



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/Apearances

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 Rcruitment 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