

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, June 10, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of April 8, 2024 and May 13, 2024 Minutes
- 2) Human Resources Report for May 2024.
- 3) Presentation on the Current Animal Control Program and 2025 Proposed Model.
- 4) Discussion and Possible Action to Restructure the City of Wausau Animal Control Program.
- 5) Adjournment.

Becky McElhaney, Chairperson

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail james.henderson@ci.wausau.wi.us 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 agendized, 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 06/05/2024 at 11:00 AM

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.

DRAFT

**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.

Approval of the March 11, 2024 Minutes.

Motion by Herbst to approve the March 11, 2024 minutes. Second by Gisselman. All ayes. Motion passed 5-0.

Human Resources Report for March 2024.

No questions were asked. Report will be filed.

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. Killian 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 “mansion” 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 “mansions” 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 Killian was asking and said that the people sleeping in parks most likely have very low or no income. Killian 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.*)

Discussion and Possible Action Approving the Employee Agreement for Course Fees Paid by the City of Wausau to Obtain a Class A or Class B Commercial Driver’s License.

Keenan said that the City currently sponsors employees to obtain their commercial driver’s license and would like to incorporate a repayment commitment as they do for Police and Fire. This may give employees more incentive to stay with the City after receiving their license. Martens said he was surprised that the City did not do this when it initially started sending employees to get their CDL’s.

Motion by Martens approving the employee agreement for course fees paid by the City of Wausau to obtain a Class A or Class B commercial driver’s license. Second by Gisselman. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving the Addition of Employee Handbook Section 4.08 – CDL Repayment Commitment.

McElhaney said that is adding the language of the CDL repayment to the Employee Handbook.

Motion by Gisselman approving the addition of Employee Handbook Section 4.08 – CDL Repayment Commitment. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving the Revision of the Role and Responsibilities of the Human Resources Committee.

City Attorney Anne Jacobson said that the information in the packet is what was presented last time along with the example from Madison. Jacobson said she could put together a resolution for what the committee decides to draft and provide it at the meeting.

McElhaney said that one of the duties of the committee that she had a question about was the interviewing of all appointed positions annually, as the committee has never done this. Jacobson said that she has never known this to happen either. McElhaney recommended removing the Human Resources Committee this language (municipal code 2.06.050). Gisselman questioned if it was something the mayor is doing or should be doing or if not, should the committee be doing it? McElhaney said that she would like the Human Resources Committee removed from 2.06.050, 2.10.050, and 2.12.040 of the municipal code.

Discussion took place and it was determined that the committee does talk with various employees about needs and staffing through any requests that they make, and that McElhaney's suggestions could be put forth as amendments to the municipal code. Gisselman asked if this could be done based on the language of the agenda item. Jacobson said yes.

Motion by Martens approving the revision of the role and responsibilities of the Human Resources Committee. Second by Herbst. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

DRAFT

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

DATE/TIME: May 13, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Gary Gisselman, Terry Kilian, Michael Martens, Becky McElhaney, Vicki Tierney
MEMBERS ABSENT:
Also Present: Kody Hart

The meeting of the Human Resources Committee was called to order by Deputy City Clerk Kody Hart.

Select a Chairperson and Vice Chairperson for 2024-2026 term.

Hart asked for nominations. Martens nominated McElhaney for chair. Hart asked McElhaney if she would accept the nomination; McElhaney accepted the nomination. Hart asked if there were any other nominations for chair. No other nominations were presented. Hart asked the committee to vote on the nomination. Motion by Kilian to nominate McElhaney for chair. Second by Gisselman. All ayes. Motion passed 5-0.

McElhaney asked for nominations for vice chair. Tierney nominated Kilian for vice chair. McElhaney asked Kilian if she would accept the nomination; Kilian accepted the nomination. McElhaney asked if there were any other nominations for vice chair. No other nominations were presented. Motion by Tierney to nominate Kilian for vice chair. Second by Martens. All ayes. Motion passed 5-0.

Establish Regular Meeting Date and Time for 2024-2026 term.

McElhaney said that the meeting has been scheduled for the second Monday of the month with the time adjusting due to the availability of the committee members. McElhaney asked the committee what would work for them. The committee determined that 4:45 p.m. would work for everyone and no change was needed. The Human Resources Committee will meet on the second Monday of each month at 4:45 p.m.

Adjournment.

Motion to adjourn by Gisselman. Second by Kilian. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

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



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

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
46	34	4	8

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
5	2	1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
8	2	6



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Arm	Medical	Closed	02/08/24
Police	Knee injury	Medical	Open	03/12/24
Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24
DPW	Ankle	Medical	Open	05/18/24
DPW	Finger	Medical	Open	05/25/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

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

Open Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	



HR PERFORMANCE REPORT

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
19	6	10	3

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	
Metro Ride – 4	Water - 3		
Police - 3	Fire - 2		

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26



HR PERFORMANCE REPORT

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III – Finance	1	5/29	Closes 6/09
Water Plant Operations Technician	1	5/10/24	In Process
Transit Operations Supervisor	1	5/26	Closes 6/09
Various Seasonal Recruitments	25	5/2024	Open Until Filled
Police Officer	2	New Positions	2 Candidates in Process
Firefighter/Paramedic	6	2 new '22, 3/25, 3/28, 6/02, 6/25	2 Candidates in Process
Property Appraiser	1	6/12	Closes 6/20

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19	Awaiting approval from hiring manager to repost
Water Distribution Maintainer	1	2/07	Awaiting approval from hiring manager to repost
Senior Water Distribution Maintainer	1	5/08	Awaiting hiring manager decision to post
Firefighter/Paramedic	4	(see above)	Awaiting approval from hiring manager to repost
Community Care Paramedic	1	New position	Awaiting hiring manager decision to post

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver

Handbook Modifications

Section Modified	Modification	Date



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808

Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Tegan M. Troutner
Assistant City Attorney

To: Human Resources Committee
From: Kaitlyn Bernarde, City Clerk
Captain Nathan Cihlar, Wausau Police Department
Tegan M. Troutner, Assistant City Attorney
Date: June 10, 2024
Re: Comments regarding Presentation on the Current Animal Control Program and
2025 Proposed Model

HISTORY OF ANIMAL CONTROL PROGRAM

In 2013, the position of Humane Officer was created by resolution from the Public Health and Safety Committee, the Finance Committee, and the Human Resources Committee. The primary goals of the position were to increase compliance with pet licensing and vaccination laws in order to promote responsible pet ownership, as well as to divert the majority of animal-related calls for service and code enforcement responsibilities away from patrol officers. At the time, pet licensing was unsatisfactory, and the governing body found a correlation between the pet licensing requirement and responsible pet ownership and animal welfare. The intent was that the position would pay for itself with the anticipation that there would be additional revenue generated from increased licensing and enforcement from the new Humane Officer position. A contract with Everest Metro Police Department was sought, as further means to fund a portion of the budget for the new position. Thus, the new position also provided animal control services to the jurisdiction covered by Everest Metro Police Department as well as the City of Wausau. That contract contributed to approximately 18% of the position costs.

In 2024, Everest Metro chose not to renew their contract for animal control services, which resulted in a budget deficit of approximately \$16,860 from the animal control budget. This means there is currently enough budget to cover the current program through October 2024. With this budget deficit, the Finance Committee requested the Police Department and the Clerk's Office review the current animal control program/humane officer position to determine the next logical steps for this program.

The position that was created in 2013 still operates today. It consists of a single full-time position where the humane officer shift is Monday through Friday, 8:00 to 4:30, excluding holidays and paid time off. The Humane Officer is assigned a vehicle with a mobile computer terminal and animal transport capacity. Job duties include: picking up stray animals and either impounding them or returning them to their owner; responding to and investigating animal bite complaints; ensuring compliance with the rabies quarantine process; enforcement of the dangerous animal ordinance;

responding to general animal complaints; enforcing animal-related ordinances such as licensing, vaccination, and animals at large; and investigating animal cruelty allegations.

The current humane officer has been in the role since the inception of the program and has a Humane Officer certification obtained from a 40-hour training course offered through WIDATCP (Department of Agriculture, Trade and Consumer Protection). The humane officer is not a sworn police officer.

PROGRAM RE-EVALUATION

After a thorough review of the current animal control program, it would not be fiscally responsible to request the City find the balance of the budget deficit to continue to operate the program under its current structure. The review of the approximately 11 years (through 2023) since the program's inception revealed the following:

- There has been a minimal increase in pet licensing throughout the city, and minimal increase in citation revenue, resulting in minimal added annual revenue.
- Continued scope of non-compliance carries continued concern for collective animal welfare and acceptable standard of care in non-compliant residences.
- In most years, the program does not generate enough revenue to cover operating expenses, let alone, the humane officer position costs.
- Patrol continues to handle a larger portion of the animal-related calls for service, including strays and bite complaints.
- An animal enforcement and compliance program that operates around one individual working a Monday through Friday, 8:00 to 4:30 schedule is ineffective. Many animal-related calls for service occur outside normal business hours, when many citizens are back at home from work. Pet owners are often not home during the position's duty hours, and thus ordinance enforcement and follow-up with them is inefficient and too often unsuccessful. For those hours outside the current schedule and during use of any earned leave time, animal-related calls for service do not cease to exist. Thus, patrol officers and seasonal CSOs still handled a large portion of the animal-related calls for service.
- No Marathon County communities replicated Wausau's animal control program.
- Most Wisconsin municipal police agencies utilize CSOs (or civilian equivalent) for animal ordinance activities and animal crimes investigations are typically handled by sworn Officers. Marathon County Sheriff's Office sent multiple sworn Patrol Deputies to the Humane Officer training course, and those Patrol Deputies take primary responsibility for animal crimes investigations.

RESTRUCTURE RECOMMENDATION

After the thorough review of the animal control program, it is proposed the current program be restructured to a team model approach by adopting the following structure:

- **Community Service Officer (CSO)** duties, focused on ordinance-related animal control and first-responder for calls-for-service:

- Multiple part-time CSOs (elevated pay scale) working year-round with the capacity to provide up to a combined 60 hours per week, with varied hours and shift coverage, staying within the current reduced budget.
 - May obtain Humane Officer certification through the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).
 - Animal bite response including follow-up on the quarantine process.
 - Licensing compliance: work directly with the City Clerk to address timely license renewals, vaccination compliance, follow-up with non-compliant residents, engage in licensing and education events.
 - Animal capture and transport for all impound situations, assist sworn Officers.
 - Respond to ordinance-related animal calls, such as found animals/strays, bites, nuisance and non-compliance complaints; issue citations as appropriate.
 - Mobile patrol / presence in the community.
 - Compliance checks of properties with a “dangerous animal” declaration in place.
 - Assist with other quality-of-life Municipal code monitoring and enforcement in the City as time allows.
- **Sworn Police Officers:**
 - Multiple Patrol Officers will obtain the Humane Officer certification (starting fall 2024), and they will have primary responsibility for investigations involving animal cruelty, mistreatment, abandonment, and “dangerous animal” follow-up.
 - Be a mentor and resource and provide oversight for CSOs in above animal control duties and bite investigation follow-up.
 - Assist as a point of contact for the Humane Society regarding updates on held animals.
 - Potential for regular training across growing group of sworn Humane Officers in Marathon County.
 - Partner with Community Resource Unit or Detectives for significant criminal investigations in instances where animals are involved (i.e. nuisance properties).
- **Administrative Supervisor(s):**
 - Supervisory review of all animal bite reports to assess for dangerousness and assign any follow-up investigation to Humane Officer certified Officers.
 - Responsible for Dangerous Animal declarations process and case management.
 - Primary liaison for collaborating agencies. Sustain and progress partnership with Humane Society, Sheriff’s Office, Mountain Bay Metro PD.

LEGALITY OF REQUEST

Wisconsin statutes and the City Employee Handbook permit municipalities and departments within the municipality to review programs when there is a budget loss and replace the program with a different one in light of the loss of funds. They also permit an employee to be terminated when the budget funds expire for the year. Given that the program was created by committee, it is appropriate for the committees to also consider the proposed program restructure.

CONCLUSION

The recommendation is to retain the current humane officer program until the budget has expired in October 2024. Starting in 2025, the police department would like to implement the above recommended proposal using multiple part-time non-sworn staff to cover the ordinance-related animal control services rather than a single full-time non-sworn employee. This animal control team would be expanded and supported with added training and Humane Officer certification of multiple sworn Officers. This proposal keeps the budget neutral, while also expanding the City's overall capacity to execute the expected services of the program and advance its goals. The proposal also allows the current humane officer approximately five months to obtain new employment. The current humane officer would be permitted to apply for one of the part-time, non-benefited, CSO positions, and other positions with the City of Wausau.

Human Resource Committee Packet

June 2024

Agenda Item
Discussion and Possible Action to restructure the City of Wausau Animal Control Program
Background
<p>In 2013, the position of Humane Officer was created by resolution from the Public Health and Safety Committee, the Finance Committee, and the Human Resources Committee. The primary goals of the position were to increase compliance with pet licensing and vaccination laws in order to promote responsible pet ownership, as well as to divert the majority of animal-related calls for service and code enforcement responsibilities away from patrol officers. At the time, pet licensing was unsatisfactory, and the governing body found a correlation between the pet licensing requirement and responsible pet ownership and animal welfare. The intent was that the position would pay for itself with the anticipation that there would be additional revenue generated from increased licensing and enforcement from the new Humane Officer position. A contract with Everest Metro Police Department was sought, as further means to fund a portion of the budget for the new position. Thus, the new position also provided animal control services to the jurisdiction covered by Everest Metro Police Department as well as the City of Wausau. That contract contributed to approximately 18% of the position costs. In 2024, Everest Metro chose not to renew their contract for animal control services, which resulted in a budget deficit of approximately \$16,860 from the animal control budget. This means there is currently enough budget to cover the current program through October 2024. With this budget deficit, the Finance Committee requested the Police Department and the Clerk's Office review the current animal control program/humane officer position to determine the next logical steps for this program. The position that was created in 2013 still operates today. It consists of a single full-time position where the humane officer shift is Monday through Friday, 8:00 to 4:30, excluding holidays and paid time off. The Humane Officer is assigned a vehicle with a mobile computer terminal and animal transport capacity. Job duties include picking up stray animals and either impounding them or returning them to their owner; responding to and investigating animal bite complaints; ensuring compliance with the rabies quarantine process; enforcement of the dangerous animal ordinance; responding to general animal complaints; enforcing animal-related ordinances such as licensing, vaccination, and animals at large; and investigating animal cruelty allegations. The current humane officer has been in the role since the inception of the program and has a Humane Officer certification obtained from a 40-hour training course offered through WI DATCP (Department of Agriculture, Trade and Consumer Protection). The humane officer is not a sworn police officer.</p>
Fiscal Impact
Restructure is anticipated to be budget neutral
Staff Recommendation
Discuss and possible action on approving the restructure of Animal Control
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION

Community Service Officer II

Job Title:	Community Service Officer II	Reports To:	Lieutenant - Administration
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT	Occupational Code:	9100
Employee Group:		Training Category:	D-Staff
Created:		Last Revision:	June 2024

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

The purpose of this position is to assist the Wausau Police Department with enforcement of City Ordinances with focus on ordinances related to the control of animals. With presence in the community as a non-sworn officer, the employee has a significant impact on the quality of life through ordinance compliance and enforcement activities, developed relationships with community partners, and role as a first-responder for animal-related calls for service.

Essential Duties and Responsibilities

1. Provides mobile presence in neighborhoods in assigned vehicle, while being attentive to ordinance compliance for any animals encountered, addressing animal welfare concerns encountered, and gaining awareness of residences that house animals.
2. Responds to calls for service involving stray animals, animal bites, noise complaints, concern for animal welfare and/or complaints of non-compliance; conducts animal capture and transport when needed.
3. Checks compliance and enforces ordinances and regulations of the City of Wausau Municipal Code pertaining to various quality-of-life concerns, with primary focus on animal-related ordinances; issues citations for the same.
4. Conducts animal capture and transport in assistance to sworn Officers' investigations.
5. Operates a department-owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
6. Addresses questions from the public pertaining to animal-related ordinances.
7. Exercises independent judgment and initiative in ensuring proper care for animals; exhibiting tact, courtesy and firmness in frequent contact with animal owners and general public.
8. Provides high-quality customer service in citizen interactions, to include advising animal owners on responsible pet ownership in alignment with the City's ordinances.
9. Assists the department in public promotion activities regarding pet licensing, responsible pet ownership, vaccinations, and rabies control. Supports public education efforts of the Humane Society of Marathon County.
10. Cleans and disinfects kennel areas, vehicles and equipment.
11. Responds to non-emergency calls for service as otherwise assigned and provides assistance as necessary.
12. Maintains working knowledge of City of Wausau Ordinances as well as current procedures.
13. Prepares written documentation of activities.
14. Problem solves with sworn officers, community members, and other city employees.
15. Maintains City of Wausau core values.

Additional Duties and Responsibilities

- Perform various other special assignments as assigned by supervisor.

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess and maintain an acceptable driving record and a valid Wisconsin driver's license.

Knowledge, Skills and Abilities

- Ability to read, interpret and explain City of Wausau ordinances.
- 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, police radio, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Obtain and maintain considerable knowledge of animal-related ordinances, animal-handling safety practices and capture equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- 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 run, jump, push, pull, and drive safely in adverse conditions.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.

Physical and Working Environment

The primary work setting involves operating a vehicle, working on the scene of animal control situations, transporting animals, and handling animals while at the designated animal shelter. Incumbents are exposed to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. Incumbents may also be exposed to animal carcasses. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

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.

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