



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Tuesday, June 28, 2022 at 5:00 PM**
Location: **City Hall (407 Grant Street) - Council Chambers**
FIN Members: Lisa Rasmussen, Doug Diny, Carol Lukens, Michael Martens, Sarah Watson

AGENDA ITEMS

- 1 Minutes of the previous meeting(s): (6/14/22)
 - 2 Discussion and possible action regarding budget modification related to a salary study
 - 3 Discussion and possible action regarding budget modification related to a midyear Cost of Living adjustment
 - 4 Discussion and possible action regarding creating an Extended Retirement Notice Incentive
 - 5 Discussion and possible action regarding budget modification Transit Fueling Project
- Adjourn

Lisa Rasmussen, Chair

NOTICE: It is possible and likely that members of, and possibly a quorum of members of the Committee of the Whole or other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting. No action will be taken by any such groups.

Members of the public who do not wish to appear in person may view the meeting live over the internet, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail mary.goede@ci.wausau.wi.us with "Finance Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 06/24/22 at 9:00 AM

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) 261-6590 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.

Other Distribution: Media, (Alderspersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday June 14, 2022 @ 5:30 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Carol Lukens, Doug Diny

Members Excused: Sarah Watson

Others Present: Maryanne Groat, Bob Barteck, Todd Baeten, Randy Fifrick, Shannon Graff, Anne Jacobson, Emily Ley, Katie Rosenberg, Jamie Polley, Toni Vanderboom

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The Finance Committee was called to order by Chairperson Lisa Rasmussen.

Minutes of the previous meeting: (5/24/22)

Motion by Martens, second by Lukens to approve the minutes. Motion carried 4-0.

Discussion and possible action sole source request Parks Department 400 Block repairs

Lisa Rasmussen explained some of the side supports of the stage at the 400 Block need a process for freezing water.

Motion by Martens, second by Diny to approve. Motion carried 4-0.

Discussion and possible action regarding ARPA funding requests

Rasmussen stated in this round of scoring Community Partners Campus Facility Project scored high, followed by the Wastewater Screening Improvement Project; the Stormwater Lift Station; 17th Avenue – Stewart to Elm Reconstruction; Affordable Housing Improvements and Expansion; and Homebuyer Education, Counseling and Closing Assistance.

Discussion followed on each of the individual projects. <https://www.youtube.com/watch?v=UuVyTY77fWk>

Motion Diny, second by Martens to approve the Community Partners Campus Facility Project. Motion carried 4-0.

Motion by Lukens, second by Martens to approve the Wastewater Screening Improvement Project. Motion carried 4-0.

Motion by Lukens, second by Martens to approve the Stormwater Lift Station Project. Motion carried 4-0.

Consensus of the committee was to hold on the 17th Avenue Reconstruction Project due to John Muir Construction and/or look at alternatives such as CIP; and to wait on the Affordable Housing Improvements and Expansion for more information from Tammy Stratz.

Motion by Diny, second by Martens to approve the Homebuyer Education, Counseling and Closing Assistance Program. Motion carried 4-0.

Maryanne Groat stated the HR Department is intending to submit an ARPA request for a market study of wages for non-represented employees. She noted the HR Committee would prefer funding from another sources.

Toni Vanderboom, HR Director, stated they have been looking at a market study from some time. She explained the Employee Handbook obligates us to do a comprehensive comparison of employee's pay to market conditions at least every five years. She indicated we are currently at three years since the last market study and due to the abnormally changing market she felt it was important to not wait too long. She stated they would not be changing who is in what salary grade, only how the salary grades align with market. She stated the RFP will be amended to include an obligation for the vendor to provide us with an implementation estimate early in the project so that it can be properly accounted for in the budget planning process.

Maryanne Groat stated the committee should rank this project and it can be considered at the next meeting. Vanderboom stated if they were going to identify another funding source other than ARPA, then the sooner the decision can be made the better because they will be several months behind estimate if we are waiting for a ranking. She estimated the cost to be approximately \$80,000 or more for custom. Groat stated they could use surplus for this study if they preferred not to use ARPA. Rasmussen indicated this item will be brought back to the June 28th Finance meeting to be more properly agendaized and to provide more information, but they should still rank it.

Discussion and possible Action Budget modification legal services

Anne Jacobson stated they have expended their 2022 legal budget as of the end of March and there are outstanding bills in the amount of \$34,498.28. She indicated Groat recommended adding \$70,000 to that budget from surplus.

Motion by Martens, second by Lukens to approve the budget modification. Motion carried 4-0.

Discussion and Approval of the 2022 Community Development Block Grant program year.

Rasmussen stated all the information regarding the public hearing and the Citizens Advisory Committee's recommendation is in the packet.

Motion by Martens, second by Lukens to approve the 2022 CDBG program. Motion carried

Discussion and possible action regarding PFAS filter replacement and related budget modification

Rasmussen stated there has been some inquiries from citizens looking for further supplies to replace filters in their zero water pitchers. She indicated they are sitting on inventory of 2,000 undelivered pitchers. The question is if that inventory includes the spare filters that were to go with them. She felt there was value in taking the spare filters that were not picked up after multiple notifications and give them out before investing more ARPA funding. She noted the Public Works Director informed them the new plant will filter PFAS effectively for the initial startup phase.

Carol Lukens questioned if the 2,000 pitchers could be returned or if there was something else that could be done with them. Groat stated they could be used by people who replace their lead service, which will need to drink an alternate water source for a period. Another option would be to do a partial funding.

Consensus was to hold action on this request for now and direct the department to deploy the 2,000 undistributed spare filters to anyone who needs them. If they exhaust the supply and still want to obtain more this can be brought back to the Finance Committee.

Becky McElhaney commented there were complaints that they are not getting the notification, or the email is going to the spam folder.

Discussion and possible action regarding sole source purchase of recruitment services HR Gov

Motion by Martens, second by Lukens to approve. Motion carried 4-0.

Discussion and possible action regarding budget modification related to a midyear Cost of Living adjustment

Deferred to next meeting.

Discussion and possible action creating an Extended Retirement Notice Incentive

Deferred to next meeting.

Presentation 2021 Financial Results

Deferred to future meeting.

Adjourn

Motion by Lukens, second by Diny to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:32 pm.

Human Resource Committee Packet

June 13, 2022

Agenda Item
Discussion and possible action approving market study.
Background
The labor market is currently extremely competitive, and it has been three years since the City last compared the current salaries to market rates. A custom market study will compare the City's pay to market rates and recommend adjustments to best position
Fiscal Impact
\$40,000-\$80,000 anticipated expenses for the study. Additional expense for implementation should be anticipated.
Staff Recommendation
Approve a market study.
Staff contact: Toni Vanderboom (715-261-6634)

DRAFT

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

DATE/TIME: June 13, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom, G. Seubert

Discussion and Possible Action Approving a Market Study.

Vanderboom said that the City schedules a market study to be completed every five years, but because of the changing market, she would like the City to be able to do one now using AARPA funds, which would be at three years, in order to not be left behind. Vanderboom believes that a custom market study would be best at this time, in which the City would request specific data from those entities which the City would like to compare itself to. Vanderboom said that the quickest turnaround time would be four months, but a realistic timeframe for this to be completed would be longer.

Gisselman asked if the City is prepared to handle any budget changes that might arise from the study unlike the last time, and that he would hate to see a study done and for the City to not be able to afford to implement the recommendations. Gisselman said he would like to know that the other committee members will be ready to sell the study recommendations to the Finance Committee and Council. McElhaney said the only way to handle this is to move forward with the market study, and that the City understands that it needs to pay its employees what they are worth in order to retain them, but also look at the whole package that it is offering. McElhaney said that having market data to back up any wage increases that might happen will help residents and tax payers accept any increases that happen.

Herbst spoke in support of approving a market study. Mayor Rosenberg spoke in support of the market study also. Killian agreed, saying that the employees make the City run and that this should be a high priority. Killian asked if there is another funding source that could be used instead of AARPA funds. Vanderboom said that she spoke with the Finance Director and they were looking to fund the study with AARPA funds, which is allowable under the AARPA guidelines, but not the outcome of the study. Vanderboom said that if the Finance Committee does not wish to use AARPA funds that she would ask them to identify another source of funding because this is a critical item. Killian said that he will not let this come in the way of his support of the item, but he would like to see AARPA funds used to help the community recover from the impact of the pandemic, especially the vulnerable population. Martens said he thinks that the City has done everything it can to attract employees and this is the next step to take to look at wages. Martens also would like to find an alternative funding source for this project rather than use AARPA funds and is concerned about the information not being available in time for next year's budget approval process. Vanderboom said that an option would be that when a vendor is selected to ask the vendor for an estimated implementation budget that could be built into the 2023 budget. Gisselman asked if this could be included in the RFP so that it doesn't get lost. Vanderboom said that this could be put into the RFP.

Motion by Martens to approve a market study with an amendment to direct the Finance Committee either rate this request for AARPA dollars or to recommend an alternate funding source for this project. Second by Killian. All ayes. Motion passed 5-0.

CITY OF WAUSAU
AMERICAN RESCUE PLAN - SLFRF APPLICATION
PUBLIC HEALTH AND ECONOMIC IMPACTS OF COVID 19
PUBLIC SECTOR CAPACITY - STAFFING

Public Sector Capacity spending category is designed to restore and bolster public sector capacity. Common examples would include:

- *Allocating payroll and benefits of police officers and firefighters/paramedics for the time responding to COVID 19 to the grant
- *Providing worker retention incentives including increases in compensation
- *Increase staffing levels (FTE's)
- *Administrative time managing created retention programs
- *Premium Pay



Project Title	Market Study		
Department	Human Resources	Contact Name:	Toni Vanderboom
Priority 1-6 (low-high)	5		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type *(Refer to the Department of Treasury Expenditure Category and enter the EC Code next to the appropriate area)*

☐ COVID Payroll Allocation	☐ Worker Retention Incentives
☐ Increased staffing	☐ Administration of Retention Programs
☐ Premium pay	

SPENDING/PROGRAM DESCRIPTION
attach additional information if needed

The Employee Handbook establishes that the City of Wausau shall conduct a full review of market data for all City jobs every five years. The City last conducted a salary study in 2018. This study was implemented in 2019 (fully implemented in 2022). The labor market is currently extremely competitive, and the salary market is changing accordingly. A custom market study will re-align the City of Wausau pay scales with the current market.

JUSTIFICATION

Describe the proposed programs impact on public sector capacity and how delay or deferral of the proposal will impact government service capacity

Recruiting and retention is extremely competitive. Aligning with market conditions will ensure the City is positioned to recruit and retain employees. Failure to align with market will result in difficulty recruiting employees and increased employee turnover.

OTHER AVAILABLE FUNDING SOURCES FOR THE PROGRAM (check all that apply)

☐ 2022 Budget	☐ Other (Describe)
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PAYROLL GROUPS IMPACTED (Check all that Apply)

☐ Police Union	☐ Fire Union
☐ Transit Union	☐ Non-represented

PUBLIC HEALTH EMERGENCY - GOVERNMENT CAPACITY - FINANCIAL DETAIL

Market Study

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Construction/Maintenance						-
Equipment/Vehicle/Furnishings Purchase						-
Other(Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES

ARPA Funding

Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income						-
Other (Describe)						-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services	40-80,000					-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES

ARPA Funding

Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

Market Study

[illegible]

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
COMPENSATION MARKET STUDY**



**CITY OF WAUSAU
REQUEST FOR PROPOSALS
COMPENSATION MARKET STUDY**

The City of Wausau is requesting proposals from consultants to review current pay ranges to determine if the current level of compensation for employees not represented by the terms of a collective bargaining agreement (hereinafter referred to as non-represented) is competitive with the market rate for non-represented employees and to make recommendations for ensuring accurate compensation for work performed. The City's objective is to provide a competitive, destination work force that retains skilled workers while attracting highly qualified new applicants. The recommendations from this study should be designed to determine the correct market pay for each position utilizing the City's current pay plan. Proposals will be accepted until 4:00 PM, July 15, 2022.

The City conducted a comprehensive salary plan review in 2018, reviewing each position, updating job descriptions and categorizing each into a salary band based upon a review of qualifications and work performed. The new pay plan took effect in April 2019 with the intent to review the ranges approximately every 5 years for maturation as necessary to remain competitive with the market. The City is seeking a consultant to make recommendations for adjustments to pay scales and/or pay that may be needed to remain competitive.

The City of Wausau employs approximately 180 non-represented employees within approximately 90 job classifications compensated within a salary structure with 23 pay ranges. This staff is employed in government operations consisting of Assessments, Customer Service and Finance, Human Resources and the City Attorney's Office, Transportation which includes the Department of Public Works and Metro Ride, Economic and Community Development as well as Commission Operations which includes Wausau Water Works and Community Development. This proposal only includes public safety insofar as the support needs Police and Fire employee administrative and managerial positions not represented under the terms of a collective bargaining agreement. The City currently operates under the Mayor/Council form of government.

SCOPE OF WORK AND DELIVERABLES

The study will provide the City with recommendations for updating and refining to ensure market competitiveness. The consultant will be expected to identify implementation recommendations that are effective and achievable in the context of an overall strategy.

The following components are considered essential to the study:

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
COMPENSATION MARKET STUDY**

- Review current compensation structure and propose modifications to the existing wage schedule and compensation system based on internal and external comparisons, include market comparable.
- Review comparability and compression issues in areas where there are little or no differences in pay, coupled with large differences in responsibility, skill levels or qualification. The goal is to prevent or eradicate inequalities which may occur between supervisors and subordinates; new and experienced personnel; or between pay range midpoints of successive job grades. Compression and comparability issues arise not as deliberate compensation strategy, but on account of other issues. Improving comparability and reducing compression is a critical goal.

The study will be conducted in consultation with various City staff and officials and will be coordinated with and supported by the Human Resources Department as the delegate for the Human Resources Committee.

INCURRING COSTS

The City is not responsible for any costs incurred for the preparation of responses to this request for proposal.

SELECTION PROCESS

Proposals will be reviewed and a consultant will be recommended by the selection committee to the City's ***Human Resources Committee***. The recommendation will be based upon the consultant's experience/capabilities, project approach, and cost, all of which are described below under "Proposal Specifications."

TIMELINE

The estimated timeline for completion of the selection process is outlined below.

June 16, 2022	Distribution date of RFP
July 8, 2022	Last day for submitting written questions
July 15, 2022	Deadline to submit proposal (4:00 p.m.)
July 15-August 5, 2022	Evaluation of Proposals Period
August 8, 2022	Finalists present to Human Resources Committee (4:45 p.m.)
On or before August 31, 2022	Selected Firm Notified

PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capacity to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

Business Organization – This section shall include the firm's name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
COMPENSATION MARKET STUDY**

Experience and Capabilities - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of a minimum of three (3) references for each similar public organizational assessment completed.

Project Approach – The consultant shall describe the approach to the proposed project and project schedule to include key milestones, the method of conducting the work, along with the quantity in terms of time, the nature and scope or services to be provided by City staff to assist in the study’s completion. To be included at a minimum:

- Describe the more specific philosophy of the consultant and provide a recommendation in the following areas:
 - Method of identifying comparables and if comparable would vary depending upon department, position, or pay grade;
 - Comparison of only public sector data or private and public sector data;
 - Methodology to be used in benchmarking and determining salary ranges;

Separate Envelope – Provide cost information in a separate envelope.

SUBMITTAL REQUIREMENTS

One (1) original and six (6) copies of the proposal along with an electronic file stored on a jump drive, must be submitted in a sealed envelope by **4:00 p.m. Friday, July 15, 2022**. Please mark “Proposal for City of Wausau Salary (Pay Grade Maturation) Study” on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall
Human Resources Department
407 Grant Street
Wausau, WI 54403**

CONTACT

Questions about the RFP or the project should be directed to the Human Resources Department at (715) 261-6630 or email anne.keenan@ci.wausau.wi.us.

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS
COMPENSATION MARKET STUDY**

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- ☐ the receipt of this letter to solicit bids (on this date): _____
- ☐ familiarization with all terms, conditions, and specifications herein stated,
- ☐ company is qualified to perform work and services as proposed,
- ☐ that the proposal submitted is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

Title

Type of Entity (S-Corp, LLC, etc.)

Phone Number

Web Site

Email Address

Human Resource Committee Packet

June 13, 2022

Agenda Item
Discussion and possible action approving midyear cost of living adjustment for non-represented employees.
Background
According to the Consumer Price Index for the Midwest Region's April report, the CPI-U rose 8.2% over the last 12 months. The City granted a 2% cost of living increase in the 2022 budget for non-represented employees. The Transit union negotiated a 2% increase for 2022 and are negotiating a successor agreement currently, to be effective June 30, 2022. The Police union negotiated a 3% increase for 2022, split midyear. The Fire union negotiated a 2.5% increase for 2022, split midyear 1.5/1%). The Human Resources Department has submitted an AARPA request to fund a market study to align our non-represented pay structures to the existing labor market. However, that study is expected to take at a minimum 3-4 months. A cost of living adjustment can be implemented quickly and will offset the implementation costs of the market study.
Fiscal Impact
Approximately \$115,000.
Staff Recommendation
Approve a cost of living adjustment for non-represented employees.
Staff contact: Toni Vanderboom (715-261-6634)

DRAFT

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

DATE/TIME: June 13, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom, G. Seubert

Discussion and Possible Action Approving Midyear Cost of Living Adjustment for Non-Represented Employees.

Vanderboom said that her concern about the market study is the delay in any action to wages until it is completed in the future and the possible negative affects on recruitments and retention in the interim. This request would offset the implementation cost of the market study and change the pay scale rates for non-represented employees.

Killian asked what percentage of increase is being asked for, as it was not included in the memo. Vanderboom said that the fiscal impact listed on the memo represents a 2% increase. McElhaney talked about wages increasing dramatically over the last months and said that this would provide some immediate relief to employees.

Motion by Killian to approve a midyear cost of living adjustment of 2% for non-represented employees. Second by Herbst. All ayes. Motion passed 5-0.

Human Resource Committee Packet

June 13, 2022

Agenda Item
Discussion and possible action creating an extended retirement notice incentive
Background
The City of Wausau currently has two separation notice requirements: 1. Upon voluntary separation (resignation or retirement) with 10 days written notice to HR, an employee receives payout of remaining vacation time, compensatory time, and perfect attendance leave. 2. Upon retirement, non-represented employees hired before 1/1/13, Transit union employees hired before 1/1/13, Fire union employees and Police union employees with 3 months written notice shall be eligible for a Perfect Attendance Leave conversion. The average recruitment takes 3-4 months from start to finish (job posted for 3-4 weeks, 2-4 weeks for candidate selection, 2 weeks for pre-employment screening, 2 weeks for notice to a current employer). If a department seeks to revise or reclassify a vacant position, or if key participants are on leave during the selection period, the process can take even longer. This makes it challenging to provide overlap between the current incumbent and new hire for training and onboarding, since the longest notice period received is equal to the average recruitment timeline.
Fiscal Impact
Staff Recommendation
A six-month advance notice period would give departments sufficient time to reorganize and recruit for a vacancy. Unfortunately, there is no reasonable way to incentivize a resigning employee to grant a lengthy notice. However, we can create an incentive for a longer retirement notice. The City is currently granting a \$2,000 hiring bonus for difficult to fill positions. Staff propose offering a similar incentive for a 6-month retirement notice. This will be instrumental in granting ability to plan for upcoming vacancies, and can be universally applied to all employees regardless of union status or hiring date.
Staff contact: Toni Vanderboom (715-261-6634)

DRAFT

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

DATE/TIME: June 13, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom, G. Seubert

Discussion and Possible Action Creating an Extended Retirement Notice Incentive.

Vanderboom explained that employees who wish to retire and are eligible for the PEHP (Post Employment Health Plan) benefit are required to give a 3-month notice to receive this benefit. Employees who retire but are not eligible for this benefit due to being hired after it went away are only required to give a 2-week notice to have their eligible balances paid out. The idea is to create an incentive, like the hiring bonus incentive, that will pay employees who wish to retire \$2000 if they provide a 6-month notice. This incentive would provide enough time for a recruitment to take place and a new person to be hired before the retiring employee leaves.

Gisselman asked how this would affect the unions and their members. Vanderboom said that if this passes, MOU's would have to be put into place with the three unions in order for it to be applicable for their union employee retirements.

Killian asked if cost savings would result in this happening, especially in a department like Police where new recruits might be in the academy and the impending retirees would stay on staff longer, avoiding possible overtime for officers. Vanderboom said that this is the intention, however not all departments will see savings, especially if the position is exempt from overtime.

Motion by Killian to approve creating an extended retirement notice incentive. Second by Martens. No further discussion. All ayes. Motion passed 5-0.



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

MEMO: Incentive pay for additional retirement notice

DATE: 05/31/22

TO: Wausau City Council

The police department has been working cooperatively with the human resources department to address current and future staffing shortages. We currently have four vacancies we expect 3-5 more retirements by January, 2023. The union contract requires a 60 day notice of retirement to receive full benefits. The police department is seeking to incentivize a 6 month notice of retirement by offering \$2,000 for an extended notice.

If the city council authorizes an incentive for a 6 month retirement notice, we expect to see the a reduction in 2023 overtime costs. If we receive a 6 month notice, we will be able to hire candidates early (likely before September, 2022). Candidates will then be out of the police academy or out of field training by the time the retiring officer actually leaves the department. Either way, it reduces the timeframe in which we are short staffed by 4-5 months.

With a six month notice prior to a retirement, we would have the ability to hire and exceed our authorized staffing levels temporarily. This would allow our new officers time to train while the retiring staff are still working. We find significant value in a six month retirement notice and support this proposal that recognizes the value and incentivizes staff to give that notice.

Thank you,

Deputy Chief Matthew Barnes

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

Melinda Pauls
Administrative Captain

Request for Budget Modification

Fuel Tank Upgrade for Metro Ride

Impetus for the Project

New Above Ground Fuel Storage Tank Secondary Containment Requirement

DATCP will be enforcing the following secondary containment requirements of Wisconsin Administrative Code ATCP 93 beginning January 1, 2022:

- ATCP 93.500(5)(d) - All existing pipe connections at the top of the tank and beneath all freestanding pumps and dispensers that routinely contain product shall be placed within secondary containment sumps by January 1, 2021. *(note: this deadline was extended to January 1, 2022)*
- ATCP 93.500(5)(f)(1) - Secondary containment sumps provided under this subsection shall have non-discriminating electronic sensors to detect liquids located in the lowest collection point of the sump, unless approved otherwise by the department.

Sites that are not in compliance with the requirements after January 1, 2022, will receive an administrative order to bring the site into compliance within 15 days as per ATCP 93.115(3)(c). Sites that do not comply within the allotted 15 days will be red-tagged and subject to any applicable reinspection fees.

Project Status

Price quotes were received from three vendors in October 2021. Midwest Petroleum submitted the lowest price, in large part because they proposed the use of existing underground piping rather than replacing it. They also agreed to complete the project before the end of the year. The Finance Committee and Common Council approved funds for the project in the amount of the Midwest Petroleum price quote.

Vendor	Price
U.S. Petroleum	\$31,155.00
Walt's Petroleum	\$40,665.32
Midwest Petroleum	\$21,200.25

Midwest Petroleum could not proceed with construction before the end of the year because materials were on backorder. They sought and received an extension from the state to allow continued operation of our fueling facility. Once materials were available, work was scheduled to begin during the week of March 21st (spring break week when our fuel demand would be lower).

When Midwest Petroleum broke ground near the fuel storage tank, they discovered proprietary pipe couplings from a vendor that is no longer in business. They stopped work and informed us that those couplings are no longer available. As a result, the underground piping between the fuel tank and dispenser could not be used as originally proposed. We requested that they seek another extension from the state so we could complete the project in June when school is no longer in session.

Midwest Petroleum provided an updated price quote of \$44,244.27, which includes pipe replacement and associated construction costs. They also quoted the replacement of the fuel dispenser and overhead light (which we should have requested originally) for an additional \$8,584.

To determine reasonableness of the new price, I applied an inflation factor of 8.5% to the original price quotes from the other two vendors and added Midwest Petroleum's cost to date estimate of \$4,700. Costs to date would be paid even if the project were rebid.

Vendor	Original Bid	Updated Price	Cost to Date	+ Inflation @ 8.5%	+ Midwest Cost to Date
U.S. Petroleum	\$31,155.00	NA	NA	\$33,803.18	\$38,503.18
Walt's Petroleum	\$40,665.32	NA	NA	\$44,121.87	\$48,821.87
Midwest Petroleum	\$21,200.25	\$ 44,244.27	\$4,700.00		

Midwest Petroleum's price is not the lowest, but it seems reasonable. They have all parts and materials for our project on hand, and they are ready to proceed.

The current compliance enforcement extension issued by the State expires on September 1 and additional extensions will only be granted if parts are not available. Rebidding the project would delay completion and risk a shutdown of our fueling facility. Additionally, market conditions may drive prices higher than the current Midwest Petroleum bid.

Request for Budget Modification

I would like to accept the price quote submitted by Midwest Petroleum and proceed with the project. Please consider this a request for budget modification in the amount of \$31,628.34 which includes \$23,044.15 for pipe replacement and associated construction costs; and \$8,584.19 for replacement of the fuel dispenser and overhead light.

Prepared by:
Greg Seubert
Transit Director
6/23/2022