

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 16, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Langdon at 7:34 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski
Mayor Merkes

EXCUSED: Alderman Englebert

ALSO PRESENT: CA/HRD Captain, PC Styka, CDD Keil, ASD Steeno, PRD Tungate,
Pk Supt Maas, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/2/13](#)

Moved by Ald. Nichols, seconded by Ald. Taylor to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Organizational Structure Changes:](#)

- a. Finance Department – Finance Manager
- b. Parks Department – Arborist/Park Caretaker
- c. Community Development – Community Development Coordinator

CA/HRD Captain explained staff is seeking authorization to eliminate the position of Staff Accountant and create the position of Finance Manager. This is part of the creation of the Administrative Services Department as recommended by the Springsted study. The position elevates the responsibilities of the current Staff Accountant.

General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Mayor Merkes to recommend to Common Council Changes to the organizational structure of the Finance Department removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range.

Motion carried on roll call 8-0.

CA/HRD Captain explained staff is seeking authorization to eliminate the position of park laborer/custodian and replace with arborist/park caretaker in the Parks and Recreation Department due to changing needs of the City.

General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Ald. Nichols to recommend to Common Council Changes to the organizational structure of the Parks & Recreation Department removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.

Motion carried on roll call 8-0.

CA/HRD Captain explained staff is seeking authorization to create the position of Community Development Coordinator in the Community Development Department. This position will be responsible for some of the daily Community Development duties including zoning and permitting. Currently some of the duties are being performed by the Principal Planner and Director. This will free up the Principal Planner and Director to focus more on economic development.

General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Changes to the organizational structure of the Community Development Department adding the position of Community Development Coordinator at the wage scale beginning at \$20.84 per hour.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Keehan adjourn at 8:08 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk