



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, January 15, 2020

6:30 PM

Council Chambers, 6th Floor

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

[20-0075](#) Minutes from 12/11/2019

Attachments: [Minutes 12.11.19.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[Res 020-17](#) Resolution 1-R-20 City Administrator

Attachments: [Resolution #1-R-20 City Administrator.pdf](#)

6. Information Items

[20-0078](#) Recruitment Status Report 1/09/2020

Attachments: [RSR thru 1-9-20.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.

Questions on agenda contact Director Matz at 920-832-6426.



City of Appleton

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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 11, 2019

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

3. Approval of minutes from previous meeting

[19-1892](#)

Minutes 11-6-19

Attachments: [Minutes 11-6-19 1.pdf](#)

Siebers moved, seconded by Fenton, that the minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1893](#)

Request to approve to over hire the position of Wastewater Instrumentation Technician

Attachments: [Instrumentation Technician Overhire Request.pdf](#)

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

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

[19-1888](#)

Request to approve a 2.0% increase to the Seasonal Pay Plan for 2020.

Attachments: [2020 Seasonal Salary Schedules.pdf](#)

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

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

[19-1894](#)

Request to approve changes to the Salary Administration Policy.

Attachments: [Salary Administration Policy 2019.pdf](#)

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

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

6. Information Items

[19-1885](#)

The committee will meet in closed session to discuss status of labor negotiations, pursuant to the exemptions contained in State Statutes 19.85 (1) (c) and (e). The Committee will then reconvene into an open session and conduct further business.

Meeting went into Recess

Meeting Reconvened

Van Zeeland moved, seconded by Siebers, that the Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

[19-1889](#)

Changes to the Fringe Benefit Policy.

Attachments: [Fringe Benefit Policy 2019.pdf](#)

This item was presented

[19-1890](#)

Non Union Pay Plan with a 2.0% increase for 2020.

Attachments: [2020 Non Rep Salary Schedule.pdf](#)

This item was presented

[19-1891](#)

Recruitment Status Report 12/5/19

Attachments: [RSR thru 12-5-19.pdf](#)

This item was presented

7. Adjournment

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

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

Resolution #1-R-20
City Administrator Position

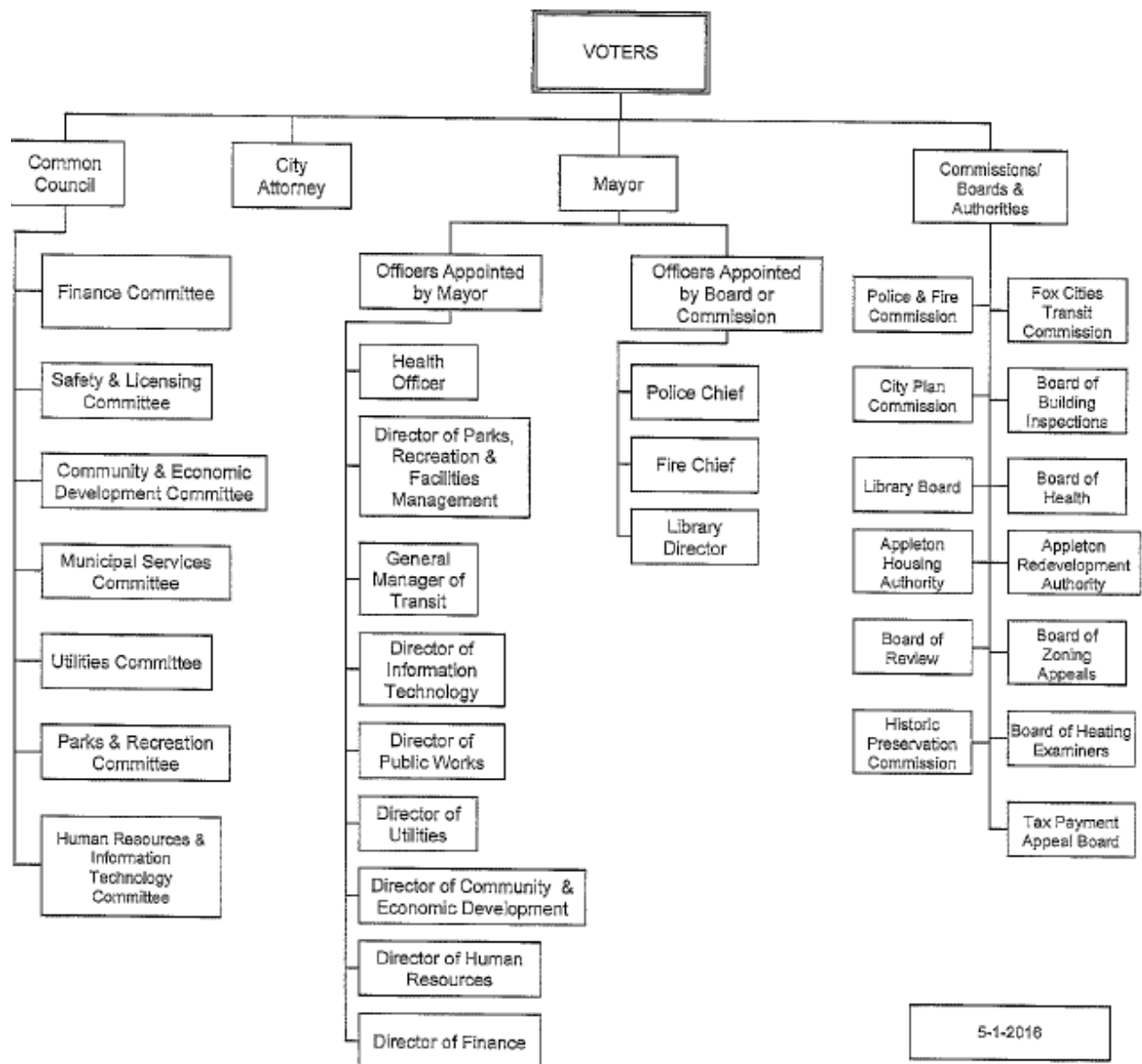
Submitted By: Alderperson Coenen, District 11 and Alderperson Spears, District 12

Date: January 8, 2020

Referred to: Human Resources & Information Technology Committee

Whereas, the only requirements to run for mayor in the City of Appleton are residency in the city for 10 consecutive days, must be 18 years or older and have no felony convictions, and;

Whereas, the mayor is responsible for managing a city budget of over \$190 million and a staff consisting of 12 directors/officers/chiefs/general manager, who are in turn responsible for all the city departments: fire, police, health, public works, library, human resources, information technology, community and economic development, finance, utilities, Valley Transit, park and rec and facilities management as shown on the chart below, and;



Whereas, many cities and counties throughout the United States have moved to a city administrator or city manager in lieu of or in addition to a mayor to ensure the position is filled by a person with the correct qualifications,

Therefore Be It Resolved, the Human Resources department will recommend options for a city administrator position in lieu of or in addition to a mayor.

RECRUITMENT STATUS REPORT
UPDATES THRU 01/09/2020

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	# of Openings	STATUS
KIM	Bus Driver	VT	Multiple	4	Testing date 1/10/20. Medical pending on 1 candidate. Application deadline 4/26/20.
	Part-Time Bus Driver	VT	N/A	N/A	Testing date 1/10/20. Application deadline 4/26/20.
	Communication Technician	VT	10/25/19	1	Background and references pending on top candidate.
	Electrician – DPW (Traffic)	DPW	Jan 2020	Elig. list	2 candidates on eligibility list.
	Operator I - DPW	DPW	8/26/19	1 + Elig. list	2 candidates on eligibility list. Application deadline 1/12/20.
	Parking Ramp Attendant	DPW	10/14/19	1	References pending on top candidate.
	Lead Person - Street	DPW	1/3/20	1	Application deadline 1/12/20.
	Operator I - Sanitation	DPW	1/3/20	1	Internal application deadline 1/12/20.
	Instrumentation Technician	Utilities	Jan 2020	1	Start date pending on top candidate.
	Solids Operator	Utilities	2/3/20	1	External application deadline 1/12/20.
ALLISON	Police Officer	Police	NA	1 + Elig. list	Background pending on 3 candidates.
	Community Service Officer (CSO)	Police	NA	1	William Berens starting 1/20/20. Application deadline 2/2/20.
	Forensic Evidence Specialist	Police	12/16/19	2	Background pending on 3 candidates. Application deadline extended to 1/9/20.
	Fire Fighter	Fire	N/A	N/A	Background pending on 5 candidates.
	Deputy Fire Chief	Fire	1/3/20	1	Panel interviews 1/17/20.
	Civilian Fire Inspector	Fire	1/3/20	1	Application deadline “continuous/until filled”.
	Library Operations Clerk - Sub	Library	1/2/20	1	Panel interviews 1/20/20.

TOTAL POSITIONS OPEN = 18 TOTAL ELIGIBILITY LISTS = 3

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	7/6/15 & 9/6/19	2	Using part-time temporary staffing to fill current need.
	Library Ops Clerk	Library	1/2/20	1	Department re-evaluating needs.
	Weights & Measures Specialist - .5 FTE	Health	1/13/20	1	Todd Schmidt promotion. Waiting for Request to Fill.

TOTAL POSITIONS ON HOLD = 4

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