



President Ron Duuck called the special meeting to order June 21 5:30pm 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

- MOTION: Terri Reuss moved to approve the June 13 minutes. Tony Gutierrez seconded the motion. The motion was unanimously supported.

2. Process for filling Menasha Chief of Police position

- Update of the Menasha Police Chief job description
 - ✓ City Attorney Captain presented a modified Chief of Police position job description draft.
 - ✓ MOTION made by Marshall Spencer to approve the Chief of Police position description draft as the new Chief of Police position job description. Terri Reuss seconded the motion. The motion was unanimously supported. This document accompanies these draft minutes.
 - ✓ MOTION made by Tony Gutierrez to give approval to City Attorney Captain to begin advertizing for candidates for the Police Chief position. Terri Reuss seconded the motion. 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.

3. Next meeting;

- Regular meeting-July 21, 5:00pm Menasha Safety Building, 430 First Street, Menasha, Wi.

- 4. MOTION to adjourn made by Tony Gutierrez, seconded by Terri Reuss at 6:30 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