

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 18, 2011
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, 6/20/11](#)
- D. DISCUSSION ITEMS
 - 1. [Budget Reductions recommended by Mayor Merkes](#)
- 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 20, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Klein, Taylor, Sevenich, Langdon, Krueger, Englebert, Mayor Merkes

EXCUSED: Alderman Zelinski

ALSO PRESENT: CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [Personnel Committee, 6/6/11](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Personnel Policy Handbook, Article V, B., paragraph 11 \(WRS Contribution\) \(held 6/6/11\)](#)

Mayor Merkes explained the breakdown of filling the 2011 budget gap using furlough days, employees WRS contributions, unfilled positions from recent retirements and miscellaneous budget reductions.

Committee members requested more details on the unfilled positions and budget reductions.

CA/HRD Captain explained recent Legislative action and recommended any action by this Committee should be consistent with Legislative action pertaining to non-represented employees paying their portion to WRS.

CA/HRD Captain explained Resolution Regarding Pick-up of Employee Retirement Contributions Pursuant to Section 414(h)(2) of the Internal Revenue Code establishes WRS contribution as pre-taxed.

Moved by Ald. Sevenich, seconded by Ald. Taylor to recommend to Common Council to approve Resolution Regarding Pick-up of Employee Retirement Contributions Pursuant to Section 414(h)(2) of the Internal Revenue Code.

Moved by Ald. Taylor, seconded by Ald. Sevenich to amend Resolution Regarding Pick-up of Employee Retirement Contributions Pursuant to Section 414(h)(2) of the Internal Revenue Code by deleting the paragraph that pertains to a starting date. (paragraph #3)
Motion on amendment carried on voice vote

Motion to recommend to Common Council Resolution Regarding Pick-up of Employee Retirement Contributions Pursuant to Section 414(h)(2) of the Internal Revenue Code as amended carried on roll call 8-0.

Moved by Mayor Merkes, seconded by Ald. Sevenich to amend Personnel Policy Handbook, Article V Section B Paragraph 11 regarding WRS Contributions for non-represented employees excluding Police & Fire non-union management to begin the second pay period in July, 2011.
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Mayor Merkes, seconded by Ald. Langdon to adjourn at 7:40 p.m.
Motion carried on voice vote.

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



Memorandum

TO: Personnel Committee
FROM: Mayor Merkes
SUBJECT: 2011 Budget
DATE: 14 July 2011

In June I asked the council for suggestions regarding items in the 2011 budget that could be postponed to reduce costs and place the budget in balance, none were provided. Subsequently, as the chief executive officer of the city, I met with department heads to identify an amount that we believed could be reduced in each of the departments without compromising service to citizens that would affect quality of life. The amounts are listed below:

IT	\$ 7,000
Community Development	\$10,000
Health	\$ 3,000
Police	\$12,000
Fire (Menasha Buildings)	\$30,000
Public Works	\$11,000
Parks	<u>\$ 8,000</u>
	\$81,000

Our department heads have the in-depth knowledge of the day to day operations and needs of the community as it relates to their area of responsibility. We have hired these professionals to manage their specific departments; they should be given the flexibility to do so within their budgets. I commend the difficult decisions that the department heads have made giving back a portion of department budgets to ensure that the city's budget balances in 2011.