



City of Appleton

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

Meeting Agenda - Final-revised Human Resources & Information Technology Committee

Wednesday, January 14, 2026

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[26-0033](#) Minutes 12/11/2025.

Attachments: [12.10.25.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[26-0034](#) Request to Approve the updated Salary Administration Policy.

Attachments: [Salary Administration Policy S&B 2026.pdf](#)

[26-0039](#) Request for Approval to create a new position of Valley Transit Administrative Support Specialist.

Attachments: [Memorandum to HR and Council for Admin Support Specialist \(1\).pdf](#)
[VT Administrative Support Specialist.pdf](#)

[26-0035](#) Request to Approve Sole Source Emergency Notification System.

Attachments: [2025 Recommendation to Sole Source City Hall Emergency Response System.](#)
[ACHCE010526.pdf](#)
[NCI Sole Source.pdf](#)
[SoleSource Request Form.pdf](#)

7. Information Items

[26-0036](#) Creation of Part-Time (non-benefit eligible) Valley Transit Recruitment Sourcing Coordinator Position.

Attachments: [VT Recruitment Sourcing Coordinator Memo.pdf](#)
[VT Recruitment Sourcing Coordinator JD.pdf](#)

[26-0037](#) Website Traffic Highlights and Emerging Resident Engagement Trends.

Attachments: [HR IT Committee Memo Website Traffic \(002\).pdf](#)

[26-0038](#) Recruitment Status Report through 1/08/2026.

Attachments: [RSR 010826.pdf](#)

8. Adjournment

For any questions contact Kasie Lemerand 920 832 6458