

**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.)**

**Thursday, March 14, 2013, 6:30 p.m.**

**Municipal Building, Conference Room One**

**Agenda**

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

1. Roll call
2. Approval of minutes from previous meetings
3. Discussion and possible recommendation for Public Works Crewperson
4. Discussion and possible recommendation for Public Works Working Foreman
5. Adjournment

**City of Portage  
Human Resources Committee Meeting  
Thursday, February 28, 2013, 6:00 p.m.  
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Kenneth Ebnetter,  
Doug Klapper, Michael G. Oszman

Excused: Jeff Garetson

Also present: City Clerk Moe, City Administrator Murphy

**1. Roll call**

The meeting was called to order at 6:00 p.m. by Mayor Jahn.

**2. Approval of minutes from previous meetings**

Motion by Dodd, second by Oszman to approve the minutes of the February 9, 2013 and February 12, 2013 committee meetings. Motion carried unanimously on call of roll.

**3. Discussion and possible recommendation for Police Secretary - Confidential**

The committee reviewed a memo from City Administrator Murphy regarding the conditional offer of employment for Denise Alwin, dated February 22, 2013. Motion by Dodd, second by Oszman to recommend Denise Alwin for Police Secretary – Confidential with the salary as outlined in the memo. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation for revisions to non-represented position descriptions**

The committee reviewed the position descriptions for Utility Account Clerk and Customer Account Clerk. The committee did not think it was appropriate for a position to have two direct managers, so the descriptions were changed to report to the Utility Manager. There was discussion regarding being proficient in Word and Excel. The Utility Account Clerk will change to a pay grade 5.

The committee reviewed the position description for Parks & Recreation Secretary. The pay grade will change to a pay grade 5.

Ald. Dodd requested that at some point the clerical staff at pay grade 5 be analyzed as to how each position compares to each other in the same pay grade.

Motion by Dodd, second by Klapper to recommend to the council the position descriptions as revised.

**5. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:42 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

MEMORANDUM

To: Human Resources Committee  
From: Bob Redelings, Public Works Director *B.R.*  
Subject: Crew Person Position  
Date: March 6, 2013  
CC: Shawn Murphy, City Administrator  
Kim Standke, Public Works Superintendent

The promotion of Kim Standke to Public Works Superintendent left a vacancy of one crew person in the Public Works Department.

As directed, the subject position was posted internally. No one signed the posting during the ten day open period. Subsequently, the position was advertised on the City's Website and in the State Job Bulletin. Approximately 50 applications were received and reviewed for the position.

On March 1, 2013, Shawn, Kim and I interviewed six applicants for the position. Lucas Kulibert, possess the training, experience and attitude to be a successful Public Works Crewperson. Though there were a few applicants that met our expectations, Lucas's credentials were the most impressive.

I recommend the City extend a contingent offer of employment to Mr. Kulibert. His application and resume are attached for your use.

MEMORANDUM

To: Human Resources Committee  
From: Bob Redelings, Public Works Director  
Subject: Public Works Working Foreman Position  
Date: March 7, 2013  
CC: Shawn Murphy, City Administrator  
Kim Standke, Public Works Superintend

B.R.

The subject position was created, in part, because the Public Works Department assumed Park Maintenance responsibilities.

As directed, the subject position was posted internally. Four crewpersons; Matt Aach, Bob Lentz, Ron Martin and Kevin Richards signed the posting during the ten day period.

On February 27, 2013, Shawn, Kim and I interviewed the applicants for the position. All four applicants possess different strengths and provided positive feedback during the interview process. Based on all factors considered, we believe Kevin Richards will best serve the City in this capacity.

I recommend the City extend a contingent offer of advancement to Mr. Richards. His application and resume are attached for your use.