



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, September 10, 2025

6:30 PM

Council Chambers, 6th Floor

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[25-1058](#) Minutes 8/27/25

Attachments: [8.27.25.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[25-1001](#) Request the Approval of Alderperson Salaries.

Attachments: [Alderperson Salary Adjustment 2025 Attorney Letter.pdf](#)

[Elected Alderperson Salary History.pdf](#)

[Alderperson Comp 2025 Comparable.pdf](#)

Legislative History

8/27/25 Human Resources & Information Technology Committee held
Held until the 9/10/25 meeting.

7. **Information Items**

[25-1061](#) Recruitment Status Report through 9/3/25.

Attachments: [RSR 090325.pdf](#)

8. Adjournment

For any questions contact Kasie Lemerand 920 832 6458



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Human Resources & Information Technology Committee

Wednesday, August 27, 2025

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 3 - Hartzheim, Wolff and Stancil-Martin

Excused: 2 - Jones and Hayden

4. Approval of minutes from previous meeting

[25-0999](#)

Minutes 08/13/25

Attachments: [8.13.25.pdf](#)

Wolff moved, seconded by Stancil-Martin, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Hartzheim, Wolff and Stancil-Martin

Excused: 2 - Jones and Hayden

5. **Public Hearing/Appearances**

6. **Action Items**

[25-1000](#)

Request the Approval of Table of Organization Police Department.

Attachments: [Police revised 8-20-25.pdf](#)

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

Aye: 3 - Hartzheim, Wolff and Stancil-Martin

Excused: 2 - Jones and Hayden

[25-1001](#)

Request the Approval of Alderperson Salaries.

Attachments: [Alderperson Salary Adjustment 2025 Attorney Letter.pdf](#)
[Elected Alderperson Salary History.pdf](#)
[Alderperson Comp 2025 Comparable.pdf](#)

Held until the 9/10/25 meeting.

Hartzheim moved, seconded by Stancil-Martin, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 3 - Hartzheim, Wolff and Stancil-Martin

Excused: 2 - Jones and Hayden

7. Information Items

[25-1002](#)

Police Department Staffing Study Update.

Attachments: [SL and HRIT info item - matrix study memo.pdf](#)
[Police revised 8-20-25.pdf](#)
[Prof Dev Admin DRAFT Lieutenant.pdf](#)

This Presentation was received and filed.

[25-1005](#)

Recruitment Status Report through 8/21/25

Attachments: [RSR 082125.pdf](#)

This Presentation was received and filed.

8. Adjournment

Wolff moved, seconded by Stancil-Martin, that the be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Hartzheim, Wolff and Stancil-Martin

Absent: 2 - Jones and Hayden



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

CITY ATTORNEY'S OFFICE
100 North Appleton Street
Appleton, WI 54911
p: 920.832.6423
f: 920.832.5962
www.appleton.org

TO: Alderperson Sheri S Hartzheim, Chair
Members of the Human Resources / Information Technology Committee

From: Zak Buruin, Assistant City Attorney

Date: August 7, 2025

RE: Alderperson Salary Adjustment
City Attorney File No. A19-0536

Alderperson salaries are reviewed annually to give Council the ability to review and adjust the Alderperson salary for a future Council. On October 2, 2024, the Common Council voted to maintain the \$6,750 annual salary of all Alderpersons, effective April 2025.

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 on whether it wants different salaries for half of the Council, or one across-the-board adjustment for a future Council:

1. *For staggered salaries:* Council may establish salaries for Alderpersons for terms starting in April 2026 (Districts 2, 4, 6, 8, 10, 12, and 14) prior to December 1, 2025, and subsequently establish alderpersons' salaries for terms starting in April 2027 (Districts 1, 3, 5, 7, 9, 11, 13, and 15) prior to December 1, 2026: or,
2. For a single adjustment: establish the salary for all alderpersons seated on the Council in April 2027 prior to December 1, 2025.

As a reminder, changes to the salary amount require a majority vote at the committee level but will ultimately require approval by three-fourths of all members of the council for final approval as required by Wisconsin Statutes §62.09(6)(a).

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

ELECTED ALDERPERSON SALARIES (revised 2024)

| Council Date | Election Year | Salary | Benefits | Notes |
|---------------------|----------------------|----------------------|-----------------|---|
| 9-17-2014 | 2016 | \$5921 | Parking pass | Addition of parking pass and wage 2% increase |
| 11-18-2015 | 2017 | \$5980 | Parking pass | 1% increase. *See note below |
| 10-19-2016 | 2018 | \$6129.50 | Parking pass | 2.5% increase |
| 10-18-2017 | 2019 | No increase | Parking pass | |
| 11-7-2018 | 2020 | No increase | Parking pass | |
| 11-6-2019 | 2021 | \$6221.44 | Parking pass | 1.5% increase |
| n/a (year 2020) | 2022 | \$6221.44 | Parking pass | HR did not get on committee agenda timely. No change to wage. |
| 9-15-2021 | 2023 | \$6750 | Parking pass | |
| 11-16-2022 | 2024 | \$6750 (no increase) | Parking pass | HR committee special session 11/16/2022 |
| 11-15-2023 | 2025 | \$6750 (no increase) | Parking pass | 0% increase |
| 10-2-2024 | 2026 | \$6750 (no increase) | Parking pass | 0% increase |

*An error from 2017 was discovered in August 2024. The Council approved no increase on 11/18/2015 for election year 2017; however, a 1% adjustment was provided, bumping the salary to \$5980. This error was discussed by the HR/IT Committee on September 25, 2024

Alderspersons 2025

| Municipality | Population | # elected | 2025 Salary | 2026 Salary (if known) | 2027 Salary (if known) | Benefits | Expense Account |
|---------------------|-------------------|------------------|---|--|---|---|--|
| Appleton | 74,719 | 15 | \$6,750 | | | Parking pass, EAP | None |
| Eau Claire | 71,230 | 11 | President = \$3,600; District= \$3000; At Large= \$8000 | President = \$12,000 as of 4/2026; District = \$3000 (Will move to \$8000 in 4/2027); At Large = \$8000 | President = \$12,000; all others \$8,000 | \$10/mo cell phone allowance; \$88.43 auto allowance | None |
| Green Bay | 107,395 | 12 | \$10,493 | | | Health, Dental, deferred comp | None |
| Kenosha | 97,079 | 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 |
| La Crosse | 52,680 | 13 | President = \$10,800; others \$8,400 | | | WRS, ICI, Section 125 | Yes - \$300/ month |
| Manitowoc | 34,568 | 10 | \$5,400 | | | City issued iPad, which is kept upon conclusion of term | None |
| Neenah | 27,453 | 9 | President = \$6,264; others \$5,544 | | | None | None |
| Menasha | 18,069 | 8 | President = \$5,808; others \$5,508 | | | None | None |

| | | | | | | | |
|-------------|--------|---------------------------------|--|---------|--|------|---|
| Oshkosh | 66,184 | 5 council, 1 deputy mayor | \$5,000 | | | None | None |
| Sheboygan | 49,686 | 10 | President = \$7,327; others \$6,327 | | | None | None |
| Wausau | 39,968 | 11 | \$5,355 | | | None | None |
| West Bend | 31,886 | 8 | \$4,236 | \$4,236 | \$5,720 with expense allowance of \$50/month | None | \$30/month |
| De Pere | 25,348 | 8 | \$7,948 | \$8,186 | | EAP | \$750 device stipend each election or re- election |
| Fond du Lac | 44,678 | 7 | President = \$6000; others \$5,000 | | | None | None |

Updates thru 9/3/25

| HR Generalist | Position | Dept. | Date of Vacancy | Open Date | # of Openings | Status |
|----------------------|---|-----------|----------------------|---------------|---|--|
| Vanessa | Operator I - Sanitation | DPW | 7/8/2025 | 6/18/2025 | 2 | Panel interviews: 9/3/25. Application deadline: 9/21/25. |
| | Operator I - Forestry | DPW | 8/2/2025 9/1/25 | 7/30/2025 | 2 | Panel interviews: 9/3/25. Application deadline: 9/21/25. |
| | City Surveyor | DPW | 9/3/2025 | 8/11/2025 | 1 | Application deadline extended: 9/7/25. |
| | Parking Enforcement Specialist | DPW | NA | 9/3/2025 | 1 | Application deadline: 9/14/25. |
| | Master Electrician | P&R | 9/15/2025 | 8/26/2025 | 1 | Application deadline: 9/14/25. |
| | FT Utility Worker | VT | 8/19/2025 | 8/26/2025 | 1 | Application deadline: 9/14/25. |
| Morgan | Bus Driver Full-time & Part-time | VT | NA | NA | NA* | Application deadline: Open. Medical pending on 1 candidates. |
| | Police Officer | Police | NA | N/A | 2+Elig. | Application deadline: 9/14/25. PFC Interviews: 9/22/25. Backgrounds pending on 2 candidates. |
| | Assistant Police Chief | Police | NA | 07/11/25 | 1 | Internal Application Deadline: 9/1/25. PFC Interviews: 11/17/25. |
| | Captain | Police | NA | 06/01/25 | 1 | PFC Interviews: 9/22/25. |
| | Lieutenant | Police | NA | 06/01/25 | 1 | PFC Interviews: 11/24/25. |
| | Community Service Officer | Police | 8/30/2024 | 2/19/2025 | 3 | Background pending on 1 candidates. Job offers accepted by 2 candidates; start dates: 9/2/25 and 9/9/25. |
| | Account Clerk I | Finance | 6/31/2025 | N/A | 1 | Panel interviews: 9/5/25. |
| | Enterprise Accounting Manager | Finance | 10/2/2025 | 8/14/2025 | 1 | Application deadline: 9/7/25. |
| | Library Assistant - Technology Learning & Innovation PT | Library | NA | 8/26/2025 | 1 | Application deadline: 9/14/25. |
| | Total Positions Open: | | | | | 19 |
| On Hold | Position | Dept. | Date of Vacancy | # of Openings | Status | |
| Vanessa | Engineering Technician | DPW | 10/4/24 & 3/14/25 | 2 | Position on hold. | |
| | Water Treatment Specialist | Utilities | 8/22/2025 | 1 | Position on hold, request to fill needed. | |
| Morgan | Library Assistant - Public Services (Sub) | Library | 8/19/2025 | 1 | Position on hold. | |
| Total On Hold | | | | 4 | | |

*Will continue to fill Bus Driver vacancies as needed.