



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, April 14, 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

[21-0351](#) Minutes from 3-10-21

Attachments: [Minutes 3-10-21.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[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
3/10/21	Human Resources & Information Technology Committee	recommended for approval <i>Effective April 2023 to set Alderperson salary to \$10,125.</i>
3/17/21	Common Council	referred to the Human Resources & Information Technology Committee

[21-0439](#) Request to approve overhire for Help Desk Analyst position in I.T.

Attachments: [Help Desk Over Hire Memo.pdf](#)

6. Information Items

[21-0352](#) Interim Human Resources Director appointment

Attachments: [Interim HR Director Appointment.pdf](#)

[21-0353](#) Recruitment Status Report 4-8-21

Attachments: [RSR thru 4-8-21.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 Jay Ratchman at 920-832-6427



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes 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

Aldersperson Martin arrived 6:35

Present: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

3. Approval of minutes from previous meeting

[21-0279](#)

Minutes from 1/27/21

Attachments: [Minutes 1-27-21.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/Appealances**

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](#)

Fenton 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

[21-0282](#)

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](#)

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

Aye: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

[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](#)

Effective April 2023 to set Alderperson salary to \$10,125.

This Report Action Item was recommended for approval

Aye: 3 - Thao, Martin and Van Zeeland

Nay: 2 - Fenton and Firkus

6. Information Items

[21-0280](#)

Recruitment Status Report 3/4/21

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

This report was received and filed

7. Adjournment

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

Aye: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

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

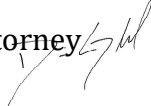
100 North Appleton Street

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



"...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: 4/7/2021

Re: Request to Over Hire – Help Desk Analyst

The Information Technology Department's current Table of Organization includes two Help Desk Analysts. We recently received notification that one of our Analyst's is planning to retire August 2, 2021.

In order for us to have a successful transition of the duties and projects, I believe the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 60 day period. The financial impact for this proposal is approximately \$20,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the lower salary of the new hire.

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



“...meeting community needs...enhancing quality of life.”

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Human Resources & Information Technology Committee
FROM: Mayor Jacob A. Woodford
DATE: March 18, 2021
RE: Interim Human Resources Director Appointment

Human Resources Director Matz has announced her retirement from the City of Appleton, effective April 2, 2021. Director Matz has dedicated 24 years of her career to the City and identifying a successor will require the full attention of the Mayor's office and City leadership.

The City has recently resumed the search for a new Health Officer in preparation for Health Officer Eggebrecht's retirement in June. That search is anticipated to proceed over the next few months with a goal to complete the process on, or about, the date of Director Eggebrecht's retirement.

Given these two senior leadership transitions, our approach will be to appoint an Interim Director of Human Resources to ensure appropriate attention is given to each of these important searches.

Deputy Human Resources Director Jay Ratchman joined the City of Appleton in 2004 and has demonstrated his capability in the Human Resources field through collaboration across all City departments as well as leadership within his own department. Given his depth of experience and commitment to the City of Appleton, I am pleased to appoint Mr. Ratchman as Interim Director of Human Resources. He will serve in this capacity until our search is concluded and a new Director is named.

The Human Resources Director search is expected to begin on June 15, 2021.

**RECRUITMENT STATUS REPORT
UPDATES THRU 4/08/2021**

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS	
KIM	Bus Driver	VT	Multiple	6	Application Deadline: 6/27/21. Start date pending for 1 candidate.	
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 6/27/21.	
	Utility Worker – Part Time	VT	4/5/21	1	Application Deadline: 4/25/21	
	Operator I - Stormwater	DPW	4/2/21	1	Internal Application Deadline: 4/11/21.	
	Operator I - Street	DPW	4/3/21	1	Jeff Harvey's 4/2/21 resignation. Internal Application Deadline: 4/18/21.	
	Parking Enforcement Person	DPW	9/10/20	1 + Elig.	Panel Interviews: 4/14/21.	
	HVAC Technician	PRFM	1/5/21	1	Application Deadline: 4/18/21.	
	Account Clerk II	PRFM	12/12/20	1	Stephanie Cheslock start date 4/13/21.	
	Utility Worker	Utilities	12/18/20	1	Anthony Rottier transfer pending on hire of Liquids Operator.	
	Liquids Operator	Utilities	N/A	1	Panel Interviews: 4/16/21.	
	ALLISON	Police Officer	Police	N/A	Elig.	Panel Interviews: 4/7/21, 4/9/21, & 4/12/21.
		Assistant Chief	Police	January 2022	1	Waiting for RTF. One (1) candidate added to eligibility list.
		Community Service Officer (CSO)	Police	1/19/21	N/A	Physical Fitness Testing: 4/10/21.
Administrative Support Specialist		Police	2/19/21	1	Background pending on 1 candidate.	
Forensic Evidence Specialist		Police	4/5/21	1	Application Deadline: 4/11/21.	
Library Assistant – Children's (Sub)		Library	N/A	1	Victoria Staedt start date 4/12/21.	
Diversity, Equity and Inclusion Coordinator		Mayor	1/19/21	1	Mayor Interviews: 4/14/21.	
Health Officer	Health	6/5/21	1	Application Deadline: Open		

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 2

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.
	Help Desk Analyst	IT	8/3/21	1	Overhire request to HR/IT committee.
	Information Technology Director	IT	5/5/21	1	Dean Fox 5/4/21 resignation. Waiting for RTF.
	Human Resources Director	HR	4/3/21	1	Waiting for RTF.
KIM	Parking Operator I	DPW	5/30/20	1	Received RTF – December hire.

TOTAL POSITIONS ON HOLD = 5

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