

**City of Portage  
Human Resources Committee Meeting  
Tuesday, November 12, 2013, 5:45 p.m.  
Municipal Building, Conference Room One  
Minutes**

Present: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass, Frank Miller and Mike Oszman.

Also Present: City Administrator Shawn Murphy and Craig Sauer, Portage Daily Register.

**1. Roll call**

The meeting was called to order by Mayor Tierney at 5:45pm.

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

Motion by Maass, second by Dodd to approve minutes from the October 14, 2013 meeting. Motion carried unanimously on call of roll with Oszman abstaining.

**3. Motion to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on terms for Manager of Parks & Recreation Dept.**

Motion by Oszman, second by Dodd to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on terms for Manager of Parks & Recreation Department. Motion carried unanimously on call of roll at 5:47 pm.

**4. Reconvene to Open session for possible recommendation on item(s) discussed in closed session.**

Motion by Oszman, second by Garetson to reconvene to open session for possible recommendation on item(s) discussed in closed session. Motion carried unanimously on call of roll at 6:00 pm.

Motion by Dodd, second by Miller to recommend employment offer to Dan Kremer pursuant to terms listed in memo from Administrator Murphy dated 11/6/13. Motion carried unanimously on call of roll.

**5. Adjournment**

Motion by Oszman, second by Miller to adjourn the meeting at 6:03 pm. Motion carried unanimously on call of roll.

Respectfully submitted,

Shawn M. Murphy, City Administrator