

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, June 3, 2014, 6:30 p.m.

Municipal Building, Conference Room Two

Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, Rita Maass, Michael G. Oszman

1. Roll call.
2. Approval of minutes from the May 6, 2014.
3. Appointment of a Vice Chairperson.
4. Discussion and possible recommendation on appointment to Municipal Services Crewperson Position.
5. Adjournment

City of Portage
Human Resources Committee Meeting
Tuesday, May 6, 2014, 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Present: Bill Tierney, Chairperson, Rick Dodd, Rita Maass, Mike Oszman & Doug Klapper.

Absent/Excused: Marty Havlovik.

Also Present: City Administrator Shawn Murphy & Bill Walsh

1. Roll call

The meeting was called to order by Mayor Tierney at 6:00 pm.

2. Approval of minutes from previous meeting.

Motion by Dodd, second by Maass to approve minutes from the April 14, 2014 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(s) on City Employee merit adjustment and promotion(s).

Motion by Oszman, second by Dodd to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation(s) on City Employee merit adjustment and promotion(s). Motion carried unanimously on call of roll at 6:03 pm.

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

Motion by Maass, second by Oszman to reconvene to open session for possible recommendation on item(s) discussed in closed session. Motion carried unanimously on call of roll at 6:24 pm.

5. Discussion and Possible Recommendation on Proposed revisions to Water Service Person Position Description. Murphy review the proposed revisions to the existing job description. Motion by Dodd, second by Oszman to recommend approval of proposed revisions to the Water Service Person Position Description as presented. Motion carried unanimously on call of roll.

6. Discussion and Possible Recommendation on Appointment to Water Service Person Position. Murphy presented a memo dated April 25, 2014, summarizing the recommendation of Matt Asch to the vacant position as of May 12, 2014. Motion by Oszman, second by Dodd to recommend the appointment of Matt Asch to the Water Service Person Position as presented in the memo. Motion carried unanimously on call of roll.

7. Discussion and Possible Recommendation on proposed merit adjustment.

Murphy presented a memo dated 5/1/2014 recommending a 1.5% merit increase to

Erin Salmon, effective 5/12/14. Motion by Dodd, second by Oszman to recommend a merit increase of 1.5% to Erin Salmon pursuant to the memo by Murphy. Motion carried unanimously on call of roll.

5. Adjournment

Motion by Oszman, second by Dodd to adjourn the meeting at 6:29 pm. Motion carried unanimously on call of roll.

Respectfully submitted,
Shawn M. Murphy, City Administrator