



July 30, 2009

Ms. Pamela A. Captain
N3203 Ecker Lakeland Drive
Chilton WI 53014

Re: Offer of Employment for City Attorney/HR Director

Dear Pam:

It is a pleasure to confirm our telephone conversation wherein you accepted the offer as City Attorney/HR Director for the City of Menasha. The City Attorney position is a Council appointment for the remainder of the current 3-year term expiring April 30, 2012. The official appointment as City Attorney is scheduled for the August 3, 2009 Common Council meeting. This offer is contingent on your successful completion of a pre-employment physical examination and drug screen.

As we discussed, your start date will be 60 days following the Council confirmation of your appointment. Your annualized salary is \$100,000. As confirmed in our conversation, this salary shall be frozen until January 2011. The vacation and floating holiday benefit is outlined below.

- Five floating holidays on January 1, 2010
- Two weeks vacation on 6-month anniversary
- One additional week after 1-year anniversary
- Each year thereafter, five floating holidays and three weeks' vacation
- One week vacation bump at year 6 (total of 4 weeks' vacation)
- One week vacation bump at year 13 (total of 5 week's vacation/maximum level per current policy)

On behalf of the community, welcome to our City. I am confident that your collaborative approach to problem solving, together with your experience in municipal law and human resource issues, makes you the ideal choice for our community.

Sincerely,

Donald J. Merkes
Mayor