

**City of Portage  
Human Resources Committee Meeting  
Wednesday, September 19, 2012, 5:30 p.m.  
Municipal Building, Conference Room One**

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

Excused: Kenneth Ebnetter

Also present: City Clerk Moe, Interim City Administrator Murphy, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson

Media present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable TV

**1. Roll call**

The meeting was called to order at 5:00 by Mayor Jahn.

**2. Approval of minutes from previous meeting**

Motion by Oszman, second by Dodd to approve the minutes of the September 5, 2012 meeting. Motion carried unanimously on call of roll.

**3. Closed session**

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(c) for the evaluation of non-represented personnel. Motion carried unanimously on call of roll at 5:06 p.m.

**4. Reconvene to open session for remainder of the meeting**

Motion by Oszman, second by Klapper to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:20 p.m.

**5. Discussion, update and possible action on public works positions, pay grade and steps for Public Works Adm. Ass't./Deputy Treasurer**

Director of Public Works/Utilities Manager Redelings stated that two employees posted for the position, with one withdrawing because he lacked the qualifications required. Director Redelings is recommending that Becky Ness be promoted to the position with a pay grade 4, step C, effective September 30, 2012. For the two months, Ms. Ness will be assisting with the election and other duties in the clerk's office. Motion by Oszman, second by Klapper to approve the promotion of Becky Ness,

effective September 30, 2012 with a pay grade 4, step C. Motion carried unanimously on call of roll.

**6. Discussion, update and possible action on public works positions, pay grade and steps and/or Job Descriptions for Water Superintendent and Sewer Superintendent**

According to Director Redelings, no updates are needed in the job descriptions at this time. He is recommending that the pay grade and step of both the Water Superintendent and Sewer Superintendent be changed to grade 10, step D, which is a 10% increase in pay. Motion by Garetson, second by Oszman to accept the recommendation and recommend that the Water Superintendent and Sewer Superintendent be placed at grade 10, step D effective the beginning of the pay period nearest January 1, 2013. Ald. Dodd stated that he could perhaps support step C, but not step D. Motion carried 4 to 1 on call of roll with Dodd voting no.

**7. Discussion, update and possible action on Fire Department support staff, pay grade and steps, and job description**

Fire Chief Simonson presented the job description for Administrative Secretary/Back-up Municipal Court Clerk, which is the work Chris Essex is currently doing, and a job description for Administrative Secretary. At the time Ms. Essex is no longer with the city, the job description without the back-up to the municipal court could be used for the next person. Chief Simonson is also recommending that Ms. Essex's pay grade and step be changed from grade 4, step I to grade 5, step G. Motion by Oszman, second by Klapper to recommend to council that both job descriptions be approved. Motion carried unanimously on call of roll.

Mayor Jahn was excused at 6:40 p.m.

**8. Discussion and possible action on recruitment of City Treasurer**

Jean Mohr is interested in filling the position permanently. Prior to posting, the front office structure will be evaluated. The external posting of the position will occur November 1, 2012.

**9. Next Meeting Date**

The next meetings will be scheduled for September 27<sup>th</sup> at 6:15 p.m. and October 2, 2012 at 5:00 p.m.

**10. Adjournment**

Motion by Oszman, second by Garetson to adjourn. Motion carried unanimously on call of roll at 6:47 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk