

APPROVED

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

DATE/TIME: June 9, 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, Lisa Nowak,

Approval of May 12, 2025 Minutes.

Motion by Martens to approve the May 12, 2025 Human Resources Committee meeting minutes. Second by Kilian. All ayes. Motion passed 5-0.

Human Resources Report for May 2025.

No questions were brought forward.

Discussion and Possible Action to Approve the Reclassification of Selected Jobs in the City of Wausau Assessment Department.

Nowak said that the City Assessor brought this item to her attention upon her arrival and felt that the previous wage study done in 2023 did not provide equitable compensation for four positions within his department. Nowak said that she reviewed the compensation study that was done in 2023 and determined that it was not a comprehensive review, as outlined in the handbook, that was to be done every five years. Nowak said only 53 jobs were selected for review out of 124 unique jobs, and mentioned that there is an opportunity to revise the job descriptions to outline essential job functions rather than provide high level job instructions to provide better information for future compensation studies. Nowak said that these jobs had no comparable in the study, and based on her analysis, she suggests moving the positions as outlined in the packet.

Kilian said that upon review of the information provided that it appeared the City Assessor was well below other department heads, and that the City needs to recognize the importance and function of the role. Kilian mentioned the pay scale that Nowak had sent her upon request and asked if using the mid-range or maximum range would create more equality for the Assessment Department wages with other departments and positions, and other municipalities to be competitive. Nowak said she doesn't recommend starting out at the maximum because then an employee is red-lined, and explained that she would keep the employees at the same step if their grade change is approved. Kilian said Nowak's assessment was very thorough and she agreed with Nowak's recommendations.

Tierny said that she agreed with the information provided but asked if Nowak thought the information should be reviewed by someone else based on Nowak's relationship with the City Assessor to avoid any optics of preferential treatment or wrongdoing. Nowak said that she would welcome a review by someone else if the committee felt it was necessary.

Mayor Diny said that this item was something that was being considered long before Nowak was hired as HR Director, that he was aware of it as well as the previous HR Director, and he supports the recommendations. Tierny said that she was concerned about any negative optics for Nowak but was not doubting the assessment.

Gisselman said that he would not support the item because of the relationship of Nowak and Rubow and would like the City to do a comprehensive compensation study instead.

Martens said that looking at the information provided, he can see the imbalance between the Assessment Department and other departments and the issues with some of Gallagher's results. Martens said that he would be supporting this item.

McElhaney said that even if a wage study was approved immediately, the information would not be ready for the 2026 budget. Nowak agreed and said that the job descriptions need an overhaul before a wage study is started. Gisselman said that they could start the process by approving a wage study so that an RFP can be put out and a wage study could be done in 2026. Tierny said that she is supporting this item because of the obvious discrepancy but will not support bringing more jobs forward for consideration, but rather would then want to see a wage study conducted. Nowak agreed and said that she would not feel comfortable putting out an RFP before the job descriptions are revised, as it would be a waste of money.

Motion by Kilian to approve the reclassification of selected jobs in the City of Wausau Assessment Department. Second by Martens. Motion passed 4-1 (*Gisselman was the dissenting vote.*)

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.

McElhaney said that the committee would adjourn in Closed Session.

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 Kilian. Roll call vote was taken to include Gisselman, Kilian, Martens, Tierny, and McElhaney.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=toi_1vsSUJQ