



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, June 12, 2024

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

4. Approval of minutes from previous meeting

[24-0728](#)

Minutes 5/15/24.

Attachments: [Minutes 5.15.24.pdf](#)

Croatt moved, seconded by Hartzheim, that the meeting minutes be approved.

Roll call. Motion carried by the following vote:

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0340](#)

Resolution #3-R-24 Environmental Education Resolution

Attachments: [#3-R-24 Environmental Education Resolution.pdf](#)

[Memo RE 3.R.24 Environmental Education.pdf](#)

Moved to hold indefinitely.

Hartzheim moved, seconded by Croatt, that the Report Action Item be held indefinitely.

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0731](#)

Request to Approve Metafile Conversion for \$43,571.

Attachments: [2024 Request to Approve \\$43,571 for Metafile Conversion.pdf](#)

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0729](#)

Request to add 1.0 FTE Environmental Health Technician Position.

Attachments: [Health Re-org 2024 Memo.pdf](#)

[Health Re-org 2024 JD.pdf](#)

[Health TO Update TO.pdf](#)

[OperationsSupervisorHealth.pdf](#)

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0730](#)

Request to Increase Public Health Nursing FTE from 4.0 to 4.1.

Attachments: [Nursing TO Change 2024.pdf](#)

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0742](#)

Police Department Table of Organization Modification Request and Addition of Police Officer Position.

Attachments: [APD Reorg Memo 2024.pdf](#)

[APD reorg TO 2024.pdf](#)

[APD Reorg Traffic Report.pdf](#)

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

7. Information Items

[24-0732](#)

Valley Transit Service Modifications.

Attachments: [VT Public Hearing Notice for June 04 2024 \(2\).pdf](#)

This Presentation was received and filed

[24-0733](#)

HR Director Report.

This Presentation was received and filed

[24-0764](#)

Vehicle Usage Policy Update

Attachments: [Vehicle Usage Policy Edits 2.16.24.docx](#)

This Presentation was received and filed

[24-0734](#)

Recruitment Status Report through 6/5/24.

Attachments: [RSR 6.5.24.pdf](#)

This Presentation was received and filed

8. Adjournment

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim