

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

A. CALL TO ORDER

Meeting called to order by CA/HRD Captain at 8:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, PHD Nett, PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/1/13](#)

Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

Moved by Ald. Langdon, seconded by Ald. Zelinski to nominate Ald. Englebert as Chairman.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Englebert as Chairman.

2. Election of Vice-Chairman

Moved by Mayor Merkes, seconded by Ald. Zelinski to nominate Ald. Langdon as Vice-Chairman.

Having no other nominations the clerk was directed to cast a unanimous ballot for Ald. Langdon as Vice-Chairman.

3. [Comptroller/Treasurer Position Vacancy](#)

CA/HRD Captain explained the process to create an Administrative Services Position as recommended by Springsted Incorporated.

General discussion ensued on job duties and responsibilities.

Ald. Sevenich asked for a Point of Order – creating Administrative Services Director position not listed on agenda or noticed.

Chairman Englebert – Point of Order not well taken, creating Administrative Services Director position is a way of filling the vacancy of the Comptroller/Treasurer position.

Moved by Ald. Nichols, seconded by Ald. Benner to recommend to Common Council to create an Administrative Service Director position.

Motion carried on roll call 8-1. Ald. Sevenich – no

4. Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees

Chairman Englebert stated the change to the Municipal Code should be done after the Common Council acts on the Administrative Services Director position.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 9:40 p.m.
Motion carried on voice vote.

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