



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: **Human Resources Committee *REVISED***
Date/Time: **Monday, January 13, 2025 at 4:45 PM**
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of December 9, 2024 Minutes.
- 2) Human Resources Report for December 2024.
- 3) Discussion and Possible Action to Approve Amending Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities).
- 4) Discussion and Possible Action to Approve Amending Employee Handbook Section 5.15.5 – Clothing and Equipment – Cold Weather Gear Reimbursement.
- 5) Discussion and Possible Action to Approve Adding Employee Handbook Section 5.15.7 – Clothing and Equipment – Safety Eye Glasses Reimbursement.
- 6) Discussion and Possible Action to Approve Community Service Officer II Job Description and Pay Rate.
- 7) Discussion and Possible Action to Approve Reclassification of Fire Marshal (Grade 14) to Division Chief – Inspections-Community Risk Reduction (Grade 13).
- 8) Adjourn to **Closed Session** pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code.
- 9) Reconvene into **Open Session**.
- 10) Discussion and Possible Action Regarding Consideration of a Complaint Filed Against Certain City Personnel Pursuant to Section 2.06.040 of the City of Wausau Municipal Code.
- 11) Adjournment.

Becky McElhaney, Chairperson

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail anne.keenan@wausauwi.gov with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendaized, 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 on 1/09/2024 at 2:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such group at the above-mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (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 Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

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

DATE/TIME: December 9, 2024, at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
Vicki Tierney
MEMBERS ABSENT:
Also Present:

The meeting of the Human Resources Committee was called to order by McElhaney.
McElhaney noted that the agenda said it was a special meeting and that this was incorrect.

Approval of November 11, 2024 Minutes.

Motion by Kilian to approve the November 11, 2024 Human Resources Committee meeting minutes. Second by Gisselman. All ayes. Motion passed 5-0.

Human Resources Report for November 2024.

No questions were brought forward.

Discussion and Possible Action to Approve the Proposal to Expand Wausau Fire Department Hiring Criteria to Include EMT-Basic Candidates and Implement an In-House Paramedic Apprenticeship Program.

Chief Kopp thanked the committee for the opportunity to present this item and introduced Deputy Chief Pluess to present the item. Pluess said that the department currently has ten vacancies, and by changing the minimum requirements for hire they believe they can increase the application pool. The Fire Department would partner with NTC to put candidates through a hybrid paramedic program that begins mid-January. Pluess said unlike the last training with NTC the department provided where candidates were in class 40 hours a week, this new hybrid program would allow candidates to be available to work while they are going to school for a year. Pluess said that this would not result in an increase in overtime for the department and that the candidates would get paid for school while on shift but not on their off days, as it would be a condition of their employment.

Pluess discussed an Early Engagement Benefit which is a sign-on bonus of \$10,000 and \$5,000 towards tuition. Pluess said this would come off of what a one-year Firefighter normally would make. Pluess said this would act as a recruitment and retention tool.

Tierney asked what happens if they do not pass the EMT course. Pluess said that candidates they have put through school have successfully passed the paramedic exams on their first attempt. Tierney then asked why we would provide such a high hiring bonus to someone who

isn't as qualified as a one-year firefighter. Pluess said that after tuition costs, the salary is lower than that of a one-year firefighter.

Kilian said that she appreciates the work put into the proposal, however, with City debt being such an issue, she was concerned that the proposal did not include how much it would cost to implement. Kilian was also concerned about how repayment from those who leave employment would be guaranteed to be collected. Pluess said that no additional positions are proposed and that the cost is neutral since the proposal to hire apprentice level staff is the same as the current starting rate for a firefighter. Kilian again asked how they could guarantee that the City would be reimbursed if someone left; Pluess said that the City has collected from others who have left with less than two years of service.

Martens said that he thought it was a good program to implement.

Tierney expressed concerns about hiring candidates without the necessary requirements and also about collecting repayment.

Gisselman asked if there are any common reasons for people leaving the department, as the HR report indicates that the Fire Department has lost ten employees this year. Gisselman also asked for clarification on how training for the candidates would be handled. Pluess said that the candidates would attend the required courses at NTC and then do the virtual courses while on shift, and hands-on training at the department. Gisselman said that repayment is not new and asked if all employees are not held to the same standard of repayment for certifications, continuing education, and such. Henderson said that it is sporadic as to what items are called out for repayment if an employee leaves within a certain period of time. Gisselman said that this should be addressed in the handbook.

Chief Barnes spoke about their hiring process, sending new hires to the academy, and the repayment of items if an employee leaves within three years of hire. Barnes said that training and continuing education are on-going in his department and would not expect employees to sign an agreement for such items, but rather only if they are obtaining a college degree and then decide to leave.

Henderson said that he had two issues with the proposal. The first issue is the 3-year requirement of employees to stay before there is no repayment. Henderson said that 3 years is a long time for someone to commit to. The second issue is having employees stay in the position if they hate their job or feel it's not a good fit just to not have to repay.

Tierney said repayment should be prorated back to the City.

Kopp said that the department has had employees who left and had to pay back for schooling and equipment and that it was a prorated pay back. Kopp said that this will give some people an opportunity to do something that they have always wanted to do who otherwise would not have been able to. Kopp shared that a candidate who applied during the last time the

department put candidates through paramedic school had a full-time job and a family and would not otherwise have been able to pursue a career as a firefighter/paramedic.

McElhaney said that she is a proponent of apprenticeship programs and asked for Kopp to provide more information about the schedule for the students and the hiring bonus and tuition credit.

Kilian asked if the amount of pay for the apprenticeship employees is the same as someone hired with more education and training. Kopp said yes and no, that paramedics receive an incentive for their license and receive more pay for years of service, but the rate is the same for someone who is hired with just an EMT-basic license. Kilian said that she feels the cost is extreme for the City. Kopp shared that he and Pluess were both in apprenticeship programs that helped them to determine they wanted a career in the fire service.

McElhaney clarified that the department will not be hiring candidates who do not have any certifications, but rather, they are lowering the minimum requirements and helping the candidates to get to the certification level desired by the department. Kopp said that Wausau has a high standard of service, sending two paramedics on all ambulance calls they receive.

Tierney asked when the employees would receive the bonuses. Kopp said he believed it would be provided immediately after hire. Tierney asked what the reasons were that the department lost employees. Kopp said that he's asked for input from exit interviews conducted with HR and that no one has said anything negative about the department. Two people left because their spouses were accepted into residency programs elsewhere, another moved to be closer to parents, and one said that they didn't realize they would have to work so hard and decided to quit.

Motion by --- to approve the proposal to expand Wausau Fire Department hiring criteria to include EMT-Basic candidates and implement an In-House Paramedic Apprenticeship Program. Second by ---. Motion passed 4-1. (*Kilian was the dissenting vote.*)

Closed Session pursuant to 19.85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.

Motion by Martens to go into closed session pursuant to 19.85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee. Second by Gisselman. McElhaney took rollcall of members present. The committee entered closed session.

Reconvene into Open Session.

McElhaney indicated that the committee was back in open session.

Discussion and Possible Action on Closed Session Item #4 Approving Leave of Absence Request.

Motion by Martens to approve the leave of absence request. Second by Tierney. All ayes.
Motion passed 5-0.

Adjournment.

Motion to adjourn by Kilian. Second by Tierney. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=HZeUBWZSIWE> and
https://www.youtube.com/watch?v=2UPFLQ3_khM

**HR PERFORMANCE REPORT****Core Services***Classification & Compensation***Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
113	87	7	19

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
9	2	2	6

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
25	6	19

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Shoulder injury	Medical	Closed	02/08/24
Police	Knee injury	Medical	Closed	03/12/24

**HR PERFORMANCE REPORT**

Fire	Back	Indemnity	Closed	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee Injury	Medical	Closed	03/26/24
DPW	Ankle	Medical	Closed	05/18/24
DPW	Finger	Medical	Closed	05/25/24
Police	Privacy Case	Medical	Closed	06/06/24
DPW	Eye	Medical	Closed	06/19/24
Police	Foot	Medical	Closed	07/05/24
Fire	Shoulder	Medical	Closed	08/01/24
Fire	Finger	Medical	Closed	08/06/24
Metro	Leg	Medical	Closed	08/15/24
Police	Privacy Case	Medical	Closed	08/23/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Knee	Medical	Closed	09/10/24
Fire	Finger	Indemnity	Closed	09/18/24
Police	Knees	Medical	Open	09/18/24
Police	Hand/arm	Indemnity	Closed	10/23/24
Water	Eye	Medical	Closed	10/22/24
Police	Back	Indemnity	Open	11/07/24
Police	Neck/back	Medical	Open	11/19/24
Police	Hand	Medical	Open	12/08/24
Police	Privacy Case	Medical	Open	08/17/24

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
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Metro	Knees	Indemnity	Reopened	09/01/17

**HR PERFORMANCE REPORT***Employee and Labor Relations*

Grievances (YTD)

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

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	7/10
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	
Chase Paul	Water	Water Plant Operations Technician	7/08	
Scott Krueger	Assessment	Property Appraiser	8/05	
Jean Block	Customer Service	Administrative Assistant III	8/05	
Payton Wright	Police	Police Officer	8/05	
Jacob Ausel	Water	Water Distribution Maintainer	8/05	
Samuel Radtke	Water	Water Distribution Maintainer	8/19	
Cody Swearingen	Police	Police Officer	9/16	
Melani Lemanski	Assessment	Assessment Office Technician	9/30	
Megan Waller	Mayor's Office	Executive Assistant	9/30	
Matthew Kozloski	Fire	Community Care Paramedic	9/30	
Andrew Saxer	Fire	Firefighter/Paramedic	9/30	
Thomas Bauer	Metro Ride	Transit Operations Supervisor	10/14	
Alexander King	Maintenance	Building Maintenance Technician – DPW	11/11	
Austin Shulfer	Fire	Firefighter/Paramedic	12/09	
Jason Kotolski	Metro Ride	Mechanic II	12/23	
Antonio Pellegrino	Metro Ride	Facilities Maintenance Worker	12/23	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
45	24	16	5

Separations by Department for 2024 YTD

Clerk/Finance – 3	Public Works – 4	Maintenance - 1	Attorney's - 2
Metro Ride – 8	Water - 4	Assessment - 2	Mayor's - 1
Police -6	Fire - 12	Community Dev - 1	Wastewater - 1

**HR PERFORMANCE REPORT****Promotions/Transfers**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Feltz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26
Raymond Younger	Water Distribution Maintainer	Senior Water Distribution Maintainer	Rick Dorn	8/04
William Zick	Firefighter/Paramedic	Engineer	Robert Buss	9/01
Zachary Schroeder	Street Maintainer	Equipment Operator	Zachary Kempf	10/20
Jacob Will	Bus Operator I	Bus Operator II	Gary Steffen	11/10
Randy Fifrick	Economic Development Manager	Development Director	Liz Brodek	12/08
Cory Parsch	Firefighter/Paramedic	Fire Engineer	Robert Rode	12/30

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Accountant – Revenue	1	12/20	In Process
Administrative Assistant II – Police	1	1/10	In Process
Assistant City Attorney	1	11/13	In Process
City Surveyor	1	1/7/25	In Process
Collection System Technician	1	10/22	In Process

**HR PERFORMANCE REPORT**

Deputy Transit Director	1	10/25	In Process
Economic Development Manager	1	12/08	Closes 1/09
Firefighter/Paramedic	10	3/25, 3/28, 6/02, 6/25, 7/05, 7/16, 8/01, 9/01, 10/25, 11/04	In Process; Closes 12/11 for add'l candidates.
Wastewater Plant Operations Tech	1	New Position (approved by Council)	Closes 1/22
Water Distribution Maintainer	1	8/09	Closes 1/13

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status

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
5.03	Adjusted language to include electronic timekeeping	



HR PERFORMANCE REPORT

5.21	Reimbursing city for CDL's if employee does not stay 3 years	
4.08	Requiring employees that take advantage of the city CDL training to reimburse city if they do not stay 3 years	
7.08	Clean up language on HSA	
1.07	Added a Whistleblower Policy to employee handbook	
8.07	Modified FMLA calculation from calendar year to rolling year going forward. As of Jan 1, 2025	

Human Resource Committee Packet

January 13, 2025

Agenda Item
Discussion and Possible Action amending the Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities)
Background
On March 12, 2024, the Common Council approved additional certification pay for Utility employees. At the time of approval, staff failed to add the additional language to the resolution to update the Employee Handbook. The addition of incentive pay was implemented on March 12, 2024, the Human Resource staff is requesting the ability to amend the Employee Handbook section 5.10 with addition of incentive pay charts and title change to: 5.10 - Incentive Pay (Utilities).
Fiscal Impact
none
Staff Recommendation
Approve the amendments to the handbook section 5.10 with incentive pay charts and title change.
Staff contact: Anne Keenan, 715-261-6632

5.10 —Mechanic Incentive Pay (Water Utilities)

Employees classified as a Water Plan Operations Technician in the Water Department or Plant Maintenance Mechanic in the Sewage Department are eligible for an educational incentive pay of \$0.75 per hour upon achieving 50% of the electrical and instrumentation training program as confirmed by North Central Technical College officials. Upon completion of the electrical and instrumentation NTC program and receipt of a State of Wisconsin Journeyman card, the employee will receive an incentive pay of \$1.50 per hour.

Employees who successfully complete certification(s) will be eligible for the following incentive pay:

COLLECTION SYSTEM DIVISION					
Workday Name	Certification Description	Class Code	Grade Level	Pay Incentive (per hour)	Expiration Date
WW Locate/Clean	Subsurface Utility Locating	n/a	Basic	\$0.75	-
	Sewer Cleaning 102	n/a			-
WW SS/PACP/LACP/MACP	Collection System	SS	Basic	\$0.50	-
	Pipeline Assessment Certification Program	PACP			-
	Lateral Assessment Certification Program	LACP			-
	Manhole Assessment Certification Program	MACP			-
					-
WW ITCP-CIPP/MH	Inspector Training Certification Program - Cured-In-Place Pipe Installation	ITCP-CIPP	n/a	\$0.25	-
	Inspector Training Certification Program - Manhole Rehabilitation	ITCP-MH			-

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TREATMENT SYSTEM DIVISION					
Workday Name	Certification Description	Class Code	Grade Level	Pay Incentive (per hour)	Expiration Date
WW A-1/B/C	Biological Treatment	A-1	Basic	\$0.50	-
	Solids Separation	B			
	Solids Treatment	C			
WW D/P/L	Disinfection	D	Basic	\$0.50	-
	Nutrient Removal	P			
	Laboratory	L			
WW SS	Collection System	SS	Basic	\$0.25	-
WW Advanced	Advanced WW Treatment Plant Operator Certification	-	Advanced	\$0.25	-

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WATER DEPARTMENT CERTIFICATIONS							
Workday Name	Certification Description	Class Code	Grade Level	Pay Incentive (per hour)	Grade Level	Pay Incentive (per hour)	Expiration Date
Water D/G	Distribution System	D			1	\$0.40	-
	Groundwater	G					-
Water I	Iron Removal	I	I	\$0.10	1	\$0.20	-
Water S	Surface Water	S	I	\$0.20			-
Water V	VOC	V	I	\$0.10	1	\$0.20	-
Water Z	Zeolite Softening	Z	I	\$0.10	1	\$0.20	-
Water SPS	Cross Connection TR	SPS			N/A	\$0.30	-

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CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving amendment to the Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities).

Committee Action:

Fiscal Impact: \$

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☐	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐	No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>			

RESOLUTION

WHEREAS, on March 12, 2024, the Common Council approved the addition of incentive pay for specific certifications obtained and held by Utility employees, and;

WHEREAS, at time of approval a request was not made to modify the Employee Handbook, and;

WHEREAS, for continuity of Employee Handbook provisions the Human Resource staff is requesting to include incentive pay amounts in the Employee Handbook, and;

WHEREAS, it is requesting to change the title of Employee Handbook Section 5.10 from Mechanic Incentive Pay (Water Utilities) to Incentive Pay (Utilities), and;

WHEREAS, on January 13, 2025, your Human Resources Committee reviewed and approved the modified Employee Handbook language section 5.10.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that Employee Handbook section 5.10 is hereby amended to read: 5.10 Incentive Pay (Utilities).

NOW THEREFORE BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that employee Handbook section 5.10 will include the incentive pay chart for Utility employees.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

January 13, 2025

Agenda Item
Discussion and Possible Action amending the Employee Handbook Section 5.15.5 – Clothing and Equipment.
Background
Due to the increased cost for cold weather gear, the Director of Public Works and Utilities is requesting to increase the allowance on cold weather gear from \$50.00 per year to \$75.00 per year. The allowance can go towards the purchase of long underwear, woolen socks, insulation inserts for boots, and other winter clothing items.
Fiscal Impact
\$2,800
Staff Recommendation
Approve the amendments to the handbook section 5.15.5 to increase the allowance of cold weather gear to \$75.00 per year.
Staff contact: Anne Keenan, 715-261-6632

5.15 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment.

The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Community Development Maintenance Division	Engineering Division	GIS
Division		
Streets and Maintenance Division	Water Division	
Inspections- Electrical Division	Wastewater Division	

1. All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
2. The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.
3. The City shall furnish hand tools needed to perform the employee's job requirements as determined by the City. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City. Employees are responsible for the costs of replacing/repairing City owned tools and equipment that are lost, stolen or damaged due to the fault of the employee.
4. Motor Pool staff including Equipment Services Mechanics, Senior Equipment Mechanics and Fleet Supervisor are required to supply and use their own tools. Motor Pool staff responsible to maintain their tools in good working order, and are responsible for the costs of replacing/repairing their personal tools. These employees shall receive an annual tool allowance of \$500.
5. Employees shall receive an annual reimbursement of ~~\$50.00~~ \$75.00 towards the purchase of cold weather gear.
6. Employees will be reimbursed 50% of the cost up to \$125.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI F2421 or ANSI F2413 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year. Persons classified as Deputy Fire Chief, Battalion Chief, Fire Division Chief and Fire Marshal shall receive a uniform allowance in accordance with the provisions of Article 15 of the agreement between the City of Wausau and Wausau Firefighter Association, Local 415. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform

allowance in accordance with the provisions of Article 21 of the agreement between the City of Wausau and the Professional Police Association.

JOINT RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEES

Approving amendment to the Employee Handbook Section 5.15 Subsection 5 – Clothing and Equipment

Committee Action: HR:
 Fin:

Fiscal Impact: \$2,800

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City of Wausau’s Employee Handbook is intended to provide City of Wausau Employees with convenient access to the operating policies and practices of the City, and;

WHEREAS, the Director of Public Works and Utilities has requested that the Cold Weather Gear reimbursement under Employee Handbook Section 5.15 Subsection 5 be increased from \$50.00 per year to \$75.00 per year to cover increased clothing cost of gear; and;

WHEREAS, your Human Resources Committee and Finance Committee have reviewed and recommended the increase of the reimbursement due to the increased cost of Cold Weather Gear; and

WHEREAS, on January 13, 2025, your Human Resources Committee and on January 14, 2025, your Finance Committee have reviewed and recommended the increase from \$50.00 to \$75.00 per year for Cold Weather Gear under the Employee Handbook Section 5.15 Subsection 5; and

NOW THEREFORE BE IT RESOLVED, By the Common Council of the City of Wausau that the Employee Handbook Section 5.15 subsection 5 Cold Weather Gear reimbursement be increased from \$50.00 to \$75.00 annually; and

BE IT RESOLVED, the Common Council of the City of Wausau that employee Handbook Section 5.15 Subsection 5 will be adjusted to \$75.00 annually for Cold Weather Gear reimbursement effective January 19, 2025.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

January 13, 2025

Agenda Item
Discussion and Possible Action amending the Employee Handbook Section 5.15 – Clothing and Equipment.
Background
In 2006 the Department of Public Works implemented a Safety Eye Glass Reimbursement Policy and Procedure. This policy listed the safety eyeglass standard of ANSI Z87.1 to be eligible for reimbursement, including the reimbursement rate. In 2019 the reimbursement rate changed from \$109.00 to \$120.00. In the spirit of safety to our employees, the city is requesting to continue this past practice. The Human Resources Department is seeking to include the reimbursement rate for ANSI Z87.1 safety eyeglass to be included in the Employee Handbook Section 5.15.7 – Clothing and Equipment. Addition in the Employee Handbook will allow a uniformed area for reimbursement information.
Fiscal Impact
None.
Staff Recommendation
Approve the amendments to the handbook section 5.15 to include the reimbursement rate of ANSI Z87.1 safety eyeglasses.
Staff contact: Anne Keenan, 715-261-6632

5.15 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment.

The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Community Development Maintenance Division	Engineering Division	GIS
Division		
Streets and Maintenance Division	Water Division	
Inspections- Electrical Division	Wastewater Division	

1. All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
2. The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.
3. The City shall furnish hand tools needed to perform the employee's job requirements as determined by the City. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City. Employees are responsible for the costs of replacing/repairing City owned tools and equipment that are lost, stolen or damaged due to the fault of the employee.
4. Motor Pool staff including Equipment Services Mechanics, Senior Equipment Mechanics and Fleet Supervisor are required to supply and use their own tools. Motor Pool staff responsible to maintain their tools in good working order, and are responsible for the costs of replacing/repairing their personal tools. These employees shall receive an annual tool allowance of \$500.
5. Employees shall receive an annual reimbursement of \$50.00 towards the purchase of cold weather gear.
6. Employees will be reimbursed 50% of the cost up to \$125.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI F2421 or ANSI F2413 standard.
7. Employees will be reimbursed up to \$120.00 annually for the full cost of safety eyeglasses that meet the ANSI Z87.1 requirement. For reimbursement, documentation of the glass and frames must meet the ANSI Z87.1 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year. Persons classified as Deputy Fire Chief, Battalion Chief, Fire Division Chief and Fire Marshal shall receive a uniform allowance in accordance with the provisions of Article 15 of the

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agreement between the City of Wausau and Wausau Firefighter Association, Local 415. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform allowance in accordance with the provisions of Article 21 of the agreement between the City of Wausau and the Professional Police Association.

Anne Keenan

From: Sheila Mabry
Sent: Friday, August 5, 2022 10:11 AM
To: Anne Keenan
Subject: RE: Safety glasses

To be eligible for reimbursement of safety glasses you must have initially purchased a pair of glasses that originally met the ANSI (Z87.1) and have documentation of the initial ANSI approval. The frames of the glass must meet the standards as well.

**\$120 MAX 03/27/19 per Eric Lindman
FOR ANY FULL BILL - NOT JUST
LENS**

Employee purchases a replacement pair of approved ANSI (Z87.1) safety lenses and will receive a refund for the cost of the lenses replacement for a single vision lens, no additional items such as photo gray/brown.

Have a great day!

Sheila Mabry

From: Anne Keenan <Anne.Keenan@ci.wausau.wi.us>
Sent: Friday, August 5, 2022 9:41 AM
To: Sheila Mabry <Sheila.Mabry@ci.wausau.wi.us>
Subject: Safety glasses

Hi Sheila,

I know I've asked this before.

City of Wausau
DPW
Safety Eye Glass Reimbursement Policy & Procedure

Eligible employees are Mechanics and Storm Sewer Construction and Maintenance employees.

Replacement lenses and frames and side-shields must meet ANSI Z87.1 standards.

Show your immediate supervisor the pair of damaged glasses you wish to replace due to the damages that were caused by city employment prior to replacing your eyewear. Failure to pre-approve the replacement glasses may negate a refund on lenses.

For **Single Vision** lenses you will be reimbursed up to \$39.00 pair for plastic lenses or \$59.00 pair for Poly Carbonate lenses or \$59.00 pair for glass lenses. Poly Carbonate lenses are the safest and most impact resistant.

For **Bi-Focal** lenses you will be reimbursed up to \$68.00 pair for plastic lenses or \$109.00 pair for Poly Carbonate lenses or \$109.00 pair for glass lenses. Poly Carbonate lenses are the safest and most impact resistant.

Any side-shields will be reimbursed with a reasonable price.

You may find better pricing but will not receive more than you paid for your lenses.

Items that will not be reimbursed are Transitions or Photo-Gray lenses (tinted) or Verilux no-line bifocal lenses or other coatings that are applied.

Price estimates were gathered by calling Shopko Optical and asking the following Questions.

Single Vision

Plastic	Poly Carbonate	Glass
\$39.00	\$59.00	\$71.00
\$114.00 (Transition)	\$134.00 (Transition)	\$98.00 (Photo-Gray)

Bi-Focal

Plastic	Poly Carbonate	Glass	
\$68.00	\$109.00	\$103.00	Lined
\$137.00	\$220.00	\$179.00	No-Line / Progressive
\$241.00 (Transition)	\$324.00 (Transition)	\$240.00 (Photo-Gray)	Tinted

Side shields are \$3.00 for removable type and \$4.00 for attached type.

Frames range in price from \$19.99 to \$179.00.

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Adoption of the Risk Management Policy & Organization.

Committee Action: Adopted 4 - 0

Fiscal Impact: None

File Number: 06-1215

Date Introduced: December 12, 2006

RESOLUTION

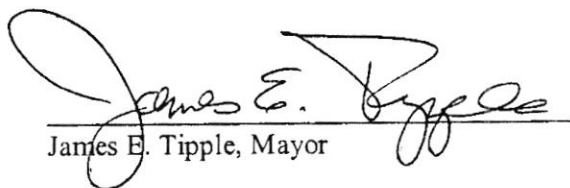
WHEREAS, your Human Resources Committee recognizes its responsibility to provide services in the most effective and efficient manner in order to promote and enhance Wausau's living environment, to plan and encourage positive growth, and to promote a positive community image by encouraging citizen involvement and civic pride, and further recognizes its responsibility to provide a safe and healthy work environment for its employees, maintain the safety of the City's fleet operations, maintain the safety of the general public, and protect the City property from damage and loss; and

WHEREAS, as a result of its responsibility, your Human Resources Committee hereby recommends adoption of a Risk Management Policy & Organization that updates and broadens the scope of the existing Employee Safety Program to include employee safety and health, third party liability, auto (fleet) exposures, and property damage, and

WHEREAS, this Risk Management Policy & Organization, is attached hereto, and a copy is on file in the City Clerk's office,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the attached City of Wausau Risk Management Policy & Organization is adopted effective immediately.

Approved:


James E. Tipple, Mayor

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving amendment to the Employee Handbook Section 5.15 – Clothing and Equipment.

Committee Action:

Fiscal Impact: \$

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes ☐ No ☐	
	Included in Budget:	Yes ☐ No ☐	Budget Source:
	One-time Costs:	Yes ☐ No ☐	Amount:
	Recurring Costs:	Yes ☐ No ☐	Amount:
SOURCE	Fee Financed:	Yes ☐ No ☐	Amount:
	Grant Financed:	Yes ☐ No ☐	Amount:
	Debt Financed:	Yes ☐ No ☐	Amount Annual Retirement
	TID Financed:	Yes ☐ No ☐	Amount:
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐		

RESOLUTION

WHEREAS, the City of Wausau’s Employee Handbook is intended to provide City of Wausau Employees with convenient access to the operating policies and practices of the City, and;

WHEREAS, the Director of Public Works and Utilities has requested that the Safety Eyeglasses Reimbursement pay be listed in the City of Wausau’s Employee Handbook, and;

WHEREAS, for continuity of Employee Handbook provisions the Human Resource staff is requesting to include the Safety Eyeglasses reimbursement pay amounts in the Employee Handbook, and;

WHEREAS, on January 13, 2025, your Human Resources Committee reviewed and approved the modified Employee Handbook language Section 5.15.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that Employee Handbook section 5.15- Clothing and Equipment is hereby amended to include Subsection 7, Safety Eyeglasses Reimbursement pay.

NOW THERFORE BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that employee Handbook Section 5.15 Subsection 7 will include the reimbursement pay for Safety Eyeglasses for employees under the Director of Public Works and Utilities.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

January 13, 2025

Agenda Item
Discussion and possible action creating a Community Service Officer II position.
Background
May 20, 2024, Public Health and Safety approved restructuring of the animal control program to replace the Human Officer with three part-time Community Service Officer II. On August 12, 2024, the Human Resources Committee voted to send the animal control program restructure proposal to the Common Council for approval. On August 19, 2024, the Common Council approved the restructure of the program. At the time of approval by Common Council, a job description was included however, the job description was not specifically approved.
Fiscal Impact
None, this change is already budgeted.
Staff Recommendation
Approve the position creation as requested.
Staff contact: Anne Keenan, 715-261-6632



WAUSAU

*...as the standard of
excellence in policing*

Memorandum

From: Captain Nathan Cihlar, Police Department

To: Human Resources Committee

Date: January 13, 2025

Re: 2025 new position – Police Department – Community Service Officer II

Purpose:

Requesting approval of Job Description - Community Service Officer (CSO) II

Background:

Following Committee discussions on restructuring of the Animal Control program, on September 19, 2024, the City Council approved the Police Department's proposal for animal control services delivery for 2025 onward. The proposal included creation of a part-time Community Service Officer II position (up to 3 positions). The proposal included a new job description, which this Committee reviewed as part of approving the overall proposal.

Recommendation:

The Department brings forward and recommends approval of the Community Service Officer II job description, as it seeks to have the openings posted and filled.



JOB DESCRIPTION

Community Service Officer II

Job Title:	Community Service Officer II	Reports To:	Lieutenant - Administration
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT	Occupational Code:	9100
Employee Group:		Training Category:	D-Staff
Created:		Last Revision:	June 2024

This description is not an announcement of a position opening. To view current openings please visit wausau.gov. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to assist the Wausau Police Department with enforcement of City Ordinances with priority on ordinances related to the control of animals. With presence in the community as a non-sworn officer, the employee has a significant impact on the quality of life through ordinance compliance and enforcement activities, developed relationships with community partners, and role as a first-responder for animal-related calls for service.

Essential Duties and Responsibilities

1. Provides mobile presence in neighborhoods in assigned vehicle; proactively addresses animal-related ordinance violations encountered (i.e., animals at-large) and acquires awareness of residences that house animals.
2. Responds to calls for service involving stray animals, animal bites, noise complaints, concern for animal welfare and/or complaints of non-compliance; issues citations for violations.
3. Checks compliance and enforces ordinances of the City of Wausau Municipal Code related to nuisance abatement, to mitigate quality-of-life concerns in the community; issues citations for violations.
4. Conducts animal capture and transport independently, and in assistance to sworn Officers' investigations.
5. Provides courteous and tactful customer service in citizen interactions, and advises animal owners on responsible pet ownership in alignment with the City's ordinances.
6. Assists the department in public promotion activities regarding pet licensing, responsible pet ownership, vaccinations, and rabies control. Supports public education efforts of the Humane Society of Marathon County.
7. Responds to non-emergency calls for service as otherwise assigned and provides assistance as necessary.
8. Operates a department-owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
9. Cleans and disinfects kennel areas, vehicles and equipment.
10. Maintains working knowledge of City of Wausau Ordinances as well as current procedures.
11. Prepares written documentation of activities.
12. Assists sworn Officers, community members, and other city employees in problem-solving.
13. Maintains City of Wausau core values.

Additional Duties and Responsibilities

- Perform various other special assignments as assigned by supervisor.

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess and maintain an acceptable driving record and a valid Wisconsin driver's license.

Completion of Humane Officer training and certification from the Wisconsin Department of Agriculture, Trade and Consumer Protections is required within 1 year of hire. Following two years of being certified as a Humane Officer, completion of 32 hours of continuing education is required for re-certification.

Knowledge, Skills and Abilities

- Ability to read, interpret and explain City of Wausau ordinances.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer, police radio, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Obtain and maintain considerable knowledge of animal-related ordinances, animal-handling safety practices and capture equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to run, jump, push, pull, and drive safely in adverse conditions.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.

Physical and Working Environment

The primary work setting involves operating a vehicle, working on the scene of animal control situations, transporting animals, and handling animals while at the designated animal shelter. Incumbents are exposed to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. Incumbents may also be exposed to animal carcasses. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

DEPARTMENT	SALARY GRADE	POSITION	HOURLY WAGE
POLICE 9100 (710)		Community Services Officer II – 1 st Year	\$20.00
		Community Services Officer II – 2 nd Year	\$20.70
		Community Services Officer II – 3 rd Year	\$21.40
		Community Services Officer II – 4 th Year	\$22.10

**JOINT RESOLUTION OF THE PUBLIC HEALTH AND SAFETY
AND HUMAN RESOURCES COMMITTEE**

Committee Action:	Public Health and Safety	4-1
	Human Resources	3-2
Fiscal Impact:	None	

Date Introduced: August 19, 2024

FISCAL IMPACT SUMMARY			
COSTS	Budget Neutral	Yes ☒ No ☐	
	Included in Budget:	Yes ☒ No ☐	Budget Source:
	One-time Costs:	Yes ☐ No ☐	Amount:
	Recurring Costs:	Yes ☐ No ☐	Amount:
SOURCE	Fee Financed:	Yes ☐ No ☐	Amount:
	Grant Financed:	Yes ☐ No ☐	Amount:
	Debt Financed:	Yes ☐ No ☐	Amount Annual Retirement
	TID Financed:	Yes ☐ No ☐	Amount:
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐		

- That the current animal control program was created in 2013 with a primary purpose to relieve patrol officers of the burden of responding to animal-related calls, and that purpose has not been met under the current structure; and
- That the 2013 goal that the cost of the animal control program would be covered by the pet

licensing costs was not achieved; and

- That the current program modeled after a single employee working regular business hours cannot sufficiently complete the work required of the position; and
- That the current program does not properly serve the public given there is a gap in services and patrol officers are still carrying much of the burden of responding to animal-related calls for service; and

WHEREAS, the animal control program restructure recommendation is a reasonable and fiscally responsible means to deliver the animal control services more effectively and more broadly as well as stay budget neutral; and

WHEREAS, the proposed model establishes a team approach that mitigates the current gap in services; and

WHEREAS, the proposed model to use part-time non-sworn officers would allow for up to 60 hours per week of animal control services which would include evening and weekend shifts; and

WHEREAS, the part-time non-sworn officers would be required to obtain Humane Officer certification through the state as well as other training required by the Wausau Police Department; and

WHEREAS, the proposed model will expand capacity and attention to pet licensing compliance and enforcement; and

WHEREAS, the proposed model is a budget neutral restructure which would expand overall capacity and efficiency of animal control and welfare service delivery to the public, as well as capacity for enforcement of a variety of municipal ordinances pertaining to quality-of-life concerns in the community; and

WHEREAS, the proposed model would result in the current employee's termination. Thus, to give the employee adequate time to find replacement employment, the current program would terminate in October 2024 when the 2024 budget expires. The new program would start in January 2025; and

WHEREAS, on May 20, 2024, the Public Health and Safety Committee, after hearing the presentation regarding the proposed restructure of the current animal control program within the police department, recommended the proposal be sent to the Human Resources Committee for consideration; and

WHEREAS, on June 10, 2024, the Human Resources Committee, after hearing the presentation regarding the current model and the proposed restructure of the animal control program, requested more information regarding the required qualifications for the humane officer position at the outset of the program; and

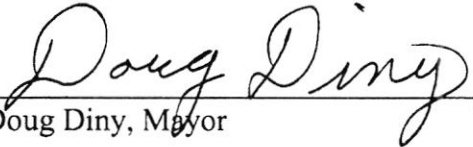
WHEREAS, on July 8, 2024, after receiving the requested information, the Human Resources Committee voted 2-2 to send the animal control program restructure proposal to the Common Council for approval; and

WHEREAS, on August 12, 2024, the matter was placed back on the Human Resources Committee for a revote, and the Committee recommended the proposal be submitted to the Common Council for

consideration; and

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Wausau that the current animal control program expire in October 2024 when the budget terminates and be restructured starting January 2025 to the model proposed using multiple part-time officers to provide up to 60 hours of animal control services to include evenings and weekends as opposed to using a single employee to provide 40 hours of services during business hours.

Approved:



Doug Diny, Mayor

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**JOINT RESOLUTION OF THE HUMAN RESOURCES AND FINANCE
COMMITTEE**

Resolution to Create the position of Community Service Officer II and pay scale corresponding with the position

Committee Action:

Fiscal Impact:

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes	☐	No	☐
	Included in Budget:	Yes	☐	No	☐
	One-time Costs:	Yes	☐	No	☐
	Recurring Costs:	Yes	☐	No	☐
SOURCE	Fee Financed:	Yes	☐	No	☐
	Grant Financed:	Yes	☐	No	☐
	Debt Financed:	Yes	☐	No	☐
	TID Financed:	Yes	☐	No	☐
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐				

RESOLUTION

WHEREAS, the Common Council on August 19, 2024, approved the restructuring of the animal control program to replace the Full-Time Humane Officer with 3 Part-Time Community Service Officer II; and

WHEREAS, at the time of Common Council approval of the job description, the description did not include a pay scale; and

WHEREAS, the Human Resources Department has created a pay scale for the Community Servicer Officer II position; and

WHEREAS, your Human Resources Committee and Finance Committee have reviewed and recommends as herby attached job description of Community Service Officer II and the pay scale that corresponds to the position,

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wausau to approve the creation of the Community Service Officer II position along with the job description and Community Service Officer II pay scale effective January 19, 2025, as attached.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

January 13, 2025

Agenda Item
Discussion and possible action reclassifying the Fire Marshal to Division Chief – Fire Prevention/Community Risk Reduction.
Background
Whereas in 2019 the Common Council approved a minimum of a 5% spread in base between all positions with a supervisory/subordinate relationship in the Fire Department, including between represented and non-represented positions. The Fire Marshal (Salary Grade 14, \$63,107.20-\$94,702.40) position has become vacated for a recent retirement. As part of the recruitment process, the department reviewed the job description and responsibilities of the Division Chief – Fire Prevention/Community Risk Reduction noting that with the recently approved labor agreement that the Division Chief – Fire Prevention/Community Risk Reduction was under the 5% spread. The Human Resources Department has evaluated the responsibilities of the Division Chief – Fire Prevention/Community Risk Reduction and recommend the position to be reclassified at salary grade 13 (\$66,206.40-\$99,299.20) to maintain the minimum of 5% spread. The Human Resources Department also recommends the title to become Division Chief – Fire Prevention/Community Risk Reduction. The position remains exempt under FLSA and has people management responsibilities.
Fiscal Impact
Fiscal impact will be dependent on candidate and experience. Maximum impact would be \$4,596.80.
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Anne Keenan (715-261-6632) and Jeremy Kopp (715-261-7901).



JOB DESCRIPTION

Division Chief – Fire Prevention/ Community Risk Reduction

Job Title:	Division Chief – Fire Prevention/Community Risk Reduction	Reports To:	Fire Chief
Department:	Fire	FLSA Status:	Exempt
Division:	Fire - Inspections	EEO Code:	4-Protective Service Workers
Salary Grade:	13	Job Code:	CW 1133
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	February 2023

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to provide managerial oversight to the planning, implementation, evaluation of fire prevention, fire investigations, and fire safety education within the City of Wausau. The Fire Marshal is responsible for developing programs and procedures in accordance with fire department goals and objectives, and the Wausau Municipal Ordinance. Work involves the inspection of new and/or existing structures in order to achieve compliance with applicable State statutes and Wausau Municipal Code. This work also involves issuance and follows through on violation notices and citations and limited related plan review work.

Essential Duties and Responsibilities

1. Supervises assigned personnel, including assigning and reviewing work and procedures, evaluating performances, maximizing performance and/or correcting unacceptable performance; complete formal performance appraisal process; and correct or recommend personnel actions in accordance with fire department and City of Wausau work rules and policies.
2. Assumes the Role and Responsibilities of the Fire Marshal position as designated and outlined in NFPA 1037.
3. Establishes, executes, and evaluates the budget for the fire prevention division.
4. Develops, maintains, and evaluates the fire prevention division record-keeping system.
5. Recommends revisions to current City fire code ordinances.
6. Manages the process for conducting fire inspections, fire investigations, and fire safety education.
7. Inspects properties for fire code violations as required by Wisconsin State statutes and Wausau Municipal Code. Conducts periodic special inspection, writes technical reports on findings, issues violation notices, conducts re-inspections, recommends the issuance of citations, processes complaints and referrals, and follows through on the compliance process.
8. Observes or reviews annual testing of fire protection systems and act on deficiencies.
9. Duties will also include inspections of a variety of multi-family residential and commercial construction for fire code compliance under the National Fire Protection Association (NFPA) Fire Codes.

10. Inspects properties to ensure compliance with codes relative to safe storage and handling of flammable and combustible liquids and hazardous materials. Uses detection devices to measure presence of flammable and combustible gases.
11. Manages the fire investigative process and performs fire investigations to determine origin and cause. This essential duty is defined and followed utilizing NFPA 1033 and NFPA 921. Duties include gathering photographic and physical evidence, conducting investigations to document onsite conditions, and overseeing field- testing. This includes scene photography, interviewing witnesses, and evidence/data gathering. Prepares oral and written reports that document origin cause of fire or explosive incidents. Provides expert testimony when requested or required.
12. Evaluates target risks in the community using level of protection and occupancy types and assists in development of community risk profile.
13. Develops, plans and presents fire safety programs to civic groups, educational groups, private institutions and the public. Develops, plans, and presents fire safety programs for the Wausau school district which encompasses kindergarten, 1st, 3rd and 5th grades throughout elementary schools in the Wausau School District.
14. Implements and prepares the fire department's smoke and carbon monoxide placement program. This program is a collaborative effort between the Wausau Fire Department, City of Wausau's Community Development, and the American Red Cross.
15. Develops, plans and implements the City of Wausau Fire Department's Youth Firesetter Intervention Program. Maintain the collaborative network through Wausau Police Department, Social Services and Municipal Court.
16. Reviews and approves permit applications and conducts inspections and maintains records as required, while maintaining appropriate communication with other divisions or the chief as needed or required.
17. Receives, investigates, and determines appropriate response to citizen complaints against the Fire Department Prevention Division.
18. Receives and investigates complaints and determines if hazardous conditions are present.
19. Performs basic level sprinkler plan review and witness testing. Acts on findings.
20. Maintains adequate supplies for fire prevention division. Orders supplies as needed.
21. Assists in the planning and supervision of fire drills in schools, hospitals, nursing homes and other public buildings. Verifies emergency planning and preparedness measures are in place.
22. Reviews special events applications and performs required fire safety inspections at special events.
23. Reviews fireworks permit applications, including a review of ATF licensure, event insurance, and site visit to assess the feasibility of the site location.
24. Reviews new and existing construction documents through the Evolve System and provides fire protection recommendations to the applicants.
25. Visits building sites periodically throughout the construction or remodeling phases to ensure work is progressing in a fire safe manner and in accordance with approved plans and specifications, investigates complaints regarding construction and maintains records of inspections.
26. Performs special studies and research as requested by the fire chief and makes recommendations on changes and improvements to department procedures or policies.
27. Attends training, seminars and/or conferences related to fire inspection, fire investigation and fire prevention education to meet current standards and best practices.

Additional Duties and Responsibilities

- Performs various duties as assigned.

Education and Experience Requirements

A Bachelor degree or higher from a regionally accredited college or university with four to six years of fire inspection, building construction, and fire cause and origin investigation experience is required, or any combination of education, training and experience that provides the equivalent knowledge, skills and abilities to perform the position. The following certifications and licenses are also required:

- State of Wisconsin Fire Officer I Certification
- State of Wisconsin Fire Inspector I Certification
- State of Wisconsin Firefighter II Certification
- International Association of Arson Investigators Fire Investigation Technician (IAAI-FIT)
- State of Wisconsin Emergency Medical Technician-Basic license
- Wisconsin driver's license
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 100, 200, 300, 400
- DSPS UDC HVAC Inspection Certification
- DSPS Fire Detection, Prevention and Suppression Inspector License
- Youth Firesetter Intervention and Prevention
- Hazardous Materials Technician Certification

Knowledge, Skills and Abilities

- Skilled in the use of a computer and various software applications; knowledgeable of the current computer programs and applications used by the Department (APX pre-planning inspection and investigation software, The Compliance Engine, Intellitime, Evolve, Microsoft Suite) and the ability to utilize these applications to perform the essential functions of the position. Ability to learn and apply new technology as required.
- Ability to supervise assigned employees and effectively manage difficult and sensitive issues professionally and in a manner that aligns with the values of the Department.
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing and delegating.
- Ability to plan, assign, supervise and review the work of assigned employees.
- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to set and meet productivity goals and complete time-critical projects.
- Ability to maintain confidentiality.
- Ability to understand, interpret and apply documents such as operating instructions, policies, procedures, codes, state statutes, adopted ordinances and safety rules.
- Ability to research and apply best practices specific to fire prevention and inspections, including the National Incident Management System (NIMS) and the ability to apply concepts appropriately.
- Ability to communicate in English, clearly, concisely, professionally and effectively both orally and in writing. Knowledge of business letter writing, basic report preparation and principles and procedures of record keeping.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as motor vehicles, firefighting equipment, investigation hand tools, audio-visual equipment, tape recorders, computer keyboard/typewriter, photocopier, fax machine, telephone, two-way radio, calculator and gas detectors.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and firefighting equipment operation.

- Ability to exert mildly heavy physical effort in moderate to heavy work, occasionally involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, twisting, pushing, and pulling.
- Ability to work independently with little to no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Ability to organize and maintain Department recordkeeping systems pertinent to the Fire Prevention Division.
- Knowledge of firefighting tactics and strategies and knowledge and ability in the use of firefighting tools and equipment.
- Knowledge of plan review for all new development and structures relating to the engineering of all fire safety features, design and equipment.

Physical and Working Environment

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment such as a respirator or self-contained breathing apparatus. Damage to clothing is possible.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Occasionally requires lifting, bending, twisting, climbing, balancing, stooping, kneeling, crouching and/or crawling, turning, and use of power equipment. Occasionally requires lifting, pushing, or pulling up to 100 pounds during the course of an investigation.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions with may include biohazards, air and blood-born pathogens.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE

Authorizing Compensation Plan Adjustment – Internal Alignment between union and non-represented supervisory staff.

Committee Action: HR: Approved 4-0
FIN: Approved 5-0

Fiscal Impact: Estimated \$7,400 (not including overtime or benefits)

File Number: 03-1111

Date Introduced: January 26, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, in October 2019 and January 2020 the Wausau Common Council moved to address internal compression for Police Lieutenants; and

WHEREAS, the City of Wausau has previously established that the acceptable margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

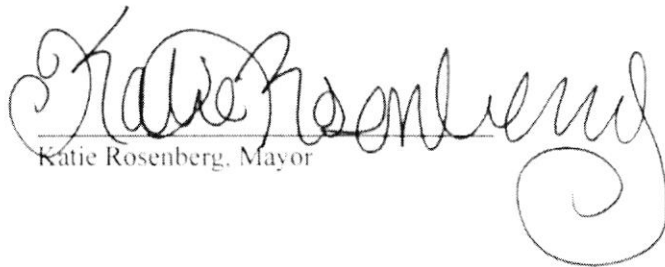
WHEREAS, the City of Wausau recently negotiated successor with its Police, Fire and Transit unions, after which the Human Resources Department again reviewed potential compression issues with non-represented supervisory staff, which identified eight (8) areas of compression; and

WHEREAS, your Human Resources Committee and Finance Committee reviewed and recommends the following actions be taken to address these areas of compression:

- One Transit supervisor be increased by one pay step effective 12/27/20
- One Fire Battalion Chief be increased by one pay step effective 12/27/20
- Six Police Lieutenants be increased effective upon the midyear 2021 increase represented in the collective bargaining agreement;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the salary for one Transit supervisor, one Battalion Chief and six Police Lieutenants is adjusted as described above.

Approved:

A handwritten signature in cursive script, reading "Katie Rosenberg", written over a horizontal line. The signature is fluid and extends to the right with a large loop.

Katie Rosenberg, Mayor

DRAFT

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

DATE/TIME: December 14, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Michael Martens, Lou Larson, Becky McElhaney, James Wadinski
MEMBERS ABSENT: Dawn Herbst.
Also Present: Mayor Rosenberg, T. Vanderboom

Discussion and Possible Action Addressing Compression Between Union and Non-Represented Supervisory Staff.

Vanderboom said now that the tentative agreements have been accepted, the City looks at compression issues that can arise between union employees and supervisors due to increases not being the same. The City prefers to have a 5% spread between union employees and the first line supervisors. Vanderboom said that some instances of compression were found that should be addressed and approved to bring to the Finance Committee for approval. Vanderboom went over the increases that are necessary with the committee. Larson asked if the increases were reflected in the budget. Vanderboom said that the increases were not included in the budget and therefore will need to go to the Finance Committee. Vanderboom said the amount is about \$7,400 plus benefits.

Motion by Larson to approve addressing compression between union and non-represented supervisory staff and forwarding to the Finance Committee. Second by Wadinski. All ayes. Motion passed 4-0.

FINANCE COMMITTEE

Date and Time: Tuesday, January 12, 2021 @ 5:15 pm., Council Chambers

Members Present: *In Person*: Rasmussen, Martens, Herbst; *By WebEx*: Watson, Ryan

Others Present: Kremer, Groat, Jacobson, Kujawa, Lindman, Rosenberg, Rubow, Vanderboom, Neal, Chuck Ghidorzi

Discussion and Possible Action Addressing Pay Compression between Union and Non-Represented Supervisory Staff

Rasmussen stated this periodically happens in the pay matrix where certain employees are eligible for overtime and employees in the supervisory role are not, and employees start to make more than the supervisor. Or an overlap can also happen and certain grades become compressed causing difficult recruiting people.

Motion by Martens, second by Watson to approve. Motion carried 5-0.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

JOINT RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE

Authorize Reclassification of Fire Marshal to Division Chief – Fire Prevention/Community Risk Reduction

Committee Action: HR

Fiscal Impact: Estimated \$4596.80 annual

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐	No ☐	
	<i>Included in Budget:</i>	Yes ☐	No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐	No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐	No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐	No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐			

RESOLUTION

WHEREAS, the Fire Chief has requested a title change from Fire Marshal to Division Chief – Fire Prevention/Community Risk Reduction to better align with the duties and responsibilities of the position; and

WHEREAS, in 2019 the Human Resources Department conducted a compression analysis of all City positions, which confirmed a minimum 5% spread in base pay between all positions with a supervisor/subordinate relationship in the Fire Department, including between represented and non-represented positions; and

WHEREAS, the City of Wausau has previously established that the acceptable margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

WHEREAS, the City of Wausau recently negotiated with its Fire union, after which the Human Resources Department again reviewed potential compression issues with non-represented supervisor staff, which identified one area of compression; and

WHEREAS, your Human Resources Committee and Finance Committee reviewed and recommends the following action be taken to address the one area of compression:

- Division Chief – Fire Prevention/Community Risk Reduction (Fire Marshal) to be increased by one pay step effective 01/19/2025.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau to reclassify the Fire Marshal position (\$63,107.02- \$94,702.40 annually) to Division Chief – Fire Prevention/Community Risk

Reduction (\$66,206.40-\$99,299.20 annually) effective January 19, 2025.

Approved:

Doug Diny, Mayor