City of Portage
Human Resources Committee Meeting Tuesday,
January 8, 2019, 5:30 p.m. Municipal Building,
Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson, Jeff Monfort, Mike Charles, Doug Klapper, Rita Maass

Excused: Dennis Nachreiner

Also present: City Administrator Murphy, Administrative Assistant Engelhart, Joia Simonson; CATV

1. **Roll call**
   The meeting was called to order at 5:30p.m. by Mayor Dodd.

2. **Approval of minutes of December 11, 2018 meeting**
   Motion by Klapper, seconded by Monfort to approve minutes from the December 11, 2018 committee meeting. Motion carried 5-0.

3. **Discussion and possible recommendation on Proposed Side Letter of Agreement with WPPA for Patrol Officer Underfill:**
   Murphy presented the draft Letter of Agreement with the WPPA allowing the City to sponsor a sworn officer to complete the Law Enforcement Academy(LEA) certification if they meet all other position requirements within 12 months. This underfill position would be paid $5/hr less than the hire rate as stated in the WPPA contract until they successfully complete the LEA. Motion by Klapper, seconded by Charles to approve recommendation on Side Letter of Agreement with WPPA for Patrol Officer Underfill and to move it forward to council for final approval. Motion carried unanimously on call of the roll.

4. **Discussion and possible action on Employee Request for Vacation Carryover**
   Murphy noted that due to planned projects taking additional implementation time and several unplanned events, Mohr was unable to schedule much of her vacation. Motion by Maass, seconded by Klapper to approve vacation carryover of 102.75 hours to 2019, hours must be used by December 31, 2019. Motion carried unanimously on call of the roll.

5. **Discussion and possible recommendation on Proposed Revisions to Position Descriptions**
   City Administrator Murphy reviewed the proposed revisions to position descriptions for Municipal Court Clerk, Reception/Administrative Assistant, Police Secretary, Parks & Recreation Foreman, Director of Development and Planning and Manager of Parks & Recreation. The Committee would like to see all formatting of job descriptions to be consistent and to remove the signature lines at the end of each job description. The Committee would also like to add “or equivalent” for all job descriptions that require a high school diploma. Motion by Charles, seconded by Maass to recommend approval of the job descriptions as presented with the changes discussed. Motion carried unanimously on call of the roll.
6. **Adjourn**
   Motion by Charles, seconded by Maass to adjourn. Motion carried unanimously on call of roll at 6:05 p.m.

Carrianne Engelhart
Administrative Assistant

Approved: March 26, 2019
Members Present: Rick Dodd, Chairperson, Jeff Monfort, Mike Charles, Doug Klapper, Dennis Nachreiner

Excused: Rita Maass

Also present: City Administrator Murphy, Administrative Assistant Engelhart, Elsie McElroy; CATV

1. **Roll call**
   The meeting was called to order at 5:30p.m. by Mayor Dodd.

2. **Approval of minutes of January 8, 2019 meeting**
   Motion by Charles, seconded by Klapper to approve minutes from the January 8, 2019 committee meeting. Motion carried 5-0.

3. **Discussion and possible recommendation Proposed Revision to Position Descriptions:**
   City Administrator Murphy reviewed the proposed revisions to position descriptions for Building & Grounds Maintenance, Custodian, Engineering Technician, Municipal Services Crewperson, Park Maintenance Crewperson, Lead Water Operator, Water Service Person, Waste Water Lead Operator, Waste Water Treatment Plant Operator, Full Time Fire Captain, and Fire Engineer Lieutenant. Murphy prefaced the reviews indicating the revisions were the result of input received through the 2017 Compensation & Classification study of city positions or as a result of new hires into the positions.

   The Committee provided the following revisions or comments:
   ~Provide consistency on all descriptions requiring high school diploma or GED and make all references gender neutral;
   ~Modify the education and experience requirements in the Engineer Technician position to reflect minimally required vs desire to possess. Committee felt more weight on experience rather than education;
   ~Combine the job descriptions for the Building & Grounds Maintenance and Custodian into one job description;
   ~For the Utility Operator positions vs the Lead Utility Operator positions, eliminate redundancy by referencing duties, skills and certifications of Operator position within Lead operator position descriptions. Additionally backhoe is referenced 2 times in position description and vehicles and equipment sequence should be switched under physical requirements;
   ~The WWTP Operator position description requires a CDL license;
   ~Utility operator positions shall reflect that until required certifications are obtained, the
employee cannot complete their probationary status. Consider establishing longer probationary periods to reflect testing schedule or indicate if employee attempts to obtain certificate and fails 2 times, they shall fail probation;

~To be eligible for consideration for the Fire Captain position, applicant shall have required certifications or in the process of acquiring required certifications listed in job description no later than the probationary period. This shall also be applied to the Fire Lieutenant position description. Strike the reference to color differentiation in the physical requirements in the Fire Captain position description. Split the 1st bullet point of essential duties into 2 points for the Fire Captain position description.

Murphy noted the Fire Captain and Lieutenant descriptions will need to go back to Police & Fire Commission for approval.

Motion by Nachreiner, seconded by Charles to recommend approval of the job descriptions as presented with the changes discussed with the exception of Fire Captain and Fire Engineer Lieutenant. Motion carried unanimously on call of the roll.

4. **Discussion and review of Succession Plan-Manager of Parks & Recreation**
   Murphy presented the Succession Plan for the Manager of Parks & Recreation. Nachreiner inquired if these are shared with employee that may succeed incumbent. Murphy replied that they are and used as the basis for further training and experience for those employees.

5. **Review of City Administrator Goals & Objectives**
   Murphy distributed a summary of 2018 Goals & Objective along with a summary of additional accomplishments and finally a proposed listing of goals and objectives for 2019. Dodd indicated this will be the basis, along with a brief survey of the Committee for Murphy’s review at the May, 2019 meeting.

6. **Adjourn**
   Motion by Charles, seconded by Nachreiner to adjourn. Motion carried unanimously on call of roll at 6:41 p.m.

Carrianne Engelhart
Administrative Assistant

Approved April 25, 2019
City of Portage
Special Human Resources Committee Meeting
April 25, 2019, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Rick Dodd, Dennis Nachreiner, Jeff Monfort, Mike Charles, Mark Hahn, Rita Maass

Also present: Police Chief Manthey, Assistant Police Chief Klafke, City Administrator Murphy, and Administrative Assistant Engelhart

Media Present: Sophia Beckwith; Cable TV, Lyn Jerde; Portage Daily Register

1. Roll call
   The meeting was called to order by Mayor Dodd at 6:00 p.m.

2. Approval of minutes from previous meeting
   Motion by Charles, second by Monfort to approve minutes of the March 26, 2019 meeting. Motion passed with Hahn abstaining.

3. Discussion and possible recommendation on establishment of additional patrol officer position.
   City Administrator Murphy, Police Chief Manthey and Assistant Police Chief Klafke reviewed the contents of Murphy’s memo dated 4/1/2019 regarding an additional patrol officer position. The committee discussed with them the different options for an additional officer such as a Limited Term Employment and part-time, however Assistant Chief Klafke explained that during this period of dwindling qualified candidates combined with many departments seeking to fill vacancies, trying to recruit an LTE when there are so many regular, full-time positions available is difficult and recent efforts have been unsuccessful.

   The justification for the additional officer is that currently 2-3 officers will be on leave for extended durations resulting in other officers picking up their shifts on overtime. Additionally, there are 4 officers currently eligible for retirement. The committee discussed Murphy’s projections on the budgetary impact of hiring an additional officer versus filling vacant shifts with existing officers on overtime. Chief Manthey also commented that the amount of overtime is resulting in staff burn out and stress. Adding another officer in lieu of continued overtime will address safety and reduce potential for staff mistakes. The Committee concurred with the recommendation and inquired if council approval is needed. Murphy indicated, after checking with City Attorney, such approval is unnecessary after adoption of Ord. No. 18-010 in 2018.
Motion by Maass, seconded by Charles to approve the hiring of another patrol officer. Motion passed unanimously on call of roll.

4. **Adjourn to closed session per Chap.19.85(1)(c)to consider Lateral Transfer Consideration Requests for Specified Police Officer.**
   Motion by Charles, seconded by Hahn to adjourn to closed session. Motion passed unanimously on call of roll at 6:16 pm.

5. **Return to Open Session**
   Motion by Nachreiner, seconded by Maass to return to open session. Motion passed unanimously on call of roll at 6:39 pm.

6. **Action on Items Discussed in Closed Session.**
   No action was taken as the proposed lateral transfer discussed are provided in the 2019 WPPA labor agreement that grants the Police Chief authorization to approve lateral transfers. The Committee requested that they be informed of subsequent lateral transfer; however no approval needed.

7. **Adjournment**
   Motion by Maass, second by Charles to adjourn. Motion carried unanimously on call of roll at 6:45 p.m.

Submitted by: Carrianne Engelhart, Administrative Assistant

Date Approved: June 11, 2019
City of Portage
Human Resources Committee Meeting
June 11, 2019, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

**Members Present:** Rick Dodd, Chairperson, Dennis Nachreiner, Jeff Monfort, Mark Hahn, Rita Maass, Mike Charles

**Also Present:** City Administrator Murphy, City Clerk Moe, Administrative Assistant Engelhart

**Media Present:** Elsie McElroy; Cable TV

1. **Roll call**
The meeting was called to order by Mayor Dodd at 6:08p.m.

2. **Approval of minutes of April 25, 2019 meeting.**
Motion by Maass, seconded by Nachreiner to approve minutes from the April 25, 2019 meeting. Motion passed unanimously on call of roll.

3. **Discussion and Possible Action on Request to Take Home K-9 Police Squad Outside of City Limits.**
City Administrator Murphy reviewed the contents of Murphy’s memo dated 6/6/2019 regarding Sgt. Ben Neumann, K-9 Officer to take home the K-9 squad to his new house outside the city limits. Sgt. Neumann will be constructing a home at W7445 White Oak Run, Pardeeville in the Pacific Estates subdivision in the Town of Pacific, about 5 miles from the city limits.

The justification for this is that Sgt. Neumann is essentially on call 24/7 with the K-9 unit and if doesn’t have his vehicle would require him to pick up vehicle at station, return to get the K-9 from home and then go to scene; causing a delay in response. The committee would like parameters with some limitations established restricting distance outside the City as there are other city employees whom have vehicles outside the city limits. Motion by Nachreiner, seconded by Hahn to allow Sgt. Neumann to keep this vehicle at his new residence to be able to respond quickly as possible. Motion passed unanimously on call of roll.

4. **Discussion and Possible Action on Proposed Structure of Employee Benefit Plan Administration with American Fidelity**
City Administrator Murphy reviewed the contents of Murphy’s memo dated 6/6/2019 regarding 2019 Employee Benefits Plan Administration through American Fidelity. The committee agreed that the city and employee will split the American Fidelity (AF) monthly fees 50/50.
The committee discussed the 4 types of HRA options offered by AF and agree that the Medical Deductible Only is the option of choice. The committee discussed the Retirement Payout of Accumulated Sick Leave and agreed to the following: All city employees will follow the same guidelines for post-retirement payout of accumulated sick leave, including Fire & Police. Slight changes to Fire and Police contracts will be needed. They agreed that upon retirement, employees will not be required to participate in the City Health Insurance plan; allowing them to use other insurance options. Access to retiree’s accumulated sick leave for reimbursement may be used toward any insurance that covers the retiree. Additionally, upon retirement, the employee may defer to seek reimbursement from their accumulated sick leave until a later date, however such access to their funds must be initiated by the date in which the retiree become Medicare eligible. Once the retiree begins to draw on their sick leave account, it cannot be stopped and started again; it must be a continuous draw until the funds are depleted. If the retiree seeks reimbursement from the account and suspends such reimbursement prior to depletion of funds, no further access to the remaining funds will be permitted. If a retiree passes away while drawing from the funds, his/her spouse may continue to draw from remaining funds until depleted. However if the retiree isn’t drawing from her/her accumulated leave at the time of their death, his/her spouse will not be permitted to initiate (start) the reimbursement process from the retiree’s funds.

5. **Adjourn to closed session per Chap. 19.85(1)(c) to Consider Performance Evaluation and Possible Merit Adjustment for City Administrator.**
   Motion by Nachreiner, seconded by Hahn to adjourn to closed session. Motion passed unanimously on call of roll at 7:30 p.m.

6. **Return to Open Session.**
   Motion by Maass, seconded by Nachreiner to return to open session. Motion passed unanimously on call of roll at 8:15 p.m.

7. **Action on Item(s) Discussed in Closed Session.**
   Motion by Nachreiner, seconded by Monfort to recommend to Council a 5% merit increase for City Administrator Shawn Murphy effective on the anniversary date of hire. Motion carried with Maass voting no 4-1.

8. **Adjournment**
   Motion by Hahn, seconded by Maass to adjourn. Motion carried unanimously on call of roll at 8:18 p.m.

Submitted by: Carrianne Engelhart, Administrative Assistant

Date Approved: August 13, 2019
City of Portage
Human Resources Committee Meeting
August 13, 2019, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson, Jeff Monfort, Mark Hahn, Rita Maass, Mike Charles

Members Excused: Dennis Nachreiner

Also Present: City Administrator Murphy, Administrative Assistant Engelhart

Media Present: Elsie McElroy & William Royal; Cable TV

1. Roll call
The meeting was called to order by Mayor Dodd at 6:00p.m.

2. Approval of minutes of June 11, 2019 meeting.
Motion by Maass, seconded by Hahn to approve minutes from the June 11, 2019 meeting. Motion passed unanimously on call of roll.

3. Discussion and Possible Recommendation on Municipal Services Foreman and Parks Maintenance Crewperson-Arborist Position Descriptions.
City Administrator Murphy introduced both position descriptions by indicated the new position (Arborist) was created to fill an on-staff skill that the City does not possess. The proposal is to fill the new Parks Maintenance-Arborist position and not the Parks Foreman position after the incumbent, Phil Koch retires this month. The Public Works Foreman position is re-titled to reflect coordination and oversight with Parks & Recreation staff. There already is collaboration between Public Works and Parks & Recreation on several functions (tree trimming/removal and tree planting, snow removal, etc.). The modified Municipal Services Foreman position reflects this and provides more supervisory ability over the Parks personnel during those functions. While the Parks Foreman position is essentially being eliminated, there will be a need to designate a lead Parks Maintenance crewperson to supervise seasonal staff and other Parks Maintenance staff on a daily basis. Maass requested that typos be corrected. Mayor Dodd would like to have Associates Degree, Certificate or equivalent added to the Parks Maintenance Crewperson - Arborist Position Description.

Motion by Charles, seconded by Monfort to recommend to council approval of the Municipal Services Foreman and Parks Maintenance Crewperson-Arborist Positions with changes noted. Motion passed unanimously on call of roll.
4. **Discussion and Possible Recommendation on Deputy Treasurer/Public Works Secretary Position Description.**
City Administrator Murphy reviewed the contents of the Position Description. Maass requested that typos be corrected. This position is the last of existing position descriptions to be updated since the completion of the Classification & Compensation study by Carlson Dettmann in 2017.

Motion by Hahn, seconded by Charles to recommend to council approval of the Deputy Treasurer/Public Works Administrative Assistant Position. Motion passed unanimously on call of roll.

5. **Discussion and Possible Action on Succession Plan for Director of Public Works**
Murphy presented the draft Succession Plan. Discussion ensued regarding the level of experience sought to be eligible to apply and desired to succeed in the position. The committee agreed to remove the set number of year’s minimum experience required and change it to a combination of educational, supervisory and experience required.

6. **Discussion and Possible Action of Proposed Self-funded Dental Insurance Program.**

The committee discussed the analysis to transition to a self-funded dental insurance program for employees. An analysis of actual dental claims paid for the last 2 years versus premiums paid by the City indicated a minimum estimated yearly savings of $6700. Hahn wanted to make sure that the dental insurance company negotiated discounts on services from providers remain unchanged under the current arrangement. Murphy responded that under the current arrangement, the City does not participate in the establishment of discounted insurance payments on services rendered and would not participate in the establishment of such discounts under the self-funded insurance arrangement either. Hahn was concerned that the insurance provider would make up the loss of profit in switching to self-insurance is not transferred to the employees by decreasing the level of insurance coverage for services rendered. Murphy indicated, that is one of the on-going roles of the insurance broker who negotiates rates and coverages on behalf of the City. The broker is compensated through their relationships with providers, not by the City. The City would contract with Delta Dental to administer the self-funded insurance coverage and pay the $5/employee/month fee to Delta. Delta would process claims, make payments and invoice the City the actual amount on a monthly basis.

Funding for the self-funded insurance would be provided from the existing employee and city participation on current premium levels into a segregated
fund. When a surplus fund is realized, the City may use it to offset employee participation rates, thereby lowering employee cost. The committee agreed that they want to move forward with this option for next year. Murphy will work with a broker to draft program requirements and conditions to establish a self-funded dental insurance program for 2020.

Motion by Hahn, seconded by Charles to move this forward to the Finance Administration Committee. Motion passed unanimously on call of roll.

7. **Adjournment**
   Motion by Charles, seconded by Maass to adjourn. Motion carried unanimously on call of roll at 7:10 p.m.

Submitted by: Carrianne Engelhart, Administrative Assistant

Date Approved: October 8, 2019
City of Portage
Human Resources Committee Meeting
Tuesday, October 8, 2019, 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson, Dennis Nachreiner, Jeff Monfort, Mike Charles, Mark Hahn and Rita Maass.

Also Present: City Administrator Murphy, Administrative Assistant Engelhart

Media Present: William Royal, Cable TV

1. Roll call
The meeting was called to order by Mayor Dodd at 6:00 p.m.

2. Approval of minutes of August 13, 2019 meeting.
Motion by Hahn, seconded by Charles to approve minutes from the August 13, 2019 meeting. Motion passed unanimously on call of roll.

3. Discussion and Possible Recommendation on Plan Documents for Health Reimbursement Arrangements (HRA) and Flexible Spending Accounts (FSA).
City Administrator Murphy reviewed the Plan Documents for the two Health Reimbursement Accounts, the Flexible Spending account and record keeping with American Fidelity (AF). These 4 documents specify the formal eligibility requirements, conditions and limitations of each plan. Murphy noted this is the last legislative approval needed to fully implement the transition to deductible health insurance as approved by Council previously and have AF manage all employee flexible spending accounts. Transitioning to employee deductible health insurance as of 2020 will save the City approximately $13,715 after subtracting city funded employee deductibles and 50% of the $4/month/employee administrative fee. Employees will also realize savings on premiums compared with continuation of the traditional (no deductible) health insurance plan. It was noted the City will not fund the employee deductible for the retiree health insurance plan.

Motion by Nachreiner, seconded by Charles to recommend to council the approval of the Plan Documents for the HRA & FSA accounts. Motion passed unanimously on call of roll.

City Administrator Murphy presented his proposed 2020 Cost of Living Adjustment (COLA) memo. The current (August, 2019) CPI is 1.7%. The
proposed 2019 WPPA labor agreement provides for a 2% increase and the proposed 2019 IAFF labor agreement provided for a $0.50/hr (2.4% - 2.8%) as of January, 2020. The overall CPI has been increasing an average of 0.1-0.2%/month for the past 6 months. Staff will continue monitoring the CPI as we near 2020 budget adoption. The 2019 COLA was 2.3%. Motion by Nachreiner, seconded by Charles to recommend to council a 1.8% Market adjustment to the non-represented employees for 2020. Motion passed unanimously on call of roll.

5. Report on Hiring Process – Chief of Police
Administrator Murphy reviewed the hiring process for the new Chief of Police. Ten applications were received. The Police & Fire Commission (PFC) narrowed the applicants to five semi-finalists for interviews. These five will be notified and are scheduled for interviews on 10/24/19 before the PFC. The Chief of Police panel is scheduled to interview the semi-finalists on 10/30/2019. After the Chief of Police interview panel, the PFC will narrow the semi-finalists to 2 final candidates. On 11/4/19, a local officials’ panel will interview the finalists who will also participate in a public meet and greet. Following the public meet and greet session, the PFC will convene a final time to review all comments and select a final candidate. It is the intent to bring a offer of employment before the Common Council in late November/early December, 2019 with intent of having the successor start just prior to Chief Manthey’s departure.

6. Adjourn
Motion by Maass, seconded by Charles to adjourn. Motion carried unanimously on call of roll at 6:33p.m.

Carrianne Engelhart
Administrative Assistant

Date Approved: November 12, 2019
City of Portage
Human Resources Committee Meeting
Tuesday, November 12, 2019, 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson, Dennis Nachreiner, Jeff Monfort, Mike Charles, Mark Hahn, Rita Maass

Also Present: Tom Drury, Police & Fire Commission and City Administrator Murphy

1. Roll call
   The meeting was called to order by Mayor Dodd at 6:00p.m.

2. Approval of minutes of October 8, 2019 meeting.
   Motion by Charles, seconded by Maass to approve minutes from October 8, 2019 meeting. Motion passed unanimously on call of roll.

   Motion by Charles, seconded by Monfort to adjourn to closed session per Chap. 19.85(1)(c), Wis. Stats. to Review Proposed Employment Terms for Chief of Police. Motion passed unanimously on call of roll at 6:02 p.m.

4. Return to Open Session.
   Motion by Maass, seconded by Nachreiner to return to open session. Motion passed unanimously on call of roll at 7:27 p.m.

5. Discussion and Possible Recommendation on Item(s) Discussed in Closed Session.
   Motion by Charles, seconded by Nachreiner to recommend to council the proposed employment terms for Chief of Police Klafke including a salary of $92,600 and the establishment of a tuition reimbursement account (IRS Section 127) by separate agreement no later than July 30, 2020 for up to 3 years with a maximum reimbursement amount of $3000/year as described in the memo dated 11/8/19 by Shawn Murphy. Maass commented she supports the appointment and salary for Klafke however is opposed to the tuition reimbursement, therefore she will vote against the motion. Hahn also expressed similar support for the appointment of Klafke and the proposed salary but felt the tuition reimbursement sets a precedent and will not support the motion.

   Motion carried 4-2 with Hahn and Maass voting no.

6. Adjournment
   Motion by Charles, seconded by Monfort to adjourn. Motion carried unanimously on call of roll at 7:30 p.m.

Submitted by: Shawn M. Murphy, City Administrator
Date Approved: January 14, 2020