

**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, February 4, 2014, 6:30 p.m.**

**Municipal Building, Conference Room Two**

**Agenda**

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

1. Roll call.
2. Approval of minutes from the previous meeting.
3. Motion to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on proposed compensation modifications for certain city employees.
4. Reconvene to open session for possible recommendation on item(s) discussed in closed session.
5. Adjournment

**City of Portage  
Human Resources Committee Meeting  
Tuesday, January 7, 2014, 6:30 p.m.  
Municipal Building, Conference Room Two  
Minutes**

Present: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass and Frank Miller. Excused: 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 6:59 pm.

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

Motion by Dodd, second by Garetson to approve minutes from the November 19, 2013 meeting. Motion carried unanimously on call of roll.

**3. Motion to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on proposed contract with IAFF Local No. 2775 and Teamsters Local No. 695 and review employee performance evaluation(s).**

Motion by Dodd, second by Garetson to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on proposed contract with IAFF Local No. 2775 and Teamsters Local No. 695 and review employee performance evaluation(s). Motion carried unanimously on call of roll at 7:04 pm.

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

Motion by Dodd, 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 8:48 pm.

Motion by Miller, second by Dodd to recommend approval of proposed 2014 Agreement with the Teamsters Local No. 695 with modification Art. 6. Sect 2 Shift Premium to indicate no shift premium if employee takes lunch break. Motion carried 5-0 with Maass abstaining on call of roll.

Motion by Dodd, second by Maass to recommend approval of proposed 2014-2015 Agreement with the IAFF Local 2775. Motion carried unanimously on call of the roll.

**5. Discussion and Possible recommendation on Revised Position Description and application for Building & Grounds Maintenance Position.**

Murphy presented a draft position description for the aforementioned position. Motion by Dodd, second by Garetson to recommend approval of the description as presented. Motion carried unanimously on call of roll.

Murphy presented a memo summarizing results of interviews and recommendation for hiring Joseph Sadlon. Motion by Dodd, second by Maass to recommend hiring Sadlon pursuant to the terms outlined in the memo by Administrator Murphy dated 1/7/2014. Motion carried unanimously on call of the roll.

**6. Review and Discussion of proposed performance evaluation format for City Administrator.**

Mayor Tierney distributed a draft evaluation form using the 360 format. Several modifications to the form were discussed which the Mayor will incorporate and distribute. The intent is to circulate the form to approximately 20 individuals and present a summary of results to the Committee.

**7. Adjournment**

Motion by Garetson, second by Miller to adjourn the meeting at 9:07 pm. Motion carried unanimously on call of roll.

Respectfully submitted,

Shawn M. Murphy, City Administrator