

TOWN OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN

**ORDINANCE NO: 2021-01**

**ORDINANCE AMENDING CHAPTER 1 COMPOSITION AND DUTIES OF GENERAL TOWN GOVERNMENT AND CHAPTER 2, TOWN BOARD AND OTHER MEETINGS**

Ordinance Adding Section 1.03(6) and 2.07(4)  
Town of Neenah Municipal Code

BE IT ORDAINED, by the Town Board of Supervisors, Town of Neenah, Winnebago County as follows:

Chapter 1, section 1.03 and Chapter 2 Section 2.07 to be amended adding item 1.03(6) and item 2.07(4) as follows:

**Chapter 1 COMPOSTION AND DUTIES OF GENERAL TOWN GOVERNEMENT**

**1.03 APPOINTED BOARDS, COMMISSIONS AND COMMITTEES**

**(6) Personnel Committee . See Section 2.07(4) herein.**

- (a) The Town of Neenah shall have a Personnel Committee.
- (b) **Membership:** The Personnel Committee shall consist of three (3) members. The Town Administrator shall be an ex officio member of the Committee, shall not have the right to vote and shall not be counted as one of the three committee members for establishing a quorum.

Appropriate skills and characteristics for Personnel Committee members include individuals with a background in human resources, employment law and or personnel management background or supervisory duties, and excellent written and oral communication skills.

- (c) **Appointments:** The Committee Members shall be appointed by the Town Chairperson with the approval of the Town Board. The Town Board shall have the opportunity to review committee member qualifications to ensure the Committee is made up of appropriately skilled individuals. Committee members shall serve two-year staggered terms beginning May 1 of the year of appointment. Two citizen members shall be appointed in odd years and one member shall be appointed in even years. The members initially appointed to the Personnel Committee shall be appointed for staggered terms. A member shall hold his or her office until his or her successor is appointed and qualified.

- (d) **Chairperson:** The Personnel Committee shall elect, by open vote or secret ballot, one of its members to serve as Chairperson of the Committee. The Chairperson shall have the power to vote as a member of the Committee.
- (e) **Secretary:** The Town Administrator shall serve as secretary for the Personnel Committee and shall not have a vote in the Committee.
- (f) Each member shall take and file the official oath with the Town Clerk.
- (g) Members of the Personnel Committee shall not receive any monetary compensation for their service on the Personnel Committee. This shall not be construed as limiting the right of the Personnel Committee members to receive reimbursement for expenses.
- (h) **Powers and duties.** All actions of the Personnel Committee shall be advisory only to the Town Board. The Town Administrator shall be responsible for the implementation and administration of Personnel Committee policies and procedures.

Its powers and duties shall include:

1. Advise the Town Board on all matters relating to personnel policies and practices, compensation and benefits, employee relations, addition of personnel, reclassification of personnel, and creation of new positions.
2. Establish, implement, and maintain a mechanism for the performance evaluation of employees.
3. Annually, review and recommend salary and wage rate adjustments of Town of Neenah employees.
4. Establish and monitor Town policies related to personnel, including wages, salary, benefit plans, sick leave, vacations, paid holidays and leave of absence, job descriptions, grievance, and disciplinary procedures. The Personnel Committee shall make recommendations to the Town Board to ensure such policies are consistent with then current legal requirements and to ensure such policies serve to retain and attract quality employees and otherwise serve the best interests of the Town.
5. Conducting hearings on employee grievances or disciplinary matters and to report all findings and conclusions to the Town Board consistent with policies or ordinances adopted by the Town Board.
6. Other duties as may be assigned by action of the Town Board.

## Chapter 2

### 2.07 MEETINGS OF COMMISSIONS AND COMMITTEES AS APPOINTED BY THE TOWN BOARD

#### (4) Personnel Committee

- (a) The Personnel Committee shall meet minimally two times per year, before the Annual Meeting, typically held the third Tuesday in April, and before budget considerations which begin in September.
- (b) Committee meetings may be held at any time upon the call of the Chairperson, or by a majority vote of the members of the Committee, or upon the request of the Town Board, following at least twenty-four (24) hour notice to each member of the Committee and the posting of public notice. Special Committee meetings requested by any individual for special consideration of an item shall be requested in writing and filed with the Chairperson of the Personnel Committee at least seventy-two (72) working hours prior to the desired meeting date.

Date introduced, approved and adopted: March 22, 2021.

TOWN OF NEENAH

By: Robert F. Schmeichel

Robert Schmeichel - Chairperson

Attest: Ellen Skerke

Ellen Skerke – Administrator-Clerk-Treasurer

VOTED FOR: 4

VOTED AGAINST: 0

Absent : 1

Following adoption:

Posted on \_\_\_\_\_ at the following locations:

- Town of Neenah Municipal Building , 1600 Breezewood Lane
- Conservancy Park, 1674 South Park Avenue
- Sunset Terrace Lift Station on Milkweed Court
- Oakridge Place Cul-de-sac near 1741 Oakridge Place

Published on \_\_\_\_\_ Appleton Post Crescent

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