

**City of Portage
Human Resources Committee Meeting
Thursday, December 27, 2012, 5:30 p.m.
Municipal Building, Conference Room One**

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

Also present: City Clerk Moe, Interim City Administrator Murphy, Interim City
Treasurer Mohr

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

1. Roll call

The meeting was called to order at 5:30 p.m. by Mayor Jahn.

2. Approval of minutes from previous meeting

Motion by Dodd, second by Oszman to approve the minutes of the
December 10, 2012 meeting. Motion carried unanimously on call of roll.

3. Consider recommendation for appointment of Finance Director

The committee reviewed the memo from Interim City Administrator
Murphy regarding the conditional offer of employment for Jean Mohr,
dated December 21, 2012. There was discussion regarding the credit for
longevity and vacation. Motion by Dodd, second by Oszman to
recommend approval of the appointment of Jean Mohr as Finance
Director with the terms outlined in the memo, effective January 6, 2013.
Ald. Klapper had concern with the bonus item. Motion carried 5 to 1 with
Klapper voting no.

**4. Consider revisions to position description for Police Secretary -
Confidential**

The committee reviewed the proposed revised position description.
Motion by Oszman, second by Ebnetter to recommend approval of the
revised position description for Police Secretary – Confidential as
presented. Motion carried unanimously on call of roll.

**5. Convene to Closed Session per Wis. Chap 19.85(1)(c) to consider
personal history, proposed performance expectations for Public
Works Superintendent position and discuss possible revisions to
2013 non-representative wage/salary schedule**

Motion by Oszman, second by Klapper to go into closed session pursuant
to Wisconsin State Statutes 19.85(1)(c) to consider personal history,

proposed performance expectations for Public Works Superintendent position and discuss possible revisions to 2013 non-representative wage/salary schedule. Motion carried unanimously on call of roll at 5:49 p.m.

Motion by Oszman, second by Jahn to reconvene to open session. Motion carried unanimously on call of roll at 6:40 p.m.

6. Discussion and possible action on item(s) discussed in closed session

Motion by Oszman, second by Garetson to recommend the hiring of Kim Standke as Public Works Superintendent, effective January 6, 2013 at the Grade 10 new hire rate of \$48,614.45, including the Outline for Public Works Superintendent Goals and Objectives dated December 10, 2012, with multiple reviews, and a six (6) month probationary period. Motion carried unanimously on call of roll.

7. Adjournment

Motion by Oszman, second by Ebnetter to adjourn. Motion carried unanimously on call of roll at 6:50 p.m.

Marie A. Moe, WCPC, MMC
City Clerk