

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 19, 2016
6:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 3/21/16](#)
- 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
March 21, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 7:26 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Krautkramer, Olszewski, Keehan, Zelinski, Benner, Mayor Merkes.

EXCUSED: Aldermen Spencer, Taylor

ALSO PRESENT: CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, CEO Joe Polzien, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 11/16/15.](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Administrative Assistant – Public Works Position – Adjust Pay Grade.](#)

ASD Steeno explained the recent review of the position of Administrative Assistant-Public Works. Staff is recommending a change to the wage structure for the position. The position is currently under the professional, supervisory and department head wage schedule. Staff is recommending the position be moved to the wage schedule of the other administrative positions.

Moved by Ald. Benner seconded by Mayor Merkes to recommend to Common Council the recommended wage schedule including step increase for the position of Administrative Assistant-Public Works.

Motion carried on roll call 7-0.

2. [Community Development Department Reorganization.](#)

ASD Steeno explained the reorganization of the Community Development Department by moving to an in-house residential building inspector and transitioning the Code Enforcement Office to Community Development Department from the Police Department

General discussion ensued on the revamping of the Code Enforcement Officer position and the advantage of having an in-house residential building inspector.

Unanimous consent from members to hear from CEO Polzien.

CEO Polzien explained his job responsibilities and working with different City departments.

Moved by Mayor Merkes seconded by Ald. Benner to recommend to Common Council the Community Development Reorganization of: 1) Establish the Building Inspector/Housing Specialist position in the City's Table of Organization, and authorize the hiring of the position at Grade 20, with a pay range of \$47,801-\$58,412; 2) Authorize changing the title of the existing position of Code Enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from \$17.53-\$21.91 per hour to \$18.98-\$23.77 per hour, and 3) Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Krautkramer to adjourn at 8:05 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk