



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 3rd 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.

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.

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary

