

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
May 6, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/16/13](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

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

CA/HRD Captain explained the minimum requirements for the recently created position of Administrative Services Director for filling the vacancy position of Comptroller/Treasurer. She referred to Exhibit A as a job description for the position.

General discussion ensued on some recommended changes to the job description.

- Under Experience, change required to preferred for number of years experience.
- Under Essential Job Duties, include working knowledge of Wisconsin TIF Districts Statutes
- Under Ideal Candidate, include skill sets and competencies outlined in Springsted report

Moved by Ald. Langdon, seconded by Ald. Zelinski to recommend to Common Council To identify minimum requirement of Administrative Services Director position as set forth in Exhibit A with recommended changes excluding salary range.

Motion carried on roll call 9-0.

General discussion ensued on establishing a salary range.

Moved by Ald. Zelinski, seconded by Ald. Langdon to recommend to Common Council to establish the salary range of the Administrative Services Director position at a Grade 1.

Motion carried on roll call 8-1. Ald. Taylor voted no.

Moved by Mayor Merkes, seconded by Ald. Langdon to direct Human Resource staff to prepare recruitment materials and post notice for 30 days.

2. [Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees](#)

CA/HRD Captain reported she will update the Municipal Code to include the Administrative Services Director Position.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Keehan to adjourn at 7:50 p.m.

Motion carried on voice vote.