

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 15, 2013
7:00 PM
Or immediately following Board of Public Works**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 6/3/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(c):
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Administrative Services Director Position)
 - 2. May Adjourn into Open Session to act on item discussed in Closed Session
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 3, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, Captain Halderson, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 5/20/13](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Set salary range for Deputy Clerk/Administrative Assistant Position](#)

CA/HRD Captain explained the rationale for the recommended salary range including step increases for the vacant Deputy Clerk/Administrative Assistant position.

Moved by Ald. Nichols, seconded by Mayor Merkes to recommend to Common Council to adopt the salary range schedule including step increases for Deputy Clerk/Administrative Assistant Position.

General discussion ensued on requirements of the job; salary range of other municipalities; job responsibilities.

Moved by Ald. Nichols to amend motion to include in the job description an Associate Degree required, Bachelors Degree preferred.

Ald. Sevenich called for a Point of Order; the job description is not the topic of discussion. Chairman Englebert ruled Point of Order is germane; amendment to motion is out of order.

General discussion continued.

Motion to adopt salary range schedule carried on roll call 7-2.

Ald. Nichols, Taylor, Sevenich, Keehan, Englebert, Benner, Mayor Merkes voted yes.

Ald. Langdon, Zelinski voted no.

2. Moved by Ald. Benner, seconded by Ald. Langdon to Adjourn into Closed Session at 7:35 p.m. pursuant to Wis. Stats. §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

(Administrative Services Director Position – Prepare Interview Topics)

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

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