

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, February 2, 2026 at 6:30 PM

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

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Personnel Committee, 12/1/25

D. Discussion / Action Items

1. Pro se suit - Cordell Howze v. Derrick Rotta, et al. (24CV01661)
 - a. Adjourn into Closed Session pursuant to Wisconsin Statute § 19.85(1)(g) Conferring with legal counsel for the governing body who will render oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Concerning the pro se suit - Cordell Howze v. Derrick Rotta, et al. (24CV01661)).
 - b. May reconvene into Open Session to take action on items that may be pending.

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."



PERSONNEL COMMITTEE MINUTES
Monday, December 1, 2025 at 7:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:48 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella, Mayor Hammond

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, HRM Cardoza, CA Struve, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 11/3/25

Motion by District 5 Alderperson Lewis, seconded by District 7 Alderperson Grade to approve.

Motion carried 9-0 on roll call.

D. DISCUSSION / ACTION ITEMS

1. Updates to City of Menasha Employee Handbook, Effective January 1, 2026
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 9-0 on roll call.

Discussion considered the merits of allocating vacation this way, including clearer payroll calculations, simpler vacation planning, and industry standardization.

Staff advised that upon annual review of the City of Menasha Employee Handbook, staff identified a need for updates to Appendix I due to recent health insurance benefit changes. Staff additionally seek to change the date of vacation allocation from the employee's anniversary date to January 1st.

E. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by District 3 Alderperson Hale to adjourn the Personnel Committee meeting at 8:54 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

DATE January 26, 2026
TO Personnel Committee
FROM Margaret Struve, City Attorney 
RE Pro se suit - Cordell Howze v. Derrick Rotta, et al. (24CV01661)

The City was recently notified of a lawsuit filed by Cordell Howze (pro se) against one current employee and two former employees of the City of Menasha Police Department involving a 2023 arrest of Howze. The City denies any allegations of wrongdoing and is working with legal counsel, secured under the City's liability coverage with Cities and Villages Mutual Insurance Company (CVMIC) and pursuant to our liability policy, to defend the employees as required by the City under section 895.46 of the Wisconsin Statutes.

A Closed Session under the open meeting exemption identified in the recommended motion below will allow the opportunity to provide advice regarding strategy and associated financial expenditures/estimates as we navigate next steps.

Recommended Motion: To adjourn into Closed Session pursuant to Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Concerning the pro se suit – Cordell Howze v. Derrick Rotta, et al. (24CV01661)).