



City of Appleton

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

Meeting Minutes - Final 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

Present: 4 - Hartzheim, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden

4. Approval of minutes from previous meeting

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

Attachments: [12.10.25.pdf](#)

Hartzheim moved, seconded by Stancil Martin to amend the Minutes to reflect that Alderperson Jones attended the meeting virtually. Motion passed 4-0.

Hartzheim moved, seconded by Stancil-Martin, that the Minutes be recommended for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden

5. Public Hearing/Appearances

6. Action Items

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

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

This Report Action Item was unanimously recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden

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](#)

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

Aye: 4 - Hartzheim, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden

26-0035 Request to Approve Sole Source Emergency Notification System.

Attachments: [2025 Recommendation to Sole Source City Hall Emergency Response System.pdf](#)

[ACHCE010526.pdf](#)

[NCI Sole Source.pdf](#)

[SoleSource Request Form.pdf](#)

Jones 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, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden

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](#)

This Presentation was received and filed

26-0037 Website Traffic Highlights and Emerging Resident Engagement Trends.

Attachments: [HR_IT Committee Memo_Website Traffic_\(002\).pdf](#)

This Presentation was received and filed

26-0038 Recruitment Status Report through 1/08/2026.

Attachments: [RSR 010826.pdf](#)

This Presentation was received and filed

8. Adjournment

Wolff moved, seconded by Stancil-Martin, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Wolff, Jones and Stancil-Martin

Excused: 1 - Hayden