

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  
August 19, 2013  
5:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Personnel Committee, 7/15/13](#)
- D. DISCUSSION/ACTION ITEMS
  - 1. [Compensation Offer Regarding Administrative Services Director Position.](#)
- 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  
July 15, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: HR Specialist Brunn, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 6/3/13](#)

Moved by Mayor Merkes, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Moved by Ald. Benner, seconded by Ald. Keehan 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)

Motion carried on roll call 9-0.

2. May Adjourn into Open Session to act on item discussed in Closed Session

No action.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Keehan to adjourn at 7:37 p.m.

Motion carried on voice vote.

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



## MEMORANDUM

DATE: August 15, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, CA/HR DIRECTOR

RE: Compensation Offer to Margaret (Peggy) A. Steeno

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I am pleased to announce Peggy Steeno as a finalist for the position of Administrative Services Director for the City of Menasha. Ms. Steeno's previous employment experience includes: Director of Finance/Treasurer for the City of Oshkosh, Business/Administrative Services Manager at Waukesha Water Utility and Finance Supervisor at City of West Allis over the course of 17-plus years.

Discussions regarding salary and benefits have occurred with Ms. Steeno and are summarized within this memo.

The salary range for the administrative services director position is \$92,771 (minimum) to \$113,477 (maximum). Salary midpoint is \$103,124. Based on Ms. Steeno's experience a hiring rate of \$108,400 is requested. Also considered is the municipal utility experience Ms. Steeno will bring to Menasha as well as her current salary which exceeds the requested hiring rate.

In accordance with ARTICLE V – COMPENSATION, paragraph A. 17 of the City of Menasha Policy Handbook: "All hiring will be at the minimum of a salary grade when the hiree has no direct experience for the position which hired. Any hiring of experienced persons will be at a rate commensurate with experience between minimum and maximum. No one will be hired at a rate greater than midpoint without the approval of the Personnel Committee in an open meeting."

**Summary of salary and benefits requested for approval:**

- \$108,400 annualized salary
- Four weeks of vacation
- Ability to advance sick leave, if needed