

A Quorum of the Common Council, Administration Committee, Board of Public Works, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



## **PERSONNEL COMMITTEE MEETING AGENDA**

**Monday, November 3, 2025 at 6:45 PM**

**First Floor Conference Rooms  
100 Main Street, Menasha, WI**

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**or immediately following the Board of Public Works meeting**

**A. Call to Order**

**B. Roll Call**

**C. Minutes to Approve**

1. Personnel Committee, 4/15/25

**D. Discussion / Action Items**

1. Amendment to the 2025 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603
2. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 - December 31, 2026

**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  
First Floor Conference Rooms  
100 Main Street, Menasha  
Tuesday April 15, 2025  
6:15 PM  
Minutes

A. CALL TO ORDER

Meeting called to order by Attorney Walsh at 6:26 pm.

B. ROLL CALL

PRESENT: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella, Mayor Hammond

ALSO PRESENT: FD Sassman, DPW Merten, PHD Hutter, HRM Cardoza, LD Kopetsky, PC Thorn, FC Teesch, NSA Oskey, CES Fulcer, Attorney Walsh, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 3/17/25

Motion by Ald. Ropella seconded by Ald. Grade to approve the minutes of the 3/17/25 Personnel Committee meeting.

Motion carried 8-0 on roll call.

D. DISCUSSION / ACTION ITEMS

1. Election of Chair

Attorney Walsh opened the floor for Personnel Committee Chair nominations. Ald. Perkins was nominated by Ald. Marshall to serve as Personnel Committee Chair.

Ald. Grade was nominated by Ald. Ropella to serve as Personnel Committee Chair.

Vote carried 8-1 in favor of Ald. Perkins' appointment as Personnel Committee Chair. Ald. Ropella voted for Ald. Grade.

2. Election of Vice Chair

Chair Perkins opened the floor for Personnel Committee Vice Chair nominations. Ald. Lewis was nominated to serve as Personnel Committee Vice Chair. No other nominations were made, and a unanimous ballot was cast for Ald. Lewis to be appointed Personnel Committee Vice Chair.

E. ADJOURNMENT

Motion by Ald. Marshall seconded by Ald. Hale to adjourn the Personnel Committee meeting at 6:31 pm. Motion carried on voice vote.

*Minutes recorded by City Clerk Kaija Snyder.*



## MEMORANDUM

DATE October 29, 2025  
TO Personnel Committee  
FROM Margaret Struve, City Attorney   
Nick Thorn, Police Chief  
RE Amendment to 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2026 MOA

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Enclosed for your consideration you will find:

- (1) Proposed Amendment to the January 1, 2025 – December 31, 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603;
- (2) Letter Re: Possible Return of Physical Fitness Incentive Program; and
- (3) Proposed Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.

On November 4, 2024, Common Council unanimously approved the 2025-2027 Menasha Professional Police Association WPA/LEER Local 603 Collective Bargaining Agreement (CBA) and Memorandum of Agreement (MOA). The MOA effectively implemented a new Patrol Schedule that was proposed by the Menasha Professional Police Association WPPA/LEER Local 603 (Police Union), a goal of which was to reduce police overtime costs. Given the unknown nature of the new schedule and overtime impacts, the Parties agreed to use this MOA to test the new schedule. The Parties also agreed to remove the benefit of the Physical Fitness Incentive Program (Program) under Article IV, Section E(4.) of the CBA through the MOA. However, the Parties agreed “to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive no later than June 1, 2025.” (MOA, p. 1).

The Parties met in conformance with the MOA on May 29, 2025. At that time, the Parties compared tracking techniques and data and agreed that there was insufficient data for City staff to make an informed recommendation on whether or not to ask for an amendment to reverse the removal of the Program. This year, the Police Department experienced unforeseen staffing vacancies and other outside circumstances which posed significant challenges in making a final determination and providing a specific dollar for dollar savings attributed to the new Patrol Schedule and thus deemed indeterminate.

Following the May 29, 2025, meeting, the Parties agreed that should sufficient data and findings occur, then the Program may return with the approval of the Personnel Committee and Common Council, but that the Police Union would have to participate in the Program without knowing whether they would receive the incentive (see enclosed Letter re: "Possible Return of Physical Fitness Incentive Program). The Parties agreed to meet again on October 29, 2025, allowing approximately three additional months of data.

On October 29, 2025, the Parties met and compared data. After such review, Staff noted an overall downward trend in overtime costs in the past few months compared to the first quarter of 2025. As a result of our meeting, Staff are hopeful that these savings will continue on a downward trajectory and as such, have decreased the overall overtime budget for 2026. Staff are confident that the new Patrol Schedule which was proposed by the Police Union is beneficial for the City of Menasha (including for Patrol Officers) and will create overall savings, specifically in patrol officer overtime. Eight (8) Patrol Officers participated in the Program testing in hopes that the Program would return.

Given the foregoing, Staff recommend approval to amend the existing MOA in order to allow for the 2025 Program incentive payment. However, Staff recommend no changes to the existing MOA except as it relates to the effective dates (from 2025 to 2026). This allows the City to continue to analyze the overtime impact of the Patrol Schedule and to handle the Program in similar fashion to this year.

**Staff Recommendations:**

- (1) Approve the Amendment to the 2025 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603.
- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.

**AMENDMENT TO THE MEMORANDUM OF AGREEMENT BY AND BETWEEN THE CITY OF  
MENASHA AND THE MENASHA POLICE PROFESSIONAL ASSOCIATION WPPA/LEER LOCAL 603**

This Amendment to the Memorandum of Agreement ("MOA") ("Amendment"), executed in Menasha, Wisconsin on this \_\_\_\_ day of November 2025, is made effective by and between the City of Menasha (the "City") and the Menasha Police Professional Association WPPA/LEER Local 603 (the "Police Union") (collectively, the "Parties"). The Parties agree that the purpose of this Amendment is for the City to allow payment for those patrol officers who met the requirements for the physical fitness incentive Program during 2025 as if the Program had not been stricken pursuant to the MOA.

The MOA by and between the Parties dated December 3, 2024, and effective January 1, 2025 – December 31, 2025, is amended as follows:

1. As it relates to Article IV – Wages and Wage Benefit, Section E(4.), the Parties agree that the City may allow an incentive payment to those who have completed testing for the Physical Fitness Incentive Program, had the provision not been stricken pursuant to the MOA. Those who have met the testing requirements will receive a lump sum payment of one thousand four hundred dollars (\$1,400.00), paid on a paycheck in December. This sum shall not be added to base wages, nor shall it be included when calculating the hourly rate for purposes of overtime, or the payout of any benefits at termination of employment.
2. All other terms and conditions set forth in the MOA dated not in conflict with this Amendment shall remain the same.

ACCORDINGLY, the Parties hereto have executed this Memorandum of Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2025, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Bargaining Chairman

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
President

\_\_\_\_\_  
Luke A Wagner, Business Agent



To: All Police Officers, SROs, Community Liaison Officer and Investigators

From: Chief Nick Thorn

Date: May 29, 2025

RE: **Possible Return** of Physical Fitness Incentive Program

As part of the Memorandum of Agreement (MOA) to the 2025-2027 Collective Bargaining Agreement (CBA), the City and the Union agreed to remove the benefit of the Physical Fitness Incentive Program (Program) under Article IV, Section E(4.). Also under the MOA, the Parties agreed "to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive provision no later than June 1, 2025." (MOA, p. 1).

As a result of the Parties' May 29, 2025, required review and discussion, the Parties agree that it is possible that the City may approve the return of the Program. In order for this to happen, the Parties must continue to track and analyze overtime and review the impact of the removal of this Program until they meet again in October 2025. If the Parties agree at that time, the internal City team may seek approval from the Personnel Committee and Common Council to amend the MOA to reflect the return the Program in 2025.

Should the Program return as indicated above, those eligible will include those employed on or before April 30, 2025, pursuant to the CBA:

*Officers who desire to participate in this program must indicate their willingness to participate to the Chief of Police or designee in writing no later than April 30, of each year.*

Given the time constraints, those who would be eligible should the Program return must sign and return this form to me by June 30, 2025. Since a person must indicate their willingness to participate in the Program, should a person not fill out this form this will indicate the person is not participating in the Program for 2025.

Please indicate your choice below, sign and return this form to me by June 30, 2025.

\_\_\_ If the Program returns as indicated above, I **will** be participating in the physical fitness incentive for 2025.

\_\_\_ If the Program returns as indicated above, I **will not** be participating in the physical fitness incentive for 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed



## MEMORANDUM

DATE October 29, 2025  
TO Personnel Committee  
FROM Margaret Struve, City Attorney   
Nick Thorn, Police Chief  
RE Amendment to 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2026 MOA

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On October 29, 2025, the Parties met and compared data. After such review, Staff noted an overall downward trend in overtime costs in the past few months compared to the first quarter of 2025. As a result of our meeting, Staff are hopeful that these savings will continue on a downward trajectory and as such, have decreased the overall overtime budget for 2026. Staff are confident that the new Patrol Schedule which was proposed by the Police Union is beneficial for the City of Menasha (including for Patrol Officers) and will create overall savings, specifically in patrol officer overtime. Eight (8) Patrol Officers participated in the Program testing in hopes that the Program would return.

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**Staff Recommendations:**

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- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.

## **MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (hereinafter, "MOA") outlines an agreement reached between the City of Menasha and the Menasha Professional Police Association.

This MOA concerns changes to certain articles and/or sections of the January 1, 2025 – December 31, 2027, Collective Bargaining Agreement between City of Menasha and the Menasha Professional Police Association (hereinafter, "Agreement") pertaining to a schedule and shall be used in place of current contract language as described below. Except as specifically described below, all other issues shall be covered by the existing language in the Agreement.

This MOA shall be in effect from January 1, 2026, through December 31, 2026. This MOA will only continue after December 31, 2026, if both parties agree. In the event either party wants to discontinue this MOA following the December 31, 2026, termination date, and does not wish to pursue a continuation following this 2026 term, a notification in writing must be given to the other party by September 1, 2026. The parties agree to review this MOA no later than July 1, 2026. The parties agree to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive provision no later than June 1, 2026.

### **ARTICLE IV – WAGES AND WAGE BENEFIT**

**A.**

1. Pay rates will be an hourly rate based upon 2007.5 hours worked per year.

...

4. 77.15 hours will be paid each 26 pay periods per year.

5. In a year with 27 pay periods, 74.5 hours will be paid for each pay period.

...

**B. Assignments**

1. The Chief of Police may assign officers to serve as Officers in Charge (OIC). OIC's, who will perform certain duties of a Supervisory Lieutenant. These assignments are not permanent. The selection and duration of such assignments are made at the discretion of the Chief of Police. When so assigned as OIC's, officers shall receive a premium of \$2.00 per hour for all hours worked as an OIC, but not less than two (2) hours for each assignment.
2. The Chief of Police may assign officers to various investigative assignments including criminal investigation, school resource officer (SRO), drug investigation (MEG), and Community Liaison Officer (CLO). The selection and duration of such assignments is made at the discretion of the Chief of Police. Patrol Officers so assigned shall receive a premium of \$1.50 per hour for all hours worked in such assignment, which will include both work days and training days.

3. Officers assigned as Field Training Officers (FTO) shall receive a premium of \$1.00 per hour for all hours worked as a FTO.
4. All premiums listed above (OIC, various investigative assignments including criminal investigation, school resource officer (SRO), drug investigation (MEG), Community Liaison Officer (CLO), and Field Training Officers (FTO) shall be calculated into any overtime rates for overtime worked in those roles.
5. The City shall pay an additional \$200 on the first paycheck in December for any certified Wisconsin Tactical Instructor (DAAT, Firearms, Taser, Vehicle Contact, and SFST), or CSO Trainers if that Officer has participated in that assignment for at least 11 months. Any officer assigned to more than one of the above assignments shall only be entitled to \$200. The City reserves the right to select officers for these assignments.

C. Holidays

3. All officers will receive pay for holidays during the payroll period in which the holiday occurs. Anyone receiving holiday pay who is no longer employed on a holiday for which that officer has been paid will have the holiday pay deleted from their last paycheck.
4. Officers who are required to work on a holiday will receive straight time pay plus time and one-half (total 2-1/2 times) for all hours worked. This includes sign-up overtime and forced overtime. In the case of a force on a holiday, no call-in time shall be paid. In the case where an employee elects to work for another employee who is regularly scheduled (required to work), the employee will receive comp time from the regularly scheduled employee plus time and one-half for all hours worked.

D. ~~Differential Pay~~

~~A shift differential will be paid at the rate of forty cents (\$0.40) per hour for all hours actually worked by officers from 6:00 p.m. to 6:00 a.m.~~

E. Clothing Allowance

- ~~4. All officers have the opportunity to participate in a physical fitness incentive program.~~
5. The City will purchase the body armor for all newly-hired officers and shall replace current officer vests on a rotating basis such that 20% of the vests will be replaced each year,

for all officers who certify by November 1<sup>st</sup> of each year that they have worn their approved body armor over the past year.

## **ARTICLE V – WORKING CONDITIONS**

### **A. Work Hours**

1. The normal workday shall consist of either twelve- (12) or eight- (8) hour shifts for shift work officers. There will be four different shifts for shift work officers, including Days, Days Power, Nights Power, and Nights. The normal workday shall consist of eight hours for non-shift working officers with the exception of the Community Liaison Officer.
  - a. To comply with the Fair Labor Standards Act (FLSA), the working period for shift work officers shall be 28 days based upon a work schedule of no more than fifteen working days, and no less than thirteen working days off, on a repeating alternative cycle of a 164-hour 28-day working period and a 144-hour 28-day working period. Scheduled shift work officers' working hours shall not exceed 171 working hours.
    - ii. Each shift work officers' 28-day working period will begin on a specific day in January, with the start date varying among officers and shifts.
  - b. For training, officers will work the training in place of the shift for which he or she was provided off for training. Officers participating in training will complete the full eight (8) or twelve (12) hour shift in the assignment as assigned by the Chief of Police or designee. No employee will be subject to working more than 16 hours in a row without at least a seven (7) hour break unless the employee agrees with the Chief or Designee.
  - c. Officers assigned to various investigative assignments as described in Article IV who normally work a Monday through Friday work schedule, will receive one (1) Kelly day every four weeks as assigned or approved by the officer's supervisor, with a maximum of nine (9) Kelly days per year.
  - d. The Community Liaison Officer will work a flexible 40 hour work week, with weekly hours subject to approval by the employee's supervisor based upon the needs of the position.

**B. Vacations**

1. Vacation with pay shall be given as follows:

| Years of Service | Vacation of Allowance |
|------------------|-----------------------|
| 1                | 88 hours              |
| 6                | 140 hours             |
| 13               | 184 hours             |
| 18               | 228 hours             |

2. A new full-time employee is eligible for up to eighty-eight (88) hours vacation upon hire (pro-rated based on the month of hire). As of January 1, following an employee's date of hire, vacation will be on a calendar year basis.

|           |                 |                 |                  |                  |
|-----------|-----------------|-----------------|------------------|------------------|
| Hired in: | Jan - 88 hours  | Feb - 80 hours  | March - 72 hours | April - 64 hours |
|           | May - 56 hours  | June - 48 hours | July - 40 hours  | Aug - 32 hours   |
|           | Sept - 24 hours | Oct - 16 hours  | Nov - 8 hours    | Dec - 0 hours    |

3. As of January 1 of each calendar year, employees shall be credited with vacation. Additional vacation eligibility during a calendar year shall be credited on January 1. 4. All vacations must be taken in increments of full weeks unless a split vacation is approved by the Police Chief. Full week vacations will take priority over split week vacations for scheduling purposes. The additional vacation days shall be treated as all other single or partial vacation days. Where possible, the Officer should schedule this additional vacation day so as to avoid overtime. Single days shall take priority over partial vacation days.

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the  
\_\_\_\_ day of \_\_\_\_\_, 2025, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Bargaining Chairman

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
President

\_\_\_\_\_  
Luke A Wagner, Business Agent