

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
June 1, 2015
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, 4/21/15](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [City Attorney Position \(Ald. Taylor\)](#)
- 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
April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by ASD Steeno at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Mayor Merkes

ALSO PRESENT: CA Captain, PC Styka, DFC DeLeeuw, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 3/16/15](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

ASD Steeno opened the floor for nominations.

Moved by Ald. Langdon seconded by Ald. Taylor to nominate Ald. Zelinski for Chairman.

Moved by Mayor Merkes seconded by Ald. Benner to nominate Ald. Keehan for Chairman.

Hearing no other nominations, ASD Steeno closed the nominations.

Paper ballots were passed out. Ald. Keehan received the most votes and was declared the Chairman.

Chairman Keehan took over.

2. Election of Vice-Chairman

Chairman Keehan opened the floor for nominations for Vice-Chairman.

Moved by Ald. Nichols seconded by Ald. Keehan to nominate Ald. Benner for Vice-Chairman.

Moved by Ald. Taylor seconded by Ald. Zelinski to nominate Ald. Zelinski for Vice-Chairman.

Hearing no other nomination, Chairman Keehan closed the nominations.

Paper ballots were passed out. Ald. Benner received the most votes and was declared the Vice-Chairman.

3. [Appointment of City Assessor – Associated Appraisal Consultants, Inc](#)

CA/HRD Captain explained in accordance to the City's Charter Ordinance the appointing the City Assessor is for the Personnel Committee to make a recommendation to the Mayor with confirmation by the Common Council. The Charter Ordinance allows for either an individual or corporation.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to the Mayor the appointment of Associated Appraisal Consultants, Inc. as City Assessor.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Zelinski to adjourn at 8:00 p.m.

Motion carried on voice vote.

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

Don Merkes

From: James Taylor <jamestaylor04@tds.net>
Sent: Tuesday, May 12, 2015 2:10 PM
To: Don Merkes; Debbie Galeazzi; Michael Keehan
Subject: City Attorney Position

I would like this item placed on the Personnel Committee Meeting to be held on Monday, May 18, 2015. Information Im requesting - City Attorney's wages, and the attorney's duties and representation of the council.

Alderman James Taylor

Dept.	City Atty/Pers	Position	Non-Represented Salary Range	2015	Grade	Updated:	1/16/2015	4	5	7	9	11	13	15	20	25
				MIN												
City Atty/Pers	City Atty/Pers Dir			94,637	1	96,758	100,899	103,020	105,141	106,151	107,262	108,272	109,383	110,393	113,019	115,645

- (a) **PRIMARY FUNCTION.** The City Attorney shall be responsible for conducting all the law business of the City except as otherwise provided. He shall represent the Electric and Water utilities Commission. In the event of his illness, vacation or inability to attend to official matters, he may appoint an acting City Attorney without compensation unless otherwise provided by the Common Council. He shall examine the tax assessment rolls and other tax proceedings pursuant to law and advise the Assessor. He shall perform all of the duties pursuant to State Statute and particularly Chapter 62.09(12). Nothing in this Section shall prevent the City Attorney from representing clients so long as it does not interfere with his private duties or is in conflict with the Canons of Ethics of the American Bar Association and the Rules of the Supreme Court of the State of Wisconsin.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Attorney shall:
- (1) Draft ordinances and resolutions and review contracts, bond issues and all legal documents in which the City has an interest; he may include on such documents explanatory notes that explain or clarify legislative intent or legal issues;
 - (2) Prepare for court trials and attend jury trials;
 - (3) Be responsible for bringing traffic offenses under the State and City Traffic Code for enforcement;
 - (4) Advise the Mayor, Council and department heads on legal matters;
 - (5) Attend Council meetings and other meetings as needed;
 - (6) Issue legal opinions in writing when requested and file the same with the City Clerk pursuant to state Law;
 - (7) Examine the tax assessment rolls and other tax proceedings and advise the proper City officers thereof;
 - (8) Represent all Boards and all Commissions of the City; attend Board of Review and Board of Appeals hearings;
 - (9) Be on call at all times for the Chief of Police, the Captains of Menasha Police Department and the command officer of the Police department in the evening; conduct training sessions at the request of the Menasha Police Department or on his own in dealing with new areas of police activity;
 - (10) Represent the City before the Circuit Courts of Winnebago County on writs of certiorari;
 - (11) Act as both prosecutor for the City in violation of its ordinances, rules and regulations and as a defender of the City when legal actions are brought against it;
 - (12) Be the magistrate pursuant to law when motor vehicles are impounded and such hearing shall be held at the Menasha Police Station or the City Hall, at his discretion, within seventy-two (72) hours of said impoundment;
 - (13) Be considered a department head;
 - (14) Perform such duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
 - (15) Supervisor the City Clerk and part-time support staff.
- (c) **POSITION REQUIREMENTS.** The City Attorney shall be appointed by the Common Council. He shall have a three (3) year term of office. The position of City Attorney requires five (5) to eight (8) years of experience in municipal law work and trial work and a J.D. degree in law, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of municipal law;
 - (2) Ability to establish and maintain working relationships with other City employees,

- officials and the public;
- (3) Ability and skill in research, preparation and trial presentation;
 - (4) Ability to organize efficient responses to various department demands;
 - (5) Knowledge of pertinent forms and procedures;
 - (6) Must be licensed to practice law in the State of Wisconsin.

State Law Reference: Section 62.09(12), Wis. Stats.

NOTE: Charter Ordinance.

Analysis of City Attorney Position
External Equity Analysis

May 27, 2015

<u>Size Comparables</u>	2015 Annual Salary	Salary Range	Outside Counsel - Rate / Hour	Outside Counsel / Approximate Amount / Hours Per Year	Number of Attorneys on Staff	Citizens per Attorney	Municipal Court - Included in City Attorney duties
Town of Menasha (Size Comparable - 18,498)	N/A	N/A	\$154	\$96,604 / 627	0	18,498	Yes
City of WI Rapids (Size Comparable - 18,367)	\$95,923	No Range - Elected Position	N/A	N/A	1 + Prosecutor	13,119	No
City of Onalaska (Size Comparable - 17,736)	N/A	N/A	\$118		0	17,736	Yes
City of Menasha - Population 17,442	\$106,144	\$94,637 - 115,645	N/A	N/A	1	17,442	Yes
City of Ashwaubenon (Size Comparable - 16,963)	N/A	N/A	\$150	\$100,000 / 667	0	16,963	Yes
City of Menominee (Size Comparable - 16,264)	N/A	N/A	\$110	\$80,000 / 727	0	16,264	Yes
City of Beaver Dam (Size Comparable 16,214)	N/A	N/A	Hybrid	\$79,944 / Flat Amount	0	16,214	Yes
<u>Geographic Comparables</u>							
City of Appleton (Geographic Comparable - 73,596)	\$108,202	No Range - Elected Position	N/A	N/A	4	18,399	No
City of Neenah (Geographic Comparable - 25,501)	\$109,525	\$78,858 - \$118,278	N/A	N/A	1 + Prosecutor	25,501	No
City of Oshkosh (Geographic Comparable - 66,778)	\$109,701	\$90,109 - \$123,511	N/A	N/A	2 + Outside Prosecutor	22,259	No