



Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, September 8, 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

[21-1266](#) Minutes from 8/11/21

Attachments: [Minutes 8-11-21.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-1267](#) Request to approve over hire for Water Plant Instrumentation Technician.

Attachments: [Instrumentation Technician Overhire Request 08-30-21.pdf](#)

[21-0121](#) Discuss Alderperson salaries.

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

[Alderperson Raises Deadline memo HR.IT 2-23-2021.pdf](#)

[2021 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
4/14/21	Human Resources & Information Technology Committee	held
	<i>Alderperson salary item to be held until the 9/8/21 committee meeting</i>	

6. Information Items

[21-1268](#) Recruitment Status Report 9/2/21

Attachments: [RSR thru 9-2-21.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 Ratchman at 832-6427



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, August 11, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-1147](#)

Minutes from 7-28-21

Attachments: [Minutes 7-28-21.pdf](#)

Smith moved, seconded by Hartzheim, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Appearances**

5. **Action Items**

[21-1088](#)

Request to approve Police department table of organization modification to move one Communication Specialist to a newly created Crime Analyst position and move reporting structure for two areas.

Attachments: [Police TO modification memo.pdf](#)

[Police DRAFT 7.21.21.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1146](#)

Request to approve Police to over hire position of Lieutenant for remainder of 2021 and into early 2022.

Attachments: [Police LT over hire request 2021.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1151](#)

Request to approve Fire department to over hire position of Fire Protection Engineer.

Attachments: [Fire Protection Engineer Over Hire.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1145](#)

Request to approve Health Reimbursement Account administrator change to MidAmerica.

Attachments: [PEHP recommendation change memo.pdf](#)
[2021 AndCo RFP Recommendation letter.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

6. Information Items

[21-1179](#)

Health Officer hiring process.

Attachments: [Health Officer Hiring Process.pdf](#)
[Health Officer State of Wisc letter.pdf](#)
[Health Officer email.pdf](#)

This Presentation was received and filed

[21-1148](#)

Changes to Ergonomic Policy

Attachments: [Ergonomics Policy 2021.pdf](#)

This Policy was received and filed

[21-1149](#)

Recruitment Status Report 8/5/21

Attachments: [RSR thru 8-5-21.pdf](#)

This Report was received and filed

7. Adjournment

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith



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

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
920-997-4200 tel.
920-997-3240 fax

TO: Chairperson Denise Fenton and members of the Human Resources Committee
cc: Chairperson Vered Meltzer and members of the Utilities Committee
FROM: Chris Shaw, Utilities Director
DATE: August 30, 2021
RE: *Request to Over Hire – Water Plant Instrumentation Technician*

The incumbent water plant Instrumentation Technician is planning on retiring in January 2022. The position is critical as the instrumentation technician works independently on all of the water plant electronic instruments. This would include flow meters, level indicators, pressure and temperature sensors, analyzers, etc. Maintenance and calibration of the utility's instruments is a requirement under administrative code so that process systems produce reliable data to produce and report out to the State of Wisconsin.

The position is also responsible for several pieces of computer hardware as well as software programs that are used for the plant's Supervisory Control and Data Acquisition (SCADA) system. The current inventory of input/output is ~4500 items. Being able to read and write programming code is an important part of water plant operations and maintenance initiatives.

The incumbent has 15+ years of experience with the water utility servicing all of the aforementioned equipment and software. This is a technically skilled position that requires the incumbent to be fully competent to install, maintain, troubleshoot, document, and repair a wide variety of electronic equipment as well as computer hardware and software. In order for a successful transition to the position's successor, I believe the Utility would benefit from having the incumbent transfer his key institutional knowledge over a four week over hire period.

The financial impact is approximately \$5,400 in wages and will be funded with current vacant salary dollars with the remainder or balance from a budget adjustment. Should you have questions or if you would like to discuss this matter further, please contact Chris Shaw at ph: 920-832-2362.

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



LEGAL SERVICES DIVISION

Office of the City Attorney

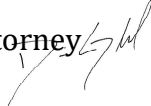
100 North Appleton Street

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.

Aldersperson Salary

Municipality	Population	# of Council/ Board	2021 Salary
Appleton	75,382	15	\$6,221 annually
Green Bay	104,565	12	\$9,887 annually
Fond du Lac	42,909	7	\$5,000 annually, with Council President \$6,000 annually
Manitowoc	32,702	10	\$3,120 annually with i-Pad to keep at end of term
Neenah	25,967	9	\$5,280 annually, with Council President \$6,000 annually
Oshkosh	67,010	7	\$5,000.06 annually, with Council President \$6,500 annually
Sheboygan	48,327	10	\$5720 annually, with Council President \$6720 annually

Population source <https://data.census.gov/cedsci/>

RECRUITMENT STATUS REPORT

UPDATES THRU 9/2/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Operator I - DPW	DPW	8/16/21	1	Application deadline: 9/12/21.
	Operator I - Sanitation	DPW	9/16/21	1	Waiting for RTF.
	Part Time Service Person	DPW	6/7/21	1	Department considering restructure, difficult market to fill PT position.
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Background & references pending on top candidate.
	Arborist	DPW	7/9/21	1	Job offer accepted, start date: 9/20/21.
	Inspector - HVAC	DPW	9/1/21	1	Candidate withdrew. Second interviews pending.
	Administrative Support Specialist (DPW)	DPW	7/29/21	1	Job offer accepted, start date: 9/13/21.
	HVAC Technician	PRFM	1/5/21	1	Application deadline: 9/26/21.
	Recreation Programmer	PRFM	7/29/21	1	Application deadline: 8/29/21.
	ALLISON	Bus Driver	VT	Multiple	8
Part-Time Bus Driver		VT	N/A	N/A	Application deadline: 9/26/21.
Transit Operations Supervisor		VT	8/23/21	1	Panel interviews: 9/8/21.
Police Officer		Police	N/A	3 +Elig.	Backgrounds pending on 1 candidate. Conditional offer extended to 2 candidates. Written test deadline: 9/7/21.
Community Service Officer (CSO)		Police	1/19/21	N/A	Application deadline: Open/Continuous.
Library Page		Library	N/A	N/A	Background & references pending on 2 candidates.
Health Officer		Health	6/5/21	1	Application deadline: Open/Continuous. Background pending on top candidate.
Data Analyst Fellowship		Finance	N/A	1	Application deadline: 9/12/21.
Help Desk Analyst		IT	7/31/21	1	Panel interviews: 9/1/21 & 9/3/21.
HR Generalist		HR	7/22/21	1	Background & references pending on top candidate.
Network Services Assistant		Library	9/2/21	1	Application deadline: 9/6/21.
Fire Protection Engineer		Fire	1/4/22	1	Application deadline: 9/19/21.
Information Technology Director		IT	5/5/21	1	Application deadline: 9/19/21.
LTE – Disease Intervention Specialist/Nurse		Health	N/A	N/A	Application deadline: 9/5/21.
Administrative Assistant - .8FTE		HR	8/26/21	1	Application deadline: 9/12/21.

TOTAL POSITIONS OPEN = 29 TOTAL ELIGIBILITY LISTS = 1

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	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.

TOTAL POSITIONS ON HOLD = 1

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