

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, 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, 7/5/16.](#)
- D. COMMUNICATIONS
  - 1. [ASD Steeno, 7/14/16; Public Works Director Recruitment Update.](#)
- E. ACTION/DISCUSSION ITEMS
  - 1. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e):  
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Menasha Professional Police Association Contract Negotiations).
  - 2. May Adjourn into Open Session to act on item discussed in Closed Session.
- F. 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  
July 5, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Krautkramer

ALSO PRESENT: CA Captain, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 5/16/16](#).

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Enhanced Vacation Allowance – Community Development Director](#).

Chairman Keehan explained the finalist for the position of Community Development Director has 18 years of experience working in the Community Development field.

There is a request to enhance the vacation time for the candidate due to his status as a seasoned professional. Per the City's Personnel Policy Handbook, a non-represented employee is entitled to ten (10) days of vacation per year after one year of service. The Personnel Committee approves any variation to the prescribed vacation allowance.

Moved by Ald. Taylor seconded by Ald. Collier to approve the enhanced vacation allowance, up to eight (8) days of vacation to be available for use in 2016 and fifteen (15) days of vacation annually beginning in 2017.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Nichols to adjourn at 9:25 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



## MEMORANDUM

TO: City of Menasha Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: July 14, 2016

RE: Public Works Director Recruitment Update

As you know, with the recent retirement of Public Works Director Radtke, as of July 1<sup>st</sup>, after more than twenty seven years of service, the recruitment process was authorized, a committee was selected, and the process to search for a new Public Works Director was initiated in late May.

As part of the recruitment process, an initial position posting was published and distributed on June 3<sup>rd</sup>, with applications due back to the City by July 1<sup>st</sup>. An initial review of the applications received was completed following the deadline, and while there were some viable candidates, the Committee felt that the application period should be extended in an effort to attract more candidates. To that end, the new deadline for interested parties to make application for the position was extended through July 25<sup>th</sup>. Please note that all applications that were received by the first deadline are still in the mix and will be combined with all applications received by July 25<sup>th</sup> to determine the most qualified candidates.

In regard to the expected timeframe when the new Public Works Director will be on board, this extra few weeks will impact that, however the Committee believes that it will be time well spent if the pool is able to be expanded.

Please let me know if you have questions or would like additional information on this communication.