



# City of Appleton

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

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, April 23, 2025

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:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

4. Approval of minutes from previous meeting

[25-0399](#)

Minutes 12/11/2024.

**Attachments:** [Minutes 12.11.24.pdf](#)

**Jones moved, seconded by Hayden, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0400](#)

Request to Elect Vice Chair.

**Aldersperson Wolff nominated as Vice-Chair.**

**Aye:** 3 - Hayden, Wolff and Stancil-Martin

**Nay:** 2 - Hartzheim and Jones

[25-0401](#)

Request to Set Meeting Date and Time.

**Meeting date and time will remain Wed. at 6:30 PM.**

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

[25-0402](#)

Request to Designate Contact Person.

**Contact person will be Kasie Lemerand, Dir. Ratchman will be backup.**

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

[25-0403](#)

Request to Approve Changes to the CED Table of Organization.

**Attachments:** [ComDev\\_AdministrativeReorganization\\_Memo.pdf](#)  
[ComDev\\_TO\\_AdminReorg.pdf](#)  
[Administrative&AccountingServicesSpecialist\\_JD\\_Final.pdf](#)

*ComDev not CED.*

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

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

[25-0404](#)

Request to Approve Social Media Policy.

**Attachments:** [Social Media Policy.pdf](#)

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

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

[25-0405](#)

Request to Approve Changes to the Fringe Benefits Policy.

**Attachments:** [Fringe Benefit Policy 11.2024 S&B.pdf](#)

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

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin

## 7. Information Items

[25-0406](#)

ERP Conversion Update.

**Attachments:** [2025 ERP Conversion Update.pdf](#)  
[C Popp Email Follow Up .pdf](#)

**This Presentation was received and filed**

[25-0407](#)

APD Staffing Study Update.

**This Presentation was received and filed**

[25-0408](#)

Valley Transit Staffing Update.

**This Presentation was received and filed**

[25-0409](#)

Fire Negotiations.

**This Presentation was received and filed**

[25-0410](#)

Recruitment Status Report through 4/17/2025.

**Attachments:** [RSR 041725.pdf](#)

**This Presentation was received and filed**

8. Adjournment

**Hayden moved, seconded by Wolff, that the meeting be adjourned. Roll Call.  
Motion carried by the following vote:**

**Aye:** 5 - Hartzheim, Jones, Hayden, Wolff and Stancil-Martin