



OFFICIAL NOTICE & AGENDA
COMMITTEE OF THE WHOLE MEETING

MEETING: Committee of the Whole
DATE/TIME: Tuesday, May 26, 2026, at 6:15 PM
LOCATION: Wausau City Hall — Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Carol Lukens
Michael Martens
Terry Kilian
Tom Neal
Andrew Wiskowski
Kristin Slonski
Matt Hoenecke
Sarah Watson
Vicki Tierney
Lou Larson
Bruce Trueblood

- 1 Call to order by the presiding officer.**
- 2 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**
- 3 Discussion and possible action.**
 - a. Approving School Crossing Guard program management transition.
- 4 Adjournment.**

Terry Kilian, Council President

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

DATE: 05/20/2026
TIME: 7:45 PM
POSTED BY: Kody Hart



This meeting can be viewed on
YouTube and Channel 981 on Cable TV

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (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 the ADA Coordinator at (715) 261-6622 or ADAServices@wausauwi.gov to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.



City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov





Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

From: Captain Nathan Cihlar, Police Department
To: Committee of the Whole
Date: 05/20/2026
RE: School Crossing Guards – Transition of program administration

SUMMARY:

The Wausau Police Department recommends the City of Wausau transition oversight of the School Crossing Guard program back to the Department at the conclusion of the current contract with All City Management Services (ACMS). While ACMS has been a reliable and professional partner since 2020, recent cost increases have significantly reduced the financial practicality of the contracted model. Returning the program to internal management would maintain high service quality while ensuring improved long-term sustainability for the City. The current 2-year contract with ACMS expires at end of this 2025-26 school year.

BACKGROUND:

The City of Wausau and the Wausau School District began contracting with ACMS in 2020 to manage the School Crossing Guard program. The Crossing Guards typically work 2 hours each school day (1 hour morning arrival and 1 hour afternoon dismissal times). The City also maintains a cost-sharing agreement with the Wausau School District, under which the district contributes 29.75% of the annual cost of the School Crossing Guard services. At the time, the partnership offered administrative stability, structured oversight, and cost-effective services. Since then, the City has renewed the ACMS contract on a two-year cycle.

However, ACMS has increased its hourly rate for services in recent contracts. The City currently staffs 18 crossing guards at 15 locations, and these needs remain unchanged regardless of whether ACMS or the Police Department administers the program.

Without change in hourly rate (from 2025–2026 contract - \$34.92/hour), ACMS services cost to the City and District for the next school year amounts to approximately \$223,153. Expecting ACMS to continue annual pace in increasing hourly rates (approx. 6%), results in a service rate of \$37.17 / hour for 2026-2027 school year. The resulting combined school-year cost to the City and School District would increase to \$235,518.

The Department is aware the Crossing Guards currently receive a wage of \$20 per hour.

PROPOSED MODIFICATIONS:

While ACMS has been a valuable partner and has provided reliable service, the cost of contracting with the company has increased significantly since 2020. These rising expenses have diminished the financial benefit that initially justified the partnership.

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



Wausau Police Department

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The Wausau Police Department is prepared to resume full oversight of the School Crossing Guard program. Prior to contracting with ACMS, the department successfully managed the program internally, and the necessary structure remains in place to do so again. The Department is capable of supervising the 18 part-time Crossing Guards assigned to the City's 15 school-zone locations, just as it did before the ACMS partnership.

As part of this transition, the Department proposes to increase Crossing Guard wages to \$22 per hour, and encourage current Crossing Guards to apply for the new positions with the City. The Department also intends to designate the existing Parking Control Specialist as the primary liaison for the Crossing Guards. The liaison will provide day-to-day support in the field and assist with daily communication needs with the Crossing Guards, and otherwise assist the supervising Administrative Lieutenant. To reflect the added responsibility and leadership expectations associated with serving as the liaison, the department recommends a \$1.50 per-hour wage increase for the full-time Parking Control Specialist. With these pay increases implemented, the proposed model still provides substantial reduction in expected annual program costs.

RESULTING ANNUAL COST REDUCTION (See attached exhibit):

- Approximately \$79,000 reduction
 - District's share reduction approx. \$23,500
 - City's share reduction approx. \$55,500

The Department has coordinated with the Human Resources Department in this recommendation, and recognizes additional HR responsibilities to include recruitment, hiring, onboarding and training. We recommend a budget modification of \$10,000 from the Crossing Guard fund to the HR Department for the purpose of hiring part-time, seasonal or internship-type assistance in facilitating this transition.

RECOMMENDATION:

Based on the considerations above, the Department recommends that the City forego renewal of contract with ACMS, and instead approve the following:

1. Creation of City-employed School Crossing Guard position, to allow for hiring of multiple part-time employees sufficient to staff 18 School Crossing Guard posts every school day.
2. The new School Crossing Guard job description – attached.
3. A \$1.50 per hour wage increase for the Parking Control Specialist position, effective August 30, 2026.

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



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4. An updated Parking Control Specialist job description, that includes the above-described responsibilities – attached.
5. Re-allocation of School Crossing Guard funding within the budget as necessary (currently a contractual services expense), to make said funding available for the new employee wages and equipment costs.
6. Budget modification of \$10,000 from the Crossing Guard fund to the Human Resources Department.

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain

School Crossing Guards // 15 Locations // 18 Crossing Guards // Annual Costs (school year)

Location	School	# of Guards	Hours per day	School Days	Police Dept. Proposed \$24.20 / hr	ACMS Projected \$37.17 / hr	ACMS (current) \$34.92 / hr
E Bridge St/N 5th St	Franklin	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
E Bridge St/N 6th St	Franklin	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
Franklin St/N 7th St	Franklin	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
W Rosecrans/S 12th Av	GD Jones	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
W Thomas St/S 11th Av	GD Jones	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
S 3rd Av/West St	GD Jones	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
Sherman St/S 12th Av	GD Jones	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
Kent St/Lamont St	John Marshall	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
Stewart Av/S 12th Av	John Muir	2	2 each	173	\$ 16,746.40	\$ 25,721.64	\$ 24,164.64
S 12th Av/Callon St	John Muir	1	2	173	\$ 8,276.40	\$ 12,860.82	\$ 12,082.32
Stettin Dr/N 56th Av	Stettin	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
Merrill Av/Randolph St	Thomas Jefferson	2	2 each	171	\$ 16,552.80	\$ 25,321.68	\$ 23,885.28
Merrill Av/N 5th Av	Thomas Jefferson	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
N 3rd Av/Randolph St	Thomas Jefferson	1	2	171	\$ 8,276.40	\$ 12,712.14	\$ 11,942.64
W Bridge St/N 6th Av	Thomas Jefferson	2	2.5 each	171	\$ 20,691.00	\$ 31,780.35	\$ 31,652.10
Initial Total					\$ 153,307.00	\$ 235,518.03	\$ 223,153.38
	<i>Parking Control Specialist increase (+\$1.50 / hr full-time)</i>				\$ 3,120.00		
Total					\$ 156,427.00		
District Cost Total (29.75%)					\$ 46,537.03	\$ 70,066.61	\$ 66,388.13
City Cost Total					\$ 109,889.97	\$ 165,451.42	\$ 156,765.25
Crossing Guard current wage via ASMS: \$20 / hr					School District Cost Reduction \$ 23,529.58		\$ 19,851.10
					City Cost Reduction \$ 55,561.45		\$ 46,875.28
					Total Reduction (33.5%) \$ 79,091.03		\$ 66,726.38
WPD: \$22 / hr wage + 10% employer cost = \$24.20 / hr cost							(30% reduction)



JOB DESCRIPTION School Crossing Guard

Job Title:	School Crossing Guard	Reports To:	Administrative Lieutenant
Department:	Police	FLSA Status	Non Exempt
Division:	Police - Admin	EEO Code	4- Protective Services
Salary Grade:	PT, Seasonal/Temp Rate	Occupational Code	
Employee Group:	Seasonal	Training Category:	D-Staff
Created:	May 2026	Last Revision:	May 2026

This description is not an announcement of a position opening. To view current openings please visit www.wausauwi.gov. 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

School Crossing Guards are responsible for the safety of school children going to and returning from school at an assigned location. The work involves traffic control, supervising any person in crossing streets or highways all with the emphasis on safety. This position plays a visible, community-facing role that requires sound judgment, attention to detail, and consistent adherence to traffic safety procedures.

Essential Duties and Responsibilities

1. Applies appropriate knowledge of traffic laws and uses clear and proper traffic management signals to both pedestrians and vehicular traffic to safely cross any person within the designated school crossing zones;
2. Actively monitors traffic and pedestrian behavior to anticipate hazards and maintain safety.
3. Works in collaboration with the Department's Crossing Guard liaison (the Parking Control Specialist), under direction of the Administrative Lieutenant.
4. Communicates with the Crossing Guard liaison to report any information, problems, or concerns regarding the school zone where School Crossing Guard services are performed;
5. Ability to interact effectively and courteously with children, co-workers, Wausau School District staff and the general public, while maintaining a welcoming and professional presence.
6. Maintains reliable attendance and arrives at assigned post on schedule.
7. Adheres to Department policies, procedures and safe work practices;

Additional Duties and Responsibilities

- Perform other job duties as assigned by the Administrative Lieutenant.

Education and Experience Requirements

One (1) year experience working with school-age children is preferred, or any combination of experience and training which provides the knowledge, skills and abilities to perform the job. Must be at least 18 years of age.

Knowledge, Skills and Abilities

- Basic understanding of traffic control practices and pedestrian safety techniques.
- Ability to remain alert, observant, and decisive in changing conditions.
- Cultural awareness and ability to interact respectfully with diverse populations.
- Ability to work independently and in compliance with department policies and procedures.

Physical and Working Environment

Essential and marginal functions may require maintaining physical condition necessary for walking distances up to 50 ft., standing or sitting for prolonged periods of time; use of hands and arms for signaling; ability to lift and carry 10 lbs.; ability to pull 100 lbs.; ability to see in the normal visual range and hear in the normal audio range with or without correction.

Field and office environment; exposure to heat, cold, moving objects/vehicles, noise, inclement weather conditions; work on slippery or uneven surfaces.

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.



JOB DESCRIPTION

Parking Control Specialist

Job Title:	Parking Control Specialist	Reports To:	Administrative Lieutenant
Department:	Police	FLSA Status:	Non Exempt
Division:	Police -Admin	EEO Code:	6-Administrative Support
Salary Grade:	17	Occupational Code:	0384
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	May 2026

This description is not an announcement of a position opening. To view current openings please visit www.wausauwi.gov. 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

Under general supervision, performs routine technical law enforcement duties related to parking violations and issues tickets for the same. Responsible for active patrolling of City streets to observe and monitor vehicles for parking related violations.

Essential Duties and Responsibilities

1. Abide by the mission and core values of the Wausau Police Department.
2. Interacts intensively with the public on an ongoing basis; receives, listens to and skillfully handles parking issues and complaints; educates the public regarding parking regulations and citations; answers questions from public regarding parking procedures.
3. Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, respectful, and to actively participate in maintaining a positive customer service environment.
4. Determines route and patrols restricted parking zones on assigned schedules and routes; marks vehicles while operating specialized equipment; observes vehicles for conformity with parking ordinances and issues citation to violators.
5. Operates assigned vehicle with due regard for safety.
6. Responsible for the collection of maintenance of records for assigned program areas; prepares necessary reports and serves as parking enforcement information source.
7. Maintains systems to ensure accountability and controls.
8. Researches and responds to complaints and requests for information on traffic regulations, procedures and policies; provides technical information and resources on parking related issues.
9. Understands and is aware of patrol activity in immediate area and collaborates with police officers when necessary.
10. Provides directions and information to public and tourists, and aids in directing traffic as necessary.
11. Performs liaison functions with businesses and residents in area of routine patrol relating to parking enforcement problems.
12. Performs liaison functions for School Crossing Guards, providing day-to-day support for the Guards cadre and problem-solving for issues at school crossing zones.
13. As necessary, testifies in court regarding factual information regarding parking violations.
14. Transports the Department's speed trailers to requested locations throughout the city.

Additional Duties and Responsibilities

1. Performs various duties and special projects as assigned including, but not limited to, delivery and distribution of mail, car seat installation and inspections, vehicle lockouts, crossing guard duty and assisting with the distracted driver simulator.
2. May perform clerical and administrative duties including answering phones, processing police records, and assisting customers at the front counter.

Education and Experience Requirements

High school diploma or equivalent with a work record involving contact with public that exhibits dependability, reliability, and success in communication and conflict resolution related to providing exceptional customer service.

Possession of and ability to maintain a valid State of Wisconsin driver's license is required.

Knowledge, Skills and Abilities

- Ability to understand and carry out oral and written instructions.
- Ability to read, interpret and explain City of Wausau ordinances and Wisconsin State Statutes.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, police radio, telephone, and hand held computer.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to deal courteously and fairly with the public in the course of administrative regulations and issuing citations.
- Ability to utilize a special parking enforcement vehicle or other designated motor vehicles.
- Ability to keep simple records and prepare simple reports neatly and legibly.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to utilize hand held computer and related systems for issuance of parking violations.

Physical and Working Environment

Ability to work in environments with periodic disagreeable working conditions including upset customers, traffic noise, dirt, vehicle fumes, vibration of parking control vehicle and heat, cold and dampness from working in a variety of weather conditions.

Light work with frequent standing and walking, ability to lift and carry objects weighing up to 40 pounds; ability to pull objects weighing up to 100 pounds. Requires the ability to lift, move, and manipulate a small trailer and the ability to connect/disconnect the trailer from a vehicle. Requires repetitive reaching to mark vehicles and placement of parking citations on windshields and good field of vision to move quickly or stand in traffic safely.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel.

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: _____

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

RESOLUTION OF THE COMMITTEE OF THE WHOLE

Approving School Crossing Guard program management transition

Committee Action:

Fiscal Impact: None (Budget savings)

File Number:

Date Introduced: May 26, 2026

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input 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>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>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the City of Wausau has contracted with All City Management Services (ACMS) for administration of the School Crossing Guard program since 2020; and

WHEREAS, annual cost increases associated with the ACMS contract have substantially reduced the financial practicality of continuing the contracted model; and

WHEREAS, the current ACMS contract expires at the conclusion of the 2025–26 school year; and

WHEREAS, the Wausau Police Department has the capacity to resume internal administration of the School Crossing Guard program, as historically performed prior to 2020; and

WHEREAS, transitioning program oversight back to the Police Department is projected to reduce total annual program costs while maintaining continuity of service;

NOW, THEREFORE, BE IT RESOLVED, that the City of Wausau shall forego renewal of the School Crossing Guard services contract with ACMS following the completion of the 2025–26 school year; and

BE IT FURTHER RESOLVED, that the City hereby establishes City-employed School Crossing Guard positions sufficient to staff 18 posts at 15 school-zone locations; and

BE IT FURTHER RESOLVED, that the City approves a starting wage of \$22 per hour for School Crossing Guards; and a \$1.50 per-hour wage increase for the Parking Control Specialist serving as liaison effective August 30, 2026; and

BE IT FURTHER RESOLVED, that the City approves a new School Crossing Guard job description, and associated updates to the Parking Control Specialist job description; and

BE IT FURTHER RESOLVED, that the appropriate budget modifications shall be made to reallocate School Crossing Guard funding from contractual services to employee wage and equipment expenses, including a \$10,000 allocation to the Human Resources Department to support recruitment, onboarding, and training associated with this transition.

Approved:

Doug Diny, Mayor