



**OFFICIAL NOTICE & AGENDA**  
REGULAR MEETING

**MEETING:** Human Resources Committee  
**DATE/TIME:** Monday, November 10, 2025 at 4:45 PM  
**LOCATION:** Wausau City Hall – Council Chambers  
407 Grant Street, Wausau WI, 54403

**MEMBERS:**  
Becky McElhaney (C) Terry Kilian (VC)  
Michael Martens Vicki Tierney  
Chad Henke

- 1 **Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**
- 2 **Consideration of the minutes of the preceding meeting(s).**  

Approval of October 13, 2025 Meeting Minutes
- 3 **Discussion.**
  - a. Human Resources Report for September 2025
- 4 **Discussion and possible action.**
  - a. 2026 3% COLA for non-represented employees effective December 21, 2025
  - b. MLK In-Service Day
  - c. Add to Staff: CDA Part-Time Building Maintenance Technician
- 5 **Adjournment.**

Becky McElhaney, Chair

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND  
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

**DATE:** 11/04/2025  
**TIME:** 10:40am  
**POSTED BY:** Jennifer Kannenberg



This meeting can be viewed on  
YouTube and Channel 981 on Cable TV

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.



City of Wausau  
(715) 261-6500 | [clerk@wausauwi.gov](mailto:clerk@wausauwi.gov)  
[wausauwi.gov](http://wausauwi.gov)



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**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE  
MINUTES OF OPEN SESSION**

DATE/TIME: October 13, 2025, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhane (C), Chad Henke, Michael Martens, Vicki Tierney  
MEMBERS ABSENT: Terry Kilian (VC)  
Also Present: Lisa Nowak

**Approval of August 27<sup>th</sup> and September 8<sup>th</sup> Minutes.**

Motion by Tierney to approve the August 27<sup>th</sup> and September 8<sup>th</sup> Human Resources Committee meeting minutes. Second by Martens. All ayes. Motion passed 4-0.

**Human Resources Report for September 2025.**

Nowak said that she received a request from a committee member to include overtime information for the organization in the report. Nowak noted that she is working with the Finance Director to ensure that future information only contains overtime paid with the levy. Additionally, Nowak said that the packet will be changing over time to include more data related to what is happening at the City.

No questions were brought forward by the committee.

**Discussion and possible action to Approve Reclassification of Senior Human Resources Generalist to Assistant Human Resources Director.**

Nowak explained that this request is the first step in restructuring the Human Resources Department to be able to provide the level of support to City staff that is needed in order for the organization to move forward, and information was included in the supporting packet. Nowak shared that she sent out a survey to Department Heads and managers asking for critical feedback on service provided by the Human Resources Department and many areas of opportunity that could make a positive impact were called to attention that cannot be realized with the current HR Department structure. Nowak would like to have someone directly beneath her and then build a support team. Nowak indicated that the department has budget savings, so this reclassification request is budget neutral.

Tierny asked if the reclassification is included in next year's budget. Nowak said that Groat said the item does not need to go to finance and that it is all taken care of from a cost perspective moving forward.

Motion by Martens to approve the reclassification of Senior Human Resources Generalist to Assistant Human Resources Director. Second by Hanke.

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Martens questioned what the HR Business Partner would do that was mentioned in the packet. Nowak said that the HR Business Partner would be a liaison between HR and the other departments who would be able to work more closely with other departments to address and assess their needs regularly and gain a better understanding of each department and the positions within them. Nowak said that she was at the Water Department to do a job analysis, and it was mentioned that they haven't seen HR for at least eight years; having an HR Business Partner would help, as the HR staff unfortunately does not have the bandwidth available to dedicate time to visiting other departments. Martens asked if the committee would be seeing a job description for the HR Business Partner position next year if the opportunity to expand the department becomes available; Nowak said yes.

All ayes. Motion passed 4-0.

**Discussion on Administrative Positions Within the City.**

Nowak explained that she has been drafting a job classification manual for the Administrative Assistant positions within the City, of which there are currently 24 different positions. Nowak said that although compensation studies have been done in the past, there have not been any job analysis done to ensure that what is on a job description is accurate, and without accurate job descriptions, classification and compensation studies can be incorrect. Nowak said that she wanted to bring this information of what she is doing to the committee so that she can keep the committee informed as to what she is doing, receive feedback, and will provide updates on this project.

No questions were brought forward.

**Discussion Regarding the Two (2) Police Officer Positions Approved by HR Committee April 2025 and One (1) Police Officer Position Approved April 2025.**

Chief Barnes said that it is his fault that this item was not brought forward sooner. Barnes talked about the positive impact that the two Police Officer positions have had on the downtown and support by residents and business owners, as well as the assistance that some people have been able to receive as a direct result of the officers working with them. Barnes said that he is hopeful the department will receive foundation funding that will cover 50% of the cost for these positions.

Tierney asked if two officers will still be needed when Bridge Street Mission opens for the unhoused or if one officer would be enough. Barnes said that what the community really needs is 6-8 officers at this point, and that the current officers may need to expand their area to include the west side. Barnes said that he will continue to evaluate and make necessary adjustments to provide the best service. Tierney asked if these positions would be part of the referendum; Barnes said no.

Henke brought up that the agenda item mentions three positions and asked if they are talking about two positions or three positions. Barnes explained that the expectation and decision from committee was that the one officer who was hired to cover an officer on military deployment would be a

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replacement for the next department vacancy. Henke then asked if the proposed budget covers one officer and money is needed for the second; Barnes said yes and that he is hoping to secure funding for the second position.

McElhaney said that this is a discussion only item and asked if anyone had any other questions. No further questions were brought forward.

**Adjournment.**

Motion by Tierny to adjourn. Second by Martens. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=xkWoGL6aN4I>



# HR PERFORMANCE REPORT

## Core Services

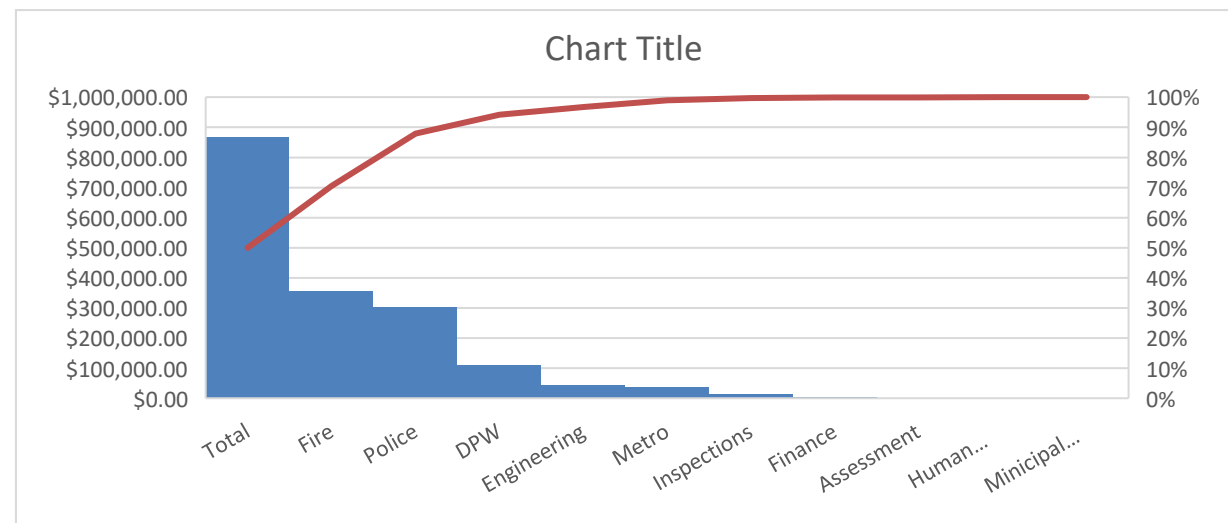
### Classification & Compensation

#### Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
City Assessor, Grade 10	City Assessor, Grade 5	City Assessor, Grade 5	6/09/25	7/08/25
Deputy City Assessor, Grade 15	Deputy City Assessor, Grade 12	Deputy City Assessor, Grade 12	6/09/25	7/08/25
Senior Property Appraiser, Grade 17	Property Appraiser II, Grade 16	Property Appraiser II, Grade 16	6/09/25	7/08/25
Property Appraiser, Grade 18	Property Appraiser I, Grade 17	Property Appraiser I, Grade 17	6/09/25	7/08/25
Senior HR Generalist, Grade 15	Assistant HR Director, Grade 12	Assistant HR Director, Grade 12	10/13/25	10/28/25

#### City of Wausau Overtime Data

Department	Overtime YTD
Municipal Court	\$39.38
Human Resources	\$326.04
Assessment	\$617.40
Finance	\$4,796.30
Inspections	\$12,048.51
Metro	\$37,990.37
Engineering	\$44,697.69
DPW	\$108,487.95
Police	\$302,732.81
Fire	\$355,931.70
Total	\$867,668.15





## HR PERFORMANCE REPORT

### Employee Benefits

#### Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Cancelled
93	71	7	15

#### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Cancelled by employee
7	2	3	3

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
17	2	15

#### Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
CDA	Head	Indemnity	Closed	01/13/25
Fire	Finger	Medical	Closed	01/28/25
DPW	Eye	Medical	Closed	02/06/25
Police	Privacy	Medical	Closed	02/28/25
DPW	Shoulder	Medical	Closed	03/04/25
Police	Hand	Medical	Closed	04/26/25
DPW	Eye	Medical	Closed	05/06/25
Assessment	Ankle	Indemnity	Open	05/06/25
DPW	Knee	Medical	Open	04/04/25
DPW	Heat Exhaustion	Medical	Closed	06/13/25
DPW	Ankle	Medical	Open	06/30/25
Fire	Back	Medical	Open	07/20/25
Fire	Elbow	Medical	Open	07/22/25
Police	Head	Medical	Open	08/26/25
Metro	Chest	Medical	Open	09/03/25
DPW	Elbow	Medical	Open	09/16/25
Police	Hand	Medical	Open	10/13/25

#### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23



## HR PERFORMANCE REPORT

### Employee and Labor Relations

#### Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	Non-Represented Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

### Recruitment & Selection

#### New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Molly Shnowske	Police	Police Officer	1/10	
Savannah Reed	Police	Police Officer	1/10	
Daniel Rich	Fire	Firefighter/Paramedic	1/20	8/09
Matthew Bahr	Fire	Firefighter/Paramedic	2/03	
Ethan Kariger	Fire	Apprentice Firefighter/Paramedic	2/03	
Jess Myerscough	Fire	Apprentice Firefighter/Paramedic	2/03	
Dallas Pagel	Wastewater	Collection System Technician	2/17	
Amanda Goetsch	Police	Administrative Assistant II	3/03	3/04
Nicharee Kasamwat	Finance	Accountant – Revenue	3/03	
Dawson Stapleton	Wastewater	Wastewater Plant Operations Technician	3/03	
Jared Jacobs	Fire	Apprentice Firefighter/Paramedic	3/03	
Nathaniel Cumberland	Fire	Apprentice Firefighter/Paramedic	3/03	
Matthew Sitte	Fire	Apprentice Firefighter/Paramedic	3/17	
Matthew Kell	DPW-Maintenance Div.	Building Maintenance Technician	3/17	
Riley Humphrey	Fire	Apprentice Firefighter/Paramedic	3/17	
Dustin Gessert	Water	Water Distribution Maintainer	3/17	4/25
Brook Jorgensen	Metro Ride	Bus Operator II	3/31	7/25
Brenda Lee	Police	Administrative Assistant II	4/14	
Lisa Nowak	Human Resources	Human Resources Director	4/14	
Amy Bolder	CD Authority	Housing Project Coordinator	4/28	
Breanna Smith	Metro Ride	Bus Operator II	4/28	
Carrie Edmondson	Community Development	Assistant City Planner	4/28	
Cory Hanson	Fire	Firefighter/Paramedic	5/12	
Thomas Schumacher	Mayor's Office	Executive Assistant	5/12	
Anne Bares	Fire	Firefighter/Paramedic	6/09	



## HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Zachary Harris	Fire	Firefighter/Paramedic	6/09	
Zachary Hernandez	Public Works	Street Maintainer	6/23	
Tonya Morris	Finance	Administrative Assistant III	7/07	7/22
Kong Lao	Public Works	Municipal Fleet Technician	7/21	
Isaac Wolfgram	Metro Ride	Facilities Maintenance Worker	7/21	
Cody Friedenfels	Police	Police Officer	8/13	
Dakota Heidmann	Police	Police Officer	8/13	
Eric Valadez	Police	Police Officer	8/13	
Tanner Duwe	Public Works	Street Maintainer	8/13	
Michelle Van Krey	Community Development	Administrative Assistant II	8/13	
Jacob Anderson	Police	Community Communications Specialist	9/02	
Hope Sigmund	Metro Ride	Bus Operator I	9/08	
Benjamin Guiry	Fire	Firefighter/Paramedic	9/15	
Patrick Gatterman	Community Development	Economic Development Manager	9/22	
Justin Borski	Fire	Firefighter/Paramedic	9/22	
James Murphy	Public Works	Street Maintainer	9/29	
Ellice Harris	Finance	Administrative Assistant III	10/13	
Angelica Ortegón-Ramirez	Metro Ride	Bus Operator I	10/13	
Jason Hankins	Metro Ride	Bus Operator I	10/13	

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
37	29	3	5

### Separations by Department for 2025 YTD

Assessment - 1	Engineering - 1	Maintenance - 2	Water - 3	Sewer - 1
Clerk/Finance - 4	Human Resources - 1	Mayor's Office - 1	Metro Ride - 4	
Police - 5	Fire - 3	Public Works - 8	CD/CDA - 3	

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Andrew Lynch	Assistant City Planner	Economic Development Manager	Randy Fifrick	2/17
Shahn Kariger	Fire Lieutenant Inspector	Fire Prevention Division Chief	Brian Stahl	3/03



## HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Ronald Schuenke	Transit Maintenance Supervisor	Deputy Transit Director	Megan Newman	3/09
Justin Major	CSO	CSO II	New Position	3/24
Matthew Gouin	CSO	CSO II	New Position	3/24
Kevin Marulli	Street Maintainer	Equipment Operator	Nicholas Bradfish	5/15
Frank Ortegon-Ramirez	Bus Operator I	Bus Operator II	Jacob Will	5/25
Brad Ludwig	Firefighter/Paramedic Inspector	Fire Lieutenant Prevention	Shahn Kariger	5/25
Thomas Bauer	Transit Operations Supervisor	Transit Maintenance Supervisor	Ronald Schuenke	5/25
Ross Austin	Police Officer	Detective	Anthony Reince	6/23
Chase Paul	Water Plant Operations Tech	Water Plant Operator	Samuel Mingo	6/29
Tracy Pagryzinski	Bus Operator II	Transit Operations Supervisor	Thomas Bauer	7/20
Kamryn Batt	Street Maintainer	Equipment Operator	Timothy Wensel	7/20
Kristeen Quale	Property Appraiser	Property Appraiser II	New	7/20
Ethan Bares	Community Communications Specialist	Police Officer	Payton Wright	8/13
Josh Borelli	Senior Equipment Operator	Public Works Supervisor	Chad Abbiehl	9/14
Zackery Fleming	Equipment Operator	Senior Equipment Operator	Josh Borelli	10/12
David Bertram	Detective	Police Officer	n/a	10/12
Robert Horstmeyer	Police Officer	Detective	David Bertram	10/29
Sarah Bedish	Police Officer	Detective	n/a	10/26

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19/24	Open until filled
Building Maintenance Technician	1	8/22/25	Open until filled
City Surveyor	1	1/07	Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled.
EMS Division Chief	1	9/16	In process
Street Maintainer	1	10/28	Open until filled
Water Distribution Maintainer	1	4/25	Open until filled
Water Plant Operations Technician	1	6/29	In process



## HR PERFORMANCE REPORT

### Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Accountant	1	10/27/25	Waiting for approval to post.
Assistant City Attorney	1	11/13/24	Attorney's Office is hiring one position.
Fire Training Division Chief	1	1/20	Chief is revising position.
Senior Collection System Technician	1	New Position '24	Waiting for approval to post.
Transit Director	1	9/19	Waiting for approval to post.
Water Treatment Operations Supervisor	1	New Position '24	Waiting for approval to post.

### Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		04/01/25	Called in on vacation day
Rick Rubow		Worked out a plan with the mayor	Staffing Issues
Peggy Steinke		6/1/2025	Work on Adaptive Budgeting and ADP payroll implementation

### Handbook Modifications

Section Modified	Modification	Date
5.15	Adjusted amount for cold weather gear	01/19/25
5.15	Added language for safety glasses and reimbursement	01/28/25
5.10	Added language for utility incentives	01/28/25
1.01	Added language for EEO	02/25/25



## HR PERFORMANCE REPORT

8.04	Added additional leave only bank	02/25/25
4.03	Added Community Development Maintenance Division to part C	7/14
3.04	Added language to carve-out for independent authority review for items that may concern any relative of HR Director	7/14
7.01	Remove Wisconsin Retirement System from language	9/09
8.01	Remove Wisconsin Retirement System from language	9/09
5.15	Adjust boot reimbursement to up to \$125 annual (removed 50% language)	9/23

### Employee Recognitions – Discretionary Performance Incentives

<b>Last Name</b>	<b>Job Title</b>	<b>Dept</b>	<b>Reason</b>	<b>% Increase-Base</b>	<b>Lump Sum Increase</b>	<b>Other Incentive</b>	<b>Date Issued</b>
<i>Scheffler</i>	<i>Admin Asst III</i>	<i>metro</i>	<i>goes above and beyond daily and assists with being short staffed.</i>	<i>1.5%</i>			<i>3/16/25</i>



# HR PERFORMANCE REPORT

## Core Services

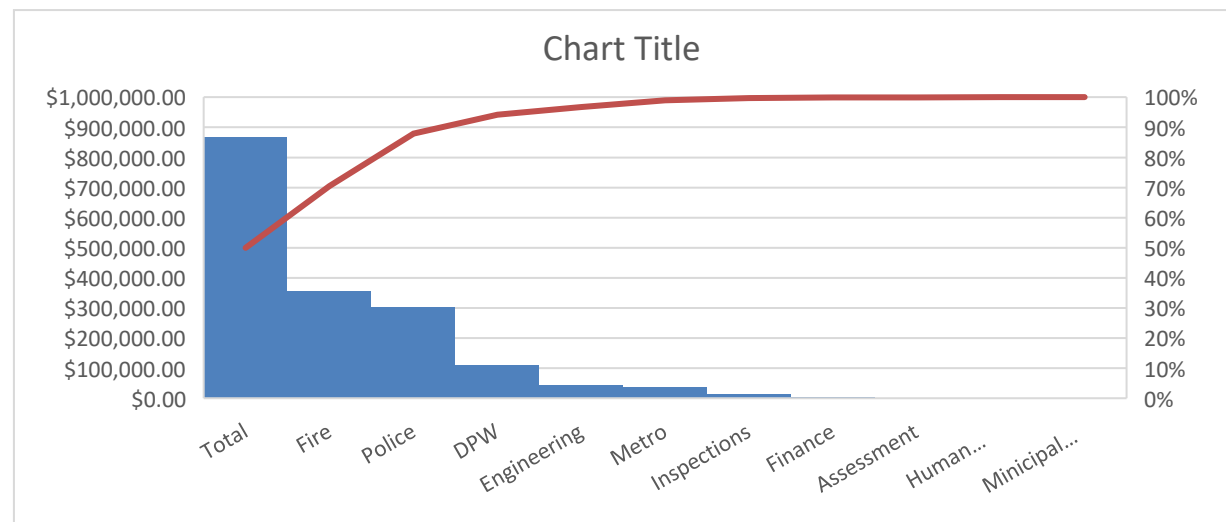
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DPW	Ankle	Medical	Open	06/30/25
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## HR PERFORMANCE REPORT

### Employee and Labor Relations

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#### New Hires

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## HR PERFORMANCE REPORT

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Clerk/Finance - 4	Human Resources - 1	Mayor's Office - 1	Metro Ride - 4	
Police - 5	Fire - 3	Public Works - 8	CD/CDA - 3	

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
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Kamryn Batt	Street Maintainer	Equipment Operator	Timothy Wensel	7/20
Kristeen Quale	Property Appraiser	Property Appraiser II	New	7/20
Ethan Bares	Community Communications Specialist	Police Officer	Payton Wright	8/13
Josh Borelli	Senior Equipment Operator	Public Works Supervisor	Chad Abbiehl	9/14
Zackery Fleming	Equipment Operator	Senior Equipment Operator	Josh Borelli	10/12
David Bertram	Detective	Police Officer	n/a	10/12
Robert Horstmeyer	Police Officer	Detective	David Bertram	10/29
Sarah Bedish	Police Officer	Detective	n/a	10/26

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19/24	Open until filled
Building Maintenance Technician	1	8/22/25	Open until filled
City Surveyor	1	1/07	Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled.
EMS Division Chief	1	9/16	In process
Street Maintainer	1	10/28	Open until filled
Water Distribution Maintainer	1	4/25	Open until filled
Water Plant Operations Technician	1	6/29	In process



## HR PERFORMANCE REPORT

### Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Accountant	1	10/27/25	Waiting for approval to post.
Assistant City Attorney	1	11/13/24	Attorney's Office is hiring one position.
Fire Training Division Chief	1	1/20	Chief is revising position.
Senior Collection System Technician	1	New Position '24	Waiting for approval to post.
Transit Director	1	9/19	Waiting for approval to post.
Water Treatment Operations Supervisor	1	New Position '24	Waiting for approval to post.

### Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		04/01/25	Called in on vacation day
Rick Rubow		Worked out a plan with the mayor	Staffing Issues
Peggy Steinke		6/1/2025	Work on Adaptive Budgeting and ADP payroll implementation

### Handbook Modifications

Section Modified	Modification	Date
5.15	Adjusted amount for cold weather gear	01/19/25
5.15	Added language for safety glasses and reimbursement	01/28/25
5.10	Added language for utility incentives	01/28/25
1.01	Added language for EEO	02/25/25



## HR PERFORMANCE REPORT

8.04	Added additional leave only bank	02/25/25
4.03	Added Community Development Maintenance Division to part C	7/14
3.04	Added language to carve-out for independent authority review for items that may concern any relative of HR Director	7/14
7.01	Remove Wisconsin Retirement System from language	9/09
8.01	Remove Wisconsin Retirement System from language	9/09
5.15	Adjust boot reimbursement to up to \$125 annual (removed 50% language)	9/23

### *Employee Recognitions – Discretionary Performance Incentives*

<i>Last Name</i>	<i>Job Title</i>	<i>Dept</i>	<i>Reason</i>	<i>% Increase-Base</i>	<i>Lump Sum Increase</i>	<i>Other Incentive</i>	<i>Date Issued</i>
<i>Scheffler</i>	<i>Admin Asst III</i>	<i>metro</i>	<i>goes above and beyond daily and assists with being short staffed.</i>	<i>1.5%</i>			<i>3/16/25</i>

# Human Resource Committee Packet

November 2025

Agenda Item
Discussion and possible approval of 3% COLA for non-represented employees
Background
For the 2026 budget, a 3% COLA has been recommended to keep the City of Wausau wages current and competitive with the market
Fiscal Impact
3% adjustment in current steps
Staff Recommendation
Discuss and possible action on approving a 3% COLA for non-represented employees
Staff contact: Lisa Nowak (715-261-6634)

# Human Resource Committee Packet

November 2025

<b>Agenda Item</b>
Discussion and possible action to approve MLK in-service day Monday January 19, 2026, and designate this as standard practice annually moving forward.
<b>Background</b>
<p>The birthday of Martin Luther King, Jr. is a celebrated US Federal Holiday occurring annually on the third Monday in January. I would like to formally designate this day for department heads and management teams to organize team-building activities to strengthen the culture at City Hall.</p> <p>Former Mayor Rosenberg had approved this both in 2023 and 2024, and Mayor Diny approved this in 2025. I would like to add this as a permanent event for staff moving forward.</p>
<b>Fiscal Impact</b>
none
<b>Staff Recommendation</b>
Discussion and possible action on approving closing City Hall to the public on Monday January 19, 2026, and forward, to allow staff to engage in team-building activities.
Staff contact: Lisa Nowak (715-261-6634)



# Human Resources Job Requisition

**Instructions:**

Departments must complete this form to fill any full-time, part-time, seasonal, temporary, or intern position. A single requisition may be used for a request to fill more than one position that is identical (i.e., poll workers, seasonal employees). The purpose of the job requisition is to ensure that only those positions critical to the City's ongoing operations are filled. Requisition requests will initially be reviewed by Human Resources. **All position requisition requests must include the position justification analysis on the next page.** Requisitions must be approved by the Department Director and Finance before job will be posted.

POSITION INFORMATION	
Position Title: <b>Building Maintenance Technician</b>	Department: CDA
Immediate Supervisor of Position to Fill ( <i>Completes Performance Evals for EE</i> ): Tamara King	Number of Positions Requested: .5
Primary Work Location: CDA	Position Salary Grade: 19
Worker Type (select): Part-Time	Approximate Hiring Salary: \$25,417.60
Scheduled Weekly Hours: <u>20</u> Work Shift: <u>Day</u> Proposed schedule different from the past: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If position is not for immediate hire, indicate anticipated start date: 1/1/26
Job Description (please review and attach a copy of the job description): <input checked="" type="checkbox"/> The job description has been reviewed and is accurate with no changes suggested <input type="checkbox"/> Revisions are required. Revision proposals are attached.	
Recruitment Type Desired: External Recruitment Length of Job Post: 3 Weeks	
Additional Comments (e.g., posting dates, websites to post job, etc.):	
BUDGET INFORMATION	
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement of Employee <input type="checkbox"/> Reallocation <input type="checkbox"/> Non-Budgeted If replacement give name, reason, and vacancy date:	
Cost Center ( <b>REQUIRED</b> ): 56501, 56500, 56503	Costing Fund ( <b>REQUIRED</b> ): 230 - Community Development Fund
Other Funding Source/Grant Name:	
Funding Start Date: 01/01/26	Funding End Date:
POSITION JUSTIFICATION	
In submitting the justification to fill any City position, the Hiring Manager and/or Department Director must be able to demonstrate the role of the position in addressing a critical function.	
The Hiring Manager or Department Director is required to answer the following questions on the next page.	
Submissions that contain non-specific language (e.g. "the City/Department cannot function unless this position is filled") will not be accepted.	

**Position Justification (click under text to type in area):**

1. Identify the specific critical service(s) served or supported by the position:

Hiring a part-time maintenance staff member would help reduce the workload on current staff as our aging properties require more maintenance and unit turnovers have increased in frequency and complexity. Absences and large projects often create significant backlogs, causing remaining staff to work longer hours. A part-time employee could also train alongside the SBMT before his retirement to preserve valuable knowledge. Additionally, projects have been delayed due to urgent repairs, and the recent transition to NSPIRE-V inspections has increased maintenance demands.

2. Identify the consequences of not filling the position:

The overall workload experienced by current maintenance staff has increased to the point that critical functions are difficult to complete in the typical 8/hr work day. This would ease the burden felt by current staff as well as succession planning for the senior building maintenance technician as well as alleviate burnout.

3. Identify how the functions would be fulfilled if the position is not approved:

The current maintenance staff would have to continue to fulfill the necessary job duties which could incur overtime and increase likelihood of burnout.

4. Identify to what extent technology is used or could be used to maximize efficiencies and minimize labor costs:

Not applicable for this position.

5. To the extent that less than 1 FTE is necessary to fulfill critical functions, identify what excess staff time may be available and how that staff time may be reassigned or shared to maximize interdepartmental and intergovernmental efficiencies:

Excess time could be reassigned to preventative maintenance tasks, faster unit turnovers and higher efficiency for work order requests.

6. Identify recommendations for performance measurement indicators for the position.

1. Cost efficiency - hiring at \$24.44/hr reduces dependence on higher-cost overtime (\$30-\$36/hr)
2. Improved coverage - enables existing staff to take vacation without disrupting operations
3. Faster turnovers - supports rapid unit turnaround reducing vacancy loss
4. Better preventative maintenance - helps maintain property standards
5. Reduction in contracts needed to maintain properties
6. Staff retention and morale - eases workload pressure



Hiring Manager Signature: *Deli P. Abreu* Date: 11/3/25

Return this completed form to Human Resources. Human Resources will route for Department Head and Finance approval.

# Human Resource Committee Packet

November 2025

<b>Agenda Item</b>
Discussion and possible action approving a PT Building Maintenance Technician in CDA
<b>Background</b>
<p>The CDA would like to hire a Part-Time Building Maintenance Technician beginning January 2026. Hiring a part-time maintenance staff member would help reduce the workload on current staff, as absences and large projects often create significant backlogs, causing remaining staff to work longer hours.</p> <p>A part-time employee could also train alongside the SBMT before his retirement to preserve valuable knowledge. Additionally, projects have been delayed due to urgent repairs, and the recent transition to NSPIRE-V inspections has increased maintenance demands.</p>
<b>Fiscal Impact</b>
Community Development Fund - \$25,417.60
<b>Staff Recommendation</b>
Discuss and possible action to approve a PT Building Maintenance Technician in CDA
Staff contact: Lisa Nowak (715-261-6634)