



City of Appleton

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

Meeting Agenda - Final Human Resources Committee

Monday, November 9, 2015

5:00 PM

Council Chambers, 6th Floor

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

[15-1858](#) Minutes from 10-26-15

Attachments: [Minutes 10-26-15.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[15-1637](#) Request to approve the Aldermanic salary for the election year 2017.

Attachments: [Elected Alderperson Salaries 11-26-15.pdf](#)
[Alderperson community salary schedules.pdf](#)
[Alderperson community salary schedules #2.pdf](#)

Legislative History

10/12/15	Human Resources Committee	held
10/26/15	Human Resources Committee	recommended for approval
	<i>No increase for 2017</i>	
11/4/15	Common Council	referred to the Human Resources Committee
	<i>A motion was made by Alderperson Meltzer, seconded by Alderperson Lobner to amend this item.</i>	
	<i>Amendment No. 1 (Meltzer): Amend this item to increase the alderperson salary by 5% for the election year 2017.</i>	
	<i>A vote was taken on the amendment and failed. This item was then referred back to the Human Resources Committee by Alderperson Baranowski.</i>	

6. Information Items

[15-1882](#)

Recruitment Status Report 11-06-15

Attachments: [RSR thru 11-6-15.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Agenda questions contact Director Behnke at 920-832-6426 or Chairperson Konetzke at 920-427-1868 or district3@appleton.org



City of Appleton

100 North Appleton Street
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Meeting Minutes Human Resources Committee

Monday, October 26, 2015

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership

Alderson Meltzer arrived at 5:03

Present: 5 - Alderson Konetzke, Alderson Baranowski, Alderson Meltzer,
Alderson Spears and Alderson Williams

3. Approval of minutes from previous meeting

[15-1793](#)

Minutes from 10-12-15

Attachments: [Minutes 10-12-15.pdf](#)

**Alderson Spears moved, seconded by Alderson Williams, that the
Minutes be approved. Roll Call. Motion carried by the following vote:**

Aye: 4 - Alderson Konetzke, Alderson Baranowski, Alderson Spears and
Alderson Williams

Absent: 1 - Alderson Meltzer

4. Public Hearings/Appealances

5. Action Items

[15-1637](#)

Request to approve the Aldermanic salary for the election year 2017.

Attachments: [Elected Alderson Salaries 11-26-15.pdf](#)
[Alderson community salary schedules.pdf](#)
[Alderson community salary schedules #2.pdf](#)

No increase for 2017

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

Aye: 4 - Alderson Konetzke, Alderson Baranowski, Alderson Spears and
Alderson Williams

Nay: 1 - Alderson Meltzer

6. Information Items

[15-1792](#)

Informational update on Medical Plan, Affordable Care Act and Nearsite Clinic by Greg Biese of Associated Financial Group.

Attachments: [Insurance Update 10-25-15.pdf](#)

This Presentation was received and filed

Present: 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer, Alderperson Spears and Alderperson Williams

[15-1794](#)

Recruitment Status Report 10-23-15

Attachments: [RSR thru 10-23-15.pdf](#)

This Presentation was received and filed

7. Adjournment

Alderperson Spears moved, seconded by Alderperson Williams, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer, Alderperson Spears and Alderperson Williams

ELECTED ALDERPERSON SALARIES

Council Date	Election Year	Salary	Benefits	Notes
11-07-2001	2002	No increase		
11-07-2001	2003	\$5636 – 3%		
10-16-2002	2004	No increase		
10-16-2002	2005	No increase		
12-03-2003	2006	No increase		
10-19-2005	2007	No increase		
11-01-2006	2008	No increase		
01-21-2008	2009	\$5805 – 3%		
07-02-2009	2010	No increase		
07-02-2009	2011	No increase		
10-20-2010	2012	No increase		
01-04-2012	2013	No increase		
03-20-2013	2014	No increase		
11-20-2013	2015	No increase	5.12% increase with parking pass	Added Parking passes \$297 annual (\$33@9months) effective with the April, 2015 election
9-17-2014	2016	\$5921 – 2%	6.89% increase with parking pass	Parking Pass \$408 annual (\$33@6 months & \$35@6 months)

Municipality	City Population 2013	Benefits	Yearly	Effective Date		Expenses	# Council/B oard
Appleton, City of	72,623	None	\$5,805.00	2009		Parking effective April 2015	15
DePere, City of	24,359	None	\$6,392.00	2014		Reimbursement actual expenses	8
			\$6,520.00	2015			
Fond du Lac, City of	42,970	None	\$5,000.00	2014			7
			\$6,000.00	2015	President		
Green Bay, City of	104,779		\$9,887.00	2008		Health/Dental 50% pro-rated, Flex, WRS EE and city both pay	12
Kaukauna, City of	15,725	None	\$3,600.00	2005		\$75 per diem per day plus mileage	8
LaCrosse, City of	51,522		\$2,400.00	2014		\$1,800 for expenses Eligible for Flex Program	17
			Additional \$1300		President		
Manitowoc, City of	33,335	None	\$3,120.00	2007		Mileage for conferences	10
						\$2920 for committee work/\$45 reg.&special meeting plus \$100 per diem per day	10
Marshfield, City of	18,750		\$4,568.00	2000		\$60.00/ meeting and mileage for any training	8
Menasha, City of	17,588	None	\$5,190.00	2014			
			\$5,490.00		President		
Neenah, City of	25,892	None	\$4,075.00	2014		Council President-\$50/month	9
			\$4,475.00	2015			
			\$4,800.00	2016			
Oshkosh, City of	66,778	None	\$3,750.00	2009		None	7
Racine, City of	78,199		\$6,900.00	2013		None	15
Sheboygan, City of	48,725	None	\$4,468.16	2014			16
Sun Prairie, City of	30,871	None	\$6,500.00	2006		none	8
Waukesha, City of	71,016		\$6,500.00	2014		Deferred Comp at own expense	15
			\$7,000.00	2016			
Wausau, City of	39,309	None	\$5,355.00	2006		None	11
Counties							
Calumet County	49,617		Per Diem	2014		County Board:>5hrs \$100<5hrs\$80 Committee Meetings: \$60 Eligible for Insc. Own expense	21
Outagamie County	180,335	None	\$5,000.00	2004		\$25/day for meetings	36
			\$13,000.00		Board Chair		
			\$6,500.00		Vice-Chair		
Winnebago County	169,541		\$5,000.00	2007	Chair	\$44/committee mtgs < 4 hrs. \$66/committee mtgs >4hrs.	36
			\$2,500.00		Vice Chair	\$66/committee mtgs >4 hrs.	
					All Members	\$66/County Board Meetings	
						Life insurance 2X salary/ 1/2 to WRS and eligible insurance at own expense	
Waukesha	393,843		\$9,536.00	2007			25
2013 Population Estimates for Cities & Counties							

Elected Officials Compensation and Benefits

Q1 What is the name of your municipality?

Answered: 14 Skipped: 0

#	Responses	Date
1	City of De Pere	10/21/2015 3:08 PM
2	City of Oshkosh	10/21/2015 1:31 PM
3	Outagamie County	10/21/2015 11:05 AM
4	City of Oak Creek	10/20/2015 8:51 AM
5	CITY OF WEST ALLIS	10/19/2015 1:49 PM
6	City of Kaukauna	10/19/2015 10:13 AM
7	City of Menasha	10/18/2015 8:46 AM
8	Waukesha County	10/16/2015 2:19 PM
9	City of Fond du Lac	10/16/2015 12:31 PM
10	City of Kenosha	10/16/2015 10:48 AM
11	Winnebago County	10/16/2015 8:40 AM
12	City of Eau Claire	10/16/2015 8:38 AM
13	Calumet County	10/15/2015 5:42 PM
14	City of Green Bay	10/15/2015 4:27 PM

Elected Officials Compensation and Benefits

Q2 What is the current (2015) population of your municipality?

Answered: 14 Skipped: 0

#	Responses	Date
1	24180	10/21/2015 3:08 PM
2	66083	10/21/2015 1:31 PM
3	182,006	10/21/2015 11:05 AM
4	35,000	10/20/2015 8:51 AM
5	~60,000	10/19/2015 1:49 PM
6	15,462	10/19/2015 10:13 AM
7	17,550	10/18/2015 8:46 AM
8	393,000	10/16/2015 2:19 PM
9	43,021	10/16/2015 12:31 PM
10	99,600	10/16/2015 10:48 AM
11	166,994	10/16/2015 8:40 AM
12	65,000+	10/16/2015 8:38 AM
13	49715	10/15/2015 5:42 PM
14	104,057	10/15/2015 4:27 PM

Elected Officials Compensation and Benefits

Q3 How many Elected Officials (e.g., Alderpersons/County Board Members) do you currently have?

Answered: 13 Skipped: 1

#	Responses	Date
1	8	10/21/2015 3:25 PM
2	7	10/21/2015 2:16 PM
3	36	10/21/2015 11:06 AM
4	10 alderpersons (in addition to the Mayor, Municipal Judge and City Attorney)	10/19/2015 1:51 PM
5	8 Alderpersons	10/19/2015 10:17 AM
6	8	10/18/2015 8:48 AM
7	12	10/16/2015 4:28 PM
8	25	10/16/2015 2:20 PM
9	7	10/16/2015 12:32 PM
10	17	10/16/2015 10:54 AM
11	36 County Board Supervisors	10/16/2015 9:27 AM
12	11	10/16/2015 8:40 AM
13	21	10/16/2015 8:17 AM

Elected Officials Compensation and Benefits

Q4 What is the annual salary for your Elected Officials (Alderperson/County Board Member)? In what year was this salary set?

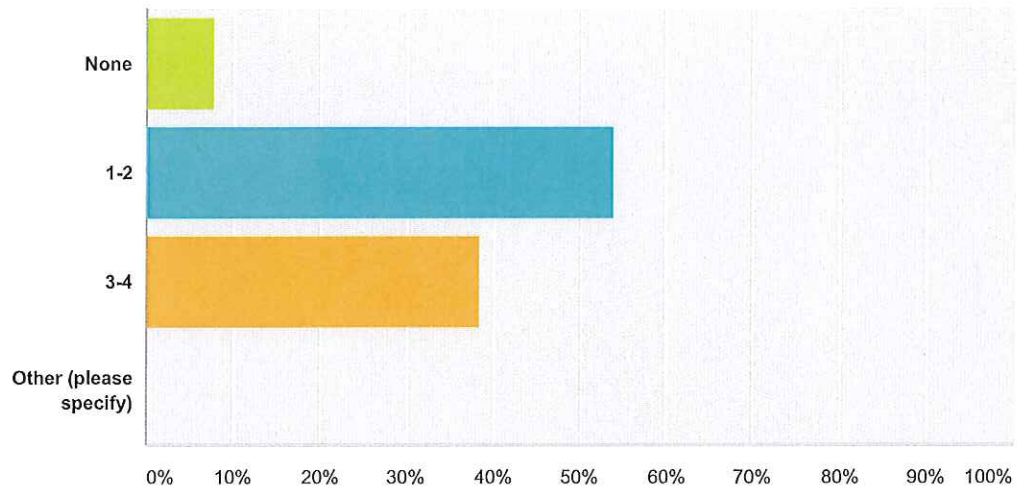
Answered: 13 Skipped: 1

#	Responses	Date
1	6392; Set 1/2/2013 for 5/1/2015	10/21/2015 3:25 PM
2	3750.00	10/21/2015 2:16 PM
3	\$5000	10/21/2015 11:06 AM
4	\$7,384.00/year (effective for 2 - 4 year terms, 4/17/12 thru 4/20/20)	10/19/2015 1:51 PM
5	\$3,600 - 2005 Will go to \$4,200 April 19, 2016	10/19/2015 10:17 AM
6	5,190	10/18/2015 8:48 AM
7	\$9,887	10/16/2015 4:28 PM
8	9,536 2005	10/16/2015 2:20 PM
9	\$5,000; \$6,000 President; 2013	10/16/2015 12:32 PM
10	Current \$5,500 (set in 1998); \$6,000 (eff. April 2016)	10/16/2015 10:54 AM
11	0 - only per diem pay for most board members	10/16/2015 9:27 AM
12	Council members- \$3000 annually, President -\$3600 annually	10/16/2015 8:40 AM
13	No Annual Salary - Paid Per Diem: Cty Bd Mtg (up to 5 hours)-\$80/mtg; Cty Bd Mtg (Excess of 5 hours)-\$100/mtg; Meetings, conventions, seminars -\$60/mtg; Committee Mtg-\$60/mtg	10/16/2015 8:17 AM

Elected Officials Compensation and Benefits

Q5 On average, how many committees does each Elected Official serve on each year?

Answered: 13 Skipped: 1



Answer Choices	Responses	
None	7.69%	1
1-2	53.85%	7
3-4	38.46%	5
Other (please specify)	0.00%	0
Total		13

Elected Officials Compensation and Benefits

Q6 Does an Elected Official receive additional compensation if he/she takes on additional duties (e.g., serving as Committee Chairperson or as the Council President)? If yes, please provide details.

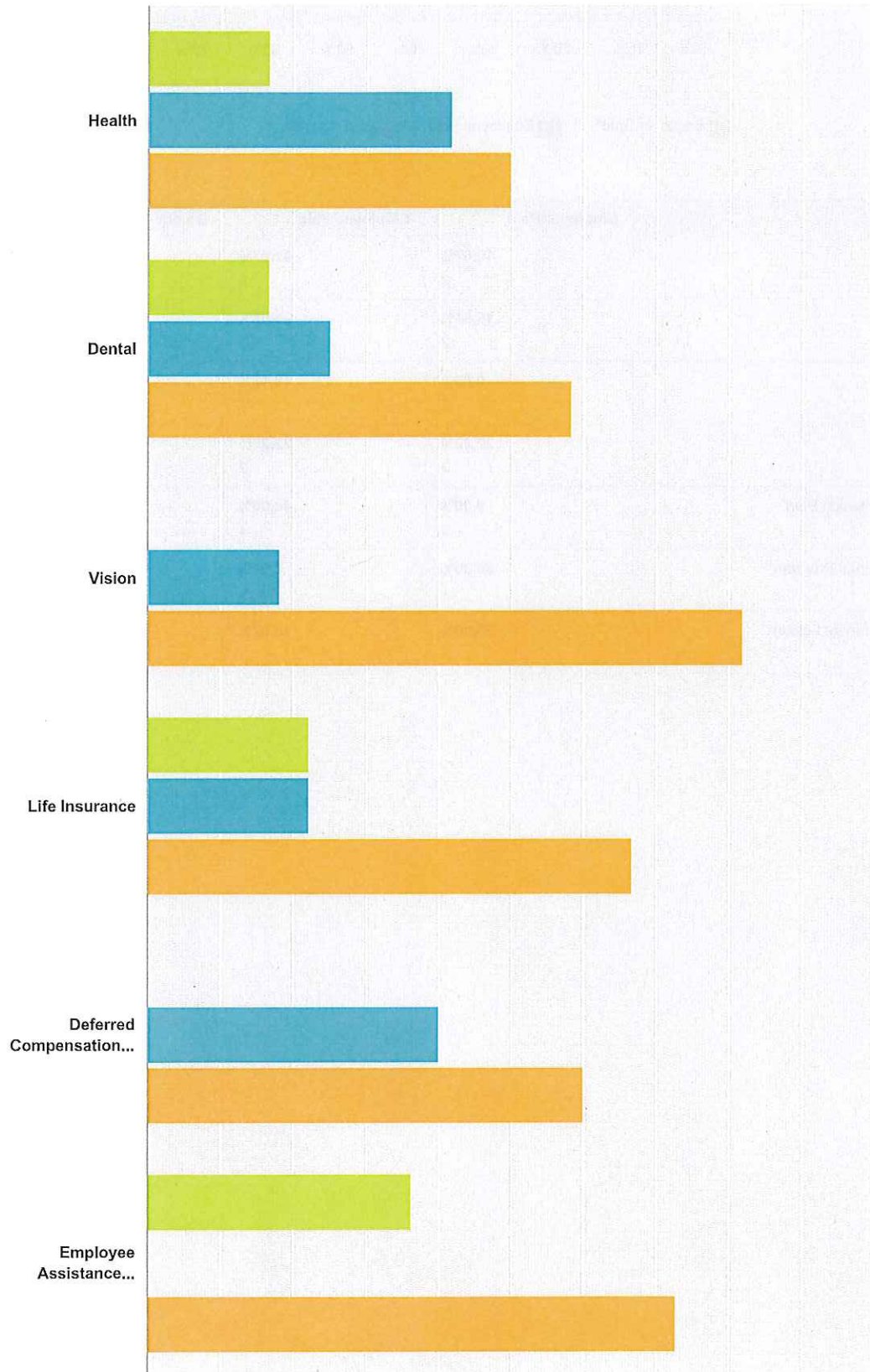
Answered: 13 Skipped: 1

#	Responses	Date
1	NA	10/21/2015 3:27 PM
2	not to my knowledge.	10/21/2015 2:19 PM
3	Yes, Board Chair and Vice Chair	10/21/2015 11:07 AM
4	no	10/19/2015 1:52 PM
5	Yes - Board of Public Works Chairman	10/19/2015 10:25 AM
6	Council President - +\$300 per year	10/18/2015 8:49 AM
7	No	10/16/2015 4:29 PM
8	no	10/16/2015 2:20 PM
9	No	10/16/2015 12:33 PM
10	\$100/day when appointed as acting Mayor, otherwise no add'l comp for extra duties	10/16/2015 10:56 AM
11	Yes. Board Chair receives \$5,000 per year and vice-chair receives \$1500 in addition to per diems.	10/16/2015 9:40 AM
12	no	10/16/2015 8:42 AM
13	no	10/16/2015 8:17 AM

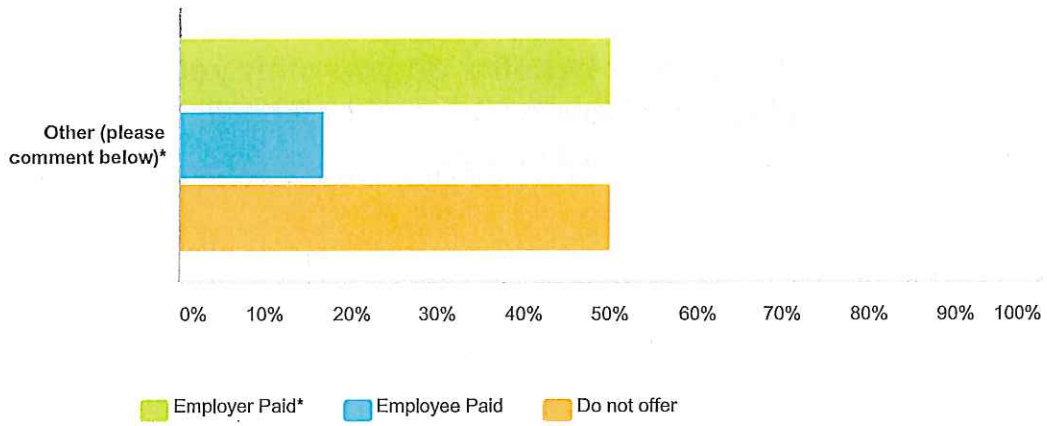
Elected Officials Compensation and Benefits

Q7 What other benefits do you offer your Elected Officials (Council or Board Members)?

Answered: 12 Skipped: 2



Elected Officials Compensation and Benefits

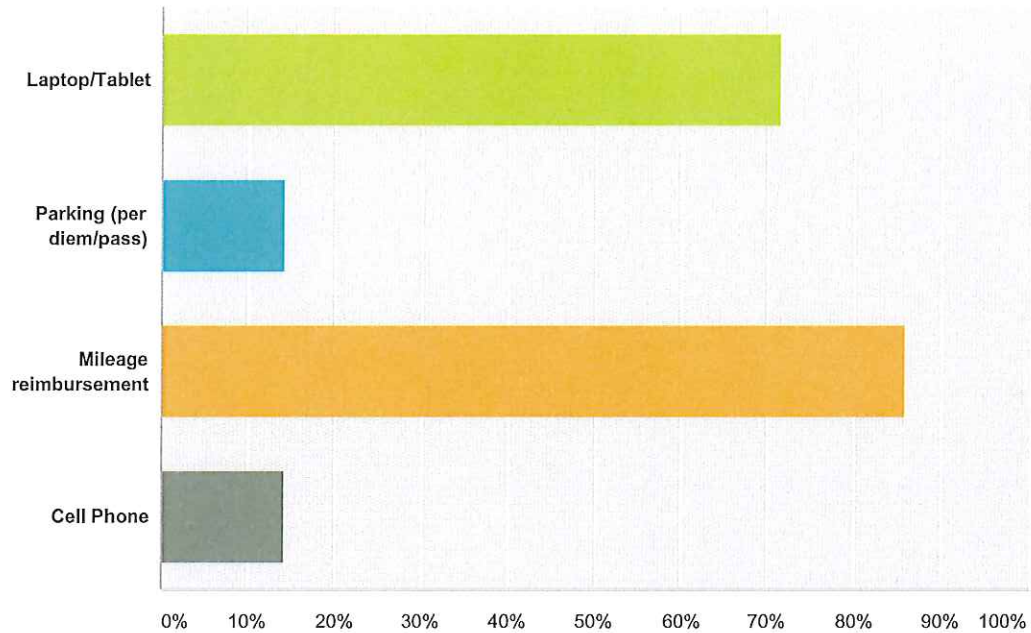


	Employer Paid*	Employee Paid	Do not offer	Total Respondents
Health	16.67% 2	41.67% 5	50.00% 6	12
Dental	16.67% 2	25.00% 3	58.33% 7	12
Vision	0.00% 0	18.18% 2	81.82% 9	11
Life Insurance	22.22% 2	22.22% 2	66.67% 6	9
Deferred Compensation Plan	0.00% 0	40.00% 4	60.00% 6	10
Employee Assistance Program	36.36% 4	0.00% 0	72.73% 8	11
Other (please comment below)*	50.00% 3	16.67% 1	50.00% 3	6

Elected Officials Compensation and Benefits

Q8 What other benefits do you provide to your Elected Officials? Check all that apply.

Answered: 7 Skipped: 7



Answer Choices	Responses	
Laptop/Tablet	71.43%	5
Parking (per diem/pass)	14.29%	1
Mileage reimbursement	85.71%	6
Cell Phone	14.29%	1
Total Respondents: 7		

Elected Officials Compensation and Benefits

Q9 What is the approximate annual value of each of these benefits (from the previous question) (e.g., Laptop, \$600). If no additional benefits are provided, please skip this question.

Answered: 5 Skipped: 9

Answer Choices	Responses
Laptop/Tablet	80.00% 4
Parking (per diem/pass)	40.00% 2
Mileage Reimbursement	100.00% 5
Cell Phone	60.00% 3
Other	20.00% 1

#	Laptop/Tablet	Date
1	?~\$500	10/19/2015 2:15 PM
2	\$10,000 one-time cost for tablets (no 4G data) for 2016	10/16/2015 11:14 AM
3	not sure on annual value	10/16/2015 8:51 AM
4	\$500	10/16/2015 8:18 AM
#	Parking (per diem/pass)	Date
1	n/a	10/19/2015 2:15 PM
2	N/A	10/16/2015 11:14 AM
#	Mileage Reimbursement	Date
1	IRS rate	10/19/2015 2:15 PM
2	IRS rate paid per mile driven	10/16/2015 2:22 PM
3	\$500 ttl for all aldermen	10/16/2015 11:14 AM
4	\$444	10/16/2015 8:51 AM
5	\$750	10/16/2015 8:18 AM
#	Cell Phone	Date
1	?n/a?	10/19/2015 2:15 PM
2	\$30,600 ttl technology stipend (\$1,800/yr/alderman)	10/16/2015 11:14 AM
3	\$120	10/16/2015 8:51 AM
#	Other	Date
1	\$5,000 ttl for all aldermen for printin (business cards, mailings etc.)	10/16/2015 11:14 AM

Elected Officials Compensation and Benefits

Q10 On average, how much is budgeted each year for training for Elected Officials?

Answered: 11 Skipped: 3

#	Responses	Date
1	\$800 for seminars and conferences	10/21/2015 3:38 PM
2	0	10/21/2015 2:28 PM
3	?not sure - you can contact our CA or Finance Department if you need details	10/19/2015 2:15 PM
4	\$10,000	10/19/2015 10:25 AM
5	\$500	10/18/2015 8:51 AM
6	\$0	10/16/2015 4:30 PM
7	0	10/16/2015 2:22 PM
8	\$500	10/16/2015 11:14 AM
9	\$14,500	10/16/2015 9:44 AM
10	\$17,000	10/16/2015 8:51 AM
11	\$10,000 - Meeting Expense	10/16/2015 8:18 AM

Elected Officials Compensation and Benefits

Q11 On average, how much is spent each year for training for Elected Officials?

Answered: 11 Skipped: 3

#	Responses	Date
1	Varies \$0 - \$400	10/21/2015 3:38 PM
2	0	10/21/2015 2:28 PM
3	?not sure - you can contact our CA or Finance Department if you need details	10/19/2015 2:15 PM
4	\$9,000	10/19/2015 10:25 AM
5	\$100	10/18/2015 8:51 AM
6	\$0	10/16/2015 4:30 PM
7	0	10/16/2015 2:22 PM
8	\$5,000	10/16/2015 11:14 AM
9	\$9,927	10/16/2015 9:44 AM
10	\$13,500	10/16/2015 8:51 AM
11	\$10,000 - Meeting Expense	10/16/2015 8:18 AM

Elected Officials Compensation and Benefits

Q12 What types of training do you offer to your Elected Officials (e.g., in-house classes, attendance at regional conferences, etc.)?

Answered: 11 Skipped: 3

#	Responses	Date
1	Varies	10/21/2015 3:38 PM
2	None that I am aware of.	10/21/2015 2:28 PM
3	in-house, conferences, CVMIC offered classes, ...	10/19/2015 2:15 PM
4	conferences, seminars, etc.	10/19/2015 10:25 AM
5	League Conference, Misc.	10/18/2015 8:51 AM
6	N/A	10/16/2015 4:30 PM
7	WCA seminars and annual conference	10/16/2015 2:22 PM
8	conferences	10/16/2015 11:14 AM
9	conferences	10/16/2015 9:44 AM
10	Attendance at local meetings, state conferences, national conferences	10/16/2015 8:51 AM
11	In-house and regional conferences	10/16/2015 8:18 AM

**RECRUITMENT STATUS REPORT
UPDATES THRU 11-6-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Street Operator I	DPW	9/21/15 TO Change	4/15/15 TO Change	2	Promotion of Greg Ulman and vacancy from TO change Interviews 11/12/15
	PT Service Person	DPW	10/9/15	10/23/15	1	Application deadline 11/15/15
	Project Manager	PRFM	10/21/15	TO change apprvd 10/21/15	1	Application deadline 11/15/15
	Facilities Manager	PRFM	9/18/15	TO change apprvd 10/21/15	1	Resignation of Mike Dietzen Application deadline date 11/15/15
	Grounds Manager	PRFM	1/2016	Pending	1	Anticipated retirement
	Grounds Coordinator	PRFM	1/2016	Pending	1	Anticipated retirement
	PT Comm Tech – VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp Application deadline date 11/15/15
JAY	Crossing Guard	Police	6/5/15	6/12/15	2 Regular 3 Alternates	Philip Mannebach, & Jeffrey Mullen starting 11/3/15 Mary Siebers, Allison Godwin, & Jean Sommers starting 11/6/15
	Police Officer	Police	NA	NA	To establish updated elig. list	Open applications (no established deadline date). Will start accepting applications on 11/30/15
	CSO	Police	NA	3/20/14	1+ Elig List	Fitness testing 11/10/15
	Communication Technician	Police	TBD	6/24/15	1	Background pending
	Administrative Services Supervisor	Police	10/9/15	9/23/15	1	Chief interview 11/10/15 Dr Childs appointment 11/13/15
	Personal Property Assessment Technician	Community Development	1/15/16	9/16/15	1	Panel interviews 11/5/15 and 11/6/15
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Application deadline date 11/15/15
	Operations Clerk	Library	10/14/15	Pending	1	Request to fill pending
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Jon Nadeau start date 10/30/15
	Library Page Clerk – Half-time	Library	11/13/15	11/5/15	1	Debra White resignation
	Library Assistant (6108 sub)	Library	NA	11/4/15	1	Currently defining hiring process
	Battalion Chief – Training Officer	Fire	TBD	10/26/15	1	Application deadline date 11/15/15

TOTAL POSITIONS OPEN = 23 TOTAL ELIGIBILITY LISTS = 2

Note: Part time non-benefitted positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling. Will be eliminated with 2016 budget
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
KIM	Arborist	DPW	T O change adds one in 2016	T O Change	1	Will use eligibility list to fill vacancy approved for 1/2016
	Bus Driver	Valley Transit	11/9/15	Pending	1	Transfer of Joe Meiller

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0