



# City of Appleton

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

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, August 28, 2024

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 3 - Jones, Croatt and Hartzheim

**Excused:** 2 - Van Zeeland and Hayden

4. Approval of minutes from previous meeting

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

**Aye:** 3 - Jones, Croatt and Hartzheim

**Absent:** 2 - Van Zeeland and Hayden

[24-1100](#)

Minutes 8/14/24.

**Attachments:** [Minutes 8.14.24.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-1102](#)

Wastewater Treatment Plant Table of Organization Change Proposal

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

[WW TO JD Update 2024.pdf](#)

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

**Aye:** 3 - Jones, Croatt and Hartzheim

**Absent:** 2 - Van Zeeland and Hayden

[24-1101](#)

Approval of Alderperson Salaries.

**Attachments:** [Alderperson Comp 2024 Attorney Ltr.pdf](#)  
[Alderperson Comp 2024 Comparable.pdf](#)  
[Alderperson Comp 2024 History.pdf](#)

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

**Aye:** 3 - Jones, Croatt and Hartzheim

**Absent:** 2 - Van Zeeland and Hayden

[24-1095](#)

Generative AI Policy.

**Attachments:** [Generative AI Technology Policy S&B 2024.docx](#)

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

**Aye:** 3 - Jones, Croatt and Hartzheim

**Absent:** 2 - Van Zeeland and Hayden

## 7. Information Items

[24-1091](#)

Fall Protection Policy Update.

**Attachments:** [Fall Protection Policy S&B 5-16-24.docx](#)

[24-1096](#)

Security Badge Access Policy Update.

**Attachments:** [Security Card Access Key-Identification Badge and Visitor Security  
Policy SB 2024.doc](#)

[24-1097](#)

Privacy Policy Update.

**Attachments:** [Privacy Policy Draft S&B 2024.docx](#)

[24-1098](#)

Workplace Violence Policy Update.

**Attachments:** [Workplace Violence S&B 2024.docx](#)

[24-1103](#)

Fringe Benefit Policy for Full/Part Time Update.

**Attachments:** [Fringe Benefit Policy Part-Time S&B 08.2024.pdf](#)  
[Fringe Benefit Policy 2024 - draft S&B 08.2024.pdf](#)

[24-1144](#)

COBRA Policy

**Attachments:** [COBRA Policy complete strike 8 2024.pdf](#)

[24-1104](#)

FMLA Policy Update.

**Attachments:** [Family Medical Leave Act S&B 08.2024.pdf](#)

[24-1099](#)

Recruitment Status Report through 8/22/24.

**Attachments:** [RSR 8.22.24.pdf](#)

8. Adjournment

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

**Aye:** 3 - Jones, Croatt and Hartzheim

**Absent:** 2 - Van Zeeland and Hayden