

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 20, 2010
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, 4/5/10](#)
- D. ACTION ITEMS
 - 1. Election of Chairman
 - 2. Election of Vice-Chairman
- 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 5, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:08 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Hendricks, Englebert, Benner, Roush Taylor, Pack, Mayor Merkes

EXCUSED: Alderman Wisneski, Zelinski

ALSO PRESENT: CA/HRD Captain, CDD Keil, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/21/09](#)

Moved by Alderman Pack, seconded by Alderman Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Consideration of the establishment of "Principal Planner" position within the Community Development Department and Approval of the salary range therefore.](#)

CDD Keil explained the 2010 budget allowed for the hiring of a second Associate Planner at .6 FTE. Currently Amy Kester is working as an Associate Planner at .6 FTE. In lieu of hiring a second person at the .6 FTE, he is recommending hiring Ms. Kester as a full time employee. Ms. Kester has agreed to this offer with increased responsibilities and a commensurate increase in salary. Ms. Kester holds a Master's Degree in Public Administration and has served in various private consulting and grant writing capacities. She is very knowledgeable in the operations of Community Development. Hiring Ms. Kester on as a full time employee will create a savings of approximately \$2,000 in salary and \$10,000 in benefits over hiring a second .6 FTE Associate Planner.

CDD Keil stated the Community Development Department has been asked to prepare environmental reports and Ms. Kester has been helping with this project. Also the City has received funding from grants written by Ms. Kester.

When asked about the salary range, CDD Keil replied that he is recommending establishing Ms. Kester's salary range at \$53,400 which is the first step of a Principal Planner.

Moved by Alderman Pack, seconded by Alderman Roush to recommend approval to Common Council of establishing a Principal Planner position within the Community Development Department and of the salary range as submitted.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Alderman Roush, seconded by Alderman Pack to adjourn at 7:26 p.m.

Motion carried on voice vote.

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