time officer. The Police Chief is recommending the salary for the position be \$15.00 per hour. There will be a pool of candidates; but there will only be one officer. Motion by Oszman, second by Klapper to recommend to the Common Council approval of the part-time position and the salary at \$15.00 per hour. Equipment will be supplied by the city; and the city will pay for the cost of the uniform. Motion carried unanimously on call of roll.

**5. Adjournment**

Motion by Oszman, second by Garetson to adjourn. Motion carried unanimously on call of roll at 6:46 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk