

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, April 6, 2026 at 7:00 PM

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

or immediately following the Board of Public Works meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Special Personnel Committee, 3/30/26

D. Discussion / Action Items

1. City Employee Volunteer Opportunity – Greater Fox Cities Area Habitat for Humanity Menasha Rock the Block

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, March 30, 2026 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:43pm.

B. ROLL CALL

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

Also Present: FD Sassman, DDE Gordon, PRD Sackett, DPW Merten, PHD Hutter, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 2/2/26

Motion by District 5 Alderperson Lewis seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Employee Handbook Update - Appendix R. Artificial Intelligence (AI) Policy, Effective June 1, 2026

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson Hale to approve main motion as amended.

Motion Carried 8-1 on roll call. District 1 Alderperson Rand voted no.

Discussion considered the valuable work done by staff on this proposed policy.

Motion by District 1 Alderperson Rand, seconded by District 5 Alderperson Lewis to amend the main motion by striking “, appointed and elected officials” from Section I, “Eligibility” portion of Appendix R.

Motion Carried 8-1 on roll call. District 2 Alderperson Eisenach voted no.

Discussion considered the merit of holding appointed and elected officials to the same standards as employees. The Common Council also discussed governance of the Protocol Committee over appointed and elected officials.

Motion by District 1 Alderperson Rand seconded by District 6 Alderperson Marshall to amend the main motion to strike “Only content written by employees may be included in a final project.” from Section II, the second-to-last bullet-point in the “Acceptable Use” portion of Appendix R.

Motion Carried 8-1 on roll call. Mayor Hammond voted no.

Discussion considered the rationale for this amendment: disclosing use of artificial intelligence is considered sufficient.

Motion by District 1 Alderperson Rand seconded by District 5 Alderperson Lewis to amend main motion to modify the second bullet point from Section II., "Acceptable Use" portion of Appendix R. to read: "Failing to cite and disclose AI when used as a resource." .

Motion Carried 8-1 on roll call. Mayor Hammond voted no.

Discussion considered the timing of this policy proposal. Discussion further advised that AI policies are very timely in business settings.

Motion by District 2 Alderperson Eisenach seconded by District 8 Alderperson Ropella to amend main motion by specifying under the Ethical Use section that this section does not apply to Common Council and Standing Committee meetings.

Motion Carried 7-1, 1 abstention, on roll call. District 7 Alderperson Grade voted no. District 1 Alderperson Rand abstained.

Motion by District 3 Alderperson Hale seconded by Mayor Hammond to amend main motion under Section 2 to include "employees shall utilize available privacy and security settings that limit the retention, sharing or use of data for model training, when such settings are available".

Motion Carried 8-0, 1 abstention, on roll call. District 1 Alderperson Rand abstained.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Special Personnel Committee meeting at 9:05pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE April 2, 2026

TO Personnel Committee

FROM Austin R. Hammond, Mayor

RE City Employee participation in Rock the Block

BACKGROUND:

The Greater Fox Cities Area Habitat for Humanity is again holding Rock the Block in the City of Menasha on May 14 – 16, 2026. The outcome of the projects from previous Rock the Block events have created benefits for everyone, not just the homeowners that have projects at their residence. There has been a decrease in police calls shown, increased housing values, as well as increased neighborhood pride following previous events within our community. Rock the Block has made a lasting impact on our community, one neighborhood at a time.

Our current Employee Handbook allows participation in volunteer work if “such participation is approved in advance in writing by the Department Head” and that the Department Head shall consider “whether the event enhances the image of the City or the department.”

Given the impact these events continue to have in Menasha, allowing City employees to work on a project for a half-day as part of their workday will show our support as a community.

FISCAL IMPACT:

Department Heads may approve the allowance to participate in Rock the Block provided that City needs are only minimally disrupted and it would not create overtime.

RECOMMENDATION:

That the Personnel Committee recommend to the Common Council to support Employee participation, as part of their workday, in the Greater Fox Cities Area Habitat For Humanity Menasha 2026 Rock the Block.