

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 5, 2016  
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, 5/16/16.](#)
- D. ACTION/DISCUSSION ITEMS
  - 1. [Enhanced Vacation Allowance – Community Development Director.](#)
- 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  
May 16, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Collier, Keehan, Zelinski, Spencer, Benner, Nichols, Taylor, Krautkramer, Mayor Merkes.

ALSO PRESENT: CA Captain, PC Styka, ASD Steeno, PHD McKenney, AP Englebert, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/19/16](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Director of Public Works Position – Recruitment Process.](#)

ASD Steeno explained with the upcoming retirement of DPW Radtke on July 1 the recruitment process for his successor needs to begin. She explained the position of Public Works Director is a City Officer position and the recruitment procedure is different than other city positions.

Moved by Ald. Benner seconded by Ald. Taylor to authorize Administrative Services Director to proceed with the recruitment process for the Public Works Director position.  
Motion carried on voice vote.

General discussion ensued on forming a sub-committee to conduct initial interviews for Director of Public Works position and who should be on the sub-committee.

Moved by Ald. Taylor seconded by Ald. Zelinski to form a sub-committee of eight members consisting of Administrative Services Director, a City Department Head, Mayor Merkes, a Public Works Director from another municipality, two Aldermen, and two citizens.

General discussion ensued on the role of the sub-committee in the interview process and how to select the citizen representatives.

Moved by Ald. Collier seconded by Ald. Taylor to select Tim Jacobson as a citizen member of the sub-committee.

Motion carried on roll call 5-4.

Ald. Nichols, Taylor, Krautkramer, Collier, Zelinski voted yes.

Ald. Keehan, Spencer, Benner, Mayor Merkes voted no.

Ald. Nichols stated that the vote on the board was not the way she voted, and it was determined that the electronic tally board was not cleared before she cast her vote.

Moved by Ald. Collier seconded by Ald. Spencer to reconsider the motion due to technical issues.

Motion carried on voice vote.

Motion on the table for reconsideration: Moved by Ald. Collier seconded by Ald. Taylor to select Tim Jacobson as a citizen member of the sub-committee.

Motion fails on roll call 4-5.

Ald. Taylor, Krautkramer, Collier, Zelinski voted yes.

Ald. Nichols, Keehan, Spencer, Benner, Mayor Merkes voted no.

General discussion ensued on the confidentiality of candidates for the position at that point in the process, the large size of the proposed committee, and the potential of removing the 2 citizens from the proposed sub-committee.

Moved by Ald. Benner seconded by Ald. Zelinski to amend, to remove the two citizen members from sub-committee.

Motion on amendment carried on roll call 8-1. Ald. Taylor voted no.

Original motion to form a sub-committee consisting of Administrative Service Director, a City Department Head, Mayor Merkes, a Public Works Director from another municipality, and two Aldermen.

Motion carried on roll call 7-2.

Ald. Nichols, Krautkramer, Collier, Keehan, Spencer, Benner, Mayor Merkes voted yes.

Ald. Taylor, Zelinski voted no.

General discussion ensued on which Council members to select to sit on sub-committee.

Moved by Ald. Taylor seconded by Ald. Zelinski to select Ald. Spencer and Ald. Collier to sit on sub-committee.

Motion carried on roll call 9-0.

ASD Steeno stated the interview schedule will be set at a later date.

## E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Krautkramer to adjourn at 8:20 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



## MEMORANDUM

To: Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: June 27, 2016

RE: Enhanced Vacation Allowance – Community Development Director

I am pleased to announce David Buck as a finalist for the position of Community Development Director for the City of Menasha. Mr. Buck's previous employment experience includes: Principal Planner (and previously Zoning Administrator) for the City of Oshkosh (~10 years), Planner II / Zoning Specialist for the City of Green Bay (~5 Years), and Planner for the Village of Barrington (IL) (~3 Years), over the course of his 18-plus year career to date.

While the hiring for this position is a Mayoral appointment, City policy does require that the Personnel Committee and/or the Common Council approve any variation to the prescribed vacation allowance for new employees per the following language:

- An enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Personnel Committee and/or Common Council.

By way of details, per the City's Personnel Policy Handbook, a new, non-represented, regular, full-time employee is entitled to ten (10) days of vacation per year after one year of service. Because our finalist is a seasoned professional, with considerable experience in the Community Development field, there is a request for an enhanced vacation allowance as follows:

- Up to eight (8) days of vacation to be available for use in 2016, and
- Fifteen (15) days of vacation annually, beginning in 2017.

Please note that this is a similar request to other recent department head hirings.

Please let me know if you have questions, or would like additional information, in advance of the Personnel Committee Meeting on Tuesday.

**Requested Motion:** Approval of an enhanced vacation allowance, as outline in this memo, for the upcoming Community Development Director hiring.