

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
September 7, 2010
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, 5/17/10](#)
- D. ACTION ITEMS
 - 1. [Economic Development Position](#)
 - 2. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g):
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. (1035B Grievance)
- 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 17, 2010
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner, Roush, Mayor Merkes.

EXCUSED: Alderman Taylor

ALSO PRESENT: CA/HRD Captain, Lt. Brunn, C/T Stoffel, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. Personnel Committee, 5/3/10

Moved by Alderman Zelinski, seconded by Alderman Benner to approve minutes.

Motion carried on unanimous voice vote.

D. ACTION ITEMS

1. Report of Personnel Committee regarding questions referred to Committee from citizen James Taylor.

Before report is read, Mayor Merkes asks whether any member desires to go into closed session. No request for closed session.

Chairman Englebert read the Committee's report from the May 3, 2010 Personnel Committee meeting. General discussion occurred.

Chairman Englebert noted new allegations/comments by James Taylor at the Common Council meeting and recommended James Taylor be informed that any future allegations/complaints should be put in writing. Additionally, it was noted that public comment portion of the common council meeting is not the appropriate forum to address complaints about personnel. By consensus, the Committee agreed with this approach. CA/HRD Captain said that Mr. Taylor made a verbal complaint to the City Clerk after the April 6 election about the election. CA/HRD Captain asked Mr. Taylor to put any complaint in writing, but never received anything from him.

Discussion ensued on creating a policy on how to respond to allegations/complaints against City staff from residents. CA/HRD Captain explained this could be put on future Personnel Committee agenda for discussion.

Moved by Mayor Merkes, seconded by Alderman Wisneski to accept the Report of the Personnel Committee regarding questions from citizen James Taylor.

Motion carried on unanimous voice vote.

2. Possible Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(c):
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility. (Questions referred to the Committee from Citizen, James Taylor)

Not necessary.

3. Adjourn into Open Session to act on item discussed in Closed Session if necessary.

Not necessary.

E. ADJOURNMENT

Moved by Alderman Hendricks, seconded by Alderman Benner to adjourn at 7:50 p.m.
Motion carried on unanimous voice vote.

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



Memorandum

To: Administration Committee/Common Council
From: Greg Keil, CDD *GK*
Date: September 2, 2010
RE: Economic Development Specialist Position

For the past several months Mayor Merkes and I have been exploring the possibilities of expanding the Economic Development Specialist position that was authorized as part of the 2010 budget. This assessment has been undertaken in response to the increasingly apparent need for the city to take a more active role in pursuing economic development opportunities through increased business promotion and attraction efforts. It is also apparent that a positive community image needs to be developed and projected if we are to have success in these endeavors.

The Economic Development Specialist position will help us develop a community branding strategy that is founded on community assets ranging from the city's work force to its parks. It will also provide the business community with technical assistance to develop a Business Improvement District plan and create the momentum needed for the plan's implementation. Looking forward, it is our expectation that the Business Improvement District together with other private funding would provide the majority of the funding needed to support these functions on an ongoing basis

Understanding the city's financial challenges, we have tried to structure an expanded position in such a way as to minimize its impact on the budget. As proposed the Economic Development Specialist Position could be funded with no increase in the Community Development Department budget through 2011. In general we're proposing to accomplish this by stretching 2010 budgeted funds into 2011 and by looking look to other private resources to carry the position going forward.

In order to attract a high caliber person to fill this position, we feel the salary needs to be in the \$60,000 range. With benefits, the annual compensation would be about \$81,000. The ensuing describes the funding sources to support this position:

October – December 2010 Compensation:	\$20,200
Funding Sources	
Com. Dev. Salary & Wages Acct.	\$15,000
Com. Dev. Prof. Services. Acct.	<u>5,200</u>
	\$20,200
January - December 2011 Compensation:	\$81,000
Funding Sources	
Com. Dev. Salary & Benefit Carryover	\$21,100
Com. Dev. Site Marketing Carryover	10,000
Com. Dev. Prof. Services Carryover	20,000
Econ Dev. Spec. 2011 Budget*	19,200
Interns 2011 Budget*	6,700
Com. Dev. 2011 Prof. Services Budget	<u>4,000</u>
	\$81,000

*Same amounts budgeted in 2010