

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 15, 2014  
6:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Personnel Committee, 2/17/14](#)
- 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  
February 17, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 8:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/16/13](#)

Moved by Ald. Langdon, seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Police Administration Pay Structure for 2014](#)

Chairman Englebert explained wage/salary compression issues that exist between the officers and supervisors in the Police Department.

Staff gave details of their recommendations and guidelines.

General discussion ensued on fiscal impact to the budget, current pay structure, and positions impacted.

Moved by Ald. Nichols, seconded by Ald. Langdon to recommend to Common Council the five recommendations regarding new pay structure for Police Department supervisory staff and implementation guidelines as outlined in ASD Steeno's memo of Feb 17, 2014.

Moved by Mayor Merkes, seconded by Ald. Zelinski to amend the first three recommendations that apply to Patrol Lieutenant and Investigative Lieutenant positions to be approved for the 2014 pay plan only and changes in subsequent years will go to Council for approval.

Motion to amend carried on roll call 9-0.

Original motion as amended carried on roll call 9-0.

2. [Organizational Structure Changes:](#)

a. [Public Works Field Operations Restructuring](#)

CA/HRD Captain explained management staff reviewed the job analyses for the positions of Public Works Superintendent, Assistant Public Works Superintendent, Parks, Forestry and Cemeteries Superintendent and Building Superintendent. Staff recommendations creating a position of Deputy Director of Municipal Operations, restructuring the positions of Public Works Superintendent and Parks, Forestry and Cemeteries Superintendent, and eliminating the position of Buildings Superintendent and create the position of Facilities Technician. Their recommendations reduce four management positions to three.

General discussion ensued on job responsibilities and requirements.

Moved by Ald. Zelinski, seconded by Ald. Keehan to recommend Common Council Changes to organizational structure of the Public Works & Engineering and Parks, Recreation, Forestry & Cemeteries Departments as stated in CA/HRD Captain's memo of Feb 11, 2014.

Motion carried on roll call 9-0.

3. [Personnel Policy Handbook \(Revised\)](#)  
a. [Discipline & Grievance Procedure Update](#)

CA/HRD Captain explained the updates to the City's Discipline & Grievance Procedure portion of the Personnel Policy Handbook.

General discussion ensued on the changes.

Moved by Ald. Nichols, seconded by Ald. Langdon to recommend to Common Council changes to the City of Menasha Discipline & Grievance Procedure.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 9:30 p.m.

Motion carried on voice vote.

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