



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, March 10, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[21-0279](#) Minutes from 1/27/21

Attachments: [Minutes 1-27-21.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-0281](#) Request to approve Valley Transit to reclassify a Road Supervisor to an Operations Supervisor

Attachments: [Request VT T.O. Change.pdf](#)
[Valley Transit TO draft 3-1-21.pdf](#)

[21-0282](#) Request to award Heartland Business Solutions the contract to purchase and implement a new Palo Alto Firewall high availability system. The amount requested is \$86,743 with a 10% contingency for a project total of \$95,417

Attachments: [Firewall RFP Memo.pdf](#)

[21-0121](#) Discuss Alderperson salaries

Attachments: [Elected Alderperson official salary.pdf](#)
[alderperson comparison 2019.pdf](#)
[Alderperson Raises Deadline memo_HR.IT_2-23-2021.pdf](#)
[2020 Alderperson Compensation.pdf](#)

Legislative History

1/27/21 Human Resources & Information Technology Committee held

6. Information Items

[21-0280](#) Recruitment Status Report 3/4/21

Attachments: [RSR thru 3-4-21.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Matz at 832-6426.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, January 27, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Thao, Fenton, Firkus and Van Zeeland

Absent: 1 - Martin

3. Approval of minutes from previous meeting

[21-0119](#)

Minutes from 12/9/20 and 1/6/21

Attachments: [Minutes 12-9-20.pdf](#)

[Minutes 1-6-21.pdf](#)

Van Zeeland moved, seconded by Fenton, that the minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Firkus and Van Zeeland

Absent: 1 - Martin

4. Public Hearings/Appearances

5. Action Items

[21-0118](#)

Request to change reporting structure of the Account Clerk II from the Finance Department to the Parks, Recreation and Facilities Management Department.

Attachments: [Account Clerk II TO change.pdf](#)

[PRFM TO draft 1-22-21.pdf](#)

[Finance TO draft 1-22-21.pdf](#)

Firkus moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Firkus and Van Zeeland

Absent: 1 - Martin

[21-0121](#)

Discuss Alderperson salaries

Attachments: [Elected Alderperson official salary.pdf](#)
[alderperson comparison 2019.pdf](#)

Van Zeeland moved, seconded by Fenton, that the Report Action Item be held until March. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Firkus and Van Zeeland

Absent: 1 - Martin

6. Information Items

[21-0120](#)

Recruitment Status Report 1-21-20

Attachments: [RSR thru 1-21-21.pdf](#)

This Report was received and filed

7. Adjournment

Van Zeeland moved, seconded by Fenton, that the be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Firkus and Van Zeeland

Absent: 1 - Martin



March 2, 2021

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Request Authorization to Reclassify a Road Supervisor to a Transit Operations Supervisor

Valley Transit's Operations Division is primarily supervised by a Transit Operations Supervisor and a Road Supervisor for 18-hours each weekday and 16-hours on Saturday (106-weekly hours). It is my request to reclassify the Road Supervisor position to a Transit Operations Supervisor position.

A previous Transit Operations Supervisor position was reclassified to a Road Supervisor position prior to my arrival at Valley Transit. The Valley Transit team has attempted to work within the Road Supervisor classification for several years. This effort proves to be very difficult, if not impossible, to work within the constraints of a Road Supervisor position.

A glaring example of differing job duties calls for the Transit Operations Supervisor to supervise, counsel, and evaluate employees. The Road Supervisor is asked to provide oversight and assistance in the absence of "regular" supervisory staff. In this specific example, the Road Supervisor is expected to provide assistance rather than being responsible for supervision in its entirety.

It is in the best interest of Valley Transit and the City of Appleton to have both supervisor positions interchangeable. With the reclassification in place, Valley Transit can effectively assign duties based on the strengths of each individual rather than being limited to the restrictions afforded by the Road Supervisor job description.

Cost Analysis:

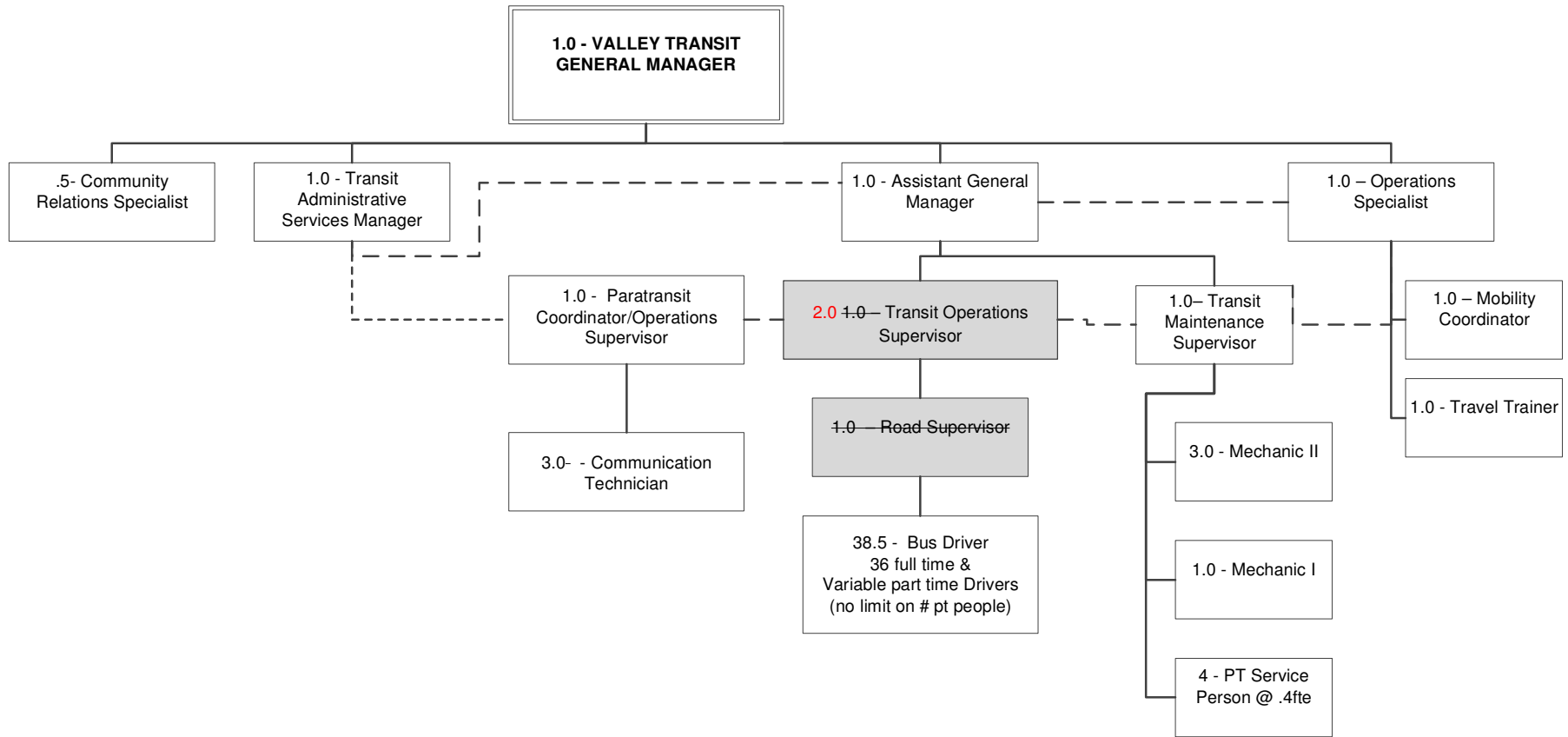
Reclassification to a Transit Operations Supervisor will increase the incumbent Road Supervisor's rate. The difference in top rate for an entire year is \$17,098. With that, the expense for the City of Appleton portion of the budget is estimated to be ~\$1,197 annually. Valley Transit will be able to fund this budget difference with savings related to vacant positions for the remainder of 2021.

Recommendation:

Authorization to reclassify the Road Supervisor position to a Transit Operations Supervisor position within the Table of Organization

Respectfully submitted by,

Ron McDonald



Draft 3/1/2021



"...meeting community needs...enhancing quality of life."

Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Thao and Members of the HR / IT Committee
From: Dean J. Fox, Information Technology Director
Date: 3/10/2021

Re: Request to award Heartland Business Solutions the contract to purchase and implement a new Palo Alto Firewall high availability system. The amount requested is \$86,743 with a 10% contingency for a project total of \$95,417.

The CIP budget of \$100,000 includes funding to replace the Firewall Equipment and all licensing necessary.

An RFP went out in late December for a high availability firewall system to replace the outdated equipment which has reached end of life and 8 years old

The bids were as follows:

- Heartland Business Solutions \$86,743
- Nexum Inc \$107,187
- CDW Chose not to respond

In addition to the cost of all hardware, software and implementation, I requested all costs include 3 years of support, which is included in the above pricing.

I request your consideration and approval of a contract with Heartland Business Solutions as proposed. After considerable review, and multiple follow up questions, it has been determined due to the inclusive nature of the Heartland Palo Alto equipment solution, the cost included in the proposal, and the complete software package with it, that the Heartland response is the best solution for the next 7 years for the City of Appleton.

If you have any questions regarding this recommendation, please contact Dean Fox.

ELECTED ALDERPERSON SALARIES

Council Date	Election Year	Salary	Benefits	Notes
11-07-2001	2002	No increase		
11-07-2001	2003	\$5636 – 3%		
10-16-2002	2004	No increase		
10-16-2002	2005	No increase		
12-03-2003	2006	No increase		
10-19-2005	2007	No increase		
11-01-2006	2008	No increase		
01-21-2008	2009	\$5805 – 3%		
07-02-2009	2010	No increase		
07-02-2009	2011	No increase		
10-20-2010	2012	No increase		
01-04-2012	2013	No increase		
03-20-2013	2014	No increase		
11-20-2013	2015	No increase	5.12% increase with parking pass	Added Parking passes \$297 annual (\$33@9months) effective with the April, 2015 election
9-17-2014	2016	\$5921 – 2%	6.89% increase with parking pass	Parking Pass \$408 annual (\$33@6 months & \$35@6 months)
11-09-2015	2017	\$5980 – 1%	1.1% increase with parking pass	Parking Pass \$420 annual
10/19/2016	2018	\$6129.50 – 2.5%	plus parking pass	
10/18/2017	2019	No increase		
11/7/2018	2020	No increase		
10/16/2019	2021	1.5% increase \$6221.44	Plus parking pass	HR Committee & Council meeting 11/6/19

2019

Municipality	Population	# of Council/Board	Salary	Benefits	Expense Account
Appleton	74,370	15	\$6,129	Parking pass	None
Eau Claire	<i>Did not report</i>				
Green Bay	105,139	12	\$9,887	Health, Dental, Deferred Comp	None
Janesville	<i>Did not report</i>				
Kenosha	99,877	17	\$6,000	None	\$50 per diem per 1/2 day; \$100 per diem per 6 hour day; \$50 per meeting; \$100 per month expense allowance; \$130 per month technology stipend
La Crosse	51,834	13	\$7,800.00	WRS, ICI, Section 125	Yes
Manitowoc	32,697	10	\$3,120.00	None	None
Neenah	26,137	9	\$5,280	None	None
Menasha	17,856	8	President \$5490; others \$5190	Workers compensation	Registration and Lodging for continued education/conferences/seminars
Oshkosh	66,665	7	\$5,000.06	Parking pass	None
Racine	<i>Did not report</i>				
Sheboygan	48,329	10	\$4,468	None	None
Waukesha	<i>Did not report</i>				
Wausau	39,114	11	\$5,354.96	None	None

County	Population	Board Members	Salary	Benefits	Expense Account
Brown	262,052	26	\$7,344	None reported	None reported
Calumet	<i>Did not report</i>				
Outagamie	187,029	36	Supervisors: \$5,555; Committee Chair: \$5,656; Board Vice Chair: \$7,070; Board Chair: \$13,635	See attachment	Supervisors: IRS per-mile rate; an additional per diem of \$25.00 per meeting at a maximum of \$25.00 per day; convention/seminar...reimb of registration fee, meals, and lodging. Meals are reimbursed at \$12.00, breakfast; \$18.00, lunch; \$31.00, dinner; \$61.00 total
Winnebago	168,000	36	Chair: \$5000; Vice-chair \$1500; per diems are \$50 per meeting, \$75 for a meeting over 4 hrs or multiple meetings on same day, \$75 for county board meeting.	None	Reimbursement for travel expenses with documentation



LEGAL SERVICES DIVISION

Office of the City Attorney

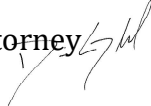
100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

To: Alderperson Maiyoua Thao, Chair
Alderperson Katie Van Zeeland
Members of the Human Resources/Information Technology Committee

From: Darrin M. Glad, Assistant City Attorney 

Date: February 23, 2021

Re: Alderperson Raises
Our File No. A19-1099

At your request, I have researched the authority for the deadline for increasing alderpersons' salaries. Wisconsin Statutes § 62.09(6)(am)2 prohibits changing alderperson salaries after the "earliest time for filing nomination papers for the office" and no changes can be made in the compensation during "the term of office for which the deadline applies."

Therefore, Council has the following options available depending whether it wants different salaries for half of the Council, or one across-the-board adjustment for a future Council:

- 1) For staggered salaries, the Council may establish alderpersons' salaries for Alderpersons in Districts 2, 4, 6, 8, 10, 12, and 14 for terms starting in April 2022 prior to December 1, 2021 and subsequently establish salaries for Alderpersons in Districts 1, 3, 5, 7, 9, 11, 13, and 15 who will begin their term in April 2023 prior to December 1, 2022; or,
- 2) For a single adjustment, establish the salary for all alderpersons seated on the Council in April 2023 prior to December 1, 2021.

If you have any questions or concerns, please do not hesitate to get in touch.

February 2021

Municipality	Population	# of Council/ Board	Current 2021 Annual Salary
Appleton	74,139	15	\$6,129 (1.5% increase to \$6,221 April 2021)
Green Bay	104,777	12	\$9,887
Fond du Lac	43,151	7	\$5,000 annually, with Council President \$6,000 annually
Manitowoc	32,702	10	\$3,120.00
Neenah	25,967	9	\$5,280 annually, with Council President \$6,000 annually
Oshkosh	66,773	7	\$5,000.06
Sheboygan	48,327	10	\$4,468

**RECRUITMENT STATUS REPORT
UPDATES THRU 3/4/2021**

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Bus Driver	VT	Multiple	5	Application Deadline: 3/28/21. Lawanda Coleman start date 3/15/21. Start date pending for 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 3/28/21.
	Transit Maintenance Supervisor	VT	3/2/21	1	Panel Interviews: 3/8/21.
	Lead Mechanic – Valley Transit	VT	1/1/21	1	Negotiation of salary pending with top candidate
	Operator II - Sewer	DPW	2/13/21	1	Nathan Herum transfer date 3/1/21.
	Operator II - Street	PDW	3/1/21	1	Internal Application Deadline: 3/14/21.
	Master Mechanic	DPW	1/15/21	1	Medical pending for top candidate.
	Customer Service Specialist	DPW	2/1/21	1	Top candidate withdrew due to schedule. Background and references pending with next candidate.
	Parking Enforcement Person	DPW	9/10/20	1 + Elig.	Application Deadline: 3/14/21.
	HVAC Technician/Pipefitter	PRFM	1/5/21	1	Application Deadline: 3/14/21.
	Account Clerk II	PRFM	12/12/20	1	Applications under review.
	Utility Worker	Utilities	12/18/20	1	Anthony Rottier transfer pending on hire of Liquids Operator.
	Liquids Operator	Utilities	N/A	1	2 nd Process, Application Deadline: 3/21/21.
ALLISON	Police Officer	Police	N/A	1 + Elig.	Background pending on 1 candidate. Physical Fitness Testing: 3/15/21, 3/16/21, 3/18/21 & 3/20/21.
	Assistant Chief	Police	January 2022	1	Waiting for RTF. PFC Interviews: 3/25/21.
	Community Service Officer (CSO)	Police	1/19/21	N/A	Background pending on 1 candidate. Application Deadline: 3/21/21.
	Administrative Support Specialist	Police	2/19/21	2	Panel Interviews: 3/15/21 & 3/17/21.
	Network Services Supervisor	Library	2/10/21	1	Panel Interviews: 3/12/21.
	Library Assistant – Administration (Sub)	Library	New	1	Application Deadline: 3/7/21.
	Library Clerk (Sub)	Library	N/A	2	Megan Sikowski start date 3/16/21. Rebecca Lehner start date 3/18/21.
	Library Assistant – Children’s (Sub)	Library	N/A	1	Application Deadline: 3/21/21.
	Firefighter	Fire	N/A	1 +Elig.	Conditional Offer extended to 1 candidate.
	Account Clerk I	Finance	2/13/21	1	Online testing pending for top candidate.
	Diversity, Equity and Inclusion Coordinator	Mayor	1/19/21	1	Application Deadline: Extended/Open.

TOTAL POSITIONS OPEN = 30 TOTAL ELIGIBILITY LISTS = 3

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
KIM	Parking Operator I	DPW	5/30/20	1	Received RTF – December hire.

TOTAL POSITIONS ON HOLD = 2

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.