

**City of Portage  
Human Resources Committee Meeting  
Tuesday, April 7, 2015, 6:30 p.m.  
Municipal Building, Conference Room One  
Minutes**

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

Absent: Martin Havlovic

Also Present: Shawn Murphy, Jennifer Loveland, Craig Sauer

**1. Roll call**

Mayor Tierney called the meeting to order at 6:30pm.

**2. Approval of minutes from the March 3, 2015 meeting.**

Motion by Dodd, second by Maass to approve the minutes from March 3, 2015 with the correction to the spelling of Ald. Havlovic's name. Motion carried unanimously on call of roll.

**3. Discussion and possible recommendation on Proposed Job Description for Engineering Intern.**

Murphy presented the Engineering Intern position as a limited term, part time summer position needed during the construction period of the year. This intern will provide assistance, oversight, and inspection, primarily field work, and will report to the Engineering Technician. The wages for this position will be \$10/hour and will be provided for by funds left in the budget after Ayres Associates came in under budget for the design engineering portion of the street and utility project bids. This position has been sent to UW-Platteville and UW-Madison.

It was discussed that while some expectation of knowledge of engineering software programs should be expected, the minimum requirements will be kept at such a level that first year engineering students looking to build experience will be eligible to apply.

Motion by Dodd, second by Klapper to send the proposed job description for Engineering Intern as presented to Common Council for approval. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation on Proposed Job Description for Lead Wastewater Operator.**

Murphy stated that Lead positions for the Wastewater Treatment Plant and the Water Department are being established to provide supervisory coverage in the

absence of the superintendents of these departments. The positions will be offered internally and will be tailored to the needs of each department.

A Tanker Endorsement should be added under the minimum requirements, along with Air Brake Endorsements, so that this person can run the jetter when needed. It was also proposed to include some supervisory experience and education as a desirable quality, but not a minimum requirement.

The position descriptions will be approved by Council now, however the timeframe for filling these positions to establish supervisory backups will be determined at the next regular Human Resources Committee meeting and may be pending the results of the Staffing Evaluation.

Motion by Maass, second by Dodd to recommend approval of the proposed job description for the Lead Wastewater Operator as presented, with the addition of a Tanker Endorsement as a minimum requirement and adding experience and education in a supervisory role as a desired quality. Motion carried unanimously on call of roll.

**5. Discussion and possible recommendation on Proposed Job Description for Lead Water Operator.**

Similar in nature to the WWTP Lead Operator position, Murphy stated that in addition to establishing a backup supervisor, the Lead Water Operator will also participate in work assignments and follow-up on the progress with this assigned work.

Motion by Dodd, second by Maass to send the proposed job description for Lead Water Operator to Common Council for approval. Motion carried unanimously on call of roll.

**6. Discussion and possible recommendation on Proposed Job Description for Cable Access Television Coordinator.**

Murphy stated that this description is being documented for the purpose of preparing for a future replacement when the current Cable TV Coordinator retires; it is based on current job duties. This position will need to handle future upgrades and changes in technology, as well as expanding future capabilities with the proper funding and equipment.

The committee discussed the need to include participation in Cable TV Commission in the job description, but changing that participation level to an ex-officio member rather than chairperson and voting member of the commission. The work hours should also be changed to more varied work hours, dependent upon committee meeting schedules, to better include committees that meet during early morning hours.

Motion by Dodd, second by Maass to send the proposed job description for Cable Access Television Coordinator to Common Council for approval, with the addition of Cable TV Commission participation as an ex-officio member and a change to work hours as being more varied. Motion carried unanimously on call of roll.

**7. Discussion and possible recommendation on Revision to Official City Holidays.**

Murphy presented changing Good Friday as the established Spring Holiday to a second floating holiday. Election laws require City Hall to be open the Friday before any election to allow for absentee voting. Good Friday falls as the Friday before an election several times over the next 15 years. Department heads will manage requests from employees to take Good Friday as a floating holiday to help maintain the necessary staffing levels.

Motion by Tierney, second by Dodd to recommend to Common Council changing the Spring Holiday to a second floating holiday for regular employees. Motion carried unanimously on call of roll.

**8. Update on Solicitation of Applications for Municipal Services Crewperson.**

Murphy stated that 72 applications were received for the Municipal Services Crewperson position, with varying ranges of experience and qualifications. After reviewing these applications, interviews will be scheduled next week for the best candidates. A special meeting of the Human Resources Committee will be held to review recommendations for filling this position.

**9. Adjournment**

Motion by Dodd, second by Maass to adjourn the meeting at 7:33pm. Motion carried unanimously on call of roll.

Submitted by Jennifer Loveland