



OFFICIAL NOTICE & AGENDA
REGULAR MEETING

MEETING: Human Resources Committee
DATE/TIME: Monday, February 9, 2026 at 4:45 PM
LOCATION: Wausau City Hall – Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Becky McElhaney (C) Terry Kilian (VC)
Michael Martens Vicki Tierney
Chad Henke

1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.

2 Consideration of the minutes of the preceding meeting(s).

Minutes from January 12, 2026 HR Committee Meeting

3 Discussion and possible action.

4 Discussion.

a. HR Report reconfiguration in progress.

5 Closed Session.

a. Adjourn to closed session pursuant to Wisconsin State Statute § 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically to discuss an investigation into allegations against a City of Wausau official.

6 Adjournment.

Becky McElhaney, Chair

NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER

DATE:
TIME:
POSTED BY:



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YouTube and Channel 981 on Cable TV

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

DATE/TIME: January 12, 2026, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhane (C), Terry Kilian (VC), Chad Henke, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Lisa Nowak

Public Comment on Agenda Items and Reading of the City of Wausau Public Comment Statement.

No public comment on agenda items.

Approval of November 10, 2025 Minutes.

Motion by Kilian to approve the November 10, 2025 minutes. Second by Martens. All ayes. Motion passed 5-0.

Human Resources Report for December 2025.

No questions were brought forward by the committee.

Informative Discussion: RFP for Legal Services; Employee Handbook Revision.

Nowak explained that the Employee Handbook has gone through piecemeal updates throughout the years with the assistance of the Attorney’s Office, and in Nowak’s time here, she has noticed many policies that need to be updated. Nowak said it is time to do a robust overhaul of the Employee Handbook, and a memo was included in the packet explaining that an RFP for legal services for this project is needed, and it has been built into the budget for 2026.

Nowak said that she will be responsible for a large amount of the work outlined in the memo. She drew up a project charter that was shared with Department Heads and the Mayor, and explained that the format of the handbook will change so that the handbook encompasses city-wide policies while department specific items will be moved out of the handbook and be located on Share Point (i.e., the Intranet). Nowak said it will be a 3-tiered approach – the Handbook will be governed by committee and council, administrative policies, and then department specific policies.

Kilian asked why an attorney needed to be outsourced for this project. Nowak explained that employment law is a specialized area of practice and someone who works specifically in employment law is needed to ensure that everything is compliant with current laws, practices, and case law.

Tierney asked if there is an estimate for the cost. Nowak said that the Attorney’s Office researched this and that about \$16,000 has been spent on external legal services related to handbook audits and

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updates since 2016. Nowak expects a cost of around \$20,000 but has put more into the budget for a cushion, if needed, to ensure the project is done correctly and is compliant.

Adjournment.

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

Rebecca McElhanev
Human Resources Committee, Chair

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