

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)
Tuesday, April 30, 2013, 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass, Frank Miller, Michael G. Oszman

Media Present: Craig Sauer, Daily Register

Also Present: City Administrator Shawn Murphy, Jennifer Gibeaut

1. Roll call

The meeting was called to order at 6:30 p.m. by Mayor Tierney.

2. Approval of minutes from previous meetings

Tierney stated that he would be abstaining because he was not on the committee at the time. Motion by Dodd, second by Oszman to approve the minutes of the April 11, 2013 meeting. Motion failed on call of roll, with Tierney, Maass, Miller abstaining.

3. Discussion and possible recommendation on Ady Voltedge Phase II Report.

City Administrator Shawn Murphy provided a summary and overview of the report provided from Ady Voltedge regarding the city's ability to implement an economic development plan. The committee's discussion focused primarily upon the recommendation for the creation of an Economic Development Coordinator /Director position, and it was determined that action should be taken on this recommendation. The decision lies in whether that position should be filled by a person as a new city employee or whether it should be outsourced to a firm. Hiring an individual for this position provides loyalty and a vested interest in success, if the budgeted amount allows for the best candidate. Outsourcing to a firm allows access to existing resources and experience, but may not provide the same focused attention as a city employee.

In order to make the most informed decision, the committee requested a cost comparison between each option that encompasses all factors, i.e. loss of revenue should office space be used at the Portage Enterprise Center rather than offered as leased space.

Additional concerns and points of discussion included: providing a location for the Economic Development Coordinator within the city that allows for discretion for prospective businesses while also allowing for coordination with city employees and resources; the importance of focusing on fostering relationships with existing businesses, as well as new opportunities; setting specific goals and parameters for the Economic Development Coordinator position so that success can be measured; and relaying to the appropriate committee the recommendation of developing a pipeline of available properties for development.

4. Adjournment

Motion by Oszman, second by Maass to adjourn. Motion carried unanimously on call of roll at 7:28 p.m.

Minutes prepared by Jennifer Gibeaut, Administrative Assistant