

**\*\*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:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, October 9, 2023 at 4:45 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

### **AGENDA ITEMS FOR CONSIDERATION**

- 1) Approval of September 11, 2023 Minutes.
- 2) Human Resources Report for September 2023.
- 3) Discussion and Possible Action Approving Reclassification of the Transit Operations Supervisor Position from Grade 18 to Grade 17.
- 4) Discussion and Possible Action Approving 2024 and 2025 Health, Dental, and Supplemental Insurance Plan Inclusion of CCIT.
- 5) Discussion and Possible Action Approving 2024 Benefit Design for City and CCIT Employees.
- 6) Discussion and Possible Action Amending Salaries for Elected Officials.
- 7) Adjournment.

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](mailto: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 10/03/2023 at 10:00 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](mailto: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: September 11, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens  
MEMBERS ABSENT:  
Also Present: J. Henderson, Mayor Rosenberg, E. Lindman, M. Barnes, M. Groat

**Approval of August 8, 2023 and August 14, 2023 Minutes.**

Motion by Gisselman to approve the August 8, 2023 and August 14, 2023 Human Resources Committee Meeting minutes. Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for August 2023.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Approving Reclassification of the Accounting Assistant – Utility to Utility Revenue Analyst.**

Henderson explained that this request came forward from the Finance Department and after a review of the increase of duties and responsibilities of the position he agreed that the position should be reclassified. Maryanne Groat said that the position runs the entire utility accounts receivables systems, ensures coordination of meter reading software, communication towers are communicating properly, and works with the online billing portal, making this position more complex than it had been in past years.

Gisselman asked if the position resided in Finance or Utility; Groat said the position resides in the Finance Department but is funded by the Utility.

Motion by Gisselman to approve the reclassification of the Accounting Assistant – Utility to Utility Revenue Analyst. Second by Herbst. All ayes. Motion passed 5-0.

**Discussion and Possible Action Approving the Completed Compensation Study.**

Henderson said the recommendation was to raise the pay bands by 3%. Henderson said that he included the recommendations to reclassify the City Attorney position, Assistant City Attorney position, and City Clerk position, as these were given to Gallagher to determine if they were properly classified.

Martens asked if the 3% was for non-represented employees; Henderson said yes, this would just apply to the current pay matrix for general City employees. Martens asked if this included any cost-of-living increases; Henderson said no, that would be separate.

Gisselman asked what percentage of increases the unions are receiving for 2023 and beyond; Henderson said he didn't know because the new contracts will be done in next year. Gisselman asked what the increases were for the last contracts; Henderson said he wasn't here when the contracts were done but thinks it is around 4% and asked Matthew Barnes if he knew. Barnes said it was an average of 5-6 ½ % depending on where someone was at. Gisselman said that thinks the percentage of increase for general employees should be more in line with the percentages the unions are receiving. Henderson explained that general employees also receive step increases, and if a cost-of-living increase is also approved, the increases will add up. Henderson said that non-union wage increases cannot keep up with union wage increases, but that the starting rate for jobs with the City of Wausau for someone with a high school education are very good.

Killian expressed his views of private sector verses public sector and union verses non-union wages.

McElhaney asked if Gallagher used comparables to come up with their recommendation. Henderson said yes. McElhaney said that she wants everyone to understand that Gallagher used comparable organizations to determine their recommendations and will assume that the study is accurate; she went on to express her frustration with conducting wage studies and hearing opinions that the results aren't accurate from those who disagree with the outcome.

Martens said he feels that 3% is a good increase and brought up the changes that were implemented post-covid to help with recruitment efforts, such as six-month step increases until midpoint, and thinks that a study coming back that we are only 3% under market bodes well for the City.

Gisselman said that he will stand with whatever the committee decides but thought that the study would be done sooner, and any adjustments would have been implemented by now.

Motion by Herbst to approve the completed compensation study. Second by Martens. All ayes. Motion passed 5-0.

#### **Discussion and Possible Action Approving Incentive Pay for Wausau Water Works Utility.**

Eric Lindman explained that his staff has been working on an incentive pay plan for the Water and Wastewater department employees to receive incentive pay to obtain required and optional related certifications. Lindman said that this would be a way to develop employees and by offering incentive pay to receive certifications, employees will be driven to obtain and maintain certifications.

Killian asked Lindman when the study mentioned at the latest utility commission meeting was done; Lindman said it was a staffing assessment study that also looked at wages and was done in 2022. Killian asked what the procurement approval process was for the study; Lindman said it went through the Utility Commission. Killian asked for the cost of the study; Lindman said it was \$40,000.

Martens asked if he was correct in remembering that Public Works has an incentive program as well and how it was working. Lindman said that an incentive program was put in place for mechanics to earn certifications and believes it's working well.

Herbst said she believes an incentive program is a great idea and way to train employees and have them earn more money.

Killian asked for Lindman's comments related to the conversation that took place during the Water Commission meeting regarding certified and uncertified wage rates and comparable municipalities. Discussion took place amongst several staff and committee members related to utility hiring, wages, and facilities.

Gisselman asked if certifications were common for departments. Henderson said that he agrees with approving the certification incentive pay proposed. Gisselman asked about fiscal impact; Henderson said that fiscal impact cannot be determined because it won't be known who will participate and obtain the certifications.

Motion by Gisselman to approve incentive pay for Wausau Water Works Utility. Second by Martens. All ayes. Motion passed 5-0.

#### **Discussion and Possible Action Approving 3 New Positions at Wausau Water Works Beginning in 2024.**

Lindman said the staffing assessment study recommended additional staff and he is asking for 3 positions to be added in 2024, one at the Water Department, and two at the Wastewater Department. Lindman said he will request additional positions to be added in 2025 as well but wants to add positions gradually to allow time to train employees and also allow time for current staff to become more familiar with the new water plant operations before bringing on more staff.

Gisselman asked if this request was approved by the utility commission. Lindman said it was not, that the commission requested these items to be brought to the HR Committee for a recommendation and they will be brought back to the utility commission for approval. Mayor Rosenberg said that it was her wish to have these items brought to the HR Committee so that the Council and utility commission are on the same page. Gisselman said that if Lindman felt more staff is needed to run the utility that the request should be approved. Herbst agreed with Gisselman.

McElhaney asked for the fiscal impact of adding the requested positions. Lindman said that it would be about \$110,000 for the water department and \$182,000 for the wastewater department. Herbst asked if Groat would be able to find money, but McElhaney reminded her that these positions are paid out of the utility funds. McElhaney asked if these positions were included in the 65% rate increase. Lindman was unsure but said he would find out and get that information to the commission.

Killian said he felt it would be beneficial to have some joint meetings that cover human resources related items with finance and possibly the water commission to have topics covered and discussed wholly that would allow for financial decisions to be taken into consideration.

Motion by Gisselman to approve 3 new positions for Wausau Water Works Utility. Second by Killian. All ayes. Motion passed 5-0.

**Discussion and Possible Action Approving Organizational Changes and Reclassifications for Wausau Water Works.**

Lindman said that the utility has been trying for the past 3-4 years to figure out how to reorganize within the pay structure approved by Council. Lindman said he believes that the city of Wausau utility positions are underpaid according to data he has seen and discussed the proposed changes to the organization chart and reclassification requests.

Henderson expressed that this request for reclassifying positions falls outside of the method currently used, and that reclassifying positions because someone feels that they aren't paid enough isn't satisfactory or fair. Lindman said that he looked at data from AWWA, WI Rural Water, and other comparables and the utility has been underpaid since the implementation of the last wage study in 2019.

Killian said he would like the committee to consider having joint meetings with relevant bodies to further discuss this item. Killian said that he agreed with Henderson's comments and if the utility is in such a critical state, it would be helpful to have meetings between the utility and the city to be able to reach a consensus on how to move forward; Killian said he would not support this item at this time. McElhaney asked for clarification of what bodies Killian would like to have meet. Killian said on the financial side, he would like to see a joint meeting with the utility commission and finance that includes finance staff input on the pilot program. Killian said it would also be helpful for the human resources committee, or possibly a committee of the whole, to meet with the utility commission to address items of concern.

Gisselman said that he agrees with the proposal to have joint meetings.

McElhaney said that she agrees and cannot vote on something that she does not know the fiscal impact, especially if the impact is tied to rates for citizens. McElhaney asked Groat if this was included in the 65% rate increase. Groat said that she reached out to the vendor who provided the information to see if the 3 positions were included in the rate increase but did not receive a response yet. McElhaney asked if the \$450,000 for the reorganization and reclassifications was included in the rate increase; Groat said it was not. Groat said that she would be able to put together the information of what the impact to rates would be and also provide options as mentioned by Killian. She said that the pilot program was froze and that the City has some large expenses coming up, such as the 12 firefighters that are unfunded, the community outreach position that is unfunded, and the public works facility and that things should be looked at in a wholistic approach with all expenses. Killian spoke to Groat about the types of options he would like to see with financial information that would be beneficial for the policy makers to have for making policies.

Gisselman asked Rosenberg if she had a recommendation on how the committee should proceed. Rosenberg said that she did not have a recommendation but wanted everyone to be on the same page, and however the committee proceeds she will support.

McElhaney asked how the committee would like to proceed. Gisselman said he approves of the human resources committee meeting with the water commission. The committee agreed. McElhaney said she would take a motion to table this item pending a joint meeting of the human resources committee and water works commission.

Motion by Gisselman to table approving organizational changes and reclassifications for Wausau Water Works pending a joint meeting of the human resources committee and the water works commission. Second by Killian. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Herbst to adjourn. Second by Killian. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=jEj3TljLqJk>

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation*****Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Transit Operations Manager	\$59,467.20 to \$89,252.80	Deputy Transit Director	\$65,998.40 to \$99,049.60	5/8/2023
Admin IV DPW	\$50,648.00 to \$70,928.20	Office Manager DPW	\$50,648.00 to \$70,928.20	5/8/2023
Admin III Fire	\$43,846.40 to \$61,401.60	Admin Analyst	\$50,648.00 to \$70,928.20	5/8/2023
Admin I CDA	\$37,835.20 to \$52,956.80	Admin II	\$40,851.20 to \$57,179.20	5/8/2023
Occupancy Specialist CDA	\$40,851.20 to \$57,179.20	Occupancy Specialist CDA	\$43,846.40 to \$61,401.60	5/8/2023
Admin I	\$37,835.20 to \$52,956.80	Assessment Tech	\$40,851.20 to \$57,179.20	5/8/2023
Building Maintenance Tech		Building Maintenance Tech	\$37,835.20 to \$52,956.80	5/19/2023

**Completed Reclassification Requests**

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Transit Operations Manager	\$65,998.40 to \$99,049.60	\$65,998.40 to \$99,049.60	5/8/2023	6/13/2023
Admin IV DPW	\$50,648.00 to \$70,928.20	\$50,648.00 to \$70,928.20	5/8/2023	6/13/2023
Admin III Fire	\$50,648.00 to \$70,928.20	\$50,648.00 to \$70,928.20	5/8/2023	6/13/2023
Admin I CDA	\$40,851.20 to \$57,179.20	\$40,851.20 to \$57,179.20	5/8/2023	6/13/2023
Occupancy Specialist CDA	\$43,846.40 to \$61,401.60	\$43,846.40 to \$61,401.60	5/8/2023	6/13/2023
Admin I	\$40,851.20 to \$57,179.20	\$40,851.20 to \$57,179.20	5/8/2023	6/13/2023
Building Maintenance Tech	\$37,835.20 to \$52,956.80	\$37,835.20 to \$52,956.80	5/19/2023	6/13/2023

***Employee Benefits*****Family Medical Leave (YTD)**

Requests Received	Approved	Pending	Denied/Canceled
77	59	6	12

**HR PERFORMANCE REPORT****FMLA Denial Reasons**

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
10		1	1

**Workers Compensation (YTD)**

Number of Claims	Lost Time	Medical Only
26	6	21

**Recordable (YTD)**

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Hand	Medical	Open	01/17/23
Police	Privacy Case	Medical	Closed	02/18/23
DPW	Head & Elbows	Medical	Closed	02/25/23
Police	Animal Bite	Medical	Closed	03/08/23
Police	Animal Bite	Medical	Closed	03/08/23
DPW	Hand cut	Medical	Closed	03/08/23
Police	Hand Sprain	Medical	Open	03/16/23
Fire	Back injury	Indemnity	Closed	03/22/23
Water	Object to face	Medical	Open	04/14/23
Fire	Ankle	Medical	Open	04/14/23
Fire	Cut to thumb	Medical	Closed	04/17/23
Fire	Privacy Case	Medical	Open	04/18/23
Fire	Privacy Case	Medical	Open	04/18/23
Police	Privacy Case	Medical	Open	04/29/23
Police	Ear injury	Medical	Closed	04/30/23
DPW	Finger injury	Indemnity	Open	05/09/23
Police	Knee injury	Indemnity	Open	05/14/23
Fire	Back	Indemnity	Closed	05/26/23
Water	Eye	Medical	Open	06/02/23
Police	Hand	Medical	Open	06/05/23
Police	Finger	Medical	Open	06/14/23
Police	Leg	Medical	Open	07/25/23
Police	Wrist	Medical	Open	05/03/23
Attorney	Multiple	Indemnity	Open	08/23/23
Water	Eyes	Medical	Open	09/11/23



**HR PERFORMANCE REPORT**

DPW	Eyes	Medical	Open	09/13/23
WW	Eyes	Indemnity	Open	09/18/23
DPW	Foot	Medical	Open	09/23/23

## Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Multiple Body Parts	Indemnity	Open	02/10/22
Fire	Back	Indemnity	Open	01/26/21
WW	Multiple body parts	Indemnity	Open	09/13/19
WW	Multiple body parts	Indemnity	Reopened	02/07/17

*Employee and Labor Relations*

## Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1		1		
1	0	1		1	

## Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1
Scott Burton	ATU	Movement through pay scale	2/16/2023	At step 3
Multiple Employees	WPPA	OT Pay	4/1/2023	Step 1

## Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

**HR PERFORMANCE REPORT***Recruitment & Selection***New Hires**

<b>Employee Name</b>	<b>Department</b>	<b>Job Title</b>	<b>Hire Date</b>	<b>Separation Date</b>
Lacy Rodemeier	Community Dev. Authority	Administrative Assistant I	1/03	
Daniel Landwehr	Public Works	Street Maintainer	1/10	5/26
Samuel Reyes	Police	Police Officer	1/20	
Joshua Bergquist	Police	Police Officer	1/20	
Douglas Frick	Police	Police Officer	1/20	
John Shoemaker	Police	Police Officer	1/20	
Fong Moua	Police	Police Officer	1/23	
Samuel Butcher	Metro Ride	Bus Operator II	2/06	2/28
Jon Hanson	Metro Ride	Bus Operator II	2/06	2/10
Zachery Ihle	Fire	Firefighter/Paramedic	2/06	
Joshua Koll	Fire	Firefighter/Paramedic	2/06	
Derrick Krueger	Fire	Firefighter/Paramedic	2/06	
Benjamin Springob	Fire	Firefighter/Paramedic	2/06	
Koua Xiong	Fire	Firefighter/Paramedic	2/06	
Dylan Shifflett	Fire	Firefighter/Paramedic	2/06	
James Brockman	Fire	Firefighter/Paramedic	2/10	
Ethan Cordova	Fire	Firefighter/Paramedic	2/10	
Ashley Sakis	Fire	Firefighter/Paramedic	2/10	
Sybil Schuenke	Metro Ride	Bus Operator II	2/20	2/21
Thomas Rice	Metro Ride	Bus Operator II	3/06	
Matthew Rosenbloom-Jones	Metro Ride	Transit Director	3/20	
Stacey Severson-Denfeld	Assessment	Property Appraiser	3/20	
Gary Kmiecik	Assessment	Property Appraiser	4/17	
Katherine Breintenfeld	Finance	Accountant – Revenue	4/24	
Jason Schill	Sewer	Wastewater Plant Operations Tech	5/01	
Nolan Bouffleur	Fire	Firefighter/Paramedic	5/08	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
John Lauer	Fire	Firefighter/Paramedic	5/08	
Nick Bradfish	DPW	Street Maintainer	5/08	
Austin Cantrell	DPW	Municipal Fleet Technician	5/08	
Benn Her	Sewer	Collection System Technician	5/15	
Kylie Marchel	Police	Law Enforcement Computer Tech	5/15	
Tad Pike	Police	Police Officer	5/15	
Austin Trinko	Sewer	Wastewater Plant Operations Tech	5/30	
David Wilke	Water	Water Plant Operation Tech	5/30	
Evan Garski	Inspections	Property Inspector	5/31	
Jeevinmathu Chandra	Public Works	Municipal Fleet Technician	6/12	
Yvonne Scheffler	Metro Ride	Administrative Assistant III	6/26	
Mitchell Pempek	Water	Water Distribution Maintainer	6/26	
Kody Hart	Finance	Deputy City Clerk	7/10	
Teri Smith	Public Works	Fleet Analyst	7/10	
Sandra Rutheford	Finance	Administrative Assistant III	7/10	
Julie Vang	Finance	Administrative Assistant III	7/17	8/25
Ryan Baker-Ortiz	Metro Ride	Bus Operator I	7/17	
Jared Johnson	Wastewater	Collection System Technician	8/14	
Sheradyn Mikul	Police	Police Officer	8/14	
Raphael Cary	Police	Police Officer	8/14	
Erik Naugle	Police	Police Officer	8/14	
Monica Dvorak	Finance	Accountant (Enterprise Fund)	8/21	
Kevin Feltz	Metro Ride	Utility Worker – Transit	8/21	9/19
Teagan Troutner	Attorney's Office	Assistant City Attorney	9/05	
Michael Bradberry	Wastewater	Wastewater Plant Operations Technician	9/18	
Samantha Younn	Inspections	Administrative Assistant II	9/18	
Luke Antoniewicz	Maintenance	Building Maintenance Technician – DPW	9/18	

**HR PERFORMANCE REPORT****Separations YTD**

Total Number of Separations	Resignations	Retirements	Terminations
39	25	13	1

**Separations by Department for 2023 YTD**

Assessment – 2	Clerk/Finance – 4	Fire – 2	Inspections - 3
Metro Ride - 9	Police - 8	Wastewater – 3	Attorney's - 1
Public Works – 3	Parking Ramps - 1	Water - 3	

**Promotions/Transfers**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Alfred Buch	Firefighter/Paramedic	Engineer	William Resch	1/1
Lea Wilde	Admin Asst III (Finance)	Admin Asst II (Inspections)	Denise Pody	1/20
Nathaniel Stetzer	Detective	Patrol Lieutenant	Cord Buckner	1/20
Bradley Wendtland	Plant Maintenance Mechanic	Wastewater Plant Operations Supervisor	Pat Van Ouse	2/05
Christopher Savickis	Equipment Services Mechanic	Senior Equipment Services Mechanic	Aaron Moss	2/05
Peggy Steinke	Payroll Coordinator	Accountant (Payroll)	(reclass – n/a)	2/05
Travis Lepinski	Property Inspector	Building Inspector	Richard Greffe	3/19
Floyd Smith	Water Maintainer/Relief Operator	Water Plant Technician	(underfill)	5/01
Benjamin Thumann	Police Officer	Detective	Nathaniel Stetzer	5/15
Christopher Wright	Water Distribution Maintainer	Water Maintainer/Relief Operator	Floyd Smith	6/11
Zackery Fleming	Street Maintainer	Equipment Operator	Robert Hoffman	6/11
Kevin Brown	Parking Cashier	Utility Worker – Metro Ride	Scott Burton	6/26
Justin Hermsen	Municipal Fleet Technician	Senior Municipal Fleet Technician	Aaron Moss	7/02
Joseph Toboyek	Utility Worker – DPW	Street Maintainer	Zackery Fleming	7/30
Ronald Schuenke	Bus Operator II	Transit Operations Supervisor	Michael Jaeger	8/28
Juli Birkenmeier	Community Services Analyst	Asst. Director Community Dev. Authority	Betty Noel	9/24
Tamara King	Occupancy Specialist	Community Services Analyst	Juli Birkenmeier	9/24

**HR PERFORMANCE REPORT****Active Recruitments**

<b>Job Title</b>	<b># of Vacancies</b>	<b>Date Vacant</b>	<b>Status</b>
Administrative Assistant III – Finance	1	8/25	Closes 9/12
Bus Operator I (PT)	2		On-going
Bus Mechanic I	1	1/31	Reposted – Closes 9/13
Firefighter/Paramedic	4 (+ 2 Future Vacancies)	New (+ 2024 Retirements)	
Municipal Fleet Technician	1	7/1	Reposted – Closes 9/13
Police Officer	Future Vacancies		
Street Maintainer	1 (+ 2 Future Vacancies)	9/08, (+ 2024 Retirements)	
Utility Worker – DPW	1	7/30	Reposted – Closes 9/13

**Vacant Positions (Not Being Recruited at this time)**

<b>Job Title</b>	<b>Number of Vacancies</b>	<b>Date Vacant</b>	<b>Status</b>
Water Plant Operator	1	8/9/23	Job Requisition Needed from Department to Start Recruitment.

***Vacation Accrual Exceptions***

<b>Employee Name</b>	<b>Current Accrual Maximum Cap</b>	<b>Cap Waived Until (Date)</b>	<b>Reason for Waiver</b>
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

**HR PERFORMANCE REPORT***Handbook Modifications*

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10-minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22
2.04 Personal Appearance	Added casual attire for all days with the exception when schedules call for traditional attire. Added language for religious accommodation.	05/23/22
8.04 Vacation	Add The Mayor may, at his/her discretion, grant temporary exceptions to the maximum vacation accumulation limits. However, the limits approved by Council shall still apply to any vacation payouts upon separation.	6/8/22
4.06 Separation of Employment	At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS, shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will have the six (6) month timeframe restart from the new notice	07/12/22



## HR PERFORMANCE REPORT

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	date. No time from first notice to next notice will be credited. Rehired retiree's do not qualify for this payment.	
4.07 Protected Service Employees Repayment Commitment	Add repayment of all costs associated with the Paramedic Certificate program if an employee resigns within three years of hire.	10/10/22
5.19 Tuition Reimbursement	Added clarification of Satisfactory completion to be defined as a grade of "C" or higher.	2/13/23
8.08 General Leaves of Absences	Requires all available leave be taken before taking leave without pay	2/13/2023
4.01 Employment Categories	Differentiates seasonal from temporary employment category	2/13/2023

# Human Resource Committee Packet

October 2023

Agenda Item
Request Human Resources Committee to discuss and possibly act on moving Transit Supervisor from grade 18 to grade 17
Background
The Transit Supervisors supervise union employees. Over the years, the union employees have received increases that outpace the supervisors. After 48 months, a Bus Driver 2 is making \$58,073 annually. The newest supervisor in transit is making \$57,636. The move in grade along with proposed salary increases will put the supervisors where they need to be. We will need to monitor their salaries upon ratification of each new contract to make sure they have enough distance between them and the employees they supervise.
Fiscal Impact
\$9,443.20 for both supervisors
Staff Recommendation
Discuss and possible action on moving transit supervisors from grade 18 (min \$46,883.0, mid \$57,636.80 max \$65,644.80) to Grade 17 ( \$ 50,648, mid \$62,316.80, max \$70,928.00
Staff contact: James Henderson (715-261-6634)



FISCAL IMPACT OF RECLASSIFICATION								
Current Title	Prposed Title	Current Grade	Current Step	Proposed Grade	Proposed Step	Current Salary	Proposed Salary	Financial Impact
Transit Supervisor	Transit Supervisor	18	9	17	9	58,510.40	\$ 63,273.60	\$ 4,763.20
Transit Supervisor	Transit Supervisor	18	8	17	8	57,636.80	\$ 62,316.80	\$ 4,680.00
								\$ 9,443.20

Total

# Human Resource Committee Packet

October 9, 2023

Agenda Item
Discussion and possible action approving 2024 & 2025 Health, Dental, and Supplemental Insurance Plan inclusion of CCIT.
Background
<p>The City of Wausau Approved CCIT staff to be included on the City's insurance plan for plan years of 2022 and 2023.</p> <p>USI Insurance Services evaluated the impact of CCIT inclusion, and determined that including CCIT employees had no impact on the City's renewal rates. The staff recommends for a two year inclusion of CCIT for 2024 and 2025. It is likely the City will go to market for 2025.</p>
Fiscal Impact
None.
Staff Recommendation
Approve CCIT inclusion in the City of Wausau insurance plans for two years (2024 and 2025).
Staff contact: Anne Keenan (715-261-6632)

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

**RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE**

Authorizing CCIT Inclusion on the City's health, dental, vision and supplemental insurance plan design for 2024 and 2025.

Committee Action:

Fiscal Impact:

**File Number:**

**Date Introduced:**

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<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>
<b>SOURCE</b>	<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**, in 2021 the Common Council approved CCIT's inclusion on the City's health, dental, vision and Accident insurance plans for two years (2022 & 2023), and;

**WHEREAS**, the City of Wausau Human Resources Department investigated and confirmed that CCIT can continue to be carried on these insurance plans in 2024 and 2025 at no added renewal costs to the City, and;

**WHEREAS**, the City of Wausau will likely experience cost saving by granting CCIT inclusion, because the other benefit options available to CCIT are more costly and the City funds a prorated portion of CCIT's benefits via CCIT's funding agreement, and;

**WHEREAS**, the City of Wausau will likely go to market for health insurance costs in 2025, and;

**WHEREAS**, your Human Resources and Finance Committees recommend approving CCIT inclusion in the above-named insurance plans for 2024 and 2025, and;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the City of Wausau approve the inclusion of CCIT employees on the City's health, dental, vision and accident insurance plans for 2024 and 2025.

Approved:

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Kate Rosenberg, Mayor

# Human Resource Committee Packet

October 9, 2023

Agenda Item
Discussion and possible action approving 2024 benefit design for City and CCIT employees.
Background
<p>As part of total compensation, the City of Wausau provides employees the opportunity to participate in a group Health, Dental, Vision and Life Insurance programs. Consistent with the employee handbook at 7.03, 7.04 and 7.05 respectively, employees contribute 12% of the health insurance premium, 50% of the dental insurance and 100% of the vision, LTD, accident and life insurance premiums.</p> <p>In 2022, the City changed health insurance vendors from WEA Trust to Security Health, which offered a competitive rate for the City in 2022 and 2023.</p> <p>This year the City went to market, with the assistance of USI Insurance Services, staff has successfully outlined a plan resulting in a projected increase of 5.1% with a dual plan. This increase is intended to cover the anticipated plan cost increases. The City keep our vendor Security Health Plan and remain with its current vendors for dental, vision, and accident for insurances.</p> <p><u>Overview of Proposed Design Changes:</u></p> <ol style="list-style-type: none"><li>1. Minimum increase to health insurance premiums. While staff and USI Insurance Services worked diligently, the attached documents reflect an approximately 5.1% increase in insurance premiums. This increase will cover projected cost increases.<ol style="list-style-type: none"><li>A. Dual plans will be offered for employees to select a narrow network or a broad network.</li><li>B. Plan design of co-insurance 20% until Out of pocket Maximum is obtained.</li><li>C. No Maximum out of pocket per prescription unless Out of Pocket Maximum is obtained.</li></ol></li><li>2. No changes to dental, vision, LTD insurance.</li><li>3. Adjust the HSA contribution limits to align with IRS regulations. The IRS has adjusted the HSA contribution limits for 2024 to \$4150 for single and \$8300 for family.</li><li>4. FSA contribution limits \$3,200 for Limited and Health FSA as set by IRS regulations. The City will keep plan design with carry-over funds.</li><li>5. Included, please find a projection of the 2024 Health Coverage Plan.</li></ol>
Fiscal Impact
5.1% (\$237,446.04) increase in premiums for Health Insurance.
Staff Recommendation
Approve benefit design as presented.
Staff contact: Anne Keenan (715-261-6632)

# **Human Resource Committee Packet**

October 9, 2023

# City of Wausau

## HEALTH COVERAGE PLANS

Carrier	SecurityHealth Plan <sup>SM</sup>		SecurityHealth Plan <sup>SM</sup>	
	2024 Premier HMO (Broad Network)		2024 Simply One HMO (Marshfield Only)	
Provider Network/Plan Type	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Deductible</b>				
Single	\$1,650		\$1,650	
Family	\$3,300		\$3,300	
	If Employee contributes to the HSA, City will match the contribution annually up to \$600 Employee /\$1,200 Family. The City's payments will be made semi-monthly to the HSA account.		If Employee contributes to the HSA, City will match the contribution annually up to \$600 Employee /\$1,200 Family. The City's payments will be made semi-monthly to the HSA account.	
<b>Coinsurance</b>	80%		80%	
<b>Out-of-Pocket Max</b>	<i>Includes Deductible</i>		<i>Includes Deductible</i>	
Single	\$2,650		\$2,650	
Family	\$5,300		\$5,300	
<b>Lifetime Maximum</b>	Unlimited		Unlimited	
<b>Office Visits</b>				
Primary Care	Deductible then \$30 copay then 80%		Deductible then \$30 copay then 80%	
Specialist	Deductible then \$60 copay then 80%		Deductible then \$60 copay then 80%	
<b>Routine/Preventive Care</b>	100% Coverage		100% Coverage	
<b>Inpatient Hospital Services</b>	Ded, 80% Coins		Ded, 80% Coins	
<b>Outpatient Hospital Services</b>	Ded, 80% Coins		Ded, 80% Coins	
<b>Urgent Care</b>	Deductible then \$100 copay then 80%		Deductible then \$100 copay then 80%	
<b>Emergency Room</b>	Deductible then \$200 copay then 80%		Deductible then \$200 copay then 80%	
<b>Prescription Drugs</b>	<i>After Deductible is Met</i>		<i>After Deductible is Met</i>	
Preventive theraputic drugs from list covered at 100% Generic/Preferred Brand/Brand Name/Specialty	\$10/ \$30/\$60 /25% No Max		\$10/ \$30/\$60 /25% No Max	
<b>Mail Order Drugs</b>				
Vision				
<b>Rates per month</b>	<b>Premier HMO</b>		<b>Simply One HMO</b>	
Employee Cost	\$97.24		\$77.46	
Family Cost	\$299.48		\$238.56	
<b>Rates per month Employer</b>	<b>Premier HMO</b>		<b>Simply One HMO</b>	
Single Cost	\$713.06		\$568.00	
Family Cost	\$2,196.24		\$1,749.46	
Total Cost for Single	\$810.30		\$645.46	
Total Cost forFamily	\$2,495.72		\$1,988.02	

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

**RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE**

Authorizing health, dental, vision and supplemental insurance plan design for 2024.

Committee Action: *HR*  
*Finance*  
Fiscal Impact: \$237,446.04

**File Number:**

**Date Introduced:**

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<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>
<b>SOURCE</b>	<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</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**, your Human Resources and Finance Committees have reviewed the recommended changes to the City’s employee benefit program to include health plan, dental, vision and supplemental insurance to be offered to employees in 2024, and;

**WHEREAS**, the benefit programs with plan design will not change for 2024 with the City continuing with current vendors, and;

**WHEREAS**, the proposed benefit program for vision and supplemental insurances do not have an increase;

**WHEREAS**, the proposed benefit program for health insurance contains a 5.1% increase in premium costs, and;

**WHEREAS**, the proposed health, dental, vision and supplemental insurance plan design does not change, and;

**WHEREAS**, your Human Resources and Finance Committees approve the authorization and recommendation to continue to offer Health Savings Account eligible plans, which further promote



health plan consumerism and cost savings by further engaging and informing individuals on the issues of health care costs, and;

**WHEREAS**, both your Human Resources Committee and your Finance Committee recommend 5.1% increase in the health insurance premiums, and;

**WHEREAS**, both your Human Resources and Finance Committees approve the adjustment of the HSA and FSA contribution limits as necessary to remain compliant with IRS and other federal regulations, and;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the City of Wausau provide the dental, vision, supplemental, health and prescription drug plans summarized above and specified in attached documentation for the 2024 plan year, and;

**BE IT FURTHER RESOLVED** by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:

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Kate Rosenberg, Mayor

# Human Resource Committee Packet

October 9, 2023

Agenda Item
Discussion and Possible Action Amending Salaries for Elected Officials
Background
Compensation for elected offices must be established before the earliest time for filling nomination papers for that office. Wis. Stats. s. 8.10(2)(a) states that nomination papers for offices to be filled at the spring election may be circulated no sooner than December 1 preceding the election. With this in mind, any adjustments to the compensation for elected officials, such as Mayor and Alderperson, must be established prior to December 1, 2023.
Fiscal Impact
None.
Staff Recommendation
Finalize any compensation changes by December 1, 2023
Staff contact: James Henderson (715-261-6634) and Anne Jacobson (715-261-6590)

## 2023 Alderpersons

Municipality	Population	# of Council/Board	Salary	Benefits	Expense Account	Updated
Appleton	74,370	15	\$6,750	Parking pass	None	Jun-23
EauClaire	<b>70,587</b>	11	\$3000; President = \$3600	\$10/mo cell phone allow, \$88.43 auto allow	None	23-Jul
Green Bay	107,015	12	\$10,287	Health, Dental, Deffered Comp	None	23-Jul
Kenosha	99,877	17	\$6,000	None	\$50 per diem per 1/2 day; \$100 per diem per 6 hour day; \$50 per meeting; \$100 per month expense allowance; \$130 per month technology stipend	
La Crosse	51,834	13	\$8,400.00	WRS, ICI, Section 125	Yes	Sep-23
Manitowoc	34,547	10	\$5,400.00	None	None	Jun-23
Neenah	26,137	9	\$5,280	None	None	
Menasha	17,856	8	President \$5490; others \$5190	Workers compensation	Registration and Lodging for continued education/conferences/seminars	2023
Oshkosh	66,607	7	\$5,000.06		None	Jul-23
Sheboygan	48,329	10	\$6,084	None	None	Sep-23
Wausau	39,994	11	\$5,354.96	None	None	Sep-23
West Bend	32,000	9	\$4,236.00	None	\$30/month	
De Pere	25,525	8	\$7,639.00	EAP	None	Jun-23
Grand Chute	23,964	5	Chairman = \$20,500; Board Supervisors = \$10,812	None	None	2023
Fond du Lac	44,678	7	President - \$6,000; others \$5,000	None	None	Jun-23
City of Fitchburg	31,000	8	President \$5,500; others \$5,000	None	None	Jul-23

## Mayor Salary Survey

Municipality	Mayor	Population	Term	Salary	# Reports	Benefits	Expense Account	Other	# of Staff in Mayor's Office (not including Mayor)
Appleton	Mayor	74,653	2023-2024	\$106,662	15	Health, Dental, Life, LTD, Pension	None	None	3 (Secretary to Mayor, Manager of Communications and Public Engagement, Diversity, Equity & Inclusion Coordinator/Special Assistant to the Mayor)
Green Bay	Mayor	107,015	2023-2027	\$102,299	13	Health, Dental, Life, LTD, Pension	None	\$30/month mileage reimbursement	3 (Chief of Staff, Community Relations Assistant, Executive Secretary)
La Crosse	Mayor	51,834	2023	\$94,931	3	Health, Dental, Life, LTD, Pension	\$2,075.00	\$250/mo car allowance	3 (Executive Secretary, Courtesy and Information Representative, Employee Wellness Coordinator)
Manitowoc	Mayor	32,697	2023	\$79,854.00	10	Health, Dental, Vision, Life, STD, LTD, Pension	None	\$300/month vehicle allowance	1 (Administrative Assistant)
Menasha	Mayor	18,107	2023	\$80,000.00					
Kaukauna	Mayor	17,120	2022-2024	\$90,209.00	10	Health, Dental, Vision, Flex Spending, Pension			1 (Administrative Assistant)
Neenah	Mayor	25,914	9-2022 ordinance (active Sept 2023)	\$81,630.00	12	Health, Dental, Life, Pension, Flex Spending	None	Receives a \$450.00 auto allowance annually (\$37.50 per month), \$40.00 per month cell phone stipend	1 (Administrative Assistant)
Wausau	Mayor	39,994	2020-2024	\$78,873.60	8	Health, Dental, Life, LTD, Pension	None	\$300 monthly vehicle allowance, \$50/month cell phone allowance	1 (Administrative Assistant)
Sheboygan	Mayor*	48,329	2023	\$58,282	*City Administrator starting in October 2023				
City of Fitchburg	Mayor	31,000	2023-2026	\$10,000	3	None	None	None	1 Executive Assistant