



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Wednesday, January 27, 2021

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[21-0119](#) Minutes from 12/9/20 and 1/6/21

**Attachments:** [Minutes 12-9-20.pdf](#)  
[Minutes 1-6-21.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [21-0118](#) Request to change reporting structure of the Account Clerk II from the Finance Department to the Parks, Recreation and Facilities Management Department.

**Attachments:** [Account Clerk II TO change.pdf](#)  
[PRFM TO draft 1-22-21.pdf](#)  
[Finance TO draft 1-22-21.pdf](#)

- [21-0121](#) Discuss Alderperson salaries

**Attachments:** [Elected Alderperson official salary.pdf](#)  
[alderperson comparison 2019.pdf](#)

#### 6. Information Items

- [21-0120](#) Recruitment Status Report 1-21-20

**Attachments:** [RSR thru 1-21-21.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 contact Director Matz at 832-6426*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, December 9, 2020

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Thao, Fenton, Firkus and Martin

**Excused:** 1 - Van Zeeland

3. Approval of minutes from previous meeting

[20-1614](#)

Minutes from 10-14-2020

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

Firkus moved, seconded by Fenton, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

4. Public Hearings/Appealances

5. Action Items

[20-1598](#)

Approve renewal of the MOA with AHA that continues allowing their participation in the dental, life, long term disability insurance and voluntary insurance plans through December 31, 2022; and allows participation in the City's medical plan through December 31, 2021 2022at which time AHA's participation in the City's medical plan will conclude.

**Attachments:**     [App Housing Authority Contract Terms memo.pdf](#)  
                                 [AHA History.pdf](#)

*Amendment: Approve renewal of the MOA with AHA that continues allowing their participation in the dental, life, long term disability insurance and voluntary insurance plans through December 31, 2022; and allows participation in the City's medical plan through December 31, 2022 at which time AHA's participation in the City's medical plan will conclude.*

**Fenton moved, seconded by Firkus, that the Report Action Item be amended.**

**Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1599](#)

Approve ratification of the Valley Transit 2021-2023 Labor Agreement with the following wage increases:

Across the board adjustments of:

1% April 1, 2021

1% October 1, 2021

2% January 1, 2022

2% January 1, 2023

One time lump sum payment of \$.25/hour for all hours worked in 2020 for all Drivers, Communication Technicians and Utility Workers.

Create Master Mechanic and Lead Driver classifications.

**Attachments:**     [VT Teamster Contract TA 2021-2023.pdf](#)

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1605](#)

Approve Public Works to over hire Professional Engineer position.

**Attachments:** [DPW overhire engineer.pdf](#)

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1609](#)

Approve exception to the Salary Administration Policy to allow for a 1.5% across the board adjustment in lieu of pay for performance for year-end 2020.

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

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1610](#)

Approve the 2021 Seasonal Salary Schedule with a 1.5% increase.

**Attachments:** [2021 Seasonal Salary Schedule.pdf](#)

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1611](#)

Approve extension of the Emergency Sick Leave Policies for Emergency and Non-Emergency Responders through June 30, 2021.

**Attachments:** [Emergency Sick Leave Extension.pdf](#)

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

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland

[20-1615](#)

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.

*Closed session was not needed*

## 6. Information Items

[20-1612](#)

Police table of organization modification

**Attachments:**    [Police TO Modification request2.pdf](#)  
                              [Police TO change Diverse & Resilent letter.pdf](#)  
                              [Police TO change Harbor House letter.pdf](#)

**This modification was received and filed**

[20-1613](#)

Employee assistance program

**Attachments:**    [EAP.pdf](#)

**This Presentation was received and filed**

[20-1596](#)

Recruitment Status Report 12-3-20

**Attachments:**    [RSR thru 12-3-20.pdf](#)

**This Report was received and filed**

## 7. Adjournment

**Martin moved, seconded by Fenton, that the meeting be adjourned. Roll Call.  
Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Firkus and Martin

**Absent:** 1 - Van Zeeland



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, January 6, 2021

6:45 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
4. **Public Hearings/Apearances**
5. **Action Items**

[21-0004](#)

Request to approve Utilities Department to convert a 1.0 fte Solids Operator to a 1.0 fte Utility Worker.

**Attachments:**    [Utilities TO change request.pdf](#)  
[Utilities TO 1-6-21.pdf](#)

6. **Information Items**
7. Adjournment



*"...meeting community needs...enhancing quality of life."*

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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

**To:** Human Resources Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management  
Tony Saucerman, Director of Finance

**Date:** January 27, 2020

**Re:** Action: Change reporting structure of the Account Clerk II from the Finance Department to the Parks, Recreation and Facilities Management Department.

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Background

As part of a cost-saving measure during the 2012 Budget process, certain administrative positions were physically moved from their home departments to central customer service areas on the first and fifth floors of City Hall. This included positions in the Health, Community and Economic Development, and Parks and Recreation Departments. Additionally, the Recreation Programmer positions from the Parks and Recreation Department were moved from the Witzke Blvd. facility to the sixth floor of City Hall. Since that time, for various reasons, most of these positions have moved back to their respective home departments. The Parks and Recreation customer service position currently resides in the Finance Department within the first-floor customer service area and is overseen by the Finance Department.

Current Date

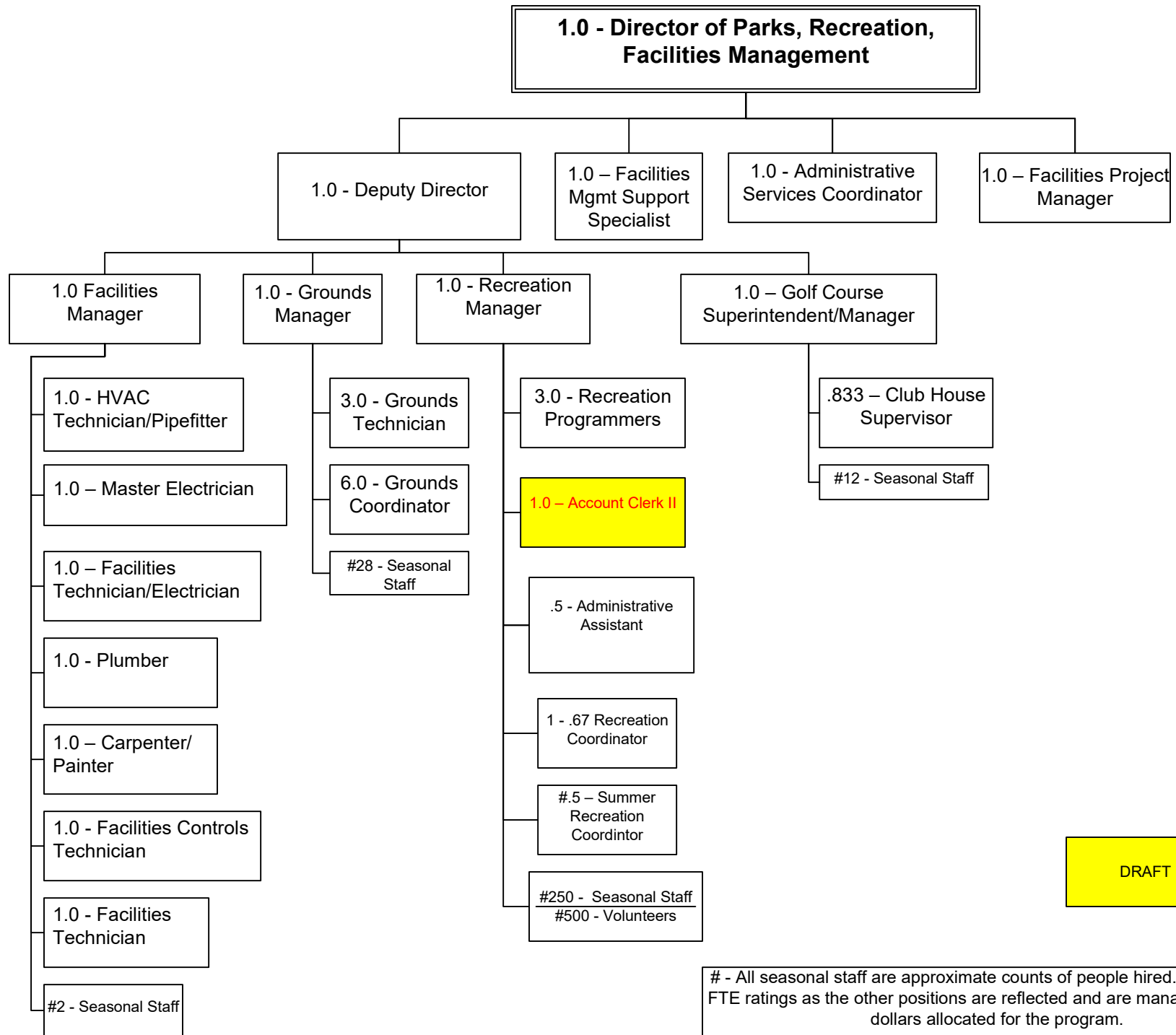
Due to a retirement in December, 2020, this Account Clerk II position has become vacant and recruitment is in process. Over the years, discussions have been ongoing between the two departments concerning the most effective reporting structure for the position since it resides in the Finance Department (who currently provide backup for the position) but who's main job duties and functions relate to park facility rentals and recreation activities, programs and events. Communication between the Parks and Recreation staff and the Account Clerk II position have been a challenge at times over the years due to both the remote location of the position as well as the reporting structure, while providing backup and training to the position has been a challenge for the Finance Department due to the nature, and often times complexity, of the work which is outside the customary duties of the first floor Finance staff.

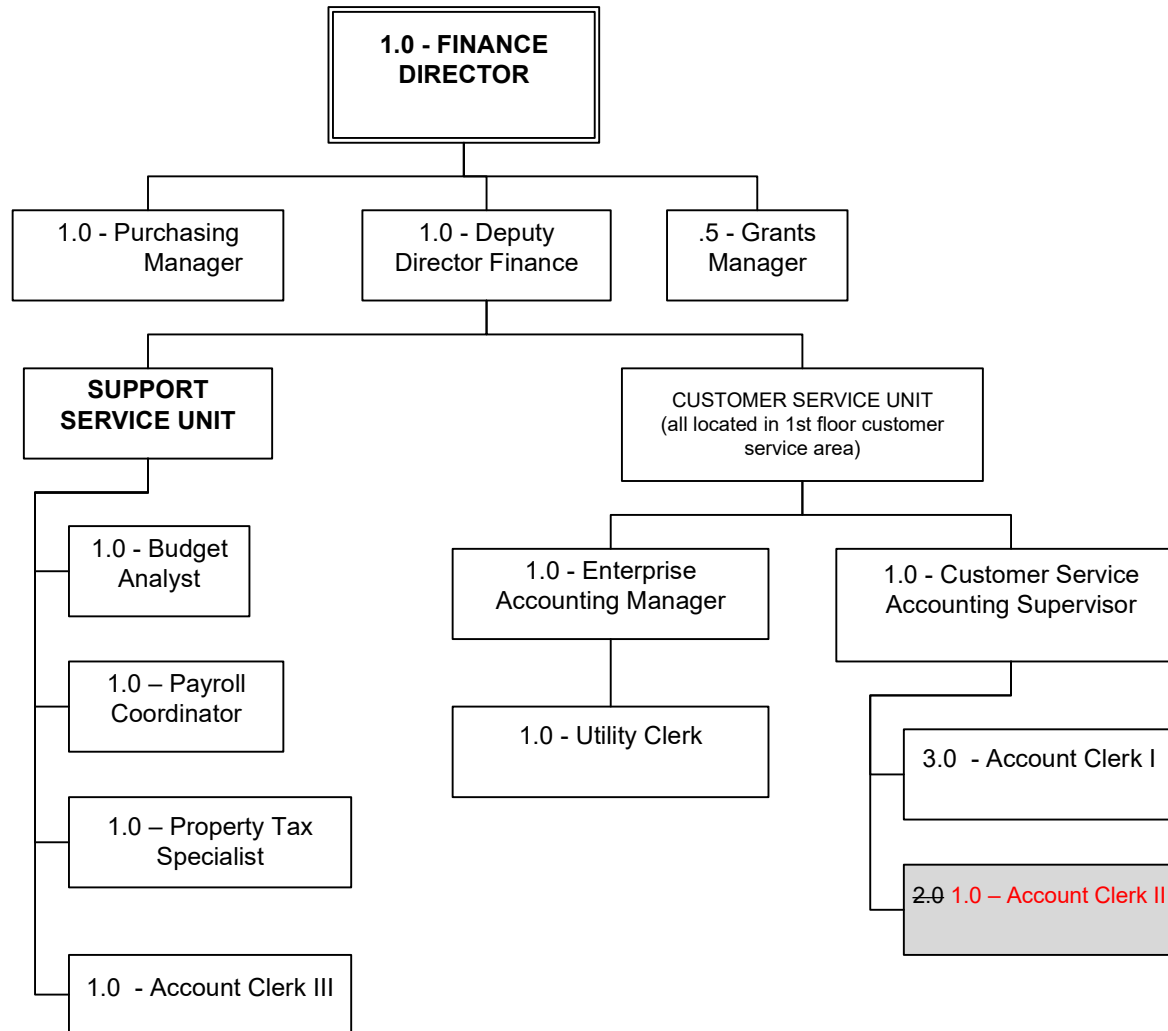
In an attempt to address these challenges, the departments are mutually requesting a change to

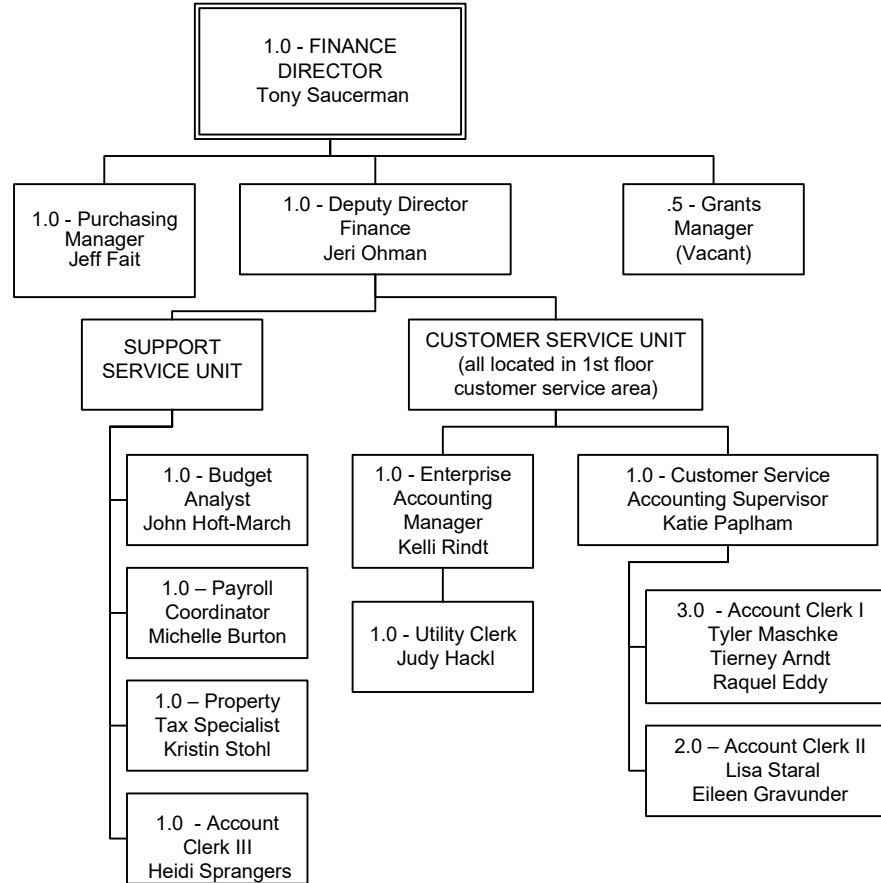


the City's Table of Organization to move the Account Clerk II position from the Finance Department back to the Parks and Recreation Department who would then assume direct oversight and management of the position. Our hopes for this change is that Parks and Recreation staff would have improved access and communication to the position as well as being able to provide continual training and support. COVID provided new tools to make it easier to work and supervise remotely also. Initially the position will remain at City Hall and the Finance Department staff would continue to provide limited backup for short-term absences. Once we are able to return to normal operations and COVID is behind us, we will evaluate the opportunity for the position to reside at the Parks and Recreation facility to bolster back-up for the position.

Thank you for your consideration. Please feel free to contact either Director Saucerman or Director Gazza with any questions.







## ELECTED ALDERPERSON SALARIES

<b>Council Date</b>	<b>Election Year</b>	<b>Salary</b>	<b>Benefits</b>	<b>Notes</b>
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)
11-09-2015	2017	\$5980 – 1%	1.1% increase with parking pass	Parking Pass \$420 annual
10/19/2016	2018	\$6129.50 – 2.5%	plus parking pass	
10/18/2017	2019	No increase		
11/7/2018	2020	No increase		
10/16/2019	2021	1.5% increase \$6221.44	Plus parking pass	HR Committee & Council meeting 11/6/19

Municipality	Population	# of Council/Board	Salary	Benefits	Expense Account
Appleton	74,370	15	\$6,129	Parking pass	None
Eau Claire	<i>Did not report</i>				
Green Bay	105,139	12	\$9,887	Health, Dental, Deferred Comp	None
Janesville	<i>Did not report</i>				
Kenosha	99,877	17	\$6,000	None	\$50 per diem per 1/2 day; \$100 per diem per 6 hour day; \$50 per meeting; \$100 per month expense allowance; \$130 per month technology stipend
La Crosse	51,834	13	\$7,800.00	WRS, ICI, Section 125	Yes
Manitowoc	32,697	10	\$3,120.00	None	None
Neenah	26,137	9	\$5,280	None	None
Menasha	17,856	8	President \$5490; others \$5190	Workers compensation	Registration and Lodging for continued education/conferences/seminars
Oshkosh	66,665	7	\$5,000.06	Parking pass	None
Racine	<i>Did not report</i>				
Sheboygan	48,329	10	\$4,468	None	None
Waukesha	<i>Did not report</i>				
Wausau	39,114	11	\$5,354.96	None	None

County	Population	Board Members	Salary	Benefits	Expense Account
Brown	262,052	26	\$7,344	None reported	None reported
Calumet	<i>Did not report</i>				
Outagamie	187,029	36	Supervisors: \$5,555; Committee Chair: \$5,656; Board Vice Chair: \$7,070; Board Chair: \$13,635	See attachment	Supervisors: IRS per-mile rate; an additional per diem of \$25.00 per meeting at a maximum of \$25.00 per day; convention/seminar...reimb of registration fee, meals, and lodging. Meals are reimbursed at \$12.00, breakfast; \$18.00, lunch; \$31.00, dinner; \$61.00 total
Winnebago	168,000	36	Chair: \$5000; Vice-chair \$1500; per diems are \$50 per meeting, \$75 for a meeting over 4 hrs or multiple meetings on same day, \$75 for county board meeting.	None	Reimbursement for travel expenses with documentation

**RECRUITMENT STATUS REPORT  
UPDATES THRU 1/21/2021**

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Bus Driver	VT	Multiple	5	Application Deadline: 3/28/21. Medical pending for 1 candidate Start date pending for 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 3/28/21.
	Operator I - Street	DPW	Multiple	1	Tyler Salveson-Krepline transfer date 1/25/21.
	Operator I - Sanitation	DPW	11/23/20 & 1/25/21	2	Background and references pending on 2 candidates
	Civil Engineer	DPW	3/13/21	1	Samuel Buetow starting 2/8/21.
	Master Mechanic	DPW	1/15/21	1	Application Deadline: 1/31/21.
	HVAC Technician/Pipefitter	PRFM	1/5/21	1	Panel Interviews: 1/25/21.
	Utility Worker	Utilities	12/18/20	1	Panel Interviews: 1/22/21.
ALLISON	Police Officer	Police	N/A	Elig.	Jack Doemel, Jr. starting 3/15/21. 1 candidate placed on Eligibility List.
	Police Officer	Police	N/A	Elig.	Application Deadline: 2/14/21.
	Community Service Officer (CSO)	Police	1/19/21	N/A	Backgrounds pending on 2 candidates.
	Library Clerk – Regular Part Time	Library	1/5/21	1	Matt Reiersen transfer date 1/25/21.
	Library Supervisor – Materials Management	Library	2/2/21	1	Background and references pending on top candidate.
	Library Clerk	Library	1/30/21	1	Application Deadline: 1/24/21.
	Firefighter	Fire	N/A	3 +Elig.	Conditional Offer extended to 3 candidates. 1 candidate placed on Eligibility List.
	Administrative Assistant	Health	12/19/20	1	Background and references pending on top candidate.
	Account Clerk II	Finance	12/12/20	1	Panel Interviews: 1/22/21.

**TOTAL POSITIONS OPEN = 20 TOTAL ELIGIBILITY LISTS = 1**

***POSITIONS ON HOLD***

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Library Assistant – Children’s (Sub)	Library	N/A	1	RTF approved – Delay hiring.
	Diversity & Inclusion Coordinator	Mayor	1/19/21	1	Department working on proposed Title & Job Description changes.
	Assistant Chief	Police	January 2022	1	Larry Potter retirement January 2022. Waiting for RTF.
KIM	Parking Operator I	DPW	5/30/20	1	Received RTF – December hire.
	Parking Enforcement	DPW	9/10/20	1	Received RTF – Delay hiring.

***TOTAL POSITIONS ON HOLD = 6***

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