

## **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, October 16, 2023, at 7:50 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Community Enrichment Coordinator position(s) due to resignation.**

HR Director Swaney stated the City's part-time Community Enrichment Coordinator position was being split by two employees who have both resigned from their positions. The position is budgeted for up to 1,100 hours annually.

Motion by Moore, seconded by Antoine to fill a Community Enrichment Coordinator(s) position due to resignation.

All members voted aye.

Motion carried.

b. **Marketing and Communications Manager discussion.**

The City currently shares this position with Kaukauna Utilities. Based on our needs, staff does not feel half this position is enough and is looking to hire a full-time person for this role. As part of the 2024 budget process, staff are proposing a shift from a shared communications position to a full-time Marketing and Communications Manager dedicated to the City. Some primary functions of this position would be the development and execution of internal and external communications processes and procedures, the execution of strategic objectives and tactics specific to communications, the development and refinement of City branding and marketing materials and providing guidance to staff and Mayor with public relations. The job description and roles were discussed.

c. **Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation, or performance evaluation data of any public employee.**

Motion by Coenen, seconded by Moore to Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.

All members voted aye.

Motion carried.

Moved to closed session at 7:59 p.m.

d. **Return to Open Session for possible action.**

Motion by Thiele, seconded by Coenen to return to Open Session.

All members voted aye.

Motion carried.

Returned to Open Session at 8:21 p.m.

Motion by Moore, seconded by Thiele to reclassify the full-time Grignon Mansion Executive Director position to a full-time Community Enrichment Program Manager with compensation at grade 14 to begin in January 2024.  
All members voted aye.  
Motion carried.

**3. Adjourn.**

Motion by Antoine, seconded Moore to adjourn.  
All members voted aye.  
Motion carried.

Meeting adjourned at 8:22 p.m.

Sally Kenney, Clerk