



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Human Resources Committee

---

Monday, November 24, 2014

5:15 PM

Council Chambers, 6th Floor

---

**THIS MEETING IS REVISED TO MEET EARLIER AT 5:15**

1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Alderperson Konetzke, Alderperson Trauger, Alderperson Croatt,  
Alderperson Garb and Alderperson Spears

3. Approval of minutes from previous meeting

[14-1884](#)

Minutes from 10-20-14

**Attachments:** [Minutes 10-20-14.pdf](#)

**Alderperson Garb moved, seconded by Alderperson Trauger, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Trauger, Alderperson Croatt and Alderperson Garb

**Absent:** 1 - Alderperson Spears

**Abstained:** 1 - Alderperson Konetzke

4. **Public Hearings/Appearances**

5. **Action Items**

[14-1999](#)

Request to approve table of organization changes for Parks, Recreation & Facilities Management. New Golf Course Clubhouse Supervisor to report directly to Golf Course Superintendent. Create Deputy Director position upon vacancy of Parks Planner/Liaison position. Change two seasonal recreational positions to two part-time Recreation Coordinator positions.

**Attachments:** [Park Rec & Facility reorg 11-24-14.pdf](#)

*Meeting went into Recess Meeting reconvened.*

*Short pause in meeting. Ald. Konetzke received notice that no audio/video was transmitting online.*

*Aldersperson Spears arrived at 5:22pm.*

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

**Aye:** 5 - Aldersperson Konetzke, Aldersperson Trauger, Aldersperson Croatt, Aldersperson Garb and Aldersperson Spears

[14-2000](#)

Request to approve change in supervisor report for an Administrative Support Specialist at police to a Lieutenant position.

**Attachments:** [APD Reorganziation memo.pdf](#)

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

**Aye:** 5 - Aldersperson Konetzke, Aldersperson Trauger, Aldersperson Croatt, Aldersperson Garb and Aldersperson Spears

[14-2006](#)

Request to approve Valley Transit reorganization to replace a full time Operations Supervisor with two full time Road Supervisor positions.

**Attachments:** [VT reorg 11-24-14.pdf](#)

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

**Aye:** 5 - Aldersperson Konetzke, Aldersperson Trauger, Aldersperson Croatt, Aldersperson Garb and Aldersperson Spears

## 6. Information Items

[14-2001](#)

HR working action agenda 11-24-14

**Attachments:** [HR Committee Working Action Agenda 11-24-14.xls](#)

**This Presentation was received and filed**

[14-1996](#) Recruitment Status Report 11-20-14

**Attachments:** [RSR thru 11-21-14.doc](#)

**This Presentation was received and filed**

[14-1883](#) Director Update on Policy Questions raised at 10/20/2014 meeting:  
Blood Borne Pathogens  
References, Backgrounds and Polygraphs  
Card Access Key and Identification Badge Policy

**This Presentation was received and filed**

[14-1997](#) Changes to Flag Lowering Policy

**Attachments:** [Flag Lowering Policy.pdf](#)

**This Presentation was received and filed**

[14-1998](#) Changes to Record Retention Policy

**Attachments:** [Record Retention Policy.pdf](#)

**This Presentation was received and filed**

[14-2002](#) Changes to the Seasonal Employment policy.

**Attachments:** [Seasonal Employment 11-24-14.pdf](#)

**This Presentation was received and filed**

[14-2003](#) Changes to Employee Status policy.

**Attachments:** [Employee Status policy 11-24-14.pdf](#)

**This Presentation was received and filed**

[14-2004](#) Changes to the Fringe Benefits and Salary Administration for Part Time policy.

**Attachments:** [Fringe Benefit Policy for Part-time 11-24-14.pdf](#)

**This Presentation was received and filed**

## 7. Adjournment

**Aldersperson Croatt moved, seconded by Aldersperson Garb, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Aldersperson Konetzke, Aldersperson Trauger, Aldersperson Croatt, Aldersperson Garb and Aldersperson Spears