



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, May 14, 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:** 4- Hartzheim, Hayden, Wolff, Stancil-Marin

**Excused-** Jones

4. Approval of minutes from previous meeting

[25-0481](#)

Minutes 04/23/25

**Attachments:** [4.23.25.pdf](#)

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Absent:** 1 - Jones

5. Public Hearing/Appearances

6. Action Items

[25-0483](#)

Request the Approval of Department of Public Works Parking Re-organization.

**Attachments:** [Parking Memo.pdf](#)  
[Parking TO.pdf](#)  
[Parking Enforcement Lead.pdf](#)

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Excused:** 1 - Jones

[25-0484](#)

Request the Approval of Finance Department of Re-organization.

**Attachments:**     [Finance Dept Staffing memo.pdf](#)  
[Finance Department TO.pdf](#)  
[Finance Customer Service Supervisor Job Description - Final.pdf](#)  
[Finance Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Excused:** 1 - Jones

[25-0485](#)

Request the Approval of Side Letter Agreement with Teamsters Local Union #662.

**Attachments:**     [VT Side Letter Memo.pdf](#)  
[VT Shop Foreperson JD.pdf](#)

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Excused:** 1 - Jones

[25-0486](#)

Request the Approval of Backup Internet Circuit.

**Attachments:**     [2025 Recommendation to Approve Backup Internet Circuit.pdf](#)

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Excused:** 1 - Jones

## **7. Information Items**

[25-0487](#)

Recruitment Status Report through 5/8/2025.

**Attachments:**     [RSR 050825.xlsx](#)

**This Presentation was received and filed.**

## **8. Adjournment**

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

**Aye:** 4 - Hartzheim, Hayden, Wolff and Stancil-Martin

**Absent:** 1 - Jones