

**City of Portage
Human Resources Committee Meeting
Wednesday, November 12, 2014, 6:00 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Rick Dodd, Doug Klapper, William Kutzke, Rita Maass

Absent: Martin Havlovic

Also Present: Shawn Murphy, Jennifer Loveland, Craig Sauer from Daily Register, Bill Welsh

1. Roll call

Mayor Tierney called the meeting to order at 6:02pm.

2. Approval of minutes from the October 7, 2014 meeting

Motion by Klapper, second by Dodd to approve the minutes from the October 7, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on City Administration Evaluation Process.

Mayor Tierney presented the form to be used for the City Administrator Evaluation. The form will be distributed to alderpersons, department heads, and members of the community that have interaction with the City. He asked for recommendations of individuals who could be added to this list. The form will be sent out on December 1, 2014 and returned by December 15, 2014. The results, compiled anonymously, will be discussed at the January meeting.

4. Discussion and Possible Recommendation on Revised Administrative Lieutenant Position Description.

Murphy described the revisions to the position description, which have been made to reflect actual job duties of the position, as well as re-distribution of some responsibilities that exist currently but are not reflected in the job description. The additions include the management of clothing/equipment allowance, serving as the Deputy Director of Emergency Management, administrating the Citizen Police Academy and Volunteers in Police service programs, and acting as the municipal court and threat liaison officer. Equipment descriptions were also updated to reflect changes in technology.

Dodd requested that the first bullet under Physical Requirements be corrected to say "electronic weapons" instead of "electric weapons."

Motion by Kutzke, second by Maass to recommend the revised position description for the Administrative Lieutenant. Motion carried unanimously on call of roll.

5. Discussion and Possible Recommendation on Revised Patrol Lieutenant Position Description.

Murphy described the revisions to this position description, which include some responsibilities that are currently with the Patrol Lieutenant, but are not reflected in the job description. These include fleet maintenance and supervision of the Community Service Officers.

Motion by Maass, second by Dodd to recommend the revised position description for the Patrol Lieutenant. Motion carried unanimously on call of roll.

6. Discussion and Possible Recommendation on Revised Sergeant Position Description.

Murphy presented the revisions to this position description, which are being made in anticipation of Sgt. Klafke's promotion to Administrative Lieutenant. These include updates to language which better describe supervisory duties of patrol officers and Community Service Officers and update equipment descriptions to reflect changes in technology.

Motion by Dodd, second by Maass to recommend the revised position description for the Sergeant. Motion carried unanimously on call of roll.

7. Discussion and Possible Recommendation on Revised Police Officer Position Description.

After discussion, the committee requested that a section with Desired Qualifications for all positions be added to the descriptions. These would include special language skills, working with the physically or behaviorally disabled, special training, additional education, etc.

Motion by Maass, second by Dodd to recommend the revised position description for the Patrol Officer. Motion carried unanimously on call of roll.

8. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) and (g) to discuss proposed wage adjustment with Teamsters Local 695 and reviewing legal counsel advice on employee separation matter.

Motion by Dodd, second by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(e) and (g) to discuss proposed wage adjustment with Teamsters Local 695 and reviewing legal counsel advice on employee separation matter. Motion carried unanimously on call of roll at 6:33pm.

9. Discussion and possible recommendation on matters discussed in closed session

Motion by Dodd, second by Klapper to reconvene to open session to vote on matters discussed in closed session. Motion carried unanimously on call of roll at 7:30 pm.

Motion by Dodd, second by Maass to recommend the resignation agreement between the City of Portage, the Wisconsin Professional Police Association, and Daniel Pionke. Motion carried unanimously on call of roll.

Motion by Klapper, second by Dodd to recommend the Wage Proposals for the 2015 Parks/Recreation, Public Works and Utilities Employees. Motion carried unanimously on call of roll.

10. Adjournment

Motion by Dodd, second by Maass to adjourn the meeting. Motion carried unanimously on call of roll at 7:32 pm.

Submitted by Jennifer Loveland, Administrative Assistant