

DRAFT

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

DATE/TIME: January 13, 2025, at 4:45 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: Mayor Diny

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of December 9, 2024 Minutes.

Motion by Kilian to approve the December 9, 2024 Human Resources Committee meeting minutes. Second by Martens. All ayes. Motion passed 4-0. Tierney absent for vote.

Human Resources Report for December 2024.

Gisselman questioned the Assistant City Attorney number of vacancies versus number of positions for recruitment. Mayor Diny said that a contracted person has been hired for court duties. Gisselman asked why only one position is being recruited for since there are two Assistant City Attorney positions. Diny said that he will work with the City Attorney to come up with a plan, but that it was decided for financial reasons to not hire both positions immediately. Gisselman expressed his concerns about level of service for the Attorney's Office with both assistant positions vacant.

Discussion and Possible Action to Approve Amending Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities).

McElhaney said that this is a housekeeping item to put the language for water utility incentive pay into the handbook.

Motion by Gisselman to approve amending employee handbook section 5.10 – mechanic incentive pay (water utilities). Second by Kilian. Gisselman said that these items should go to Council with the amending language on the resolution so that they do not have to go back to committee. McElhaney said that she agrees and will work on that in the future. All ayes. Motion passed 4-0. Tierney absent for vote.

Discussion and Possible Action to Approve Amending Employee Handbook Section 5.15.5 – Clothing and Equipment – Cold Weather Gear Reimbursement.

Eric Lindman said that upon review of this reimbursement, he felt that the amount should be increased from \$50 to \$75 dollars for cold weather gear as prices have increased over the years. Lindman explained that this is a one-time reimbursement per year.

Motion by Gisselman to approve amending employee handbook section 5.15.5 – clothing and equipment – cold weather gear reimbursement. Second by Martens. All ayes. Motion passed 4-0. Tierney absent for vote.

Discussion and Possible Action to Approve Adding Employee Handbook Section 5.15.7 – Clothing and Equipment – Safety Eyeglasses Reimbursement.

(Kilian asked a related question but the microphone was not turned on.) Lindman said that the glasses need to meet ANSI standards in order to be eligible for reimbursement. Lindman explained that for individuals who wear regular glasses, it is easier for them to wear prescription safety glasses instead of goggles over their glasses. The reimbursement would cover the frames and lenses. (*Tierney arrived at this time.*)

Motion by Kilian to approve adding employee handbook section 5.15.7 – clothing and equipment – safety eyeglasses reimbursement. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Community Service Officer II Job Description and Pay Rate.

McElhaney said that her understanding is that although council approved the program previously, the job description was not specifically approved for the animal control program.

Tierney said that a concern while the City employed the Humane Officer was that coverage needed to be available for evenings and weekends. Captain Cihlar said that those times would be a scheduling priority, that they will have three people with up to 20 hours per week per person. Tierney asked if they will be available year-round; Cihlar said yes.

Motion by Tierney to approve Community Service Officer II job description and pay rate. Second by Kilian. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Reclassification of Fire Marshal (Grade 14) to Division Chief – Inspections-Community Risk Reduction (Grade 13).

McElhaney said that this item was brought forward due to previous direction by the committee to ensure that there is a 5% spread between staff and supervisors, and that when union employees receive an increase, compression can eventually occur with supervisors who are not union employees. Chief Kopp said McElhaney did a good job explaining the issued and that this is one position where this occurs in the Fire Department. An offer had be provided to someone for this position but they decided not to pursue it because of the compensation amount.

Martens asked about the title change and if this meant that the department would have four divisions. Kopp said the department has three divisions: fire training, EMS, and inspections. Gisselman asked how many people this new division would supervise. Kopp said the division is already in place and that they currently supervise the lieutenant inspector and firefighter inspector positions. Kopp reiterated that this is not a new division or new position, but rather a new title.

Motion by Martens to approve reclassification of Fire Marshal (grade 14) to Division Chief – Inspections-Community Risk Reduction (grade 13). Second by Tierny. All ayes. Motion passed 5-0.

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.

Motion by Martens to 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. Second by Gisselman. McElhaney took rollcall vote of members present to include Gisselman, Kilian, Martens, Tierney, and McElhaney. The HR Committee went into Closed Session.

Reconvene into Open Session.

The HR Committee reconvened into Open Session.

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.

Motion by Martens that the committee takes no action on the verified complaint and that the committee authorized the chair to send a letter outlining our decision to the complainant. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=YDL-gZLzcFA> and <https://www.youtube.com/watch?v=vXOdBIXdTk>