

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  
August 1, 2011  
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, 7/18/11](#)
- D. DISCUSSION ITEMS
  - 1. [Budget Reductions recommended by Mayor Merkes \(held 7/18/11\)](#)
- 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  
July 18, 2011  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner

EXCUSED: Mayor Merkes

ALSO PRESENT: CA/HRD Captain, Acting PC Brunn, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Personnel Committee, 6/20/11](#)

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

Discussion: Ald. Zelinski asked if the Mayor gave specific amounts used to balance the 2011 budget. Chairman Englebert explained the information was in a memo provided by the Mayor.

Motion carried on voice vote.

D. DISCUSSION ITEMS

1. [Budget Reductions recommended by Mayor Merkes](#)

Moved by Ald. Klein, seconded by Ald. Krueger to hold this item until more detailed information is available.

Item is held.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Benner to adjourn at 7:34 p.m.

Motion carried on voice vote.

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

# Memorandum

TO: Personnel Committee  
FROM: Mayor Merkes  
SUBJECT: 2011 Budget  
DATE: 14 July 2011

In June I asked the council for suggestions regarding items in the 2011 budget that could be postponed to reduce costs and place the budget in balance, none were provided. Subsequently, as the chief executive officer of the city, I met with department heads to identify an amount that we believed could be reduced in each of the departments without compromising service to citizens that would affect quality of life. The amounts are listed below:

IT	\$ 7,000
Community Development	\$10,000
Health	\$ 3,000
Police	\$12,000
Fire (Menasha Buildings)	\$30,000
Public Works	\$11,000
Parks	<u>\$ 8,000</u>
	\$81,000

Our department heads have the in-depth knowledge of the day to day operations and needs of the community as it relates to their area of responsibility. We have hired these professionals to manage their specific departments; they should be given the flexibility to do so within their budgets. I commend the difficult decisions that the department heads have made giving back a portion of department budgets to ensure that the city's budget balances in 2011.