

****All present are expected to conduct themselves in accordance with our City's Core Values****



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
Date/Time:	Wednesday, August 27, 2025, 5:15 pm
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of July 14, 2025 Minutes.
- 2) Human Resources Report for July 2025.
- 3) Discussion and possible action approving the revision to the Employee Handbook Section 7.01 – General Provisions and Section 8.01 – General Provisions.
- 4) Discussion and possible action to approve the reorganization of the Fire Department Leadership model.
- 5) **CLOSED SESSION** pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problem 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 histories or data, or involved in such problems or investigations regarding: Consideration of Disciplinary Grievance Appeal.
- 6) Reconvene meeting into **Open Session** for purpose of potentially acting upon consideration of Closed Session item of Disciplinary Grievance Appeal.
- 7) 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 lisa.nowak@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 8/22/2025

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.

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

DATE/TIME: July 14, 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 June 9, 2025 Minutes.

Kilian pointed out a typo in the motion language to be corrected.

Motion by Kilian to approve the June 9, 2025 minutes. Second by Martens. All ayes. Motion passed 5-0.

Human Resources Report for June 2025.

No questions were brought forward.

Discussion and Possible Action to Approve the Department Update of Community Development Authority to Employee Handbook Policy 4.03.

Nowak said the Director asked for this to be changed in the handbook from Community Development Maintenance Division to Community Development Authority to be representative of the entire department with respect to summer and alternate hours.

Motion by Tierney to approve the update of Community Development Authority to Employee Handbook policy 4.03. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Addition of HR Director Carve-Out Language to Employee Handbook Policy 3.04.

Nowak said that this item was requested by others and herself as protection and an HR best practice for compensation. The language added requires review by a second party for any compensatory or promotional decision for any employee with a familial relationship. Nowak said that this is best practice for any organization and has placed the language in the handbook section on nepotism.

Martens asked if this is a situation that could also happen with other department directors or if it is specifically Human Resources? Nowak said that this is a unique situation and where you have two directors who do not have a reporting relationship, but Human Resources sets compensation, and to protect the City this language has been added.

Kilian thanked Nowak for bringing this forward in a professional manner.

Motion by Kilian to approve addition of HR Director carve-out language to Employee Handbook policy 3.04. Second by Martens. All ayes. Motion passed 5-0.

Adjournment.

Motion by Kilian to adjourn. Second by Tierney. Meeting was adjourned.

Rebecca McElhanev
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=CmV4h-EfxXU>



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
City Assessor, Grade 10	City Assessor, Grade 5	City Assessor, Grade 5	6/09/25	7/08/25
Deputy City Assessor, Grade 15	Deputy City Assessor, Grade 12	Deputy City Assessor, Grade 12	6/09/25	7/08/25
Senior Property Appraiser, Grade 17	Property Appraiser II, Grade 16	Property Appraiser II, Grade 16	6/09/25	7/08/25
Property Appraiser, Grade 18	Property Appraiser I, Grade 17	Property Appraiser I, Grade 17	6/09/25	7/08/25

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
64	49	3	12

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
6	1	3	2



HR PERFORMANCE REPORT

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
13	2	11

Recordable (YTD)

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

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23

Employee and Labor Relations

Grievances (YTD)

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



HR PERFORMANCE REPORT

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Molly Shnowske	Police	Police Officer	1/10	
Savannah Reed	Police	Police Officer	1/10	
Daniel Rich	Fire	Firefighter/Paramedic	1/20	8/09
Matthew Bahr	Fire	Firefighter/Paramedic	2/03	
Ethan Kariger	Fire	Apprentice Firefighter/Paramedic	2/03	
Jess Myerscough	Fire	Apprentice Firefighter/Paramedic	2/03	
Dallas Pagel	Wastewater	Collection System Technician	2/17	
Amanda Goetsch	Police	Administrative Assistant II	3/03	3/04
Nicharee Kasamwat	Finance	Accountant – Revenue	3/03	
Dawson Stapleton	Wastewater	Wastewater Plant Operations Technician	3/03	
Jared Jacobs	Fire	Apprentice Firefighter/Paramedic	3/03	
Nathaniel Cumberland	Fire	Apprentice Firefighter/Paramedic	3/03	
Matthew Sitte	Fire	Apprentice Firefighter/Paramedic	3/17	
Matthew Kell	DPW-Maintenance Div.	Building Maintenance Technician	3/17	
Riley Humphrey	Fire	Apprentice Firefighter/Paramedic	3/17	
Dustin Gessert	Water	Water Distribution Maintainer	3/17	4/25
Brook Jorgensen	Metro Ride	Bus Operator II	3/31	7/25
Brenda Lee	Police	Administrative Assistant II	4/14	
Lisa Nowak	Human Resources	Human Resources Director	4/14	
Amy Bolder	CD Authority	Housing Project Coordinator	4/28	
Breanna Smith	Metro Ride	Bus Operator II	4/28	
Carrie Edmondson	Community Development	Assistant City Planner	4/28	
Cory Hanson	Fire	Firefighter/Paramedic	5/12	
Thomas Schumacher	Mayor's Office	Executive Assistant	5/12	
Anne Bares	Fire	Firefighter/Paramedic	6/09	
Zachary Harris	Fire	Firefighter/Paramedic	6/09	
Zachary Hernandez	Public Works	Street Maintainer	6/23	
Tonya Morris	Finance	Administrative Assistant III	7/07	7/22
Kong Lao	Public Works	Municipal Fleet Technician	7/21	
Isaac Wolfgram	Metro Ride	Facilities Maintenance Worker	7/21	



HR PERFORMANCE REPORT

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
27	20	3	4

Separations by Department for 2024 YTD

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

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Andrew Lynch	Assistant City Planner	Economic Development Manager	Randy Fifrick	2/17
Shahn Kariger	Fire Lieutenant Inspector	Fire Prevention Division Chief	Brian Stahl	3/03
Ronald Schuenke	Transit Maintenance Supervisor	Deputy Transit Director	Megan Newman	3/09
Justin Major	CSO	CSO II	New Position	3/24
Matthew Gouin	CSO	CSO II	New Position	3/24
Kevin Marulli	Street Maintainer	Equipment Operator	Nicholas Bradfish	5/15
Frank Ortegon-Ramirez	Bus Operator I	Bus Operator II	Jacob Will	5/25
Brad Ludwig	Firefighter/Paramedic Inspector	Fire Lieutenant Prevention	Shahn Kariger	5/25
Thomas Bauer	Transit Operations Supervisor	Transit Maintenance Supervisor	Ronald Schuenke	5/25
Ross Austin	Police Officer	Detective	Anthony Reince	6/23
Chase Paul	Water Plant Operations Tech	Water Plant Operator	Samuel Mingo	6/29
Tracy Pagryzinski	Bus Operator II	Transit Operations Supervisor	Thomas Bauer	7/20
Kamryn Batt	Street Maintainer	Equipment Operator	Timothy Wensel	7/20
Kristeen Quale	Property Appraiser	Property Appraiser II	New	7/20

Active Recruitments



HR PERFORMANCE REPORT

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III – Finance	1	7/22	In process
Bus Operator I	2	5/16, 7/25	Open until filled.
City Surveyor	1	1/07	Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled.
Community Communications Specialist	1	8/13	In process
Economic Development Manager	1	TBD	Closes 8/10
Firefighter/Paramedic Inspector	1	5/25	In process
Street Maintainer	2	(7/14 Equipment Operator), 7/20	Closes 8/20
Water Plant Operations Technician	1	6/29	Closes 8/17

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	2	7/19/24, 11/13/24	No selection from last recruitment. Recruitment information from 2023-2024 provided to City Attorney for review. Awaiting decision for any revisions to repost.
Fire Training Division Chief	1	1/20	Chief is revising position.
Public Works Supervisor	1	7/11	Job Description being revised.
Senior Collection System Technician	1	New Position '24	Waiting for hiring manager for approval to post.
Water Distribution Maintainer	1	4/25	Waiting for hiring manager for approval to post.
Water Treatment Operations Supervisor	1	New Position '24	Waiting for hiring manager for approval to post.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Jennifer Norton		12/31/24	ERP project needs



HR PERFORMANCE REPORT

Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		04/01/25	Called in on vacation day
Rick Rubow		Worked out a plan with the mayor	Staffing Issues
Peggy Steinke		6/1/2025	Work on Adaptive Budgeting and ADP payroll implementation

Handbook Modifications

Section Modified	Modification	Date
5.15	Adjusted amount for cold weather gear	01/19/25
5.15	Added language for safety glasses and reimbursement	01/28/25
5.10	Added language for utility incentives	01/28/25
1.01	Added language for EEO	02/25/25
8.04	Added additional leave only bank	02/25/25
4.03	Added Community Development Maintenance Division to part C	7/14
3.04	Added language to carve-out for independent authority review for items that may concern any relative of HR Director	7/14

Employee Recognitions – Discretionary Performance Incentives

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

Human Resource Committee Packet

August 11, 2025

Agenda Item
Discussion and possible action approving the revision to the Employee Handbook Section 7.01 – General Provisions and Section 8.01 – General Provisions.
Background
<p>Employee Handbook Section 7.01 General Provisions and Section 8.01 – General Provisions has statements that non-represented public safety employees will enjoy the same employee contribution rates as established in the collective bargaining agreement in respect to the Wisconsin Retirement System.</p> <p>It was brought to the Human Resource Department’s attention that the CBAs of both Fire and Police currently specify maximum employee contribution rates for the Wisconsin Retirement System. Upon consultation with legal advice, the City’s currently handbook language is in violation of state statute. The city does not have the authority to supplement non-represented public safety employees’ contribution rates for the Wisconsin Retirement System.</p> <p>The Human Resources Department is requesting approval to adjust the Employee Handbook Section 7.01 and Section 8.01 to remove language that is in violation of state statute regarding non-represented public safety employees’ contribution requirements under the Wisconsin Retirement System.</p>
Fiscal Impact
None.
Staff Recommendation
Approve the revision to the Employee Handbook Section 7.01 – General Provisions and Section 8.01 – General Provisions.
Staff contact: Anne Keenan (715-261-6632)

7.01 – General Provisions

The following benefits apply to all employees except ~~that Wisconsin Retirement System~~, Worker's Compensation and Post Employment Health Plan – Sick Leave Conversion benefits for persons classified as a protective service employee shall be extended and administered in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association and Local 415 Fire Fighters Association.

Employee contributions toward the monthly insurance premium(s) are made through convenient payroll deductions twice a month. Employees, who are not eligible for family plan coverage under the City's health insurance plan, are not eligible for any additional compensation in lieu of additional contributions by the City. If two employees are in dependency status to each other, only one of the employees may carry the family plan(s).

Employees who are in non-pay status, i.e., (a) during a layoff, or (b) on leave of absence longer than 30 days are required to pay the full cost of the medical, dental and life insurance programs. Employees on leave certified under the Family Medical Leave Act (FMLA) shall continue to receive the employer paid portion of the premiums for the first 60 days of the qualified family medical leave. Refer to Section 8.07 for additional information regarding benefits while on family medical leave and after expiration of the family medical leave qualified leave.

8.01 – General Provisions

The following benefits apply to all employees except that holiday, personal holiday, vacation, perfect attendance leave, post-employment health plan, sick leave, compensatory time, and health insurance benefit contributions, ~~and employee contributions into the Wisconsin Retirement System~~ benefits for sworn employees classified as public safety personnel shall enjoy the benefit that is greater at the time of hire or promotion to a non-represented public safety position, e.g. either the handbook or as outlined in the collective bargaining agreements as determined by the employee and the Director of Human Resources between the City of Wausau and the Professional Police Association and Local 415 Fire Fighters Association. The leave benefits agreed upon at the time of hire or promotion to a non-represented public safety position shall be in effect throughout the remainder of the assignment with the City, except upon promotion to Chief. The Chief of Police and Fire Chief shall be subject to the benefits as outlined in the handbook.

Human Resource Committee Packet

August 2025

Agenda Item					
Discussion and possible action to approve the reorganization of the Wausau Fire Department staff by introducing a Deputy Fire Chief of Operations – Grade 9 - into the organization and eliminating the Fire Training Division Chief – Grade 14- position.					
Background					
The Wausau Fire Department currently has an open position for a Fire Training Division Chief. This position has been vacant since January of 2025. The growing needs of the Fire Department will be best met if the Division Chief role is replaced with a Deputy Chief of Operations position. This role will have additional responsibilities that support the challenges of evolving regulations and emergency response protocols by providing a more comprehensive management framework.					
Grade	Hourly/Annual			Department	Job Title
	Min	Mid	Max		
9	\$39.21	\$49.67	\$58.81	Fire	DEPUTY FIRE CHIEF [10] [17]
	\$81,556.80	\$103,313.60	\$122,324.80		
14	\$30.34	\$38.45	\$45.53	Fire	FIRE TRAINING DIVISION CHIEF [10] [17]
	\$63,107.20	\$79,976.00	\$94,702.40		
Fiscal Impact					
2026 budget impact undetermined					
Staff Recommendation					
HR recommends approving the reorganization of Wausau Fire Department staff by introducing a Deputy Fire Chief of Operations into the organization and eliminating the Fire Training Division Chief position.					
Staff contact: Lisa Nowak (715-261-6634)					

MEMORANDUM

To: Human Resources

From: Jeremy Kopp, Fire Chief

Date: 7-23-2025

Subject: Proposal for Reclassification of the Training Division Chief Position to Deputy Chief - Operations

I am writing to propose a reclassification of the current Training Division Chief position to a Deputy Chief - Operations within our department. This change is necessary to expand our management team and enhance our ability to effectively address the roles and responsibilities that are critical to both our rank-and-file personnel and the overall operations of the department.

Reason for Change

As our department continues to grow and evolve, it is vital that we ensure our management team is structured in a way that is responsive to both the challenges and opportunities we face in service delivery. This position change will enable our department to function more efficiently, while also providing more comprehensive leadership in operations, training, and emergency management.

The Deputy Chief - Operations position will retain responsibility for overseeing and managing all fire and EMS training programs, tracking and maintaining training records, and ensuring all staff comply with the laws, codes, and regulations that govern our operations. However, with the reclassification, the position will also take on additional responsibilities that directly impact the department's operational readiness and its ability to deliver effective and efficient services.

Responsibilities of the Deputy Chief of Operations

The Deputy Chief - Operations will be responsible for:

- Directly managing personnel and physical resources within the operations division.
- Responding to both emergency and non-emergency incidents as part of incident command, fulfilling roles across various firefighter ranks, including Firefighter, Engineer, Lieutenant, and Battalion Chief as needed.
- Conducting training and development programs to ensure personnel are prepared to meet the department's operational needs. This includes developing and assigning monthly training schedules for operations personnel, Duty Chiefs, and Company Officers.
- Assisting with the department's recruitment and retention programs, including the apprenticeship program, and leading leadership development initiatives, such as the Company Officer Development Program.
- Acting as the Department's liaison to other fire training agencies and associations, and coordinating public fire safety training programs.

In addition to training responsibilities, the Deputy Chief - Operations will serve in multiple critical roles, including:

- Fulfilling Battalion Chief duties as needed.

- Assisting with Emergency Management/Emergency Operations Center responsibilities.
- Supporting training-related budgeting, forecasting, and staff development, including ensuring comprehensive safety and emergency response procedures are followed.

The position will require the ability to command personnel effectively during high-pressure emergency situations, maintain a positive and cooperative working environment, and work with integrity to fulfill the department's mission.

Rationale for the Change

The shift from the Training Division Chief to a Deputy Chief - Operations will allow the department to be more agile and responsive to the needs of the field, particularly when addressing operational, safety, and training needs on the ground. This change will provide a more comprehensive management framework and allow for more effective communication between the rank-and-file and upper management.

Furthermore, this change will help position the department to better meet the challenges of evolving regulations, emergency response protocols, and the continued professional development of our personnel. By having a Deputy Chief - Operations focused on both operations and training, we can ensure that our department is ready to meet the growing demands placed upon us.

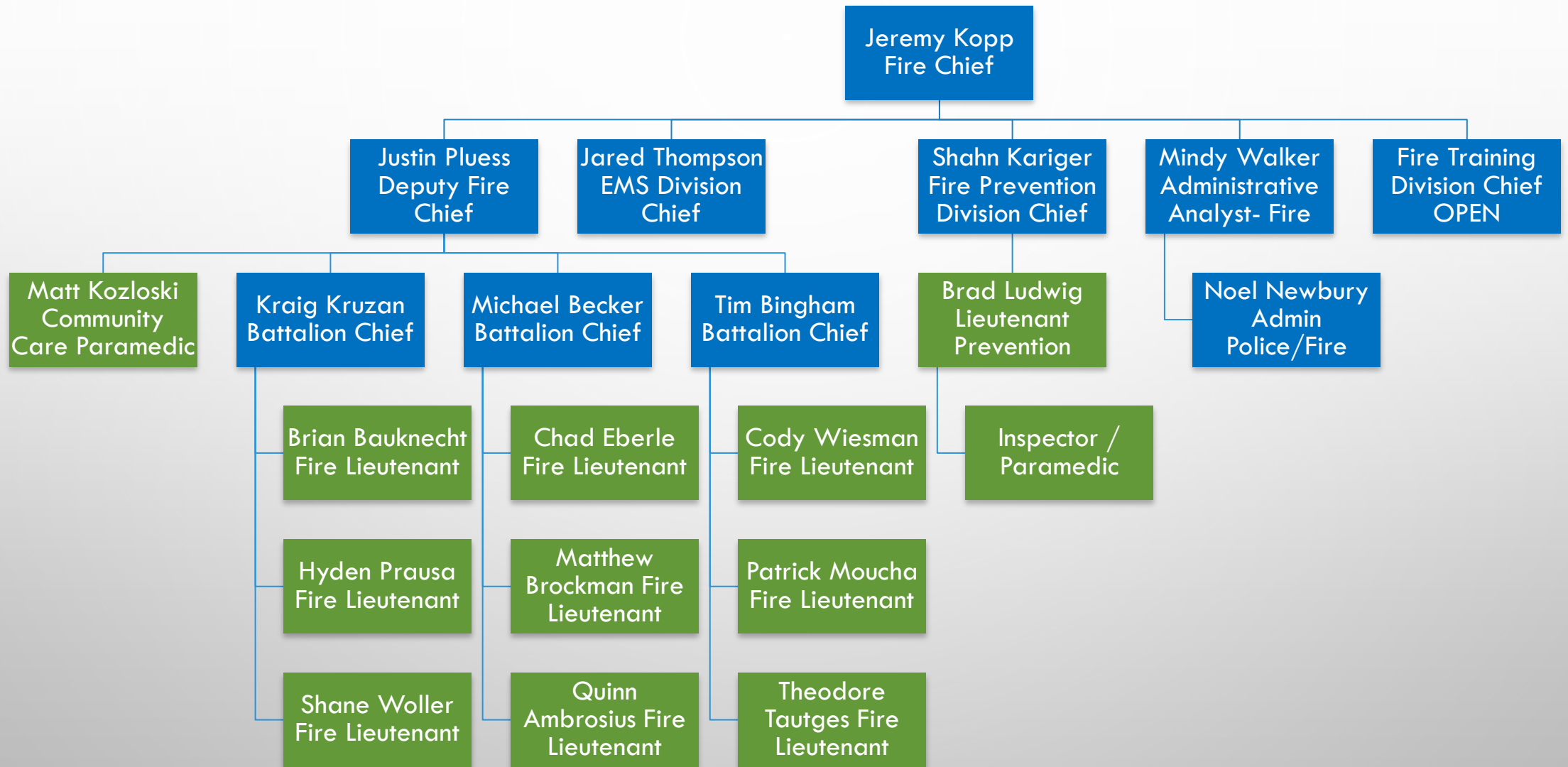
I believe this restructuring will significantly improve the efficiency of our operations and the overall morale and effectiveness of our staff. I respectfully ask for your approval to move forward with this change and look forward to discussing it further.

Thank you for your attention to this important matter.

Sincerely,

Jeremy Kopp
Fire Chief
Wausau Fire Department

FIRE – CURRENT LEADERSHIP



FIRE – PROPOSED LEADERSHIP

