

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, May 18, 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. Personnel Committee, 4/21/26

D. Discussion / Action Items

1. Recommended Change to Employee Safety Manual - Policy for Respiratory Protection - Sewer Crew

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

Tuesday, April 21, 2026 at 6:15 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by City Attorney Struve at 7:53pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, FM Mavroff, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. MINUTES TO APPROVE

1. Personnel Committee, 4/6/26

Motion by District 4 Alderperson Perkins seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Election of Chair

City Attorney Struve opened the floor for Personnel Committee Chair nominations. District 4 Alderperson Perkins was nominated by District 7 Alderperson Grade to serve as Personnel Committee Chair. No other nominations were made, and a unanimous ballot was cast for District 4 Alderperson Perkins to be appointed Personnel Committee Chair.

2. Election of Vice Chair

Chair Perkins opened the floor of Personnel Committee Vice Chair nominations. District 5 Alderperson Lewis was nominated by District 3 Alderperson Hale to serve as Personnel Committee Vice Chair.

District 1 Alderperson Rand was nominated by District 7 Alderperson Grade to serve as Personnel Committee Vice Chair. District 1 Alderperson Rand declined this nomination.

No other nominations were made, and a unanimous ballot was cast for District 5 Alderperson Lewis to be appointed Personnel Committee Vice Chair.

E. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Personnel Committee meeting at 7:57pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

Date: May 12, 2026

To: City of Menasha Common Council

From: Todd Drew, RS
Environmental Health Sanitarian
Employee Safety Coordinator

Re: Respiratory Protection Policy – Sewer Maintenance Staff

This proposed policy is to address a potential occupational hazard related to chemical vapor release during the sewer jetting process. DNR conducted sampling related to a known contaminated site where several toxic chemicals were identified in the head space of the sanitary sewer. The sampling was intended to track the potential of these chemicals entering homes by way of sanitary drains. Based on these results a potential occupational exposure risk was identified. In addition to the data provided by the DNR, I have conducted additional sampling using equipment provided by the University of Wisconsin and found significant readings not only at that site but one other potentially contaminated site and a sanitary sewer line serving an industrial site. Lab data is not yet available but in an abundance of caution multiple areas have been identified as potential hazards which require the sewer crew to use respiratory protection while jetting.

Thank you for your consideration related to this proposed policy.

	TITLE: RESPIRATORY PROTECTION – SEWER CREW	
	TYPE: ☒ POLICY ☐ PROCEDURE ☐ PROTOCOL	
DATE CREATED:	April 24, 2026	DOC OWNER: Todd Drew
DATE REVIEWED:		REVIEWED BY:
DATE APPROVED:		APPROVED BY: Kristine Hutter
DATE OF STAFF REVIEW:		NEXT REVIEW DATE:

Objective

Protect staff from potential environmental chemical vapor hazards which could be encountered during the jetting process.

Applies To

Staff working on the sewer conducting jetting sanitary sewer lines in designated areas.

Policy

Staff shall reference City map which identifies areas of concern. Conducting jetting in the areas identified as potential hazard shall wear respiratory protection with appropriate multi-gas filter.

Procedure

Respiratory protection will be utilized during the entire process from removing the lid until completed and lid is returned to normal position. Personal monitoring to determine exposure levels will not be completed as required to exclude the need for respiratory protection. Monitoring to the extent possible will be conducted to identify at risk areas. It shall be assumed that staff could potentially exceed the EPA's Acute Exposure Guideline Levels for chemicals of concern. Chemicals of concern will likely vary based on the location and assumed source. EPA's Acute Exposure Guideline Levels shall be used as the basis for determination of risk. Current guideline levels will be used and maintained along with map pinning mandatory use areas.

References

EPA's Acute Exposure Guideline Levels

Wisconsin DHS BEOH – Toxicology

OSHA Respiratory Protection Standard

City of Menasha Safety Manual

Related Documents

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Review and Revision History

<u>Date of Review</u>	<u>Reason / Brief Description</u>	<u>Author</u>
	New	

Signature:

Date Approved: