

**City of Portage
Human Resources Committee Meeting
Tuesday, January 6, 2015, 6:00 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson (arrived 6:17 p.m.), Rick Dodd, Doug Klapper, William Kutzke, Rita Maass and Marty Havlovic

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

1. Roll call

Rick Dodd called the meeting to order at 6:09pm.

2. Approval of minutes from the November 12, 2014 meeting.

Motion by Maass, second by Kutzke to approve the minutes from the November 12, 2014 meeting. Motion carried 6-0 on call of roll.

3. Discussion and possible recommendation on Appointment to Building & Grounds Maintenance Position.

Murphy distributed a memo indicating after an internal posting, Joe Sadlon was sole applicant. Sadlon was the permanent, part-time incumbent and has been performing very well and developed knowledge and familiarity with the job duties. Some reallocation of funding for the position occurred to reflect projected time spent at each facility. Specifically, 50% Library, 40% PEC and 10% General Fund. Motion by Maass, second by Klapper to appoint Sadlon to full-time Building & Grounds Maintenance position. Dodd asked reason for repeating probationary period. Murphy indicated this was consistent with Personnel Manual and reflected wage step increase after 6-months. Motion carried 6-0 on call of the Roll.

4. Discussion and Possible Recommendation on Modification to Municipal Judge Salary.

Dodd referenced a memo from current Judge Pulfus to Murphy which provided a summary of area Municipal Court Judge salaries. The 2015 budget included funding to increase the salary from \$5400 to \$6400, annually. The increase would become effective at the beginning of the next term (May, 2015). Mayor Tierney arrived. Motion by Dodd, second by Maass to recommend approval of Resolution increasing Municipal Judge salary to \$6400 effective 5/1/2015.

5. Discussion and Possible Recommendation on Alderperson Salaries.

Tierney indicated Klapper requested this item for discussion late last week so it was added to the agenda, although staff has not had an opportunity to research area salaries of comparable communities. Klapper clarified that he wished to include a review/comparison of all elected municipal officials as the last one

occurred in the 1990's. Some discussion occurred as to the structure of remuneration (i.e. flat salary or per diem compensation). Klapper noted that with staggered term and council phasing into 3-year terms, if any changes were made they would not become effective until the end of term resulting in unequal pay for several years. Staff will survey area communities and results will be discussed at the February meeting. No action taken.

6. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss performance evaluations and proposed wage adjustments for specified employees.

Motion by Dodd, second by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss performance evaluations and proposed wage adjustments for specified employees. Motion carried 7-0 on a call of the roll at 6:36 pm.

7. 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 9:32 pm.

Motion by Dodd, second by Klapper to recommend 1.25% merit increase to City Clerk, effective on anniversary date of hire. Motion carried 6-1 with Maass voting no.

Motion by Tierney, second by Klapper to recommend \$500 bonus to City Engineer payable on anniversary date of hire. Motion carried 5-2 with Maass and Dodd voting no.

Motion by Dodd, second by Havlovic to recommend 1.5% merit increase to Finance Director effective anniversary date of hire. Motion carried 7-0 on call of roll.

Motion by Maass, second by Dodd to recommend 2% merit increase to Manager of Parks & Recreation effective next pay period. Motion carried 7-0 on call of roll.

Motion by Havlovic, second by Kutzke to recommend 1% merit increase to Director of Business Development & Planning anniversary next pay period. Motion carried 6-1 with Maass voting no.

Motion by Dodd, second by Maass to recommend 2015 salary for City Administrator of \$96,100 effective anniversary date of hire. Motion carried 7-0 on call of roll.

8. Adjournment

Motion by Maass, second by Dodd to adjourn the meeting. Motion carried unanimously on call of roll at 9:40 pm.

Submitted by Shawn Murphy, City Administrator