

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  
June 6, 2011  
6:50 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, 5/2/11](#)
- D. ACTION ITEMS
  - 1. [Personnel Policy Handbook, Article V, B., paragraph 11 \(WRS Contribution\)](#)
  - 2. [Police Department Service Update](#)
  - 3. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e)&(g):  
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; Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.  
(Union Contracts)
- 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 2, 2011  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 9:31 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Mayor Merkes.

EXCUSED: Alderman Taylor

ALSO PRESENT: CA/HRD Captain, PC Stanke, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/19/11](#)

Moved by Ald. Langdon, seconded by Ald. Krueger to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Police Union Local 603 - Ongoing contract negotiations, and other matters pertaining to collective bargaining activity or establishing collective bargaining strategy.

Chairman Englebert suggested adjourning into Close Session to discuss the Police Union Contract.

Moved by Ald. Benner, seconded by Ald. Langdon to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e)&(g): 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; Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Union Contracts)

Motion carried on roll call 8-0.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



## MEMORANDUM

Date: June 2, 2011

To: Personnel Committee *PC*

From: Pamela A. Captain, City Attorney/Human Resources Director

RE: Personnel Policy Handbook, ARTICLE V, B, 11 (Wisconsin Retirement System)

Wisconsin law requires the City of Menasha to provide participation in the Wisconsin Retirement System (WRS). Contributions are based on a percentage of income and class of employee. The required income percentage contributions for 2011 and a WRS Contribution Rate History are attached.

In accordance with the City of Menasha Personnel Policy Handbook and Union Contracts with Locals 1035, 1035B and 603, the City presently contributes 100% of the required employee and employer contributions. When the Mayor prepared the 2011 budget for Common Council consideration he prepared it with the anticipation that all employees pay the required employee contribution to WRS.

However, union contracts with Locals 1035 and 1035B are in effect through 2011. Alternatively, the Mayor considered imposing furlough days in order to meet budget projections. Members of two of the City's unions, Local 1035 and Local 1035B are taking six furlough days in 2011.

The Common Council is able to make changes to the personnel policy handbook as it desires. ARTICLE V, B, 11 of the personnel policy handbook provides:

### ARTICLE V – COMPENSATION

- B. Indirect Compensation. The City offers a competitive array of indirect compensation to all of its regular full-time non-represented employees. Regular part-time non-represented employees may be eligible for limited benefits on a prorated basis as determined by management. Casual employees shall not be eligible for any indirect compensation except as may be required by State and Federal law. The City specifically reserves the right to amend or alter the following elements of indirect compensation at any time.

...

11. Retirement. The City provides participation in the Wisconsin Retirement System (WRS) for all non-represented regular full-time and regular part-time

employees. Presently, the City contributes 100% of the required employee and employer contributions.

**TAX CONSEQUENCES:**

Presently, since the City contributes 100% of the required employee contribution to WRS, the contribution is made on a pre-tax basis for state and federal income tax purposes. Both the City and the employee pay social security taxes on the contributed amount. If the City changes its indirect compensation benefit and no longer contributes towards the required employee share to WRS, the employee required contribution will be made on a post-tax basis for state and federal income tax purposes unless the City takes action and adopts a resolution that the contributions are made on a pre-tax basis.

Employer Name MENASHA, CITY OF

<b>General</b>							
<b>Calendar Year</b>	<b>Employee Required</b>	<b>Benefit Adjust</b>	<b>Employer Required</b>	<b>Prior Service</b>	<b>Duty Disability</b>	<b>Sick Leave</b>	<b>Total</b>
2010	5.0	1.2	4.8	0.0	0.0	0.0	11.0
2011	5.0	1.5	5.1	0.0	0.0	0.0	11.6

<b>Elected Officials, Judges, State Executive Pay Plan</b>							
<b>Calendar Year</b>	<b>Employee Required</b>	<b>Benefit Adjust</b>	<b>Employer Required</b>	<b>Prior Service</b>	<b>Duty Disability</b>	<b>Sick Leave</b>	<b>Total</b>
2010	3.2	0.0	8.7	0.0	0.0	0.0	11.9
2011	3.9	0.0	9.4	0.0	0.0	0.0	13.3

<b>Protective with Social Security</b>							
<b>Calendar Year</b>	<b>Employee Required</b>	<b>Benefit Adjust</b>	<b>Employer Required</b>	<b>Prior Service</b>	<b>Duty Disability</b>	<b>Sick Leave</b>	<b>Total</b>
2010	5.5	0.0	8.6	0.0	6.6	0.0	20.7
2011	5.8	0.0	8.9	0.0	6.6	0.0	21.3

<b>Protective without Social Security</b>							
<b>Calendar Year</b>	<b>Employee Required</b>	<b>Benefit Adjust</b>	<b>Employer Required</b>	<b>Prior Service</b>	<b>Duty Disability</b>	<b>Sick Leave</b>	<b>Total</b>
2010	3.9	0.0	11.3	0.0	6.6	0.0	21.8
2011	4.8	0.0	12.2	0.0	6.6	0.0	23.6

## WRS Contribution Rate History

	Year	Employer Normal Cost	Benefit Adjustment Contribution	Participant Normal Cost	Total Normal Cost
<b>General and Teacher Participants</b>	2011	5.1	1.5	5.0	11.6
	2010	4.8	1.2	5.0	11.0
	2009	4.5	0.9	5.0	10.4
	2008	4.6	1.0	5.0	10.6
	2007	4.6	1.0	5.0	10.6
	2006	4.5	.9	5.0	10.4
	2005	4.4	.8	5.0	10.2
	2004	4.2	.6	5.0	9.8
	2003	4.0	.4	5.0	9.4
	2002	3.8	.2	5.0	9.0
	2001	3.8	.2	5.0	9.0
	2000	4.1	.5	5.0	9.6
	1999	4.4	.8	5.0	10.2
	1998	4.8	1.2	5.0	11.0
	1997	5.0	1.4	5.0	11.4
	1996	5.1	1.5	5.0	11.6
	1995	4.8	1.2	5.0	11.0
	1994	4.8	1.2	5.0	11.0
	1993	4.8	1.2	5.0	11.0
	1992	4.8	1.2	5.0	11.0
1991	4.7	1.1	5.0	10.8	
1990	4.6	1.0	5.0	10.6	
1989	4.9	1.0	5.0	10.9	
<b>Executives and Elected Officials</b>	2011	9.4	0.0	3.9	13.3
	2010	8.7	0.0	3.2	11.9
	2009	8.5	0.0	3.0	11.5
	2008	8.5	0.0	3.0	11.5
	2007	8.5	0.0	3.0	11.5
	2006	8.4	0.0	2.9	11.3
	2005	8.3	0.0	2.8	11.1
	2004	8.1	0.0	2.6	10.7
	2003	8.1	0.0	2.6	10.7
	2002	8.6	0.0	3.1	11.7
	2001	9.4	0.0	3.9	13.3



**Security**

2008	10.8	0.0	3.4	14.2
2007	10.8	0.0	3.4	14.2
2006	10.7	0.0	3.3	14.0
2005	10.7	0.0	3.3	14.0
2004	10.6	0.0	3.2	13.8
2003	9.8	0.0	2.4	12.2
2002	10.4	0.0	3.0	13.4
2001	10.7	0.0	3.3	14.0
2000	11.8	0.0	4.4	16.2
1999	12.8	0.0	5.4	18.2
1998	13.2	0.0	5.8	19.0
1997	13.6	0.0	6.2	19.8
1996	14.2	0.0	6.8	21.0
1995	14.6	0.0	7.2	21.8
1994	14.9	0.0	7.5	22.4
1993	14.9	0.0	7.5	22.4
1992	14.9	0.0	7.5	22.4
1991	14.9	0.0	7.5	22.4
1990	15.4	0.0	8.0	23.4
1989	15.4	0.0	8.0	23.4



## Memorandum

TO: Personnel Committee  
FROM: Mayor Merkes  
SUBJECT: Police Department Service Options  
DATE: 2 June 2011

*DM*

Providing services to the community in the most efficient manner is a priority for the city of Menasha. We have learned that partnerships can be a very cost effective way to provide services in many cases. For example, we have partnered with the school system and health department to provide health services to both entities more efficiently and at a reduced cost. We have also partnered with the YMCA to provide enhanced services at the senior center while significantly reducing the budget. Our partnership with Neenah to form Neenah-Menasha Fire Rescue has saved both communities from purchasing millions of dollars in redundant equipment and at the same time increased opportunities for better service, training, and response.

Not all partnerships provide value to both entities as we found last fall in exploring working with the YMCA to manage the city pool. We did however find that there were opportunities for marketing the pool jointly with a goal to sell more season passes, while providing an outdoor swimming opportunity to YMCA members.

In January of 2004, Menasha considered a joint police department with either or both the Town of Menasha and the City of Neenah. After extensive study, the conclusion at that time was that a joint department would not benefit all municipalities either fiscally or operationally.

With the announcement of Chief Stanke's retirement, we again looked at the potential of a joint police department with either or both the Town of Menasha and the City of Neenah. After our review we found that operations continue to be substantially the same and the conclusions reached in 2004 remain valid.

Menasha continues to be committed to seeking efficiencies to provide its citizens the best value for their tax dollars. We will continue to explore options to do so internally and with neighboring communities, while protecting the services that contribute to the quality of life that we enjoy.



## MEMORANDUM

Date: June 2, 2011

To: Personnel Committee *PA*

From: Pamela A. Captain, City Attorney/Human Resources Director

RE: Police Department Retirements Update

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There have been four retirements in the police department thus far in 2011. The positions affected are: Chief of Police (effective June 7); Lieutenant of Investigative Services; Police Officer – Investigator; and Police Officer.

In filling vacancies in the police department, it is the Chief of Police who appoints subordinates subject to approval by the Board of Police Commissioners (Board). With regard to the position of Lieutenant of Investigative Services, the Chief of Police asked Ron Bouchard to serve as interim Lieutenant of Investigative Services and he is scheduled to serve in that capacity through December 31, 2011. Meanwhile, two new patrol officers began employment with the department, one in May and one on June 1<sup>st</sup>. The officers will serve a one-year probationary period.

The Board of Police Commissioners is responsible for appointing a new chief. Upon receipt of notice of Chief Stanke's retirement, the Board of Police Commissioners met on May 23<sup>rd</sup> and appointed Mike Brunn, Operations Lieutenant, to serve as interim Chief of Police. The next Board meeting is scheduled for June 7<sup>th</sup> at which time the Board is expected to review the job description for the chief's position as well as consider its options for selecting a successor chief.

Further updates will be provided as acquired.