CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 1, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Krueger at 7:24 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Klein, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Mayor Merkes
EXCUSED: Alderman Taylor
ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, CDD Keil, LD Lenz, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Personnel Committee, 2/4/13
Moved by Ald. Langdon, seconded by Ald. Klein to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS
1. Comptroller-Treasurer Position Vacancy

CA/HRD Captain explained the Springsted report recommends the City create an Administrative Services Department and recruits an Administrative Services Director. This person would oversee Finance, Human Resources and Information Technology. Staff is looking for direction from the Personnel Committee on filling the current vacant position of Comptroller-Treasurer.

General discussion ensued on a job description of this position, salary range, other municipalities that may have this position, timeline for filling this position, budgetary impact.

Some Committee members had additional questions. They will discuss with staff and bring back information to next Personnel Committee meeting.

2. Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees
No discussion or action.

E. ADJOURNMENT
Moved by Mayor Merkes, seconded by Ald. Langdon to adjourn at 8:11 p.m.
Motion carried on voice vote.

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