

****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: **Monday, October 13, 2025, 4:45 pm**
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Becky McElhaney (C), Terry Kilian (VC), Chad Henke, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of August 27th and September 8th Minutes.
- 2) Human Resources Report for September 2025.
- 3) Discussion and Possible Action to Approve Reclassification of Senior Human Resources Generalist to Assistant Human Resources Director.
- 4) Discussion on Administrative Positions Within the City.
- 5) Discussion Regarding the Two (2) Police Officer Positions Approved by HR Committee April 2024 and One (1) Police Officer Position Approved April 2025.
- 6) Adjourn.

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 10/07/2025

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: August 27, 2025, at 5:15 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Mayor Diny, Lisa Nowak

Approval of July 14, 2025 Minutes.

Motion by Kilian to approve the July 14, 2025 minutes. Second by Martens. All ayes. Motion passed 4-0.

Human Resources Report for July 2025.

No questions were brought forward.

Discussion and possible action approving the revision to the Employee Handbook Section 7.01 – General Provisions and Section 8.01 – General Provisions.

Nowak discussed removing the language regarding maximum WRS contributions rates from the handbook for non-represented public safety employees.

Motion by Kilian to approve the revision to the Employee Handbook Section 7.01 – General Provisions and Section 8.01 – General Provisions. Second by Martens. All ayes. Motion passed 4-0.

Discussion and possible action to approve the reorganization of the Fire Department Leadership model.

Nowak explained that upon her arrival at the City, Chief Kopp provided her with a tour of the Fire Department facilities and talked about the need to restructure the organization of the department to model that of similar communities.

Chief Kopp talked about the proposed changes to the organization structure.

Tierney asked if Kopp was saying that the restructure could save on overtime. Kopp said that it could.

Kilian said that she had questions that needed to be answered about policies and protocols before she could support a reorganization, and would like to table the item until the committee can get answers to questions and concerns, which would not be appropriate to discuss as it is not on the agenda. Kopp agreed and said that he feels the reorganization will help move the department forward.

Martens said he could see from the current and proposed organization changes that this would take care of some current issues, change span of control, and would feel comfortable moving forward with this request.

McElhaney said that she would not support this item at this meeting, but maybe at a later time. McElhaney said that budget season is coming up and she is not comfortable changing positions and increasing budgets at this time.

Tierney asked Kopp to explain where he is understaffed. Kopp said it is in the 40-hour a week leadership positions, that they are not able to get out and assist or be with crews to keep up skills and help with training. Tierney also asked how the apprentice program is going. Kopp said that the students are moving forward and doing great.

Discussion took place of whether to vote on this item or table it to bring back in October. Kilian said she would agree to table it; Tierney agreed with Kilian. Kopp said he would rather have the item tabled to a later date than not supported at this meeting.

Motion by Martens to table this item to the October meeting. Second by Tierney. All ayes.

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.

Motion by Martens to go into 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. Second by Tierney.

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

Reconvene meeting into Open Session for purpose of potentially acting upon consideration of Closed Session item of Disciplinary Grievance Appeal.

The committee reconvened into open session.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=Diu37KFsfJs> and
<https://www.youtube.com/watch?v=TLjpyEsFhEM>

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

DATE/TIME: September 8, 2025, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Chad Henke, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Mayor Diny, Lisa Nowak

Human Resources Report for August 2025.

No questions were brought forward.

Discussion and possible action approving 2026 and 2027 Health, Dental, and Supplemental Insurance Plan inclusion of CCIT.

Nowak said that CCIT has asked to be included on the City’s insurance since 2012 and Human Resources has received confirmation that they would like to again be included for the next two years.

Motion by Kilian to approve 2026 and 2027 health, dental, and supplemental insurance plan inclusion of CCIT. Second by Martens. All ayes. Motion passed 5-0.

Discussion and possible action approving 2026 benefit design for City and CCIT employees.

Nowak explained that the City went to market and received two bids for insurance, and decided to go with the current Aspirus plan again. There will be a 9.5% increase, which was promised to the City last year, with no changes to the plan design.

Tierney asked if it was ever considered to have the employees pay more than 12% of the insurance premiums? Nowak said that 12% is the minimum that the state requires employees to pay. Tierney said with rising costs of insurance, raising the contribution amount may be something to look into to save the City some money.

Motion by Tierney to approve the 2026 benefit design for City and CCIT employees. Second by Kilian. All ayes. Motion passed 5-0.

Discussion and possible action amending the Employee Handbook Section 5.15 – Clothing and Equipment.

Nowak explained that currently employees who are required to wear safety boots are reimbursed 50% of the cost, up to \$125.00. This change would be to provide a flat reimbursement of up to \$125.00 per year for safety boots.

Kilian stated that she would like the policy to remain as it is and felt that this would open the door to other reimbursement policies being changed in the same way.

Dustin Kraege, the Public Works Superintendent, explained that employees are currently purchasing multiple pairs of boots to receive the full \$125 reimbursement amount. This change would allow an employee to purchase one pair and receive the full reimbursement amount with their receipt.

DRAFT

Tierny asked if the money is being paid upfront? Kraege said no, a receipt is required. Tierny asked if an employee purchased a pair of boots for \$150, would they receive the full \$125? Kraege said yes. Tierny said she doesn't think this is a good business practice.

Henke said that he understands what employees are doing, as it is the same where he works, and he doesn't think the City will be spending more money, so he doesn't have an issue with the change.

Martens said that the amount for the reimbursement was changed a few years ago due to the cost increase of boots. Martens said that employees receive a flat rate for tools, cold weather gear, and safety glasses, so it would make sense to offer a flat rate for safety boots as well.

McElhaney asked about the reimbursement process and if employees are required to wear a specific type of safety boot. Kraege outlined the process the department uses for reimbursement and said that they do not required specific boots, only that they are safety toed.

Motion by Martens to amend Employee Handbook Section 5.15 – Clothing and Equipment as outlined. Second by Henke. Motion passed 3-2 (*Kilian and Tierny were the dissenting votes*).

Discussion and possible action approving the Reasonable Accommodations for Pregnant Workers Policy.

Nowak explained that this policy follows best practices for accommodations to pregnant workers but includes more details as to what the accommodations include under the PWFA and how to request accommodations.

Kilian asked if this was brought up because of a problem or if it's just an update to the handbook? Nowak said it is just an update.

Martens asked what happens after childbirth if an employee needs accommodations? Nowak said that would be covered under FMLA or short-term/long-term disability accommodations.

Motion by Henke to approve the Reasonable Accommodations for Pregnant Workers policy. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=z3qTXpAvIII>



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

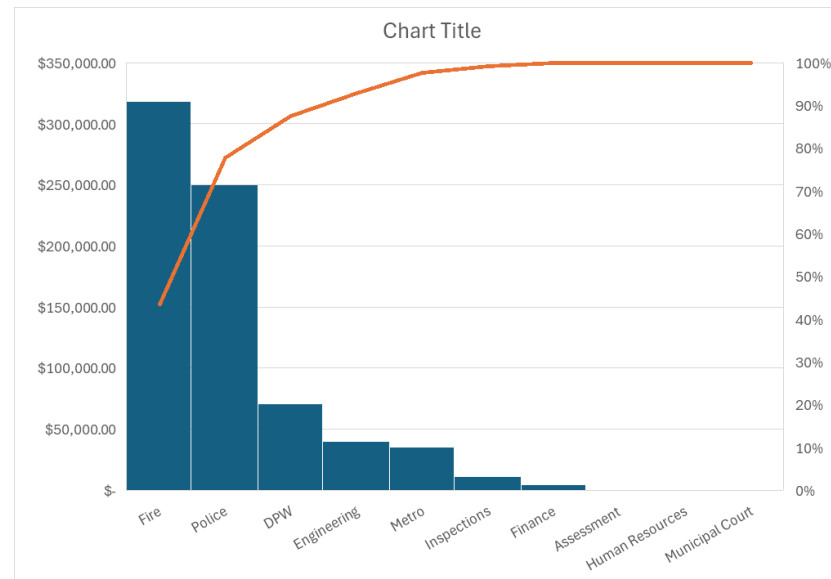
| Current Job Position | Current Salary Range | Requested Job Position | Requested Salary Range | Request Date |
|----------------------|----------------------|------------------------|------------------------|--------------|
| | | | | |

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 |

City of Wausau Overtime Data

| Department | Overtime YTD |
|-----------------|----------------------|
| Municipal Court | \$ 39.38 |
| Human Resources | \$ 290.80 |
| Assessment | \$ 617.40 |
| Finance | \$ 4,681.08 |
| Inspections | \$ 10,981.29 |
| Metro | \$ 35,348.84 |
| Engineering | \$ 39,956.53 |
| DPW | \$ 70,783.34 |
| Police | \$ 250,088.42 |
| Fire | \$ 318,590.89 |
| Total | \$ 731,377.97 |





HR PERFORMANCE REPORT

Employee Benefits

Family Medical Leave (YTD)

| Requests Received | Approved | Pending | Denied/Cancelled |
|-------------------|----------|---------|------------------|
| 84 | 53 | 9 | 14 |

FMLA Denial Reasons

| Paperwork not returned | Insufficient years of service/hours | Condition does not qualify | Cancelled by employee |
|------------------------|-------------------------------------|----------------------------|-----------------------|
| 7 | 2 | 3 | 2 |

Workers Compensation (YTD)

| Number of Claims | Lost Time | Medical Only |
|------------------|-----------|--------------|
| 16 | 2 | 14 |

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 | Closed | 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 |
| Police | Head | Medical | Open | 08/26/25 |
| Metro | Chest | Medical | Open | 09/03/25 |
| DPW | Elbow | Medical | Open | 09/16/25 |

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 |



HR PERFORMANCE REPORT

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 |
|----------------------|-----------------|-------------------|----------------------------|------------------------|--------------------------|-----------------------|
| | | | | | | |

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 | |



HR PERFORMANCE REPORT

| Employee Name | Department | Job Title | Hire Date | Separation Date |
|-------------------|-----------------------|-------------------------------------|-----------|-----------------|
| 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 | |
| Cody Friedenfels | Police | Police Officer | 8/13 | |
| Dakota Heidmann | Police | Police Officer | 8/13 | |
| Eric Valadez | Police | Police Officer | 8/13 | |
| Tanner Duwe | Public Works | Street Maintainer | 8/13 | |
| Michelle Van Krey | Community Development | Administrative Assistant II | 8/13 | |
| Jacob Anderson | Police | Community Communications Specialist | 9/02 | |
| Hope Sigmund | Metro Ride | Bus Operator I | 9/08 | |
| Benjamin Guiry | Fire | Firefighter/Paramedic | 9/15 | |
| Patrick Gatterman | Community Development | Economic Development Manager | 9/22 | |
| Justin Borski | Fire | Firefighter/Paramedic | 9/22 | |
| James Murphy | Public Works | Street Maintainer | 9/29 | |

Separations YTD

| Total Number of Separations | Resignations | Retirements | Terminations |
|-----------------------------|--------------|-------------|--------------|
| 32 | 25 | 3 | 4 |

Separations by Department for 2024 YTD

| | | | | |
|-------------------|---------------------|--------------------|----------------|-----------|
| Assessment - 1 | Engineering - 1 | Maintenance - 2 | Water - 3 | Sewer - 1 |
| Clerk/Finance – 3 | Human Resources - 1 | Mayor’s Office - 1 | Metro Ride - 3 | |
| Police -5 | Fire - 2 | Public Works - 6 | 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 |



HR PERFORMANCE REPORT

| Employee Name | Old Job Position | New Job Position | Previous Incumbent | Effective Date |
|-----------------------|-------------------------------------|--------------------------------|--------------------|----------------|
| 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 |
| Ethan Bares | Community Communications Specialist | Police Officer | Payton Wright | 8/13 |
| Josh Borelli | Senior Equipment Operator | Public Works Supervisor | Chad Abbiehl | 9/14 |

Active Recruitments

| Job Title | # of Vacancies | Date Vacant | Status |
|-----------------------------------|----------------|-------------|--|
| Assistant City Attorney | 1 | 7/19/24 | Open until filled |
| City Surveyor | 1 | 1/07 | Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled. |
| EMS Division Chief | 1 | 9/16 | Closes 10/16 |
| Senior Equipment Operator | 1 | 9/14 | In process |
| Street Maintainer | 1 | 7/20 | In process |
| Water Plant Operations Technician | 1 | 6/29 | In process |

Vacant Positions (Not Being Recruited at this time)

| Job Title | Number of Vacancies | Date Vacant | Status |
|-------------------------------------|---------------------|------------------|---|
| Assistant City Attorney | 1 | 11/13/24 | Attorney's Office is hiring one position. |
| Fire Training Division Chief | 1 | 1/20 | Chief is revising position. |
| Senior Collection System Technician | 1 | New Position '24 | Waiting for approval to post. |



HR PERFORMANCE REPORT

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|---------------------------------------|---|------------------|-------------------------------|
| Transit Director | 1 | 9/19 | Waiting for approval to post. |
| Water Distribution Maintainer | 1 | 4/25 | Waiting for approval to post. |
| Water Treatment Operations Supervisor | 1 | New Position '24 | Waiting 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 |
| 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 |
| 7.01 | Remove Wisconsin Retirement System from language | 9/09 |



HR PERFORMANCE REPORT

| | | |
|------|--|------|
| 8.01 | Remove Wisconsin Retirement System from language | 9/09 |
| 5.15 | Adjust boot reimbursement to up to \$125 annual (removed 50% language) | 9/23 |

Employee Recognitions – Discretionary Performance Incentives

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

Human Resource Committee Packet

October 2025

| |
|---|
| Agenda Item |
| Request reclassification of Senior Human Resources Generalist to Assistant Human Resources Director |
| Background |
| <p>The Human Resources Department is in need of building out department staff to fulfill the growing needs of the City of Wausau.</p> <p>The salary grade will go from Grade 15 MIN \$60,070 MID \$76,086 MAX \$90,064 to Grade 12 MIN \$70,033 MID \$88,712 MAX \$105,081</p> <p>Funded by Vacancy Savings</p> |
| Fiscal Impact |
| None |
| Staff Recommendation |
| Discussion and possible action to reclassify the Senior Human Resources Generalist to an Assistant Human Resources Director |
| Staff contact: Lisa Nowak (715-261-6634) |

Lisa M. Nowak
Human Resources Director



TEL: (715) 261-6634
FAX: (715) 261-4138

Date: September 2, 2025

To: Human Resources Committee
Mayor Doug Diny

From: Lisa Nowak, Human Resources Director

Re: Human Resources Department Adjustments

Background

For more than twenty years, the Human Resources Department has operated with the same limited structure of two support staff and one Director, despite dramatic changes in workforce expectations and organizational complexity. The scope of responsibilities of what was once a manageable administrative function has grown to a level that is unattainable and workload that is unsustainable. The volume of day-to-day tasks is overwhelming, leaving little capacity to provide the proactive, value-added services our city departments require. As a result, the steady stream of day-to-day service requests consume nearly all available capacity, leaving the HR team struggling to maintain core administrative responsibilities and unable to advance critical initiatives such as process improvements, efficiency gains, and data-driven workforce strategies. Currently, HR's capacity is at its limit. With the existing staffing levels, the department is unable to provide strategic, tailored support to employees and leaders while also maintaining compliance and essential administrative functions. This lack of capacity prevents HR from fully advancing key initiatives such as retention, succession planning, and workforce engagement. In addition, new responsibilities tied to the Workday platform and SharePoint launch have added to the workload, leaving the department unable to manage these systems effectively or realize the efficiency benefits they are intended to provide.

Since stepping into this role, I have uncovered foundational gaps that must be addressed immediately just to maintain stability. Without additional resources, HR cannot meet the city's current needs—let alone position itself as the strategic partner necessary to attract, retain, and develop a modern workforce. To keep pace with evolving demands and ensure compliance, efficiency, and long-term organizational success, expanding HR staffing is no longer optional; it is essential.

Survey Findings

As part of a recent HR Department Survey distributed to leadership across city departments, several consistent themes emerged:

- The need for greater support from the Human Resources department in managing day-to-day workforce challenges.
- The demand for strategic recruiting, including proactive outreach campaigns rather than reliance on passive job postings.
- The Interest in HR developing internal growth opportunities and promoting career latticing to increase retention and reduce turnover.
- Opportunities for HR to provide departments with improvements in data reporting (turnover, recruitment metrics), onboarding consistency and efficiency, and policy development collaboration.
- Comprehensive succession planning to ensure tacit knowledge is captured and documented, while successors will be adequately prepared to fill future vacancies.
- Identify skills gaps and prepare our future workforce through leadership development opportunities and training.

Recommendation

To address these gaps, I recommend reclassifying our Senior HR Generalist position to an Assistant HR Director, as well as adding the position of HR Business Partner to the department in 2026 should funding become available. This role would provide dedicated, department-facing support by:

- Embedding a resource within departments to anticipate workforce needs.
- Leading strategic recruiting campaigns to attract high-quality candidates.
- Support career development initiatives, career latticing job design / frameworks, Workday utilization, and assist the HR Director with projects as needed (e.g. succession planning preparation.)
- Enhancing HR's ability to provide actionable workforce analytics and policy insights.

Fiscal & Strategic Considerations

While adding staff represents an expense, it is best viewed as an investment in human capital. Building internal HR capacity will:

- Strengthen retention by fostering stronger connections and providing consistent support.
- Preserve and leverage institutional knowledge that is otherwise lost through attrition.
- Reduce reliance on external, transactional hiring approaches by building proactive pipelines of talent.

- Enable HR to align with the “build vs. buy” philosophy—retaining internal expertise while remaining flexible when outside solutions are needed.

Conclusion

The city’s workforce is its most valuable asset. To support and retain that workforce, HR must evolve from an administrative office to a strategic partner. The reclassification of the Senior HR Generalist is just the first step toward that transformation. This is the first step towards achieving our goal of positioning the city to better recruit, develop, and retain top talent in a competitive labor market.

Respectfully submitted,

Lisa M. Nowak, M.S. HRD, SHRM-CP
Director of Human Resources

A handwritten signature in black ink, appearing to read 'L. Nowak', followed by a long horizontal line extending to the right.

Lisa M. Nowak, MS HRD, SHRM-CP
City of Wausau Human Resources Director

Vacant Human Resources Director - Cost Savings from 1/13/2025 - 4/14/2025 (6.5 Payrolls)

Assuming James Henderson's information had he not resigned effective 1/10/2025.

Lisa Nowak was hired into this position on 4/14/2025.

| Employer Biweekly Costs | | Monthly (x2) | x 6.5 paychecks missed |
|--------------------------------|-----------------|------------------|------------------------|
| Biweekly Salary (80 hours) | 5,011.20 | 10,022.40 | 32,572.80 |
| WRS | 348.28 | 696.56 | 2,263.81 |
| FICA | 365.22 | 730.44 | 2,373.94 |
| Workers Comp | 8.52 | 17.04 | 55.37 |
| Total Bi-weekly | 5,733.22 | 11,466.44 | 37,265.92 |

| Employer Monthly Costs | | Multiply by 1 month | x 4 months missed |
|-------------------------------|-----------------|---------------------|-------------------|
| Monthly Employer Health | 2,192.07 | 2,192.07 | 8,768.28 |
| Monthly Employer Dental | 65.44 | 65.44 | 261.76 |
| Monthly Employer HSA | 100.00 | 100.00 | 400.00 |
| Monthly Employer Life | 5.24 | 5.24 | 20.96 |
| Monthly EAP | 2.50 | 2.50 | 10.00 |
| Total Monthly | 2,365.25 | 2,365.25 | 9,461.00 |

James was paid out **130.316** hours of unused vacation on his final paycheck: **(8,163.00)**

This amount reduces the bi-weekly salary savings shown above.

| | |
|----------------------|------------------|
| Total Savings | 38,563.92 |
|----------------------|------------------|

| | |
|--------------------------------|-----------|
| Total Wage Savings | 24,409.80 |
| Total Tax and Benefits Savings | 14,154.12 |



JOB DESCRIPTION Assistant HR Director

| | | | |
|-----------------|------------------------------------|--------------------|--------------------------|
| Job Title: | Assistant Human Resources Director | Reports To: | Director-Human Resources |
| Department: | Human Resources | FLSA Status: | Exempt |
| Division: | Human Resources | EEO Code: | 2-Professionals |
| Salary Grade: | | Job Code: | |
| Employee Group: | General Employee | Training Category: | |
| Created: | July 8 2025 | Last Revision: | |

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 Assistant HR Director will be responsible for numerous functions within the Human Resources Department to ensure compliance with federal, state and local laws, codes, statutes and regulations related to employment policies, procedures and benefit processing and administration. Assists the Human Resources Director with labor relations and negotiations activities. Provides guidance to City and HR Staff as needed.

Supervisory Responsibilities

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department.

Essential Duties and Responsibilities

- Provides guidance and support as a city leader on employee relations issues, City policies and best practices, and represents the Human Resources Director at meetings and functions in their absence.
- Develops, coordinates and manages Workers Compensation program, Unemployment Compensation, representing the city at unemployment compensation hearings.
- Responsible for HRIS updates and HR compliance reporting on a monthly, quarterly and annual basis.
- Responsible for the reporting and administration of benefits offerings including health, dental, vision, Employee Assistance Program, and assists employees in resolving salary and benefits issues. Prepares and processes COBRA and WRS documentation for active, terminated, and retired employees.
- Interprets and administers various leave of absence programs, including Family Medical leave (FMLA) program for employees.
- Coordinates the Request for Proposal process and operates as the Custodian for Open Record and general record requests.
- Partners with various departments to ensure Safety and Loss Prevention programs and procedures are administered in compliance with OSHA and Wisconsin Department of safety and Professional Services regulations.
- Frontline point of contact regarding union administration and policy adherence, processing MOU's, developing labor negotiation proposals and comparable data.

- Assists in the design, implementation, and monitoring of effective recognition, development and training programs city-wide. Organizes and is responsible for the City's Employee Engagement Committee.
- Provides insights and makes recommendations to compensation plan, annual review process, aligning compensation with key workforce priorities.
- Provides management with advice on

Additional Duties and Responsibilities

- Performs various duties and special projects as assigned.

Education and Experience Requirements

- Bachelor's degree in Human Resources, Business, Public Administration or related field; and
- Eight (8) or more years of progressive, related Human Resources experience; or
- A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

Preferred Qualifications:

- Human Resources experience in Municipalities or Public Administration
- SHRM-CP / PHR / NPELRA or other HR Designation / Certification

Knowledge, Skills, and Abilities

- Strong organizational, communication and interpersonal skills are essential with the ability to communicate orally and in writing with Mayor, City employees, City Council members, insurance company representatives, retirement system personnel, Worker's Compensation and Unemployment Agency personnel, job applicants and new employees.
- Maintain high level of professionalism, confidentiality, and customer service.
- Establish and maintain effective working relationships with co-workers, supervisors, and elected officials.
- Ability to work with mathematical concepts such as percentages, fractions, decimals volumes, ratios, and basic descriptive statistical reports including probability and statistical inference.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Technology literacy and experience working with human resource information systems and databases with proficiency in using Word, Outlook, PowerPoint, and Excel are required. Experience with advanced reporting software is beneficial.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

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.

DRAFT

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

| | |
|--|-------------------------|
| RESOLUTION OF THE HUMAN RESOURCES COMMITTEE | |
| Reclassing the Senior Human Resources Generalist to Assistant Human Resources Director | |
| Committee Action: | |
| Fiscal Impact:None | |
| File Number: | Date Introduced: |

| FISCAL IMPACT SUMMARY | | | |
|-----------------------|--|------------------------------|---|
| COSTS | <i>Budget Neutral</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | <i>Included in Budget:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Budget Source:</i> |
| | <i>One-time Costs:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount:</i> |
| | <i>Recurring Costs:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount:</i> |
| SOURCE | <i>Fee Financed:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount:</i> |
| | <i>Grant Financed:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount:</i> |
| | <i>Debt Financed:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount</i> <i>Annual Retirement</i> |
| | <i>TID Financed:</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> <i>Amount:</i> |
| | <i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i> | | |

RESOLUTION

WHEREAS, The Human Resources Director is requesting the Senior Human Resources Generalist position be reclassified to Assistant Human Resources Director and;

WHEREAS, the proposed position will assist in the advancement of HR initiatives to support the growth and sustainability of the City of Wausau’s current and future workforce and;

WHEREAS, your Human Resources Committee reviewed and approved the reclassification of the Senior Human Resource Generalist position to an Assistant Human Resources Director, with a Salary grade of 12, min \$70,033.60 midpoint \$88,712.00, max \$105,081.60 and;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the position of Senior Human Resources Generalist be reclassified to Assistant Human Resources Director effective at the start of the pay period as approved by this resolution.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

October 2025

Human Resource Committee Memo: Information regarding Job Classification Manual

From: Director of Human Resources -Lisa Nowak, MS HRD, SHRM-CP

Administrative Assistant Job Classification Manual

The City of Wausau's Administrative Assistant Job Classification Manual was developed to establish a fair, consistent, and transparent framework for administrative support roles across all City departments. Over time, individual departments created their own job descriptions for administrative staff, resulting in discrepancies in duties, qualifications, and pay structures. This manual consolidates those 24 positions into a unified classification system that defines four progressive levels of Administrative Assistant roles (I–IV). Each level is differentiated by the scope of responsibility, degree of independent judgment, and complexity of work performed.

The implementation of this manual brings significant organizational value. It creates consistency in how administrative positions are structured, ensuring that employees performing similar work receive equitable compensation regardless of departmental placement. The framework strengthens compliance with employment standards and supports fair hiring, promotion, and pay decisions based on clearly defined criteria. By standardizing job descriptions, it also improves operational efficiency, reduces duplication, and enables easier onboarding and cross-departmental collaboration.

The manual will serve as a critical tool for human resources management and workforce planning. First, through job analysis, each administrative position will be reviewed and aligned with the appropriate level within the manual to ensure accurate classification based on duties and responsibilities. Second, the manual itself will be maintained as a central HR reference document, reviewed regularly to remain current with organizational needs and legal requirements. Third, the positions outlined within the manual will be benchmarked against comparable market data to ensure the City's compensation structure remains competitive and equitable. Finally, the manual will support the evaluation process by serving as the foundation for consistent application of the City's job evaluation system, enabling HR to make data-informed recommendations for new job classifications, promotions, and compensation adjustments.

Overall, this project provides a strategic tool for managing internal equity, workforce development, and budget transparency. It creates a clear career pathway for administrative professionals, enhances consistency across departments, and supports succession planning for critical administrative functions. By aligning administrative positions under one cohesive framework, the City of Wausau can more effectively attract, retain, and develop high-performing staff while maintaining fairness, clarity, and accountability in its employment practices.



City of Wausau Administrative Assistant Job Classification Manual

This manual establishes standardized levels of Administrative Assistant roles across all City departments. It provides consistency in job classification, ensures equity in compensation, and clearly defines core duties, while allowing flexibility for department-specific responsibilities through addenda.

Job Family Overview

The Administrative Assistant job family provides administrative, clerical, and program support across all City departments. Positions vary in complexity from routine clerical tasks to highly specialized and confidential work involving independent judgment, regulatory compliance, and supervisory responsibilities.

Administrative Assistant I – Clerical Support

- Entry-level support role. Performs routine clerical, reception, and office tasks under close supervision.
- Reception desk coverage, phones, mail handling.
- Filing, scanning, data entry into standard systems.
- Scheduling and calendar maintenance.
- Preparation of simple correspondence, forms, and notices.
- Basic customer service (inquiries, routing calls, greeting visitors).
- Routine recordkeeping and supply ordering.
- Education/Experience: High school diploma or equivalent; six months to one year clerical/office experience preferred.

Administrative Assistant II – Departmental Support

- Intermediate-level role. Provides semi-routine administrative support, customer service, and technical clerical work requiring some independent judgment.
- Drafts correspondence, memos, agendas, minutes.
- Processes invoices, purchase orders, petty cash, payroll entries.
- Maintains department files and records (paper and digital).
- Provides customer service, complaint resolution, and program intake.
- Prepares routine reports and maintains departmental databases.
- Coordinates meetings, appointments, travel, and training.
- Assists in budget preparation and monitoring.
- May provide back-up support to higher-level administrative staff.
- Education/Experience: Associate degree in administrative, business, or related field preferred; one to three years of increasingly responsible administrative experience.

Administrative Assistant III – Advanced Administrative Support

- Advanced administrative role requiring specialized knowledge of departmental policies, regulatory compliance, and program operations.
- Prepares agendas, minutes, resolutions, ordinances, and legal notices.
- Manages program data reporting for regulatory compliance (e.g., WDNR, EPA, DOT, NFIRS, WIBRS).
- Tracks and monitors grants, contracts, permits, or legal cases.

- Provides budget support, including data entry, tracking expenditures, and preparing reports.
- Drafts newsletters, public service announcements, and website/social media content.
- Conducts intake and eligibility determinations for programs (housing, permits, utility accounts, etc.).
- Maintains specialized systems (RMS, TraCS, HRIS, voter registration, assessment databases).
- May supervise or train clerical staff.
- Education/Experience: Associate degree in administrative, legal, or accounting field with three to four years of responsible administrative experience; or equivalent.

Administrative Assistant IV – Senior Administrative / Specialist

- Highest level of Administrative Assistant classification. Positions at this level involve supervisory duties, complex program analysis, confidential work, or department-wide administrative coordination.
- Supervises, trains, and evaluates clerical/administrative staff.
- Serves as departmental records custodian; manages open records compliance and redactions.
- Handles sensitive and confidential matters (HR, Mayor, Police, Legal).
- Assists in preparation and oversight of departmental budgets.
- Drafts contracts, legal documents, ordinances, resolutions, and specialized reports.
- Manages specialized databases and provides technical guidance on software.
- Acts as liaison between department leadership, elected officials, and the public.
- Oversees compliance with federal, state, and local regulatory requirements.
- Provides high-level customer service in complex or sensitive cases.
- Education/Experience: Associate degree in administrative or legal field required; Bachelor's degree preferred. Four to six years progressively responsible administrative experience, including supervisory responsibilities.

Departmental Addenda

- Certain departments require specialized duties in addition to the general framework above. Examples include:
- Water/Utilities: Regulatory reporting (EPA, WDNR, PSC), meter program management, utility newsletters, job costing.
- Public Works (DPW/Streets): Procurement and bidding, fleet scheduling, hazardous materials reporting, public works assessments.
- Police: Records Management (RMS, TraCS, TIME, WIBRS), open records redactions, case media handling, juvenile processing, fingerprinting.
- Fire: NFIRS, EMS, and hazmat reporting; IT/software support; incident data entry; training and scheduling.
- Legal: Drafting legal pleadings, contracts, real estate documents, litigation and claim processing.
- Housing/Community Development: Loan program intake, tenant services, CDA rent collection, grant and TIF reporting, housing program eligibility.
- HR: Recruitment, onboarding, HRIS/ATS, compliance monitoring, CDL testing coordination.
- Transit: Paratransit scheduling, fare sales, payroll, union contract interpretation.
- Mayor's Office: Confidential support, media/press coordination, Council/Committee scheduling, open records handling.
- Municipal Court: Court calendars, DMV notifications, warrants, judicial correspondence, monthly revenue reconciliation.



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

From: Chief Matthew Barnes
To: Human Resources Committee
Date: 03/06/2024
RE: Increase Wausau PD authorized staffing

Within the last three months the homeless population in Wausau has grown significantly and at a rate not anticipated. With that growth in population the Wausau Police Department has been addressing an increasing number of ordinance violations, crimes, and an overall reduction in the quality of life.

Within the Wausau Police Department, we have been utilizing our patrol officers to respond and address situations involving our unhoused population. Sometimes that involves encouraging the use of resources, and sometimes it involves enforcement of our ordinances and statutes. The amount of time being spent primarily in our downtown and parks has caused a reduction in the regular patrol activities throughout the rest of the city.

I have significant concerns regarding the current and future impact this situation will have on this community. I firmly believe addressing the homeless situation is not a lost cause. We still have a small window of time to develop a strategy, implement new initiatives, and improve our situation.

The Wausau Police Department is requesting support and approval to move forward with adding two additional officers to our authorized staffing. These two officers will be part of a team approach to working with the unhoused. They will attempt to build trust and encourage utilization of resources. The officers will also ensure we have appropriate enforcement of our laws, ordinances, and social norms. This team will work daily to ensure our parks, library, parking ramps, new developments, and downtown are protected and a safe place to be.

We will utilize our Crisis Assessment Response Team (CART) as a staffing model. The CART model has relieved workload from our patrol bureau, delivered better and less restrictive care for those in crisis, and saved significant dollars. We anticipate the proposed team of officers will have similar results.

I realize the timing of this request is not consistent with our normal budget process. During 2023 we had no intention of seeking an increase in staffing to address this issue. The recent increase in criminal and negative behavior in this population and the reduction in the quality of life has created an exigency to this need. The consequences of waiting to implement additional police resources could be catastrophic.

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

The job description for these positions will be very similar to our patrol officer job description with a few adjustments. My intention is to make those adjustments with the guidance and counsel from Mr. Henderson.

I am confident this new program is necessary. I look forward to answering all your questions and providing insight into the current state.

Thank you,



Matthew Barnes
Chief of Police, Wausau Police Department
715-261-7807
515 Grand Avenue, Wausau, WI 54403



Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain

Approved

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

DATE/TIME: April 8, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens
MEMBERS ABSENT:
Also Present: A. Keenan

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

Discussion and Possible Action Approving the Addition of Two (2) Police Officer Positions for the Wausau Police Department.

McElhaney allowed public comment from those wishing to speak on this item.

Chief Barnes explained that this request is not a solution to homelessness; it is a request for additional staff that can focus on crime and ordinance violations in the downtown area that has become more prevalent in the past few months. Barnes said that he has no interest in criminalizing homelessness or making a person's situation worse than it is; his focus is on the Police Department being able to enforce the laws and ordinances of the community. Funds have been volunteered to cover hiring two additional officers for 2025 that will focus specifically on the downtown area.

Kilian asked if the department was given the money from the foundation to focus on the issues Barnes had mentioned downtown. Barnes said the foundation has given the department money for two police officers. They do not have the flexibility to hire other positions as an alternative. The officers would be expected to enforce the laws, standards, and ordinances of the city and to help create positive outcomes with individuals and connect people with resources, which is an expectation of all Wausau police officers. Kilian questioned how the department received funds from a foundation and who contacted who. Barnes said the department has utilized this process for decades to help fund additional positions for the department, he made the contact, and after discussion of the issue he received funding. Kilian asked what percentage of the unhoused population Barnes believes has mental health issues, addiction issues, and are veterans. Barnes did not provide a number but said he feels that many unhoused are struggling with mental health issues and/or addiction issues, and that veterans are able to utilize more robust resources from the VA. Killian asked if crimes are committed by others in the community who do not fall into the unhoused population. Barnes said that the department takes appropriate enforcement action with anyone who is violating ordinances or breaking the law; the department does not criminalize homelessness, they deal with behaviors. Kilian said he feels that although the department may be applying enforcement

uniformly, enforcement of ordinances such as no sleeping in parks specifically target the unhoused population since they do not have a “mcmansion” in Riverview to sleep in.

McElhaney said that Riverview has neighborhood meetings and crime is treated the same in Riverview as in other neighborhoods; Riverview is not just “mcmansions” as over half of their school kids are on the free or reduced lunch program. McElhaney asked Barnes if crime is treated the same in the Riverview district as in other districts. Barnes said yes, their officers serve the whole community, however, officers may be pulled away from their assigned area to help with situations that arise, and hiring two officers for downtown would lessen this from happening.

Martens asked what the negative impact is of pulling officers from their assigned areas to assist with calls. Barnes said that the officers patrol alone, but certain calls require two or more officers for safety reasons. The calls related to incidents downtown have required two or more officers, which is why Barnes has requested two officers. If officers are not able to patrol their designated areas, it can impact the quality of life for residents in those areas.

Kilian asked Barnes what number of people have been kicked out of the parks who make 100k. Barnes said they do not ask for a person’s annual income, but understood what Kilian was asking and said that the people sleeping in parks most likely have very low or no income. Kilian also asked about bathrooms and garbage cans, saying that these issues target the unhoused who do not have other options available to them.

Gisselman said that about a year and a half ago the council was supposed to have a committee of the whole to talk about homelessness but nothing happened, and hopes that after next week a committee of the whole can be scheduled to address and solve the issues of homelessness in Wausau.

McElhaney said that she works downtown and parks in Jefferson Street ramp. She and her staff are now not allowed to go to their vehicles alone because of recent events of someone with a knife and grabbing females in the ramp. McElhaney said that she sees someone with a knife as a criminal issue, not a homeless issue. McElhaney said that we need more social workers, housing, transitional housing, etc., but we also need more officers and this should not be an “either or” decision. McElhaney agreed with Gisselman that the City needs to find out how to provide more resources to the unhoused population, but it also needs to help the police department be able to do their job.

Liz Brodek, Development Director, spoke in favor of this item and agreed with McElhaney that it should not be an “either or” decision. Brodek said they need an immediate solution to the detrimental behaviors that are occurring in the downtown area, they need the long-term solutions which are currently outside of what the City can provide, and they need the committee of the whole to come up with a strategy. Brodek spoke of the importance of the downtown area economically and said that if they are not able to attract and retain businesses

and residents to downtown it will have a serious negative impact not only to Wausau but to the central Wisconsin region.

Herbst said that she watched the videos of events occurring downtown and we do not need this behavior downtown. Herbst said that people have to open their eyes to what is going on downtown and realize that the officers are needed to help address these issues.

Barnes said that these positions are not permanent and would sunset at the end of 2025 with an evaluation at that time as to whether the additional officers have helped or not and should be made permanent.

Martens said that he was on the fence about this issue but after listening to many discussions of different groups, he realized that residents are very concerned about crime and believes that this would help.

Gisselman asked if the officers would be union members. Barnes said yes. Gisselman wondered what would happen if the positions sunset. Keenan said that as retirements happen, those positions would fill the vacancies.

Motion by Herbst approving the addition of two police officer positions for the Wausau Police Department. Second by Martens. Motion passed 3-2 (*Kilian and Gisselman were the dissenting votes.*)

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=VUkPbkyafNQ>

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

JOINT RESOLUTION OF THE HUMAN RESOURCES & FINANCE COMMITTEES

Authorize increase for the Police Department staffing and related budget modification.

Committee Action: HR-Approved 3-2; FIN- Approved 5-0

Fiscal Impact: \$117,960.49

File Number: 24-0403

Date Introduced: April 9, 2024

FISCAL IMPACT SUMMARY

| | | FISCAL IMPACT SUMMARY | |
|---------------|--|---|--|
| COSTS | <i>Budget Neutral</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| | <i>Included in Budget:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Budget Source:</i> |
| | <i>One-time Costs:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>Recurring Costs:</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <i>Amount: \$117,960</i> |
| SOURCE | <i>Fee Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>Grant Financed:</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <i>Amount: Year 2024 ARPA and Year 2025 Foundation Grant</i> |
| | <i>Debt Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount Annual Retirement</i> |
| | <i>TID Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i> | | |

RESOLUTION

WHEREAS, Within the last three months the homeless population in Wausau has grown significantly and at a rate not anticipated. With that growth in population the Wausau Police Department has been addressing an increasing number of ordinance violations, crimes, and an overall reduction in the quality of life; and

WHEREAS, Within the Wausau Police Department, we have been utilizing our patrol officers to respond and address situations involving our unhoused population. Sometimes that involves encouraging the use of resources, and sometimes it involves enforcement of our ordinances and statutes. The amount of time being spent primarily in our downtown and parks has caused a reduction in the regular patrol activities throughout the rest of the city; and

WHEREAS, The Wausau Police Department is requesting support and approval to move forward with adding two additional officers to our authorized staffing. These two officers will be part of a team approach to working with the unhoused. They will attempt to build trust and encourage utilization of resources. The officers will also ensure we have appropriate enforcement of our laws, ordinances, and social norms. This team will work daily to ensure our parks, library, parking ramps, new developments, and downtown are protected and a safe place to be; and

WHEREAS, the Human Resources and Finance Committees have evaluated the addition of 2 police

officers to the staffing pattern; and

WHEREAS, your Human Resources a reviewed the position and recommends approval; and

WHEREAS, the cost of an officer is \$117,960.49 per year; and

WHEREAS, the Human Resources and Police Department is anticipating two officers for 6 months of 2024 and two officers for 2025 with a total of 3 full FTE of new officer cost and

WHEREAS, the Police Department has secured grant funding of the positions for 2025 in the amount of \$235,920; and

WHEREAS, your Finance Committee has reviewed and recommends the 2024 ARPA funding of \$117,960 from fund balance and the following budget modification:

| | | | | | |
|--------------------------|---------------|-------------------|--------------------------|---|--------------|
| 50110:Salaries and Wages | 215 ARPA Fund | 56754 ARPA Grants | 51111 Salaries and Wages | WARPA-034 Additional Police Officers RR | \$117,960.00 |
|--------------------------|---------------|-------------------|--------------------------|---|--------------|

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau to approve the addition of 2 officers for 6 months in 2024 and two officers in 2025 be effective at the start of the pay period following selection as approved by this resolution.

BE IT FURTHER RESOLVED by the Common Council that the proper City officials are hereby authorized and directed to modify the 2024 budget as outlined above and

BE IT FURTHER RESOLVED that the proper City officials are directed to accept donations and grant funding to offset costs.

Approved:


Katie Rosenberg, Mayor



WAUSAU

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

Memorandum

From: Police Department
To: Human Resource Committee
Date: April 9th, 2025
Re: Hiring of Officer to fill Military Deployment vacancy.

Purpose: Requesting the approval to hire one police officer to fill a one-year vacancy created by military deployment and temporarily exceed authorized staffing by one FTE.

Background:

The Police Department is seeking your approval in the hiring of one police officer to fill a one-year vacancy created by the military deployment of an officer from our department. The deployment is scheduled from May 2025 through May 2026. Given the essential role of law enforcement in maintaining public safety and community trust, this over hiring replacement is necessary to ensure continued service levels without disruption.

The absence of a full-time officer for an extended period places a strain on the remaining personnel, leading to increased workload and overtime costs. The hiring of an officer utilizing the “savings” from our deployed officer will allow the department to maintain adequate staffing levels and significantly reduce the time it takes to put a trained officer on the street after a retirement. Additionally, this solution reduces overtime costs and helps sustain proactive policing efforts such as community engagement, crime prevention initiatives, and emergency response readiness.

Supporting a police officer’s military service is an honor for our community, but we must also ensure that public safety remains a top priority. By approving this over hiring, we demonstrate both our commitment to those who serve our country and our responsibility to the residents who rely on a fully staffed police force.

Impact:

We anticipate this opportunity to over hire will be budget neutral as the savings from our deployed staff will exceed the cost of a new hire. The department is anticipating retirements in 2026. This full-time officer position would be absorbed into one of those vacancies. Although we have staff who are at retirement age and have indicated their intent to retire in early 2026, should our deployed officer return to full duty prior to a retirement we would require additional funding, or a budget modification after May 2026 to sustain the over hiring.

Recommendation:

Department recommends approving the hiring of one police officer to fill a one-year vacancy.

DRAFT

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

DATE/TIME: April 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, Rick Rubow, Matthew Barnes, Kaitlyn Bernarde, Maryanne Groat

Discussion and Possible Decision Regarding Exceeding Authorized Staffing to Cover Extended Military Leave.

Chief Barnes said that the Police department has numerous employees who also serve in the military through the Reserve and National Guard, and they are legally obligated to allow them to serve when called to duty. Barnes shared that one employee is being deployed for one year beginning in May which will leave a gap. Barnes explained that it can take 6-8 months to have a new employee ready to work if they need to go to the academy. Allowing the department to exceed its authorized staffing level by back-filling would help the department shorten this gap and not increase the budget as the military will be paying wages while deployed. Barnes expects retirements in 2026 and the ability to hire someone now would provide continuity in staffing.

Kilian said that she is in full support of this plan but would like to see the position sunset when the officer returns from duty. Kilian brought up Act 12 requiring municipalities to maintain a level of law enforcement and state funding; Barnes said that they refer it as Maintenance of Effort dealing with shared revenue for services and explained it in more detail and how the department handles it. Barnes said that he believes this will be budget neutral for the department as he expects retirements or someone to leave the department between now and May of 2026, and the person hired will fill that vacancy.

Gisselman asked if it was part of the employee handbook or union contract regarding military service. Barnes explained that there is a federal law that we have to preserve their position and bring them back and no loss. The union contract outlines that the City will make up any difference in pay if the employee is making less serving the military than in their position, however Barnes believes in this case the employee will be paid more by the military and there will be no cost to the City. Barnes reiterated that this item is not to approve the employee's deployment, but rather to allow the department to hire someone during this time that will be fully trained and able to assist for part of the time that the employee is gone and move into a future vacant position. Gisselman asked if they were voting on the funding or position; McElhaney said the position only.

Motion by Gisselman to approve exceeding authorized staffing to cover extended military leave. Second by Martens. All ayes. Motion passed 5-0.

Rebecca McElhanev
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=4Q1TI0oh-KQ>

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving the Hiring of One Police Officer to Fill a One-Year Vacancy Created by Military Deployment.

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 25-0432

Date Introduced: April 29, 2025

FISCAL IMPACT SUMMARY

| | | | |
|---------------|--|---|-----------------------|
| COSTS | <i>Budget Neutral</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| | <i>Included in Budget:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Budget Source:</i> |
| | <i>One-time Costs:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>Recurring Costs:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| SOURCE | <i>Fee Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>Grant Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>Debt Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>TID Financed:</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <i>Amount:</i> |
| | <i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i> | | |

RESOLUTION

WHEREAS, the Wausau Police Department will experience a one-year vacancy created by military deployment; and

WHEREAS, the military deployment is tentatively scheduled from May 2025 through May 2026; and

WHEREAS, exceeding the authorized sworn personnel number by one will assist in maintaining continued service levels of law enforcement; and

WHEREAS, the hiring of an officer will utilize “savings,” from the deployed officer; and

WHEREAS, the Wausau Police Department anticipates a police officer retirements in 2025 and the officer hired to cover the military vacancy will fill the retirement vacancy; and

WHEREAS, the hiring will be budget neutral through May 2026; and

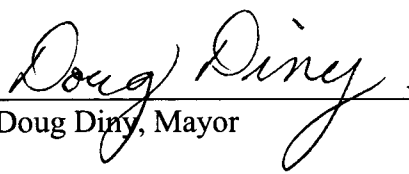
WHEREAS, your Human Resource Committee recommends the approval of the military deployment vacancy hiring; and

WHEREAS, your Finance Committee recommends the approval of the military deployment vacancy hiring;

NOW THERE BE IT RESOLVED, by the Common Council of the City of Wausau that the Wausau Police Department are hereby authorized to exceed their authorized sworn staff by one officer, and

approve the military deployment vacancy hiring.

Approved:



Doug Diney, Mayor