

# City of Menasha



**City of Menasha  
Police Commission Meeting  
140 Main Street, Menasha  
3rd floor Council Chambers  
June 13, 2011  
5:30 PM**

## **Agenda**

- 1. SPECIAL MEETING TO DISCUSS REPLACEMENT OF CHIEF STANKE**
- 2. ROLL CALL/ EXCUSED ABSENCES**
- 3. MINUTES TO APPROVE**
- 4. CLOSED SESSION** Wisconsin statutes sec 19.85 (1)(c)
  - Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- 5. OPEN SESSION**
- 6. ACTION ITEMS –**
  - Evaluate draft of the City of Menasha's Police Chief's job description.
  - Discussion of key attributes and qualifications list for the position
  - Develop a plan to advertise for candidates
- 7. HELD OVER BUSINESS**
  - Old business
- 8. ADJOURN**
  - Next meeting schedule to be determined

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Acton of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.



President Ron Duuck called the special meeting to order Monday, June 10, 2011 at 12 noon, 140 Main Street 3rd floor of City Hall, City Council chambers.

Present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, City Attorney Captain, Marshall Spencer

Absent: None

**1. Meeting Minutes**

- Jason Dionne moved to accept the May 23 minutes. Terri Reuss seconded the motion. The motion was unanimously supported.

**2. Process for filling Menasha Chief of Police position**

- City Attorney Captain reported that Lt Michael Brunn has accepted the position of interim Police Chief, pending selection of the new chief
- Update of the Menasha Police Chief job description
  - ✓ MOTION made by Marshall Spencer and seconded by Tony Gutierrez: To change position qualification of years of supervisory experience from “three (3)” to “five (5)”.  
AMENDMENT: To add to law enforcement and supervisory experience “or any combination of experience that provides equivalent knowledge, skills and abilities.”
  - ✓ MOTION: made by Tony Gutierrez seconded by Jason Dionne, To change position qualifications to give preference to a MA degree, with minimum requirement of a BA degree. The motion was unanimously supported.
  - ✓ MOTION: by Marshall Spencer and seconded by Tony Gutierrez To have the HR Director merge the 2 documents (ordinance & current job description) to create a police chief job description draft. The motion was unanimously supported.
- President Duuck will contact other city Police Commission Presidents who have recently gone through the process of selecting a new Police Chief. Purpose; identify process learnings and best practices. The commission members will develop a list of questions; a draft accompanies the minutes draft
- The commission will develop a list of position attributes. A draft accompanies the minutes draft.

**3. Next meetings;**

- Special meeting for process of selecting new chief-June 13 5:30pm 140 Main Street 3<sup>rd</sup> floor of City Hall, City Council chambers
- Regular meeting-July 21, 5:30pm Menasha Safety Building, 430 First Street, Menasha, Wi

**4. Adjourn:** Motion by Marshall Spencer, seconded by Jason Dionne at 1:20 pm. The motion was unanimously supported.

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Respectfully submitted,  
Marshall Spencer,  
Commissioner, Secretary

