

**City of Portage
Human Resources Committee Meeting
Monday, July 23, 2012, 5:30 p.m.
Conference Room One, City Municipal Building**

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

Members Excused: Kenneth A. Ebner

Also present: City Treasurer Lohr, City Clerk Moe (arrived at 5:40 p.m.), Director of Public Workings/Utilities Manager Redelings, Police Chief Manthey, Asst. Police Chief O'Neill, Gary Rogers and Rob Roth from General Engineering.

1. Roll call

Mayor Jahn called the meeting to order at 5:30 p.m.

2. Approval of minutes from previous meetings

Motion by Klapper, second by Oszman to approve the minutes from the committee meeting of June 25, 2012. Motion carried unanimously 5-0 on call of roll.

3. Discussion and possible recommendation to council for CSO (community service officer) hourly wage and hiring recommendation.

Mayor Jahn noted that the position is a non-sworn officer. Police Chief Manthey 29 applicants, 27 took a test and top candidates were brought in for an interview.

The Police Chief recommended Kimberly Stillwell for the position. Kimberly was a dispatcher in the 90's for six years with the City of Portage but talk during that time was of removing the dispatch. She moved on to the Columbia County jail and has been there since the move. She has 22 years of law enforcement experience.

The initial offer for Kim was to bring her on at the starting wage similar to the current CSO. Mayor Jahn asked that the police chief explain the position - more enforcement of ordinances, inside tracking of letters and sending notices. Manthey explained that there would be more access for the public. It was discussed with supervisors to bring second CSO in from 9 -6pm and handle the after school and work traffic. He also noted that Kim was with the department and for five years was a fire fighter. Manthey noted that this recommendation would bring a good solid candidate on board.

Mayor Jahn asked Treasurer Lohr if there was money in the budget. Treasurer Lohr noted that only \$30,000 was budgeted in 2012 for the second officer.

Motion by Dodd, seconded by Oszman to hire Kim Stillwell at pay grade 5, step E with an hourly rate of \$17.90. Motion carried unanimously 5-0 on call of roll.

City Clerk Moe entered the meeting.

4. Discussion and possible action on the job duties/job description and wage recommendation for the Ass't Police Chief

Mayor Jahn noted that the Asst Chief is at a 10 G. When the ordinance was originally passed the pay grade was based on a points system to determine the step and grade. The job description was originally at a pay scale of 10.

Per O'Neill, he is in his 9th year of service as Assistant Chief. After the increase in Det. Lt. Hahn received, Hahn would then be at a higher rate than O'Neill would be based on the pay scale. Detective Lt Hahn did receive an increase in November and Manthey noted that the minutes of the meeting brought him from a 9H to a 10H which would put him higher on the scale.

Five additional responsibilities were added to the job description, court officer, volunteers and police svc coordinate, deputy director for emergency management, training coordinator, bookkeeping for the clothing allowance coordination for uniforms. Manthey would like to request that with these additional duties, O'Neill be increased from a 10G to 11G.

Mayor Jahn questioned the increase in expenses. Chief Manthey stated that with the retirement of Gary Peterson would allow for a savings with a new officer plus the new officer was hired after the Act 10 was in place and will be required to pay into retirement. O'Neill mentioned that Harding group study had him rated as the lowest rate of pay. Mayor Jahn addressed the study as not comparing apples to apples if the job descriptions are not being compared.

O'Neill identified multiple accomplishments in his 9 years with the City and 22 years. Manthey also supported the competency of the Assistance Police Chief. Dodd would like to see that the job description be updated to include the new duties noted earlier. Klapper felt it makes sense to have the pay grade higher than the other police department personnel.

Motion by Klapper, seconded by Garetson to change pay rate of Assistance Police Chief to 11G. Unanimously passed on 5-0 call of roll.

Mayor Jahn would like to have the minutes of the meeting were the change was approved included in the job description. Dodd would like a proposed job description change provided at the HR meeting. He would also like to see the changes in the job duties included in the new job duties presented to the committee.

5. Discussion and possible action on public works postings (Ass't Mechanic, Public Works Technician, public works support staff

Mayor Jahn would like these items to continue to stay on the agenda until they are resolved.

Job posting for the Assistant Mechanic was completed in-house but the external posting will be expected to be shortly per Director Redelings. After the newspaper, acceptance of applications will be approximately 2-3 weeks. Redelings would like to have either a council member or another potential person outside of himself and the chief mechanic will be included in on the interview process. Mayor Jahn asked Garetson if he would be willing to be part of the panel. The panel will consist of Jeff Garetson, City Engineer Redelings and Chief Mechanic Cory Miller. Oszman pointed out that the job description is dated 1993.

Redelings would like to see a technical support person and information on the 2012 projected work distribution. He expects that this person would be involved in five project areas. One of the items for this person to be handling related to the project would be a savings of \$40,000. In the next 4 years, a consultant is expected to be paid at least \$134,000. Items in the technical persons expected job duties would be somewhat administrative also in nature. The items in the budget currently would be returned to the technical assistance.

Jahn inquired on the Administration charge being collected from the utilities. He also asked Redelings that common amount. It was expected to be in the \$40-50 range. Dodd would still expect that there would be a parttime person for the administrative/clerk position.

Direction to Redelings to continue to accumulate the information to the public works technical person and administrative/clerk as well as post the information for the Assistant Mechanic.

6. Discussion and possible action on Municipal Court Clerk, Hours of operation, Staffing hours and location of staff

Due to the move of the water department staff to the northside office, the question was raised as to the location of the court clerk. Space is now available for the public works department. Mayor Jahn had the Clerk of Courts and City Clerk review the hours of operation of the courts of other municipalities. No changes of the operation of the hours of city hall. Jahn

noted that the files for the court are to be restricted and under lock and key. One option for the location of the Clerk of Court was in the conference room, the old assessor's room.

In the interim, the old window for the water dept would be utilized; however, this would eventually cause some issues with the public works support. Oszman mentioned that the use of the old assessor's office would require some construction. Mayor Jahn mentioned that there is some efficiency to be gained by the Court Clerk records being relocated. The hours for the Municipal Court Clerk should be fully applied toward the municipal court. Mayor Jahn outlined that the Court is at \$80,000 from the beginning of the year.

Dodd asked if there is a problem with the removal of the door. Chief Manthey felt that the set up with the movement of the door and the Court Clerk would be a better set up.

Garetson inquired on the large window in the front. The idea is to complete by January 1st, 2013 to complete the changes for the ADA accessibility for the front counter. Randy is in the process of pulling prices together for completing these changes.

Klapper felt that the hours should reflect the hours being allotted to the Clerk of Court. It will need to be brought to finance as to whether the municipal court is profitable with the move of all the court hours work are being applied to the municipal court. The hours would be expected to be within the same hours of the city.

Instructed that the recommendation on the staffing and the costs of the reconstruct will be determined. The change of the hours should happen as part of the 2013 budget as noted by Dodd.

7. Discussion and possible action on the job duties/job description for the City Administrator's position

a. Interim Administrator, hiring and budget 2013 for the administrator - Jerry Foelmi of General Engineering requested two employees attend the meeting for the discussion of the interim administrator. Gary Rogers has been an administrator for several years and retired.

The committee began with review of the job description for the Administrator position, addressing the hiring process initially. Dodd suggests that a consultant be utilized to handle the Administrator job search. Oszman continued with the fact that there would be some expectation for the consultant to assist with the job description. Klapper asked if there would be funds available for the consultant. Jahn stated that there is \$2,500 in the budget for a human resource budget line for the consultant.

Rodgers gave the example of Shawano who had hired a person from the east coast; he came in and was only there for his vacation from his position. His recommendation is that job descriptions should be reviewed at least every five years or when the position changes.

An RFP will be expected to be written to find a proper consultant for the position. The RFP should be brought to the HR committee prior to being posted. It is expected that the process will likely be at least 5-6 months before an Administrator can be selected.

Item will be left on the agenda and Mayor would like to bring up the possible need for an interim administrator. There is likely that we are falling behind on items and how far behind have we been falling. It would be expected that the interim administrator could be handling item #8 on the agenda. Evaluations and job descriptions could be done by an interim administrator.

Motion by Dodd, seconded by Oszman to start the process for hiring the administrator. The RFP is to be provided for a consultant and presented to the Finance Committee for approval. Unanimously passed on 5-0 call of roll.

8. Discussion and possible on the job duties/job descriptions for city staff – Clerk, Treasurer, Dep. Clerk, Dep. Treasurer

Job duties will be discussed with the staff at the next staff meeting. This item will also be a reoccurring item and recommendation from the Interim Administrator will be expected.

9. Discussion on non union salary and benefits for 2013 budget.

Recommendation by the Finance Chair to put together a contingency of 1 1/2% with no steps at this time. A step could be looked at for a new hire who was promised a step increase. If there are special circumstances and recommendations from the supervisor, there is a potential for a step increase.

A merit increase was last completed in 2001/2002 as per the Chief Manthey and City Clerk Moe. The current ordinance states that there is a merit rate increase as well as the general rate. A resolution with the pay scale grid was passed a few years ago and conflicts with the ordinance. A hybrid of the grid corresponding with the ordinance should be put into place to conform to the ordinance with the ability to change by resolution. The grid does follow suit somewhat to the ordinance but includes additional items within the range. There is the perception that longevity would move the employee to the higher end of the pay scale.

As determined by Act 10, the bargaining unit of the Teamsters contract will be eliminated and the members will need to be intermingled into the grid. The Mayor would like permission to contact a consultant to provide the information

for determining a new grid and amount for the pay scale. The staff has not seen an increase in rates since December 2010.

10. Discussion and possible recommendation for City Salary Ordinance (Classification and Pay Grade) Sec. 2-115

This item was discussed in conjunction with item #9.

Dodd stressed that it is not fair to the citizens to have the pay scale increase based solely on the length of time employed with the city. Oszman commented on the fact that items 8-10 could easily become a single project for an interim administrator or a consultant. Another item could be in the personnel manual.

11. Next Meeting Date

Tentatively set for Monday, August 13, 2012.

12. Adjournment

Motion by Oszman, second by Dodd to adjourn at 7:15pm. Motion carried unanimously 5-0 on a call of roll.

Ruth A. Lohr
City Treasurer