

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, July 20, 2026 at 5:45 PM

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

- A. Call to Order**
- B. Roll Call**
- C. Minutes to Approve**
 - 1. Personnel Committee, 6/15/26
- D. Discussion / Action Items**
 - 1. Recruitment/Hiring Process for City Clerk
 - 2. Recruitment/Hiring Process for City Attorney
- 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, June 15, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 7:08 pm.

B. ROLL CALL

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

Absent: Ald. Hale

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

C. MINUTES TO APPROVE

1. Personnel Committee, 5/18/26

Motion by District 5 Alderperson Lewis seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603

Motion by District 5 Alderperson Lewis, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.

Staff advised on continued success arising from 2024 changes to the Menasha Police Department (MEPD) patrol schedule. These changes allow the City of Menasha to credit the physical fitness incentive program funds back to MEPD, as the Menasha Common Council has traditionally allowed. Staff additionally advised on cost-savings related to this programmatic change.

2. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 - December 31, 2027

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

Motion carried 8-0 on roll call.

Discussion considered the morale-boosting potential of supportive programs such as this.

E. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Personnel Committee meeting at 7:16pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

DATE July 13, 2026
TO Personnel Committee
FROM Margaret Struve, City Attorney
Kimberly Cardoza, HR Manager
RE City Clerk Hiring Process

With the recent resignation of City Clerk Kaija Snyder, effective Friday, July 17, 2026, it is up to the Common Council to determine the hiring process for Clerk Snyder's successor. The City Clerk position is appointed by the Common Council for a three-year term. The current three-year term ends April, 2027. The Common Council determines the selection process for a new City Clerk. When the position last became vacant, Council chose an internal and external recruitment process conducted by Human Resources. Council also decided to form an interview committee which consisted of the Personnel Committee Chair, Council President, and the Mayor.

Therefore, staff are seeking a recommendation on whether Council desires to follow this same internal and external recruitment and hiring process conducted by Human Resources, or whether Council would like to pursue a different approach.

MEMORANDUM

DATE July 16, 2026
TO Personnel Committee
FROM Austin Hammond, Mayor
Terri Perkins, Personnel Committee Chair
RE City Attorney Hiring Process

Background:

Attorney Struve submitted her resignation to the Common Council and Mayor as a Communication Item on the July 6, 2026, Common Council agenda. Her last day will be September 18th, 2026. Planning for this departure in the interim is in the process.

Under city code, the City Attorney position is a Common Council appointment for a three-year term. The current term runs until April 2027. The council appointee will serve in the position for the remainder of the term. It is up to the Common Council to determine the hiring process for Attorney Struve's successor.

Recommendation:

Personnel Committee approves and recommends that the Common Council authorizes an external recruitment process with the interview panel consisting of the following: Chair of the Personnel Committee, Common Council President, the Mayor, and HR Manager Cardoza.