

**City of Portage**  
**Special Human Resources Committee Meeting**  
**Tuesday, January 5, 2016, 6:30 p.m.**  
**Municipal Building, Conference Room One**  
**Agenda**

Members: Bill Tierney, Chairperson, Rick Dodd, Mary E. Hamburg, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from the December 1, 2015 meeting.
3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to review selected employee performance evaluations, merit adjustments and consider application for Engineering Technician.
4. Return to open Session.
5. Discussion and possible recommendation on proposed merit adjustments for selected employees.
6. Discussion and possible recommendation on appointment to Engineering Technician position.
7. Discussion and possible action on February, 2016 meeting.
8. Adjournment

If you require special accommodations for the meeting, please contact the City Clerk's Office at 608-742-2176, no later than 48 hours prior to the meeting.

**City of Portage**  
**Special Human Resources Committee Meeting**  
**Tuesday, December 1, 2015, 6:30 p.m.**  
**Municipal Building, Conference Room One**  
**Minutes**

**Members Present:** Bill Tierney, Chairperson, Doug Klapper, Mary Hamburg & Rita Maass.

Excused: Rick Dodd and Marty Havlovic.

**Also Present:** City Administrator Shawn Murphy and B. Redelings, City Engineer

**Media Present:** Bill Welsh from CATV

**1. Roll call**

The meeting was called to order at 6:32 pm by Mayor Tierney.

**2. Approval of minutes from the November 17, 2015 meeting**

Motion by Klapper, second by Maass to approve minutes from the November 17, 2015 meeting. Motion carried unanimously on call of roll.

**3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct final interviews for City Engineer/Director of Public Works.**

Motion by Klapper, 2<sup>nd</sup> by Maass to Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct final interviews for City Engineer/Director of Public Works. Motion carried unanimously on call of roll at 6:34.

**4. Return to Open Session**

Motion by Maass, 2<sup>nd</sup> by Klapper to return to open session. Motion carried unanimously on call of roll at 8:47 pm.

**5. Discussion and possible recommendation on proposed appointment to Lead Operator Position-Water Utility.**

Motion by Maass, 2<sup>nd</sup> by Hamburg to recommend appointment of Barry Schwingel to Lead Operator-Water Utility pursuant to memo by Shawn Murphy. Motion carried unanimously on call of roll.

**6. Discussion and possible recommendation on proposed revisions to Personnel Policy Handbook.**

Murphy presented revised Handbook, dated 11/17/15 and summarized the changes since the previous version reviewed. Maass requested the Employee Drug & Alcohol Testing Policy and Health & Safety Manual be referenced in the receipt and acknowledgement form for employees to accept. Additionally, Maass questioned the documentation for the provision that Police Chief and Police Patrol Lieutenant receive 100% payout of accumulated sick leave upon retirement. Mayor Tierney

requested language that employees may appeal merit adjustment determinations to Human Resources Committee.

Motion by Hamburg, 2<sup>nd</sup> by Maass to recommend approval of Personnel Policy Handbook with revisions as discussed. Motion carried unanimously on call of roll.

**7. Discussion and possible recommendation on proposed appointment of Receptionist/Administrative Assistant.**

Motion by Hamburg, 2<sup>nd</sup> by Maass to recommend approval of Angela Clemmons to Receptionist/Administrative Assistant pursuant to the terms of memo by Shawn Murphy. Motion carried unanimously on call of roll.

**8. Review and Discuss 2015 City Administrator Goals and Evaluation Form.**

Mayor Tierney distributed copy of City Administrator goals for review and status update. Murphy reported on the status of the Goals:

- 1) Employee Policy Handbook was completed and Committee recommended approval earlier;
- 2) work is not complete on creating a succession plan for all Department Heads;
- 3) Working relationship with the four surrounding towns: establish inter-governmental agreements with towns involving appropriate staff and elected officials; review fire agreement; vehicle replacement agreement-Murphy reported that relationships with the 4 Towns have improved due in large part to Mayor's initiative on establishing more frequent dialog and consultation with Town Chairs. A 2 year Fire Agreement was approved earlier this year with the 4 Towns in which the town's portion of the Vehicle Replacement Fund was transferred by agreement to the Town's agent for management. An outline for a boundary agreement was drafted and presented to the Town of Fort Winnebago, discussions on this are ongoing;
- 4) Improve both internal and external communications, utilizing various forms of media to improve Portage's image, including the city's website. A direct mail newsletter was developed in conjunction with O'Brion Printing selling advertisement which fully funded the cost of the printing and distribution of the newsletter. Increased utilization of social media has been utilized to communicate with residents on projects and events in the City and the Website needs overhaul and replacement.

Mayor distributed a 360 Evaluation draft form for use on the Administrator with a request to submit comment on the form and recipients by next week.

**9. Adjournment**

Motion by Maass, second by Hamburg to adjourn the meeting at 9:45 pm. Motion carried unanimously.

Submitted by Shawn Murphy