

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
April 21, 2015
6:00 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 3/16/15](#)
- D. ACTION ITEMS
 - 1. Election of Chairman
 - 2. Election of Vice-Chairman
 - 3. [Appointment of City Assessor – Associated Appraisal Consultants, Inc](#)
- 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
March 16, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:06 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 2/2/15](#)

Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Creation of Administrative Services Department/Human Resources Coordinator Position](#)

Chairman Englebert explained that the Springsted Study recommended the creation of an Administrative Services Department to include Finance, Human Resources, Assessor and Information Technology (IT) functions. ASD Steeno was hired as the Director, changes have already been made in Finance and IT, and the next step is to approve the creation of the department.

ASD Steeno reviewed proposed table of organization for the new Administrative Services Department. With the retirement of the temporary HR Specialist, staff is recommending changing the current position of Human Resources Specialist to Human Resources Coordinator due to the need for a higher level human resources professional to assist the City in accomplishing the outlined initiatives. Staff will proceed with the posting of the new position upon Council approval.

General discussion ensued on the Springsted Study recommendations including the possible sharing of the newly proposed position with Menasha Utilities (MU) and how that would work. Staff believes it is important for the City to move ahead with this position with or without a commitment from MU. Discussions with MU will continue to look for common needs and ways to work together on this initiative

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Creation of Administrative Services Department/Human Resources Coordinator Position. Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 7:23 p.m.

Motion carried on voice vote.

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



MEMORANDUM

Date: April 14, 2015

To: Donald Merkes, Mayor
From: Pamela A. Captain, City Attorney

RE: CITY ASSESSOR

There is an apparent conflict in the Code of Ordinances, SEC. 2-3-2(a) and (b), with regard to the appointment process for the city assessor. The City's Charter Ordinance O-28-83 confirms that we should be following the method under (b).

The Charter Ordinance provides for a 3-step process:

1. The Personnel Committee nominates an individual or corporation to act as city assessor;
2. If the Mayor accepts the nomination;
3. The nomination by the Mayor must be confirmed by the Common Council.

If the nomination is not accepted by the Mayor, the Personnel Committee shall make another nomination and the process continues until a nomination is accepted by both the Mayor and the Common Council.

If a corporation is appointed to act as the city assessor, under §62.09(1)(c), Wis. Stats., the corporation will designate a specific person responsible for the assessment who shall file an oath of office and sign the assessment roll affidavit.